



CERTIFIED APPLICATION ASSISTANCE SITE (CAAS)

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What is a Certified Application Assistance Site (CAAS)?

A Certified Application Assistance Site assists individuals and families in completing Applications for Public Assistance on behalf of the Colorado Department of Health Care Policy & Financing (HCPF).

How does an agency become certified?

- Agencies must complete and submit a CAAS Application to:
hcpf_assistancesites@state.co.us
- Agencies with multiple locations must submit a separate application for **each** location
- The agency must agree to ensure that all staff assisting with applications understand and adhere to HIPAA requirements, complete the Mandatory CAAS Training presentation, score 95% or higher on the CAAS test, and log all CAAS activity on the quarterly reporting spreadsheet.
- The agency must be a community-based organization or non-profit organization that is supporting the community, not an individual's interest

What happens once an agency is approved?

- Approved agencies receive a letter of approval, certification number and training instructions
 - Once approved, CAAS training will be scheduled
- Once approved, the agency will be added to the Application Assistance –Mapping Tool on the HCPF Web site
- Agencies are certified for a two (2) year period and are responsible for submitting a renewal/update form approximately 30 days prior to the recertification date identified in their CAAS Enrollment letter in order to continue operating as a CAAS



What are the expectations of a CAAS?

- The agency must agree to all of HCPF rules and regulations
- The agency must agree to provide assistance to **all** members of the community per the processes identified in the Mandatory CAAS Training presentation
- Each CAAS must be certified for a minimum of 90 calendar days, and submit at least one (1) quarterly report timely, meet all CAAS responsibilities and agreements, and assist at least 50 clients a quarter in order to be eligible to apply as a Presumptive Eligibility (PE) or Medical Assistance (MA) site
- The agency must understand and agree that after 2 consecutive periods of not submitting a quarterly report, the agency will be disabled and removed from the mapping tool.

For more information contact

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