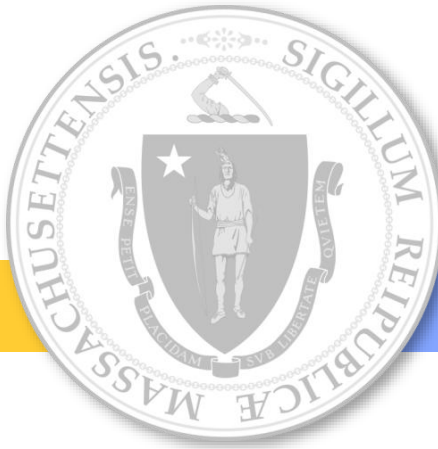




The Money Follows the Person Information System (MFP-IS) Reports Training for ASAPs

March 5, 2026

Agenda



- How to access MFP-IS reports
- Reports available by user role
- Report specifics
- Key takeaways



How to access reports

- Log into MFP-IS
- On the left side of the home screen is the 'Reports' tab

Money Follows the Person (MFP)

New	Welcome to the Money Follows The Person Virtual Gateway Portal!  This is a web-based application for MFP Enrollee and Participant collection, tracking, management, and transfer of data from state Project Office (MFP PO). The system will contain required oversight reports and security information to view, enter and submit data. This application provides to all users. If at any time you have any questions regarding MFP or this application please contact the MFP Project Office.
Manage	
ReAssign	
MassHealth Verification	
Reports	
Program Admin	
User Guide	
Logout	



How to access reports

The reports that appear on your screen may be different than what appears here. This is what appears for a user with a case manager role.

Money Follows the Person (MFP)

New	Reports
Manage	• Enrollee Aging Report
Reports	• MassHealth Eligibility Assessment and Verification Status Report
User Guide	• Participant Aging Report
Logout	• Participant Re-institutionalized - Detail Report • Quality Of Life Survey Due Date Report



Reports by user role

The three reports we are going to focus on today are:

- Enrollee Aging
- Participant Aging
- MassHealth Eligibility Assessment and Verification Status

