

The Executive Office of Elder Affairs and the Department of Transitional Assistance (DTA) have collaborated with UMASS policy lab in order to design, develop and implement a report on shared Home Care/DTA consumers who have Supplemental Nutritional Assistance Program (SNAP) Benefits. UMASS has developed an Explorer report to view shared Home Care/DTA consumers, their monthly SNAP benefit, the balance of benefits as of the report date, the ASAP to which they are related, and the name of the primary care manager. The report can be filtered to benefit amount. For example: to isolate shared consumers with SNAP benefits of less than \$16 a month, \$16 a month, between \$17 and \$193 a month or over \$194 a month.

The goal is to identify shared Home Care/DTA consumers with high balances who have not accessed their SNAP benefits within the past 0 to 60 days or Over 60 days. We anticipate the DTA Utilization report to aid ASAPs in meeting the current Home Care requirements for assessing consumers for public benefits. ASAPs review the report, thus identifying consumers with high balances that may be in need of assistance utilizing their SNAP benefits. Some actions may include: coordinating services; contacting DTA for assistance with card replacement; or resetting the consumer's SNAP/EBT PIN.

DTA Utilization report filter options:

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(All)

Zero To 60 Days

Over 60 Days

Unknown

Benefit Amt. Group

(All)

Less Than \$16

\$16

Between \$17 and \$193

Over \$194


The DTA Utilization report is an opportunity to better serve elders by ensuring their proper nutrition through utilization of eligible resources and assisting low income elders who are in need of assistance with covering monthly expenses.

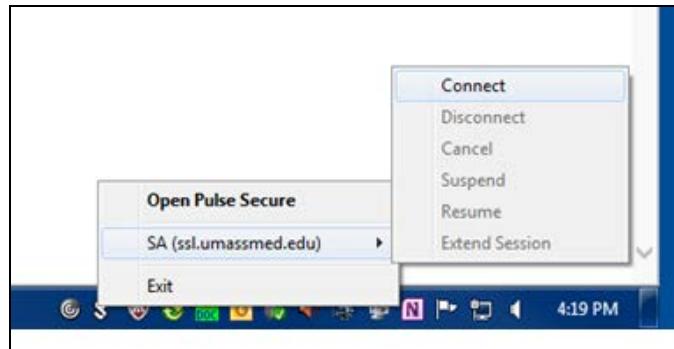
The new DTA Utilization report has been posted to the HCBS Explorer. The report is called 'DTA Utilization'. **EOEA requires the 'DTA Utilization' report to be reviewed by each ASAP monthly using the following criteria: consumers who have not accessed their SNAP benefits in over 60 days and their Benefit Amount is greater than \$17 per month.** Using these report parameters, each report will display only the ASAP consumers who meet the criteria outlined above and require follow up to be completed by the ASAP. Filters are available on the left-hand side of the screen to pare down the report as needed.

The report development process involves SAMS Home Care consumer information being retrieved and matched with DTA consumer data after the 12th of every month. UMASS completes a final update with the most recent Primary CM listed in SAMS on the 21st and publishes the DTA Utilization report on the 21st of every month. Current consumers enrolled in Home Care Basic/Non-Waiver, Home Care Over Income, Home Care Basic/Waiver, Enhanced Community Options Program, Choices, and Respite Over Income programs will appear on the DTA Utilization report.

The 'Published On' date displays at the top of the report under the title to ensure that users are familiar with the current date the data is made available. Below is a brief tutorial of where to find the report and how to download it to Excel.

To Access the DTA Utilization Report in HCBS Explorer:

1. Access the system tray from the Windows taskbar. Click on the Pulse icon  select ssl.umassmed.edu and Connect.



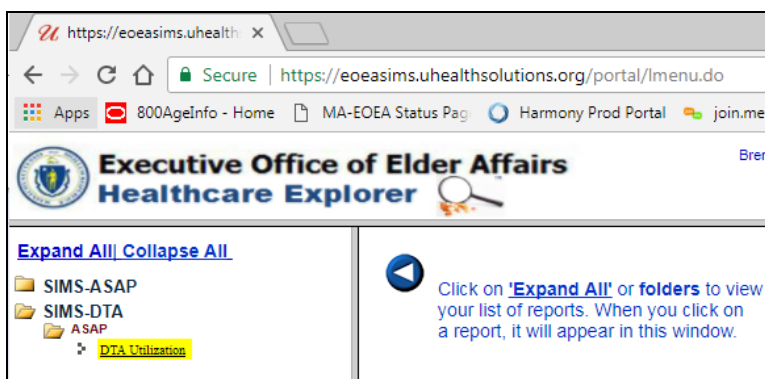
2. The Pulse Secure login dialog box will display, as shown below. Enter your UMMS VPN username and password, and then press "Connect." Upon successful connection, the Pulse icon in the system tray will display a green up arrow.



