

Medicaid Match Project Format

Medicaid match proposals must investigate issues related to the Medicaid program. Match projects are funded under the administrative match provisions found in Title XIX of the Social Security Act. Information derived from the projects must allow the Medical Services Administration to more effectively administer the Medicaid program. Match projects that have been funded in the past have: developed changes in curriculum that lead to graduates that are better prepared to serve Medicaid beneficiaries, developed health education materials that address conditions/illnesses that are prevalent in the Medicaid population or materials that are more easily understood by Medicaid beneficiaries, studied more effective ways to deliver services to Medicaid patients, studied alternative or preventive services, and investigated ways to improve existing programs or services. These examples are illustrative of the types of projects that can be funded through Medicaid. The Medicaid program provides a wide array of health services to a population that is made up of children, parents, pregnant women, disabled persons and the aged—all of which have potential for further research.

Medicaid match proposals should be no more than ten pages in length with the average proposal being six pages long. Each of the following sections must be included in the proposal—if the section is not applicable to the project a statement to that effect must be included in the proposal. Endnotes should be included as appropriate. A budget must be attached to the proposal that uses the format adopted by the Institute for Health Care Studies (IHCS). Questions related to the preparation of a proposal for Medicaid matching funds should be directed to staff at the IHCS. All communication related to a Medicaid match project must go through IHCS.

Abstract

You must include a one or two paragraph abstract describing your proposed project.

Problem Statement

This section should describe the problem/issue that is the subject of the research project. It is important that the description identify the impact on the Medicaid program or Medicaid beneficiaries. If the project is a continuation project, one that has been funded in prior funding cycles, it should be noted as such within this section.

Project Design

This section should identify the research design and the Medicaid population that will be studied or that will benefit from the project. If the project is going to be limited to particular geographic areas or to specific subsets of the Medicaid population they should be identified in this section. If the project is intended to be multi-year, that must also be mentioned in this section, with a very brief description of what would occur in the second year. Projects will be limited to no more than two years in most cases.

Medicaid Allocation Methodology

Medicaid funding obtained through Medicaid Match projects must be used 100% toward Medicaid objectives. Investigators are strongly encouraged to limit match project subjects to Medicaid beneficiaries so that an allocation of costs is not necessary. However, if the project must include non-Medicaid subjects an allocation of project costs

between the Medicaid and non-Medicaid populations is required. You may not use Medicaid funding or Medicaid cost share funding for non-Medicaid purposes, and must identify “other funding” for that portion of your project. Projects costs must be allocated proportionally between the Medicaid and non-Medicaid populations in the study. The allocation should be based on the percentage of each group included in the study or on some other defensible methodology that has been prior approved by the Institute. Medicaid match will only be available for the Medicaid portion of the study.

The allocation should be in narrative form, and must include in the following:

- The total cost of the project including both the Medicaid and non-Medicaid components of the study,
- A description of the methodology used to allocate costs to each component,
- The percentage of costs assigned to Medicaid, and
- The source of the non-Medicaid funding (e.g., NIH or HRSA grant funds). (The additional funding identified for non-Medicaid purposes is not matchable.)

If the project is 100% Medicaid it must be so noted in this section. The project budget submitted will only detail the Medicaid portion of the study.

Principal Investigator

The Principal Investigator (PI) or Investigators must be identified in this section. Graduate assistants and other university personnel involved in the project do not have to be identified by name in the proposal.

Does the Project Utilize Data from MDCH Data Warehouse?

IHCS staff has access to the Michigan Department of Community Health’s (MDCH) Medicaid database that includes demographic, claims-related and eligibility information on every Medicaid beneficiary. The database contains six year’s worth of claims data and some historical eligibility data. Depending on the nature of the data, IHCS may need to request separate approval from MDCH. If your project design includes the use of data from the warehouse you must indicate so in this section, and IHCS staff will secure any necessary approvals from MDCH. IHCS staff will do all data pulls from the database. Except under special circumstances, data from the warehouse will be de-identified so that individual names, addresses and other data that could identify a specific Medicaid beneficiary will be removed or altered.

Does the Project Require UCRIHS Approval?

The MSU Institutional Review Board (IRB) must prior approve research that involves human subjects. A statement regarding the necessity of IRB approval must be included in this section. It is the responsibility of the researcher to apply for and receive IRB

approval. Each project must have approval by the MSU IRB prior to establishment of an account number through MSU.

Each researcher must submit a copy of their IRB application to IHCS at the time the application is submitted to the IRB. Once approval is granted, IHCS will also need a copy of the IRB approval letter. Subsequently when a researcher submits an IRB revision or renewal, IHCS will also need a copy of the application at the time it is submitted to the IRB, and of the approval letter once granted. It is very important that the documents submitted for IRB approval match the description of the population included in the Match Project Proposal. Failure to use the same descriptions may result in a federal disallowance of match funds. For example, an investigator should not substitute “low-income” for “Medicaid” in describing the subject population in the material submitted to the IRB.

The Michigan Department of Community Health’s IRB now has representation on MSU’s IRB board, simplifying the approval process. Projects approved by MSU’s IRB will be deemed approved by DCH’s IRB as well; no secondary IRB review will be necessary. To insure that DCH has representation on the review of all match projects, thereby avoiding dual review, it is critical that PI’s submit their IRB application to IHCS concurrent with their submission to MSU’s IRB.

