

# **Expanding Coverage** Learning Collaborative

**Effective Communication of Eligibility Determinations: Model Eligibility Results Page for Online Applications** 

Part 1: Wednesday, August 24, 2016, 12:30 pm-2:00 pm ET

Part 2: Thursday, September 1, 2016, 12:00 pm-1:00 pm ET

# Effective Communication of Eligibility Determinations: Model Eligibility Results Pages





# **Setting the Stage**





### Notices must communicate important but complex information

- ✓ Basis of eligibility determination
- How consumers can use their coverage

Next steps for consumers

✓ Legal rights and responsibilities



**Consumers do not always understand their eligibility determination or the next steps they need to take** (e.g., when and how to use their coverage, next steps to complete eligibility determination process, and/or next steps to enroll in a QHP)



Some consumers are not reading notices at all



# Some States Have Not Been Able to Improve Their Notice Systems/Content as They Have Wanted

"We have done all this work to streamline the application process, but there is a large gap in communicating with the family after initial application." "We have struggled to figure out how to clearly communicate what programs consumers are eligible for, and timelines and processes for transitioning between Medicaid and Marketplace coverage." "It is confusing for consumers to get separate eligibility notices from the Marketplace and Medicaid/CHIP."



# **Project Objective**

Create a way to communicate to consumers key messages and quick takeaways on their health coverage eligibility and next steps



#### **Eligibility Results Page Principles**

- Provide a snapshot on program eligibility
- Highlight key next steps (e.g., submit additional information, complete additional verification, find a provider, enroll in a health plan, complete Marketplace application)
- Not intended to replace "full" eligibility notices required under federal law/regulations... but drives consumer to read the notice

<u>To communicate effectively with consumers</u>: refine messaging, develop new formats to present complex information, and create opportunities to reinforce key messages beyond legal notices

# **Approach to the Project**



# **Developing Model Eligibility Results Pages**





The Federally-facilitated Marketplace (FFM) provides consumers with on-screen eligibility results as a way to improve understanding and next steps

- Tested several design approaches with consumers over the last few years
- Implemented an improved eligibility results page, which includes summary of results displayed on screen for consumers, in Fall 2015 just ahead of Marketplace Open Enrollment
- Continue to focus on incremental improvements based on a foundation of consumer testing and feedback

### **Eligibility results**

Results based on your application (ID 129669846) submitted on 10/30/2015. Follow these steps below to complete your enrollment. Learn more about your eligibility results

#### We've successfully processed your application.

#### Step 1: View Your "Coverage Options at a Glance"

This section gives a quick snapshot of your eligibility. It's important to view your full "Eligibility Results" for more detailed information. Continue to Step 2.

Anna Carson	O May be eligible	For <u>Children's Health Insurance Program (CHIP)</u> You'll get a final decision from your state CHIP agency.
John Carson Suzanne Carson	C Eligible	For Marketplace health plans For up to \$653 in premium tax credits for your household For lower copayments, coinsurance, and deductibles (cost-sharing reductions) on Silver plans Temporary eligibility: You need to provide more information within the next 3 months to keep your coverage. View your "Eligibility Results" to learn how to submit this information.

#### Step 2 : View Your "Eligibility Results"

Your "Eligibility Results" contain important information about your Marketplace coverage, including your eligibility for coverage, costs, deadlines, and next steps. If you're eligible for coverage through a Marketplace plan, you'il continue to Step 3 to enroll in coverage after you review your results.

#### VIEW ELIGIBILITY RESULTS (PDF)

#### Step 3: Continue to enrollment

You've finished and submitted your application, and viewed your "Eligibility Results." Next, you'll choose a plan and enroll in coverage.

CONTINUE TO ENROLLMENT



#### Highlight key steps to improve consumer comprehension

### Step 1: View Your "Coverage Options at a Glance" This section gives a quick snapshot of your eligibility. It's important to view your full "Eligibility Results" for more detailed information. Continue to Step 2. For Children's Health Insurance Program (CHIP) May be eligible Anna Carson You'll get a final decision from your state CHIP agency. For Marketplace health plans For up to \$653 in premium tax credits for your household John Carson Step 2 : View Your "Eligibility Results" Suzanne Cars Your "Eligibility Results" contain important information about your Marketplace coverage, including your eligibility for coverage, costs, deadlines, and next steps. If you're eligible for coverage through a Marketplace plan, you'll continue to Step 3 to enroll in coverage after you review your results. VIEW ELIGIBILITY RESULTS (PDF) Step 3: Continue to enrollment You've finished and submitted your application, and viewed your "Eligibility Results." Next, you'll choose a plan and enroll in coverage. CONTINUE TO ENROLLMENT

Organize and group together by person instead of by program to align with how consumers think about their information and reduce repeating information that applies to multiple people

#### Step 1: View Your "Coverage Options at a Glance"

This section gives a quick snapshot of your eligibility. It's important to view your full "Eligibility Results" for more detailed information. Continue to Step 2.

