



## OPERATIONAL MEMO

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<b>TITLE:</b>	<b>UPDATED HOME AND COMMUNITY-BASED SERVICES (HCBS) PROVIDER ENROLLMENT REQUIREMENTS AND REVALIDATION PROCEDURE FOR COMMUNITY CENTERED BOARDS</b>
<b>SUPERSEDES NUMBER:</b>	N/A
<b>EFFECTIVE DATE:</b>	<b>FEBRUARY 8, 2022</b>
<b>DIVISION AND OFFICE:</b>	<b>BENEFITS &amp; SERVICES MANAGEMENT DIVISION AND OPERATIONS AND ADMINISTRATION DIVISION, OFFICE OF COMMUNITY LIVING</b>
<b>PROGRAM AREA:</b>	<b>HCBS PROVIDER ENROLLMENT</b>
<b>KEY WORDS:</b>	<b>PROVIDER ENROLLMENT, REVALIDATION, PROVIDER SPECIALTY, HOME AND COMMUNITY-BASED SERVICES, HCBS, COMMUNITY CENTERED BOARD, CCB, PROGRAM APPROVED SERVICE AGENCY, PASA, ORGANIZED HEALTH CARE DELIVERY SYSTEM, OHCDS, HOME ACCESSIBILITY ADAPTATIONS, HOME MODIFICATIONS ADAPATIONS, LIFE SKILLS TRAINING, PERSONAL CARE, RESPITE</b>
<b>OPERATIONAL MEMO NUMBER: HCPF OM 22-006</b>	
<b>ISSUE DATE: FEBRUARY 8, 2022</b>	
<b>APPROVED BY: CANDACE BAILEY</b>	

**Purpose and Audience:**

The purpose of this Operational Memo is to inform prospective and existing Home and Community-Based Services (HCBS) providers of the updated provider enrollment requirements for New, Maintenance, and Revalidation applications for:

- The Home Accessibility Adaptation specialty for providers serving members enrolled in the Children's Extensive Services (CES) and the Supported Living Services (SLS) Waivers.
- The Home Modification specialty for providers serving members enrolled in the Person's with Brain Injury (BI) Waiver, Elderly Blind and Disabled (EBD) Waiver, Persons with Spinal Cord Injury (SCI) Waiver, and the Community Mental Health Services (CMHS) Waiver.
- The Life Skills Training specialty for providers serving members enrolled in the Elderly Blind and Disabled (EBD) Waiver, Persons with Spinal Cord Injury (SCI) Waiver, and Community Mental Health Services (CMHS) and Supported Living Services (SLS) Waiver.
- The Personal Care specialty for providers serving members enrolled in the Children's Extensive Services (CES) and the Supported Living Services (SLS) Waivers.
- The Respite specialty for providers serving members enrolled in the Children's Extensive Services (CES) and Supported Living Services (SLS) Waivers.

Additionally, this Operational Memo is to inform Community Centered Boards (CCBs), enrolled in HCBS specialties through their Organized Health Care Delivery System (OHCDs) status of the operational instructions for submitting Revalidation applications.

**Information:****New Attestation Requirements for Certain HCBS Specialties**

As of the issue date of this memo, provider enrollment requirements for New, Maintenance, and Revalidation HCBS applications have been updated for the following HCBS specialties:

- 648 Home Accessibility Adaptations CES/SLS
- 651 Home Modifications Adaptations BI/EBD/SCI/CMHS
- 664 Personal Care CES/SLS
- 676 Respite CES/SLS
- 753 Life Skills Training CMHS/EBD/SCI/SLS

The updated provider enrollment requirements for the specialties above can be found on the following Department websites:

Prospective HCBS providers: [Requirements for New/Maintenance Applications](#)

Existing HCBS providers: [Requirements for Revalidation Applications](#)

Providers must attach the required license to their enrollment application. If providers do not possess the required license, an attestation affirming that the provider meets necessary enrollment requirements, must be attached to their enrollment application. The attestation must be on the provider's letterhead and signed by the provider. Information on license and attestation requirements for these specialties can be found on the Department websites listed above.

New, Maintenance, and Revalidation HCBS applications approved on or before March 10<sup>th</sup>, 2022, with one or more of the specialties above, will not be returned to providers for missing licenses or attestations. If New, Maintenance, or Revalidation applications do not have the required license or attestation, the Department will conduct outreach to the application contact and request a license or attestation.

New, Maintenance, and Revalidation HCBS applications approved on or after March 11<sup>th</sup>, 2022, will be returned to providers for a missing license or attestation. Applications returned to providers must be resubmitted with the required license or attestation attached to the application.

#### HCBS Revalidation Procedure for CCBs/OHCDS

All CCBs enrolled in HCBS specialties through their OHCDS status must meet the [HCBS Revalidation Requirements](#) by attaching the required credentials of at least one contractor, for each enrolled HCBS specialty, to the Revalidation application. Some specialties do not require licenses, resumes, or other documentation, as listed in the link above. If CCBs are seeking Revalidation for such specialties, no attachments will be required. Revalidation applications returned to CCBs for missing credentials must be resubmitted with the required documentation.

#### **Attachment(s):**

None

#### **Department Contact:**

[HCPF\\_HCBS\\_Questions@state.co.us](mailto:HCPF_HCBS_Questions@state.co.us)