



COLORADO

**Office of Children,
Youth & Families**

Division of Child Welfare

Medicaid & Home and Community-Based Services (HCBS) Waiver-Trails Job Aid

What: This guide will educate the Trails and CBMS users on entering and coordinating Home and Community-Based Services (HCBS) waivers for children/youth who are receiving Trails Medicaid.

Why: For a child/youth who receives Trails Medicaid and is on an HCBS Waiver or applying for an HCBS waiver, the waiver eligibility coordination occurs directly with the Case Management Agency and the county department child welfare staff. This may require a transfer from the Colorado Benefits Management System (CBMS) eligibility HCBS process.

Trails Medicaid Contact: cdhs_childyouth_medicaidassistance@state.co.us

Table of Contents

Criteria for Opening Medicaid in Trails.....	2
County Practice For Additional Scenarios:.....	3
Adoptions and IV-E Relative Guardianship Cases.....	4
Trails Data Entry.....	5
Disability Determination.....	6
HCBS Waivers.....	7
Category Code.....	8
Contacts.....	9



COLORADO

**Office of Children,
Youth & Families**

Division of Child Welfare

Criteria for Opening Medicaid in Trails

- To ensure a smooth process, the caseworkers should always coordinate with the county Eligibility team when a child/youth is receiving Trails Medicaid, including when the child/youth is receiving Adoption or Relative Guardianship Assistance.

Steps for Child Welfare Caseworkers to open Medicaid in Trails:

- Complete a Medicaid Eligibility Determination/Redetermination using the [SS-1A Form](#) and complete a redetermination annually.

Scenarios:

- For children/youth in an out-of-home placement, either entering care or leaving care-
 - The caseworker will coordinate with the CBMS Medicaid worker to close Medicaid in CBMS if this child/youth is currently receiving Medicaid in CBMS.
- For children/youth in an Adoption case or an IV-E Relative Guardianship case-
 - The caseworker will coordinate/educate the parent(s) that Medicaid is open in Trails and not to apply for Medicaid for this child/youth through the [Program Eligibility and Application Kit](#) (PEAK)/CBMS.

Steps for Child Welfare Caseworkers to apply or transfer an HCBS Waiver:

- Once the child/youth is open in Trails with Medicaid and this child/youth needs to apply for or transfer an HCBS Waiver, the county child welfare caseworker/parent will coordinate with the following agencies:
 - [Contact the CMA](#) (Case Management Agencies) to establish eligibility and to determine which waiver best meets the individual's needs based on [LTSS](#) (Long-Term Services and Supports) eligibility criteria.
- HCBS Waiver Resources:
 - Colorado Medicaid, also known as [Health First Colorado](#), operates [4 RAEs](#) ([Regional Accountable Entities](#)) that ensure care coordination, maintain the Primary Care Medical providers, promote member engagement, etc.
 - [Health First Colorado Member Handbook](#)
 - [Medicaid Eligibility for Children and Youth In County Custody](#)

Considerations:

- The [Regional Accountability Entity](#) (RAE) should always be included in the exploration of services for Medicaid members as they are responsible for care coordination, even when they are not the payor.



COLORADO

Office of Children, Youth & Families

Division of Child Welfare

- When a child/youth is currently receiving an HCBS waiver and is in CBMS, the HCBS case is locked into passing due to LTSS Stabilization.
 - To update the Medicaid source system, a Medicaid Eligibility Help Desk ticket (hcpf_HCBSWaivers@state.co.us) will be required to coordinate this change so that services are not disrupted.
- When a child/youth is on Medicaid in Trails, either as a child/youth in placement, as part of the Adoption Assistance Case, or as a Title IV-E Relative Guardianship case, that child/youth cannot be on Medicaid in CBMS.

County Practice For Additional Scenarios:

- When a county takes custody of a child/youth who is on a Waiver:
 - Coordinate with the CBMS team and [Case Management Agency](#) (CMA) to transition the waiver in [the Bridge System](#).
 - Include the RAE in your care coordination.
 - Communicate all waiver activities with the foster parent and county team members.
 - Adding a task to the Family Service Plan (FSP) is always an option to keep waiver activities up to date.
- When a county has custody of a child/youth who is eligible for a waiver:
 - Coordinate with the CMA to start the waiver process as soon as possible.
- When a county returns custody to a biological parent/guardian/adoptive parent:
 - Coordinate with the CBMS team and CMA to transition the waiver in the Bridge.
 - Clearly communicate all waiver activities with the foster/adoptive parent and county team members.
 - Include the RAE in your care coordination.
- When a young adult emancipates to the Adult system/legal rep:
 - Include the RAE in your care coordination.
 - Coordinate with the CBMS team and CMA to transition the waiver in the Bridge.
 - Clearly communicate all waiver activities with the foster parent and county team members.
 - The transition from a child waiver to an adult waiver can take multiple months. Please start the transition process when:
 - Upon the 17th birthday, if transitioning at 18 years,
 - On their 20th birthday, if transitioning at 21 years.
 - Otherwise, please start 12 months before the anticipated transition to adult waivers.
- All documentation, including notifications from Arbor E&T LLC dba Action Review Group/ (ARG) and CMA's, should be recorded under the client in the Trails Case for tracking purposes.



