

# The Health Insurance Enforcement and Consumer Protections Grant Program Cycle I Final Report Template

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**Report Date**

<b>Organization Information</b>	
<b>State</b>	
<b>Project Title</b>	
<b>Grant Project Director (Name and Title)</b>	
<b>Phone/Email</b>	
<b>Grant Authorizing Representative</b>	
<b>Phone/Email</b>	

<b>Grant Information</b>	
<b>Date Grant Awarded</b>	
<b>Amount Granted</b>	
<b>Cycle</b>	
<b>Project Reporting Period (Example: Final Report 10/1/2016-9/30/2018)</b>	

## The purpose of the Final Grant Reports is to:

- Summarize the initiatives of the Affordable Care Act (ACA) market reform provisions funded through the grant program over the course of Cycle I
- Provide States participating in the Health Insurance Enforcement and Consumer Protections Grant Program with the opportunity to share information, highlight successes and reflect upon the progress of their programs.

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## **Grant Performance Period-Cycle I:** Date of award through October 18, 2018

The provisions in Part A of title XXVII of the Public Health Service (PHS) Act include market-wide reforms in the group and individual private health insurance markets intended to protect consumers, increase transparency, and regulate health insurance industry practices.

One of the goals of the Cycle I Health Insurance Enforcement and Consumer Protections Grant is to provide States with the opportunity to ensure their laws, regulations, and procedures are in line with Federal law and that they are able to effectively enforce the pre-selected market reform provisions under Part A of title XXVII of the PHS Act.

States are required to submit a final progress report to CCIIO's Health Insurance Enforcement and Consumer Protections Grant Program. The final progress report summarizes the significant advancements made towards the State's goal of planning and/or implementing the pre-selected market reforms provisions under Part A of Title XXVII of the PHS Act, over the course of the Cycle I Grant Program.

Funding under the Health Insurance Enforcement and Consumer Protections Grant Program, Cycle I was made available to States for activities related to planning and/or implementing the following pre-selected provisions of Part A of title XXVII of the PHS Act:

- I. Section 2707 - Non-discrimination under Comprehensive Health Insurance Coverage (Essential Health Benefits Package)
- II. Section 2713 - Coverage of Preventive Health Services
- III. Section 2718 - Bringing down the Cost of Health Care Coverage (MLR)
- IV. Section 2719 - Appeals Process
- V. Section 2726 - Parity in Mental Health and Substance Use Disorder Benefits

The final report is due ninety days following the end of the Cycle I Health Insurance Enforcement and Consumer Protections Grant Program. For example, for awardees completing grant activity by September 30, 2018, the final Cycle I report is due by December 31, 2018. All final reports must be submitted electronically through the Health Insurance Oversight System (HIOS). In the final grant year, this Cycle I Final Report will replace the Cycle I Annual Report.

The following reporting guidelines are intended as a framework and can be modified when agreed upon by the CCIIO Health Insurance Enforcement and Consumer Protections Grant Program and the State. A complete final progress report must detail how grants funds are being utilized, describe program progress, and barriers, and provide an update on the measurable objectives of the grant program.

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## **PART I: FINAL NARRATIVE REPORT FORMAT**

### **Introduction:**

The Final Narrative Report represents the culmination of activity and accomplishments throughout the Cycle I Grant Program. In the Final Narrative Report, please support your explanations of grant progress with quantitative data when available and other evidence to support the success of your Health Insurance Enforcement and Consumer Protections Grant Program.

In order to provide metrics for CMS to monitor the progress of each activity, grantees are required to report quantitative measurements using the following **Progress Metrics Guide:**

<b><u>Level of Stages</u></b>	<b><u>Description of Stages</u></b>
<b>Stage 0</b>	No work has begun on stated goal.
<b>Stage 1</b>	Project Plan has been created and staff has been assigned to task. The work on achieving the goal has initially begun.
<b>Stage 2</b>	Goal of the Project Plan is underway, and any refinements or adjustments to original Project Plan were made.
<b>Stage 3</b>	Goal of the Project Plan is half way complete and continuously being worked on.
<b>Stage 4</b>	Deliverables are beginning to finalize and proposed goals are nearly completed.
<b>Stage 5</b>	100% of stated goal has been completely achieved.