Anna Carson	May be eligible	For <u>Children's Health Insurance Program (CHIP)</u> You'll get a final decision from your state CHIP agency.
John Carson Suzanne Carson	C Eligible	For Marketplace health plans For up to \$653 in premium tax credits for your household For lower copayments, coinsurance, and deductibles (cost-sharing reductions) on Silver plans Temporary eligibility: You need to provide more information within the next 3 months to keep your coverage. View your "Eligibility Results" to learn how to submit this information.



Require consumers to download full eligibility notice before continuing to plan comparison and enrollment to facilitate reading of notices

#### Step 2 : View Your "Eligibility Results"

Your "Eligibility Results" contain important information about your Marketplace coverage, including your eligibility for coverage, costs, deadlines, and next steps. If you're eligible for coverage through a Marketplace plan, you'll continue to Step 3 to enroll in coverage after you review your results.

#### VIEW ELIGIBILITY RESULTS (PDF)

#### Step 3: Continue to enrollment

You've finished and submitted your application, and viewed your "Eligibility Results." Next, you'll choose a plan and enroll in coverage.

CONTINUE TO ENROLLMENT

Step 3: Continue to enrollment

Step 3: "Continue to Enrollment" button starts greyed out until the consumer completes Step 2 and saves notice You've finished and submitted your application, and viewed your "Eligibility Results." Next, you'll choose a plan and enroll in coverage.

**CONTINUE TO ENROLLMENT** 



### Input from States, Consumer Advocates and IT Vendor

	Feedback on Current Communications	Key Areas of Consumer Confusion	Use, Content, and Design of Eligibility Results Pages	Implementation Considerations
States	✓	✓	✓	✓
Consumer Advocates	✓	✓	✓	
IT Vendor			✓	✓

#### Thank You for Your Feedback:

- Hawaii ٠
- Kentucky ٠
- Michigan •
- New Mexico

Center on Budget and Policy Priorities

- Accenture
- Georgetown Center for Children and Families
- National Health Law Program



## Input from States, Consumer Advocates and IT Vendor

Feedback on Current Consumer Communications

- Notices still lengthy and confusing

   call centers receive many
   questions related to notices
- Unclear how many consumers are reading notices, states interviewed did not have capability to track whether notices read
- Important to provide access to consumer communications in appropriate literacy levels and variety of languages

#### **Key Areas of Consumer Confusion**

- Difficult to understand eligibility determination, next steps and differences between Medicaid, CHIP and the Marketplace coverage
- In FFM states, do not understand Marketplace is a different agency from where application was initiated
- For mixed coverage program families, confusion when receiving notices from different agencies after account transfer



## Input from States, Consumer Advocates and IT Vendor

#### Use, Content and Design of Eligibility Results Pages

- Several states interviewed have eligibility and enrollment dashboards in consumer online accounts, none had full eligibility results pages
- Simplified language on model results page can be applied to current consumer communications immediately (even if state cannot implement results page in shortterm)
- Conflicting opinion on how much information to present on results page

#### Implementation Considerations

- Ability to conduct real-time eligibility determinations and make eligibility notices available immediately (key components of model page framework)
- Resources and time for development
- Rules engine does contain all information
- Use of pop-up windows for any links and cloud saving functionality for mobile users



## **Collaboration with Health Literacy Experts**

Engaged MAXIMUS Center for Health Literacy to work closely with the CMS Coverage LC team to develop and consumer test model eligibility results pages

> Created framework, design and layout for eligibility results pages to be leveraged by State Medicaid/CHIP agencies



- Developed content for 8 scenarios using the model informed by legal, policy and operational considerations
- Based language recommendations on industry best practices for readability and usability, and past experience with model eligibility notices and related work



# **Model Eligibility Results Pages**



# State Toolkit

Help State Medicaid Agencies implement eligibility results pages to communicate effectively with consumers following an online application

 Toolkit Guide – Learning Collaborative deck, which provides an overview on how model eligibility results pages were developed and how to apply the framework and other tools.



- Model Eligibility Results Page Framework Organization, design and layout of eligibility results pages.
- Model Eligibility Results Menu and Map List of message snippets and how they are applied in model eligibility results pages.
- Scenarios Eights scenarios that demonstrate how states can apply the eligibility results page framework and vary by:
  - Household Composition
  - State Marketplace Model
  - State Medicaid Delivery System Model



# Eligibility Results Page Framework: Three-Step Process

Three-step framework maintained across different eligibility scenarios





### Each step is a separate page but has a consistent organization, design and layout





Consumer is driven to the eligibility notice and must download notice to move forward



# Consumer-accessible terminology

- "Eligibility letter" is used instead of "eligibility determination notice"
- Consumer literacy research shows that "letter" is more accessible than "notice"
- Letter is also more broadly applicable since consumers may be receiving a request for additional information, not a determination

