

Instructions for Revised Budget Submission for 2007 SHIP Grant Funds
and Reporting on 5% Requirement Serving Dual Eligibles with Mental Disabilities

The revised program budgets for the FY 2007 SHIP Grant Awards are due Monday, April 30, 2007.

The revised budget should reflect the total program funds available from all sources, including the current Federal grant award (with basic, local, and rural break-outs that are clearly aligned with the budget narrative descriptions provided in the State's 2007 SHIP grant application), and any other sources, with each source and amount clearly identified.

If allocated funds within your total award funding vary significantly from the budget assumptions in your grant application (for example, large decrease in rural combined with a large increase in basic or local), and if there are programmatic changes anticipated, please include a brief narrative about those changes.

The revised budget submission should include narrative description of plans to address the 5% requirement outlined below.

Addressing the 5% Requirement

- SHIPs may refer to the CMS-sponsored conference call recording on SHIPTalk to hear the initial discussion of the budget requirement of 5% of Federal funds for counseling dual eligible beneficiaries with mental disabilities (Review of 2007 SHIP Grant Terms & Conditions call on March 20, 2007).
- CMS requires that SHIPs submit FY 2007 program budgets that demonstrate that at least 5% of Federal SHIP funding will be directed toward one-on-one pharmaceutical benefits counseling to low-income dual eligible persons with mental disabilities. SHIPs may apply the 5% to any portion of the overall grant funding awarded by CMS. The requirement pertains to FY 2007 funding only.
- CMS encourages SHIPs to partner with community mental health centers to assist the centers in providing Medicare and Medicaid counseling for their clients.
- Approaches that could be taken include, and are not limited to a portion of the total budget or a portion of the basic, local access, or rural budget (representing 5% of the total budget):
 - sensitivity training for counselors working with dual eligibles with mental disabilities,
 - Medicare program training for partners working with dual eligibles with mental disabilities (for example, mental health professionals),
 - network expansion and referral systems to include mental health and other partners, and

- partner events and outreach activities that involve serving dual eligibles with mental disabilities.

Instructions for SHIPs in Reporting Data on Dual Eligibles with Mental Disabilities

A. To capture counseling activities on dual eligibles with mental disabilities for NPR data collection, SHIPs should report as follows:

- For one-on-one counseling – For the NPR Client Contact Form, each of the following should be checked:
 - a. Section 2, Beneficiary Demographics—Check the box next to “Below 150% of FPL,” **and**
 - b. Section 3, Topics Discussed—
 - Check one or more of the boxes under “Prescription Assistance or Other Sources of Prescription Drug Coverage/Assistance,” **or**, Medicare Health Plans (HMOs, PPOs, PFFS, Special Needs Plan),” **and**
 - Under the category marked “Other, on the line labeled “Other _____,” write in the letters “**DMD**” (this is the code for a dual eligible with a mental disability).

- For education and outreach activities related to dual eligibles with mental disabilities—For the NPR Public and Media Activity Form (PAM), complete a form for each event or activity.
 - a. If the audience is Medicare beneficiaries and/or pre-enrollees:
 - In Section 3, Topic Focus, check either “Medicare Prescription Drug Coverage (PDP/MA-PD),” or “Other Prescription Drug Coverage/Assistance,” **and**,
 - In Section 4, Target Audience, check “Medicare beneficiaries and/or pre-enrollees,” **and** “Low-income,” **and** check “Other _____,” and write in the letters **DMD**.
 - b. If the audience is partners or health care professionals:
 - In Section 3, Topic Focus, check either “Medicare Prescription Drug Coverage (PDP/MA-PD),” or “Other Prescription Drug Coverage/Assistance,” **and**,
 - In Section 4, Target Audience, check “Other _____,” and write in the letters **DMD**.

B. Mid-Term Reports

In addition to data reported on the Client Contact and PAM Forms, SHIPs are required to “submit a mid-term narrative progress report to CMS. The report shall include: a description of the progress made toward meeting each of the objectives outlined in the 2007 SHIP grant application and objectives related to the performance measures as described in the SHIP grant application as revised. As part of the 2007 mid-term narrative progress report, SHIPs must also describe their specific plans and any progress on efforts to enhance one-on-one pharmaceutical benefits counseling to dual eligible beneficiaries with mental illness. The mid-term narrative progress report will cover the period from date of grant award through August 31, 2007. The report itself will be due to CMS on September 30, 2007.”

For any additional questions regarding the revised budget submission or reporting requirements, SHIPs should contact the CMS Regional Office SHIP Liaison or the CMS SHIP Project Officer, Laura Hernandez.

Source: CMS/Division of SHIP Relations
April 2007