

## 2025-26 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) for the September 1, 2025–August 31, 2026 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 staff and volunteers who conduct MIPPA grant-related activities must be registered in STARS. Supervisors should request STARS access for their supervisees by completing the [ADRC/AGING/TRIBAL User System Access Request \(Form 02000\)](#).

Agency staff with access to an API client tracking system, including PeerPlace, should enter grant-related activities in the API client tracking system and export them to STARS. Training for PeerPlace is available in [SharePoint](#) (log in required).

Agency staff who do not use an API client tracking system should enter grant-related activities directly into [STARS](#). Training for STARS is available on [the SHIP Technical Assistance \(TA\) Center](#) (log in required).

### **Requirements for Reporting MIPPA Grant Activities**

To record MIPPA activity in STARS, 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 form with MIPPA = “yes” selected that does not meet these two conditions. Email the [SHIP co-directors](#) 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 28<sup>th</sup>.

### **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

### **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
- Duals Demonstration

## Publication Requirements

Publications funded through this grant must include the SHIP logo and the following statement on the first page or preface:

### When not funded with other non-governmental sources:

“This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$1,061,673 with 100 percent funding by ACL/HHS. 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.”

### When partially funded with other nongovernmental sources:

“This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$1,061,673 with **XX** percentage funded by ACL/HHS and **\$XX** amount and **XX** percentage funded by non-government source(s). 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.”

Products produced jointly with MIPPA and SHIP funding must also include the SHIP grant number and the SHIP logo; see the [SHIP Reporting Instructions \(P-03179\)](#) for details.

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

## Questions

Send questions about MIPPA to:

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