

INFORMATIONAL MEMO

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Audience: Stakeholders	Sub-Topic: Administrative Policy
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Purpose and Audience:

The purpose of this Informational Memo is to inform the public and Home and Community Based Services (HCBS), Long-Term Home Health (LTHH), and Community First Choice (CFC) stakeholders of Colorado's proposed process for developing an Interested Parties Advisory Group (IPAG).

Information:

The Department of Health Care Policy and Financing (HCPF) is looking for people to join the Interested Parties Advisory Group (IPAG). The IPAG was created through the federal *Ensuring Access to Medicaid Services* final rule (FFS) [42 CFR 447.203](#)). The group gives direct care workers and people with lived experience a place to advise and consult with HCPF on proposed payment rates, HCBS adequacy data, and access to care metrics for direct care workers who provide direct care for Health First Colorado members accessing personal care, health maintenance activities, homemaker, and habilitation services.

To establish Colorado's IPAG, applications will be accepted from direct care workers serving Health First Colorado members, Health First Colorado members, guardians/legally authorized representatives, and other interested parties.

Membership

Membership is determined by HCPF who will appoint 3-4 individuals from each of the groups described below.

Membership Eligibility Criteria:

- A. Direct Care workers providing services to Health First Colorado members.
 - a. Note: preference given to Direct Care worker who deliver hands on care and support such as: personal care, home health aide, homemaker, respite, health maintenance activities, adult day, and habilitation services (ex. Host Home Provider, Direct Support Professional).
- B. Health First Colorado members receiving care and support through Home and Community Based Services (HCBS) waivers, Long-Term Home Health (LTHH), and/or Community First Choice (CFC).
- C. Health First Colorado member's guardian or legally authorized representative.
- D. State or local consumer advocacy groups or other community-based organizations that represent the interests of, or provide direct service, to Health First Colorado beneficiaries or other parties with a strong interest in this work.

Note: HCPF staff will serve on the IPAG as presenters and facilitators as needed to fulfill requirements and duties of the regulation.

Term Limits

Appointments will be for two years, with a 2-term limit for a total of no more than four years of service. Partial terms will count towards the 2-term limit.

Meetings

Regular meetings will be held every 6 months at a minimum. In years where recommendation reports are due (starting in 2026), meetings will be held monthly

starting in March to meet deadlines for reporting requirements to the Centers for Medicare and Medicaid Services (CMS).

Meeting agendas will be created by HCPF staff to meet federal requirements for reporting on the IPAG recommendations on rates, access to care metrics, and HCBS payment adequacy data.

Application and Eligibility Criteria

Interested persons must:

- Fill out an [online application](#) by January 15, 2026.
- Identify in one of the four required groups.
- Have relevant experience in health care and/or advocacy serving or representing Health First Colorado members.
- Possess a commitment to public service, openness to diverse viewpoints, and a desire to improve Medicaid services for all members.

Recruitment Process

HCPF will ensure transparency and accountability throughout the recruitment and appointment process by regularly updating the public about the process on the website or via HCPF newsletters. Initial vacancies will be announced via relevant HCPF newsletters, through existing stakeholder meeting contact lists, and on the [HCPF website](#).

Interested individuals may apply via an [online application](#) between November 21, 2025 and January 15, 2026. Applications will be reviewed by March 1, 2026 with invitations to join sent no later than March 10, 2026. All IPAG members will be required to disclose any potential conflicts of interest and that mechanisms for managing these conflicts will be in place.

The Colorado Open Records Act may require that certain information contained in the application and captured in meeting materials, including recorded material, will be available for inspection by the general public. All members must agree to this term.

Selected applicants will represent a diverse subset of health care providers and other professionals. Candidates will be selected based on their Health First Colorado related role, along with relevant experience and expertise.

An internal review committee will screen applications and recommend a list of candidates to the to the selection panel. Interviews may be conducted prior to candidate selection. The selection panel will select two to four individuals in each of the required categories. Once the appointments are confirmed, results will be communicated to candidates and appointments will be announced publicly on HCPF's website. HCPF will provide comprehensive onboarding and orientation that includes an introduction to the IPAG purpose and work, bylaws, process and procedures, and other relevant topics.

HCPF may perform a semi-annual evaluation and performance review of the Group and its members to ensure the effectiveness of both. A chair and vice-chair may be elected by the IPAG, at its discretion.

When an IPAG member's term expires, a review may be conducted to evaluate whether their continuance would be beneficial to the individual and to the agency.

Attachment(s):

Table of timeline

HCPF Contact:

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