

**\*Please fill in the necessary data for [MONTH YEAR]**

<b>Cumulative numbers from the beginning of your MFP program until the date indicated below</b>	Baselines	One Year Follow-Ups	Two Year Follow-Ups
<u>Completed</u> from start of program until [END OF PREVIOUS MONTH]	All baselines completed in your state since beginning an MFP program	All One Year Follow-Up surveys (11 months after transitioning) completed in your state since beginning an MFP program	All Two Year Follow-Up surveys (24 months after transitioning) completed in your state since beginning an MFP program
<u>Refused</u> from start of program until [END OF PREVIOUS MONTH]	All beneficiaries who transitioned into the community, but refused to take the survey after the transition	All MFP-enrolled beneficiaries who completed the baseline survey, but refused to take the follow-up survey 11 months after transitioning	All MFP-enrolled beneficiaries who completed the baseline survey, but refused to take the follow-up survey 24 months after transitioning
<u>Missed</u> from start of program until [END OF PREVIOUS MONTH]	All beneficiaries who transitioned into the community, but were not administered the survey due to factors such as (but not limited to): <ul style="list-style-type: none"> <li>• Interviewers were unable to locate the beneficiary</li> <li>• Interviewers were unable to reach the beneficiary within 15 attempts</li> <li>• Beneficiary's paperwork was misplaced</li> <li>• An interviewer forgot</li> </ul>	All MFP-enrolled beneficiaries who completed the baseline survey, but were not administered the follow-up survey due to factors such as (but not limited to): <ul style="list-style-type: none"> <li>• Interviewers were unable to locate the beneficiary</li> <li>• Interviewers were unable to reach the beneficiary within 15 attempts</li> <li>• Beneficiary's paperwork was misplaced</li> <li>• An interviewer forgot</li> </ul>	All MFP-enrolled beneficiaries who completed the baseline survey, but were not administered the follow-up survey due to factors such as (but not limited to): <ul style="list-style-type: none"> <li>• Interviewers were unable to locate the beneficiary</li> <li>• Interviewers were unable to reach the beneficiary within 15 attempts</li> <li>• Beneficiary's paperwork was misplaced</li> <li>• An interviewer forgot</li> </ul>
<u>Lost</u> (died, out of state, etc.) from start of program until [END OF PREVIOUS MONTH]	All beneficiaries who transitioned into the community, but died or moved out of state before a baseline was administered within the appropriate time frame.	All MFP-enrolled beneficiaries who completed the baseline survey, but died or moved out of state before the 11-month follow-up survey was administered within the appropriate time frame.	All MFP-enrolled beneficiaries who completed the baseline survey, but died or moved out of state before the 24-month follow-up survey was administered within the appropriate time frame.
<u>Completed</u> from start of program until [END OF THIS MONTH, LAST YEAR]	All baselines completed in your state from the beginning of the program to the end of this month last year.		
<u>Completed</u> from start of program until [END OF THIS MONTH, TWO YEARS AGO]	All baselines completed in your state from the beginning of the program to the end of this month two years ago.		

\*\*Just to clarify, the last two rows of the table asks for the **cumulative number** of completed baselines from the beginning of your MFP program until THE END OF THIS MONTH, LAST YEAR and the **cumulative number** of completed baselines from the beginning of your MFP program until THE END OF THIS MONTH, TWO YEARS AGO. This information is necessary for us to track the percentage of completed first year follow-ups and second year follow-ups.

## **Helpful Hints:**

- Submission of this monthly document is a requirement for all states participating in MFP.
- Follow-up surveys (both 11- and 24-month) should be administered after the initial transition into the community. Even if a participant was disenrolled or moved back into a managed care organization between the time of the transition and the one-year anniversary of the initial transition, the follow-up interview should still be conducted about 11 or 12 months after the initial transition. (When the 2-year follow-ups are done, the vast majority of people should not be eligible for MFP, so the MFP eligibility status doesn't affect the timing of follow-up interviews.)
  - For example, for an initial transition on 11/3/2010, the first year follow-up should be done about 11 or 12 months later and the second year follow-up about 24 months later, regardless of where the person is living or the person's MFP eligibility status (the person has to be alive). This means the first year follow-up for this individual should be due around 11/3/2011 and the second year follow-up should be around 11/3/2012.
- Baseline surveys should be administered no earlier than 1 month before transition and no later than 2 weeks after transition.
- Follow-up surveys should be completed no more than 60 days post-11 and -24 month follow-up dates. Keep in mind the follow-up dates are based on the beneficiary's transition date and not the baseline date.
- You should attempt to complete all follow-up surveys for MFP participants, regardless if they missed or refused any surveys at any point in time. If a participant missed the baseline survey, hopefully we will get their 1st and 2nd follow-ups and can use those for comparison.
- For non-MFP participants (i.e. those who don't transition out of managed care organizations or who move back into managed care organizations after living in the community), follow-up surveys should not be conducted. Follow up surveys are only conducted for MFP participants.

CMS pays for every baseline survey conducted, even if the person doesn't transition or participate in the program. You can find the full explanation in this document:

[http://training.mathematica-mpr.com/file.php/11/General\\_Information/Helpful\\_guidelines\\_for\\_MFP\\_formatted\\_normal.pdf](http://training.mathematica-mpr.com/file.php/11/General_Information/Helpful_guidelines_for_MFP_formatted_normal.pdf)
- CMS may pay for repeated baseline interviews. We prefer the interview to be administered as close to the time of transition as possible, but know that's not always possible. Typically, if QoL administrators think something significant has changed since the previous baseline that may (or may not) change answers to the QoL questions, then it should be repeated.