

How To Become a Provider Agency (including a Program Approved Service Agency (PASA))

The application process begins by submitting a Letter of Intent to the Colorado Department of Public Health and Environment (CDPHE) here: [CDPHE Letter of Intent \(LOI\)](#). Once CDPHE receives the letter of intent, you will be sent additional instructions, depending on the services you choose to provide.

*For services requiring licensure, please refer to the process after you file the LOI here: <https://cdphe.colorado.gov/health-facilities-licensure-certification-and-registration>

*For services that do not require licensure, you will receive an application. Once that application has been submitted to CDPHE, and has been deemed complete, you will be contacted by CDPHE to schedule an initial on-site survey (Timing will depend on many variables but as a reference, those are currently scheduled 8-12 weeks out). Prior to the survey, please refer to the documents in the application packet to ensure you are prepared, and have all the required documents, policies, and procedures in place. Once the CDPHE survey is completed with zero deficiencies, CDPHE will send a form (C&T) to Health Care Policy and Finance (HCPF) recommending approval of the services which were surveyed.

It is recommended that you begin your HCPF Medicaid Provider Enrollment Application anytime between submitting the PASA Application, and the CDPHE On-Site Survey.

HCPF Provider Enrollment: <https://www.colorado.gov/pacific/hcpf/provider-enrollment>

HCPF also recommends that all providers obtain a National Provider Identifier (NPI) number (<https://nppes.cms.hhs.gov/#/>). They also strongly suggest reading through and completing ALL provider training opportunities prior to starting the Provider Enrollment Application. While completing the Provider Enrollment Application, be very careful to select the correct specialties, and ensure that everything on the Provider Enrollment Application matches the information which was on the PASA Application. Hewlett Packard Enterprises (HPE), now known as DXC will also complete a site visit that is separate from the survey done by CDPHE.

When ALL processes are completed, HCPF will issue final approval.

Only when a Program Approval Form is received, the agency is found on the HCPF and/or statewide provider lists, can the CMA (like TRE) start sending referrals. Service can only be delivered when they are pre-authorized and in the individuals Service Plan.

