

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

KATHLEEN E. WALSH
Secretary, Executive Office
of Health & Human Services

ROBIN LIPSON
Secretary, Executive Office of
Aging & Independence

PROGRAM INSTRUCTION (PI)

AGE PI – 25 – 03

TO: Aging Services Access Points (ASAPs) Executive Directors, Fiscal Directors, Program Managers, Nurse Managers

FROM: Lynn C. Vidler, Assistant Secretary, Care Continuum, MBA, BSW
Sheila Tunney, Chief Financial Officer

DATE: March 1, 2025

RE: ENHANCED COMMUNITY OPTIONS PROGRAM MAXIMUM ENROLLMENT ALLOWANCE

Purpose:

The Executive Office of Aging & Independence (AGE) is issuing this Program Instruction (PI) to outline and define the requirements for the maximum enrollment allowance for the Enhanced Community Options Program (ECOP).

Background and Program Implications:

AGE operates and regulates the State Home Care program pursuant to MGL Chapter 19A and 651 CMR 3.00. Home Care program services support consumers living in the community. The Enhanced Community Options Program was implemented in 1993 to provide a higher level of services in the community to older adults who are ineligible for MassHealth Standard and meet the clinical requirements for nursing facility services. The goal of the program is to address the needs of nursing facility eligible older adults who require enhanced service plans to live safely and independently within the community setting of their choosing.

AGE is implementing statewide and ASAP-specific maximum enrollment allowances for ECOP. Each ASAP will have a maximum enrollment allowance for its ECOP program. The implementation of a maximum enrollment allowance is intended to ensure the long-term stability of the Home Care Program and services for Home Care consumers.

The maximum enrollment allowance does not impact the eligibility requirements for ECOP as described in AGE PI 25-01 or subsequent versions.

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Required Actions:

Aging Service Access Points (ASAPs) cannot exceed the maximum enrollment allowance as provided by AGE.

ASAPs will be provided a maximum enrollment allowance for ECOP, and related business rules, in subsequent written issuance. Effective with the release of this PI, ASAPs may not enroll new consumers into ECOP except as provided in this PI.

An ASAP that meets or exceeds the maximum enrollment allowance for ECOP must:

- Not conduct an assessment for ECOP-related clinical eligibility until enrollment into the program is available.
- Document by separate notation in the form and format as required by AGE any consumers who are identified as appearing to meet eligibility for ECOP in Aging and Disability (A&D), provided that the ASAP update such separate documentation if such consumer no longer apparently meets eligibility for ECOP.

An ASAP that has a fewer number of consumers enrolled in ECOP than the ASAP's maximum enrollment allowance must:

- Determine which consumers separately noted in A&D as appearing to meet eligibility for ECOP should be evaluated for ECOP, taking into account the actual ECOP enrollment versus the maximum enrollment allowance as well as the amount of time such consumers were separately noted, and in accordance with any guidance or requirements provided by AGE pursuant to separate written issuance.
- Assess the consumer for ECOP clinical eligibility and determine if the consumer meets all criteria for ECOP eligibility. Consumers must meet ECOP eligibility requirements at the time of enrollment into ECOP.
- Update the A&D record of the consumer to enroll in ECOP and update any separate documentation described in this PI.

Each ASAP must:

- Update the A&D consumer record of the consumers identified as appearing to meet eligibility for ECOP as their status changes.
- Develop an internal process for tracking and monitoring consumers identified as appearing to meet eligibility for ECOP.

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- Monitor by running reports at least monthly for ECOP-related information including, but not necessarily limited to: current ECOP enrollment, ECOP program spending, and those consumers separately notated as appearing to meet eligibility for ECOP.
- Monitor ECOP enrollments based on the maximum enrollment allowance.
- Comply with other business rules and program requirements pertaining to the ECOP maximum enrollment allowance as provided by AGE pursuant to separate written issuance.

AGE will monitor the maximum enrollment allowance statewide as well as for individual ASAPs and provide the maximum enrollment allowance statewide and for individual ASAPs monthly basis or for another period as AGE may determine appropriate for the program. AGE reserves the right to modify based on utilization or other factors the maximum enrollment allowance statewide or by ASAP.

Effective Date:

March 1, 2025

Contact: If you have any questions about this program instruction, please contact Devon Garon, Director of Home and Community Program at Devon.Garon@Mass.Gov.