



# MDS SECTION Q, OPTIONS COUNSELING AND MFP QUICK REFERENCE

## **Making an Online Section Q Referral**

The Minimum Data Set (MDS) – is a federally required quality assurance document required of all nursing homes. Section Q of MDS – *“Are you interested in speaking with someone about the possibility of returning to the community?”* This section must be completed upon admission, quarterly, and annually. If the resident responds “yes” to question Q500 it is required that the nursing facility refer the individual to the state designated Local Contact Agency (LCA).

To refer the following must occur: Visit the referral login page at:

<https://apps.dss.mo.gov/mfpnursinghome/login.aspx>

NOTE: Only “yes” responses to Section Q should be submitted through this link. See “Direct Referral” for a referral being made that was not the result of a “yes” response to section Q.

Screen 1: Your facility’s Medicaid Provider Number and NPI numbers are required to access the referral system.

Screen 2: Indicate if the resident is Medicaid or Non-Medicaid eligible. Once selected then complete the following directions within the web page.

Screen 3: Complete screen 3 with resident’s information, you must indicate the Local Contact Agency (LCA) selected by the resident from the drop-down list. After the completion of screen 3, click the “Insert” button. You should receive confirmation that the referral has been sent.

Once a referral has been made through the online system, the selected LCA will schedule a time to meet with the resident and provide them information via an Options Counseling session;

Once the Options Counseling session is completed, the LCA will leave a form with the nursing home to let them know the outcome of the session.

If any nursing facility staff has questions about making the Section Q Referral, they can call 573-522-1591 for technical assistance.

### **Q+ Index Algorithm**

The University of Michigan created a Minimum Data Set algorithm by examining characteristics of long stay residents discharged from nursing facilities by transition programs. It “flags” similar individuals currently residing in nursing facilities that might be a good candidate for transition but do not know of their options. Missouri has added the Q+ Index algorithm as another way to reach potential Medicaid individuals to learn of their options to return to the community.

- Once a resident is identified using the algorithm, a selected LCA will contact the nursing home to ask if the resident has a guardian or invoked durable power of attorney (DPA);
- The LCA will then contact the resident or guardian/DPA if they have one and ask them if they are interested in speaking with someone about options in returning to the community;
- If the resident indicates they are interested, an Options Counseling referral will be made;
- The Options Counseling session will occur the same day or another day more convenient for the resident/guardian/DPA;

### **Options Counseling Process**

Options Counseling in Missouri is provided by the Show-Me Home contract staff. The contractors are to provide in-depth education on the services and supports available in the community. Once an options counseling referral has been made either through Section Q or direct referral the options counseling process remains the same as outlined below.

- The resident selected LCA will schedule a time to meet with the resident and provide them information via an Options Counseling session;
- Once the Options Counseling session is completed, the LCA will leave a form with the nursing home to let them know the outcome of the session;
- If the resident is interested in transitioning, the Department of Health and Senior Services/Division of Senior and Disability Services (DHSS/DSDS) Show-Me Home Regional Coordinator will assess the resident to see if they qualify for the Money Follows the Person Program (MFP); for direct MFP referrals the DSDS coordinator will see if they qualify for the program before doing the options counseling. (see MFP information below)



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## Show-Me Home (MFP) and the Direct Referral Process

Show-Me Home (Missouri’s Money Follows the Person Program) helps to transition eligible Medicaid individuals to the community. This is separate from the Section Q process and options counseling. Section Q, Q-Index and options counseling is just a mechanism to provide information to individuals who may not otherwise know what community options are available. It is up to the individual to decide if they would like to return to the community. If they decide they would like to be referred to the Show-Me Home program. Then the DSDS Show-Me Home Regional Coordinator will assess them to see if they qualify.

### Eligibility Criteria:

- Must have been in a nursing facility at least 60 days for Show- Me Home transition (If Medicare, other requirements may apply);
- Must be Medicaid eligible at least one day and remain eligible;
- Must move into qualified housing;
- Participant or guardian must sign the Show-Me Home participation agreement.
- A direct Show-Me Home referral can be made by the nursing home, individual, a family member, friend, or ombudsman to the DSDS Show-Me Home Regional Coordinators listed below. If at any time a nursing home resident expresses interest in returning to the community a Show-Me Home direct referral can be made by the nursing home to the DSDS Show- Me Home Regional Coordinators listed below.

### DHSS/DSDS Show-Me Home Regional Coordinators:

- Region 1 (Southwest) .....(417) 895-5789
- Region 2 (Southeast).....(573) 290-5150
- Region 3 (St. Louis City/Co.) ..... (314) 340-7495
- Region 4 (Northwest) .....(816) 889-2724
- Region 5 (Mid-Missouri) ..... (573) 751-6098

Referrals can also be made to DSDS Central Office at (573) 526-3128.