COLORADO

**Office of Children,
Youth & Families**

Division of Child Welfare

Adoptions and IV-E Relative Guardianship Cases

State Adoption Contact: Sheila.Dalton@state.co.us

Note: Non-IV-E RGAP applies for Medicaid through CBMS.

Steps for Child Welfare Staff:

- Assist the family with coordinating long-term care HCBS waiver services.
 - Make sure there is a Release of Information in place when working with the family.
 - Coordinate with the county department's **Eligibility team** ([please refer to Disability Determination](#)) to complete a Disability Determination if the child/youth is not on SSI.
 - Eligibility needs to be confirmed before engaging with the family.
 - If the child/youth was previously eligible for SSI but is no longer eligible due to the Adoptive family's financial situation, a Developmental Determination application will be required.
 - Make sure the family has connected with the corresponding [RAE](#).
 - Assist the family with coordinating with the [Case Management Agency](#).

For Children/Youth Who Have Been Adopted:

It is important to note that when an Adoption occurs, the child/youth will not be associated with their birth parent(s) any longer. Their adoptive parent(s) will be the primary contact/custodian. This may not be obvious in other systems that Medicaid and Waiver staff access, but it is important to ask for the Final Adoption Decree or new Birth Certificate so the Adoptive Parent can communicate without any issues for these children/youth. Many of these adopted children/youth keep the same Social Security number and sometimes birth name.

For Children/Youth Who Have an IV-E Relative Guardianship:

A child/youth receiving IV-E Relative Guardianship will have Trails Medicaid open. These child/youth do not get new Medicaid IDs because they do not normally change their name or social security number unless the court has ordered it. If the county department is going to assist this family with a Long Term Care waiver, a Release of Information will need to be completed.

Consideration:



COLORADO

Office of Children, Youth & Families

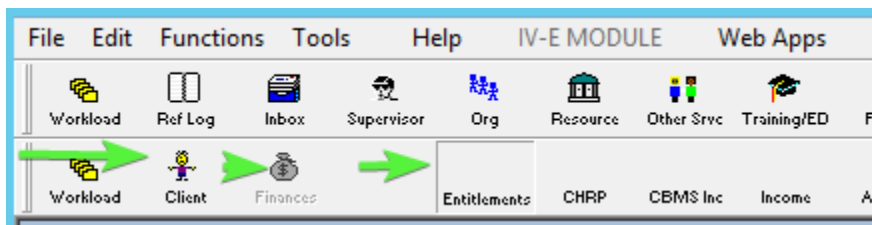
Division of Child Welfare

- If the child/youth has a Non-IV-E Relative Guardianship case, the guardians will apply for Medicaid for this child/youth in CBMS (Colorado Benefits Management System)

Trails Data Entry

Trails Trainer Contact: Adrianna.Sauer@state.co.us

All Trails Medicaid data entry happens in Trails Legacy under Client >Finance >Entitlements.



For Data Entry, please access the following Job Aids - Open Medicaid Entitlement in Trails:

- [Adoption User Guide](#)
- [Emancipation User Guide](#)
- Interstate Compact on Adoption and Medical Assistance ([ICAMA](#)) [User Guide](#)
- [Out-of-Home Care User Guide](#)

Additional Resources for Trails Medicaid:

- [Medicaid Eligibility for Child Welfare](#) web page
- [Viewing Medicaid Eligibility Status from interChange in Trails Mod Job Aid](#): provides information to counties and the Division of Youth Services for providing Medicaid to young people served in both systems.
- [Trails Child Welfare Medicaid Address Hierarchy](#)
- [OM-CW-2022-0026](#) (CDHS memo about Child Welfare Medicaid)



COLORADO

**Office of Children,
Youth & Families**

Division of Child Welfare

Disability Determination

HCBS Waivers Contact: hcpf_hcbs_questions@state.co.us

The Child Welfare worker must confirm if the child/youth is currently receiving SSI (confirm this with the Social Security Administration office)

- If not, then the [Disability Application](#) should be initiated. Read the application to understand what will be required to complete this process.

