COLORADO
Department of Health Care
Policy & Financing
1570 Grant Street
Denver, CO 80203

Updating IRSS Provider Spreadsheet

Process Attachment October 2020

In reference to the Operational Memo "Operational Instructions for Residential Habilitation and Individual Residential Services and Supports Services Providers", the following process should be followed when making updates to the live spreadsheet that contains your agency's Individual Residential Services and Supports (IRSS) Provider information. Program Approved Service Agencies (PASAs) who have not already done so will need to initiate the data collection by contacting the Division of Housing (DOH) at IRSS.residential.inspections@state.co.us to request a Health Insurance Portability and Accountability Act (HIPAA) secured spreadsheet where they will list each Host Home and Provider Owned or Leased Setting.

If a member switches to a different Host Home Provider under your PASA, please provide the DOH with the member's new IRSS provider information. If you choose to edit your spreadsheet more frequently than the required quarterly schedule, you must contact DOH to inform them that changes have been made so they can make the necessary edits to their database.

A. When editing IRSS Provider Spreadsheet:

   i. Do not delete settings from the list. If your agency no longer works with that home, please indicate that in the "Notes" column. The Department of Health Care Policy & Financing (Department) will remove it from your spreadsheet once we have removed it from our database.

   ii. Use the link provided to your agency to access the live document that contains your agency's placement information. Make all edits directly in this document.

   iii. Put updated/edited information in bold font, so the Department can identify what changes were made, change the date in the "Last Updated" column, and change the "Type of Entry" column to say "Revised."

iv. Add a comment in the "Notes" column describing what changed (for example: new provider with the PASA, provider moved to a new address with members, members moved to a new address with a new PASA, etc.). If notes are not clear, the Department will contact someone within your agency to clarify specific information.

v. If an individual in services leaves a setting, delete their name from the "Participant Name" column. If there are no other individuals in services living in that setting, write "Vacant."

vi. At the time of the Quarterly Update, you must send an email confirming that you have reviewed your spreadsheet and the information is up to date. If there are no changes, please email stating so.