#### You're not done yet! Take these next steps.



#### Importance of notice

 Explains what information is in the notice

21

#### Mandatory download

- Informs consumer that downloading eligibility letter is required to advance
- Greyed out button provides visual cue that going to Step 3 is not currently available
- "Download" could allow consumer to save to secure account, print, e-mail, or save locally; consider security features since consumer may be logged in through public computer



# Consumer is driven to the eligibility notice and must download notice to move forward







# Consumer is driven to the eligibility notice and must download notice to move forward





٠

### Consumer is guided to access care based on state's delivery system



Last step is to access care

- Consumer is guided to selecting a health plan or finding a participating provider
- Last step is tailored to state delivery system



# Eligibility Results Page Framework: Looking Closer at Specific Steps





# Eligibility Results Page Framework: Looking Closer at Step 1





### **Step 1. Review your eligibility results**



### First step provides snapshot of eligibility determination

#### 1. Review your eligibility results

Anna Jackson

You qualify for Medicaid health coverage. Your coverage started on January 1, 2016. You will receive a Medicaid card in the mail. For now, you can get health services using your Medicaid ID number: **12345-9876** 

Go to Step 2 🕨

#### 1. Review your eligibility results

Anna Jackson	You do <b>not</b> qualify for Medicaid health coverage.	To learn why you do not qualify, go to Step 2.
	<b>But</b> , you still might be able to get health coverage – and help paying for it – through the Health Insurance Marketplace (Marketplace).	The Marketplace is a service where you can shop for and buy affordable private health insurance online, over the phone, or with in-person help. It also provides financial help to people who qualify.

#### Three column format

- Uses three column format to present eligibility information consistently
- 1<sup>st</sup> Column: Individual(s) name
- 2<sup>nd</sup> Column: Eligibility determination results
- 3<sup>rd</sup> Column: Important eligibility details such as coverage start date, ID number, or what to do next

#### Focus on key eligibility details

- Eligibility results page not intended to replace notice but to succinctly communicate result at a high-level and next steps
- Conscious decision to not include the denial reason since challenging to concisely explain basis of denial and appeals rights; instead, drive consumer to read eligibility notice
- Added definition of Marketplace following consumer testing feedback on consumer confusion





## Step 2. Read your eligibility letter

### Second step always directs consumer to eligibility notice

#### 2. Read your eligibility letter Importance of notice The letter tells you more about our decisions and how we made them. It tells you more Explains what information is in about your health coverage choices and what to do next. It explains what to do if you the notice think we made a mistake about your eligibility. • Notifies consumer they must You need to download your eligibility letter before you go to Step 3. download notice in order to move forward Download your eligibility letter **Balancing messages** Back to Step 1 For consumers who are eligible for Medicaid in a reasonable 2. Send us the information we need opportunity period, they will see a message to send You need to send us proof of your citizenship by April 19, 2016, or your health coverage will end. additional information as well as downloading their notice Your eligibility letter tells you what proof to send. It tells you how to send proof by mail, by fax, or in person. You can also send proof online. This variation prioritizes the message to send proof so Your letter also tells you more about our decisions and how we made them. consumers can keep their You need to download your eligibility letter before you go to Step 3. coverage but also highlights Download your eligibility letter that the eligibility notice gives more options for a consumer in sending proof Go to Step 3 🕨 Back to Step 1





### **Eligibility Results Page Framework:** Looking Closer at Step 3 30 3 **STEP** 2 **STEP STEP Read your eligibility letter Review your eligibility results** Access care or or **Choose health plan** Send us the information we need or Send us more information or **Complete your Marketplace** application



### Step 3. Start using your health coverage

### Third step prompts consumer to complete next steps which vary by eligibility result and service delivery system in place in the state

Consumer determined eligible for Medicaid in a fee-for-service state.

#### 3. Start using your health coverage

You are ready to start using your Medicaid health coverage. You can get health services right away from any doctor, clinic or other health care provider who accepts Medicaid.

Find a provider

◀ Back to Step 2

#### **Fee-for-service**

- Informs consumer they are able to use their coverage now
- Directs consumer to find a provider that accepts Medicaid



## Step 3. Choose your health plan

### 32

Third step prompts consumer to complete next steps which vary by eligibility result and service delivery system in place in the state

Consumer determined eligible for Medicaid in a managed care state.

These pages illustrate variations in online plan selection capacity.





To keep using your health coverage, you need to choose a health plan by February 15, 2016.

Choose a health plan

Back to Step 2

#### Managed care state with online plan selection

- Informs consumer that they must choose plan and of deadline to choose
- Directs consumer to online plan selection



### Step 3. Send us the information we need

### Third step prompts consumer to complete next steps which vary by eligibility result and service delivery system in place in the state

Consumer must submit additional information to complete application and receive an eligibility determination.





### Step 3. Complete your Marketplace application

### Third step prompts consumer to complete next steps which vary by eligibility result and service delivery system in place in the state

Consumer is determined ineligible for Medicaid in an FFM state.

