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**MSSP ADVISORY AND GUIDANCE LETTER – 11-02**

DATE: August 25, 2011

TO: Multipurpose Senior Services Program (MSSP) Site Directors

FROM: Mary Sibbett, Operations Manager *M. Sibbett*

SUBJECT: Policy Changes

Purpose

The purpose of this MAGL is to provide clarification regarding policy changes and modifications that go into effect August 1, 2011.

Level of Care (LOC)

Reference: MSSP Site Manual, Section 3.110.6 - Recertification for LOC

The policy regarding LOC recertification has changed to allow 365 days to complete the annual recertification. Recertification must occur no later than 365 days from the anniversary date of enrollment. Early completion is permissible; however early completion changes the following year's anniversary date.

Examples listed below:

| If | Then |
|---|--|
| The initial anniversary date is 1/15/11 | The annual recertification LOC must be completed by 1/15/12. |
| The next LOC is completed 12/30/11 | The new anniversary date is 12/30/12. |

Tracking of Referred Services

Reference: MSSP Site Manual, Chapter 7, Section 7.220-Service Planning and Utilization Summary (SPUS)

- The SPUS continues to be an element of the client's care plan; however, the requirement to report referred services on the SPUS is no longer required.
- While tracking referred services is no longer required on the SPUS, they must be documented on the client's care plan and in the progress notes.
- The IHSS data upload must still be included on the SPUS, but verification is not required.

Initial vs. Final SPUS

Reference: MSSP Site Manual, Chapter 3, Section 3.640.6-Care Plan Monitoring, Chapter 7, Section 7.220-(SPUS)

Sites may implement their own system for obtaining a signature on the SPUS.

CDA only reviews the final SPUS during the utilization review process to confirm the care manager has verified the MSSP services by their signature.

Care Plan Problem Statements

Reference: MSSP Site Manual, Chapter 3, Section 3.640.6-Care Plan Monitoring, Section 3.820-What Progress Notes Include, Section 3.1520 Monitoring Activities

Progress notes must address and document to each care plan statement on a monthly basis.

It is not required that each problem statement be addressed sequentially.

Sites may document in one of two ways.

1. Number each problem statement in the progress note narrative and include additional information to reflect care management activity.

Continued on next page

**Care Plan
Problem
Statements**
(continued)

2. Write a narrative regarding all care management activities and list the problem statement with status and effectiveness below the monthly narrative.

**Electronic
Storage of
Records**

Reference: MSSP Site Manual, Chapter 5, Section 5.300

Sites have the option of storing the following records electronically:

- Vendor records
- Terminated client records (two years post termination)

Records must be readily available for review upon request.

Questions?

Please contact your assigned analyst.
