



OPERATIONAL MEMO

TITLE:	UPDATES TO BILLING PROCEDURE FOR HOME MODIFICATION SECOND UNIT
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	AUGUST 01, 2021
DIVISION AND OFFICE:	BENEFITS AND SERVICES MANAGEMENT DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	HOME AND COMMUNITY BASED SERVICES (HCBS) WAIVERS
KEY WORDS:	HOME MODIFICATION, HOME ACCESSIBILITY ADAPTATION, PROVIDER, BILLING
OPERATIONAL MEMO NUMBER: HCPF OM 21-053	
ISSUE DATE: JULY 22, 2021	
APPROVED BY: COLIN LAUGHLIN	

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 home modification providers, and any interested stakeholders, of updates to the billing procedure for the Home Modification Benefit. More specifically this memo will outline changes to how the second unit may be billed.

Information:

Currently, two units are added to the Prior Authorization Request (PAR) form upon approval of a home modification request. The first unit is approved to be billed prior to starting work on the project to cover initial costs. According to Home and Community-Based Services (HCBS) Home Accessibility Adaptation/Home Modification Reimbursement Regulation ([HCBS-SLS 8.500.94.B.6.f.iii](#), [HCBS-CES 8.503.40.A.5.f.iii](#), and [HCBS-EBD 8.493](#)), the second unit shall only be billed once the home modification has been completed, and once the following documents have been submitted to the Department of Housing (DOH):

1. Signed Lien waivers for all labor and materials, including lien waivers from sub-contractors;
2. Required permits;
3. One-year written warranty on materials and labor; and
4. Documentation in the Participant's file that the Home Modification has been completed satisfactorily through:
 - a. Receipt of the inspection report approving work from the state, county, or local building, plumbing, or electrical inspector; or
 - b. Approval by the Participant, guardian, representative, or other designee; or
 - c. Approval by the home owner or property manager; or
 - d. A final on-site inspection report by DOH or its designated inspector; or
 - e. DOH acceptance of photographs taken both before and after the Home Accessibility Adaptation.

While any of the documents listed in section 4 are permissible, it is strongly encouraged for Providers to document approval of completion by the Participant/Member in addition to the other forms of documentation outlined.

To ensure all documents are submitted as required in the Home Modification reimbursement regulation and to decrease the number of complaints for completed projects, the Department of Health Care Policy & Financing (Department) and the Department of Housing (DOH) are updating the process by which units are released on the PAR. Rather than both Home Modification units being released up front, the first unit shall be released upon approval of the home modification and the second unit shall be released once all required documents have been submitted to and approved by the DOH.

New Process

Effective August 1, 2021, only one Home Modification unit will be available for billing on the PAR initially. Once the home modification is completed by the home modification provider, all required documents must be submitted to the DOH, via Salesforce. Upon document submission, the DOH will review all submissions within 3 business days. Once the required documents are reviewed and accepted by the DOH, the second home modification unit will be authorized on the PAR and will be available for providers to bill. Instructions for submitting documentation will be sent to providers at the time the home modification project is approved by the DOH.

The DOH will be hosting a training for all interested home modification providers to learn more about the Salesforce submission process.

DOH Portal/ Salesforce Training

Tuesday, August 3, 2021

10 -11 a.m.

Meeting ID: meet.google.com/eyc-rkue-ijj

Call in option: +1-617-675-4444

PIN: 520 038 090 9546#

It is recommended that interested providers join the webinar online, since a visual demonstration, as well as live examples, will be provided. This training will be recorded for any providers who are interested but are unable to attend.

References

[Elderly, Blind and Disabled Home Modification Regulation- 8.493](#)

[Supported Living Services Home Accessibility Adaptation Regulation- 8.500.94.B.6](#)

[Children's Extensive Supports Home Accessibility Adaptation Regulation- 8.503.40.A.5](#)

Attachment(s):

None

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