

2023-24 Medicare Improvements for Patients and Providers Act (MIPPA) Grant Activity Reporting Instructions

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Agencies that receive funding from the Wisconsin Department of Health Services (DHS) under the 2023–24 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 (STARS). This system captures information about Medicare-related outreach and assistance conducted by both SHIP and MIPPA grantees.

These reporting instructions comply with 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 SHIP counselors who conduct MIPPA grant-related activities must be registered in STARS. SHIP counselors can obtain STARS access by completing the [ADRC/AGING/TRIBAL User System Access Request \(Form 02000\)](#).

Benefit specialists with access to WellSky Aging & Disability (SAMS) system will enter grant-related activities in WellSky/SAMS and export them to STARS.

Agency staff without WellSky/SAMS access, including Dane County focal points and Milwaukee County agencies, will enter grant-related activities directly into [STARS](#).

Requirements for Reporting MIPPA Grant Activities

To code a record in STARS as a MIPPA activity, these two conditions must be met:

1. You must be coded as working at an agency that receives MIPPA grant funding in STARS.
2. You must include at least one MIPPA-related topic for every record that is labeled as MIPPA.

You will receive an error message if you attempt to save a completed data entry form that does not meet these two conditions. Email the [SHIP director](#) if the system is erroneously preventing you from entering MIPPA activities based on either of these prerequisites.

MIPPA grant-related activities must be entered into STARS by the end of the following month. For example, activities from January must be entered into STARS by February 28th.

Beneficiary Contacts

Use the **STARS Beneficiary Contact Form** to track interactions with individuals, including general information and assistance, counseling, and advocacy services. The [SHIP TA Center's MIPPA Performance Measures At-a-Glance](#) reference sheet provides an explanation of each Topics Discussed selection.

Code beneficiary contacts as MIPPA grant-related in STARS using the following criteria:

MIPPA

Select:

Yes

Topics Discussed

Select at least one of the following:

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

- Application Assistance
- Application Submission
- Benefit Explanation
- Eligibility/Screening
- LI NET/BAE
- Late Enrollment Penalty

- Pharmacy Network

Medicaid Topics:

- Benefit Explanation
- Eligibility/Screening
- Medicaid Application Assistance
- Medicaid Application Submission
- Medicaid Recertification
- Medicare Buy-In Coordination
- MSP Application Assistance
- MSP Application Submission
- MSP Recertification

Additional Topic Details

Preventive Services

Outreach and Education Activities

Use the **STARS Group Outreach and Education Form** to record 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 in-person and virtual presentations to the public.

Use the **STARS Media Outreach and Education Form** to record mass media outreach and education activities such as billboards, emails, magazines, newsletters, newspapers, radio, social media, television, and websites.

Code group and media outreach and education activities as MIPPA grant-related in STARS using the following criteria:

MIPPA

Select:

Yes

Intended Audience

If your outreach audience is staff of a partner agency, select:

Partner Organizations

Target Beneficiary Group

Select at least one of the following:

- Low Income
- Rural

Topics Discussed

Select at least one of the following:

- Extra Help/LIS
- Medicaid
- Medicare Savings Program
- Preventive Services
- Substance Misuse/Fraud

Publication Requirements

All publications funded solely or in part through this grant must include the following disclaimer:

This program is supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.

The Spanish translation of the disclaimer is:

Este programa es apoyado por la Administration for Community Living (ACL) del U.S. Department of Health and Human Services (HHS) como parte de una concesión de ayuda financiera. El contenido pertenece al autor(es) y no representa necesariamente los puntos de vista ni el respaldo de la ACL/HHS o del Gobierno de los Estados Unidos.

Find the MIPPA grant number on the [GWAAR Medicare Outreach and Assistance Resources webpage](#) under Grantee Reporting Information, or email the [Wisconsin SHIP director](#).

Products produced jointly with MIPPA and SHIP funding must also include the SHIP grant number, 90SAPG0091, and the SHIP logo. The SHIP logo can be found on the [SHIP Technical Assistance \(TA\) Center website](#) and on the [GWAAR Medicare Outreach and Assistance Resources webpage](#) under Tools for Professionals.

If there is not space on the product to include the full disclaimer, email the [Wisconsin SHIP director](#) to request permission to use an abbreviated disclaimer (this will require federal approval).

Questions

Send questions about MIPPA to:

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