



INFORMATIONAL MEMO

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TITLE: HCBS SETTINGS FINAL RULE—PTP TRAINING ANNOUNCEMENT #1

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**DIVISION AND OFFICE: POLICY, INNOVATION, AND ENGAGEMENT DIVISION,
OFFICE OF COMMUNITY LIVING**

PROGRAM AREA: HCBS WAIVERS

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**KEY WORDS: HOME AND COMMUNITY-BASED SERVICES SETTINGS FINAL
RULE, HCBS, PROVIDER TRANSITION PLAN, PTP, TRAINING**

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Informational Memo is to inform providers of adult residential home and community-based services (HCBS) of upcoming trainings on how to complete the web-based Provider Transition Plan (PTP).

Information:

Background

In 2014, the federal Centers for Medicare & Medicaid Services (CMS) published a [rule](#) requiring HCBS to be provided in settings that meet certain criteria. The Department's [website](#) contains information about implementation of these criteria, including the [Statewide Transition Plan \(STP\)](#), [milestones](#) with current target dates for completing the steps in the STP, training materials, and additional guidance.

Providers complete Provider Transition Plans (PTPs) to assess their compliance with the rule and the potential application of heightened scrutiny and to set out remedial action plans. When submitting and updating a PTP, the provider attaches relevant evidence (*e.g.*, policies and procedures, residential agreements, photographs). Completed PTPs and attached materials are subject to review and approval by the Department, with assistance from the Colorado Department of Public Health and Environment (CDPHE).

Providers must complete PTPs for all settings where people live or receive HCBS, with some exceptions, such as private homes, set forth in the STP. PTPs can be copied across similarly operated Individual Residential Services and Supports (IRSS) settings.

Many providers have worked with CDPHE to develop and even finish implementing their PTPs. These PTPs exist in Excel, Word, and/or SharePoint formats.

The Department and CDPHE have worked with the Governor's Office of Information Technology (OIT) to develop a web-based platform to give providers an easy and secure way to develop and provide updates on their remaining PTPs. The first release will cover adult residential settings for which PTPs are required (*i.e.*, alternative care facilities (ACFs), supported living program (SLP) and transitional living program (TLP) facilities, group homes, host homes, and certain other IRSS settings). Data and attachments from existing PTPs for such settings have been loaded into the new platform. The platforms for nonresidential and children's residential settings will follow.

Action

Providers of adult residential HCBS should plan to attend one of the following webinars to receive training on how to use the new web-based platform:

- [Monday, September 10, 2018, from 2:00 to 3:00 p.m.](#)
- [Friday, September 14, 2018, from 2:00 to 3:00 p.m.](#)

To access a webinar, click the link for it above and dial 720-279-0026 (local) or 1-877-820-7831 (toll-free), then enter participant code 869804.

During the training, the Department will discuss when and how providers can expect to receive their log-in information. Providers will have 30 days to submit their PTPs and additional time over the following months to implement their remedial action plans and submit updates demonstrating that they have done so.

To prepare for completing their PTPs, adult residential HCBS providers are encouraged to review guidance such as that contained in Frequently Asked Questions (FAQs) [Part I](#) and [Part II](#) (additional guidance regarding protections against eviction and appeals is forthcoming), as well as the [adult residential PTP template](#) from August 2017.

There is no need to join both webinars, which will have similar content. Providers of nonresidential and children's residential HCBS and other stakeholders may join if interested. Because space on webinars is limited, participants from a single organization are encouraged to share one computer and phone line to join the training.

Attachments:

None

Department Contact:

Inquiries regarding the web-based PTP and related training may be sent to the following shared inbox: hcpf_ptp@state.co.us.