



**MINUTES**  
**Single Entry Point (SEP) Quarterly Administrator Meeting**  
**January 22, 2016**  
**9:00 am – 12:30 pm**  
**Colorado Access – ALTSS**  
**11100 Bethany Drive, 4<sup>th</sup> Floor Conference Room**  
**Aurora, CO 80014**

**1. Roll Call/ Opening – Julie Reed**

**2. Agenda and HCPF Updates – Julie Reed**

- a. 1095-B Colorado Medicaid Members IRS forms. IRS Form 1095-B is a federal tax document that the Department is required to send to members as proof that they had qualifying health coverage during the month(s) they were enrolled in Medicaid or Child Health Plan Plus (CHP+) in 2015. Under the Affordable Care Act, most individuals are required to have health coverage, or pay an IRS federal tax penalty, the Individual Shared Responsibility Payment.

HCPF will be mailing out 1095-B forms and will continue sending them through the end of January. We expect that members started seeing these forms in their mailboxes in January. The cover letter is in English and Spanish.

Given that this is the first year that the Department is sending out this new tax document, and most members will be receiving one, we anticipate that staff may get additional questions from stakeholders and members about 1095-Bs.

Please visit [COHealthInfo.com/IRSForm1095B](http://COHealthInfo.com/IRSForm1095B) for answers to frequently asked questions about Form 1095-B. This resource will be updated on an ongoing basis as needed.

If you have other questions please contact 1-800-221-3943

- b. SEP Contact List and Organizational Chart(s) request - Chris Scofield

See [www.colorado.gov/hcpf/single-entry-point-agencies-technical-assistance-calls](http://www.colorado.gov/hcpf/single-entry-point-agencies-technical-assistance-calls) for presentation materials

Requesting that SEP Administrators and/or Supervisors provide the Department with the following 3 documents:

- A) Current SEP Contact List (all staff- program assistants, supervisors, leads, case managers (intake / ongoing), also noting vacant if a position is vacant label as such)
- B) Current Agency Organizational Chart (where the SEP falls in the organizational structure—example if the SEP is also housed with APS)
- C) Current SEP Agency Organizational Chart (listing all involved staff within the SEP agency)

HCPF / HCBS Stakeholder Meeting List and Case Management Contact List – to be posted on [www.colorado.gov/hcpf/single-entry-point-agencies-technical-assistance-calls](http://www.colorado.gov/hcpf/single-entry-point-agencies-technical-assistance-calls)

- c. BUS SSN question – if the SSN is removed from any BUS Letters or Printable Memos on the BUS will that be a problem? (Example: 803s, etc). Please look into this question and let Julie know.
- d. DAL Over Cost Containment – January 2016 effective date February 1, 2016 – [www.colorado.gov/hcpf/long-term-services-and-supports-dear-administrator-letters](http://www.colorado.gov/hcpf/long-term-services-and-supports-dear-administrator-letters)

PAR worksheets will be updated on the HCPF website and Xerox will be notified.

Over Cost Containment protocol PARs in the range of \$200-285 must be reviewed and approved by the SEP (i.e. Administrator, Supervisor, lead, etc.). Any PAR over \$285 must be sent to the Department for review and approval via the email mailbox at [ltssocc@state.co.us](mailto:ltssocc@state.co.us).

- e. CDASS & IHSS - CDCO Website and Form Reminder

Please continue to visit the CDCO website for Department approved CDASS forms. <http://consumerdirectco.com/case-manager-forms-resources/>

SEP case managers must use the Department approved forms for Consumer Directed Attendant Support Services and In Home Support Services. Forms should not be altered and/or modified.

- f. Colorado Eligibility Process Improvement Collaborative

Multiple Counties across the state have participated in either round 1 or round 2 of this program. Round 2 is scheduled to end June 2016. During the next few months the following counties are scheduled to have a process improvement visit (Costilla, Delta, Dolores, Kit Carson, La Plata, Lake, Ouray, San Miguel). The SEPs are only part of this process if the

County chooses to involve the SEP in their business process improvement visit. I will specifically check in with the above SEPs to see if they would be willing if called on to participate if the County so chooses. It would be helpful to have SEPs be involved as a large business partner with the County. Despite the end of this program, other business process improvement initiatives are scheduled for FY 16-17, more to come on that in the future.

**3. Medicare & Medicaid Ombudsman – Julie Bansch-Wickert (Disability Law Colorado)**

- a. See [www.colorado.gov/hcpf/single-entry-point-agencies-technical-assistance-calls](http://www.colorado.gov/hcpf/single-entry-point-agencies-technical-assistance-calls) for presentation materials

**4. Hospital Back Up (HBU) - Heather Fladmark**

- a. See [www.colorado.gov/hcpf/single-entry-point-agencies-technical-assistance-calls](http://www.colorado.gov/hcpf/single-entry-point-agencies-technical-assistance-calls) for presentation materials

**5. Buy In Program- Beverly Hirsekorn**

- a. See Buy In FAQ sheets — HCPF Website reference [www.colorado.gov/hcpf/member-faqs](http://www.colorado.gov/hcpf/member-faqs)