**Revision History**

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| Date | Version | Description | Author |
| 4/15/2022 | 1.0 | Initial publication  | EOEA Home Care & Research/Data Teams |

# User Guide: Comprehensive Screening and Service Model (CSSM) Enrollments and Terminations Report

Aging Services Access Points (ASAPs) are required to track CSSM enrollments through agency specific CSSM care enrollments. CSSM is a service offered by ASAPs intended to ensure that MassHealth members and applicants in nursing facilities and their family members and caregivers are actively involved in considering discharge options and, where a discharge plan is established, the consumers receive the appropriate care and support necessary to ensure a successful discharge.

The **CSSM Enrollments and Terminations report** establishes a method for tracking CSSM enrollments, inclusive of new enrollments, ended/termination enrollments, care enrollment termination reasons, and length of time in CSSM. The report provides details specific to the CSSM care enrollments for monitoring, management, and quality improvement by ASAPs and EOEA.

The **CSSM Enrollments and Terminations** report should be run:

* At minimum on a quarterly basis.
* Reviewed by appropriate programmatic or quality staff.
* For the purpose of identifying compliance and areas or patterns related to CSSM enrollments, such areas include, but are not limited to:
	+ increases or decreases in enrollments,
	+ blank or invalid reasons, or
	+ CSSM enrollments open more than 1 year.
* The expectation is after the report is reviewed, targeted Aging and Disability (A & D) case record reviews will occur followed by remediation, addressing with staff when appropriate and correcting data in A & D.

For details of data entry and monitoring of the care plan, please refer to the following document: Business Rule – Comprehensive Screening and Service Model (CSSM) at [**https://umassmed.typepad.com/files/cssm-business-rule-sept-2020-final.docx**](https://umassmed.typepad.com/files/cssm-business-rule-sept-2020-final.docx) **.**

**Report Location**

The CSSM Enrollments and Termination report is available in the HAR Community folder. Login to Report Library using your current WellSky user ID and password. If you do not have this access role, it can be requested through your ASAP’s Access Manager.

URL: <https://har4.harmonyis.net/MA/Report%20Library>

Navigate to Report Library>Community> CSSM. Open the report titled CSSM Enrollments and Terminations.

**Report Parameters**

A report runner can indicate their ASAP(s) of interest as well as the range of dates for the CSSM activities to be reviewed. Adjust the following parameters to assist with filtering report as needed.

**Reporting Period Start Date (end or termination date greater than or equal to or is null)**

Set the first day of the timeframe.

**Reporting Period End Date (start date less than or equal to)**

Set the last day of the timeframe.

For example: To pull all CSSM enrollments between July 1 and September 30, 2021, Reporting Period Start Date (end or termination date greater than or equal to or is null = 7/1/2021 and Reporting Period End Date (start date less than or equal to) = 9/30/2021.

Agency

Set the ASAP parameter to choose your ASAP.

**Export to Excel**

Export the report’s output to Excel. The rest of this User Guide will refer to the XLS.

**About the dataset**

**Tab 1: Report**

The report displays counts of number of CSSM enrollments and the average length of stay in CSSM. Below are the columns of the report.





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| --- | --- |
| **Column** | **Definition** |
| Unduplicated Consumers | The total number of unduplicated consumers enrolled in CSSM during the reporting period. This includes newly enrolled consumers and consumers whose CSSM care enrollment ended/terminated during the reporting period. |
| New CSSM Enrollments | New CSSM enrollments during the reporting period based on a CSSM care enrollment start date between the start/end dates of the reporting period.  |
| Terminated CSSM Enrollments | Ended or terminated CSSM enrollments based on a CSSM care enrollment end or termination date between the start/end dates of the reporting period. |
| Terminated – Change in Medical Setting | Ended or terminated CSSM enrollments during the period with a care enrollment reason of CSSM – Change in Medical Setting. |
| Terminated – Community Partner Discharge | Ended or terminated CSSM enrollments during the period with a care enrollment reason of CSSM – Community Partner Discharge |
| Terminated – Death | Ended or terminated CSSM enrollments during the period with a care enrollment reason of CSSM – Death. |
| Terminated – Discharge to Community | Ended or terminated CSSM enrollments during the period with a care enrollment reason of CSSM – Discharge to Community. |
| Terminated – Long Term Placement | Ended or terminated CSSM enrollments during the period with a care enrollment reason of CSSM – Long Term Placement. |
| Terminated – Refuses Discharge Planning | Ended or terminated CSSM enrollments during the period with a care enrollment reason of CSSM – Refuses Discharge Planning. |
| Terminated – Other  | Ended or terminated CSSM enrollments during the period with a care enrollment reason that does not match approved CSSM care enrollment reasons. Review Consumer data and those flagged for Check Reason to choose approved termination reason. |
| Terminated – Blank | Ended or terminated CSSM enrollments during the period with missing care enrollment reasons. Review Consumer data and those flagged for Check Reason to update. |
| % of Terminations Discharged to Community | Ended or terminated CSSM enrollments during the period with a care enrollment reason of CSSM – Long term Placement / Ended or terminated CSSM enrollments during the period |
| Average Length – All Terminations (days) | Average (mean) number of days of ended or terminated CSSM enrollments during the reporting period. Calculated by subtracting the care enrollment start date from the care enrollment end/termination date.  |
| Average Length – Discharge to Community (days) | Average (mean) number of days of ended or terminated CSSM enrollments during the reporting period with a reason of CSSM – Discharge to Community. Calculated by subtracting the care enrollment start date from the care enrollment end/termination date. |
| Average Length – Long Term Placement (days) | Average (mean) number of days of ended or terminated CSSM enrollments during the reporting period with a reason of CSSM – Long Term Placement. Calculated by subtracting the care enrollment start date from the care enrollment end/termination date. |

**Tab 2: Consumer List (underlying data)**



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| --- | --- |
| **Column** | **Definition** |
| **ASAP** | ASAP based on the CSSM care program name.  |
| **Client ID** | Consumer’s A&D/SAMS ID number. |
| **Full Name** | Consumer’s full name. |
| **Primary Care Manager** | Consumer’s primary care manager |
| **Care Program Name** | CSSM care program name |
| **Start\_Date** | Start date of CSSM care enrollment |
| **End/Termination\_Date** | End/termination date of CSSM care enrollment |
| **Termination Reason** | Termination reason of CSSM care enrollment. |
| **Check Reason** | Check displays in this column if the care enrollment termination reason does not match approved CSSM care enrollment reason or the reason is blank.  |