

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

Agencies that receive funding from the Wisconsin Department of Health Services (DHS) under the 2018-19 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 effective October 1, 2018.

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). Data will be routinely exported from SAMS-EBS to STARS.

Grant-related activities conducted by agency staff other than EBSs must be entered directly in STARS. This system is located at <https://stars.entellitrak.com>.

Reporting Client Contacts

The *Beneficiary Contact* assessment form is used to track interactions with individuals, including general information and assistance, counseling and advocacy services. 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*
- *Benefit Explanation*
- *Eligibility/Screening*

Medicaid Topics:

- *Application Submission*

- *Benefit Explanation*
- *Eligibility/Screening*
- *Medicaid Application Assistance*
- *MSP Application Assistance*
- *Recertification*

Whenever you have a client contact that addresses one or more MIPPA contact topics, be sure to select the call topic *I-A60 Medicare and Related Topics (SHIP CC)*. When you save the call record, you will be prompted to fill out a Beneficiary Contact assessment form. Within the assessment form, be sure to check one or more of the MIPPA contact topics listed above, as well as selecting “yes” in the *MIPPA* field at the top of the form.

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*.

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*.

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

- *Extra Help/LIS*
- *Medicaid*
- *Medicare Savings Program*
- *Preventive Services*

Whenever you complete a group or media outreach or education activity that meets the above criteria, be sure to check one or more of the above topics, as well as selecting “yes” in the *MIPPA* field at the top of the assessment form.