



## OPERATIONAL MEMO

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<b>Title:</b> Programs of All-Inclusive Care for the Elderly (PACE) Organization Contract Deliverable Due Date Extension Request Policy	<b>Topic:</b> PACE
<b>Audience:</b> PACE Organizations	<b>Sub-Topic:</b> Provider Guidance
<b>Supersedes Number:</b> N/A	<b>Division:</b> Benefits and Services Management
<b>Effective Date:</b> Aug. 19, 2024	<b>Office:</b> Office of Community Living
<b>Expiration Date:</b> Aug. 19, 2026	<b>Program Area:</b> PACE
<b>Key Words:</b> PACE, Contract Deliverable, Due Date Extension	
<b>Legal Authority:</b> State of Colorado PACE Contract Section 1.6	
<b>Memo Author:</b> Meg Doss	
<b>Operational Memo Number:</b> HCPF OM 24-040	
<b>Issue Date:</b> August 27, 2024	
<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 Programs of All-Inclusive Care for the Elderly (PACE) Organizations with procedures for submitting due date extension requests to the Department of Health Care Policy and Financing (HCPF) for State of Colorado PACE contract deliverables.

### Information:

- I. All contract deliverable due date extension requests must be submitted in writing to the Department by emailing the PACE general inbox at [hcpf\\_pace@state.co.us](mailto:hcpf_pace@state.co.us) with the subject line: *Due Date Extension Request/Contract Deliverable Name/PACE Organization Name*.

- II. All contract deliverable due date extension requests must be submitted no later than 5 business days prior to the established due date as established in the State of Colorado PACE Contract.
- III. All contract deliverable due date extension requests must document viable reasons for the request.
- IV. PACE organizations may submit only one due date extension request per contract deliverable per fiscal year.
- V. All contract deliverable due date extension requests shall be evaluated by HCPF on a case-by-case basis.
- VI. If a contract deliverable has not been submitted by the established due date (original or approved extension), the PACE organization shall be considered in breach of contract.
- VII. All approved due date extension requests will be granted a 5-business day extension from the original contract deliverable due date.
- VIII. Per PACE Contract section **1.6.3**. *In the event any due date for a Contract Deliverable falls on a day that is not a Business Day, the due date shall be automatically extended to the next Business Day, unless otherwise directed by HCPF.*

**Action To Be Taken:**

PACE organizations must follow the submission requirements set forth in this memo.

**Definition(s):**

None

**Attachment(s):**

None

**HCPF Contact:**

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