



EXECUTIVE OFFICE OF ELDER AFFAIRS
COMMONWEALTH OF MASSACHUSETTS
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PROGRAM INSTRUCTION (PI)

EOEA PI - 23-12

TO: Aging Services Access Points (ASAP) Executive Directors
ASAP Nurse Managers
ASAP Program Managers

FROM: Lynn C. Vidler, MBA, BSW Senior Director, Operations and Policy, Home Care Programs

DATE: November 13, 2023

RE: **Executive Office of Elder Affairs (EOEA) REQUIREMENTS FOR MASSHEALTH NOTICE OF ELIGIBILITY FORMS**

Purpose:

The purpose of this Program Instruction (PI) is to require all MassHealth Notice of Eligibility Forms, often referred to as the Level of Care (LOC) Notice that are completed by the Aging Services Access Points (ASAPs) Registered Nurses (RNs), to be uploaded as file attachments to the EOEA mandated cloud-based enterprise system.

Background and Program Implications:

ASAP RNs are responsible for determining clinical eligibility for a variety of MassHealth and Office of Long-Term Services and Supports programs and services.

In accordance with the ASAP Contract Section 8, all ASAPs are responsible for performing clinical determination activities for the following programs and services:

1. Adult Day Health (ADH)
2. Frail Elder Waiver (FEW)

3. Nursing Facility (NF) Services
4. Group Adult Foster Care (GAFC)
5. State-Funded Community-Based Long-Term Services and Supports (CB-LTSS)

Upon rendering a clinical determination, the ASAP RN must complete the appropriate MassHealth Notice of Eligibility.

Required Actions:

As per ASAP Contract Section 8.1.9., within two business days of making a clinical determination, the ASAP must issue the appropriate Notice of Eligibility to the MassHealth member or applicant, their legal guardian or eligibility representative, and the provider of MassHealth services. The MassHealth Appeal Rights and Fair Hearing Request Form and babel sheet must be included with each Notice of Eligibility.

The ASAP shall upload the completed Notice of Eligibility to the consumer record as a File Attachment in the File Attachment Folder Clinical Screening Notifications within the EOEAs mandated cloud-based data enterprise system.

Effective Date:

This PI is effective immediately.

Contact:

If you have any questions regarding this PI please contact Desiree Kelley, RN BSN (Desiree.Kelley@mass.gov) or Melissa Enos, RN MSN (Melissa.A.Enos@mass.gov).