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COLORADO HEALTH CARE TRAINING & CONSULTING

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home care administration**

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**Part 5 of  
Chapter 26  
General Requirements  
for  
All License Categories**

**This course is about Licensure standards for home care**

**Chapter  
26**

**6 CCR  
1011-1**

**Part 5**



# P&Ps

- In general, each part in Section 5 needs a P&P regardless of HCA type
- P&P serialization or unique identification is needed to track changes as they are made.
- Some P&Ps are buried in the regulations
- Others are recommended as a best practice

# Serialization

**Footer on each policy**

**Adopted 1/1/2021**

**Revised 6/1/2021**

**Revised 12/8/2021**

Adopted: January 1, 2010  
Revised:



# Approved Initial + Revised P and Ps

Board meeting minutes to go with Initial and each revision of Policies and Procedures is required as evidence that the Board approved the changes.

NAME OF AGENCY

Board of Directors Meeting Minutes

DATE, 20XX

A meeting of the Board of Directors was held on (date, 20xx from 5:00 pm – 6:00 pm at (location) to review and adopt Colorado Licensure Standards:

# Board Written Approval P&Ps

**P&Ps are reviewed and approved by the Board**

APPROVED:

\_\_\_\_\_  
Name & Signature of BOD Representative

Date: \_\_\_\_\_

**P&Ps require compliance by all staff unless expressly stated otherwise**



## 5.1 Out of State Entities

Every HCA providing services within the state shall have a physical business office capable of conducting day-to-day business as an HCA within Colorado and shall be licensed according to the services rendered.

## 5.1 Out-of-State Entities

**Any home care agency that physically operates in Colorado must be licensed (5.1).**



## 5.2 Branch Offices

(A) An HCA shall notify the Department in advance of its plan to establish a branch office. Notification shall include, at a minimum:

- (1) A description of the services to be provided,
- (2) The geographic area to be served by the branch office that is within a portion of the total geographic area served by the parent agency, and
- (3) A description of how the parent agency will supervise the branch office on a daily basis.





## 5.2 Branch Offices

(B) A branch office, as an extension of the parent HCA, may not offer services that are different than those offered by the parent HCA. The location of the branch, in relation to the parent agency, shall be such that the parent agency is able to ensure adequate supervision at all times.

(C) The location of the branch, in relation to the parent agency, shall be such that the parent agency is able to ensure adequate supervision at all times.



## 5.2 Branch Offices

C. (1) The parent agency shall be physically located so that sharing of administration, supervision, personnel and services with the branch can occur on a daily basis and to ensure that the branch office has back-up coverage ready and available to serve all consumers when they are scheduled to receive services.

C. (2) In the event the branch office is unable to meet the consumer's needs, the parent agency shall ensure all consumers continue to receive services when scheduled, in accordance with the consumer's care plan.

## 5.2 Branch Offices

(D) The parent agency administrator, manager, or supervisor shall conduct an on-site visit of the branch office in accordance with agency policy.



## **5.2 Branch Offices**

**(E) One or more health professionals who possess the experience, education, and qualifications to oversee all care and services provided by the branch shall be available during all operating hours.**

**(1) If only personal care services are provided, personnel that meets the qualifications of a supervisor shall be available during all operating hours.**

## 5.2 Branch Offices

**(F) The branch office shall have a copy of all agency policies available and readily accessible to staff.**

**(G) The parent agency shall ensure that consumer records are readily accessible to all staff providing care and services.**

**(H) The parent agency shall be aware of the staffing, census and any issues/matters affecting the operation of the branch office at all times.**