



Single Entry Points

What is a Single Entry Point?

A Single Entry Point (SEP) is a single access or entry point agency within a local area where certain Medicaid-eligible clients and potential clients can obtain information on and be screened for long-term services and supports (LTSS). These agencies conduct functional assessments, make referrals to appropriate programs, complete functional eligibility determinations for LTSS and provide case management.ⁱ A SEP may be a private or nonprofit organization or a county or multicounty agency.ⁱⁱ

SEPs serve the elderly, persons with disabilities, persons with mental health needs, persons living with AIDS, persons with brain and spinal cord injuries, children with a life-limiting illness and children with a physical disability.ⁱⁱⁱ

In Colorado, the Department of Health Care Policy and Financing oversees the states' 25 SEPs. SEPs support access to LTSS through Medicaid waivers for Home and Community-Based Service (HCBS) waivers and services provided by nursing facilities. Specific waivers require SEPs to coordinate services to clients in the least restrictive setting possible with the goal of keeping them in their homes and communities as an alternate to nursing facility placement.^{iv}

Colorado has designated SEPs as the access point for the following waivers:

- HCBS Waiver for the Elderly, Blind and Disabled^v
- HCBS Waiver for Persons with Brain Injuries^{vi}
- HCBS Waiver for Community Mental Health Supports^{vii}
- HCBS Waiver for Children with Life Limiting Illness^{viii}
- HCBS Waiver for Persons with Spinal Cord Injury^{ix}

The Colorado Revised Statutes and Code of Regulations also state that SEPs must provide case management services.

Case Management & Other Responsibilities

SEPs provide both case management and entry point functions. The responsibilities of a SEP case manager include assessing a client's long-term care needs



and developing and implementing a LTSS support plan for the client. Once a plan is developed, the case manager is responsible for authorizing, coordinating and monitoring delivery of the services, evaluating their effectiveness and periodically reassessing the client's needs.^x

SEPs have also been designated as the utilization review contractor with responsibility to determine functional eligibility for LTSS programs, including community-based services and nursing home care.^{xi}

Additionally, SEPs are required to establish a community advisory committee to assist in providing public guidance and input for its operation.^{xii} The community advisory committee is required to set up a resource development committee to facilitate the development of local resources to meet the needs of its clients. The resource development committee is comprised of local AAAs, county social services and health departments, home health agencies, nursing facilities, hospitals, community mental health centers, community centered boards, medical providers and long-term care consumers.^{xiii}

The committee works with the AAA to develop a local resource development plan during its first year of operation. They provide annual updates to the community advisory committee and the Department.^{xiv}

How are SEPs funded?

The federal government provides approximately half of the funding for SEPs through Medicaid Administrative Claiming.^{xv} At the state level, the Department allocates funds for services provided by SEPs from its annual appropriation at the beginning of every fiscal year. The Department makes monthly payments using a methodology that is specified in the contract between the state and the SEP agency. The methodology is based on several factors such as the number of counties included in a SEP district and the number of clients served. At the end of each contract year, actual client and activity counts are reconciled against projected client and activity counts. This process can result in either funds owed to the Department for payments made in excess of services delivered or funds owed to the SEP.^{xvi}

SEP Regulations Relevant to No Wrong Door

SEP regulations relevant to No Wrong Door can be found in 10 CCR 2505-10, Sections 8.300-500. Section 8.300 discusses financing the SEP system, staffing requirements and resource development. Section 8.400 covers rules for admission for HCBS services and general provisions for some of the HCBS waivers. The section specifies that a functional needs assessment determines a client's functional eligibility for HCBS or a nursing



facility. The functional needs assessment evaluates their ability to perform certain activities of daily living, such as bathing and eating.^{xvii}

Colorado's Single Entry Point Agencies

Boulder / Broomfield / Clear Creek / Gilpin	
Adult Care Management, Inc. 1455 Dixon Avenue Suite 200 Lafayette, CO 80026	Administrator: Barbara Wilkins-Crowder Main Phone: 303-439-7011 FAX: 866-931-0763
Alamosa / Saguache	
Alamosa County Public Health Dept 8900-B Independence Way Alamosa, CO 81101	Administrator: Della Cox-Vieira Main Phone: 719-589-6639 FAX: 719-589-1103
Bent / Kiowa	
Bent County Nursing Services 701 Park Avenue Las Animas, CO 81054	Administrator: Lynn Lewis Main Phone: 719-456-0517 FAX: 719-456-0518
Chaffee / Custer / Fremont / Lake / Park	
Central Mountain Options for Long-Term Care (OLTC) 172 Justice Center Road Canon City, CO 81212	Administrator: Stacie Kwitek-Russell Main Phone: 719-269-2041 FAX: 719-275-5206
Conejos / Costilla	
Conejos County Nursing Services 1902 State Highway 285 South La Jara, CO 81140 Mailing Address: PO Box 78 La Jara, CO 81140	Administrator: Connie Edgar Main Phone: 719-274-4307 FAX: 719-274-4309
Delta / Gunnison / Hinsdale	
Delta County Dept of Health and Human Services 560 Dodge Street Delta, CO 81416 Mailing Address: PO Box 729 Hotchkiss, CO 81419	Administrator: Kelly Roy Main Phone: 970-872-1201 FAX: 970-872-1229
Jefferson	

