

## BECOMING A PASA

### **Step 1:**

Register business with the Colorado Secretary of State.

### **Step 2:**

Submit the Letter of Intent on the Colorado Department of Public Health and Environment (CDPHE) PASA site. Review the services you wish to apply for.

### **Step 3:**

Submit the PASA Application to CDPHE.

### **Step 4:**

Submit Medicaid Provider Enrollment Application to Health Care Policy and Financing (HCPF) after your PASA Application during the site survey.

### **Step 5:**

Two site visits are required for final Medicaid and PASA approval.

### **Step 6:**

HCPF will send a separate letter indicating Gainwell Technologies has approved the Medicaid Provider Enrollment Application.

### **Step 7:**

CDPHE and HCPF will send the final approval letter called the Initial Program Approval document. Provider is now an approved PASA- their Medicaid billing number is activated and the agency is ready to begin providing services.

### **Some additional items to keep in mind:**

- It takes an average of 6-12 months to receive approvals depending on the number of waivers and types of services that are on the application.
- The State departments will notify the corresponding Community Centered Boards (CCBs) the provider indicated they want to work with. They will send the final approval letter to the provider and CCB directly.

### **Note to family members:**

*Are you a family member who wants to be more involved with providing care? Or directing the care?*

You have options:

- Become a PASA
- Family Caregiver
- Employee/subcontractor with a PASA
- SLS Waiver Only: Consumer-Directed Attendant Support Services (CDASS)