

Process to Become an Approved Facility School Provider Resource Guide

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Created in collaboration between Colorado Department of Education (CDE), Colorado Department of Human Services (CDHS), Colorado Department of Health Care Policy and Finance (HCPF)

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|---|---|
| <input type="checkbox"/> Local Inspections/Approvals | <input type="checkbox"/> HCPF Enrollment |
| <input type="checkbox"/> CHDS License | <input type="checkbox"/> Regional Accountable Entity (RAE) Contract |
| <input type="checkbox"/> CDE Facility School Approval | |

LOCAL - CDHS cannot issue any type of license without local zoning approval, fire inspection, and health department inspection and approval, prior to submitting an application.

Contact your local municipality to find the Building, Planning and Zoning Department and local fire and health departments for your facilities location.

1. Contact and obtain written documentation of zoning approval from the county in which the facility exists and its specific facility type and the population to be served. This approval should also address any limitations in characteristics of youth that may attend the program as well as any limitations on capacity for the facility.
2. The facility will need to have an inspection and approval from the local fire department and from the local health department prior to the issuance of a license.
3. To find your local health department go to:
<https://cdphe.colorado.gov/public-information/find-your-local-public-health-agency>
4. Initial inspections for the fire and health department must be completed and approved prior to approval of the license. Typically if they are over 6-9 months old, we ask for another inspection. This process can be going on in conjunction with the CDHS licensing process.

Colorado Department of Human Services (CDHS), Provider Services Unit (PSU)

In order to become an Approved Facility School through CDE, providers must have one of the following licenses:

1. Day Treatment License issued by CDHS - A Day Treatment Facility License is required for any school setting NOT physically within a residential setting or that provides services for youth from the community who are NOT enrolled in their residential program.
- OR -
2. Residential Child Care Facility (RCCF) License issued by CDHS - For Residential Child Care Facility (RCCF, QRTP, PRTF) licenses.

<https://cofamilyfirst.org/provider-services/child-placement-agencies/>

- OR -

3. Hospital License issued by CDPHE - For Hospital licenses, [please see this resource page](#).



Steps to get a Day Treatment License

- Email - cdhs_dcw-facilitylicenseapps@state.co.us to request information about becoming a Day Treatment Facility.
- An application will be sent to you including an addendum and current fee sheet
- Complete the application and respective addendums and include a check for the application fee and submit it to-
Colorado Department of Human Services, Provider Services Unit, 2nd Floor, 1575 Sherman Street, Denver CO 80203.
- A licensing specialist will contact you and set up a review appointment.
- The licensing review will include, but is not limited to, written policies and procedures, staff qualifications and files, forms used for admission to the facility, facility site review, and other documents demonstrating compliance with the rules and regulations.
- The licensing specialist will complete a report of inspection which will include a list of the rules and regulations the facility will need to demonstrate compliance with before a license can be issued, a description of type of license, capacity and ages the facility will be approved for and any conditions of the license.
- Upon verification of full compliance the licensing specialist will approve the application and a license will be sent to the provider.
- Once a license has been approved, the facility will be required to submit an annual continuation notice and fee to the Department.

Colorado Department of Education (CDE), Office of Facility Schools (OFS)

To request a meeting with OFS staff and review an application packet to become an Approved Facility School, email facility_schools@cde.state.co.us. Additional information may be obtained at <https://www.cde.state.co.us/facilityschools>.

Submit Letter of intent form - may be submitted prior to completion of above requirements with CDHS or CDPHE (for hospitals), or in conjunction with an application to become authorized by CDE - OFS as a specialized day school.

Must have a current CDHS or CDPHE license (day treatment, RCCF, hospital), or be authorized as a specialized day school (by CDE - OFS) to submit an application.

Steps to Become an Approved Facility School

- Site submits completed application packet electronically to the OFS
- CDE - OFS reviews the application within 30 days of receipt
- OFS conducts site visit
- Final documents are sent to the Facility Schools Board for review
- Site presentation at Facility Schools Board meeting
- Facility School probationary approval for one year by Facility Schools Board
- Periodic monitoring of the new site by OFS
- Full approval after one year by Facility Schools Board

Colorado Department of Health Care Policy and Financing (HCPF)

To be reimbursed for Medicaid-covered clinical/therapy services provided by licensed Day Treatment Facilities, a provider must enroll with HCPF and contract with Regional Accountable Entities (RAEs). All enrollment requirements can be found at the HCPF enrollment page:

<https://hcpf.colorado.gov/find-your-provider-type>.

Day Treatment providers should enroll as Provider Type 77/389 (BH Group Provider, without prescriber). The following documents should be submitted with your enrollment application:

- CDHS Day Treatment License
- CDE Facility School Approval Letter
- W9 (signed and dated within the last 6 months)
- Voided business check (no temporary checks or deposit slips) or bank letter (dated within the last 6 months)
- Malpractice/Liability insurance information must be entered in the application; however, proof of insurance is not a required attachment.

Once a Day Treatment program is enrolled with HCPF, they will receive a Medicaid ID#. Providers must contract with Regional Accountable Entities who are responsible for paying for Behavioral Health Day Treatment services (CPT Code H2012) for Medicaid members. RAE Contacts can be found here:

<https://hcpf.colorado.gov/accphase2>