



## OPERATIONAL MEMO

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<b>TITLE:</b>	<b>NURSING FACILITY AND INTERMEDIATE CARE FACILITY FOR INDIVIDUALS WITH INTELLECTUAL DISABILITIES PERSONAL NEEDS ACCOUNT REVIEWS</b>
<b>SUPERSEDES NUMBER:</b>	N/A
<b>EFFECTIVE DATE:</b>	<b>JANUARY 1, 2020</b>
<b>DIVISION AND OFFICE:</b>	<b>OFFICE OF COMMUNITY LIVING, OPERATIONS AND ADMINISTRATION DIVISION</b>
<b>PROGRAM AREA:</b>	<b>LONG TERM CARE</b>
<b>KEY WORDS:</b>	<b>PERSONAL NEEDS ACCOUNT, NURSING FACILITY, NF, INTERMEDIATE CARE FACILITY FOR INDIVIDUALS WITH INTELLECTUAL DISABILITIES, ICF-IID, REVIEW, AUDIT, PROVIDER, CSR 25.5-6-206</b>
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<b>APPROVED BY: DANIEL KRUG</b>	

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### **Purpose and Audience:**

The purpose of this Operational Memo is to inform long-term care providers, specifically Nursing Facilities (NF) and Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-IID), of operational instructions to satisfy the Department's statutory requirements to audit the personal needs accounts maintained by each provider for their residents.

### **Background:**

Colorado Revised Statue (CRS) 25.5-6-206 outlines Department requirements on personal needs accounts for NF and ICF-IID providers. Department regulations in 10 CCR 2505-10, Section 8.482.5 further specifies provider and Department responsibilities involving resident personal needs accounts. Since 2004, the Office of Community Living (OCL) within the Department has been performing personal needs account reviews for NFs.

Personal needs accounts have been identified as a high risk for potential fraud and abuse. To mitigate this risk level, OCL has expanded the scope of their review to ensure compliance by NFs and ICF-IIDs with Department rules. OCL will conduct desk reviews per Department rule 10 CCR 2505-10, Section 8.076.2.C.

**Information/Procedure:**

NF and ICF-IID administrators will receive a Notification and Request for Documentation letter from OCL when a personal needs account review is scheduled. All requested documents shall be submitted via encrypted email to the assigned OCL reviewer by the specified date.

The NF or ICF-IID administrator shall provide a point of contact to the OCL reviewer to assist with the review. OCL will generate various communications throughout the review with instructions and deadlines. The point of contact should notify the OCL reviewer in writing if a deadline will not be met and why. An extension may or may not be granted by the OCL reviewer.

The review results may require a written corrective action plan. A final review letter with instructions will be sent to the facility. The NF or ICF-IID shall submit a corrective action plan to the OCL reviewer for any non-compliance deficiencies. The corrective action plan may or may not be approved by the OCL reviewer. The NF or ICF-IID is responsible for implementing corrective actions and maintaining compliance. OCL reserves the right to verify the corrective action plans have been implemented.

The NF or ICF-IID will have informal reconsideration and appeal rights per Department rule 10 CCR 2505-10, Section 8.050, if monetary adjustments are identified during the review.

**Attachment(s):**

None

**Department Contact:**

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