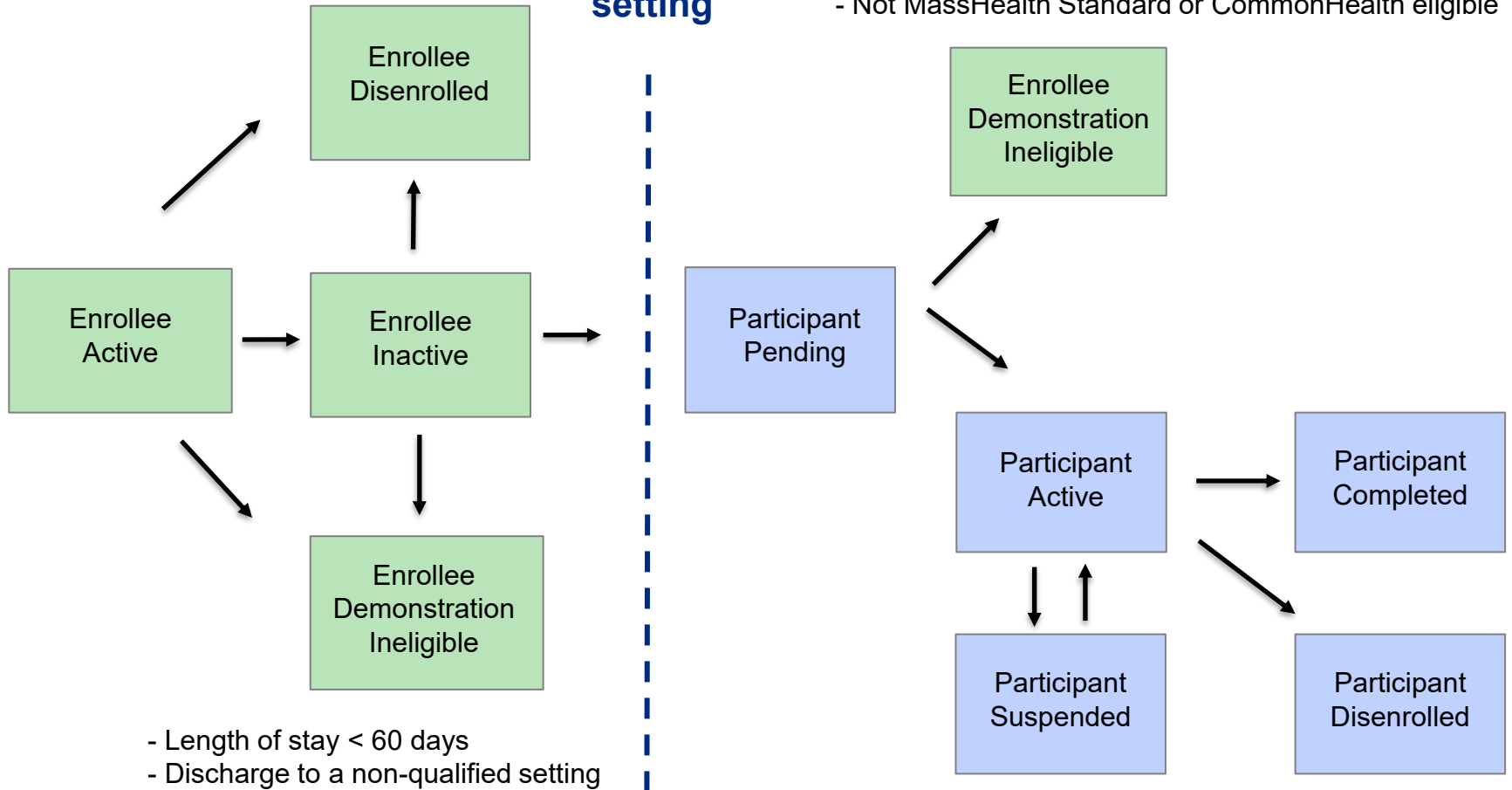
All reports display data for individuals with an Informed Consent Date on or after 1/1/23.

MFP-IS security roles	MassHealth Eligibility Assessment and Verification Status Report		
	Enrollee Aging Report	Participant Aging Report	Verification Status Report
Case Manager	Yes	Yes	Yes
Program Staff	Yes	Yes	Yes

MFP Demo Status Flowchart



Transition to qualified community setting





MFP Demo Enrollee Statuses

Enrollee Active

- Record created in MFP-IS
- Signed Informed Consent date is less than 180 days

Enrollee Inactive

- Signed Informed Consent date exceeds 180 days

Enrollee Demonstration Ineligible

- Not MassHealth Standard or CommonHealth eligible
- Length of qualified facility stay is less than 60 days
- Moved to non-qualified residence
- Last day not paid by MassHealth

Enrollee Disenrolled

- Dies
- Moves out of state
- Withdraws consent



Enrollee Aging Report

The Enrollee Aging Report provides point in time information about MFP Demo Enrollees.

The report is sorted by Enrollee Status (in the following order: Active, Inactive, Demonstration Ineligible, then Disenrolled) and by # of days from high to low. The # of Enrollee days = date the report was run minus the **Date of Informed Consent**.

Running the report in a Case Manager (CM) role and suggested uses:

- Individuals appearing on the report are solely assigned to the CM. Are there any individuals not appearing on the report that should be? Are there any individuals that should be linked to another CM?
- Review individuals in Enrollee Active or Inactive statuses – do they remain in a qualified facility?



Enrollee Aging Report

Running the report in a Program Staff role and suggested uses:

- Review Enrollee Active or Inactive statuses and filter by case manager. Does the volume seem accurate? Are all the individuals still residing in a qualified facility?
- Are there any individuals who are missing a case manager listed? If so, fix accordingly. Does anyone need to have the case manager updated?
- Look at the # of individuals who transitioned but were found Demonstration Ineligible. Are there any trends?
- Review # of individuals in an Inactive status. What are the barriers to discharge? Is the individual still interested in transitioning?
- Look at individuals in a Disenrolled status and the Reason 'Other' is selected. Review the 'Please Explain' text. Is this correct?
- Discuss report during team meetings or supervision.
- Match enrollment against WellSky. Has the ASAP billed accordingly?



