



INFORMATIONAL MEMO

TITLE:	NON-MEDICAL TRANSPORTATION (NMT) OVERSIGHT COMPLIANCE GUIDANCE
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	MARCH 14, 2022
DIVISION AND OFFICE:	BENEFITS AND SERVICES MANAGEMENT DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	NON-MEDICAL TRANSPORTATION, HOME AND COMMUNITY-BASED SERVICES WAIVERS, HCBS WAIVERS
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APPROVED BY: CANDACE BAILEY	

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 Home and Community-Based Services (HCBS) providers and stakeholders of the new credentialing process required for Non-Medical Transportation (NMT) enrollments and revalidations.

Information:

NMT is an HCBS benefit available to members enrolled in the Brain Injury (BI), Community Mental Health Supports (CMHS), Developmental Disabilities (DD), Elderly, Blind and Disabled (EBD), Spinal Cord Injury (SCI), and Supported Living Services (SLS) waivers.

Effective January 1, 2022, IntelliRide assumed responsibility for credentialing all newly enrolling and revalidating NMT providers. All required compliance documentation must be submitted to IntelliRide by June 30, 2022.

Certificate of Compliance

Providers must obtain a Certificate of Compliance, with a unique certificate number, from IntelliRide, **prior** to submitting an enrollment or maintenance application to the Department.

All new or revalidating NMT providers are required to provide all Compliance Documentation documents to IntelliRide via email at us.conmtenrollment@transdev.com by June 30, 2022. Documentation will be reviewed and responded to with issuance of a Certificate of Compliance, or request for additional information, within 10 business days of submission.

Required Compliance Documents

Driver Documents

- Current valid Colorado driver's license for all drivers. Drivers must be a minimum of 18 years of age and have at least one year of driving history.
- Current motor vehicle driving records for all drivers, providing all recorded driving history up to seven years.
- Criminal history record checks for all drivers. Existing name-based background checks will satisfy this requirement.

Vehicle Documents

- Verification of completed vehicle safety inspection. The standardized vehicle inspection form, found on the [NMT webpage](#), shall be completed for all passenger vehicle safety inspections, to be performed by a qualified mechanic. Vehicle inspection requirements apply to vehicles of all sizes, makes and models.
 - Vehicles 0-5 years: no inspection
 - Vehicles 6-10 years: inspected every 24 months
 - Vehicles 11 years plus: inspected annually
 - Vehicle for wheelchair transportation: inspected annually, regardless of age of vehicle

Automobile Insurance Liability Documents

- Certificate of Insurance
 - Enrolled Provider agency-owned or fleet vehicles must show proof of the following coverage:
 - Bodily injury minimum limits - \$300,000 per person/\$600,000 per accident

- Property damage - \$50,000
- Personal vehicles operating on behalf of the Provider must show proof of the following coverage:
 - Bodily injury minimum limits - \$25,000 per person/ \$50,000 per accident
 - Property damage - \$15,000

Enrollment Application Instructions

Newly enrolling Health First Colorado Home and Community-Based Services (HCBS) providers:

Review the Department's [HCBS webpage](#).

- Complete the HCBS Provider Enrollment Training. Evidence of successful passage of the Provider Enrollment Quiz must be attached to the application.
- Review the NMT specialties to identify waiver populations you will be serving. Please note requirements for 660 (BI, CMHS, EBD, SCI) and 661 (DD, SLS) are identical.

Submit a new enrollment application through the [Provider Enrollment webpage](#).

- Select Enrollment Type: Atypical
- Enter Provider Type: 36-Home and Community-Based Services (HCBS)
- Select the appropriate NMT specialty
- Enter your NMT Certification of Compliance number into the Certificate Panel of application
- Attach the NMT Certificate of Compliance and all other required documentation to the Attachment and Fees page of the application

Existing Revalidating Health First Colorado HCBS providers:

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

Add the NMT specialties to your environment (if adding the NMT service to your enrollment)

- Enter your NMT Certificate of Compliance number into the Certificate Panel of the application located in the Other Information section
- Attach the NMT Certificate of Compliance to the "Attachment and Fees" page of the application

Additional Information:

Please visit the [Non-Medical Transportation webpage](#), for additional instructions, applicable Forms and Frequently Asked Questions.

Department Contact:

HCPF_HCBS_Questions@state.co.us