



## COLORADO

Department of Health Care  
Policy & Financing

Community Living Office  
1570 Grant Street  
Denver, CO 80203

**To:** Community Centered Board Executive Directors  
Community Centered Board Chief Financial Officers  
Provider Agency Directors

**From:** Joanne Svenningsen, Manager, Policy & Operations Unit

**Date:** May 4, 2016

**Subject:** COMMUNICATION BRIEF - Notify Community Centered Boards and Provider Agencies of Fiscal Year 2014-15 post payment waiver claim review by Myers and Stauffer, LLC

**Purpose:** To inform all Provider Agencies and Community Centered Boards that a post payment waiver claim review as required by the waiver agreement is being performed on a sampling of waiver claims for the Home and Community Based Services for Persons with a Developmental Disability (HCBS-DD), the Home and Community Based Services Supported Living Services (HCBS-SLS), and the Home and Community Based Services Children's Extensive Support (HCBS-CES) Waivers.

**Background:** In order to operate the HCBS waivers for children and adults with intellectual and/or developmental disabilities, and receive federal financial participation for these services, the Department enters into waiver agreements with the federal Centers for Medicaid and Medicare Services (CMS). As a part of these agreements, the Department provides assurances of financial accountability for HCBS services, which may include documentation substantiating claims billed paid by the Department's Medicaid Management Information System (MMIS). The Department is conducting this post payment review to provide CMS with required assurances regarding financial accountability and programmatic oversight.

Providers agree to the following when signing the Department's Provider Participation Agreement (the Agreement), which is necessary to serve clients on HCBS Medicaid waivers:

- Maintenance of records that fully and accurately disclose the nature and extent of benefits provided to eligible clients for a minimum of six years.
- Disclosure of ownership and provision of access to medical records and billing information to the Department, or its designees.
- Agreement that the Department or its designees have the right to audit any claim documentation records, to include original source documentation.



**Procedure or Information:** The Department of Health Care Policy and Financing is contracting with Myers and Stauffer, LLC (the contractor) to perform a post payment review of a randomly selected, representative sample of Medicaid Waiver claims for the HCBS waivers serving children and adults with intellectual and/or developmental disabilities. The time period for this review is FY 2014-15.

The contractor will be sending formal requests to Community Centered Boards and Service Agencies for information confirming that the services that were billed were rendered. Required information includes, but may not be limited to:

- Employee Timesheets
- Supervisory visit notes
- Invoices for products and services
- Email from clients, case managers, or other contacts substantiating service delivery
- Other documents supporting service delivery

The contractor will be contacting agencies in writing to request documentation. The request for information will include all necessary identifying claim information to ensure that agencies can identify and produce the requested information.

The contractor will communicate all timeframes and deadlines for agencies to provide the requested information. Further, the contractor will define how the requested information is to be returned to the contractor.

**Contact  
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