



OPERATIONAL MEMO

Title: Provider Enrollment Process Change: All HCBS Providers Who Require Licensure and/or Certification from CDPHE	Topic: Home and Community-Based Services (HCBS) Provider Enrollment Changes
Audience: Home and Community-Based Services (HCBS) providers, Case Management Agencies (CMAs), Community Centered Boards (CCBs) Transition Coordination Agencies (TCAs)	Sub-Topic: CDPHE Certification Attachment Requirement for Health First Colorado Home and Community-Based Services Provider Enrollment
Supersedes Number: N/A	Division: Operations and Administration
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Purpose and Audience:

The purpose of Operational Memo is to inform existing and prospective Home and Community-Based Services (HCBS) providers, required to be licensed and/or certified by the Colorado Department of Public Health and Environment (CDPHE), of recent operational changes to the HCBS enrollment process, and new documentation

requirements for updating service addresses, provider names, and provider ownership.

Case Management Agencies (CMAs) are encouraged to understand the HCBS enrollment changes outlined in this memo.

Information:

The Department of Health Care Policy and Financing (HCPF) maintains provider specialties that group similar HCBS services together from credentialing, service characteristic, and provider training perspectives. Certain HCBS Specialties either require licensure **and** certification, or certification **only**, from CDPHE.

The HCBS specialties, organized by waiver, are listed in the table below.

HCBS Specialty Name and Specialty Code (SP)	HCBS Waivers	CDPHE License Required	CDPHE Certification Required
Adult Day Services (SP 601)	Brain Injury (BI) Waiver, Elderly, Blind, or Disabled (EBD) Waiver, Complementary and Integrative Health (CIH) Waiver, Community Mental Health Services (CMHS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternative Care Facility (SP 602)	Brain Injury (BI) Waiver, Elderly, Blind, or Disabled (EBD) Waiver, Community Mental Health Services (CMHS) Waiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavioral Services (SP 610)	Developmental Disabilities (DD) Waiver, Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Community Connector (SP 634)	Children's Extensive Services (CES) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>

HCBS Specialty Name and Specialty Code (SP)	HCBS Waivers	CDPHE License Required	CDPHE Certification Required
Day Habilitation - Specialized Habilitation (SP 639)	Developmental Disabilities (DD) Waiver, Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Habilitation - Supported Community Connections (SP 713)	Developmental Disabilities (DD) Waiver, Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Day Treatment (SP 641)	Brain Injury (BI) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Homemaker (SP 652)	Children's Extensive Services (CES) Waiver, Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Independent Living Skills Training (SP 654)	Brain Injury (BI) Waiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
In-Home Support Services (SP 656)	Elderly, Blind, or Disabled (EBD) Waiver, Complementary and Integrative Health (CIH) Waiver, Community Mental Health Services (CMHS) Waiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mentorship (SP 659)	Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Care (SP 664) *Licensure is required for newly enrolling providers effective 7/1/25	Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Care/Homemaker Services (SP 666)	Brain Injury (BI) Waiver, Elderly, Blind, or Disabled (EBD) Waiver, Complementary and	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

HCBS Specialty Name and Specialty Code (SP)	HCBS Waivers	CDPHE License Required	CDPHE Certification Required
	Integrative Health (CIH) Waiver, Community Mental Health Services (CMHS) Waiver		
Prevocational Services (SP 669)	Developmental Disabilities (DD) Waiver, Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional Services: Hippotherapy (SP 670)	Children's Extensive Services (CES) Waiver, Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional Services: Massage Therapy (SP 729)	Children's Extensive Services (CES) Waiver, Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional Services: Movement Therapy (SP 672)	Children's Extensive Services (CES) Waiver, Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Residential Habilitation - Group Home (SP 673)	Developmental Disabilities (DD) Waiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Residential Habilitation - IRSS/Host Home (SP 674)	Developmental Disabilities (DD) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respite (SP 676) CDPHE to determine if licensure is required	Children's Extensive Services (CES) Waiver, Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Employment (SP 679)	Developmental Disabilities (DD) Waiver, Supported Living Services (SLS) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supported Living Program (SP 680)	Brain Injury (BI) Waiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

HCBS Specialty Name and Specialty Code (SP)	HCBS Waivers	CDPHE License Required	CDPHE Certification Required
Transitional Living Program (SP 682)	Brain Injury (BI) Waiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Youth Day Services (SP 751)	Children's Extensive Services (CES) Waiver	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Providers, enrolled in one or more specialties listed in the table above, use the [CDPHE Colorado Health Facilities Interactive \(COHFI\) Provider Portal](#) to maintain agency information or to request additional certification or licensure.

