



**COLORADO**

Department of Health Care  
Policy & Financing

1570 Grant Street  
Denver, CO 80203

# County Administration Rule Revisions

*Fact Sheet and Summary: May 2021*

## Summary

The purpose of this memo is to provide the public with an overview of the County Financial (10 CCR 2505-5 1.010) and Administrative (10 CCR 2505-5 1.020) rules and the Department's proposed changes to update and improve the rules.

## Overview

Rules 10 CCR 2505-5 consist of two sections Finance and Accounting (10 CCR 2505-5 1.010) and County Administrative (10 CCR 2505-5 1.020). The Financial rules govern the responsibilities counties have for ensuring proper internal controls, compliance with financial reporting, and audits. The Administrative rules govern the responsibilities counties and county directors have for properly administering Medical Assistance programs, compliance with performance requirements and programmatic audits.

## Background

Initially enacted prior to 2011, rule 10 CCR 2505-5 has not received any significant modifications or updates for over ten years. In 2020, the Department conducted a research project to determine the rules compliance with federal and State rules. The project identified various gaps that needed to be addressed. For the past eight months, staff across the Department have worked together to draft a series of proposed changes to improve the rules.

In late April, the Department began conducting presentations statewide through regional director meetings to receive feedback on the proposed changes. The meetings will occur throughout the month of May and until the end of the public comment period scheduled for Friday, June 25, 2021. Once the public comment period ends, the Department is likely to conduct an Executive Director Rule-making session in late July.

## Changes

To help acclimate you with all the proposed changes to the rules we have provide high level bullet points below.

### Financial (10 CCR 2505-5 1.010)



- Updated incorporation by reference language
- Simplified Terminology
  - The State Department (HCPF)
  - The County Department (county departments of human/social services)
- Section Migration
  - County Responsibility for Administration, County Boards, and County Department Director Administrative Responsibilities have been moved to 10 CCR 2505-5 1.020
- Electronic Reporting
  - Requiring all financial reports to be submitted electronically to align with common best practice.

#### Administrative (10 CCR 2505-5 1.020)

- Expansion of migrated sections
  - The County Department Director Administrative Responsibilities section has been expanded to include annual training requirements for county staff and an expanded list of required internal controls.
    - Operations of the overall County Department, such as Accounting or Administrative Support
    - Eligibility Determinations
    - Quality, Accuracy and Compliance with Audits
    - Performance Management
    - Internal Communications
    - Knowledge and Information Sharing, such that the County Director can assure knowledge of and compliance with applicable State and Federal requirements, laws and regulations
    - Program Integrity activities
    - Customer Service that is provided in a timely, culturally appropriate manner
  - Sharing of Data originating from Statewide Automated Systems
    - Establishes that all data originating from statewide data systems is owned by the State. Counties will be required to notify and seek the approval of the State before sharing data with third party operators.
  - County Automated Systems Security
    - Requires the approval from the State to share data or access to data systems to third parties-business associates
    - Establishes cyber security standards and ongoing compliance with the Colorado Information Security Policies as determined by the Chief Information Security Officer in the Governor's Office of Information Technology or a higher federal standard, if applicable
- Section Additions
  - Non-discrimination



- Require the postage of the State Department's Nondiscrimination Statement
- Requires Counties to develop their own Discrimination Investigation procedures
- Updates to the Confidentiality section
- Accessibility
  - Require the use of a Civil Rights Contact Person
  - Requires the development of Civil Rights Plan
  - Guidance for discrimination investigations
- Communications
  - Requires review and approval for county created communications to members and prospective members.
- Non-Compliance Findings and Action Plan Processes
  - Creates a new informal and formal plan process for addressing findings of non-compliance
  - Clarified the process that leads to fiscal sanctions once notification occurs
- Audits, Quality Assurance, and Reviews by the State Department
  - Requires compliance with State and Federal audits including but not limited to Medicaid Eligibility Quality Control (MEQC), Payment Error Rate Measurement (PERM), Office of the State Auditor (OSA), Office of the Inspector General (OIG) audits and any other required federal or State audit.
  - Requires participation in State-managed Quality Assurance Program

## For more information contact

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