



Department of Health Care Services
BULLETIN 2022-004

DATE: 6/21/2022

TO: Current, Previous, and Prospective Navigators Project Partners

FROM: Medi-Cal Health Enrollment Navigators Project (Navigators Project)

SUBJECT: Application Process Overview for the Additional AB74 Funding

Pending approval from the Legislature, the Medi-Cal Health Enrollment Navigators Project (Navigators Project) will have an additional \$60M available for new allocations, from July 1, 2022 through June 30, 2026 for qualifying current, previous, and prospective partners in all 58 counties. The first three State Fiscal Years (SFYs) 2022-25 are for implementation and the fourth SFY 2025-26, is the project close-out period. The additional Navigators Project funding shall be made available to selected counties, or counties acting jointly with other counties, to collaborate with CBOs to assist with Medi-Cal outreach, enrollment, renewal, utilization, eligibility requirement expansions, and troubleshooting efforts in the counties. DHCS, in consultation with stakeholders, will also consider Community Based Organizations (CBOs) in an area or region of the State where a county or counties acting jointly do not seek an allocation. Our goal is to identify counties where additional allocations are needed for the Medi-Cal Navigators Project efforts and where the funding would best be utilized for activities addressing these efforts. If counties or counties acting jointly to collaborate with CBOs do not seek an allocation pursuant to AB 74, funds will be allocated directly to one or more CBOs in that area or region of the state.

Application Process

Current, previous, and prospective partners should submit a new application to be considered for allocation of new funds. The application process for this extension will be conducted in the same manner as the initial AB 74 allocations. DHCS shall use the previously developed selection criteria to allocate new funds for the Medi-Cal navigation activities and will continue to use the same allocation agreement process. DHCS will look at the counties' and CBOs' past performance and abilities to meet program needs when reviewing applications for participation in the next iteration of the Navigators Project. Counties will have the first opportunity to submit application packages for consideration. That process will begin in June 2022 and go through July 2022. CBO applications in applicable counties will be considered after the county process concludes. That process will begin in July 2022 and run through August 2022.

Application Package

The new application package will consist of an introduction letter, a new work plan, and a new budget plan.

- **Introduction Letter:** The introduction letter is used as an overall narrative about what your agency intends to implement during the Navigators Project participation. Your agency should consider the target populations and any current navigation efforts when completing the introduction letter to express its interest and abilities to complete the project requirements.
- **Work Plan:** The work plan must focus on the essential requirements of AB 74's outreach, enrollment, and retention efforts. It should list the plan, strategies, and activities your agency will use during each focused activity and at the resumption of normal operations after the public health emergency has ended. The plan should list the activity, the target population for that activity, and the responsible party that will implement the activity. This document will need to be updated whenever the direction or guidance of the project changes.
- **Budget Plan:** List your agency's funding need in the budget plan. Your agency should allocate funds appropriately for each line item and each fiscal year period based on your CBO and county needs to successfully implement the Medi-Cal Health Enrollment Navigators Project. The instructions tab details what and how the budget plan should be completed. The descriptions tab is where each line item will be detailed in a more specific manner. Once awarded, any line item amount changes that exceed more than a 5 percent increase and/or decrease will require a revised budget plan for DHCS review and approval.

Routine Reporting

If your agency is awarded funding, routine reporting will be required. The ongoing deliverables will be the monthly data reports, quarterly invoices, and quarterly progress reports. For details on the specific deliverables, the service period they cover, and the due dates, please refer to the Deliverables and Payment Schedule Bulletin (2022-05).

- **Monthly Data Report:** The monthly data report should be submitted by the due date identified in the Deliverables and Payment Schedule Bulletin (2022-05). It should report what are generally referred to as the "hard" and "soft" data points. The hard data points are the project's target populations (TPs) that correspond with the enrollment and retention numbers. These are called hard data points because DHCS will be able to validate enrollment and retention data against the case record in the Medi-Cal Eligibility Data System (MEDS). The soft data points are direct outreach, media outreach, access and utilization to health care, troubleshooting, application assistance, and redetermination assistance numbers. For these data points, partners must report observable and reported TPs as able to do so. The monthly data report will need to be completed with all the required information described in the instructions in order to be considered complete.

- **Quarterly Invoice:** A complete and approved invoice is required to receive payment for your agency's expenses. Please refer to the invoice template for instructions and definitions on how to complete and submit a complete invoice. A draft invoice, can be sent to the Navigators Project Analyst for pre-review prior to finalizing and submitting a signed document to receive payment.
- **Quarterly Progress Report:** This report should be completed to demonstrate the progress your county or organization achieved during the quarter. The Quarterly Progress Report must be submitted along with the Quarterly Invoice. This report, among other updates, will describe the activities carried out during the reporting period to meet the goals described in the work plan as well as any activities you were not able to complete.

For reference, the monthly data report, quarterly invoice template, and the quarterly progress report templates will be included in the application package and include any revisions based on partner feedback throughout the Health Navigators Project.

If you have any immediate questions or concerns regarding the information listed in this bulletin, please contact your Navigators Project Analyst or send an e-mail to the Navigators mailbox at HealthNavigators@dhcs.ca.gov.