**EXAMPLE:** Objective 1 was to hire additional staff to conduct formulary reviews: “We worked throughout the past 24 months to hire two clinicians to conduct formulary review. We achieved this objective in Cycle I, when we were able to successfully hire two clinicians. Objective 1: Stage 5”.

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**Please use this guide when answering the following questions. In addition, please use charts and graphs to highlight progress when appropriate.**

**Final Program Implementation Status:** Include a thorough discussion and update on progress towards the following:

1. *Final Accomplishments:* Describe achieved implementation milestones and outcomes, include Progress Metrics towards each stated goal, objective and milestone outlined in the Health Insurance Enforcement and Consumer Protections Grant Work Plan.
2. *Challenges:* Provide a detailed description of any encountered challenges in implementing your program, the response and the outcome. Please include a list of any proposed grant activities that were not completed during the prior twenty four months. Please include Progress Metrics for each activity not completed. Describe future plans to complete the originally proposed grant activities.
3. *Variations of Work Plan and Timeline:* List any required variations from the original Health Insurance Enforcement and Consumer Protections Grant Work Plan and companion timeline. Provide explanation for variations and provide Progress Metrics measurements where necessary.

## **Significant Activities: Undertaken and Planned**

Highlight the most significant activities and major grant achievements accomplished. Please include Progress Metrics to illustrate progress. Please also describe activities, if any that you plan to continue after the completion of the grant program.

## **Public Access Activities**

Summarize activities and/or promising practices undertaken during the previous twenty four months, working towards increased public access and awareness from the pre-selected ACA market reforms activities for your State. To illustrate progress, please include Progress Metrics for each activity or practice.

## **Materials Produced**

Discuss all materials produced and/or developed during Cycle I, including website upgrades, consumer materials, reports/studies, and any other relevant documents. Please provide detail where available. For example, if a new website related to the pre-selected ACA market reforms was developed, please provide the link, date the website went live, number of visitors to the website (total or monthly). Additionally, please include Progress Metrics for each material produced or developed.

## **Final Impact of the Cycle I Health Insurance Enforcement and Consumer Protections**

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## **Grant Program**

Summarize the overall impact Cycle I grant funds had on planning and/or implementing the pre-selected ACA market reforms in your State. Include data on how the grant program enhanced the public's understanding of the pre-selected ACA market reforms. Summarize the overall impact Cycle I grant funds had on planning and/or implementing the pre-selected ACA market reforms in the State over the past twenty four months. State's that are actively enforcing the ACA market reforms should include how the grant funds improved their compliance and enforcement of the pre-selected market reforms. State's that were pursuing an active enforcement role, should also indicate how the grant funds had impacted their progress towards reaching an active enforcement role for all ACA market reforms. Provide evidence when available. Examples may include dollar amounts, statistics, personal stories, anecdotal evidence, media articles/mentions, etc.

## **Final Lessons Learned**

Provide additional information on lessons learned and any promising practices. For example, what approaches in your implementation strategy worked/are working and why? Which practices will you continue to employ after completion of the grant program?

## **Final Budget**

Provide a detailed account of expenditures to date and describe whether the current allocation of funds followed the progression of the detailed budget provided in your original application. Also, provide any unforeseen expense and a brief description of the event that led to its occurrence. Attach an updated detailed budget, including an updated SF-424A as necessary, with the State's final report submission.

## **Final Health Insurance Enforcement and Consumer Protections Grant Program Work Plan and Timeline with Progress Metrics**

Provide a final Health Insurance Enforcement and Consumer Protections Grant Work Plan and Timeline with updated Progress Metrics to reflect the events and progress over the course of the grant. Please continue to use the Progress Metrics guide, and assign a measurement to each objective outlined in the work plan.

## **Final Evaluation**

Please attach a copy of the final evaluation. If the State requires more time to complete the final evaluation of the grant program please provide an update on the progress toward a final evaluation and timeline for submission.

## **Final Report Summary Statistics:**

Please fill in the data below for all grant activity occurring during Cycle I.

<b>Final Statistics</b>	FFY17 Quarter	FFY17 Quarter	FFY17 Quarter	FFY17 Quarter	FFY18 Quarter	FFY18 Quarter	FFY18 Quarter	FFY18 Quarter	<b>Total</b>
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	1	2	3	4	1	2	3	4	
Funds Expended									
Number of Staff Hired with Grant Funds									
Number of Contracts in place with Grant Funds									
Number of ACA Market Reforms Provision Funded by Grant. List Provisions									