

Quarterly Report Template

<b>Report Date</b>	
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<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>Project Year</b>	
<b>Project Reporting Period (Example: 10/1/2018- 12/31/2018)</b>	

**The purpose of the Quarterly Grant Reports is to:**

- Provide the State Flexibility to Stabilize the Market Grant Program with a better understanding of the grantee’s progress towards planning and/or implementing several of the Patient Protection and Affordable Care Act (PPACA) market reforms under Part A of Title XXVII of the Public Health Service Act (PHS Act) funded through this grant program.
- Provide grantees participating in the State Flexibility to Stabilize the Market 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:** August 20, 2018 - August 19, 2020.

The provisions in Part A of title XXVII of the 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 State Flexibility to Stabilize the Market Grant Program is to provide States with the opportunity to ensure their laws, regulations, and procedures are in line with Federal law, and enhance the States' ability to effectively regulate their respective health insurance markets through innovative measures that support the pre-selected market reforms and consumer protections under Part A of Title XXVII of the PHS Act.

States are required to submit quarterly progress reports to CMS. The quarterly progress report describes significant advancements towards the State's goal of planning and/or implementing the pre-selected PPACA market reform activities from the time of approval through completion of the grant period.

Funding under the State Flexibility to Stabilize the Market Grant Program 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 2702 – Guaranteed Availability of Coverage
- II. Section 2703 – Guaranteed Renewability of Coverage
- III. Section 2707 – Non-discrimination under Comprehensive Health Insurance Coverage (Essential Health Benefits Package)

Each quarterly progress report is due 30 days following the end of a Federal fiscal year quarter. For example the first quarterly report is due by October 30, 2018. All quarterly reports must be submitted electronically through the Health Insurance Oversight System (HIOS).

The following reporting guidelines are intended as a framework and can be modified when agreed upon by CMS and the State. A complete quarterly progress report must detail how grant funds are being utilized, describe program progress, barriers and provide an update on the measurable objectives of the grant program.

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

### **Introduction:**

Provide an overview of the project describing the proposed planning and/or implementing of the pre-selected market reforms activities under Part A of Title XXVII of the PHS Act.

In answering the questions below, clearly articulate the progress made under the grant towards the goals, measurable objectives, and milestones for each proposed enhancement of the market reforms under Part A of Title XXVII of the PHS Act.

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:** “We worked throughout quarter 1 and quarter 2 to hire staff. We hired one new staff member, and are continuing to look for a second hire. Objective 1: Stage 3.”

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

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### **Program Implementation Status:**

Include an update on progress towards the following:

1. *Accomplishments to Date:* Describe achieved implementation milestones and outcomes during the current quarter, include the above Progress Metrics towards each stated goal, objective and milestone outlined in the State Flexibility to Stabilize the Market Grant Work Plan.
2. *Progress towards, planning and/or implementing the pre-selected PPACA Market Reforms:* Please discuss in detail, progress over the past quarter towards planning and/or implementing the pre-selected PPACA market reforms. Please include detailed progress towards each stated goal, objective and milestone outlined in the original grant application and the proposed State Flexibility to Stabilize the Market Grant Work Plan. In your explanation, please include the above Progress Metrics guide (where necessary) to indicate progress. CMS may restrict future grant funds for certain grant activities if proposed milestones are not met.
3. *Challenges faced this quarter:* Provide a detailed description of any challenges encountered in implementing your program objectives, the response and the outcome. Please include a list of any proposed grant activities that were not completed during the quarter, or are behind schedule. Please include Progress Metrics for each activity that was not completed or is behind schedule. Describe future plans to complete the originally proposed grant activities.
4. *Variations of Work Plan and Timeline:* List any required variations from the original Work Plan and companion timeline. Provide explanation for variations and provide Progress Metrics where necessary.

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

Please list the most significant activities that occurred during this quarter, or anticipated to occur in the near future, that may affect the progression of implementing activities related to the pre-selected PPACA market reforms for your State. Please include Progress Metrics to illustrate any progress.

### **Public Activities**

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

### **Lessons Learned**

Provide additional information on lessons learned and any promising practices.

### **Updated Budget**

Provide a detailed account of expenditures to date and describe whether the current allocation of

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funds follows 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 quarterly report submission.

### **Work Plan and Timeline with Progress Metrics**

Provide the Work Plan and Timeline with updated Progress Metrics to reflect the events of the previous quarter. Highlight any additional time frames or items that were not included on the State's original submission as well as completion of milestones. Please continue to use the Progress Metric guide, and assign a measurement to each objective outlined in the work plan.

### **Updated Evaluation Plan**

Please provide any updates to the Evaluation Plan originally described in the State Flexibility to Stabilize the Market Grant application, including updates to the established measurable objectives, key indicators, and methods to monitor progress. If planning to contract for an evaluation, please provide a quarterly update.

### **Quarterly Report Summary Statistics:**

Please provide the data below:

<b>Quarterly Statistics</b>	<b>FFY18 Quarter 4</b>	<b>FFY19 Quarter 1</b>	<b>FFY19 Quarter 2</b>	<b>FFY19 Quarter 3</b>	<b>FFY19 Quarter 4</b>	<b>FFY20 Quarter 1</b>	<b>FFY20 Quarter 2</b>	<b>FY2020 Quarter 3</b>
<b>Funds Expended</b>								
<b>Number of Staff Hired with Grant Funds</b>								
<b>Number of Contracts in place with Grant Funds</b>								
<b>Number of PPACA Market Reforms Provision Funded by Grant. List Provisions</b>								

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