



INFORMATIONAL MEMO

TITLE:	MONITORING REQUIREMENT REMINDER
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	JUNE 24, 2022
DIVISION AND OFFICE:	OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	HOME AND COMMUNITY-BASED SERVICES (HCBS) WAIVERS
KEY WORDS:	COMPLIANCE MONITORING,
INFORMATIONAL MEMO NUMBER: HCPF IM 22-020	
ISSUE DATE: JUNE 24, 2022	
APPROVED BY: CASSANDRA KELLER	

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 case managers, service providers, and stakeholders of the compliance monitoring requirements in the Developmental Disabilities (DD), Supported Living Services (SLS), and Children's Extensive Support (CES) Home and Community-Based Services (HCBS) waivers.

Information:

Program Approved Service Agency (PASAs) are required to provide monitoring of the members they serve. Compliance monitoring is an essential responsibility of service providers to ensure the health and safety of members receiving HCBS services.

The Department of Health Care Policy & Financing (Department) understands that some agencies have pivoted to completing monitoring virtually. Virtual monitoring is an acceptable means of monitoring, if occurring regularly, as defined below.

The frequency and level of monitoring shall meet the requirements outlined in 10 CCR 2505-10 8.607.9.5.A.12, as states:

The PASA must provide for and document the regular on-site monitoring of Residential Habilitation Services and Supports. PASAs must conduct an on-site

visit of each Individual Residential Support Services (IRSS) or Group Residential Support Services (GRSS) setting before a participant moves in, and at a minimum once every quarter, with at least one visit annually that is unscheduled. On-site monitoring of IRSS and GRSS settings must include, but not be limited to:

- a. Inspection of all smoke alarms and carbon monoxide detectors;
- b. Ensuring all exits are free from blockages to egress;
- c. Review of each participant's emergency and disaster assessment; and
- d. Medication administration records and physician orders.

It is the responsibility of the PASA to ensure service and supports are rendered in congruence with the member's support plan, as determined through regular and effective monitoring.

Department Contact:

HCPF_HCBS_Questions@state.co.us