



INFORMATIONAL MEMO

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**DIVISION AND OFFICE: POLICY, INNOVATION, AND ENGAGEMENT DIVISION,
OFFICE OF COMMUNITY LIVING**

PROGRAM AREA: HCBS WAIVERS

APPROVED BY: DAN KRUG

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HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Informational Memo is to inform providers of adult residential home and community-based services (HCBS) of the roll-out of the web-based Provider Transition Plan (PTP) platform and of an upcoming training on how to complete the PTP.

Information:

Background

In 2014, the federal Centers for Medicare & Medicaid Services (CMS) published a [rule](#) requiring HCBS to be provided in settings that meet certain criteria. The Department's [website](#) contains information about implementation of these criteria, including the [Statewide Transition Plan \(STP\)](#), [milestones](#) with current target dates for completing the steps in the STP, training materials, and additional guidance.

Providers complete Provider Transition Plans (PTPs) to assess their compliance with the rule and the potential application of heightened scrutiny and to set out remedial action plans. When submitting and updating a PTP, the provider attaches relevant evidence (*e.g.*, policies and procedures, residential agreements, photographs). Completed PTPs and attached materials are subject to review and approval by the Department, with assistance from the Colorado Department of Public Health and Environment (CDPHE).

Providers must complete PTPs for all settings where people live or receive HCBS, with some exceptions, such as private homes, set forth in the STP. PTPs can be copied

across similarly operated Individual Residential Services and Supports (IRSS) settings. Many providers have worked with CDPHE to develop and even finish implementing their PTPs. These PTPs exist in Excel, Word, and/or SharePoint formats.

The Department and CDPHE have worked with the Governor's Office of Information Technology (OIT) to develop a web-based platform to give providers an easy and secure way to develop and provide updates on their remaining PTPs.

The first release of this platform, covering adult residential settings for which PTPs are required (*i.e.*, alternative care facilities (ACFs), supported living program (SLP) and transitional living program (TLP) facilities, group homes, host homes, and certain other IRSS settings), rolled out on November 26, 2018. Data and attachments from existing PTPs for such settings have been loaded into the new platform. The platform is available [here](#), and the User Manual is available as an attachment to this Informational Memo. The platforms for nonresidential and children's residential settings will follow.

As announced in an [Informational Memo](#), the Department presented trainings on the adult residential PTP component of the platform on September 10 and 14, 2018.

Action

If you provide adult residential HCBS, you should have received a Welcome email for the PTP platform on November 26, 2018. If you were expecting a Welcome email and did not receive one, check your spam filters/quarantines to be sure the email was not screened out. If the email was not sent, or if you want to add provider agency staff who can access, review, and fill out your agency's PTPs, send a message to HCPF_PTP@state.co.us with the name(s) and email address(es) that you would like the system to invite.

If you missed the September trainings or would like a refresher, you may join the training scheduled for **Tuesday, December 4, 2018 from 2:00 p.m. to 3:00 p.m.** To access the webinar, click [here](#) and dial 720-279-0026 (local) or 1-877-820-7831 (toll-free), then enter participant code 982280.

Providers will have 42 days from the date of their Welcome email to submit their PTPs (this time span has been adjusted from the normal 30 days to accommodate the holidays) and additional time over the following months to implement their remedial action plans and submit updates demonstrating that they have done so.

To prepare for completing their PTPs, adult residential HCBS providers are encouraged to review guidance such as that contained in Frequently Asked Questions (FAQs) [Part I](#), [Part II](#), and [Part III](#).

There is no need to join this webinar if you participated in one of the September webinars. Providers of nonresidential and children's residential HCBS and other stakeholders may join if interested; in addition, webinars will be scheduled when subsequent phases of the platform roll out. Because space on webinars is limited,

participants from a single organization are encouraged to share one computer and phone line to join the training.

Attachment(s):

HCBS Settings Final Rule Provider Transition Plan (PTP) User Manual

Department Contact:

Inquiries regarding the web-based PTP and related training may be sent to the following shared inbox: hcpf_ptp@state.co.us.