



The Commonwealth of Massachusetts
 Executive Office of Health and Human Services
 Office of Medicaid
 Office of Long Term Services and Supports
 One Ashburton Place, 5th Floor
 Boston, MA 02108



DEVAL L. PATRICK
 Governor

JOHN W. POLANOWICZ
 Secretary

KRISTIN L. THORN
 Medicaid Director

KENNETH J. SMITH
 Director

To: SNF Community
 From: Kenneth J. Smith, Director *Kenneth J. Smith*
 Re: Section Q Reporter Web-Based Application Pilot - Clarification
 Date: March 5, 2014

This memo supplements my communication to the SNF community dated February 24, 2014 on the subject of the Section Q Reporter.

Section Q Reporter is a web-based application that supports a standardized process for the submission of affirmative Section Q responses by patients at Nursing Facilities to a designated Local Contact Organization (LCO), the ASAP/ADRC contact.

This application is being implemented to a pilot group of SNFs associated with ADRC of Greater North Shore and North Shore Elder Services. Full statewide use of Section Q Reporter is expected to be completed in summer 2014.

As the implementation advances, we would like to reinforce two important points regarding the Section Q reporting process.

(1) MDS-3.0 triggers that require a Section Q referral. A section Q referral must be submitted if a resident's MDS-3 contains the following responses within Section Q.

| MDS 3.0 Question | Response |
|---|-----------------------------------|
| Q0400A Discharge Plan: Is active discharge planning already occurring for the resident to return to the community? | No. |
| Q0500B Return to Community: Ask the resident (or family or significant other if resident is unable to respond): "Do you want to talk to someone about the possibility of leaving this facility and returning to live and receive services in the community?" | Yes. |
| Q0600 Referral: Has a referral been made to the Local Contact Agency? (Document reasons in resident's clinical record) | No – Referral is or may be needed |

(2) Timeframe to make the Section Q referral. Nursing Facilities are required to submit a Section Q referral within two (2) business days of the date of MDS completion. The Section Q Reporter application forwards the referral to the assigned LCO, which assigns staff, usually a CSSM RN, to visit the resident and initiate contact within seven (7) days of receipt of the referral. In all, the time between the individual's positive Section Q response (Q0500B in MDS 3.0) and contact with the LCO's representative will meet the guidelines of CMS RAI Version 3.0 Manual, Appendix C: CAA Resources.

We hope this reemphasis of existing guidelines will assist Nursing Facilities as they begin using Section Q Reporter in the coming months.