

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.



OPERATIONAL MEMO

Title: Provider Enrollment Process Change: All HCBS Providers Who Require Licensure and/or Certification from CDPHE	Topic: Home and Community-Based Services (HCBS) Provider Enrollment Changes
Audience: Home and Community-Based Services (HCBS) providers, Case Management Agencies (CMAs), Community Centered Boards (CCBs) Transition Coordination Agencies (TCAs)	Sub-Topic: CDPHE Certification Attachment Requirement for Health First Colorado Home and Community-Based Services Provider Enrollment
Supersedes Number: N/A	Division: Operations and Administration
Effective Date: Jan. 5, 2024	Office: Office of Community Living
Expiration Date: Jan. 5, 2026	Program Area: Home and Community-Based Services (HCBS) Waivers
Key Words: Home and Community-Based Services, HCBS, Waivers, CDPHE, Certification, C&T, Program Approved Service Agencies, PASA, Alternative Care Facilities, ACF, Supported Living Program, SLP, Transitional Living Program, TLP, In-Home Support Services, IHSS, Case Management Agencies, CMAs, Transition Coordination Agencies, TCAs, Long Term Services and Supports, LTSS, Provider Enrollment, Enrollment, Change of Ownership, CHOW, Change of Address, Requirement, Changes, Provider Specialty	
Legal Authority: N/A	
Memo Author: Chelsea Kimmen	
Operational Memo Number: HCPF OM 24-001	
Issue Date: Jan. 5, 2024	
Approved By: Amanda Lofgren	

HCPF Memo Series can be accessed online: hcpf.colorado.gov/memo-series

Purpose and Audience:

The purpose of Operational Memo is to inform existing and prospective Home and Community-Based Services (HCBS) providers, required to be licensed and/or certified by the Colorado Department of Public Health and Environment (CDPHE), of recent operational changes to the HCBS enrollment process, and new documentation

requirements for updating service addresses, provider names, and provider ownership.

Case Management Agencies (CMAs) are encouraged to understand the HCBS enrollment changes outlined in this memo.

Information:

The Department of Health Care Policy and Financing (HCPF) maintains provider specialties that group similar HCBS services together from credentialing, service characteristic, and provider training perspectives. Certain HCBS Specialties either require licensure **and** certification, or certification **only**, from CDPHE.

The HCBS specialties, organized by waiver, are listed in the table below.

HCBS Specialty Name and Specialty Code (SP)	HCBS Waivers	CDPHE License Required	CDPHE Certification Required
Adult Day Services (SP 601)	Brain Injury (BI) Waiver, Elderly, Blind, or Disabled (EBD) Waiver, Complementary and Integrative Health (CIH) Waiver, Community Mental Health Services (CMHS) Waiver	☐	☒
Alternative Care Facility (SP 602)	Brain Injury (BI) Waiver, Elderly, Blind, or Disabled (EBD) Waiver, Community Mental Health Services (CMHS) Waiver	☒	☒
Behavioral Services (SP 610)	Developmental Disabilities (DD) Waiver, Supported Living Services (SLS) Waiver	☐	☒
Community Connector (SP 634)	Children's Extensive Services (CES) Waiver	☐	☒

HCBS Specialty Name and Specialty Code (SP)	HCBS Waivers	CDPHE License Required	CDPHE Certification Required
Day Habilitation - Specialized Habilitation (SP 639)	Developmental Disabilities (DD) Waiver, Supported Living Services (SLS) Waiver	☐	☒
Day Habilitation - Supported Community Connections (SP 713)	Developmental Disabilities (DD) Waiver, Supported Living Services (SLS) Waiver	☐	☒
Day Treatment (SP 641)	Brain Injury (BI) Waiver	☐	☒
Homemaker (SP 652)	Children's Extensive Services (CES) Waiver, Supported Living Services (SLS) Waiver	☐	☒
Independent Living Skills Training (SP 654)	Brain Injury (BI) Waiver	☒	☒
In-Home Support Services (SP 656)	Elderly, Blind, or Disabled (EBD) Waiver, Complementary and Integrative Health (CIH) Waiver, Community Mental Health Services (CMHS) Waiver	☒	☒
Mentorship (SP 659)	Supported Living Services (SLS) Waiver	☐	☒
Personal Care (SP 664) *Licensure is required for newly enrolling providers effective 7/1/25	Supported Living Services (SLS) Waiver	☐	☒
Personal Care/Homemaker Services (SP 666)	Brain Injury (BI) Waiver, Elderly, Blind, or Disabled (EBD) Waiver, Complementary and	☒	☒