Providers are now able to download certifications from the CDPHE COHFI Provider Portal, linked above. For an initial certification, or updated certification that reflects added specialties, a change of name, or change of ownership be available for download, providers must submit the required application or request to CDPHE. CDPHE will process the application or request and upload the new or updated certification into the COHFI Provider Portal.

A reminder that providers who complete initial or modify existing certification or licensure information in the CDPHE COHFI Provider Portal must always then initiate provider applications in the [HCPF Provider Web Portal](#).

Action To Be Taken:

Effective the publication date of this memo, providers enrolling in, or adding one or more of the specialties listed in the tables above, must download their agency's certifications from the CDPHE COHFI Provider Portal. Providers must attach their certification to provider applications as necessary in the HCPF Provider Web Portal, linked above.

Enrollment and maintenance applications submitted on and after the publication date of this memo, that do not have the required certifications attached, will be returned to providers or denied in the HCPF Provider Web Portal. Enrollment applications submitted prior to the publication date are not required to have a certification attached; HCPF will verify certification upon review.

The following table lists required actions to be taken by providers once certifications are issued by CDPHE.

Event requiring HCBS Provider Enrollment Action	Action to be taken by HCBS providers
Obtaining an Initial Certification Issued when a new provider is certified for the services listed on the certification.	<ol style="list-style-type: none"> 1. Download the Initial certification from the CDPHE COHFI Provider Portal. 2. If a provider is enrolling a new service location, submit a new enrollment application in the HCPF Provider Web Portal with the initial certification attached. <p>OR</p> <p>If a provider is adding services to a location already enrolled, submit a maintenance application in the HCPF Provider Web Portal with the initial certification attached.</p>
Obtaining an Add Service Certification Issued when an existing provider is certified by CDPHE to provide additional services.	<ol style="list-style-type: none"> 1. Download the Add Service certification from the CDPHE COHFI Provider Portal. 2. Submit a maintenance application in the HCPF Provider Web Portal with the Add Service certification attached.
Obtaining a Change of Ownership Certification (a change of Tax ID Number) Issued to the incoming agency once the CDPHE change of ownership process has been completed.	<ol style="list-style-type: none"> 1. Download the Change of Ownership (CHOW) certification from the CDPHE COHFI Provider Portal. 2. Submit a new enrollment application through the HCPF Provider Web Portal with the CHOW certification attached.
Obtaining a Change of Name Certification Issued when a provider changes their business name (no change in EIN)	<ol style="list-style-type: none"> 1. Download the Add Service certification from the CDPHE COHFI Provider Portal. 2. Review the Legal Name Change Form on the HCPF website under “Provider Enrollment & Update Forms. 3. Submit a maintenance application through the HCPF Provider Web Portal.

Event requiring HCBS Provider Enrollment Action	Action to be taken by HCBS providers
Change of Service Address	<p>CDPHE certification -only Providers</p> <ol style="list-style-type: none"> 1. Log into the CDPHE COHFI Provider Portal 2. Click on Facility -> Facility Information -> General and Demographics (tab). 3. Take a screenshot/save the webpage of the new service (physical) address. 4. Start a maintenance application through the HCPF Provider Web Portal and update the service address. 5. Submit the maintenance application. <p>CDPHE Licensed Providers</p> <ol style="list-style-type: none"> 1. Log into the CDPHE COHFI Provider Portal 2. Download a copy of the license with the new address. 3. Start a maintenance application through the HCPF Provider Web Portal and update the service address. 4. Submit the maintenance application.

Provider applications that are missing the required COHFI change of address screenshot or updated license(s) will be returned to providers or denied by HCPF's Fiscal Agent in the [HCPF Provider Web Portal](#).

Providers are directed to the CDPHE web resource below if they have additional questions about CDPHE licensure and certification.

Additional Resources

[HCBS Provider Enrollment Information Webpage](#)

[CDPHE Certification and Licensure Webpage](#)

Attachments:

None

HCPF Contact

Provider Services Call Center: 1-844-235-2387