



INFORMATIONAL MEMO

Title: Case Management Agencies Start Up Grant	Topic: Case Management
Audience: Home and Community-Based Services (HCBS) Case Management Agencies (CMA) awarded contracts through the Colorado CMA Request for Proposal (RFP) process	Sub-Topic: Case Management Agency Startup Grant Opportunity
Supersedes Number: N/A	Division: Case Management & Quality Performance Division
Effective Date: July 1, 2023	Office: Office of Community Living
Expiration Date: July 1, 2024	Program Area: Case Management
Key Words: Case Management Agencies, Case Management, Startup Grant Applications, CMA ARPA grant application	
Legal Authority: N/A	
Memo Author: Nicolette Cordova	
Informational Memo Number: HCPF IM 23-020	
Issue Date: June 27, 2023	
Approved By: Amanda Lofgren	

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

Purpose and Audience:

This Informational Memo is for those Home and Community-Based Services (HCBS) Case Management Agencies (CMA) awarded a CMA contract through the case management redesign (CMRD) process.

The purpose is to inform awardees of the CMA Start Up Request for Applications (RFA) to solicit grant applications and the grant application process.

Background:

The Department of Health Care Policy & Financing (HCPF) will support CMRD efforts in the community by developing a framework to support the change management requirements to ensure successful transition from the current system to

implementation of a redesign that mitigates the negative impact on members. HCPF will work with CMAs, local area organizations, and stakeholders to plan and prepare for CMRD. It will provide support to CMAs to implement CMRD, transition, change management, strategic and organizational planning, capacity and ensuring member access to a CMA, including developing an infrastructure for a learning collaborative so that CMAs have access to individual resources relevant to their change management needs.

Through the federal American Rescue Plan Act (ARPA) Section 9817 and state funds, and in conjunction with the Centers for Medicare and Medicaid Services (CMS) and the Colorado Joint Budget Committee (JBC), HCPF was approved to distribute up to \$5 million in grant funding to support transitions for CMAs awarded through the CMRD process and have received notice of intent to award, to provide case management services for Medicaid HCBS as a part of CMRD.

Information:

HCPF is issuing the CMA Start Up Request for Applications (RFA) to solicit grant applications from Eligible Organizations, as defined below, to support those CMAs awarded through the RFP process in one or more of the following areas of focus:

1. ARPA 5.01: Case Management Agencies can use funding to support the transition and minimize disruption to services.
2. ARPA 6.08: Case Management Agencies can purchase new touch screen computing devices. These touch screen computer devices will be used to support the new Care and Case Management (CCM) system, which will use electronic signatures in the completion of the Colorado Single Assessment and the Person-Centered Support Plan, with Members.
3. ARPA 6.06: Case Management Agencies can purchase or update an Electronic Health Record (EHR) system.

Application:

The CMA Start Up Request for Applications (RFA) document is found on the [ARPA HCBS Grants, Incentives, Pilots, and Community Funding webpage](#) and provides the full details for each individual grant opportunity listed above to include but not limited to the description, eligibility, requirements, associated costs, itemized summary of eligible purchase etc. purchase etc.

All three categories outlined above will be included in one-single Google application/attestation form. You will only need to answer the questions in the form that pertain to the funding in which you are applying. You do not need to answer all questions in each of the three sections if that is not what you are requesting funds

for. However, you **must thoroughly review** to ensure you acknowledge/mark each of the attestation requirements in the form.

Timeline:

HCPF has contracted with Public Consulting Group (PCG) to help manage the grant payment and invoicing process.

Applications will open **July 1, 2023**, and close at 5 p.m. MT on **Aug. 10, 2023**. The HCPF review committee will review applications and notify awardees by **Sept. 1, 2023**. The awarded CMAs may then make their approved purchased items **only after** they have received an **award notification** and must submit final invoices to PCG by **Sept. 30, 2024**.

Definition(s):

Eligible Organizations: Case Management Agencies awarded through the RFP process to provide case management services for Home and Community Based Services (HCBS) with the Colorado Department of Health Care Policy (HCPF) and Financing are eligible for this grant.

Attachment(s)/Link:

Please carefully review the instructions in the Request for Application (RFA) document found on the ARPA [HCBS Grants, Incentives, Pilots, and Community Funding webpage](#) on or right before July 1, 2023 before completing the application. Also, please note that you will be asked to attach a budget worksheet (template in RFA document) and project workplan (instructions in RFA document).

HCPF Contact:

Nicolette.Cordova@state.co.us