

# 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