Project Timeframe

The length of the project and major milestones should be identified in this section. Completion dates for each of the milestones should also be included. Please note that the IHCS coordinates all project submissions to ensure DCH guidelines are met.

Project Budget

The project must be submitted through MSU with a Transmittal form and be approved by the Contracts & Grants Office prior to submission to the MDCH. All project budgets must conform to the state fiscal period, 10/01 – 09/30 whether for a full or partial year. Projects covering more than one fiscal period will require a separate budget and continuation application for each subsequent fiscal period. The budget must provide for “matching funds” from Michigan State University general funds or, under special circumstances, general funds from project affiliates. Please consult with IHCS staff regarding the development of the project budget. A budget template will be provided by IHCS. All projects will be matched at 50% federal, 50% MSU funds for the Medicaid portion of the project. The 75% federal match rate is not available for match projects.

Deliverables

Each proposal must clearly define the deliverables or products that will be developed through the project and specify a completion date for each deliverable. Copies of materials developed through the project will be supplied to the Michigan Department of Community Health by the IHCS. A semi-annual project update and year-end report will be collected from each project (see attached format).

Papers and articles offered for publication, as well as materials submitted for presentation at conferences, must be concurrently provided to the IHCS. These materials will be shared with MDCH, thereby giving MDCH prior notice about information gathered with funding provided by MDCH that may eventually be shared in a public sphere.

PIs that do not fulfill the requirements of their projects will not be considered for future funding.

Additional Expectations

PIs are expected to participate in an annual poster presentation of their research/project findings hosted by the IHCS. PIs will have the opportunity to present their findings/projects to MSU faculty and state officials. IHCS will invite MSU faculty and staff and officials from the legislative and executive branches of state government. The session will give PIs the opportunity to showcase their research projects before colleagues and state officials who are actively involved in the development of state policies.

PIs are also expected to participate in professional society and issue related conferences that relate to their Medicaid match project. Each PI should submit an application/abstract to at least one national conference to participate as a conference presenter or in a poster session. PIs are also expected to submit journal articles based upon their research. As noted above, materials that are going to be published or presented must first be shared with the state through the IHCS.

MEDICAID MATCH PROJECT SURVEY

Below is a list of follow-up questions regarding your experience with a Medicaid match project. The Principal Investigator (PI) must complete this survey and provide a copy to the Institute for Health Care Studies (IHCS) by October 31. Your responses are for IHCS use, and will not be shared with the Michigan Department of Community Health.

Overview:

1. What were the highlights of your work on the project this year?
2. Did you encounter any problems/difficulties during the course of the project (or the course of the year if the project is ongoing)?
3. How did you handle any barriers or obstacles you encountered?

Project visibility:

4. Are you planning community events or other activities related to the project that offer opportunities for news stories, photographs, video or other media exposure?
5. Did you publish your findings in an academic or professional journal, or present them at a conference or seminar?

Other Opportunities:

6. Did the project serve as a starting point for other research or grant proposals?
7. Did (or will) the project lead to additional funding or grant opportunities?
8. Did your research lead to other questions/projects that could potentially be investigated through additional match projects?
9. Did your project lead to collaboration between or among other colleges or departments within MSU?

IHCS:

10. Were IHCS staff members helpful in completing your project proposal and budget?
11. What was the best part of completing the project (or of working on the project if it is ongoing)?
12. What was the worst part of completing the project (or of working on the project if it is ongoing)?
13. Would you participate in another Medicaid Match project?
14. What lessons did you learn that would be helpful to other Medicaid match project researchers?
15. Do you have any additional comments?

MEDICAID MATCH PROJECT REPORTING FORMAT

The Department of Community Health requires that match projects submit both semi-annual and annual reports. These reports are due two weeks after the period being reported on has ended, and are due to IHCS by April 15th and October 15th respectively.

Please use to following formats when putting your reports together:

A) **Semi-annual Report**—your report should include the following sections:

- 1) Project Title
- 2) Project PI
- 3) Project Dates (The time a project was funded for. For example, a full year project would be: October 1, 2005 – September 30, 2006)
- 4) Abstract (You may simply insert the abstract from your original proposal unless your project has been amended in such a way that the original abstract is no longer accurate.)
- 5) Project Update (Summary of the work done in the first half of the year; current status of the project.)
- 6) Summary of Upcoming Work (Outline the next steps for the second half of the fiscal year; briefly discuss if the project will continue into a second year.)
- 7) Conclusion (Any concluding remarks you would like to make about your project.)

B) **Year-end Report**—your report should include the following sections:

- 1) Project Title
- 2) Project PI
- 3) Project Dates (The time a project was funded for. For example, a full year project would be: October 1, 2005 – September 30, 2006)
- 4) Abstract (You may simply insert the abstract from your original proposal unless your project has been amended in such a way that the original abstract is no longer accurate.)
- 5) Project Update (Summary of the work done during the year; current status of the project -i.e. note if your project is continuing into the next fiscal year or if it will be completed in the current fiscal year.)
- 6) Project Findings (Detail project findings and conclusions here.)
- 7) Areas for Further Study (If your match project is continuing into the next fiscal year, discuss the link between the two years here. Also, if there are additional areas of research suggested by your study that you may wish to pursue in the future, you should include mention of them here.)
- 8) Conclusion (Any concluding remarks you would like to make about your project.)

Note: PI's are responsible for any other project deliverables committed to in addition to the semi-annual and year-end reports.