



# Broker Entity RFA Orientation

May 21, 2019

Silver State Health Insurance Exchange



nevada  
**health link**



# Agenda

1. Welcome and Introduction
2. Background
3. Broker Entity
4. Funding
5. Performance Measures
6. Q&A



# Background

- **Silver State Health Insurance Exchange**
  - NRS 695I
    - Operational since October 1, 2013
    - Facilitates the purchase of subsidized health insurance for Nevadans
- **Broker Program**
  - The Exchange has established a Broker Program
  - An entity shall demonstrate to the Exchange involved that the entity has existing relationships, or could readily establish relationships, with employers and employees, consumers (including uninsured and underinsured consumers), or self-employed individuals likely to be qualified to enroll in a qualified health plan.

# Broker Entity

- **Broker Entity**

- Broker entities will consist of public entities and/or private entities that will outreach, educate and enroll qualified individuals in Qualified Health Plans (QHPs) and publicly funded health care through the enrollment methods provided by the Exchange.
- Broker entities must provide licensed Resident Producers who will be responsible for outreach, education and enrollment for the currently uninsured or underinsured populations and will present to those populations the options available under the ACA.
- Show that the Broker entity has, or will have, prior to the commencement of operations, employees who are Licensed Resident Producers and CMS certified.
- Accept the requirement that the Broker entity will be an independent contractor and its employees or volunteers will not be in joint employment with the Exchange.

# Broker Entity

- **Broker Entity Cont.**

- Acknowledge that a Broker entity will, as a precondition for receiving any grant funds, enter into an independent services contract or grant award agreement that, among other things, will set forth terms concerning confidentiality and indemnification obligations and terms for cancelling, terminating or withdrawing the grants, for cause or for unavailability of funding as applicable.
- Demonstrate that the entity has processes in place that comply with the privacy and security standards adopted by the Exchange as required in accordance with 45 CFR §155.260; and
- Demonstrate how the organization's business model, service area and clientele will be leveraged to support the Resident Producer/Broker/Agent mission and show how Resident Producer/Broker/Agent funds will support the Resident Producer/Broker/Agent mission, ancillary functions of the entity.
- IF AWARDED A GRANT PURSUANT TO THIS APPLICATION, YOU AGREE TO NOT REQUIRE OR RECEIVE A FEE, COMMISSION, OR OTHER COMPENSATION, INCLUDING AS WOULD OTHERWISE BE PERMITTED BY NRS CHAPTER 686A AND NAC CHAPTER 686A, FROM ANY OTHER SOURCE FOR ENROLLING CONSUMERS IN A QUALIFIED HEALTH PLAN, OR CONSULTING WITH REGARD TO SUCH ENROLLMENT, DURING THE GRANT PERIOD



# Funding

- **Available Funding**

- Projected available funding for Broker entities grants in SFY20 is not to exceed \$10,000 per grant period of July 1 – December 31, 2019

- **Budget Submission**

- Be as detailed as possible when submitting your application and proposed budget.
  - Include expenditures related to outreach, education and enrollment

- **Reimbursements**

- Required Documentation
  - Request for Funds form
  - Enrollment Performance Measure Form
  - Outreach Performance Measure Form
  - Monthly Supporting Documentation List
  - Broker entity will only be funded for Nevada Health Link activities. Should the Exchange determine that funding was received for other activities the Exchange reserves the right to recoup funds and terminate the award.



# Reimbursement Guidelines and Documentation Requirements

As a state agency the Exchange reports to:

- Executive Branch
- Legislature
- Centers for Medicare and Medicaid Services (CMS)
- The Citizens of Nevada



# Why Internal Controls and documentation?

- Achieve performance and budget targets
- Improve reliability of financial reporting
- Improve compliance with laws and regulations
- Track and review incoming information
- Provide historical evidence of program activities
- Provide evidence of accomplishments
- Prepare for an audit

But, most importantly:

- Prevent loss of resources and public assets
- Improve accountability to citizens
- Prevent loss of public trust



# Expenses

Expenses billed to the grants must be:

- Direct costs
- Allowable
- Allocable
- Reasonable
- Consistently Applied



# Definitions

**Direct costs** - Specific expenses related to the operations of a specific project.

**Allowable** – a cost within award limitations that are consistent, documented, reasonable and allocable

**Reasonable** – A cost that does not exceed what a prudent person would do under the circumstances at the time of the decisions

**Allocable** – Treated consistently with other costs incurred for the same purpose in like circumstances and benefits the award and can be distributed proportionally to the benefits received.



# Documentation requirements for Brokers:

- Expenses may only be billed for the months they were incurred and must have been incurred within the grant period.
- Supporting documentation must have dates and must relate to the request on the RFF.
- Brokers must submit RFFs within 30 days of the end of the previous month.
- For payroll expenses, please submit timesheets and pay stubs.
- For rent, cancelled checks showing rent was paid.
- For marketing or advertising expenses, supplies, or other services, please submit copies of receipts showing a description of the expense, payment amount and date.
- Please make sure that the supporting documentation matches the invoiced items on the RFF.

# Performance Measures

- **Outreach**

- Application
  - Realistic Goals
    - Total projected outreach events anticipated by month
      - How did you come up with this projection?
      - How will this goal be reached?
      - How will you document outreach performance?
        - No PII Please!!
- Monthly Reporting
  - Required Information / Documentation
    - Actual number of outreach events sponsored / attended
    - Documentation to verify reported number of outreach events

- **Enrollment**

- Application
  - Realistic Goals
    - Total projected individual enrollment anticipated by month
      - How did you come up with this projection?
      - How will this goal be reached?
      - How will you document enrollment performance?
        - No PII Please!!
- Monthly Reporting
  - Required Information / Documentation
    - Actual number of individuals enrolled
    - Documentation to verify reported number of enrollments



# Q & A