



OPERATIONAL MEMO

TITLE:	ACCESSING NURSING FACILITY COST REPORTING WEBSITE DURING A CHANGE OF OWNERSHIP
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	APRIL 1, 2022
DIVISION AND OFFICE:	OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	NURSING FACILITIES
KEY WORDS:	NURSING FACILITY (NF), SKILLED NURSING FACILITY (SNF), COST REPORT, MED-13, CHANGE OF OWNERSHIP, CHOW
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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 nursing facilities and associated parties of operational instructions to gain access to the Myers and Stauffer (M&S) website Colorado Long Term Care Online (COLTCO) during a change of ownership.

Information:

Information on the M&S website is confidential and should only be accessed by approved users. Access changes resulting from a change of ownership will only be granted when:

1. The Department of Health Care Policy and Financing (the Department) notifies M&S when a change of ownership has occurred and is finalized. This notice authorizes M&S to grant access to COLTCO to the new facility owner, or
2. Prior to the effective date of the change of ownership:
The current owner must approve the new owner's access to the information (i.e., MED-13 cost report, case mix, etc.) contained on COLTCO. The attached form

must be completed by the current owner and submitted to the Department via fax 303-866-2786, attention Nursing Facility Operations Specialist or via email to the Department hcpf_ltc_facilities@state.co.us AND

The new owner must start an enrollment application on the Medicaid Management Information System (MMIS) interChange. The application can be found at <https://hcpf.colorado.gov/change-ownership-app>.

The Department will not authorize the new owner access to COLTCO if the current owner denied access and/or if no enrollment application has been submitted.

Attachment(s):

Change of Ownership and Access to the Myers & Stauffer Website COLTCO

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