



OPERATIONAL MEMO

Title: Community Centered Board Designation	Topic: Case Management Redesign
Audience: Case Management, Community Centered Board Stakeholders	Sub-Topic: Community Centered Board Designation
Supersedes Number: HCPF IM 22-026	Division: Case Management Quality Performance
Effective Date: April 3, 2024	Office: Office of Community Living
Expiration Date: April 3, 2026	Program Area: Case Management
Key Words: Case Management, Conflict-Free Case Management, Community Centered Board, CCB, CMRD, CFCM	
Legal Authority: 8.7300	
Memo Author: Tiffani Domokos	
Operational Memo Number: HCPF OM 24-011	
Issue Date: April 3, 2024	
Approved By: Bonnie Silva	

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Operational Memo is for the Department of Health Care Policy and Financing (HCPF) to inform stakeholders and Community Centered Boards (CCBs) of operational instructions for the designation process for CCBs effective July 1, 2024.

Information:

Case Management Redesign (CMRD) refers to several initiatives aimed at simplifying access to long-term services and supports, creating stability for the case management system, increasing and standardizing quality requirements, requiring accountability, and achieving federal compliance. Due to Case Management Redesign and Colorado coming into compliance with federal requirements for conflict-free case management, CCB designation is no longer tied to case management contracts with HCPF. Therefore, a new process for CCB designation is required to maintain the support structure for Intellectual and Developmental Disability (I/DD) community for mill levy and other funding in the communities where CCB designation is required.

Previous CCB Designation

In the previous Home and Community-Based Services (HCBS) case management model, CCBs were designated annually through a detailed application process. It required that each organization be committed to utilization of local funds, increasing service provider capacity and quality services for people with intellectual and developmental disabilities. The CCB designation application included extensive written responses, long range planning, and committee and board membership information. It also required agencies to administer State General Fund (SGF) programs and the Human Rights Committee for people with Intellectual and Developmental Disabilities- (I/DD). The agencies that were designated to act as a CCB were awarded a contract with the Department to perform specific pre-enrollment case management functions and SGF programs related to programs for individuals with intellectual and developmental disabilities. The current application process was used to award the CCB contract and designation in Fiscal Year 2023-24. In Fiscal Year 2023-24, HCPF began awarding Case Management Agency contracts through a formal request for proposal process, replacing the previous CCB Designation application process for awarding contracts, requiring a new CCB designation application process.

New CCB Designation

To come into compliance with federal requirements for conflict-free case management, HCPF, in collaboration with stakeholders, created a new application process for CCB designation. This new CCB designation process is designed to allow the use of the CCB designation to obtain mill levy and other local or regional funding to support people with Intellectual and Developmental Disabilities (I/DD) access resources outside of Medicaid funded programs. The designation does not impact the Early Intervention Colorado program at the Colorado Department of Early Childhood.

CCB Designation shall be based solely on the agencies' prior designation in an area. Agencies may apply for CCB designation for a county in which they have not been designated previously with the express permission of the current designated CCB via a signed letter from the previous agency submitted with the application. Designations shall last for up to 10 years unless a request for an update is provided in writing to HCPF contact prior to the agency's designation expiration. Designated CCBs shall be subject to transparency rules and regulations as set forth in C.R.S. 25.5-6-1708.

Action To Be Taken:

CCBs shall submit a letter on their agency's letterhead to the Case Management Inbox (HCPF_hcbs_casemanagement@state.co.us) by May 31, 2024, requesting to continue their CCB designation. The letter should include the following:

- Current areas they serve as the CCB.
- Areas they are requesting to continue to serve as the CCB.
 - If the CCB is requesting to be designated for an area in which they have not served, the CCB shall include a signed letter of support from the current CCB in that area with its Executive Director signature.
- Attestation that if they are not the selected Case Management Agency (CMA) they will coordinate with the local CMA to support the members the agencies share.
- Attestations that, if designated, the CCB will follow all requirements set forth in 8.7300.
- Signature of the Executive Director of the requesting CCB.

HCPF will respond to the request within 10 business days to confirm or deny their request in writing. CCBs are encouraged to keep this on file for their records.

Definition(s):

- **CCB designation** means being identified as the agency in a specific area of the state that is serving unmet needs of people in that community with Intellectual and Developmental Disabilities (I/DD) in accordance with C.R.S. 8.7300.
- **Mill Levy** means the specific county funding appropriated through local ballot votes that is outside of Medicaid funding sources for people with disabilities. HCPF does not monitor or provide oversight for this or any other non-Medicaid funding.
- **Community Centered Board Regions** are the regions of the state that a CCB serves. The [defined CCB regions](#) will remain the same and are available on the HCPF website for review.

Attachment(s):

None

HCPF Contact:

Case Management and Quality Performance Division in the Office of Community Living

HCPF_hcbs_casemanagement@state.co.us