County Responsibility

- Each county has a Disability/Eligibility coordinator who does these applications and **must process Disability Determination applications as soon as received, or within 5 business days.**

Action Review Group (ARG) responsibility

- ARG has 90 days to complete the determination once all of the medical records for the child/youth have been signed and the completed disability application has been received by ARG.
 - ARG will request additional documentation if needed to ensure the 90-day deadline is met.

Considerations:

- Child Welfare workers must coordinate with their county eligibility team to assist with the ARG process or [submit an escalation ticket](#). The resident county is responsible for entering the Disability Application when it is requested.
- If the adoptive parent is seeking medical assistance for a child with a disability, ARG would be submitted to the resident county, which would then send the disability portion of the application to the vendor for processing. For Trails Medicaid members, this is not done in CBMS.
 - ARG is processed and returned to the referral source with standard notice of either “favorable” or “not favorable”.
- Children/youth who already have Medicaid open in Trails do not need to apply for Medicaid and should not have active Medicaid in CBMS.
 - Having duplicate Medicaid spans open in Trails and CBMS is not allowed and will cause disruption in the child/youth’s coverage.
 - Trails Medicaid should be open for children/youth in the custody of the county.



COLORADO

**Office of Children,
Youth & Families**

Division of Child Welfare

- If the child resides in another county that has a different RAE, the county will ask the resident county to open Medicaid in Trails for that child/youth.
- LTC Medicaid isolates the income and resources of the child only and does not look at the income and resources of the parents/guardians.

Resources:

- [Medicaid Disability Application](#) presentation/guide
- Contacts:
 - ARBOR Review Group (ARG) Disability Determinations Intake & Documents: ARGcoloradoapps@equusworks.com
 - ARG Inquires: ARGcoloradostatusinquiry@equusworks.com or call 1-877-265-1864
- [FAQ](#) (these FAQs are geared towards the general population and not specifically to Trails Medicaid clients. Trails Medicaid clients will not complete a Health First Colorado application since the child/youth is already on Trails Medicaid.)

HCBS Waivers

HCBS Waivers Contact: hcpf_hcbs_questions@state.co.us

Children's Waivers: ([Waiver Rules](#))

- [Children's Extensive Support Waiver](#) (CES)
- [Children's Home and Community-Based Services Waiver](#) (CHCBS)
- [Children's Habilitation Residential Program Waiver](#) (CHRP) Note: Entitlement data entry will also be entered into Trails. [Presentation](#)
- [Children with Life Limiting Illness Waiver](#) (CLLI)

Waiver Eligibility:

Four areas need to be considered for eligibility:

- Financial:
 - Trails members do not go through the normal process of determining Financial Eligibility through CBMS. Eligibility is determined, and a Health Coverage record is sent from the Trails system to the CCM before the Case Manager begins and completes the Legacy 100.2 assessment.
 - Also, the Case Manager should ensure all the fields that are required in the Program Card per the job aid are filled out appropriately before initially saving the Program Card to mitigate downstream impacts.
 - Refer to the [Streamline Eligibility Process](#) Flow for CSR Trails



COLORADO

**Office of Children,
Youth & Families**

Division of Child Welfare

- Level of Care
- Waiver Criteria
- When a child/youth is currently receiving an HCBS waiver and on CBMS, the HCBS case is locked into passing due to LTSS Stabilization. To update the Medicaid source system, a Medicaid Eligibility Help Desk ticket (hcpf_HCBSWaivers@state.co.us) will be required to coordinate this change so that services are not disrupted.

Considerations:

- If an HCBS Waiver is currently open in the Bridge under CBMS Medicaid and is being transferred to Trails Medicaid, an [HCBS Help Desk Ticket](#) is required to ensure HCBS Benefits are coordinated without interruptions with LTSS Stabilization.
- To request assistance for the Bridge, including if you cannot see a member in the Bridge.

Resources:

- [HCBS Waiver web page](#)
- [Long-Term Services and Supports web page](#) (LTSS): These services can include at-home, in the community, or within-facility services.