#### 3. Complete your Marketplace application

You should complete your Marketplace application as soon as you can to see if you can get coverage now.

To complete your application, you can:

- Start a new application. You can go to <u>HealthCare.gov</u> or contact the Call Center at 1-800-318-2596 (TTY: 1-855-889-4325).
  - Create a Marketplace user account online or with a Call Center Representative if you don't have one.
  - Have your eligibility letter with you to help answer questions.
  - Provide the information you gave us already.
  - Answer "yes" when asked if anyone has been found not eligible for Medicaid or the Children's Health Insurance Program (CHIP) in the past 90 days.
- Or
- Wait for the letter from the Marketplace. We sent your information to them. The Marketplace is starting an application for you. The letter will tell you how to complete your application with them.

After you complete your application, the Marketplace will tell you if you qualify for health coverage and help paying for it.

The Marketplace will also tell you whether you can get health coverage now or if you have to wait and reapply. If they qualify, most people can get coverage only during a certain time each year called the Open Enrollment Period. If it is not Open Enrollment now, people have to wait until the next Open Enrollment Period.

Some people can get Marketplace health coverage sooner in a Special Enrollment Period. They can do this if they had certain life changes such as getting married, having a baby, or losing Medicaid or other health coverage. They usually have up to 60 days after the date of the life change to apply for coverage. If they miss the deadline to complete their application, they have to wait until the next Open Enrollment Period.

If you have questions or need help completing your application, contact the Marketplace Call Center at 1-800-318-2596 (TTY: 1-855-889-4325). Or go to <u>HealthCare.gov</u>, being transferred to another agency, chose to provide more detailed information in order to explain adequately what is happening and options and considerations for the Marketplace application.

Because account is

34

See following slides for more details.



Back to Step 2

# Step 3. Complete your Marketplace application

### Third step prompts consumer to complete next steps which vary by eligibility result and service delivery system in place in the state

# Consumer is determined ineligible for Medicaid in an FFM state.

#### **Balancing timing considerations**

- Conveys time urgency if close to end of Open or Special Enrollment Period
- However, also sets expectations if not during Open Enrollment Period or consumer not eligible for Special Enrollment Period, and consumer cannot enroll immediately

#### Clear options for completing Marketplace application

- Testing showed that consumers didn't understand or only partially understood how to apply to the Marketplace
- Re-organized key messages to clearly delineate two options for consumer to complete Marketplace application
- Provides specific instructions and link to start new application

#### 3. Complete your Marketplace application

You should complete your Marketplace application as soon as you can to see if you can get coverage now.

- To complete your application, you can:
- Start a new application. You can go to <u>HealthCare.gov</u> or contact the Call Center at 1-800-318-2596 (TTY: 1-855-889-4325).
  - Create a Marketplace user account online or with a Call Center Representative if you don't have one.
  - Have your eligibility letter with you to help answer questions.
  - Provide the information you gave us already.
  - Answer "yes" when asked if anyone has been found not eligible for Medicaid or the Children's Health Insurance Program (CHIP) in the past 90 days.

#### Or

2. Wait for the letter from the Marketplace. We sent your information to them. The Marketplace is starting an application for you. The letter will tell you how to complete your application with them.



### Step 3. Complete your Marketplace application



#### Open and Special Enrollment Periods

 Provides additional details on Open and Special Enrollment Periods


## **Consumer Testing**



### **Consumer Testing**

# Model eligibility results pages were tested with consumers and revised as a result of their feedback

- Conducted hour-long, 1:1 interviews with 48 adults between ages 23 and 64, who read, write and speak English, and with an education ranging from no formal education to graduate-level education
- Testing sites:
  - City of Alexandria Workforce Development Center
  - PA CareerLink<sup>®</sup> West Philadelphia
- Approach comple
- Consumers reviewed 2 model eligibility results pages that are more complex and covered many of the key messages contained in the remaining model eligibility results pages
  - Individual eligible for Medicaid during reasonable opportunity period and must send additional proof of citizenship; and
  - Children eligible for Medicaid and parent ineligible for Medicaid and transferred to FFM



### **Consumer Testing**

Consumers interviewed by MAXIMUS Center for Health Literacy team and responded to 36 question interview protocol designed to:

Determine if consumers can read and understand key messages and instructions



- Determine if consumers would take action based on key messages and instructions
- Assess consumers' ability to navigate the sample results pages
- Identify challenges or barriers consumers face while using the sample results pages
- Understand consumers' overall impressions of the sample results pages



### **Findings From Consumer Testing**



### Model eligibility page framework and sample pages tested well

#### Easy to read and use

42 of 48 participants' first impressions were that the sample results pages looked easy to read and use, 46 recognized the purpose of the results pages, and 45 understood the tracking bar navigation aid.

*"It looks very easy and simple. It's telling you step by step very specifically what you need to do"* 

#### Oriving to the eligibility notice

46 participants fully or partially understood why they needed to download their eligibility notice.

