

## Agency Transition Guide \*Updated as of 4/2/2024

### About this document

This resource will help guide the next steps for your agency providing behavioral health services, as the State of Colorado and the Colorado Behavioral Health Administration (BHA) navigates this period of transition and behavioral health reform.

*Note: This resource may not cover every possible transition scenario. If you cannot identify one that is relevant to your agency, please email [BHA\\_QS\\_Division@state.co.us](mailto:BHA_QS_Division@state.co.us).*

### Acronym Key

BHA	Behavioral Health Administration
BHE	Behavioral Health Entity
CDPHE	Colorado Department of Public Health and Environment
LADDERS	Licensing and Designation Database and Electronic Records System
LOI	Letter of Intent

### Delayed Enforcement

“Delayed enforcement” means the period in which BHA will take immediate action on rule violations that may impact the health, safety, and welfare of individuals receiving services provided by a BHE. Compliance concerns that do not impact health, safety, and welfare will be addressed through technical support from the Quality and Standards team with the shared goal of the agency achieving compliance with the updated standards.

*This delayed enforcement period begins on January 1, 2024 and ends on June 30, 2024.*

### BHA Provider Rules

When this document refers to “[updated BHA Provider Rules \(eff. 1/1/2024\)](#),” this means Chapters 1 through 12 of the provider rules found on the Secretary of State website.

When this document refers to “[legacy BHA Provider Rules \(2 CCR 502-1\)](#),” this means the version with an effective date of 7/3/2023 that is hyperlinked throughout this document.

### Transition Scenarios

Please use the following tables to select the scenario, or scenarios, that apply to your agency.



### Step One

Consider which of the following scenarios apply to your agency.

My agency:	My agency's transition plan is:
Is not currently licensed and/or designated by BHA nor has a BHE with CDPHE, and is interested or required to pursue this.	<p>Familiarize yourself with the <a href="#">updated BHA Provider Rules (eff. 1/1/2024)</a> and when ready, submit your <a href="#">Letter of Intent</a> to obtain a username and access to submit your initial application in LADDERS.</p> <p>Your agency's cycle will begin on or after January 1, 2024, and will be subject to the updated BHA Provider Rules from the initial point of licensure.</p>
Is currently licensed and/or designated by BHA.	<p>Your agency will remain subject to the <a href="#">legacy BHA Provider Rules (2 CCR 502-1)</a> until the expiration of your current BHA license(s). Submit your <a href="#">Letter of Intent</a> to obtain an updated username and access to LADDERS at least sixty (60) days prior to your current license(s) expiration date.</p> <p>Your agency will be subject to the updated BHA Provider Rules in alignment with your agency's application timeline.</p>

### Step Two

Consider if any of the following scenarios apply to your agency.

My agency:	My agency's transition plan is:
Has multiple BHA-issued license(s) and/or designation cycle(s) that expire on the same date.	Your agency will transition to the <a href="#">updated BHA Provider Rules (eff. 1/1/2024)</a> by submitting the <a href="#">Letter of Intent</a> in LADDERS at least sixty (60) calendar days prior to the expiration of your current cycles.
Has multiple BHA-issued license(s) and/or designation cycle(s) that do NOT expire on the same date.	<p>Your agency will transition to the <a href="#">updated BHA Provider Rules (eff. 1/1/2024)</a> in alignment with the expiration date of the earliest cycle. Please plan to submit the <a href="#">Letter of Intent</a> and obtain an updated username and access to LADDERS at least sixty (60) days prior to the earliest license and/or designation cycle's expiration.</p> <p>Your agency will have the option to <a href="#">submit a waiver</a> of endorsement fees for locations that have a later expiration date than the earliest cycle/initial BHE license.</p>





My agency:	My agency's transition plan is:
<p>Is currently licensed by the Colorado Department of Public Health and Environment (CDPHE) as a Behavioral Health Entity (BHE).</p>	<p>Your agency's BHE license will transition from CDPHE to BHA oversight in alignment with your current BHE's expiration date. Please plan to submit the <a href="#">Letter of Intent</a> in LADDERS at least sixty (60) days prior to the earliest license and/or designation cycle's expiration date.</p> <p>If your agency has a BHA license that expires after January 1, 2024, but before the expiration of your BHE license with CDPHE, BHA would like to work with your agency to submit the <a href="#">Letter of Intent</a> in LADDERS at least sixty (60) days prior to the earliest license and/or designation cycle's expiration date. <b>BHA will waive your first base BHE license fee and endorsement fees due to the early surrender of your CDPHE BHE license.</b></p>

