

**CALIFORNIA DEPARTMENT OF AGING**

1300 NATIONAL DRIVE, SUITE 200  
SACRAMENTO, CA 95834  
Internet Home Page www.aging.ca.gov  
TDD Only 1-800-735-2929  
FAX: (916) 928-2267  
TEL: (916) 419-7500

**MSSP ADVISORY AND GUIDANCE LETTER – 12-03**

**DATE:** December 21, 2012  
**TO:** Multipurpose Senior Services Program (MSSP) Site Directors  
**FROM:** Mary Sibbett, Operations Manager *M. Sibbett*  
**SUBJECT:** Re-enrollment Requirements

---

**Purpose** To provide MSSP Sites with the revised requirements for re-enrolling a former MSSP client returning to the program within 31 to 90 days beyond their termination from the program.

---

**References** Site Manual, Chapter 3, Section 3.1700, 3.1730

---

**Background** At the May MSSP Site Association meeting, Sites questioned the necessity of completing an entire enrollment packet when re-enrolling MSSP clients who were terminated beyond the 30-day rescission of termination threshold.

Current policy states that when a former MSSP client reinstates to MSSP within 30 days of their termination from the program the former MSSP client may re-enroll without completing an enrollment packet. However, if a former MSSP client requests reinstatement to the program beyond the "Rescission of Termination" timeframe (30 days) an entire enrollment packet is required.

---

**Guidance** CDA has revised the policy for re-enrolling former MSSP clients who are within 31 to 90 days of their termination from the program.

When re-enrolling a former MSSP client it is no longer a requirement for sites to obtain a new application form. The original application form is acceptable.

---

*Continued on next page*

**Guidance,  
continued**

Also, Sites are no longer required to complete an entire enrollment packet when re-enrolling a former MSSP client whose termination date is within 31 to 90 days beyond their termination from the program. Listed below are the required steps and forms that MSSP Sites must follow and complete.

---

**Procedure**

MSSP Sites must complete:

- A Reassessment or,
  - A new Initial Health and Psychosocial Assessment.  
(Initial assessments are required if the clinical judgment of the Care Manager determines that a significant change has occurred in the client's health status or living environment).
  
  - A **new** level of care (LOC) certification.
  - A **new** Authorization for Use and Disclosure of Protected Health Information (AUDPHI) form for every individual or agency that provides or receives client information.
  - An update to the existing Care Plan or a new Care Plan that ensures all the client's needs are addressed and interventions are current and appropriate.
- 

**Questions**

Please contact your assigned Program Analyst.

---

cc: Edmond P. Long, Deputy Director  
Long-Term Care and Aging Services Division  
Multipurpose Senior Services Program Branch  
California Department of Aging

Aging Programs Analysts  
Multipurpose Senior Services Programs  
California Department of Aging

Gina Corbett  
Audit Manager  
Audit Branch  
California Department of Aging

Norman Coontz, Chief  
Community Options Monitoring and Assessment Unit  
Monitoring and Oversight Section  
Home- and Community-Based Services Branch  
Media-Cal Operations Division  
California Department of Health Care Services