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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: **Area Agencies on Aging Directors and Health Insurance Counseling and Advocacy Program Managers**	NO.: **PM 14-07 (P)**
SUBJECT: **HICAP** **HICAP Required Reporting Changes**	DATE ISSUED: **March 27, 2014**
	EXPIRES: **When Superseded**
REFERENCES:	SUPERSEDES:

PROGRAMS AFFECTED:	☐ All ☐ Title III-B ☐ Title III-C1/C2 ☐ Title III-D ☐ Title III-E ☐ Title VII ☐ Title V ☒ **HICAP** ☐ Other:

Purpose

The purpose of this Program Memo is to provide guidance to the Health Insurance Counseling and Advocacy Programs (HICAP) about changes to requirements for reporting client data elements in the State HICAP Automated Reporting Program (SHARP). The Centers for Medicare & Medicaid Services (CMS) 2014-15 State Health Insurance Program (SHIP) Grant Terms and Conditions mandated these changes.

Guidance

As stated in the 2014-15 SHIP Grant Terms and Conditions, specified client demographic data elements are now mandatory for all client intakes. Additionally, CDA must submit all HICAP data reports to the CMS National Performance Reporting (NPR) system monthly, rather than quarterly. Missing data elements are considered reporting errors and will not be processed and uploaded by the NPR. CDA cannot submit intakes that do not contain all required data elements to CMS in the monthly NPR upload process; CMS does not accept late data submissions.

Quick Call reporting does not require inputting of all client demographic data elements. HICAPs reporting Quick Call contacts may report in SHARP data from the Basic Demographics section of the Client Profile module and the Quick Call module.

CDA's database contractor, PeerPlace, enhanced the SHARP system to ensure data entries meet the new CMS reporting requirements for client demographic data elements. Where applicable, HICAP Counselors will no longer have the option of skipping the required data elements or answering "Not Collected, Missing, or Refused to State."

Requirement   Collect and report the following mandatory client demographic data elements in SHARP on a monthly basis for all clients with intakes:
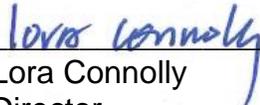
- ➢ DOB (Age)
- ➢ Gender
- ➢ County of residence
- ➢ Race/Ethnicity
- ➢ 150 percent Federal Poverty Level
- ➢ Receiving/Applying SSDI
- ➢ Dual Eligible Status
- ➢ Intake Status (General Info/Detailed Assistance/Problem Solving)
- ➢ How did client hear about HICAP

All data should be entered into SHARP for the following reporting due dates:

Reporting Period	Due Date
April 1 – April 30	May 15
May 1 – May 31	June 15
June 1 – June 30	July 15
July 1 – July 31	August 15
August 1 – August 31	September 15
September 1 – September 30	October 15
October 1 – October 31	November 15
November 1 – November	December 15
December 1 – December 31	January 15
January 1 – January 31	February 15
February 1 – February 28/9	March 15
March 1 – March 31	April 15

Effective Date   Effective April 1, 2014.

Inquiries   Please contact your assigned CDA HICAP analyst if you have any questions.

lovro connolly

Lora Connolly
Director