HCBS Specialty Name and Specialty Code (SP)	HCBS Waivers	CDPHE License Required	CDPHE Certification Required
	Integrative Health (CIH) Waiver, Community Mental Health Services (CMHS) Waiver		
Prevocational Services (SP 669)	Developmental Disabilities (DD) Waiver, Supported Living Services (SLS) Waiver	☐	☒
Professional Services: Hippotherapy (SP 670)	Children's Extensive Services (CES) Waiver, Supported Living Services (SLS) Waiver	☐	☒
Professional Services: Massage Therapy (SP 729)	Children's Extensive Services (CES) Waiver, Supported Living Services (SLS) Waiver	☐	☒
Professional Services: Movement Therapy (SP 672)	Children's Extensive Services (CES) Waiver, Supported Living Services (SLS) Waiver	☐	☒
Residential Habilitation - Group Home (SP 673)	Developmental Disabilities (DD) Waiver	☒	☒
Residential Habilitation - IRSS/Host Home (SP 674)	Developmental Disabilities (DD) Waiver	☐	☒
Respite (SP 676) CDPHE to determine if licensure is required	Children's Extensive Services (CES) Waiver, Supported Living Services (SLS) Waiver	☐	☒
Supported Employment (SP 679)	Developmental Disabilities (DD) Waiver, Supported Living Services (SLS) Waiver	☐	☒
Supported Living Program (SP 680)	Brain Injury (BI) Waiver	☒	☒

HCBS Specialty Name and Specialty Code (SP)	HCBS Waivers	CDPHE License Required	CDPHE Certification Required
Transitional Living Program (SP 682)	Brain Injury (BI) Waiver	☒	☒
Youth Day Services (SP 751)	Children's Extensive Services (CES) Waiver	☐	☒

Providers, enrolled in one or more specialties listed in the table above, use the [CDPHE Colorado Health Facilities Interactive \(COHFI\) Provider Portal](#) to maintain agency information or to request additional certification or licensure.

Providers are now able to download certifications from the CDPHE COHFI Provider Portal, linked above. For an initial certification, or updated certification that reflects added specialties, a change of name, or change of ownership be available for download, providers must submit the required application or request to CDPHE. CDPHE will process the application or request and upload the new or updated certification into the COHFI Provider Portal.

A reminder that providers who complete initial or modify existing certification or licensure information in the CDPHE COHFI Provider Portal must always then initiate provider applications in the [HCPF Provider Web Portal](#).

Action To Be Taken:

Effective the publication date of this memo, providers enrolling in, or adding one or more of the specialties listed in the tables above, must download their agency's certifications from the CDPHE COHFI Provider Portal. Providers must attach their certification to provider applications as necessary in the HCPF Provider Web Portal, linked above.

Enrollment and maintenance applications submitted on and after the publication date of this memo, that do not have the required certifications attached, will be returned to providers or denied in the HCPF Provider Web Portal. Enrollment applications submitted prior to the publication date are not required to have a certification attached; HCPF will verify certification upon review.

The following table lists required actions to be taken by providers once certifications are issued by CDPHE.

Event requiring HCBS Provider Enrollment Action	Action to be taken by HCBS providers
Obtaining an Initial Certification Issued when a new provider is certified for the services listed on the certification.	1. Download the Initial certification from the CDPHE COHFI Provider Portal. 2. If a provider is enrolling a new service location, submit a new enrollment application in the HCPF Provider Web Portal with the initial certification attached. OR If a provider is adding services to a location already enrolled, submit a maintenance application in the HCPF Provider Web Portal with the initial certification attached.
Obtaining an Add Service Certification Issued when an existing provider is certified by CDPHE to provide additional services.	1. Download the Add Service certification from the CDPHE COHFI Provider Portal. 2. Submit a maintenance application in the HCPF Provider Web Portal with the Add Service certification attached.
Obtaining a Change of Ownership Certification (a change of Tax ID Number) Issued to the incoming agency once the CDPHE change of ownership process has been completed.	1. Download the Change of Ownership (CHOW) certification from the CDPHE COHFI Provider Portal. 2. Submit a new enrollment application through the HCPF Provider Web Portal with the CHOW certification attached.
Obtaining a Change of Name Certification Issued when a provider changes their business name (no change in EIN)	1. Download the Add Service certification from the CDPHE COHFI Provider Portal. 2. Review the Legal Name Change Form on the HCPF website under “Provider Enrollment & Update Forms. 3. Submit a maintenance application through the HCPF Provider Web Portal.

Event requiring HCBS Provider Enrollment Action	Action to be taken by HCBS providers
Change of Service Address	CDPHE certification -only Providers 1. Log into the CDPHE COHFI Provider Portal 2. Click on Facility -> Facility Information -> General and Demographics (tab). 3. Take a screenshot/save the webpage of the new service (physical) address. 4. Start a maintenance application through the HCPF Provider Web Portal and update the service address. 5. Submit the maintenance application. CDPHE Licensed Providers 1. Log into the CDPHE COHFI Provider Portal 2. Download a copy of the license with the new address. 3. Start a maintenance application through the HCPF Provider Web Portal and update the service address. 4. Submit the maintenance application.

Provider applications that are missing the required COHFI change of address screenshot or updated license(s) will be returned to providers or denied by HCPF's Fiscal Agent in the [HCPF Provider Web Portal](#).

Providers are directed to the CDPHE web resource below if they have additional questions about CDPHE licensure and certification.

Additional Resources

[HCBS Provider Enrollment Information Webpage](#)

[CDPHE Certification and Licensure Webpage](#)

Attachments:

None

HCPF Contact

Provider Services Call Center: 1-844-235-2387