

2018-19 Medicare Improvements for Patients and Providers Act (MIPPA) Grant Activity Reporting Instructions

Agencies that receive funding from the Wisconsin Department of Health Services (DHS) under the 2018 Medicare Improvements for Patients and Providers Act (MIPPA) grant must report grant-related activities monthly in the national State Health Insurance Assistance Program (SHIP) Tracking and Reporting System called STARS. STARS is a new reporting system that replaces the SHIP National Performance Reporting (SHIP NPR) system.

This system is primarily designed to capture information about Medicare-related outreach and assistance conducted by the State Health Insurance Assistance Program (SHIP). A limited subset of activities is tracked for the purposes of the MIPPA grant.

These reporting instructions are based on guidance from the U.S. Administration for Community Living, and may be adjusted over the course of the grant period.

STARS Registration and Training

All agency staff members who conduct MIPPA grant-related activities must be registered in STARS. Staff can obtain STARS access, training and support by contacting DHS Project Lead Phoebe Hefko at phoebe.hefko@wi.gov or 608-267-3201.

Elder benefit specialist (EBS) activities, with the exception of those conducted by SeniorLAW, must be entered in the Social Administration Management System for Elder Benefit Specialists (SAMS-EBS). EBS activities entered in SAMS-EBS on or before Friday, October 26, 2018, will be exported to SHIP NPR. Starting Monday, October 29, 2018, SAMS-EBS assessment forms will be updated to allow exports to the new STARS system.

Grant-related activities conducted by other agency staff, including disability benefit specialists, Dane County focal points, and Milwaukee County agencies, must be entered directly in STARS. This system is located at <https://stars.entellitrak.com>.

Reporting Beneficiary Contacts

The *Beneficiary Contact Form* is used to track interactions with individuals, including general information and assistance, counseling and advocacy services in STARS. This form replaces the *Client Contact (CC)* form that was used in SHIP NPR.

The following topics in the Beneficiary Contact form are considered to be MIPPA grant-related:

Medicare Part D Low Income Subsidy (LIS) or Extra Help Topics:

- *Application Assistance*
- *Application Submission (*available in STARS only)*
- *Benefit Explanation*

- *Eligibility/Screening*

Medicaid Topics:

- *Application Submission (*available in STARS only)*
- *Benefit Explanation*
- *Eligibility/Screening*
- *Medicaid Application Assistance*
- *MSP Application Assistance*
- *Recertification (*available in STARS only)*

Whenever you record an activity that meets any of the criteria outlined above, you must select “Yes” in the *MIPPA* field at the top of the form. If you do not select “Yes” for the *MIPPA* field, the activity will not count toward Wisconsin’s *MIPPA* grant.

Outreach and Education Activities

Face-to-face outreach and education activities, such as booths or exhibits at a health fair, senior fair or community event; enrollment events; and interactive presentations to the public, are tracked in the *Group Outreach and Education Form* in STARS.

Mass media outreach and education activities, involving billboards, email, magazines, newsletters, newspapers, radio, social media, television, and websites, are tracked in the *Media Outreach and Education form* in STARS.

These two STARS forms replace the *Public and Media (PAM)* activity form used in SHIP NPR.

Both group and media outreach and education activities will be tracked as *MIPPA* grant-related activities if they include any of the following topics, when used in conjunction with a *low income* or *rural* target beneficiary group:

- *Extra Help/LIS (listed as “Low Income Assistance” in SHIP NPR)*
- *Medicaid (*available in STARS only)*
- *Medicare Savings Program (listed as “QMB-SLMB-QI” in SHIP NPR)*
- *Preventive Services (listed as “Medicare Preventive Services” in SHIP NPR)*

Whenever you record an activity that meets any of the criteria outlined above, you must select “Yes” in the *MIPPA* field at the top of the form. If you do not select “Yes” for the *MIPPA* field, the activity will not count toward Wisconsin’s *MIPPA* grant.