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## Program Instruction

PI- 09-05

TO: Aging Service Access Points (ASAP)

FR: Ann L.Hartstein, Secretary *AH*

DA: December 2, 2009

RE: Nursing Facility Clinical Eligibility Assessments, Short Term Approval Tracking, and Noticing Procedures

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### Purpose:

The purpose of this Program Instruction is to clarify the ASAP's role and responsibility in tracking and conducting clinical eligibility assessments for MassHealth members/applicants completed before and after nursing facility admission, and to issue relevant notices to members/applicants. Any other previously issued instructions, regardless of the format, are hereby rendered obsolete and replaced by the contents of this PI.

### Background and Program Implications:

ASAP Registered Nurses conduct clinical eligibility determinations for authorization of MassHealth payment of nursing facility services for MassHealth members seeking admission to a nursing facility from the community, and for members/applicants admitted to a nursing facility, under a payer source other than MassHealth, converting to MassHealth payment.

Since January 2005, ASAPs have been required to conduct all clinical nursing facility eligibility assessments in accordance with the 2004 Comprehensive Screening and Service Model (CSSM) – Users Manual with an on-site visit to the nursing facility where a review of the clinical record and

interview/visual assessment of the MassHealth member/applicant are used as the primary sources of information for the ASAP RN's clinical assessment and determination.

ASAP RNs are required, with very few exceptions, to conduct weekly nursing facility on-site visits for purposes of all assessments and determination activities, (including conversion, short term reviews (STR), nursing facility to nursing facility transfer and retrospective cases), supporting discharge planning, and monitoring the progress of members/applicants issued a short term approval (STA).

**Required Actions:**

ASAPs are required to track all short term approvals and conduct all necessary subsequent reviews before the expiration of the STAs. Agencies must complete all outstanding STAs.

ASAPs must track all STAs utilizing the Activity/Referral functionality within SAMS, in addition to service delivery records already required. Doing so will permit ASAPs to generate reports necessary to manage workload, resources, and schedule nursing facility visits and Elder Affairs to monitor ASAP performance. As a quality measure all STA data in SAMS must be accurate and up to date. Based on this information ASAPs and Elder Affairs will be able to run monthly Activity Reports that identify all open STAs and their due dates. All STAs with a due date on or after January 8, 2010 must use the new activity/referral procedure with a target date of January 31, 2010 to complete any necessary transition activities such as staff training and data cleanup.

It is incumbent upon ASAPs to work with the nursing facility regarding the timely completion of short term approvals. ASAPs must complete all subsequent assessments and issue all applicable notices in a timely manner whether or not the nursing facility submits a referral and/or related documentation to the ASAP regarding a pending short term review (STR). An ASAP is required to issue notice including applicable appeal right to the member/applicant, family, next of kin, and nursing facility.

**Effective Date:**

This Program Instruction is effective January 1, 2010.

**Contact:**

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