How to Get Licensed/Certified

This flowchart guides you through the initial licensure/certification process. Note that both licensure and certification are initiated by submitting a letter of intent.

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OWNER: submits to DPS construction plans and fees for plan review and to CDPHE the Letter of Intent (LOI) requesting licensure or certification, or both

DPS: determines LSC compliance and issues certificate of compliance. DPS sends a copy of the certificate of compliance to CDPHE.

CDPHE: reviews license application and if incomplete, requests additional information needed. After receiving certificate of compliance from DPS, a health survey is conducted.

OWNER: submits to CDPHE and MAC completed license application or initial certification packet, or both as requested in the LOI.

MAC: reviews Form 855 and notifies Department and the applicant of approval. This process can take 90-120 days.

OWNER: is licensed and may conduct business.

CDPHE: requires corrections?

OWNER: makes corrections

CDPHE: issues license

CDPHE: recommends to CMS that applicant be Medicare/Medicaid certified

OWNER: is eligible for Medicare/Medicaid reimbursement

CDPHE: requires corrections?

OWNER: makes corrections

CDPHE: approves corrections

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KEY
OWNER: licensure/certification applicant
CMS: Centers for Medicare and Medicaid Services
CDPHE: Colorado Department of Public Health and Environment
DPS: Colorado Department of Public Safety
MAC: Medicare Administrative Contractor

Denotes the Medicare/Medicaid certification process

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1 The flowchart shows the certification process for facilities that are both Medicare and Medicaid certified. Assisted living residences (ALRs) and intermediate care facilities for the developmentally disabled (ICFDDs) are not subject to Medicare certification – they are Medicaid certified only. The process for these facilities is similar, but instead of working with the MAC or CMS, facilities must interface with the Colorado Department of Health Care Policy and Financing (HCFF).

2 Section 25-1.5-103 (5)(c), C.R.S., provides that CDPHE shall not issue or renew any license unless it has received from DPS a certificate of compliance certifying that the building or structure of the health facility are in conformance with DPS standards.