



State Health Insurance Assistance Program (SHIP) Grant 2025–26 Reporting Instructions

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Agencies that receive funding from the Wisconsin Department of Health Services (DHS) under the 2025–26 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 PeerPlace enter grant-related activities in PeerPlace and export them to STARS.

Agency staff without PeerPlace access, including Dane County focal points and clinic volunteers, 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
PeerPlace	PeerPlace information pages, ADRC and Aging SharePoint – login required	Bureau of Aging and Disability Resources Tech Team: DHSBADRTech@dhs.wisconsin.gov
STARS	STARS Resources page, SHIP Technical Assistance (TA) Center – login required	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](#).

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: write “MARx” • Assisting with default enrollment in a Dual Eligible Special Needs Plans (D-SNP): write “default enrollment”
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:

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.”

If there is not space on the product to include the full disclaimer, grantees may request permission to use an abbreviated disclaimer from the SHIP grant manager at pamela.watson@dhs.wisconsin.gov (this will require federal approval).

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

Questions

Please direct questions about the terms and conditions of SHIP grant funding to:

Pamela Watson, SHIP and MIPPA Grant Manager
Bureau of Aging and Disability Resources
Wisconsin Department of Health Services
Remote: 414-758-1282
pamela.watson@dhs.wisconsin.gov