



OPERATIONAL MEMO

Title: Home Modification, Vehicle Modification and Assistive Technology Benefits Form Requirement	Topic: Upcoming Process changes and requirements for Home Modification, Vehicle Modification and Assistive Technology Benefits
Audience: Case Management Agencies, Case Managers, Members, Stakeholders	Sub-Topic: HCBS-Multiple
Supersedes Number: N/A	Division: Benefits & Service Management
Effective Date: Jan. 1, 2025	Office: Office of Community Living
Expiration Date: Jan. 1, 2027	Program Area: Home and Community-Based Services (HCBS)
Key Words: Home and Community-Based Services, HCBS, Home Modification, Home Accessibility Adaptation, Vehicle Modification, Assistive Technology, Forms, Case Management Agencies (CMA)	
Legal Authority: N/A	
Memo Author: Emily Walsh	
Operational Memo Number: HCPF OM 24-068	
Issue Date: Dec. 27, 2024	
Approved By: Candace Bailey	

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 inform Case Management Agencies (CMAs), members and interested stakeholders of an updated process for adding a Home Modification, Vehicle Modification, or Assistive Technology benefit to a Prior Authorization Request (PAR). This memo outlines the new forms required for PAR line approvals by the Colorado Department of Health Care Policy and Financing (HCPF). The design and implementation of these new forms is in response to feedback from CMAs to help minimize confusion around what information is needed when submitting

or approving a request. The goal of this new process is to better guide CMAs through the information that is needed to submit a request for approval.

Information:

To better support CMAs with benefit requests and ensure proper tracking of the combined benefit caps, starting Jan. 1, 2025, all Home Modification, Vehicle Modification, and Assistive Technology lines on a PAR will pend for approval by HCPF staff. The benefits themselves are not changing, and Case Managers will continue to be responsible for the approval of benefits based on a person-centered process to identify and address member needs.

Effective Jan. 1, 2025, submitted PAR lines for Home Modification, Vehicle Modification and Assistive Technology will pend and Case Managers will need to submit a Google form to have the line reviewed and approved. HCPF staff will reach out to the Case Manager listed on the form to notify them if and when the line has been approved or if additional information is needed. The intention of these Google forms is to help Case Managers gather the appropriate information and documentation as required in [Colorado Code of Regulations](#) Sections 8.7507 Assistive Technology, 8.7525 Home Modifications, and 8.7554 Vehicle Modifications. This information will also help HCPF better understand the needs of members.

Action To Be Taken:

Starting Jan. 1, 2025, Case Managers must submit all Assistive Technology and Vehicle Modification benefit requests to HCPF for review and tracking, regardless of the cost. Case Managers should use the following forms:

[Vehicle Modification Request Google Form](#)

[Assistive Technology Request Approval Google Form](#)

Starting Jan. 1, 2025, for Home Modification requests under \$2,500 all Case Managers should submit the request using the [Home Modification Requests Under \\$2,500 Google Form](#).

For Home Modification requests that are over the cap \$10,000 for members on the Children's Extensive Support waiver (CES) and the Supported Living Services waiver (SLS) waiver or \$14,000 for the Elderly, Blind and Disabled waiver (EBD), Brain Injury waiver (BI), Community Mental Health Waiver (CMHS) and Complementary and Integrative Health waiver (CIH), Case Managers should submit the new [Home](#)

[Modification Over the Cap Request Google Form](#) after they submit the Home Modification request to the Division of Housing (DOLA) following the current process.

Attachment(s):

[Vehicle Modification Request Google Form](#)

[Assistive Technology Request Approval Google Form](#)

[Home Modification Requests Under \\$2,500 Google Form](#)

[Home Modification Over the Cap Request Google Form](#)

HCPF Contact:

For Vehicle Modification and Home Modification, contact Emily Walsh at Emily.Walsh1@state.co.us.

For Assistive Technology, contact Kacey Wardle at Kacey.Wardle@state.co.us.