



## OPERATIONAL MEMO

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<b>Title:</b> Waiting List Management for One-Time Appropriations	<b>Topic:</b> Case Management
<b>Audience:</b> Case Management Agencies	<b>Sub-Topic:</b> N/A
<b>Supersedes Number:</b> HCPF OM 20-052	<b>Division:</b> Case Management Quality Performance
<b>Effective Date:</b> July 1, 2024	<b>Office:</b> Office of Community Living
<b>Expiration Date:</b> July 1, 2026	<b>Program Area:</b> Case Management, Waiting List, Developmental Disabilities (DD) Waiver
<b>Key Words:</b> Case Management, Waiting List, HCBS-DD, Enrollments, Authorization, Waiting List Protocol, Intellectual and Developmental Disabilities, I/DD, One-Time Appropriations	
<b>Legal Authority:</b> 8.7202.G Waitlist Management	
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<b>Approved By:</b> Colin Laughlin	

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### **Purpose and Audience:**

This purpose of this Operational Memo is to detail for Case Management Agencies (CMAs) how the Department of Health Care Policy and Financing (HCPF) will authorize enrollments into the Home and Community-Based Services for Persons with Developmental Disabilities (HCBS-DD) waiver from the waiting list when one-time appropriations are made by the Colorado General Assembly for enrollment authorizations. This memo is updated to reflect the Case Management Agencies as of July 1, 2024, the Designated Service Areas, and current population.

### **Information:**

HCPF is committed to finding ways to manage the HCBS-DD waiver waiting list to both ensure equitable access to services and address rural sustainability.

Per HCPF Operational Memo 20-052, effective July 1, 2020, when the Colorado General Assembly authorizes one-time appropriations, authorization for enrollment into the HCBS-DD waiver will be based on population per capita. The decision to move forward with this change was made after conducting stakeholder engagement and completing a review of feedback received.

Under this allocation methodology, when the General Assembly appropriates one time funding for enrollments to be authorized from the waiting list, HCPF will authorize enrollments to individuals based on their order of selection within a designated service area (DSA). Each DSA will be allocated enrollments based on the State Demographer's calculation of the population in that area. For example, if 20 enrollments were made available, and a singular CMA DSA had 10% of the State's population, that CMA DSA would receive 10% of the available spots (two) to authorize their top two waitlisted individuals.

As of July 1, 2024, the General Assembly has approved 129 one-time appropriations for members to enroll from the HCBS-DD waiting list. The 129 resources will be allocated to each CMA based on DSA population.

Please note, the current waiting list allocation methodology for standard monthly churn enrollments, authorizing vacant enrollments from the waiver, and current exceptions to the waiting list protocol, **are not** impacted by this process. HCPF's implementation of Conflict Free Case Management and Case Management Agency Transitions will not affect the HCBS-DD waiting list as the HCBS-DD waiting list is a statewide list determined by the order of selection dates and HCPF authorizes enrollments based on that date, not by DSA.

The current waiting list protocol for the HCBS-DD waiver can be found at 10 CCR 2505-10 8.7202.G on the Secretary of State website.

### **Action To Be Taken:**

The Colorado General Assembly has authorized one-time appropriation funding for 129 new enrollments into the HCBS-DD waiver for Fiscal Year 2024/2025.

1. Effective July 1, 2024, HCPF will begin notifying Case Management Agencies of enrollment allocations.
2. Using "Model A" below, State Population (Geographic Based Enrollment Scenarios) - allocations will be determined for each CMA designated service area.

3. Allocations to CMAs will be made from Waiting List pulled from the previous months data.
4. Emails will be sent to each CMA with the list of individuals to be offered an enrollment.
5. CMAs will notify HCPF of acceptance or denial for those who has received an offer to enroll (individuals have 30 days from when they are contacted by the CMA to accept or decline the enrollment offer).
6. If an individual decides to decline the offer, the CMA will notify the Department. At that time HCPF will assign an approval to the next person on their waiting list to be offered enrollment.
  - a. Any member declining an enrollment authorization shall be moved to “Safety Net” and maintain their order of selection date as previously identified.
7. This process continues for each decline until the CMA’s As Soon As Available (ASAA) waiting list has been exhausted.
8. Once a CMA’s ASAA waiting list has been exhausted, the enrollment will then be offered to the individual who is at the top of the state’s overall waiting list, meaning the member with the oldest Order of Selection Date.
9. HCPF will internally track Per Capita waiting list authorizations, which will be set up to mirror current tracking for the Churn waiting list authorizations. The spreadsheet will contain each month’s current ASAA waiting list individuals. This will allow for each CMAs updated and current waiting list to be used for reassignments of their CMA’s declined enrollments.

**Attachment(s):**

[HCPF OM 20-052](#)

[Secretary of State website](#)

**HCPF Contact:**

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