



OPERATIONAL MEMO

TITLE:	COMMUNITY CENTERED BOARDS AND SINGLE-ENTRY POINTS OPERATIONAL CHANGES IN RESPONSE TO COVID-19
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	APRIL 8, 2020
DIVISION AND OFFICE:	OPERATIONS AND ADMINISTRATION DIVISION, CASE MANAGEMENT AND QUALITY PERFORMANCE DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	COMMUNITY CENTERED BOARDS, SINGLE ENTRY POINTS
KEY WORDS:	COVID-19, CORONAVIRUS, ADMINISTRATIVE AND CASE MANAGEMENT CONTRACTS
OPERATIONAL MEMO NUMBER: HCPF OM 20-037	
ISSUE DATE: APRIL 8, 2020	
APPROVED BY: BONNIE SILVA	

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

Purpose and Audience:

The purpose of this Operational Memo is to inform Community Centered Boards (CCBs) and Single Entry Points (SEPs) of temporary changes to administrative requirements within the Fiscal Year 2019-20 CCB and SEP contracts, in response to the COVID-19 pandemic.

Information:

CCBs and SEPs shall postpone, or use video or telephone conferencing for the following contractually required meetings:

- Long Range Plan and Annual Public Forum - CCBs
- Board of Directors Meetings - CCBs
- Family Support Service Program Evaluation and Meeting - CCBs
- Family Support Council Meetings - CCBs

- Community Advisory Committee Meetings - SEPs

The Department may extend the deadline on contractually required meetings that cannot be conducted remotely and any associated deliverable by up to 90 days.

Questions regarding required meetings and contract deliverables can be sent to Noushin.Berdjis@state.co.us for CCBs and Sarah.McDonnell@state.co.us for SEPs.

CCBs should continue to conduct Human Rights Committee (HRC) meetings, using video or telephone conferencing to ensure investigations and review of rights modifications continue.

Questions regarding the HRC can be sent to HCPF_HCBS_Questions@state.co.us.

Attachment(s):

None

Department Contact:

Yasmin Gardner

Yasmin.Gardner@state.co.us