MFP Demo Participant Statuses

Note: **Incomplete (IC)** status means that the Risk Assessment and/or Back Up plan are missing information

Participant Active or Active (IC)

- Transitioned to a qualified community setting
- Last day paid by MassHealth has been confirmed
- Individual is MassHealth Standard or CommonHealth eligible in the community
- 365 days in the community starts on transition date

Participant Suspended or Suspended (IC)

- Demo services suspended due to rehospitalization or facility readmission

Participant Pending or Pending (IC)

- Risk Assessment and Back-Up Plan completed
- Pending confirmation of last facility day paid by MassHealth
- Pending confirmation of MassHealth Standard or CommonHealth eligibility in the community



MFP Demo Participant Statuses

Participant Completed

- 365 days of Demo Services complete
- Demo services end

Participant Disenrolled

- Dies
- Moves out of state
- No longer MassHealth Standard or CommonHealth eligible
- No longer needs Demo services



Participant Aging Report

The Participant Aging Report provides point in time information about MFP Demo Participants (transitioned).

The report is sorted by Participant Status (in the following order: Active, Active (IC), Suspended, Suspended (IC), Pending, Pending (IC), Completed, then Disenrolled) and by # of Participant's days from high to low. The # of days = date the report was run minus the **Transition Date**.

Running the report in a Case Manager (CM) role and suggested uses:

- Prioritize individuals in a Pending status by transition date – gather information requested by MassHealth and communicated by Project Office.
- Have all suspensions been added? Are the # of suspended days correct? Has the length of time increased from < 30 days to 30-90 days? If so, update MFP-IS. Has the individual returned to the community? If so, enter the date in MFP-IS.
- Individuals nearing their MFP End Date (365 days). Are support services in place?



Participant Aging Report

Running the report in a Program Staff role and suggested uses:

- Review all individuals in an Incomplete (IC) status that are missing risk assessment and/or back up plan dates and follow up.
- Are there any individuals who do not have a case manager listed? If so, fix accordingly.
- How many individuals are in a Pending status. What is needed? Prioritize oldest transition date first.
- Does anyone who discharged need to be reassigned to another ASAP or case management entity? If so, email the Project Office.
- Review the Suspensions – are they correct? Update the Events tab if needed.
- Look at individuals in a Disenrolled status and the Reason 'Other' is selected. Review the 'Please Explain' text. Is this correct?
- Discuss report during team meetings or supervision.
- Match enrollment against WellSky. Has the ASAP billed accordingly?



MassHealth Eligibility Assessment and Verification Status Report

The MassHealth Eligibility Assessment and Verification Status Report provides point in time information about MassHealth responses regarding presumed eligibility and the MFP Demo coding date. The report includes Enrollees and Participants, regardless of status.

Running the report in a Case Manager (CM) role and suggested uses:

- Review MassHealth responses to State Plan Eligible (Yes/No) and HCBS Waiver Eligible (Yes/No) which can be used as guidance in authorizing Demo services pre-transition.

Running the report in a Program Staff role and suggested uses:

- See all individuals, regardless of status, linked to a case manager.



Key Takeaways

- Own your data. The more often you run reports, the easier it is to identify issues or trends.
- Reports are a tool to help make your job easier.
- The more often you analyze your own data, the less there is to fix (or nothing at all) during reviews.
- Friendly reminder – this will help with the AGE data reconciliation.





MFP Demo Team Contact Information

- John Garcia, Project Director
- Jennifer Reid, Assistant Project Director
- Eileen Gammetto, Operations and Eligibility Manager

Email: mfpprojectoffice@mass.gov

Phone: (617) 573-1647

- Vanessa Medeiros, AGE MFP Demo Program Coordinator

Email: Vanessa.Medeiros@mass.gov