Attachment A: State Questionnaire of Integration of Health and Human Services Programs

PURPOSE

This questionnaire is part of a study being conducted by the U.S. Department of Health and Human Services (HHS) to describe the range of activities and efforts states have undertaken since 2010 to better connect their health and human services programs for low-income and disadvantaged populations. With a focus on health and human services programs such as Medicaid, TANF, SNAP, Child Care and LIHEAP, we ask questions about:

- Eligibility and enrollment systems
- Program entry processes
- Governance of data sharing
- Lessons learned
- Technical assistance needs

The questionnaire will include all 50 states and the District of Columbia.

Your participation in this activity is completely voluntary. Your full participation, however, is crucial to helping HHS better understand every state's current status of health and human services program integration, as well as plans and needs for further integration. Findings may potentially contribute to the development of technical assistance tools to help states that need additional resources or guidance to achieve their integration goals.

One outcome of the questionnaire will be a webinar in Spring 2016 to be hosted by the study sponsors, HHS's Office of the Assistant Secretary for Planning and Evaluation and the Administration for Children and Families. The webinar will provide a forum to share results, promote dialogue among state participants, and discuss technical assistance and other actions to further promote integration across health and human service programs.

We will not identify or release to others the responses of individual states, counties, or individuals completing this questionnaire, and any presentations will not attribute responses to any individual respondent without permission. Some respondents may be contacted to see if they are willing to discuss their state's experiences as part of the webinar.

The study is being conducted by MEF Associates in partnership with the American Public Human Services Association (APHSA) and the Rockefeller Institute of Government of the State University of New York (SUNY) under contract to HHS.

The time required to complete this information collection is estimated to average 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.

INSTRUCTIONS

- The questionnaire is expected to take 45 minutes to complete on average.
- Responses are saved each time you click on the "Next" or "Prev" buttons on the bottom of each page.
- You can change earlier responses by clicking on the "Prev" button to return to a question.
- If you wish to pause the questionnaire, you can click "Next" or "Prev" to save the responses you have entered so far. When you are ready to return to it, click on the "Begin Questionnaire" link in the email invitation.
- If you would like someone else in your agency to contribute responses to your questionnaire, you can forward them the email invitation. The "Begin Questionnaire" link in the invitation is specific to your questionnaire, and they can access it through the same link. Please note a few things: 1) Please remind any other respondents to save their responses by clicking "Next" or "Prev" after they have contributed responses. 2) To ensure responses are saved properly, only one person should access the questionnaire at a time. 3) Our goal is for responses to reflect the perspectives and priorities of senior leadership within the agency, so to the extent possible, anyone contributing responses should answer questions from that perspective.
- We have also provided a Word document version of the questionnaire that you can use to
 gather responses from others in your agency. However, we would like only one response per
 state so please ensure that you are coordinating across potential respondents and submitting
 only one response.
- When you have completed the questionnaire, please click on the "Done" button on the last page. This will lock the questionnaire, and after it is clicked, no one will be able to change answers without contacting us.
- As noted on the previous screen, we will not identify or release to others the responses of individual states, counties, or individuals completing this questionnaire, and any presentations of findings will not attribute responses to any individual respondent without permission.
- If you have any questions about the questionnaire, or need help accessing or completing it, please email [CONTACT INFO TO BE ADDED] or call [CONTACT INFO TO BE ADDED].

I. BACKGROUND

Please enter the following information for the primary respondent to this questionnaire. This information is for questionnaire administration purposes only, including potentially contacting you for clarification of responses.

1.	State:[Dropdown menu]
2.	Agency:
3.	Name:
4.	Title:
5.	Email:
6.	Phone:
7.	Which health and/or human service programs are within the purview of your agency? Please select all that apply.
	☐ Medicaid – eligibility determination and enrollment
	☐ Medicaid – operations/claims payment
	☐ Children's Health Insurance Program (CHIP) – eligibility determination and enrollment
	☐ Children's Health Insurance Program (CHIP) – operations/claims payment
	☐ Supplemental Nutrition Assistance Program (SNAP)
	☐ Temporary Assistance for Needy Families (TANF)
	☐ Low Income Home Energy Assistance Program (LIHEAP)
	☐ Child Care
	☐ Child Support
	☐ Child Welfare
	☐ Other (Please specify additional program(s))

II. ELIGIBILITY AND ENROLLMENT SYSTEMS

[Note to reviewers: we used a skip pattern here, so questions are repeated with slight differences.

