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User Guide: Community Transitions Liaison Program (CTLTP) Enrollments and Terminations Report

Aging Services Access Points (ASAPs) are required to track CTLTP enrollments through agency specific CTLTP care enrollments. The CTLTP supports nursing facility residents in transitioning to the community. CTLTP supports any resident (age 22+) of a nursing facility (NF) (regardless of insurance) who is interested in receiving support and assistance to transition to the community.

The **CTLTP Enrollments and Terminations report** establishes a method for tracking CTLTP enrollments, inclusive of new enrollments, ended/termination enrollments, care enrollment termination reasons, and length of time in CTLTP. The report provides details specific to the CTLTP care enrollments for monitoring, management, and quality improvement by ASAPs and EOEA.

For details of data entry and monitoring of the care plan, please refer to the following document: **Business Rule – CTLTP Documentation Requirements in A&D** at <https://documentlibrary.800ageinfo.com/2023/07/ctlp.html>.

Report Location

The CTLTP Enrollments and Termination report is available in the HAR Community folder. Login to Report Library using your current WellSky user ID and password. If you do not have this access role, it can be requested through your ASAP's Access Manager.

URL: <https://har4.harmonyis.net/MA/Report%20Library>

Navigate to Report Library>Community> CTLTP – Community Transition Liaison Program. Open the report titled CTLTP Enrollments and Terminations.

Report Parameters

A report runner can indicate their ASAP(s) of interest as well as the range of dates for the CTLTP activities to be reviewed. Adjust the following parameters to assist with filtering report as needed.

Reporting Period Start Date (end or termination date greater than or equal to or is null)

Set the first day of the timeframe.

Reporting Period End Date (start date less than or equal to)

Set the last day of the timeframe.

For example: To pull all CTLTP enrollments between July 1 and September 30, 2023, Reporting Period Start Date (end or termination date greater than or equal to or is null) = 7/1/2023 and Reporting Period End Date (start date less than or equal to) = 9/30/2023.

Agency

Set the ASAP parameter to choose your ASAP.

Export to Excel

Export the report's output to Excel. The rest of this User Guide will refer to the XLS.

About the dataset

Tab 1: Summary Report

The first tab displays a summary consisting of number of CTLP enrollments, number of CTLP terminations, and the average length of stay in CTLP. Below are the columns of the report.

ASAP	Unduplicated Consumers	New CTLP Enrollments	Terminated CTLP Enrollments	% of Terminations Discharged to Community	% of Terminations Enrolled in a Waiver	Average Length - All Terminations (days)	Average Length - Discharge to Community (days)
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Column	Definition
ASAP	Displays ASAP Selected in Parameter
Unduplicated Consumers	The total number of unduplicated consumers enrolled in CTLP during the reporting period. This includes newly enrolled consumers and consumers whose CTLP care enrollment ended/terminated during the reporting period.
New CTLP Enrollments	New CTLP enrollments during the reporting period based on a CTLP care enrollment start date between the start/end dates of the reporting period.
Terminated CTLP Enrollments	Ended or terminated CTLP enrollments based on a CTLP care enrollment end or termination date between the start/end dates of the reporting period.
% of Terminations Discharged to Community	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Discharge to the Community / Ended or terminated CTLP enrollments during the period
% of Terminations Enrolled in a Waiver	Ended or terminated CTLP enrollments during the period with a Waiver specific care enrollment termination reason / Ended or terminated CTLP enrollments during the period. Waiver terminations consist of any enrollment terminating with a reason of ABI-N Waiver, ABI-RH Waiver, DDS Adult Supports Waiver, DDS Community Living Waiver, DDS Intensive Supports Waiver, Frail Elder Waiver, MFP-CL Waiver, MFP-RS Waiver, or TBI Waiver.
Average Length – All Terminations (days)	Average (mean) number of days of ended or terminated CTLP enrollments during the reporting period. Calculated by subtracting the care enrollment start date from the care enrollment end/termination date.
Average Length – Discharge to Community (days)	Average (mean) number of days of ended or terminated CTLP enrollments during the reporting period with a reason of CTLP – Discharge to Community. Calculated by subtracting the care enrollment start date from the care enrollment end/termination date.

