

MIPPA BCF/BAS Data Entry Checklist

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- **“Session Conducted By” a MIPPA Team Member?**
 - ▣ “MIPPA” must be checked for “Program” on that Team Member’s record
- **MIPPA Yes/No?** Must be yes
- **Topics Discussed?** At least one MIPPA-qualifying
- **Hard to Reach (PM3 – Beneficiary Contacts)?**
 - ▣ Under 65 and receiving/applying for disability benefits, *or*
 - ▣ Beneficiary Race (Native American – two options), *or*
 - ▣ Rural (zip code-based), *or*
 - ▣ English as a Primary Language = No
- **Application Submission (PM4)?**
 - ▣ Topics Discussed > Part D Low Income Subsidy (LIS/Extra Help) > Application Submission, *or*
 - ▣ Topics Discussed > Medicaid > Application Submission *or* Recertification