



OPERATIONAL MEMO

TITLE:	UPDATED IN-HOME SUPPORT SERVICES FORMS
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	SEPTEMBER 1, 2022
DIVISION AND OFFICE:	HCBS DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	PARTICIPANT DIRECTED PROGRAMS, IN-HOME SUPPORT SERVICES
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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 update In-Home Support Services (IHSS) Agencies, Case Managers, and other stakeholders of changes to the required forms for IHSS.

Information:

The Department has developed a new form for IHSS. The Shared Responsibilities Plan promotes self-direction, establishes role clarity, and defines the responsibilities of the member, agency, and authorized representative (AR). The Shared Responsibilities Plan replaces the IHSS Client and Provider Agency Responsibilities Form and the IHSS Authorized Representative Designation Form.

The phase-out of current IHSS forms and introduction of the Shared Responsibilities Plan are as follows:

Form	Timeline
IHSS Client and Provider Agency Responsibilities Form	Discontinued June 2022
IHSS Authorized Representative Designation Form	Discontinued September 1 st , 2022
IHSS Shared Responsibilities Plan	Begins September 1, 2022; all members must have a completed Plan on file by September 1, 2023

The breakdown of IHSS Agency and Case Management Agency responsibilities is below:

IHSS Agency Responsibilities

It is the IHSS Agency's responsibility to have a documented agreement between parties using the Shared Responsibilities Plan to establish role clarity and define the responsibilities of the member, Agency, and AR. The Shared Responsibilities Plan shall be completed upon enrollment in IHSS and following any change of condition as outlined in 10 C.C.R. 2505-10 Section 8.552.7.C.

This form will be required for all new IHSS members effective September 1, 2022 and must be updated for current IHSS members by September 1, 2023. A copy of the Shared Responsibilities Plan should be provided to the member, AR, and the member's Case Manager.

Case Management Responsibilities

Case Managers must ensure that each IHSS member has a completed Shared Responsibilities Plan on file, which is to be reviewed at the Continued Stay Review with the member, AR, and IHSS Agency.

Attachment(s):

Shared Responsibilities Plan – you may access this form on Consumer Direct Care Network's website under [IHSS Resources – IHSS Tools and Forms](#).

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