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Jefferson County Dept of Health and Human Services 900 Jefferson County Parkway Suite 110 Golden, CO 80401	Administrator: Rena Kuberski Main Phone: 303-271-4216 FAX: 303-271-4207
Cheyenne / Kit Carson / Lincoln	
Kit Carson County Public Health 252 S. 14th Street Burlington, CO 80807 Mailing Address: PO Box 70 Burlington, CO 80807	Administrator: Angela Berry Main Phone: 719-346-7158 FAX: 719-346-8066
Larimer	
Larimer County Dept of Human Services 1501 Blue Spruce Drive Fort Collins, CO 80524	Administrator: Kelly Morrison Main Phone: 970-498-6821 FAX: 970-498-7777
Huerfano / Las Animas	
Las Animas County Dept of Human Services 204 S. Chestnut Trinidad, CO 81082	Administrator: Robert Bertolino Main Phone: 719-846-2276 FAX: 719-846-4269
Adams / Arapahoe / Denver / Douglas / Elbert	
Access Long Term Support Solutions 3033 S. Parker Road, 10th Floor Denver, CO 80014 Mailing Address: PO Box 17767 Denver, CO 80210	Administrator: Chandra Matthews Main Phone: 1-877-710-9993 FAX: 1-855-744-1723 (303-649-8901) Assessments for Hospital, Nursing Facility, or PACE FAX: 303-649-8902 Assessments for HCBS FAX: 303-649-8903
Mesa	
Mesa County Dept of Human Services 510 29 1/2 Road Grand Junction, CO 81502 Mailing Address: PO Box 20000 Grand Junction, CO 81502-5035	Administrator: Grant Jackson Main Phone: 970-248-2888 FAX: 970-248-2849
Dolores / Montezuma	
Montezuma County Health Dept 106 W. North Street Cortez, CO 81321-3189	Administrator: Jeanne Garbesi Main Phone: 970-565-3056 ext. 250 FAX: 970-565-0647
Montrose / Ouray / San Miguel	

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Montrose County Dept of Health and Human Services 1845 S. Townsend Ave. Montrose, CO 81401	Administrator: Stephanie Holsinger Main Phone: 970-252-5092 FAX: 970-252-5049
Logan / Morgan / Philips / Sedgwick / Washington / Yuma	
Northeast CO Area Agency on Aging 231 Main Street Suite 211 Fort Morgan, CO 80701	Administrator: Sandra Baker Main Phone: 970-867-9409 ext. 234 FAX: 970-867-9053
Eagle / Garfield / Grand / Jackson / Moffat / Pitkin / Rio Blanco / Routt / Summit	
Northwest Options for Long-Term Care (OLTC) 108 8th Street Suite 300 Glenwood Springs, CO 81601 Mailing Address: 195 W. 14th Street Rifle, CO 81650	Administrator: Mary Baydarian Main Phone: 970-963-1639 FAX: 970-963-1974
Crowley / Otero	
Otero County Dept of Human Services Courthouse 13 W. 3rd La Junta, CO 81050 Mailing Address: PO Box 494 La Junta, CO 81050	Administrator: Janine Pearce-Vasquez Main Phone: 719-383-3167 FAX: 719-383-4607
Baca / Prowers	
Prowers County Public Health Nursing Services 1001 S. Main Street Lamar, CO 81052	Administrator: Tammie Clark, RN, Deputy Director Main Phone: 719-668-0458 FAX: 719-336-9763
Pueblo	
Pueblo County Dept of Social Services Options for Long-Term Care (OLTC) 212 W. 12th Street Pueblo, CO 81003	Administrator: Tammy Torres Main Phone: 719-583-6862 FAX: 719-583-6348
Mineral / Rio Grande	
Rio Grande County Dept of Social Services 1015 6th Street	Administrator: Jackie Stephens Main Phone: 719-657-4208 FAX: 719-657-4211

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PO Box B Del Norte, CO 81132 Rio Grande Options for Long-Term Care (OLTC) 925 6th Street Del Norte, CO 81132	
El Paso / Teller	
Rocky Mountain Options for Long-Term Care (OLTC) 2812 E. Bijou Street Colorado Springs, CO 80909	Administrator: Abigail LaVoo Walda Main Phone: 719-457-0660 FAX: 719-457-0762
Archuleta / La Plata / San Juan	
San Juan Basin Health Dept 281 Sawyer Drive Durango, CO 81302	Administrator: Barbara Benson Main Phone: 970-247-5702 FAX: 970-247-9126
Weld	
Weld County Area Agency on Aging 315 N. 11th Avenue Building C Greeley, CO 80632 Mailing Address: PO Box 1805 Greeley, CO 80632	

ⁱ 10 CCR, 2505-10, section 8.390.P

ⁱⁱ 25.5-6-106(2), C.R.S.

ⁱⁱⁱ Colorado Department of Health Care Policy & Financing website, <https://www.colorado.gov/pacific/hcpf/single-entry-point-agencies#ALTSS>

^{iv} Colorado Health Institute report, *The First Step; Fixing Colorado's System of Long-Term Services and Supports*, p. 4

^v 25.5-6-301-313, C.R.S.

^{vi} 25.5-6-704-706, C.R.S.

^{vii} 10 CCR, 2505-8, section 509

^{viii} 10 CCR, 2505-8, section 504

^{ix} 10 CCR, 2505-8, section 517

^x 10 CCR, 2505-10, section 8.390.1.D

^{xi} 10 CCR, 2505-10, section 8.390.1.T

^{xii} 10 CCR, 2505-10, section 8.393.1.11

^{xiii} 10 CCR, 2505-10, section 8.393.5.51.B

^{xiv} 10 CCR, 2505-10, section 8.393.5.51.D

^{xv} 25.5-6-107(1)(a), C.R.S.

^{xvi} 10 CCR, 2505-10, section 8.392.3.A-C

^{xvii} 10 CCR, 2505-10, section 8.401.1.11