*"Eligibility letter tells you more about your decision and how they made it...You can't go to Step 3 unless you do it."* 

#### **Clicking over scrolling**

39 participants preferred clicking through three short pages to scrolling over one long page.

"I would prefer clicking because scrolling is too much information on one sheet. Clicking takes you step by step and you will not get lost in all the information. It would be too much at one time."



#### Confusion with Marketplace

Only 19 participants were familiar with and understood Marketplace.

- Confusion with options for completing a Marketplace application and why consumers might want to start a new application
  - 11 participants did not understand or only partially understood their options for completing a Marketplace application.
  - Once participants understood they may get coverage sooner, 40 preferred to start new application rather than wait for account transfer.

I'd rather do it myself because I've carved out the time now, and I need answers now, and the waiting is frustrating.

### Revisions made to the framework and pages based on these findings

"I have no idea. It sounds like something on Wall Street."



## **Framework Tailored to Scenarios**



## <u>Scenario 1a</u> Eligible for Medicaid in a managed care state without online plan enrollment



## **Step 1. Review your eligibility results**

**Eligibility Results** 



Questions? Call us at 866-987-1234 (TTY: 866-987-4321). We're here Monday to Friday, 8 a.m. to 8 p.m. The call is free! Or go to <u>sma.gov</u>.

English | Español | Français

44

Medicaid and CHIP

Learning Collaboratives



### You're not done yet! Take these next steps.



### Your application tracking number is: 987654321

Please keep this number for your records.

Download your application to print or save a copy.

#### 2. Read your eligibility letter

The letter tells you more about our decisions and how we made them. It tells you more about your health coverage choices and what to do next. It explains what to do if you think we made a mistake about your eligibility.

You need to download your eligibility letter before you go to Step 3.

#### Download your eligibility letter

◀ Back to Step 1

Go to Step 3

Questions? Call us at 866-987-1234 (TTY: 866-987-4321). We're here Monday to Friday, 8 a.m. to 8 p.m. The call is free! Or go to <u>sma.gov</u>.



### **Eligibility Results**

### You're not done yet! Take these next steps.







### **Eligibility Results**

### You're not done yet! Take these next steps.



### Your application tracking number is: 987654321

Please keep this number for your records.

Download your application to print or save a copy.

#### 2. Read your eligibility letter

The letter tells you more about our decisions and how we made them. It tells you more about your health coverage choices and what to do next. It explains what to do if you think we made a mistake about your eligibility.

You need to download your eligibility letter before you go to Step 3.

Download your eligibility letter

◀ Back to Step 1

Go to Step 3 🕨

Questions? Call us at 866-987-1234 (TTY: 866-987-4321). We're here Monday to Friday, 8 a.m. to 8 p.m. The call is free! Or go to <u>sma.gov</u>.



### Step 3. Choose your health plan



### **Eligibility Results**

### You're not done yet! Take these next steps.



### Your application tracking number is: 987654321

Please keep this number for your records.

Download your application to print or save a copy.

#### 3. Choose your health plan

We will send you information about how to choose a health plan. To keep using your health coverage, you will need to choose a plan by **February 15, 2016**.

To learn more about your plan choices now, call us at 866-987-1234 (TTY: 866-987-4321). Or go to sma.gov.





Questions? Call us at 866-987-1234 (TTY: 866-987-4321). We're here Monday to Friday, 8 a.m. to 8 p.m. The call is free! Or go to <u>sma.gov</u>.



Scenario 3 Eligible for Medicaid during a reasonable opportunity period to provide citizenship documentation



### **Step 1. Review your eligibility results**



50

Medicaid and CHIP

Learning Collaboratives

English | Español | Français

Or go to sma.gov.

We're here Monday to Friday, 8 a.m. to 8 p.m. The call is free!

### Step 2. Send us the information we need

**Eligibility Results** 

### You're not done yet! Take these next steps.



#### Your application tracking number is: 987654321

Please keep this number for your records.

Download your application to print or save a copy.

#### 2. Send us the information we need

You need to send us proof of your citizenship by **April 19, 2016**, or your health coverage will end.

Your eligibility letter tells you what proof to send. It tells you how to send proof by mail, by fax, or in person. You can also <u>send proof online</u>.

Your letter also tells you more about our decisions and how we made them.

You need to download your eligibility letter before you go to Step 3.

Download your eligibility letter





Questions? Call us at 866-987-1234 (TTY: 866-987-4321). We're here Monday to Friday, 8 a.m. to 8 p.m. The call is free! Or go to sma.gov.



