Eligibility & Enrollment Workgroup – Overview & Project Structure

This workgroup encompasses all projects related to Exchange functions to determine and process eligibility, including participation in the Exchange, Medicaid, CHIP, other State health care programs, tax credits and cost-sharing reductions (module 1). Additionally, this workgroup covers projects related to client conversions, case management, account management, appeals, and notices (module 7).

Eligibility & Enrollment Workgroup - Advisory Group
DHS-Business Leads: Karen Giusto (DHS-HCEA) and Mark Siegel (DHS-HCR)
DHS-Systems Leads: Joel Schwartz (MN.IT-Enterprise Architecture) and Deb Tibstra (MN.IT)
Exchange Lead: Bob Paulsen (Commerce)
Project Manager: Sheilly Engle (DHS-HCEA)

Workgroup Members:
- Mary Jo Algren (DHS-HCEA), Cara Bailey (DHS-HCEA), Christina Baltes (DHS-Compliance), Sean Barrett (DHS-Federal Relations), Patty Berry (MN.IT), Pat Callaghan (DHS-Federal Relations), Kim Carolan (DHS-HCEA), Kassie Church (DHS-HCEA), Sandy Conkner (MN.IT), Pam Daniels (DHS-HCEA), Jane Delage (DHS-TESS), Glace Edwall (DHS-CMH), Jen Gerber (DHS-HCEA), Leila Farah (DHS-TSS), Lin Froncak (DHS-HCEA), Jen Gerber (DHS-HCEA), Redwan Hamza (DHS-HIV), Jeanine Heller (DHS-PSD), Meagan Holtgreve (DHS-HCEA), Judie Hughes (DHS-HCEA), Diane Huizdenbos (DHS-ADAD), Lea Jacques (DHS-MN.IT), Julie Johnson (DHS-HCEA), Brian Jorgensen (DHS-DSD), Larry Kirkilo (DHS-HCEA), Rod Komrunp (DHS-AMH), Vicki Kuentner (DHS-OIG), Rosemary Lien (DHS-TESS), Troy Mangan (DHS-HCEA), Bonnie Martin (DHS-Communications), LInda Martinez (DHS-HCEA), Natalie O'Brien (DHS-HCEA), Liz Pearson (DHS-HCEA), Ginny Prasek (DHS-MC), Libby Rossett-Brown (DHS-Aging), Lisa Rolagard (DHS-Aging), Michal Saindon (DHS-COI), Deb Schlick (DHS-TESS), Inta Sellers (DHS-TESS), Betty Smothers (MN.IT), Mary Swanson (MN.IT), Louis Thayer (DHS-Appeals), Mark Toogood (DHS-TES), Wendy Weisner (DHS-HCR)

Policy Development and Documentation Project

Sponsor: Karen Giusto and Kim Carolan
Project Manager: Judie Hughes and TBD PM
Team Members:
- Tracy Hoisington, Karen Langenfeld, Elliot Grey, Amy Grey, Melissa Ruth, Scott Monette, Mark Siegel & Jason Anderson (10-20% time depending on Business/Technical Analysis Project work)

Reviewers:
- Arlene Primus, Bridgett Fusco, Ge He, Pat Callaghan, Sandy Conkner, Jennifer Willette, Nancy McLaughlin, Darlene Mattson, Joel Schwartz, Meagan Holtgreve, and Linda Martinez

Legislation: Leah Montgomery & Amy Wish

Charge: Document and review business area specific eligibility policy, identify and resolve policy gaps, escalate issues and complete decision requests. Complete in-depth policy analysis, draft & develop issue briefs, plans and implementation. Request and coordinate guidance from CMS.

Key Activities:
- Develop policy documents
- Identify populations to be impacted
- Conduct gap analysis
- Define policy
- Develop and present issue briefs
- Participate in design sessions (sprints), requirements reviews and acceptance testing
- Translate eligibility and enrollment policy from business requirements into functional, procedural communications for MA, CHIP other state health programs, tax credits and cost sharing. This includes bulletins, manual processes and workarounds as appropriate.

Business and Technical Analysis

Sponsors: Deb Tibstra, Karen Giusto and Cara Bailey, Mark Siegel, Troy Mangan
Project Manager: Meagan Holtgreve and Linda Martinez
Team Members:
- MAGI/Sprints (depends on # of slots/topics/priorities)
- Jason Anderson, Mark Siegel, Karen Gibson, Jen Ditilevsong, Joel Schwartz, Darlene Mattson, Sandy Conkner, Jennifer Willette, Nancy McLaughlin, Deb Tibstra, Jennifer Trombley, Larry Winship, Todd Hagen, Janita Chong, Lea Jacques, Betty Smothers, Paul Wehrmeister, Doug Larson, Patty Berry, Amy Weisner, and Joel Schwartz

Communications Project

Sponsors: Pam Daniels, Jen Gerber, Mark Siegel
Project Managers: Natalie O'Brien and TBD PM
Team Members:

Charge: For Medicaid, CHIP, IAP programs, review, design, develop, modify and publish communications.

Key Activities:
- Draft and publish all eligibility policy and procedural communications for MA, CHIP other state health programs, tax credits and cost sharing. This includes bulletins, material, SIR announcements, partner presentations, fact sheets, client notices, brochures, forms and worker materials.
- Develop and coordinate eligibility policy training curriculum in collaboration with other workgroups.
- Develop content of public education materials, talking points, press releases, outreach and marketing materials with Exchange Communication
- Develop & document workarounds as functional, automation & manual processing decisions are made

Transitions and Clean-up Project

Sponsors: Larry Karto, Mary Jo Algren
Project Manager: Julie Johnson and Liz Pearson
Team Members:
- Troy Mangan, Pam Daniels, Lin Froncak, Tammy Smith, Jen Ditilevson, Lorrie Herling, Jessica Watkins, Amy Salazar, Dazza Chang, Gloria Lehnhertz, Jacqui Carter, Cindy Desler, County Partners TBD

Charge: Contribute to the modification, definition, implementation and development plans for organizational and program structures, staffing and ongoing maintenance.

Key Activities:
- Collaborate with Coverage and Continuity of Care Workgroup on transition plans and coordination activities
- Develop plans for program integrity, timelines and performance standards
- Evaluate former program materials and obsolete/archive materials
- Evaluate for health care ApplyMN beyond 2014
- Gather lists for next version of Medicaid-Exchange
- Develop plans and options for Exchange iterations for senior leadership review

Conversion Planning and Implementation Project

Sponsors: Deb Tibstra, Lin Froncak and Cyndy Desler
Project Manager: Kassie Church
Team Members:
- Joan Anderson, Karla Dahms, Melody Sanders, Gao Yang, Amy Gebhard, Karla Dahms, Paula Couch, Pam Daniels, Jen Gerber, Lorrie Herling, Mark Proctor, Deb Bergman, John Schwartz, Deb Tibstra, Sandy Conkner, Liz Pearson, Denise Dohrmann, Neville Strydom, Tim Dean, Sandy Pevonka, Nancy McLaughlin, Cathy Bell, Margaret Wright, Lea Jacques, Betty Smothers, Paul Wehrmeister, County Partners TBD

Charge: Plan strategies, requirements and implementation for conversion. Identify plans for coordinating client & case transfers between facilities & systems. Identify & plan for risks and issues that may occur prior to, during and post conversion.

Key Activities:
- Identify coordination, monitoring and implementation strategy to carryout client and case transfer between systems and operational processes.
- Plan for case preparation, communications and guides specific to conversion.
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