



## COLORADO

Department of Health Care  
Policy & Financing

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

### **Primary Care Fund FY 2017-2018 Application Changes (UPDATED 2/16/2017)**

This past October a voluntary workgroup of Primary Care Fund (PCF) participants identified specific changes the Department of Health Care Policy and Financing (the Department) can make to improve the grant application process and provider qualifications. The goal of this collaboration was to develop quality standards to assist the Department in sound financial stewardship of the PCF. Produced from this effort new application procedures of the FY 2017-18 application are being implemented. The changes are outlined by each application section below.

#### **Management of Application Process**

- Applications will be submitted and housed for future reference in an external SharePoint site.
- <https://cohcpf.sharepoint.com/sites/PrimaryCareFund/SitePages/Home.aspx>
  - To gain user access, email [primary.care@state.co.us](mailto:primary.care@state.co.us).
- The Department has converted the annual application to Excel. This allows sections to be self-contained in distinct color-coded tabs. The format enhances clarity for applications, and the Department's evaluation team.
- Checklist of submission items will also be a feature on the redesigned application.

#### **Certificate to Waive**

- The Department will require the application be completed in its entirety for the application year in which the facility will be scheduled for its data validation/audit review.
  - Providers will complete the application in its entirety approximately every three years.
  - Due to the timing of data validation review completions, these two activities may not always coincide precisely for each and every provider.
    - The Department will notify those who need to complete the full application by February 1, 2017.
- Those who are eligible for the waiver may continue to certify to waive in any given year *unless* the Department has notified them in advance that they

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must complete the application in its entirety for the upcoming application year.

### Sliding Fee Scale

- Continue to provide sliding fee scales (SFS) each year with the application.
- Application will list out requirements for an acceptable SFS.
- Application will specify that the SFS to be submitted will be the one that is in effect at the time of the application.
  - Link to the Federal Poverty Level (FPL) Guidelines will also be provided on application. <https://www.healthcare.gov/glossary/federal-poverty-level-FPL/>

### Track Record of Cost-Effective Care

- Applicants will be required to submit the average cost per patient visit/encounter each year.
- The question will be moved up to the front of the informational section of the application.
- Providers will briefly describe how this figure is derived and what services are included.

### Sample Size for Outside Entity

- Minimum sample size of 25 will continue to be the standard for most clinics.
- The following standard was discussed and agreed upon by the workgroup:

<b>SAMPLE SIZE REQUIREMENTS</b>		
The Department requires a minimum of 25 applications to be sampled and that the applicant has applied a Sliding Fee Scale appropriately. If the Department has notified the applicant of improper findings, the applicant must increase the sample size following the review of the data validation process. The following table shall be applied.		
<i>Grouping Number</i>	<i>Indigent Patient Count (Question 1, Step 1)</i>	<i>Minimum Sample</i>
Group 1	1 to 1,000	35
Group 2	1,001 to 5,000	50
Group 3	5,001 to 10,000	75
Group 4	10,001 to 50,000	100
Group 5	50,001+	125

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#### Certification by Outside Entity

- Outside entity will also be required to certify that copayments have been charged in accordance with its SFS.

#### Upcoming Dates – UPDATE ON LOCATION

This year the annual stakeholder conference will be held **Wednesday, March 1, 2017 from 2:00pm to 4:00pm at 1570 Grant St. Denver, CO 80203 in the Palms Conference Room**

- Stakeholder Conference Call-In Information:
  - 1-877-820-7831 (U.S. Domestic)
  - 1-720-279-0026 (Local/International)
  - Dial room number: 155811#
  - Wait to be added to conference
- Please submit questions for the annual stakeholder conference by February 17, 2017.
- Department's auditor will host an annual webinar in August each year to help clinics better understand and prepare for data needs.
- *Application due by end of business on Thursday, May 25, 2017.*

#### Primary Care Fund Contact Information

For questions or additional information please email the Primary Care Fund inbox [primary.care@state.co.us](mailto:primary.care@state.co.us). The primary contact for the Primary Care Fund is Marissa Weiss, please contact her for immediate assistance. The full Primary Care Fund contact information is listed below. Thank you.

- Marissa Weiss, School Health and Grants Assistant at [Marissa.Weiss@state.co.us](mailto:Marissa.Weiss@state.co.us) or (303) 866-6328.
- Shannon Huska, School Health/Primary Care Fund Unit Lead at [Shannon.Huska@state.co.us](mailto:Shannon.Huska@state.co.us) or (303) 866-3131.

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