- Those who select the first choice for Q8 will answer Qs 9-13, which refer to an "integrated eligibility and enrollment system" and includes Medicaid and CHIP as an option.
- Those who select the second choice for Q8 will answer Qs 14-18, which are identical questions but refer instead to an "eligibility and enrollment system that determines eligibility for human services programs" and does not include Medicaid and CHIP as options for programs included.

Instructions state that respondents with multiple systems that determine eligibility for human services programs should answer the questions for the system that used for TANF eligibility determination.]

8.	 Does your state currently have an integrated eligibility and (primarily Medicaid and/or CHIP) and human service prog O We have an integrated eligibility and enrollment system human service programs. [Please go to Question 9 and O Our eligibility and enrollment system for Medicaid is see human service programs. [Please skip to Question 14 and programs] 	rams to dete m used by bo answer Ques parate from	ermine eligibili th Medicaid ar stions 9-13] the system(s)	ity? nd one or m used for any	ore
9.	For your integrated eligibility and enrollment system that human services programs, please check the programs below Medicaid		-		
	☐ CHIP				
	□ SNAP				
	☐ TANF				
	LIHEAP				
	☐ Child Care				
	☐ Other (please specify additional program(s))				
	What are the current capabilities of your integrated eligible were these capabilities implemented? For each of the following please check whether they were part of your system beforeature of your current system. Sete: for each row, check only one column]	owing possib	ole capabilities	and featur	
		In place	Added	Not a	
		before	since 2010,	feature	
		2010, still	still in	of the current	
		in place today	place today	system	
	termine eligibility and enroll newly eligible sons/families.	0	0	0	

0

0

0

0

0

0

0

0

0

Share information across programs for eligibility and

Track program and participant activity in response to federal

Provide real-time access to electronic data for verification

enrollment purposes.

purposes.

and state requirements.

11. How important a priority for your agency is Please rank the importance of making system your system does not currently have this fe	em improvemen	ts for eac	h type of	system c	apability. (If
	No or little importance				Very high importance
	1	2	3	4	5
Determine eligibility and enroll newly eligible persons/families.	0	0	0	0	0
Share information across programs for eligibility and enrollment purposes.	0	0	0	0	0
Track program and participant activity in response to federal and state requirements.	0	0	0	0	0
Provide real-time access to electronic data for verification purposes.	0	0	0	0	0
13. If your state is currently taking any actions and enrollment system, please briefly described [Please skip to Question 19]		vements	to your i	ntegrated	d eligibility
14. (If you have multiple systems that determi answer the following questions for the sys			-	_	· •
For your eligibility and enrollment system					

15. What are the current capabilities of your human services eligibility and enrollment system, and when were these capabilities implemented? For each of the following possible capabilities and

features, please check whether they were part of your system before 2010, added since 2010, or not a feature of your current system.

[Note::	for	each	row.	check	only	one	column	1
II VOLC.	101	CUCII	1000,	CITCCK	OIII	UIIC	COIGITIII	

	In place before 2010, still in place today	Added since 2010, still in place today	Not a feature of the current system
Determine eligibility and enroll newly eligible			System
persons/families.	0	0	0
Share information across programs for eligibility and enrollment purposes.	0	0	0
Track program and participant activity in response to federal and state requirements.	0	0	0
Provide real-time access to electronic data for verification purposes.	0	0	0

16. How important a priority for your agency is improving your system's capabilities in these areas? Please rank the importance of making system improvements for each type of system capability. (If your system does not currently have this feature, please rank the importance of adding it.)

