



## INFORMATIONAL MEMO

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<b>TITLE:</b>	<b>HOUSE BILL 18-1407 REPORTING TOOL</b>
<b>SUPERSEDES NUMBER:</b>	N/A
<b>EFFECTIVE DATE:</b>	<b>NOVEMBER 1, 2019</b>
<b>DIVISION AND OFFICE:</b>	<b>OPERATIONS AND ADMINISTRATIONS DIVISION: OFFICE OF COMMUNITY LIVING</b>
<b>PROGRAM AREA:</b>	<b>FINANCIAL MONITORING UNIT</b>
<b>KEY WORDS:</b>	<b>18-1407, 1407, REPORTING TOOL, WAGE PASS THROUGH</b>
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<b>APPROVED BY: DANIEL KRUG</b>	

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### **Purpose and Audience:**

The purpose of this Informational Memo is to provide an update to provider agencies that are impacted by the reporting requirements of House Bill 18-1407 under 10 CCR 2505-10 8.505. This document will inform and direct the next steps required.

### **Information:**

As detailed in House Bill 18-1407, as well as within 10 CCR 2505-10 8.505, provider agencies that are providing specific services under the Home and Community Based Services (HCBS)-Developmental Disabilities, HCBS-Supported Living Services, and HCBS-Children's Extensive Support waivers are required to report to the Department how the rate increase was passed on to direct support professionals.

The Department has created a Reporting Tool which will be available November 1, 2019 for the reporting period March 1, 2019 – June 30, 2019. Reporting is due to the Department no later than December 31, 2019.

To begin reporting, please visit this [website](#) (link). Within the website, there is a link for step-by-step instructions on how to fill out the Reporting Tool. There are also basic instructions towards the bottom of the website.

The site includes the [Reporting Tool](#) (link) that provider agencies will utilize when reporting to the Department. The Reporting Tool can be accessed by clicking the button labeled "Reporting Tool" on the webpage.

Users must use a Google account, which is not necessarily a Google email (Gmail) address. If you do not have a Google account or Gmail, please follow the prompts from this [Google Site](#) (link) in order to use your already established email address to create a Google account. It is also suggested to use Google Chrome browser for optimum functionality.

A provider-specific report containing a summary of paid claims for waivers and services covered under House Bill 18-1407 will be emailed from Provider Enrollment (DO NOT REPLY) from November 1, 2019 – November 8, 2019. The purpose of the summary report is to assist users in determining the appropriate pass through amounts. This summary will be a representation from the Department's perspective, but is not necessarily exhaustive of an agency's or provider's financial information as it pertains to the pass through. Reporting accurate financial information is the responsibility of the agency or provider.

Instructions on navigating the Paid Claims Summary will also be found on the Reporting Tool Site Instructions [here](#) (link).

**Attachment(s):**

None

**Department Contact:**

**Reporting Tool and Reporting Site Contact:**

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**Paid Claims Summary Contact:**

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