



COLORADO

Department of Health Care
Policy & Financing

OPERATIONAL MEMO

OPERATIONAL MEMO NUMBER: HCPF OM 18-019

**TITLE: CHILDRENS EXTENSIVE SUPPORTS WAIVER CRITICAL INCIDENT
REPORTS TIMELY REPORTING**

SUPERSEDES NUMBER: N/A

ISSUE DATE: OCTOBER 23, 2018

EFFECTIVE DATE: NOVEMBER 1, 2018

**DIVISION AND OFFICE: CASE MANAGEMENT AND QUALITY PERFORMANCE;
OFFICE OF COMMUNITY LIVING**

PROGRAM AREA: QUALITY PERFORMANCE SECTION-CIRS ADMINISTRATION

APPROVED BY: JENNIFER MARTINEZ

KEY WORDS: CIRS REPORTING, BUS CIRS ENTRY, CES TIMELINES FOR CIRS

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

Purpose and Audience:

To provide Case Management Agencies (CMAs) with an updated Critical Incident Reporting (CIRs) timeliness reporting timeline regarding the Home and Community Based Services (HCBS) Children's Extensive Supports (CES) waiver requirements for reporting CIRs into the state prescribed system, the Benefits Utilization System (BUS). The CES waiver reporting timeline will now be aligned with the Supported Living Services (SLS) and Developmental Disabilities (DD) waivers.

Background:

Currently, the CES waiver reflects a requirement to enter all CIRs for individuals enrolled in the CES waiver to be entered by noon the following business day after notification. With the next CES waiver renewal (estimated July 1, 2018), this timeliness requirement will now be 24 hours (1 business day) after notification. This is in effort by the Department to align all HCBS waiver timelines regarding CIRs reporting.

Information/Procedure:

CMA's will begin using this new timeliness requirement Effective November 1, 2018. This will affect timeliness that is reported and monitored in the BUS by the Department, and will also affect CMA's administrative contract deliverables received by the Operations & Administration Division at the Department.

Attachment(s):

None

Department Contact:

Andrea Behnke

Critical Incident Policy Specialist

andrea.behnke@state.co.us