



OPERATIONAL MEMO

TITLE:	HOME AND COMMUNITY-BASED SERVICES- PROCEDURE FOR STARTING A NEW HCBS ENROLLMENT
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	AUGUST 13, 2021
DIVISION AND OFFICE:	OPERATIONS AND ADMINISTRATION DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	POLICY, SYSTEMS AND OPERATIONS UNIT
KEY WORDS:	ENROLLMENT, REVALIDATION, PROVIDER SPECIALTY, TRAINING, SURVEY AND CERTIFICATION, HOME AND COMMUNITY BASED SERVICES, HCBS, PROGRAM APPROVED SERVICE AGENCY, PASA, WAIVER, SINGLE ENTRY POINT, COMMUNITY CENTERED BOARD, SEP, CCB, CASE MANAGEMENT AGENCY, CMA
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APPROVED BY: COLIN LAUGHLIN	

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, Home and Community-Based Services (HCBS) providers, and other involved stakeholders of the operational instructions for enrolling as an HCBS provider.

Background:

The process for enrolling as an HCBS provider can require engagement across more than one state agency and steps taken across these agencies often must occur in a distinct order. Further, successful enrollment requires the submission of accurate and timely information to the correct agency. Inconsistencies in process and information submission has caused delays in application review and approval, as well as confusion on the part of enrolling providers regarding process.

Information:

Effective August 13, 2021, all entities seeking to enroll as an HCBS provider or new administrative staff unfamiliar with or new to the HCBS provider enrollment process, are required to watch a recorded, online training webinar regarding the enrollment process and take a quiz to demonstrate understanding of the content. Evidence of successful passage of this quiz will be required before the Department of Health Care Policy & Financing (Department) fiscal agent, Gainwell Technologies commences its review of new HCBS Enrollments. The prior corporate name of Gainwell Technologies, DXC, is used throughout the training, but refers to Gainwell Technologies.

Providers are encouraged to review the attached PDF of the training and archive the site of the online training for future reference.

Link to LTSS Training Page where training and other resources can be found:

<https://www.colorado.gov/pacific/hcpf/long-term-services-and-supports-training>

Link to HCBS Provider Enrollment Online training:

<https://www.youtube.com/watch?v=ZfGo3KqOBAk>

Attachment:

HCBS Enrollment Training

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