**Revision History**

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| Date | Version | Description | Author |
| July 1, 2014 | 1.0 | Initial publication | EOEA Home Care Team |
| July 11, 2016 | 2.0 | ASAP specific CSSM Care Enrollment | EOEA Home Care Team |
| September 17, 2020 | 3.0 | Revision of Termination Reasons | EOEA Home Care Team |

The CSSM Program is intended to ensure all MassHealth members/applicants and other consumers residing in nursing facilities receive information and care planning supports on the least restrictive setting necessary to make decisions about their future care plans.

The role of the ASAP is to work with the MassHealth member/applicant, family, representative, health care proxy, legal guardian, and nursing facility to overcome barriers and assist with discharge planning by formulating and implementing a care plan that meets the member/applicant’s needs in the community. Please refer to PI 17-06 and Section 7.4 of the ASAP Contract for additional details.

# Tracking CSSM Enrollment in SAMS

EOEA continues to identify the importance of reporting and analyzing:

* the volume and duration the ASAP Comprehensive Service and Screening Model (CSSM) Team works with consumers during their nursing facility stay
* the disposition reason for termination of CSSM involvement

ASAPs must create a CSSM Care Enrollment for all MassHealth members in which a clinical determination of a short-term approval has been rendered. In addition, ASAPs must create a CSSM Care Enrollment for any consumer, regardless of payer source, in which the CSSM Team is assisting with discharge planning.

This business rule has been updated to include revised care enrollment termination reasons and instruction on when to use each care enrollment termination reason. ASAPs should continue to utilize ASAP Specific CSSM Care Enrollments. Updated care enrollment reasons are available for use effective October 1, 2020.

# Function of ASAP Specific CSSM Care Enrollment

**CSSM Consumer Eligibility:**

* A MassHealth Member or Applicant (or their representative) aged 22 years of age or older seeking MassHealth coverage for nursing facility services.
* A consumer aged 22 years of age or older who has answered positively to Section Q questions prompting a Section Q Referral to the ASAP.
* An individual who is 22 years of age or older, regardless of payer source, currently in a nursing facility and expresses a wish to return to the community.

**ASAP Responsibilities (as outlined in the ASAP Contract Section 7.4):**

* Utilization of an Interdisciplinary Team to assist the consumer with identification of options, and decision support.
* ASAP RN onsite assessments as required; meeting both consumer and facility staff in the nursing facility.
* ASAPs will continue to monitor all consumers at 30 days post nursing facility discharge as required by EOEA.
* ASAPs will continue to complete and track clinical determinations through the current process for all consumers.

# Creating the ASAP Specific CSSM Care Enrollment:

* The ASAP providing CSSM creates a CSSM Care Enrollment, which is designed to remain open until the consumer disposition is completed.
  + Creating a CSSM Care Enrollment in SAMS:
* **Level of Care=** Clinical Assessment & Eligibility
* **Service Program=** **(ASAP Name)** CSSM
* **Care Program=** **(ASAP Name)** CSSM
* **Application Date =** On or after 7-1-2016 (CSSM enrollment will not appear as a service program option if the application date is prior to 7-1-2016)
* **Received Date =** (ASAP Business Practice)
* **Status =** Active while consumer is actively working with CSSM team
* **Reason =** Blank while consumer is actively working with CSSM team
* **Status Date =** Data entry date
* **Start Date =** First day the consumer’s record is reviewed by ASAP RN
* **End Date =** Leave Blank while consumer is actively working with CSSM team

# Terminating the ASAP Specific Care Enrollment or the CSSM Care Enrollment:

* The ASAP will terminate the enrollment when the CSSM team is no longer working with the consumer towards discharge.
* The enrollment is terminated when consumer has transitioned, and disposition is completed.
* Some examples may include:
  1. consumer was long term approved for nursing facility placement and no longer working towards discharge
  2. consumer was discharged to a community living setting
  3. consumer refuses to work with the CSSM Team for discharge planning,
  4. consumer will work with another entity for discharge planning
  5. consumer or death
  + Terminating a CSSM Care Enrollment in SAMS:
    - **Level of Care=** Clinical Assessment & Eligibility
    - **Service Program= (ASAP Name)** CSSM
    - **Care Program= (ASAP Name)** CSSM
    - **Application Date =** on or after 7-1-2016
    - **Received Date =** (ASAP Business Practice)
    - **Status =** Terminated
    - **Reason:**
      1. **CSSM - Change in Medical Setting**
         1. Use when a consumer discharges from the nursing facility to another medical setting (i.e. acute care hospital) and is expected not to return or when a consumer transfers to another nursing facility outside of the current catchment area\*.
      2. **CSSM - Community Partner Discharge**
         1. Use when a consumer will be working with another entity for discharge planning, including but not limited to a Senior Care Options (SCO) Plan, Independent Living Center (ILC), Department of Developmental Services (DDS), Home and Community Based Services (HCBS) Waiver Program (i.e. Acute Brain Injury (ABI), Moving Forward Plan (MFP) waivers) other than the Frail Elder Waiver (FEW).
      3. **CSSM - Death**
         1. Use when the consumer expired after beginning to work with the CSSM care team.
      4. **CSSM - Discharge to Community**
         1. Use when the consumer transitions from the nursing facility to a community living arrangement. Use of this reason would include but is not limited to discharge to an assisted living residence (ALR), private home, group home, shelter, half-way house, or rest home setting.
      5. **CSSM – Long Term Placement**
         1. Use when a consumer is in a nursing facility and is no longer working towards discharge to community setting.
      6. **CSSM - Refuses Discharge Planning**
         1. Use when the consumer does not want discharge planning assistance or when a consumer leaves the nursing facility against medical advice.
* **Status Date =** Data Entry Date
* **Start Date =** Remains the first day consumer’s record was reviewed by ASAP RN
* **End Date =** The date that the individual has transitioned, and disposition is completed or is no longer working towards the goal of discharge.

\* When the consumer transfers to a nursing facility outside the current ASAP’s catchment area, it is expected that the consumer will have another CSSM Care Enrollment opened by the ASAP associated with the new nursing facility. The current ASAP must notify the new ASAP associated with the new nursing facility, of the transfer. When the consumer transfers to a nursing facility that is in the current ASAP’s catchment area, the current CSSM Care Enrollment should remain active if the ASAP will continue to work on discharge planning.