	No or little importance				Very high importance
	1	2	3	4	5
Determine eligibility and enroll newly eligible persons/families.	0	0	0	0	0
Share information across programs for eligibility and enrollment purposes.	0	0	0	0	0
Track program and participant activity in response to federal and state requirements.	0	0	0	0	0
Provide real-time access to electronic data for verification purposes.	0	0	0	0	0
Integrating the eligibility and enrollment system for human services programs with that for Medicaid.	0	0	0	0	0

ere are any other capabilities and features that are high priorities for making improvement our human services eligibility and enrollment system, please explain them here:	nts

[Note to reviewers: skip pattern ends here. All respondents answer the following question]
19. For the programs included in this eligibility and enrollment system, which of the following best describes how a program participant's eligibility is verified?
O Primarily based on paper records.
O Based on a mix of paper and electronic information.
 O Based on electronic data sources from inside and outside the agency. O Based on the use of common business rules, electronic document management, and data sharing.
20. Does the human services eligibility and enrollment system share data with the State or Federal Health Insurance Marketplaces?
O Yes, the system both sends data to and receives data from the Marketplace(s)
O The system sends data to the Marketplace(s), but does not receive any data from the Marketplace(s)
O The system receives data from the Marketplace(s), but does not send any data to the Marketplace(s)
O The system neither sends data to nor receives data from the Marketplace(s)
 21. Does information provided to the State or Federal Health Insurance Marketplace trigger enrollment in any of the programs included in the human services eligibility and enrollment system? O Yes O No [Skip to Question 23]
22. If your answer to the previous question was "yes," please specify which for which programs enrollment might be triggered?
23. Does your agency make use of a Master Client Index or similar tool that serves as one common identifier used to match data across data systems? O Yes
O No [Skip to Question 25]
 24. Which of the following programs is your Master Client Index or similar tool used with? (If there is more than one index, please respond for the one that in your judgment is the most significant for these programs.)

☐ Medicaid (operations/claims payment)									
☐ CHIP (eligibility determination and enrollment)									
☐ CHIP (operations/claims payment)									
☐ SNAP									
☐ TANF									
LIHEAP									
☐ Child Care									
☐ Other (please specify additional program	n(s))								
25. Please list up to three of the most significan make improvements to your eligibility and e	_			-		0			
Challenge									
1.									
2.									
3.									
26. For each of the challenges you listed in the previous question, please indicate how serious an issue you consider the challenge to be. Challenge Seriousness of issue									
			Ser	iousness	of issue				
Challenge Challenge		N	Ser ⁄linor	iousness Moder		Лаjor			
Challenge [Prefilled from previous question]		N				/lajor			
Challenge [Prefilled from previous question] [Prefilled from previous question]			Minor O	Moder		0			
Challenge [Prefilled from previous question]		N	Minor O	Moder		0			
Challenge [Prefilled from previous question] [Prefilled from previous question]	atures of hea g both electr programs list program out	SES alth and heronic and ted in the creach, ac	uman se non-electe matrix l	Moder o rvices pr tronic ap oelow, p	ograms aid oproaches. lease indic	med at			
[Prefilled from previous question] [Prefilled from previous question] [Prefilled from previous question] [III. INTEGRATION OF PROGRAM ENT Questions in this section focus on activities an feasupporting outreach, access, and intake, includin 27. For each of the six human services benefits what features the programs use to support not under your agency's purview, which you	atures of hea g both electr programs list program out	SES alth and heronic and ted in the creach, ac	uman se non-electe matrix l	Moder o rvices pr tronic ap oelow, p	ograms aid oproaches. lease indic	med at cate grams on 7,			
[Prefilled from previous question] [Prefilled from previous question] [Prefilled from previous question] [III. INTEGRATION OF PROGRAM ENT Questions in this section focus on activities an feasupporting outreach, access, and intake, includin 27. For each of the six human services benefits what features the programs use to support not under your agency's purview, which you	atures of hea g both electr programs list program out u will have in	SES alth and he conic and ted in the creach, acidicated in the creach acidicated acidi	uman se non-elec e matrix l ccess, and n your re	rvices pr tronic ap below, p	ograms air oproaches lease indic (For prog	med atcate grams on 7,			

	Medicaid	CHIP	SNAP	TANF	LIHEAP	Child Care		
Direct outreach (e.g., mailings, social media)								
Outreach by program staff in the community (e.g., job and health fairs, community meetings, community health centers)								
Cross-training of staff from other programs or community partners on program eligibility rules								
Electronic referral forms among programs within the agency								
Electronic referral forms used by programs or community partners outside the agency								
Electronic notices (e.g., electronic notification of recertification dates, benefit updates, etc.)								
Customer service/technical support (electronically or through call center)								
Client portal(s) (e.g., web-based access to online applications)								
Line staff direct enrollment via shared systems								
Common paper application form across two or more major programs								
Shared electronic application form across two or more programs								
Verification of eligibility using data from sources inside the agency								
Verification of eligibility using data from sources outside the agency (e.g., State Department of Vital Statistics, Federal Data Services Hub, other income data sources).								
28. Among these features, what have been the most notable changes since 2010?								

