



## 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  
Service Provider Agency Executive Directors

**From:** Amanda Allen, Quality and Risk Management Unit Manager  
Office of Community Living

**Date:** April 26, 2017

**Subject:** COMMUNICATION BRIEF  
Regarding the distribution, use, and reporting of provider incentive funds.

**Purpose:** To inform the service provider agencies of the distribution, use, and reporting format of the one-time incentive payment from the Intellectual and Developmental Disabilities Cash Fund (IDD Cash Fund).

**Background:** In January 2017, the Joint Budget Committee appropriated \$4,701,000 in funding from the IDD Cash Fund for a one-time incentive payment to Home and Community Based Services Supported Living Services (HCBS-SLS) providers.

The Department used Fiscal Year 2015-16 claims data to proportionately distribute funds across providers based on the number of clients served. The Department set a minimum claims threshold by client of \$2,000 in order for a provider to receive funding. Service provider agencies who have been identified to receive funds are included on the attached HCBS-SLS Provider Incentive Distribution document.

**Procedure:** In 2014, in consultation from representatives from Community Centered Boards and provider agencies, the Department developed categories for reporting expenditures related to system capacity building funds distributed through House Bill 14-1252. The attached template for reporting provider incentive funds reflects the same expenditure categories.

Provider agencies in receipt of the one-time incentive payment are required to complete and email the expenditure report to the Department on a quarterly basis. Reports must be sent as an Excel worksheet to the contact person listed below. Quarterly due dates are as follows:



<b>Expenditure Dates</b>	<b>Due to the Department by:</b>
Distribution Date – September 30, 2017	October 15, 2017
October 1, 2017 – December 31, 2017	January 15, 2018
January 1, 2018 – March 31, 2018	April 15, 2018
April 1, 2018 – June 30, 2018	July 15, 2018

All funds must be expended by June 30, 2018.

**Attachments:** HCBS-SLS Provider Incentive Reporting Template;  
 HCBS-SLS Provider Incentive Distribution

**Contact Information:**

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