

**TO:** Colorado Department of Health Care Policy & Financing (HCPF)

**FROM:** Participant-Directed Programs Policy Collaborative (PDPPC)

**DATE SUBMITTED:**

**SUBJECT:**

*Please check box below to indicate the type of recommendation this represents.*

- Policy Recommendation
- Operational Recommendation

**Recommendation Summary:** (please attach additional pages, if needed)

**Response:** Response from HCPF regarding any recommendations from PDPPC, should be provided to PDPPC as follows:

Written acknowledgment of formal recommendation and subject received by HCPF with inclusion of HCPF decision (i.e. will all or portions of the recommendation be implemented? If not, why?). The response shall include the implementation date(s) and if necessary work plan or milestones. All written acknowledgment should be provided to PDPPC co-chairs, so written response can be disseminated to all PDPPC stakeholders.

CDASS or IHSS Program administrator will offer verbal explanation of HCPF written response/decision to PDPPC at the next PDPPC meeting and will offer HCPF management verbal explanation and answer questions regarding the recommendations. **HCPF response to PDPPC recommendations are expected within twenty (20) calendar days of submission to HCPF management.** This will enable PDPPC to provide a timely reply to HCPF responses or to respond to supplemental questions at the next PDPPC meeting.

**The PDPPC will respond with suggestions within one week** following the next PDPPC meeting as follows:

- If the PDPPC does not agree with decisions made by HCPF regarding recommendation/s or
- If the PDPPC has questions about the HCPF recommendation

**Example:** *PDPPC meets the fourth Wednesday of the month. On Wednesday January 23, PDPPC submits a recommendation to HCPF. HCPF would receive that recommendation between January 24-28. Therefore, HCPF would need to respond by February 14-18. The PDPPC would then answer questions if any by March 6, one week after the February 27 meeting. Hopefully this will result in HCPF providing a final decision and implementation plan by the March 27 meeting. There may be some rare occasions where an additional cycle is required, and the group agreed to monitor progress without requesting a more rigid response deadline with an expectation that recommendations will be prioritized and move with appropriate speed. The group will monitor the effectiveness of this regularly.*

**DATE HCPF INITIAL RESPONSE:**

**DATE PDPPC RESPONSE:**

**DATE HCPF FINAL RESPONSE:**