

MIPPA REPORTING FOR 2015-17 GUIDANCE FOR HICAPS

Changes	<p>The Administration for Community Living (ACL) has issued revised reporting guidance for the remaining two project years, September 30, 2015 to September 29, 2017.</p> <p>ACL will now pull MIPPA data directly from the SHIP National Performance Reporting (NPR) data system. The Department of Aging uploads HICAP data to the NPR system from its statewide database, SHARP/PeerPlace.</p>
What will be collected	<p>ACL will look at:</p> <ol style="list-style-type: none">1. The number of outreach and education events that include information on the Low-Income Subsidy (LIS or Extra Help), Medicare Savings Programs (MSP), and Medicare preventive services.2. The number of LIS and MSP applications each program helped clients fill out.
What will <i>not</i> be collected	<p>For MIPPA, ACL will no longer collect data related to:</p> <ol style="list-style-type: none">1. Part D outreach and counseling.2. Outreach targeting rural audiences. <p><i>NOTE: Data related to Part D and rural outreach will still be collected as part of the SHIP grant so it should still be entered into SHARP.</i></p>
Data deadlines	<p>Data related to MIPPA work must be entered into SHARP on the same schedule as all other HICAP work.</p> <ol style="list-style-type: none">1. Enter data by the fifteenth of the month following the month the work was completed.2. A MIPPA event held in September, for instance, would be entered into SHARP by October 15.
Questions?	<p>Contact CDA analyst Mike Reaker, mike.reaker@aging.ca.gov or 916-928-2290.</p>

SEE PAGES 2-5 FOR DETAILED GUIDANCE

Outreach (PAM) Events

In order for an outreach event to count under MIPPA, it must meet four requirements:

1. It must be:
 - o An interactive presentation, *or*
 - o An enrollment event, *or*
 - o A booth/exhibit.

Note: Other PAM activities, such as newspaper ads, should still be listed, but ACL will not count them for MIPPA.
2. One or both of the two MIPPA-related topics must be selected.
3. A number 1, 2 *or* 3 must be entered into the Special Use Field.
4. The number entered into the Special Use Field must align with the topics selected.

NPR will not recognize your event as MIPPA-related unless all of these requirements are met.

The Required Fields in SHARP for PAM Events

Section II: Activity Information

1. For “Type of Activity” you may select “Outreach Event” or “Education Event.”
2. Then select “Interactive Presentation,” “Enrollment Event” or “Booth/Exhibit” from the drop-down menu.

SECTION II - ACTIVITY INFORMATION	
1. TYPE OF ACTIVITY *:	Education Event ▼
2. Activity Description *	Interactive Presentation ▼
SECTION II - ACTIVITY INFORMATION	
1. TYPE OF ACTIVITY *:	Outreach Event ▼
2. Activity Description *	Enrollment Event ▼
SECTION II - ACTIVITY INFORMATION	
1. TYPE OF ACTIVITY *:	Outreach Event ▼
2. Activity Description *	Booth/Exhibit ▼

The Required Fields in SHARP for PAM Events (continued)

Section III: Topic Primary Focus

3. One or more of the circled topics must be selected. It is fine to select additional topics, but at least one of the circled topics must be selected for the outreach event to count as a MIPPA activity.

SECTION III - TOPIC PRIMARY FOCUS			
CHECK ALL THAT APPLY:	<input type="checkbox"/> Dual eligible with mental illness	<input type="checkbox"/> Employer Termination-COBRA	<input type="checkbox"/> General HICAP Information
	<input type="checkbox"/> Grievances / Appeals - Plan Issues	<input type="checkbox"/> Long-Term Care / Insurance	<input checked="" type="checkbox"/> Low Income Subsidy (LIS) / Application Assistance
	<input type="checkbox"/> Medicare (Parts A & B)	<input type="checkbox"/> Medicare Advantage (Part C)	<input type="checkbox"/> Medicare Fraud / Abuse
	<input type="checkbox"/> Medicare Prescription Coverage (Part D)	<input type="checkbox"/> Medigap / Medicare Supplements	<input type="checkbox"/> Non-Medicare Fraud / Abuse
	<input type="checkbox"/> Non-Medicare Prescription Drug Coverage	<input type="checkbox"/> Non-Renewal Situation	<input type="checkbox"/> Other Medi-Cal
	<input type="checkbox"/> Other Topics / Issues (Health Specific)	<input type="checkbox"/> Partnership recruitment	<input type="checkbox"/> Preventive Care Benefits
	<input checked="" type="checkbox"/> OMB/SLMB/QI	<input type="checkbox"/> Volunteer recruitment	
If other, please specify: <input type="text"/>			

