



INFORMATIONAL MEMO

TITLE:	HCBS SETTINGS FINAL RULE—PTP TRAINING ANNOUNCEMENT #3
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DIVISION AND OFFICE:	STRATEGIC OUTCOMES DIVISION, OFFICE OF COMMUNITY LIVING
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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 nonresidential and children’s residential Home and Community-Based Services (HCBS) of the upcoming rollout of the web-based platform on which they can complete their Provider Transition Plans (PTPs) and of upcoming trainings on how to complete their PTPs on this platform.

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 of Health Care Policy & Financing (Department) [website](#) contains information about implementation of these criteria, including the [Statewide Transition Plan \(STP\)](#), [milestones](#) with target dates for completing the steps in the STP, training materials, and additional guidance.

The Department requests that providers complete Provider Transition Plans (PTPs) to assess their compliance with the rule and the potential application of heightened

scrutiny so that both the Department and the Colorado Department of Public Health & Environment (CDPHE) can collaborate with providers to develop remedial action plans if required.

When submitting and updating a PTP, the provider will need to attach relevant documentation (*e.g.*, policies and procedures, photographs) to support required information. Completed PTPs and attached documentation are subject to review and approval by the Department, with assistance from CDPHE. Through this process, the departments are able to provide technical assistance and support providers in coming into compliance with the federal rule.

PTPs must be completed by all providers for all settings where people live or receive HCBS, with some exceptions set forth in the STP, as required by CMS. Many providers have worked with CDPHE to develop and even finish implementing their PTPs.

The Department and CDPHE 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 phase of this platform, released in November 2018, covered adult residential settings.

The second phase of this platform, to be released in late June, will cover nonresidential and children's residential settings for which PTPs must be developed (*i.e.*, those where adult day services, specialized habilitation, Supported Community Connections (SCC), prevocational services, day treatment, and group supported employment are provided; as well as certified foster care homes, group homes, kinship homes, residential child care facilities (RCCFs), and Medicaid enrolled providers serving the Children's Habilitation Residential Program (CHRP)).

Data and attachments from existing PTPs for such settings (*e.g.*, where providers had a site visit by Telligen or CDPHE and contributed to a PTP in Excel, Word, or SharePoint format) have been loaded into the new platform. **Because the current web-based PTP contains new fields, providers with existing PTPs will still need to log in to the platform, complete the new fields, and provide updates.**

The platform is available [here](#) and contains a link to the updated User Manual.

Action

The PTP platform will automatically send a Welcome email to provider email addresses that are on file. If you provide nonresidential or children's residential HCBS, you should expect to receive a Welcome email from the PTP platform in late June. If you also

provide adult residential HCBS, you already have access to the platform and will be able to access your remaining PTPs in late June.

If you are expecting a Welcome email and do 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.

Providers of nonresidential and children's residential HCBS should plan to attend one of the following webinars to receive training:

- Wednesday, June 24, 2020, 1:00-2:00 p.m. ([register here](#)); or
- Wednesday, July 1, 2020, 1:00-2:00 p.m. ([register here](#)).

For the audio portion of the webinars, dial 720-279-0026 or 1-877-820-7831, then enter participant code 174363. Providers should attend this training even if they have already used the platform to complete adult residential PTPs, as some different features will be covered.

During the training, the Department will discuss how to log in, attach documents, fill out data and text fields, submit PTPs, and work with CDPHE in an iterative process. Providers will have **30 days** to submit their initial PTPs and additional time over the following months to implement their remedial action plans and submit updates demonstrating that they have done so. If you need additional time to complete your initial PTPs or your updates, please contact your CDPHE staff lead (listed on your PTPs). **Please note that despite the COVID-19 pandemic, the federal government has not extended the deadline for statewide compliance with the HCBS Settings Final Rule.**

To prepare for completing the PTPs, providers are encouraged to review guidance available in Frequently Asked Questions (FAQs) [Parts I](#), [II](#), and [IV](#).

Providers do not need to participate in both webinars. Individuals receiving nonresidential or children's residential HCBS and other stakeholders may join if interested. If needed, additional training(s) may be added in July to ensure access to training.

Attachment(s):

None

Department Contact:

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