### **Step 3. Start using your health coverage**



English Español Francais 52

Medicaid and CHIP

Learning Collaboratives

## Scenario 5a Mixed coverage family in Medicaid managed care and FFM state



### **Step 1. Review your eligibility results**



Go to Step 2 🕨



- Balances two messages for consumer ineligible for Medicaid and potentially eligible for Marketplace coverage
- Directs consumer to eligibility notice for details on Medicaid denial
- Provides consumer with an explanation of Marketplace



54

#### 55

## **Eligibility Results**

### You're not done yet! Take these next steps.



### Your application tracking number is: 987654321

Please keep this number for your records.

Download your application to print or save a copy.

#### 2. Read your eligibility letter

The letter tells you more about our decisions and how we made them. It tells you more about your health coverage choices and what to do next. It explains what to do if you think we made a mistake about your eligibility.

You need to download your eligibility letter before you go to Step 3.

#### Download your eligibility letter

Back to Step 1

Go to Step 3 🕨



Questions? Call us at 866-987-1234 (TTY: 866-987-4321). We're here Monday to Friday, 8 a.m. to 8 p.m. The call is free! Or go to <u>sma.gov</u>.



#### Eligibility Results

#### You're not done yet! Take these next steps.



Questions? Call us at 866-987-1234 (TTY: 866-987-4321). We're here Monday to Friday, 8 a.m. to 8 p.m. The call is free! Or go to <u>sma gov</u>.

English | Español | Français

See following slides for more details



Household members eligible for Medicaid are instructed 3. Finish enrolling to select a managed care Anna Jackson Choose a To keep using your health coverage, you need to Medicaid choose a health plan by February 15, 2016. Peter Jackson plan to begin accessing health plan. Tom Jackson You may choose the same plan for everyone or different plans for each person. services. Choose a Medicaid health plan Susan Jackson Complete your You should complete your Marketplace application as Marketplace soon as you can to see if you can get coverage now. application. To complete your application, you can: 1. Start a new application. You can go to 3. Finish enrolling Anna Jackson Choose a To keep using your health coverage, you need to choose a health plan by February 15, 2016. Medicaid Peter Jackson health plan. Tom Jackson You may choose the same plan for everyone or 2. V different plans for each person. After you complete yo Choose a Medicaid health plan you if you qualify for The Marketplace will a coverage now or if you most people can get coverage only during a certain time eacily called the Open Enrollment Period. If it is not Open Enrollment now, people have to wait until the next Open Enrollment Period. Some people can get Marketplace health coverage sooner in a Special Enrollment Period. They can do this if they had certain life changes such as getting married, having a baby, or losing Medicaid or other health coverage. They usually have up to 60 days after the date of the life change to apply for coverage. If they miss the deadline to complete their application, they have to wait until the next Open Enrollment Period

If you have questions or need help completing your application, contact the Marketplace Call Center at 1-800-318-2596 (TTY: 1-855-889-4325). Or go to <u>HealthCare.gov</u>



3. Finish e	enrolling				Household member potentially eligible fo Marketplace may wait for an account
Anna Jackson Peter Jackson Tom Jackson	Choose a Medicaid health plan	To keep using your health coverage, you need to choose a health plan by <b>February 15, 2016</b> . You may choose the same plan for everyone or different plans for each person.			transfer, or begin a new application right away.
Susan Jackson	Complete your Marketplace application.	Choose a Medicaid health plan You should complete your Marketplace applicati soon as you can to see if you can get coverage n	on as ow.		
		<ol> <li>complete your application, you can:</li> <li>Start a new application. You can go to <u>HealthCare.gov</u> or contact the Call Center at 1-800-318-2596 (TTY: 1-855-889-4325).</li> </ol>	Susan Jackson	Complete your Marketplace application.	You should complete your Marketplace application as soon as you can to see if you can get coverage now.
		<ul> <li>Create a Marketplace user account online of Call Center Representative if you don't have</li> </ul>			To complete your application, you can:
		<ul> <li>Have your eligibility letter with you to help questions.</li> </ul>			<ol> <li>Start a new application. You can go to <u>HealthCare.gov</u> or contact the Call Center at 1-800-318-2596 (TTY: 1-855-889-4325).</li> </ol>
		<ul> <li>Provide the information you gave us alread</li> <li>Answer "yes" when asked if anyone has be found not eligible for Medicaid or the Child Health Insurance Program (CHIP) in the pas</li> </ul>			
		days. Or 2. Wait for the letter from the Marketplace.			<ul> <li>Create a Marketplace user account online or with a Call Center Representative if you don't have one.</li> </ul>
	After you complete your application for you. The letter will tell you i complete your application with them.				<ul> <li>Have your eligibility letter with you to help answer questions.</li> </ul>
					<ul> <li>Provide the information you gave us already.</li> </ul>
The Marketplace will also tell you whether you can get health coverage now or if you have to wait and reapply. If they qualify, most people can get coverage only during a certain time each yea called the Open Enrollment Period. If it is not Open Enrollment no people have to wait until the next Open Enrollment Period.				<ul> <li>Answer "yes" when asked if anyone has been found not eligible for Medicaid or the Children's Health Insurance Program (CHIP) in the past 90</li> </ul>	
	Some people ca Enrollment Perio such as getting	n get Marketplace health coverage sooner in a spi d. They can do this if they had certain life changes married, having a baby, or losing Medicaid or othe	ge sconer in a Spi iertain life change Medicaid or othe s after the date of e deadline to com t Jone Forcillment		days.
	health coverage life change to a their application	They usually have up to 60 days after the date of pply for coverage. If they miss the deadline to com they have to wait until the next Open Enrollment			Or
	Period. If you have ques the Marketplace Or go to <u>Health</u>	stions or need help completing your application, cc Call Center at 1-800-318-2596 (ITT: 1-855-889-4 Care.gov			2. Wait for the letter from the Marketplace. We sent your information to them. The Marketplace is starting an application for you. The letter will tell you how to

