



## OPERATIONAL MEMO

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<b>Title:</b> Denver Minimum Wage Billing Guidance	<b>Topic:</b> Rates
<b>Audience:</b> HCBS Providers, Case Managers	<b>Sub-Topic:</b> N/A
<b>Supersedes Number:</b> N/A	<b>Division:</b> Benefits and Services Management Division, Operations and Administration Division
<b>Effective Date:</b> July 1, 2023	<b>Office:</b> Office of Community Living
<b>Expiration Date:</b> July 1, 2025	<b>Program Area:</b> Home and Community-Based Services
<b>Key Words:</b> Home and Community Based Services, HCBS, Denver Minimum Wage, Billing, Rates	
<b>Legal Authority:</b> Senate Bill 2023-214 and 10 C.C.R. 2505-10 Section 8.511	
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<b>Approved By:</b> Colin Laughlin	

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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 provide billing guidance to Home and Community-Based Services (HCBS) providers on how to bill the Denver rate for eligible services rendered in the City and County of Denver.

### Information:

The Colorado General Assembly approved a rate increase for certain services provided to eligible and enrolled HCBS waiver members receiving services in the City and County of Denver, effective beginning July 1, 2023. SB 23-214 authorizes an increase of rates to acknowledge the Denver Minimum Wage to \$17.29/hour. The Department of Health Care Policy & Financing (HCPF) is working with the fiscal agent to make the necessary system changes to reimburse claims accordingly.

Additional communications will be sent with updates regarding the status as soon as they become available. Until those changes are made, HCPF has developed a workaround process. Please see the relevant billing instructions and eligible services below for this interim time period.

**Action To Be Taken**

**Interim Process for Providers who bill on a “claim by claim basis” in the [Provider Web Portal](#).**

- Services rendered outside of Denver County should be billed at the Standard Fee Schedule Rate; there is no change to how services are billed.
- Services rendered within Denver County should be billed at the Denver County Rate.
- Please bill services rendered only in Denver County on a separate claim from services provided outside of Denver County.
- On claims that include services billed at the Denver County Rate please submit with the procedure code T2034 on any line of the claim and bill at \$0.00.
  - On claims that include services billed at the Denver County Rate, please also add the valid Denver zip code of the service location to the claim ‘Note’ field
  - The note field is found on the bottom of page one (1) in the Provider Portal:

Taxonomy ▼

Member Information

**\*Member ID**

**Last Name** DEPT **First Name** ZEROFORTYTWO

**Birth Date** 09/27/1980

**Address**

**City**

**State**  **Zip Code**

Claim Information

**Date Type**  **Date of Current**

**Accident Related Reason**

**\*Patient Number**

**\*Transport Certification**  Yes  No

**Previous Claim ICN**

**Note**

**\*Does the provider have a signature on file?**  Yes  No

**Include Other Insurance**  **Total Charged Amount** \$0.00

Continue
Cancel

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- Do not submit a Zip Code in the Notes Field or submit procedure code T2034 for claims that do NOT include services billed at the Denver County Rate. Bill at the rate listed on the fee schedule.

### Interim Process for Providers who bill using batch billing processes

- Services rendered outside of Denver County should be billed at the Standard Fee Schedule Rate.
- Services rendered within Denver County should be billed at the Denver County Rate.
- Please bill services rendered only in Denver County on a separate claim from services provided outside of Denver County.
- On claims that include services billed at the Denver County Rate please submit with the procedure code T2034 on any line and bill at \$0.00.
- On claims that include services billed at the Denver County Rate, please also add the Denver zip code of the service location to the claim 'Note' field:
  - Loop 2300/Segment NTE

Alternative Care Facility (ACF) and Supported Living Program (SLP) providers do not need to add procedure code T2034 as the Denver Rates are accounted for on impacted HCBS Prior Authorizations.

For services like transportation that may begin in one Zip code and end in another, providers should bill the rate allowable in the zip code where the service ends or terminates.

- If a provider picks up a member in Lakewood and drops that member off in Denver, the provider should bill the Denver County rate.

A complete list of the rates and services eligible for Denver County Rates can be found on the HCBS Rates Schedule, accessible via [this page](#) on the HCPF website.

Below is a list of impacted services

- Adult Day Services
- Alternative Care Facility (ACF)
- CHRP Foster Home and Group Home
- Community Connector
- Consumer Directed Attendant Support Services - Personal Care,
- Homemaker, Health Maintenance Activities
- Group Residential Service and Supports (GRSS)
- Homemaker

- In-Home Support Services - Personal Care, Homemaker, Health Maintenance Activities
- Individual Residential Service and Supports (IRSS)
- Mentorship
- Non-Medical Transportation (NMT) (drop off location is considered place of location)
- Personal Care
- Prevocational Services
- Specialized Habilitation
- Supported Community Connections
- Supported Employment
- Supported Living Program (SLP)
- Transitional Living Program (TLP)

**Attachment(s):**

None

**HCPF Contact:**

Providers should contact the [Provider Services Call Center](#) at 1-844-235-2387 with questions about billing.

Please direct inquiries about Denver Minimum Wage policy to [HCPH\\_HCBS\\_Questions@state.co.us](mailto:HCPH_HCBS_Questions@state.co.us).