Tab 2: Terminations by Reason

The first tab displays an overall count of terminations during the selected time period run, as well as a breakdown of terminations by selected reason. Below are the columns of the report and sample printout.

ASAP	Terminated CTLP Enrollments	Terminated - ABI-N Waiver	Terminated - ABI-RH Waiver	Terminated - Change in Medical Setting	Terminated - DDS Adult Supports Waiver	Terminated - DDS Community Supports Waiver	Terminated - DDS Intensive Supports Waiver	Terminated - Death	Terminated - Declines Further CTLP Intervention	Terminated - Discharge to Community
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Column	Definition
Terminated CTLP Enrollments	Ended or terminated CTLP enrollments based on a CTLP care enrollment end or termination date between the start/end dates of the reporting period.
Terminated – ABI-N Waiver	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – ABI-N Waiver.
Terminated – ABI-RH Waiver	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – ABI-RH Waiver.
Terminated – Change in Medical Setting	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Change in Medical Setting.
Terminated – DDS Adult Supports Waiver	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – DDS Adult Supports Waiver.
Terminated – DDS Community Living Waiver	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – DDS Community Living Waiver.
Terminated – DDS Intensive Supports Waiver	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – DDS Intensive Supports Waiver.
Terminated – Death	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Death.
Terminated – Declines Further CTLP Intervention	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Declines Further CTLP Intervention.
Terminated – Discharge to Community	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Discharge to Community.
Terminated – Discharge with DDS Services	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Discharge with DDS Services.
Terminated – Discharge with DMH Services	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Discharge with DMH Services.
Terminated – Discharge with MRC Services	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Discharge with MRC Services.
Terminated – Frail Elder Waiver	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Frail Elder Waiver.

Terminated – Home Care Program	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Home Care Program.
Terminated – MFP Demo	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – MFP Demo.
Terminated – MFP-CL Waiver	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – MFP-CL Waiver.
Terminated – MFP-RS Waiver	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – MFP-RS Waiver.
Terminated – NF Transfer	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – NF Transfer.
Terminated – Not Interested in Transition	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – Not Interested in Transition.
Terminated – One Care Enrolled	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – One Care Enrolled.
Terminated – SCO Enrolled	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – SCO Enrolled.
Terminated – TBI Waiver	Ended or terminated CTLP enrollments during the period with a care enrollment reason of CTLP – TBI Waiver.
Terminated – Other	Ended or terminated CTLP enrollments during the period with a care enrollment reason that does not match approved CTLP care enrollment reasons. Review Consumer data and those flagged for Check Reason to choose approved termination reason.
Terminated – Blank	Ended or terminated CTLP enrollments during the period with missing care enrollment reasons. Review Consumer data and those flagged for Check Reason to update.

Tab 3: Consumer List (underlying data)

ASAP	Client ID	Full Name	Primary Care Manager	Care Program Name	Start_Date	End/Termination Date	Termination Reason	Check Reason
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Column	Definition
ASAP	ASAP based on the CTLP care program name.
Client ID	Consumer's A&D/SAMS ID number.
Full Name	Consumer's full name.
Primary Care Manager	Consumer's primary care manager
Care Program Name	CTLP care program name
Start Date	Start date of CTLP care enrollment
End/Termination Date	End or termination date of CTLP care enrollment.
Termination Reason	Termination reason of CTLP care enrollment.
Check Reason	Check displays in this column if the care enrollment termination reason does not match approved CTLP care enrollment reason or the reason is blank.

Reporting Expectations

The **CTLTP Enrollments and Terminations** report should be run:

- At minimum on a monthly basis.
- Reviewed by appropriate programmatic and/or quality staff.
- For the purpose of identifying compliance and areas or patterns related to CTLTP enrollments, such areas include, but are not limited to:
 - increases or decreases in enrollments,
 - blank or invalid reasons, or
 - CTLTP enrollments open more than 1 year.

The expectation is

- after the report is reviewed, targeted Aging and Disability (A & D) case record reviews occurs by programmatic and/or quality staff
- identification of patterns, data hygiene issues, or documentation not adhering to business rules
- followed by correction and remediation of incorrect, blank, or invalid data
- addressing with staff when appropriate to ensure accurate management of the program