29. Thinking across the various health and human services programs under your agency's purview, please rank how important a priority you see making improvements (or additions) in the listed areas to support program outreach, access, and intake.

	No or little importance	2	3	4	Very high importance 5
Formal referrals from other programs or community partners beyond what is legally required	0	0	0	0	0
Co-location with other agencies	0	0	0	0	0
Direct outreach (e.g., mailings, social media)	0	0	0	0	0
Outreach by program staff in the community (e.g., job and health fairs, community meetings, community health centers)	0	0	0	0	0
Cross-training of staff from other programs or community partners on program eligibility rules	0	0	0	0	0
Electronic referral forms among programs within the agency	0	0	0	0	0
Electronic referral forms used by programs or community partners outside the agency	0	0	0	0	0
Electronic notices (e.g., electronic notification of recertification dates, benefit updates, etc.)	0	0	0	0	0
Customer service/technical support (electronically or through call center)	0	0	0	0	0
Client portal(s) (e.g., web-based access to online applications)	0	0	0	0	0
Line staff direct enrollment via shared systems	0	0	0	0	0
Common paper application form across two or more major programs	0	0	0	0	0
Shared electronic application form across two or more programs	0	0	0	0	0
Verification of eligibility using data from sources inside the agency	0	0	0	0	0
Verification of eligibility using data from sources outside the agency (e.g., State Department of Vital Statistics, Federal Data Services Hub, other income data sources).	0	0	0	0	0
Formal referrals from other programs or community partners beyond what is legally required	0	0	0	0	0

community partners beyond what is legally required	O	0	O	0	0
30. If there are any other areas that are high listed here to support program outreach,	-	_	-		

	ate is currently to ad intake relate chem:						
one or mo	ne programs sho ore programs of orical eligibility	n the basis of e		=	_		
	Eligibility is granted for Medicaid	Eligibility is granted for CHIP	Eligibility is granted for SNAP	Eligibility is granted for TANF	Eligibility is granted for LIHEAP	Eligibility is granted for Child Care	
on the basis of Medicaid							
on the basis of CHIP							
on the basis of SNAP							
on the basis of TANF							
on the basis of LIHEAP							
on the basis of Child Care							
33. Please list up to three of the most significant challenges that have impeded efforts to make improvements to the integration of program entry processes. Please be as specific.							
Challenge							
1. 2.							
3.							

34.	For each of the challenges you listed in the previous question, please indicate how serious an
	issue you consider the challenge to be.

Challenge	Seriousness of issue			
	Minor Moderate Majo			
[Prefilled from previous question]	0	0	0	
[Prefilled from previous question]	0	0	0	
[Prefilled from previous question]	0	0	0	

IV. DATA GOVERNANCE

35. Please indicate the role of the following parties in how your agency makes decisions regarding data sharing for the key programs under your purview:

[Note: for each row, check only one column]

	Principal decision maker(s)	Major role in decision making	Minor role in decision making	No role in decision making
Top management within your agency	0	0	0	0
Program-level management in your agency	0	0	0	0
IT division within your agency	0	0	0	0
Partnering agencies/ organizations	0	0	0	0
Other stakeholders (specify below)	0	0	0	0

36.	f you responded that "other stakeholders" have a role in decision making in the previou
	questions, please specify:

37. Please indicate which statement best characterizes the data-sharing policies associated with each of the programs below.

