



Outreach and Enrollment Grantee Monthly Progress Report Template Instructions 2015-2016

Use this instructional document to assist in completing the Monthly Progress Report. The reports are due on the 10th of the month and should only include information on work completed the previous month. All funding area grantees are required to complete the narrative report section. Funding Area 1 and 2 Grantees should complete FA 1 & 2 section. Funding Area 3 Grantees should complete FA 3 section. Lead agency grantees should include all sub-grantees (formal paid partners) work in the report.

Narrative Reports

Please complete all required questions, exceptions are noted. This section applies to all funding area grantees.

- **Question 1:** Please tell us what accomplishments or successes you achieved this month from your work plan.
- **Question 2:** Tell us some of the challenges you're facing implementing any parts of your work plan.
- **Question 3:** Tell us if you need support for outreach activities and any other technical support to implement your work.
- **Question 4:** Tell us about any new strategies or activities that you implemented to connect consumers to enrollment assistance.
- **Question 5:** Tell us if there are any changes to your grant-funded staff this month. Changes may include hire, departure, hours reduced, or staff role changed.
- **Question 6:** List any other sites that you offered enrollment assistance besides those that you listed in the grid. A response to this question is not required for Funding Area 3 Grantees.
- **Question 7:** Though this question is required for Funding Area 1 Grantees, please feel free to add activities to this question if it applies to you this month. Tell us any trainings, engagement, networking or any other support offered by your organization for assisters in your network.
- **Question 8:** Please tell us how satisfied you are with the communication between your organization and MNSure in relation to the grant activities. Check or place X in front of one the choices listed. Please provide explanation for your selection.
- **Question 9:** Attach copies of or include links to resources and tools that you created such as videos, flyers, brochures, YouTube clips, appointment cards, etc.

Funding Area 1 and 2

This section only applies to Funding Area 1 and 2 grantees. Be sure to fill in reporting period (select option from drop down) and organization's name at the top left corner.

Outreach Activity

- Enter total number of individuals reached through all outreach and education activities such as presentations, materials distribution, tabling, etc. This total number should be the same number as the combined total number in the "Outreach Activity Information." Do not count mass media or social media reached.
- Enter the total number of outreach and education activities and events conducted by both lead agencies and formal paid partners.
- Enter the total number of media activities conducted by both lead agencies and formal paid partners (media such as radio, TV, social media, newspaper ads, etc.).

Assister Activity

- Enter total number of individual consumers assisted. This includes everything from answering a single question from a consumer over the phone to completing an application for health care coverage.
- Enter total number of all individual consumers assisted with completing and submitting applications for health care coverage through MNsure. Count every person on each application that is applying for health care coverage. Do not include enrollment from formal paid partners who also received their own MNsure Outreach and Enrollment Grant.
- Enter total number of individuals connected to enrollment assistance provided by the lead organization or formal paid partner.
- Enter total number of individuals connected to enrollment assistance provided by another assister organization that is not part of your navigator network or formal paid partner.

Outreach Activity Information

- **Date:** Fill in date of activity.
- **Name of Activity:** Fill in name of activity that took place.
- **Type of Activity:** Click on column and select one activity type from the drop down list (presentation, enrollment event, materials distribution, MNsure activity, canvassing, tabling). If your activity is not on the list, just leave it blank.
- **Role in Activity:** Click on column and select the role your agency played: **led** or **participated** in the activity.

- **Audience Reached:** Click on column and select option from the drop down to indicate whether the audience reached is **general public** or **clients** from the agency hosting the event. Generally, clients are individuals who are working with your organization for another type of service (such as clinic services, counseling or housing support).
- **Name of Grantee or Subgrantee (formal paid partner) Leading or Participating:** Provide name of agency leading the event or participating in the event.
- **Activity Location:** Provide name of the city and county where the event took place.
- **Number of Individuals Directly Reached:** Count total number of individual consumers reached at the event or through the activity. Only count consumers that the agency directly made contact with. For example, tabling at a health fair event would only count individual consumers who came to the booth for assistance, not the estimated number of people attending the event. Do not include media or social media count in this field.

Funding Area 3

This section only applies to Funding Area 3 grantees. Be sure to fill in reporting period (select option from drop down) and organization's name at the top left corner.

Outreach Activity

Enter total number of individuals reached through all outreach and education activities such as presentations, materials distribution, tabling, etc. This total number should be the same number as the combined total number in the "Outreach Activity Information." Do not count mass media or social media reached.

Enter the total number of outreach and education activities and events conducted by both lead agencies and formal paid partners.

Enter the total number of media activities conducted by both lead agencies and formal paid partners (media such as radio, TV, social media, newspaper ads, etc.).

Assister Activity

Enter total number of individuals connected to enrollment assistance provided by the lead organization or formal paid partner.

Enter total number of individuals connected to enrollment assistance provided by another assister organization that is not part of your navigator network or formal paid partner.

Outreach Activity Information

Date: Fill in date of activity.

Name of Activity: Fill in name of activity that took place.

Type of Activity: Click on column and select one activity type from the drop down list (presentation, enrollment event, materials distribution, MNsure activity, canvassing, tabling). If your activity is not on the list, just leave it blank.

Role in Activity: Click on column and select the role your agency played: led or participated in the activity.

Audience Reached: Click on column and select option from the drop down to indicate whether the audience reached is general public or clients from the agency hosting the event. Generally, clients are individuals working with your organization for another type of service (such as clinic services, counseling or housing support).

Name of Grantee or Subgrantee (formal paid partner) Leading or Participating: Provide name of agency leading the event or participating in the event.

Activity Location: Provide name of the city and county where the event took place.

Number of Individuals Directly Reached: Count total number of individual consumers reached at the event or through the activity. Only count consumers that the agency directly made contact with. For example, tabling at a health fair event would only count individual consumers who came to the booth for assistance, not the estimated number of people attending the event. Do not include media or social media count in this field.