



COMMUNITY-CENTERED BOARDS

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This *issue brief* provides information about Community-Centered Boards (CCBs) and recent legislation enacted to promote CCB transparency.

What Are Community-Centered Boards?

CCBs are private, for-profit, or nonprofit entities that provide services to persons with intellectual and developmental disabilities (IDD). CCBs operate within a designated geographic service area, with the goal of keeping persons with IDD in their homes and communities as an alternative to institutional care. There are 20 CCBs in Colorado and they are overseen by the Department of Health Care Policy and Financing (HCPF). A list of all 20 CCBs and service areas can be found [here](#).

What Services Do CCBs Provide?

CCBs help persons with IDD access long-term services and supports through Medicaid waiver services, non-Medicaid waiver services, and direct services. This is done by developing a long-range plan for the coordination of services and supports to address the needs of eligible persons with IDD in the designated service area. This plan is updated annually and provided to HCPF.

To access to services and supports, a person with IDD can go to the CCB in their service area to have an eligibility determination. Eligible persons are then served by CCB case managers who assess the service needs of the person and develop an

individualized long-term services support plan. Once a plan is developed, a case manager authorizes, coordinates, and monitors the delivery of services, evaluates the effectiveness of the services, and periodically reassesses the person's needs.

Some CCBs also provide direct services to persons with IDD. Direct services vary by CCB and can include education services, job training and placement, day services, technology training, and behavioral health services.

CCB Designation And Compliance

CCBs are designated by HCPF to serve a specified geographic service area. Annually, CCBs must submit an application for designation to HCPF. If HCPF determines the CCB is in compliance with all statutory requirements, it receives designation for a period of 12 months beginning July 1 and ending June 30. Upon designation, the CCB, by contract, agrees to comply with all statutory requirements and follow rules adopted by the Medical Services Board. Throughout the year, HCPF monitors CCB compliance.

CCB Organizational Structure

CCBs must operate under the control of a governing board comprised of persons representing the community at large, family members of persons with IDD, and persons with IDD who are receiving services and supports. The governing board establishes and maintains by-laws to ensure:

- the CCB determines eligibility and develops individualized plans within the designated service area allowing for access to services and supports for eligible persons with IDD;
- members of the governing board are prohibited from voting on issues in which they have a conflict of interest;
- CCB staff members and employees or board members of service agencies cannot serve on the CCB governing board;
- CCB staff members and employees or board members of services agencies cannot vote for members of the CCB governing board; and
- board meetings are open to the public with adequate notice given before they are scheduled.

CCBs must also establish a human rights committee comprised of two professionals trained in the application of behavior development techniques and three representatives of persons receiving services and supports, who can include parents, legal guardians, or authorized representatives.

How Are CCBs Funded?

CCBs are funded through state and federal Medicaid funds, the state General Fund, local funds, grants, and donations. Administrative contracts between the HCPF and the CCBs fund eligibility determinations, support level determinations, and quality assurance activities. CCBs bill for targeted case management. Invoices are submitted to HCPF, and the amount due is paid to the CCB by HCPF based on established rates within 30 days, subject to available funding and 5 percent local matching funds. Direct services are funded through health insurance, fees for services, donations and non-Medicaid federal funds.

Recent Legislation

Senate Bill 16-038 promotes greater transparency around CCBs by requiring:

- CCBs to be subject to the Colorado Local Government Audit Law. As a result, each CCB must have an annual financial audit completed by a certified public accountant and file a copy of the audit with the State Auditor; and
- the State Auditor to complete a performance audit for each CCB that receives more than 75 percent of funding from federal, state, or local governments or a combination thereof. These audits must be conducted within five years, and all 20 CCBs are expected to be audited.

To further promote transparency, each CCB is required to post the following on its website:

- the date, time, and location of each board meeting within 14 business days of a regular meeting and 24 hours of any special or emergency meeting;
- the meeting agenda and any materials that will be distributed at the meeting;
- meeting minutes;
- a direct e-mail for each board member;
- annual financial audit results; and
- any contract with HCPF or the Department of Human Services.

Additionally, each CCB must:

- allow for public comments at board meetings;
- have the board of directors present financial statements at each regularly scheduled meeting;
- present the annual financial audit to the board at a regularly scheduled meeting at least once per year; and
- provide training for incoming board members on their responsibilities, the state IDD system, and the business functions of the CCB.

If requested, CCBs must also provide members of the public, within five days of the request, an annual budget, an annual summary of revenues and expenses, and a description of the CCBs financial policies and procedures.