



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Bureau of Health Care Safety and Quality
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CIRCULAR LETTER: DHCQ 13-1-584

TO: Administrators of Medicare/Medicaid certified LTCFs
Director of Nurses
Minimum Data Set Coordinators
Director of Social Services

FROM: Madeleine Biondolillo, MD
Director, Bureau of Health Care Safety and Quality

Ken Smith
Director, Office of Long Term Services and Supports
Executive Office of Elder Affairs and MassHealth

DATE: January 23, 2013

RE: Minimum Data Set 3.0 section Q: Return to the Community – Nursing Home Responsibilities to refer to a Local Contact Agencies

The purpose of this circular letter is to remind MDS Coordinators, Social Workers, Director of Nurses and Administrators of medicare/medicaid certified nursing homes of the CMS MDS requirements at section Q: Return to the Community.

The Nursing Home is required to complete Section Q of the Minimum Data Set (MDS) in accordance with instructions from CMS. (Please refer to your CMS RAI manual.) The response to the questions in Section Q will determine whether a nursing home is required to make a referral of the resident to the designated local contact agency (LCA). Nursing homes are required to make a referral to the LCA for any resident whose response to section Q questions indicates the resident wishes to talk with someone about returning to the community.

MassHealth communicated to DPH that many nursing homes have not been making the required referral to the Massachusetts LCA when a resident is identified via Section Q to qualify for such a referral. DPH verified via the MDS data that although many residents were

coded as wanting to talk with someone about the possibility of returning to the community referrals to the LCA, a valuable resource able to assist residents and facilities in this regard, were not made.

You are reminded that the local contact agency in Massachusetts to be contacted to make such a referral is the Aging and Disability Resource Consortium (ADRC) which is comprised of ASAPs and Independent Living Centers.

When the resident indicates that they would like to talk to someone about the possibility of returning to the community, within ten (10) business days of completing Section Q, the nursing home is required to send referral information to the ADRC under the State-established process. The MassHealth process for making such a referral is to communicate the resident information via a telephone call to the ADRC contact for your region or handing the referrals in person when the ADRC representative is in your facility. Attached is a list of the ADRC contacts by region provided to us by MassHealth. Please ensure the MDS coordinator and others needing this information are provided with it.

MDS coordinators, Social Workers, Director of Nurses and Administrators please ensure this process for residents is implemented for any applicable resident to fulfill your responsibility to facilitate such a referral and to support a resident's potential to be discharged appropriately to a community living arrangement.

Attachments:
ADRC contact information by regions

**Aging and Disability Resource Consortium (ADRC)
Statewide Leadership Team
Section Q Contacts**

ADRC	Last Name	First Name	Organization	Email Address and Phone
Berkshire County	Penna	Lynn	Elder Services of Berkshire County	lpenna@esbci.org (413)499-0524 (x 723)
CC & the Islands	McDonough	Ellen	Elder Services of Cape Cod & the Islands	Ellen.McDonough@escci.org (508)394-4630
Central MA	Wills Howe	Ginger	Tri Valley	gwillshowe@tves.org (508)949-6640
Greater North Shore	Cox	Patricia	North Shore Elder Services	pcox@nselder.org (978)624-2206
Merrimack Valley	Ignachuck	Nicole	Elder Services of the Merrimack Valley	nignachuck@esmv.org (978)946-1399
Metro Boston	Heibel	Miranda	Somerville-Cambridge Elder Services	mheibel@eldercare.org (617)628-2614
Metro West	Alessandro	Christine	BayPath Elder Services	calessandro@baypath.org (508)573-7200
Pioneer Valley	Nothe	Julie	Greater Springfield Senior Services	Julie.Nothe@gsssi.org (413)781-8800 (x115)
Suffolk County	Sternburg	David	Boston Center for Independent Living	dsternburg@bostoncil.org (617)338-6665 (x 223)
Southern MA	Murry	Primma-Latise	Old Colony Elder Services	plmurry@oldcolonyelderservices.org (508)584-1561 (x 319)
Southeastern MA	Murry	Primma-Latise	Old Colony Elder Services	plmurry@oldcolonyelderservices.org

1/28/2013