Note: ACL is interested in how often "Preventive Care Benefits" are covered in outreach events, so select it if it applies. However, It will only be counted for MIPPA if one of the two required topics circled above is also selected and the Special Use Field is completed.


Section VI: Special Use Fields

4. A 1, 2 or 3 must be entered into the CMS Special Use Field.

Section VI - Special Use Fields	
CMS Special Use Fields: Enter Codes 1 (MIPPA CLIENT 1 2 3):	<input type="text" value="3"/>
	State/Local S

Key:

- 1 = Event included information about LIS.
- 2 = Event included information about MSP.
- 3 = Event included information about both LIS and MSP.

5. **Enter one number only.** Do not, for instance, enter "1, 2" or "1, 2, 3."
6. **Important:** The number entered must align with the categories selected in "Topic Primary Focus." For instance:
- If you selected both "QMB/SLMB/QI" *and* "Low Income Subsidy (LIS)/Application Assistance" as topics . . . 
 - You would enter a "3" into the Special Use Field because your outreach event covered both LIS and MSP benefits.
 - If you selected just one of these topics, you would enter a "1" or a "2."

LIS and MSP Applications (Intake)

In order to get credit for LIS and MSP applications under MIPPA, an intake must meet three requirements:

1. At least one of the three topics related to LIS and MSP application assistance must be selected.
2. A number 1, 2 or 3 must be entered into the Special Use Field.
3. The number entered into the Special Use Field must align with the topics selected.

The Required Fields in SHARP for LIS and MSP Applications

1. In the Intake, select at least one of the three options circled below. It is fine to select additional topics in each of these fields as well.

From “Client Needs/Topics Discussed: Medi-Cal”

Medi-Cal	
MSP Screening (QMB,SLMB,Q1):	MSP Application Assistance:
Medi-Cal Screening (SSI,Nursing Home):	Medi-Cal Application Assistance:
Medi-Cal/QMB Claims:	Fraud/Abuse:
Share of Cost:	Share of Cost Value:
Other:	If other, specify:

These two options = 2 in the Special Use Field (SUF) below.

AND/OR

From “Prescription Drug Coverage: Part D Low Income Subsidy”

Part D Low Income Subsidy	
Eligibility/Screening:	Claims/Billing:
Benefit Explanation:	Appeals/Grievances:
Application Assistance:	Client Assets: Select One
LIS Asset Limit: LIS Asset Limit	

This option = 1 in the SUF.

2. In the “Counselor Closing” section of the Intake, enter a 1, 2 or 3 into the CMS Special Use Field.

Special Use Fields	
CMS Special Use Fields: Enter Codes 1 (MIPPA CLIENT 1 2 3):	State/Local

Key:

- 1 = Counselor helped client with an LIS application.
- 2 = Counselor helped client with an MSP application.
- 3 = Counselor helped client with both.

3. Enter one number only. Do not, for instance, enter “1, 2” or “1, 2, 3.”
4. **Important:** The number entered into the Special Use Field must align with the topic(s) selected earlier in the intake.
5. **Reminder:** The counselor must have had a “direct hand” in helping the client fill out the application in order to record it in SHARP/PeerPlace.
 - Mailing a blank application does not count.
 - Submitting an MSP application and counting the applicant as deemed eligible for LIS (Extra Help) also does not count.