Category Code

Category Code (listed under Trails Medicaid) = Aid Code

- If the Trails Medicaid Category Code does not allow a child/youth to access an approved HCBS waiver, the Trails Medicaid worker will need to update the Category code in Trails. This can be done in one of the following ways:
 - Submit a [Help Desk Ticket](#) to the Service Hub, or
 - Attend the CW & HCPF Medicaid Working Session Q&A (weekly on Thursday, 1-2 pm)
 - Meeting Details - [Google Meet link](#)
 - Join by phone (US) +1 515-808-2132 PIN: 646 321 056#

Category (Aid) Codes Chart

Trails Health Coverage Plan names for Child Waiver Programs					
	Meets Eligibility Criteria for:				
Program Aid Code & Plan Name in CCM Health Coverage	HCBS CES Waiver	CHCBS Waiver <i>Transitioning to CwCHN</i>	HCBS CHRP Waiver	HCBS CLLI Waiver <i>Transitioning to CwCHN</i>	HCBS CwCHN Waiver
10 - Subsidized and Non-subsidized Adoptions	Pass	Pass	Pass	Pass	Pass



COLORADO

Office of Children, Youth & Families

Division of Child Welfare

11 - Supplemental Security Income - Foster Care	Pass*	Fail	Pass	Pass	Pass
12 - Child Welfare - Foster Care	Fail*	Fail	Pass	Pass	Pass
13 - Foster Care - Removed by CT/AF	Fail*	Fail	Pass	Pass	Pass
19 - Subsidized Adoption Foster Care	Pass*	Fail	Pass	Pass	Pass
20 - Emancipated Foster Care SB07-002	Fail*	Fail	Pass	Pass	Pass
23 - Foster Care - Voluntary	Fail*	Fail	Pass	Pass	Pass
30 - Division of Youth Services (DYS)	Pass	Pass	Pass	Pass	Pass
70 - Child Welfare Without Regard to Income (WRI)	Pass	Pass	Pass	Pass	Pass

***Members wanting the HCBS CES Waiver must live in a family home to qualify.** Case Managers can help members transitioning back to a family home to qualify for these programs by completing the Department's exceptions process.

Trails Health Coverage Plan names for Adult Waiver Programs						
Program Aid Code & Plan Name in CCM Health Coverage	Meets Eligibility Criteria for:					
	HCBS BI Waiver	HCBS CMHS Waiver	HCBS DD Waiver	HCBS EBD Waiver	HCBS CIH Waiver	HCBS SLS Waiver
10 - Subsidized and Not Subsidized Adoptions	Pass	Pass	Pass	Pass	Pass	Pass
11 - Supplemental Security Income - Foster Care	Pass	Pass	Pass	Pass	Pass	Pass
12 - Child Welfare - Foster Care	Pass	Pass	Pass	Pass	Pass	Pass
13 - Foster Care - Removed by CT/AF	Pass	Pass	Pass	Pass	Pass	Pass
19 - Subsidized Adoption Foster Care	Pass	Pass	Pass	Pass	Pass	Pass
20 - Emancipated Foster Care SB07-002	Pass	Pass	Pass	Pass	Pass	Pass
23 - Foster Care - Voluntary	Pass	Pass	Pass	Pass	Pass	Pass
30 - Division of Youth Services (DYS)	Pass	Pass	Pass	Pass	Pass	Pass
70 - Child Welfare Without Regard to Income (WRI)	Pass	Pass	Pass	Pass	Pass	Pass

Contacts

Who to contact:

- For questions about Child Welfare Medicaid -
 - Email: cdhs_childyouth_medicaidassistance@state.co.us
- For urgent matters and questions related to Trails Medicaid -
 - Please submit a Help Desk Ticket - [Trails Medicaid Service Hub](#)
- For open office hours -
 - CW & HCPF Medicaid Working Session Q&A (weekly on Thursday, 1-2 pm)



COLORADO

Office of Children, Youth & Families

Division of Child Welfare

- Meeting Details - [Google Meet link](#)
- Join by phone (US) +1 515-808-2132 PIN: 646 321 056#
- Trails Office Hours (Q&A Open Session) at 9:30 am
 - Weekly every Tuesday & Thursday
 - [Google Meet Link](#)
 - Dial-in: 216-930-7707 PIN: 754 535 563#
- For questions related to eligibility -
 - HCPF Medicaid Eligibility Inbox: hcpf_medicaid.eligibility@state.co.us

Memos and Job Aids:

- OM-CW-2024-0016 [Data Sharing with RAE, Medicaid, Medical Coverage, Mental Health Services](#)
-  How to Enter A Ticket for A Critical Medicaid Issue for Trails (1).pdf
-  Waiver Assignment For Trails Cases In The Bridge - 5-28-2020.pdf
-  Placement Search Guide_2024 DRAFT
- [Placement Resources Quick](#)
- [HCPF Complaints and Escalation](#)
- [Streamline Eligibility Case and Case Management System](#)
- [Streamlined Process for Long-Term Services & Supports and Level of Care FAQ](#)