



OPERATIONAL MEMO

TITLE:	WEB APPLICATION CREDENTIALS AND TRAINING FOR PROGRAM APPROVED SERVICE AGENCIES
SUPERSEDES NUMBER:	NA
EFFECTIVE DATE:	JUNE 1, 2021
DIVISION AND OFFICE:	BENEFITS & SERVICES MANAGEMENT DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	PROGRAM APPROVED SERVICE AGENCIES
KEY WORDS:	PROGRAM APPROVED SERVICE AGENCIES, PASA, INDIVIDUAL RESIDENTIAL SERVICES AND SUPPORTS, IRSS, DEPARTMENT OF LOCAL AFFAIRS, DOLA, DIVISION OF HOUSING, DOH, RESIDENTIAL SETTINGS, HOST HOME PROVIDER, HHP, TRAINING, WEB APPLICATION
OPERATIONAL MEMO NUMBER: HCPF OM 21-039	
ISSUE DATE: MAY 4, 2021	
APPROVED BY: CANDACE BAILEY	

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 inform Program Approved Service Agencies (PASAs) of upcoming changes to operational instructions to meet regulatory requirements for the Residential Habilitation and Individual Residential Services and Supports (IRSS) setting tracking process through the Department of Local Affairs (DOLA), Division of Housing (DOH).

Information:

Beginning January 2020, the Department of Health Care Policy & Financing (Department) has required that all PASAs provide information on their residential settings to DOH for tracking purposes. Currently, PASAs have completed these updates through quarterly spreadsheets. To streamline the requirements of this program, DOH has developed a web application for PASAs to utilize that will track their settings and any completed inspections of those settings. Each PASA will be assigned a single login

credential associated with their name, Tax ID number, and the email address of their choosing. PASAs need to send an email to irss.residential.inspections@state.co.us, indicating the email address selected for their login credentials by May 19, 2021.

Any PASA that is approved to provide IRSS services but does not operate any Host Homes or provider-owned or provider-controlled settings will still be required to send quarterly status updates via email. They will not be given login credentials to the web application until they have members residing in a qualifying IRSS setting.

DOH will host three training sessions to provide instruction on how to operate the new web application and how to edit settings associated with your PASA. The July Quarterly Updates will be conducted in the new platform, so this training will prepare PASAs to complete the upcoming update. The three training sessions will be held in June 2021. Meeting dates and details will be sent from the Office of Community Living in one of our "Updates and Upcoming Meetings" emails utilizing the Constant Contact format.

Please send any questions you may have regarding the web application or inspections to: IRSS.residential.inspections@state.co.us.

Attachment(s):

None

Department Contact:

HCPF_HCBS_Questions@state.co.us