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Department of Health Care
Policy & Financing

Office of Community Living
1570 Grant Street
Denver, CO 80203

To: Single Entry Point Administrators
Single Entry Point Stakeholders

From: Yasmin Gardner, Finance Section Manager
Operations and Administration Division
Office of Community Living

Date: December 26, 2017

Subject: COMMUNICATION BRIEF
Regarding Single Entry Point Contracts for Fiscal Year 2018-19 and
Fiscal Year 2019-20

Purpose: To inform Single Entry Points (SEPs) of the status of the Request For Information (RFI) released by the Department of Health Care Policy and Financing October 31, 2017.

Background: On October 31, 2017, the Department of Health Care Policy and Financing (Department) released a formal Request for Information (RFI) to gather information and prepare for the Request for Proposal (RFP) solicitation for Single Entry Point (SEP) administration. Based on the RFI feedback and additional work that needs to occur to align case management services across the State, the Department will not post a RFP to solicit new vendors to perform SEP functions. The Department will contract with all the current SEP contractors for a two-year contract term of July 1, 2018 through June 30, 2020 under a Sole Source procurement method. The contracts will include the current payment methodology/rates and updated language to accurately reflect statutory requirements, contractor general provisions, deliverable requirements and overall general language cleanup and clarification.

Over the next two years, the Department will continue to work with stakeholders on a new rate methodology and the case management restructuring. The federal Centers for Medicare and Medicaid Services (CMS) implemented 42 CFR 441.301(c)(1)(vi) on March 17, 2014, requiring the separation of case management from the provision of direct services for anyone enrolled in a Home and Community Based Services (HCBS) waiver. The Department currently operates 11 HCBS waivers across the state, with approximately 45,000 people receiving services and case management through those waivers.



In 2017, the General Assembly passed HB 17-1343, creating a definition of Conflict-Free Case Management in the intellectual and developmental disability statute. The statute also requires the Department to create qualifications for case management agency and case manager, as part of an effort to offer choice for members in case management agency. Statute requires full implementation of Conflict-Free Case Management by July 1, 2022.

The federal regulation and the Department's work to comply with the requirements are the catalyst for the restructuring of case management for all HCBS waivers. Currently the Department reimburses for HCBS case management in three different ways: Administrative, Targeted Case Management, and as a waiver service. To offer choice in case management agency, the Department is exploring the ability to restructure case management so that an agency can provide case management for all HCBS waivers and receive one method of reimbursement. Likewise, the restructuring of case management includes the review of case management rates, alignment of case management functions across all HCBS waivers, as well as, developing case management agency and case manager qualifications.

Procedure: The Department will contract with all the current SEP contractors for a two-year contract term of July 1, 2018 through June 30, 2020 under a Sole Source procurement method. The contracts will include the Fiscal Year 2017-18 payment methodology/rates and will include updated language to accurately reflect statutory requirements, contractor general provisions, deliverable requirements and overall general language cleanup and clarification.

The Department will share all proposed changes to the July 1, 2018 to June 30, 2020 contracts with SEPs no later than March 16, 2018. The Department will also schedule a meeting with SEP Administrators to discuss proposed changes. All contracts must be signed no later than Friday, June 8, 2018 to ensure final execution and a contract effective date of July, 1, 2018.

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