	Restrictive policies against data-sharing limit integration with other programs.	Sharing data with other programs requires separate data requests.	The program is part of a data sharing cooperative with two or more other programs.
Medicaid (eligibility determination and enrollment)	0	0	0
Medicaid (operations/claims payment)	0	0	0
CHIP (eligibility determination and enrollment)	0	0	0
CHIP (operations/claims payment)	0	0	0
SNAP	0	0	0
TANF	0	0	0
LIHEAP	0	0	0
Child Care	0	0	0
Child Support	0	0	0
Child Welfare	0	0	0
Other (specify below)	0	0	0

38. If [,]	you included an	"Other"	program in the	previous q	uestions,	please sp	pecify	:

39. Which statement best describes the overall characteristics of your data-sharing policies?

- O There are few or no policies describing opportunities, risks, and legal statutes associated with data sharing and employment and eligibility interoperability.
- O Data release for the program is governed by a complex set of overlapping federal and state rules and/or regulations that lack clarity or guidance.
- O Legal data sharing policies regarding risk and legal statutes for the program are clearly outlined and available with guidance on implementation.
- 40. Please list up to three of the most significant challenges that impede efforts to improve data sharing (e.g., legal, regulatory, or governance issues, etc.). Please be as specific.

Challenge		
•		

Challenge	
1.	
2.	
3.	

41. For each of the challenges you listed in the previous question, please indicate how serious an issue you consider the challenge to be.

Challenge	Sei	Seriousness of issue			
	Minor	Minor Moderate Maj			
[Prefilled from previous question]	0	0	0		
[Prefilled from previous question]	0	0	0		
[Prefilled from previous question]	0	0	0		

42.	. With regards to the storage of client history data for programs within your agency, which	of the
	following most closely describes where data is kept?	

- O Client history resides exclusively within individual programs.
- O Client history is kept in multiple systems.
- O Client history is located in a centralized repository.

43. Which of the following most closely describes the rules and practices regarding sharing client history data among programs <u>within your agency</u>?

- O Client history is not shared with other programs within the agency except where specifically required under statute or regulation.
- O Some client history data is shared with other programs within the agency, but only with the consent of the data owners and clients.
- O Some client history data is shared with other programs within the agency based on specific requests that meet particular guidelines, without requiring explicit consent of the clients.
- O Client history is generally available to some or all staff of other programs within the agency, to whom permissions have been granted based on their role in the agency, for the purposes related to program operations (e.g., facilitating program enrollment; determining client service needs, etc.).

44. Which of the following most closely describes the rules and practices regarding sharing client history data with programs <u>outside your agency</u>?

- O Client history is not shared with programs outside the agency except where specifically required under statute or regulation.
- O Some client history is shared with other programs outside the agency, but only with the consent of the data owners and clients.
- O Some client history data is shared with other programs outside the agency based on specific requests that meet particular guidelines, without requiring explicit consent of the clients.
- O Client history is generally available to some or all staff of other programs outside the agency, to whom permissions have been granted based on their role, for the purposes related to program operations (e.g., facilitating program enrollment; determining client service needs, etc.).

V. TA Needs

45. For each of the following areas listed below, please indicate how important it would be to your agency to receive technical assistance in the area if such assistance were made available.

	No or little importance	2	3	4	Very high importance
Guidance on federal rules and guidelines related to sharing client information among programs.	0	0	0	0	0
Examples of successful data sharing experiences from related programs that can be used as models.	0	0	0	0	0
Examples and language from previously accepted Advance Planning Documents (APDs) that we can use designing our own plans.	0	0	0	0	0
Suggestions about ways to obtain sustainable source of enhanced funding for eligibility and enrollment system modifications.	0	0	0	0	0
Enhanced funding to support data harmonization and interoperability.	0	0	0	0	0
Training opportunities for states for staff on data interoperability and potential system modifications to support it.	0	0	0	0	0
46. Please describe any other specific areas in assistance regarding integration of health enrollment, data integration, or other area. 47. Has your agency had any recent experience programs related to eligibility and enrollment integration from which other states could	and human ser as of program in es regarding in	vices pro ntegration	grams relan: n: of health	ated to e	ligibility and

48.	What recommendations do you have to support increased data sharing across human service programs or to otherwise support increased integration of health and human services programs?
49.	If there is more information available online on topics covered by this questionnaire (e.g., your state's human service eligibility and enrollment systems, efforts to integrate program entry processes, or governance of data sharing) please provide links here:
50.	HHS and the study team will hold a webinar to present findings from this questionnaire and to conduct a dialogue among states regarding strategies for integration among health and human services programs. Please provide the names and email addresses of one or two individuals in your agency who would be most appropriate to participate in this webinar, in addition to yourself: