



COLORADO
Department of Health Care
Policy & Financing

Dear Home and Community-Based Services (HCBS) Provider,

Every member enrolled with an HCBS waiver must have a fully completed Service Plan Signature Page. The Centers for Medicare & Medicaid Services (CMS) requires the Person-Centered Service Plan to be finalized and agreed to with the informed consent of the member (or guardian/legally-authorized representative, if applicable) and requires the Service Plan to be signed by all individuals and providers responsible for its implementation.

It is the responsibility of the provider to complete the signature on the Service Plan Signature Page and return this to the case manager prior to the start of HCBS services.

Refer to [Operational Memo 20-092](#) and the [Service Plan Signature Plan Frequently Asked Questions \(FAQs\)](#) for additional details and information.

Thank you,

Department of Health Care Policy & Financing