



Home and Community Based Services (HCBS) Provider Enrollment Instructions

Benefits Planning

Benefits Planning services can be offered to Health First Colorado members enrolled in the Home and Community-Based Services (HCBS) Developmental Disabilities (DD) or Supported Living Services (SLS) Waivers.

Below are instructions for both **current** service providers adding a specialty and **new** service providers. Please navigate to the section that best reflects your organization. All enrollments must be completed through the Health First Colorado Provider Portal.

If you are uncertain if you are an existing provider, please consult your agency leadership or call Provider Services at 1-844-235-2387.

Certification for Benefits Planning Service Providers

To be reimbursed for Benefits Planning services, one of the following certifications is required:

- Community Work Incentives Coordinator (CWIC) from Virginia Commonwealth University
- Community Partner Work Incentives Counselor (CPWIC) from Virginia Commonwealth University
- Work Incentive Practitioner from Cornell University Institute on Employment and Disability

Each individual provider who delivers Benefits Planning services must hold/maintain a Benefits Planning certification, however, only one certificate is needed for provider enrollment purposes.

For more information on these certifications go to:

- [Virginia Commonwealth University - Certification Introduction](#)
- [Cornell University - Work Incentive Practitioner Credential Program](#)

Instructions for Current Service Providers

Log into your HCBS enrollment through the [Provider Portal](#) and click "Provider Maintenance" to start a maintenance application.

Reference the [Adding a Specialty section](#) of the Provider Web Portal Quick Guide webpage.

1. Select the "Benefits Planning DD/SLS" specialty.

Be sure to click "Add" and confirm that Benefits Planning is reflected in the grid before advancing to the next page.

Navigate to the "Provider Identification Changes" section.

Scroll down to the "Certification Panel"

Enter the following information:

- Specialty - Benefits Planning DD/SLS
- Certification Type - Other
- Effective and End Dates of the Benefits Planning certification that you intend to attach to the application. The End Date should reflect that the certification is current.
- Certificate Number - Enter "0" since Benefits Planning certifications do not have a specific number.

Be sure to click "Add" and confirm that the Benefits Planning information you entered is reflected in the grid before advancing to the next page.

Reference the [Certification section](#) Provider Web Portal Quick Guide webpage for screenshots and details.

Attach one of the acceptable Benefits Planning certifications, and all other required documentation, to the Attachments and Fees page of the application.

Note: Revalidation or maintenance applications in progress must be approved prior to submitting a new maintenance application.

Instructions for New Service Providers

Review the [HCBS Provider Enrollment Information](#) webpage for an overview of what is needed to enroll as a Home and Community Based Services (HCBS) provider.

Complete the "Enrolling as a Health First Colorado Home and Community Based Provider" Training.

Please be aware of the following:

- It is recommended to view the training first, rather than only referencing the slides.
- The training references DXC as the Fiscal Agent. Gainwell Technologies is the current Fiscal Agent.
- The training outlines that an application with the Colorado Department of Public Health and Environment (CDPHE) may be needed for some services. Benefits Planning does **not** require CDPHE application/oversight.
- Evidence of successful passage of the "Provider Enrollment Quiz" must be attached to the application. Take a screenshot of the screen reflecting you passed the quiz for this purpose.

Decide if you are enrolling as an individual provider (one-person outfit) or a provider agency.

- If a provider agency, follow instructions for Employer Identification Number (EIN).
- If an individual provider, follow instructions for Social Security Number (SSN).

Review the required six documentation items for "Benefits Planning DD/SLS" that must be attached to your application:

1. Copy of one of the following IRS documents for Employer Identification Number (EIN) enrollments only
 - a. SS-4 Employer Identification Number Assignment
 - b. IRS 147c EIN Verification letter
2. Copy of the Affidavit of Lawful Presence for Social Security Number (SSN) enrollments only
 - a. Photocopy of government-issued photo ID (i.e. Driver's License) must be attached to application
 - b. Affidavit of Lawful Presence can be found on the HCPF Provider Services website under "Provider Forms"
3. Malpractice/Liability insurance information must be entered on the application. However, proof of insurance is not a required attachment.
4. Copy of W-9 signed within the last six months.
 - a. Address must match one address listed on the application
 - b. DBA (Trade Name) must be listed on Line 2 if included on the application.

5. Voided check or signed bank letter
 - a. Voided check or bank letter address must match the address on the application
 - b. If a bank letter is submitted, the letter must be signed by the bank within the last six months.
 - i. Must include account and routing numbers
6. Copy of a current Benefits Planning Certificate (identified above) for a current staff member.

Submit a new enrollment application through the [Provider Portal](#)

- Select Enrollment Type: Atypical.
- Enter Provider Type: 36-Home and Community Based Services (HCBS).
- Click "Finish Later" so your application will save. Remember the password, it cannot be retrieved. You will also need to retain/remember the assigned tracking number. You can resume completing the application as many times as needed.
- Select the "Benefits Planning DD/SLS" specialty.
- Complete the Certification fields within the "Provider Information" section (see notes in Current Provider section)
- Attach one of the acceptable certifications, and all other required documentation, to the Attachments and Fees page of the application.
- Review the [Provider Participation Agreement](#) on the last page of the enrollment application.

If you have questions or need assistance, please contact Gainwell Provider Services at 1-844-235-2387.

If you have Benefits Planning service questions not related to provider enrollment contact:
HCPF_Supported.Employment@state.co.us