



COLORADO

Department of Health Care
Policy & Financing

OPERATIONAL MEMO

OPERATIONAL MEMO NUMBER: HCPF OM 18-011

TITLE: HCBS COMMUNITY REFERRAL TIMELINE

SUPERSEDES NUMBER: N/A

ISSUE DATE: AUGUST 27, 2018

EFFECTIVE DATE: AUGUST 27, 2018

**DIVISION AND OFFICE: CASE MANAGEMENT AND QUALITY PERFORMANCE
DIVISION, OFFICE OF COMMUNITY LIVING**

PROGRAM AREA: LONG TERM SERVICES AND SUPPORTS

APPROVED BY: JENNIFER MARTINEZ

KEY WORDS: ULTC 100.2, TIMELINE, HOME VISIT, HCBS

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

Purpose and Audience:

The purpose of this Operational Memo is to clarify the timeframe in which Home and Community Based (HCBS) case managers have to conduct and enter the Uniform Long Term Care (ULTC) 100.2 assessment into the Benefits Utilization System (BUS) for community referrals.

Background:

HCBS case managers are required to complete a ULTC 100.2 for all new community referrals. 10 CCR 2505-10, 8.393.2.C(1)(a)(i) requires Single Entry Point (SEP) agencies to complete the ULTC 100.2 assessment within ten (10) working days after confirmation that the Medicaid application has been received by the county.

Pursuant to 4.5.1.10 of the SEP agency contract, SEP agencies are also required to enter and verify the assessment into the BUS within ten (10) business days of completing the assessment.

Pursuant to 1.7.3.3.1 of the Community Centered Board (CCB) contract, CCBs are required to conduct the *initial* functional needs assessment within ten (10) business days for individuals residing in the community, upon completion of the developmental disability determination, when the individual requests HCBS waiver services, and upon verifying Medicaid eligibility or submission of the Medicaid application. 1.7.3.4 of the CCB contract also requires CCBs enter and verify the assessment into the BUS within ten (10) business days of completing the assessment.

Information/Procedure:

The Department of Health Care Policy and Financing (the Department) is clarifying the timeline in which to conduct and complete the ULTC 100.2 for individuals residing in the community. SEP agencies and CCBs have ten (10) business days to complete the ULTC 100.2 home visit upon verification of Medicaid eligibility or Medicaid application submission. SEP agencies and CCBs have an additional ten (10) business days to enter and verify the ULTC 100.2 assessment in the BUS.

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