

State Health Insurance Assistance Program (SHIP) Grant 2024–25 Reporting Instructions

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Agencies that receive funding from the Wisconsin Department of Health Services (DHS) under the 2024–25 State Health Insurance Assistance Program (SHIP) grant must report grant-related activities monthly in the national SHIP Tracking and Reporting System (STARS) at <https://stars.acl.gov>.

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

All SHIP team members, including those who conduct SHIP grant-related counseling and outreach activities and administrative volunteers, must be registered individually in the SHIP Tracking and Reporting System (STARS).

Local supervisors must submit DHS form F-02000 (<https://www.dhs.wisconsin.gov/library/f-02000.htm>) to request:

- STARS access for new counselors.
- Termination of STARS access for counselors who are no longer employed with the agency.

SHIP Activity Reporting Requirements

Reporting Systems

Benefit specialists with access to WellSky Aging & Disability (SAMS) system 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, enter grant-related activities directly into [STARS](#).

Reporting Deadlines

Report SHIP activities into STARS by the last calendar day of the month following the month in which services were provided. For example, all January activities must be entered by February 28.

Training and Technical Assistance

For assistance with:

System	Training and Guidance	Technical Assistance Contact
WellSky/SAMS	WellSky/SAMS Data Entry and Case Tracking Guide (P-02551D) (https://www.dhs.wisconsin.gov/publications/p02551d.pdf)	Doug Holmes, WellSky Training Specialist: 608-261-5989, douglas.holmes@dhs.wisconsin.gov
<u>STARS</u>	SHIP Technical Assistance (TA) Center (shiphelp.org)	Booz Allen STARS Help Desk: BoozAllenSTARSHelpDesk@bah.com

Printable versions of the STARS Beneficiary Contact Form, Group Outreach and Education Form, and Media Outreach and Education Form are available:

- In the [SHIP TA Center](#).
- On the GWAAR Medicare Outreach and Assistance Resources webpage (<https://gwaar.org/medicare-outreach-and-assistance-resources>) under Grantee Reporting Information.

Additional guidance for specific fields is below:

Topics Discussed

The [SHIP TA Center's MIPPA Performance Measures At-a-Glance](#) reference sheet provides an explanation of each Topics Discussed selection.

MIPPA

Follow the [MIPPA Reporting Instructions \(P-03087\)](#) to determine when to select MIPPA = yes.

Special Use Fields

When completing Beneficiary Contact Forms, follow this guidance for the Special Use Fields:

Field	Guidance
Special Use Fields 1–2	Do not enter any information into these fields.
Special Use Field 3	The Administration for Community Living (ACL) encourages writing the following phrases to assist with topic tracking: <ul style="list-style-type: none">• Using MARx (only certain government employees have access to MARx): write “MARx”• Assisting with default enrollment in a Dual Eligible Special Needs Plans (D-SNP): write “default enrollment”• Assisting with public health emergency unwinding: write “unwinding”
Special Use Fields 4–8	Available for personal use

Publication Requirements

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

“This project was supported by the Wisconsin Department of Health Services with financial assistance, in whole or in part, by grant number 90SAPG0091, from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy.”

The Spanish translation of the disclaimer is:

“Este proyecto fue apoyado por el Department of Health Services de Wisconsin con ayuda financiera, en parte o en su totalidad, por el número de subvención 90SAPG0091, de la U.S. Administration for Community Living (ACL), Department of Health and Human Services, Washington, D.C. 20201. Se alienta a los concesionarios que realicen proyectos con patrocinio gubernamental a expresar libremente sus resultados y conclusiones. Por lo tanto, los puntos de vista y las opiniones no representan la política oficial de la ACL.”

If there is not space on the product to include the full disclaimer, email the Wisconsin SHIP Director at michelle.grochocinski@dhs.wisconsin.gov to request permission to use an abbreviated disclaimer (this will require federal approval).

The SHIP logo can be found on the [SHIP TA Center’s website](#).

Questions

Please direct questions about SHIP reporting to:

Michelle Grochocinski, Wisconsin SHIP Director (she/her)

Bureau of Aging and Disability Resources

Wisconsin Department of Health Services

Remote: 608-695-2503

Office (VOIP): 608-266-3840

michelle.grochocinski@dhs.wisconsin.gov



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