



## OPERATIONAL MEMO

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| <b>Title:</b> HCBS Provider Contact Information Update for 2025 Base Wage Reporting Compliance   | <b>Topic:</b> Accurate Provider Contact Information in Provider Web Portal |
| <b>Audience:</b> HCBS Waiver Providers   | <b>Sub-Topic:</b> HCBS   |
| Supersedes Number: N/A   | <b>Division:</b> Benefits and Services Management Division                 |
| <b>Effective Date:</b> May 12, 2025  | <b>Office:</b> Office of Community Living                                  |
| <b>Expiration Date:</b> May 11, 2026   | <b>Program Area:</b> N/A   |
| <b>Key Words:</b> Benefits And Services, Home and Community-Based Services, HCBS, Provider Web Portal, Base Wage Reporting, Base Wage Compliance |  |
| <b>Legal Authority:</b> 10 C.C.R. 2505-10 Section 8.7418   |  |
| <b>Memo Author:</b> Heather Johnson  |  |
| <b>Operational Memo Number:</b> HCPF OM 25-029   |  |
| <b>Issue Date:</b> May 15, 2025  |  |
| <b>Approved By:</b> Candace Bailey   |  |

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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 notify Home and Community Based Services (HCBS) direct service providers to ensure the accuracy of contact information on file with the Department of Health Care Policy and Financing (HCPF) by June 6, 2025. This is necessary so they can receive information for the mandatory HCBS Direct Care Worker Base Wage reporting.

### Information:

In preparation for 2025 HCBS Direct Care Worker [Base Wage Reporting](#) which begins July 1, 2025, HCBS Providers are required to ensure accurate contact information is on file with HCPF.

HCPF encourages Provider Agencies to sign up for the [Office of Community Living Long-Term Services and Supports Newsletter](#), join the mailing list for the Monthly Notices of [Released Memos](#), and review the [Provider Bulletins](#) to stay informed on

Base Wage reporting. If you would like to provide feedback and suggestions on the reporting process, please send them to [hcpf\\_basewage@state.co.us](mailto:hcpf_basewage@state.co.us).

**Action To Be Taken:**

Confirm your agency's contact information - including mailing address, email address and phone number- is correct via the [Provider Web Portal](#) and follow the step-by-step instructions found in the [Provider Maintenance Guide](#) on or before June 6, 2025.

**Definition(s):**

None

**Attachment(s):**

None

**HCPF Contact:**

[hcpf\\_basewage@state.co.us](mailto:hcpf_basewage@state.co.us)