п



3. Finish enrolling				
Anna Jackson Peter Jackson Tom Jackson	Choose a Medicaid health plan.	To keep using your health coverage, you need to choose a health plan by <b>February 15, 2016</b> . You may choose the same plan for everyone or different plans for each person. <b>Choose a Medicaid health plan</b>		
Susan Jackson	Complete your Marketplace application.	You should complete your Marketp soon as you can to see if you can g To complete your application, you g <b>1. Start a new application</b> . You g <u>HealthCare gog</u> or contact the C 1-800-318-2596 (TTY-1855-88 • Create a Marketplace user ao Call Center Representative if y • Have your eligibility letter witi questions. • Provide the information you g • Answer "yes" when asked if found not eligible for Medica Health Insurance Program (Ch days. Or <b>2. Wait for the letter from the N</b> your information to them. The N an application for you. The letter complete your application with t		
	After you comp you if you qualit The Marketplace coverage now or most people car called the Open people have to or Some people ca Enrollment Perio such as getting health coverage life change to a their application Period. If you have quer the Marketplace Or go to <u>Health</u>	lete your application, the Marketplac fy for health coverage and help payin e will also tell you whether you can g or if you have to wait and reapply. If t n get coverage only during a certain t Enrollment Period. If it is not Open E wait until the next Open Enrollment F in get Marketplace health coverage s od. They can do this if they had certai married, having a baby, or losing Me . They usually have up to 60 days aft pply for coverage. If they miss the de t, they have to wait until the next Op stions or need help completing your i e Call Center at 1-800-318-2596 (TTY: 1-855-889-43; Care goy		

Information on enrollment periods is provided along with contact information for the Marketplace.

After you complete your application, the Marketplace will tell you if you qualify for health coverage and help paying for it.

The Marketplace will also tell you whether you can get health coverage now or if you have to wait and reapply. If they qualify, most people can get coverage only during a certain time each year called the Open Enrollment Period. If it is not Open Enrollment now, people have to wait until the next Open Enrollment Period.

Some people can get Marketplace health coverage sooner in a Special Enrollment Period. They can do this if they had certain life changes such as getting married, having a baby, or losing Medicaid or other health coverage. They usually have up to 60 days after the date of the life change to apply for coverage. If they miss the deadline to complete their application, they have to wait until the next Open Enrollment Period.

If you have questions or need help completing your application, contact the Marketplace Call Center at 1-800-318-2596 (TTY: 1-855-889-4325). Or go to <u>HealthCare.gov</u>.



## **State Implementation Considerations**



- States' capability to generate online eligibility results pages dependent on capabilities for online application, real-time eligibility determination and eligibility notice generation
- Even if unable to implement eligibility results pages fully, states could leverage model eligibility results pages for best practices for wording, design and layout
- States could also apply framework and messages for the development of eligibility results pages for additional eligibility scenarios
- States may wish to consider enabling download and saving of eligibility results page so consumers can have the page available for future reference



## **Health Literacy Best Practices**



## **Health Literacy Best Practices: Content**

Content



- Organization from the consumers' perspective
- Key messages first and prominent
- Information chunked into one-topic paragraphs
- Meaningful, descriptive headings
- Definitions for necessary technical terms
- Streamlined information



## **Health Literacy Best Practices: Language**

Language



- Clear, simple wording for headings
- Friendly tone
- Active voice
- Parallel construction
- Short, simple paragraphs and sentences
- Common, familiar words



#### Design



- Font size equivalent to 12 point Times New Roman for the paragraph text with leading (space between lines) of 150%
- Size variation between the paragraph text and the different levels of headers
- Short line lengths, between 10 and 16 words
- Key words in bold, sparingly and in appropriate places
- Left alignment on all of the paragraph text
- Contact information on every page









#### **Next Meeting**

A deeper dive for FFM states relating to the inbound account transfer to the Marketplace, including:

- Understanding the consumer perspective
- ✓ Key consumer messages
- ✓ Model consumer notice language
- ✓ Q&As for eligibility workers and consumer assisters

### **Contact Information**

Let us know if you have any updates to your contact information or want more information on LC meetings

Contact MACLC@mathematica-mpr.com



## **Appendix: Eligibility Results Scenarios**



## Eligibility Results Page Framework: Assumptions and Variables

Eligibility results pages may vary based on consumer and state variables. The project team made assumptions and selected different variables in consumers' eligibility circumstances and states' Medicaid delivery system and Marketplace models.