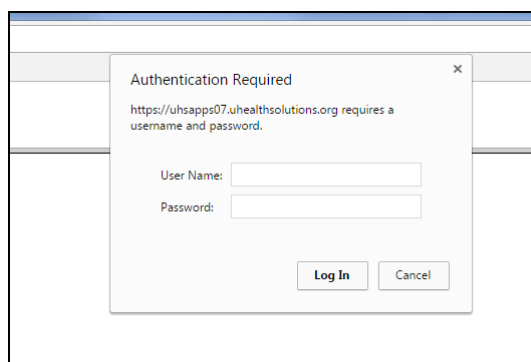
3. Open a new browser window using Chrome and entering the HCBS Explorer address: <https://eoeasims.uhealtholutions.org> in the address bar of Chrome.
4. In the HCBS Explorer login page, enter your HCBS Explorer username and password. Once logged in, you will be able to access reports through the folders and links in the left pane.



- 5. Navigate to the SIMS-DTA folder, and then ASAP sub-folder. Click on the DTA Utilization link highlighted below.



- 6. When selecting on a report for the first time you may receive the following prompt and enter your UMMS VPN username/password (same credentials as the 1st login).



- The report will display the consumer information, the SAMS Primary Care Manager, and specific DTA data including: days since last accessed, benefit amount, and SNAP balance. Names will appear in lower case and upper case letters, with DTA data included in upper case letters. Current consumers enrolled in Home Care Basic/Non-Waiver, Home Care Over Income, Home Care Basic/Waiver, Enhanced Community Options Program, Choices, and Respite Over Income appear on the DTA Utilization report. Consumers will appear if enrolled as of the SAMS enrollment date listed at the bottom of the report.

ASAP

DTA Consumer Utilization

Published on: 04/21/2018

Snap Not Accessed Cat...

- (All)
- Zero To 60 Days
- Over 60 Days
- Unknown

Benefit Amt. Group

- (All)
- Less Than \$16
- \$16
- Between \$17 and \$193
- Over \$194

ASAP	Last Name	First Name	Consumer ID	Town Name	Primary Care Manager	Days Since Last Access	Benefit Amt.	SNAP Balance
BayPath Elder Services								

SAMS enrollments as of: 04/12/2018

- The report can be exported to Excel by clicking the **Download** button in the bottom right hand corner of the screen.

Executive Office of Elder Affairs
Healthcare Explorer

Logout

Commonwealth of Massachusetts
Department of Health and Senior Services
SIMS-DTA/EOEA/DTA Utilization

Expand All Collapse All

- SIMS-EOEA
- SIMS-ASAP
- SIMS-Admin
- SIMS-DTA
- EOEA
 - DTA Utilization
- SIMS-UAT

ASAP

DTA Consumer Utilization

Published on: 04/21/2018

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Benefit Amt. Group

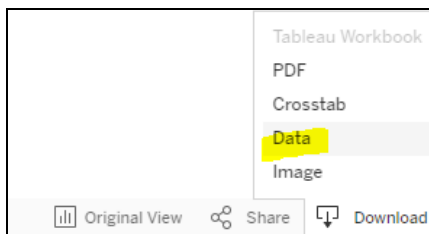
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BayPath Elder Services								

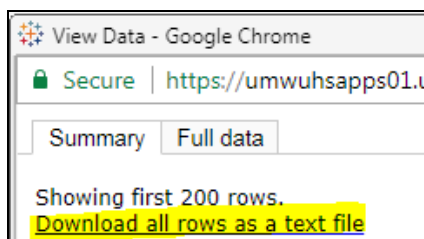
SAMS enrollments as of: 04/12/2018

Undo Redo Print Refresh Pause Original View Stop **Download**

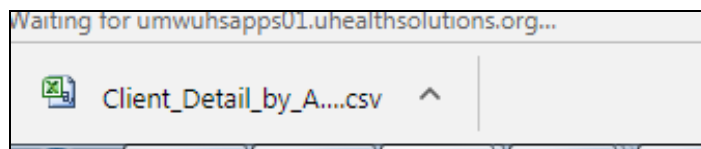
- Select the **Data** option. The downloadable DTA Utilization report will open in a separate VIEW DATA window.



- Click the **Download all rows as a text file**.



- Downloaded CSV file will appear on the bottom, which can open and Saved into Excel.



- CSV file opens into Excel once selected. The file contains columns for the following: Consumer SAMS ID, DTA date for consumer being matched, Consumer's first name and last name, Measure Names (SNAP Balance, Monthly Benefit Amount, Days since last accessed DTA benefit), ASAP Primary CM as listed in SAMS, SAMS Date for Consumer data being retrieved from SAMS, Town Name, and Measure Value (SNAP Balance, Monthly Benefit Amount, and # of Days since accessed DTA Benefit).

Measure names and values are displayed as 3 separate rows for each consumer:

Consumer ID	DTA_AS_OF_DATE	First Name	Last Name	Measure Names	Primary Care Manager *	SIMS_AS_OF_DATE	Town Name	Measure Values
	3/21/2018			SNAP Balance	CM	3/21/2018	Northborough	418.92
	3/21/2018			Benefit Amt.	CM	3/21/2018	Northborough	58
	3/21/2018			Days Since Last Access	CM	3/21/2018	Northborough	104

- Save downloaded CSV file to desired location. Close the VIEW DATA window. Close out of DTA Utilization Report.