



**COLORADO**

Department of Health Care  
Policy & Financing

## CERTIFIED APPLICATION ASSISTANCE SITE (CAAS)

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*February 2017*

### What is a Certified Application Assistance Site (CAAS)?

A Certified Application Assistance Site assists individuals and families in completing Applications for Public Assistance, and is certified to verify citizenship and identification documentation on behalf of the Department.

### How does an agency become certified?

- Agencies must complete and submit a CAAS Application to:  
***hcpf\_assistancesites@state.co.us***
- Agencies with multiple locations must submit a separate application for **each** location
- The agency must understand their liability if false documents are knowingly verified, and in this case their certification will be revoked
- The agency must agree to ensure that all staff assisting with applications understand and adhere to HIPAA requirements, view the Mandatory CAAS Training presentation, score 95% or higher on the CAAS test, log all CAAS activity on the quarterly reporting spreadsheet, and consistently follow proper procedures for verifying citizenship and identity documents
- The agency must be a community-based organization or non-profit organization that is supporting the community, not an individual's interest
- The agency must agree to submit all applications and/or documentation, complete or incomplete to an Eligibility Site or the Medical Assistance Site within **five (5)** business days

### What happens once an agency is approved?

- Approved agencies receive a letter of approval, certification number and training materials
- The agency will be added to the Department's Application Assistance – Mapping Tool on the Department's Web site
- Agencies are certified for a two (2) year period and are responsible for submitting a renewal/update form approximately 30 days prior to the recertification date identified in their
- CAAS Enrollment letter in order to continue operating as a CAAS

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[www.colorado.gov/hcpf](http://www.colorado.gov/hcpf)



## What are the expectations of a CAAS?

- The agency must agree to all of the Department rules, regulations and agency letters
- The agency must agree to provide assistance to **all** members of the community per the processes identified in the Mandatory CAAS Training presentation
- Each CAAS must be certified for a minimum of 90 calendar days, and submit at least one (1) quarterly report timely, meet all CAAS responsibilities and agreements, and assist at least 50 clients a quarter in order to be eligible to apply as a Presumptive Eligibility (PE) or Medical Assistance (MA) site
- The agency must understand and agree that after 2 consecutive periods of not submitting a quarterly report, the agency will be disabled and removed from the mapping tool.
- The agency also agrees to cease and desist in the use of the CAAS stamp provided to verify documents, if their agency becomes disabled, or if a request is made to suspend or terminate services.

## For more information contact

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303-866-2434  
CAAS email:  
[hcpf\\_assistancesites@state.co.us](mailto:hcpf_assistancesites@state.co.us)

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