



OPERATIONAL MEMO

Title: Home and Community-Based Services (HCBS) Base Wage Rate Increase 2023 Attestation Reporting Past Due Notification	Topic: Direct Care Worker Base Wage Compliance
Audience: HBCS Providers	Sub-Topic: Base Wage Attestation Form
Supersedes Number: N/A	Division: Operations & Administration Division and Benefits & Services Management Division
Effective Date: July 1, 2023	Office: Office of Community Living
Expiration Date: July 1, 2025	Program Area: HCBS Services
Key Words: Benefits and Services, Home and Community-Based Services, HCBS, CHRP, Rate Increase, Base Wage, Adult Day, Day Habilitation, SCC, CDASS, NMT, Supported Employment, Homemaker, Host Home, Group Home, Foster Home, IHSS, IRSS, Mentorship, Prevocational Services, Respite Care, Wage Attestation, Wage Reporting, Wage Compliance	
Legal Authority: 10 CCR 2505-10, Section 8.511	
Memo Author: Cathy Fielder	
Operational Memo Number: HCPF OM 23-045	
Issue Date: July 10, 2023	
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 deliver to service providers a PAST DUE NOTIFICATION regarding the required 2023 base wage rate increase attestation as outlined in [HCPF Operational Memo 23-023](#). The deadline for submitting the attestation for was June 30, 2023. Additionally, the 2023 Wage Attestation Form has been revised to update the dropdown functionality.

Information:

This memo acts as the Department of Health Care Policy & Financing's (HCPF) past due notification to HCBS service providers to submit the required 2023 Wage Attestation Form. Additionally, the 2023 Wage Attestation Form has been revised to update the dropdown functionality for the Alternative Care Facility (ACF) service type.

Action To Be Taken:

Providers affected by the base wage and per diem increase requirements that have not submitted the required attestation form must complete the 2023 Wage Attestation Form and submit it to HCPF to report compliance with the requirements. Attestation forms must be submitted to HCPF_WageCompliance_FCU@state.co.us as soon as possible but no later than August 31, 2023. **As a reminder, providers who do not submit their attestation form are subject to a compliance review which could lead to recoupment of funds and/or additional penalties.**

If your agency has already submitted the required attestation form, thank you for your timely compliance and this notice can be disregarded.

Consumer-Directed Attendant Support Services (CDASS) Authorized Representatives and Employers of Record are exempt from attestation requirements.

The services and waivers impacted by this requirement include:

- Adult Day Services - BI, CMHS, EBD, SCI
- Alternative Care Facility (ACF) - BI, CMHS
- Community Connector - CES, CHRP
- Consumer-Directed Attendant Support Services (CDASS) - BI, CMHS, EBD, SCI, SLS
- Foster Care Home - CHRP
- Group Home - CHRP
- Group Residential Support Services (GRSS) - DD
- Homemaker - CES, CMHS, EBD, SCI, SLS
- Homemaker Enhanced - CES, SLS

- Host Home (participants aged 18-20) - CHRP
- Individual Residential Support Services (IRSS) - DD
- In-Home Support Services (IHSS) - CHCBS, EBD, SCI
- Job Coaching - DD, SLS
- Job Development - DD, SLS
- Mentorship - SLS
- Personal Care - BI, CMHS, EBD, SCI, SLS
- Prevocational Services - DD, SLS
- Respite - BI, CES, CLLI, CHRP, CMHS, EBD, SCI, SLS
- Specialized Habilitation - DD, SLS
- Supported Community Connections - DD, SLS
- Supported Living Program - BI

Providers must also keep true and accurate records to support and demonstrate that all DCWs are receiving at least the base wage or the increase to their per diem wage. These records must be retained for no less than six (6) years and made available to HCPF upon request.

Attachment:

None

Link:

The 2023 Wage Attestation Form (updated as of June 2023) can be found in the Workforce Development section of the [Resources for HCBS Providers webpage](#).

HCPF Contact:

HCPF_WageCompliance_FCU@state.co.us for submitting the attestation form and for questions about the attestation form, reporting requirements, compliance reviews, and submitting supporting documentation.

HCPF_HCBS_Questions@state.co.us for questions about waiver services and rate increase.

HCPF_DCWorkforce@state.co.us for general questions or feedback about workforce issues.