



OPERATIONAL MEMO

TITLE:	DIVISION OF HOUSING INSPECTIONS FOR HOST HOMES AND PROVIDER OWNED OR LEASED SETTINGS
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	JANUARY 1, 2020
DIVISION AND OFFICE:	BENEFITS AND SERVICES MANAGEMENT DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	DEVELOPMENTAL DISABILITIES WAIVER
KEY WORDS:	DIVISION OF HOUSING, INDIVIDUAL RESIDENTIAL SERVICES AND SUPPORTS, INSPECTION REQUESTS
OPERATIONAL MEMO NUMBER: HCPF OM 20-003	
ISSUE DATE: JANUARY 17, 2020	
APPROVED BY: CASSANDRA KELLER	

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 Program Approved Service Agencies (PASAs) of operational instructions to meet regulatory requirements for the Residential Habilitation and Individual Residential Services and Supports (IRSS) inspection process through the Department of Local Affairs (DOLA), Division of Housing (DOH).

Information:

The Department of Health Care Policy & Financing (Department) has revised the regulations for the Residential Habilitation Services and Supports (RHSS) and Individual Residential Services and Supports (IRSS) benefits within the Home and Community Based Services Developmental Disabilities (HCBS-DD) Waiver. Changes to the regulations include a requirement that all Host Homes and Provider Owned or Leased Settings, must undergo an inspection through the Division of Housing by 2022 and are tracked by the DOH. The final and approved regulations can be found published in the [Colorado Code of Regulations](#).

PASAs will need to initiate the inspection process by contacting the DOH to schedule inspections for each Host Home and Provider Owned or Leased Setting. PASAs may do this by completing the attached Excel spreadsheet and submitting it to the Division of Housing (DOH) at: IRSS.residential.inspections@state.co.us. The Excel sheets will provide staff at DOH with the necessary information to schedule and coordinate the completion of inspections. PASAs must send the completed excel sheets no later than March 15, 2020.

PASAs will need to complete the following steps to initiate the inspection process:

1. Fill out the questions included on the Excel spreadsheet for each address in which a participant resides for Host Homes or a Provider Owned or Leased Settings. All settings may be entered on the same sheet.
2. Send completed Excel spreadsheet encrypted to: IRSS.residential.inspections@state.co.us. Encrypt all emails that include your completed spreadsheet. Do not send the completed spreadsheet or any client information if you do not have encryption capability.
 - a. If you do not have encryption capability, please reach out to the IRSS.residential.inspecitons@state.co.us email address requesting encryption accommodation prior to attaching the spreadsheet. DOH will work with you to ensure your information is encrypted.
3. You will receive an automated response, alerting you that the inbox received your email.
4. Once a DOH staff member has entered the information you provided into the database, you will receive a confirmation email. This email will include the date the data was entered.
5. DOH will share your request with contracted inspectors in your area. Once a contractor accepts the request, you will be contacted to schedule a date and time for the inspection.
 - a. Please be aware that the timeline for being contacted by a contractor will vary based on time of the request and location of the request. As we are requesting all PASAs submit requests at the same time, there may be a longer wait period during the first six months. Typically, DOH anticipates a two-week wait for requests to be accepted by a contractor.

After your inspection is completed, DOH will document the inspection in their database. Inspections typically are documented within two weeks. You will receive a copy of the inspection report through the email address that you have provided to DOH. Their database, Elite, will run monthly reports to alert them to which providers are due for an inspection renewal. When your PASA is approaching a renewal inspection, you will begin receiving notifications for scheduling from DOH six months beforehand.

DOH and the Department will grant 30 days for a provider agency to come into compliance in case of a failed or problematic inspection.

Please send any questions you may have in regard to scheduling inspections to: IRSS.residential.inspections@state.co.us.

Information for the Department

In addition to completing the property inspections, DOH will oversee the process of tracking each Host Home and Provider Owned or Leased Setting. This will help the Department understand where each member is residing and which PASA and Provider are associated with that member. Additionally, the Department will be able to better understand which IRSS provider is associated with which PASA. In order to maintain current information, the Department requests you provide the following information to the DOH:

1. Each PASA is to send a quarterly report sharing any new Host Home Providers or Provider Owned or Leased Settings added or dropped since the last report. The PASA may use the initial Excel spreadsheet as the basis for your quarterly reports.
 - a. Quarterly report due dates:
 - i. March 15, 2020
 - ii. July 15, 2020
 - iii. October 15, 2020
 - iv. January 15, 2021
2. DOH needs to be made aware of any changes to a member's residence. If a member switches to a different Host Home Provider under your PASA, please provide DOH with the member's new IRSS provider's information.

3. The Department requires notification by the PASA as soon as possible (at minimum within 4 business days) when a Provider has been terminated for health, safety or welfare concerns.

Please send all reports, updates and urgent notifications to:
IRSS.residential.inspections@state.co.us.

Attachment(s):

Inspection Request Excel Spreadsheet

Department Contact:

Kara Masteller

Kara.masteller@state.co.us