



Home and Community Based Services (HCBS) Provider Enrollment Instructions

Supported Employment

Supported Employment 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. Supported Employment services include: Job Development, Job Coaching, Job Placement, and Workplace Assistance.

Note: Workplace Assistance services are being added to the Supported Employment Specialty within the DD/SLS Waivers as of July 1, 2023. Providers who already have the Supported Employment Specialty do **not** need to make any changes to their Provider Portal in order to be approved or reimbursed for Workplace Assistance.

Required Certification for Supported Employment Service Providers

HCBS Supported Employment providers need certification from the Colorado Department of Public Health and Environment (CDPHE).

To start the Supported Employment certification process, complete the [Letter of Intent \(LOI\) request form](#) and submit to CDPHE. CDPHE will send a Program Approved Service Agency (PASA) application to the provider once the LOI is received.

Existing Program Approved Service Agencies (PASAs) may log into CDPHE portal, [COHFI](#), and submit a change application to initiate the Supported Employment certification process.

Please direct any questions regarding the Supported Employment certification process to CDPHE:

- **Licensure and Certification**
303-692-2836
cdphe.healthfacilities@state.co.us
- **Facilities Web Portal Support**
303-692-2836
cdphe.hfemportalsupport@state.co.us

Once certified for Supported Employment by CDPHE, please review the Health First Colorado enrollment instructions below for new and current providers. Please navigate to the section that best reflects your organization.

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

Instructions for Current Service Providers

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

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

1. Select the "Supported Employment DD/SLS" specialty.
2. Attach the 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.
- Evidence of successful passage of the "Provider Enrollment Quiz" must be attached to the application

Review the "Supported Employment DD/SLS" section on the [HCBS Provider Enrollment Information](#) webpage for a list of required documentation for the application.

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

- Select Enrollment Type: Atypical.
- Enter Provider Type: 36-Home and Community Based Services (HCBS).
- Select the "Supported Employment DD/SLS" specialty.
- Attach the 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 Supported Employment service questions not related to provider enrollment contact:
HCPF_Supported.Employment@state.co.us