Assumptions				
Application Entryway	State Medicaid/CHIP Agency			
Application Modality	Online			
<b>Communication Modality</b>	Online			
Triggering Event	Application			
Medicaid Category MAGI				
Issuing Agency	State Medicaid/CHIP Agency			
Variables				
Household Composition	Individual			
	Multi-person family			
State Marketplace Model	State-based Marketplace (SBM)			
	Federally-facilitated Marketplace (FFM) (or, State-Partnership Marketplace)			
State Medicaid Delivery	Medicaid managed care (MMC)			
ystem Model o With online plan enrollment				
	<ul> <li>Without online plan enrollment</li> </ul>			
	Fee-for-service (FFS)			



## **Model Eligibility Results Scenarios**



#	Scenario	Eligibility Result	Assumptions/Variables Selected
1a	<ul> <li>Individual submits single streamlined application to the State Medicaid Agency (SMA).</li> <li>SMA determines the individual eligible for Medicaid.</li> </ul>	Individual eligible for Medicaid in managed care state with plan selection by mail	<ul> <li>Application date: January 15, 2016</li> <li>Medicaid managed care state with plan selection by mail</li> </ul>
1b	<ul> <li>Individual submits single, streamlined application to the SMA.</li> <li>SMA determines the individual eligible for Medicaid.</li> </ul>	Individual eligible for Medicaid in managed care state with online plan enrollment	<ul> <li>Application date: January 15, 2016</li> <li>Medicaid managed care state with online plan enrollment</li> </ul>
1c	<ul> <li>Individual submits single, streamlined application to the SMA.</li> <li>SMA determines the individual eligible for Medicaid</li> </ul>	Individual eligible for Medicaid in FFS state	<ul> <li>Application date: January 15, 2016</li> <li>Medicaid FFS state</li> </ul>
2	<ul> <li>Individual submits single, streamlined application to the SMA.</li> <li>Individual appears eligible for Medicaid, but there is an inconsistency based on income.</li> <li>SMA requests additional information to complete the eligibility determination.</li> </ul>	Individual appears eligible for Medicaid but requires additional income verification	Application date: January 15, 2016



### **Model Eligibility Results Scenarios**

71

#	Scenario	Eligibility Result	Assumptions/Variables Selected
3	<ul> <li>Individual submits single, streamlined application to the SMA.</li> <li>Individual appears eligible for Medicaid, but there is an inconsistency based on citizenship. SMA requests additional information.</li> </ul>	Individual eligible for Medicaid during reasonable opportunity period to provide citizenship information	Application date: January 15, 2016
	<ul> <li>Meanwhile, the individual is determined eligible for Medicaid during the reasonable opportunity period.</li> </ul>		
4	<ul> <li>Individual submits single, streamlined application to the SMA.</li> </ul>	Individual ineligible for Medicaid in FFM state	<ul> <li>Application date: January 15, 2016</li> </ul>
	<ul> <li>Individual is determined ineligible for Medicaid.</li> </ul>		FFM state



## **Model Eligibility Results Scenarios**



#	Scenario	Eligibility Result	Assumptions/Variables Selected
5a	<ul> <li>Individual submits single, streamlined application.</li> <li>Children are determined eligible for Medicaid.</li> <li>Adults are determined ineligible for Medicaid.</li> <li>SMA issues notice that children are eligible for Medicaid and adults are being transferred to the Marketplace for APTC/CSR eligibility determination.</li> </ul>	<ul> <li>Mixed coverage family in Medicaid managed care and FFM state.</li> <li>Children eligible for Medicaid and able to enroll in plan online.</li> <li>Parent ineligible for Medicaid and being transferred to the Marketplace for APTC/CSR eligibility determination.</li> </ul>	<ul> <li>Application date: January 15, 2016</li> <li>Medicaid managed care state with online plan enrollment</li> <li>FFM state</li> </ul>
5b	<ul> <li>Individual submits an single, streamlined application to the SMA.</li> <li>Children are determined eligible for Medicaid.</li> <li>Adults are determined ineligible for Medicaid and eligible for a Qualified Health Plan (QHP) and Advanced Premium Tax Credit (APTC). State agency issues a combined notice.</li> </ul>	<ul> <li>Mixed coverage family in Medicaid managed care and SBM state.</li> <li>Children eligible for Medicaid and able to enroll in plan online.</li> <li>Parent ineligible for Medicaid and eligible for APTC/CSR and QHP enrollment.</li> </ul>	<ul> <li>Application date: January 15, 2016</li> <li>Medicaid managed care state with online plan enrollment</li> <li>SBM state</li> </ul>

