

NYSOFA Bi-Annual HIICAP/SMP Smart Facts Reporting Instructions

All HIICAP volunteers are considered SMP volunteers for the sake of this reporting form

- 1. Names of Active Volunteers per county.**
- 2. Total Number of Volunteer Training Hours**
- 3. Total Number of Volunteer Hours Worked**
- 4. Community Outreach/Educational Events**

Examples of Community Outreach/Educational Events:

Staffing a Booth at a Health Fair, Host an Exhibit at a County Fair, set up an information booth at a shopping center, exhibit at a conference on the topic of aging.

Events that are conducted over the internet or via teleconference but do not meet the definition of a group education session may be counted as a community outreach education event. One example would be a hosted chat session without an actual presentation.

- 5. Dissemination Activity**

Examples of dissemination activities:

Brochures, fact/tip sheets, personal health journals, Guard Your Card, magnets, promotional items with the SMP logo. Do not count newsletters.

- 6. Group Education Sessions:** Number of people reached.

Examples of group education sessions:

A formal presentation by led by staff or a volunteer to educate beneficiaries, family members, caregivers, and others to detecting fraud, error and abuse.

Presentations to groups, small or large. These presentations may or may not include the use of Power Points, visual aids, handouts, or other presentation tools and techniques, even performances or skits.

Events conducted electronically, such as webinars, teleconferences, tele-town halls, etc. may be counted as group education sessions as long as they include some form of formal presentation on fraud, error or abuse. For the number of participants, you can count everyone who was connected to or logged into the event.

7. Media Airings

Examples of “media airings?”

- Newsletters
- Print media (articles or ads appearing in a newspaper, magazines, senior guides and other media outlets, and opinions and editorials)
- Billboards
- Radio (interviews and PSA’s)
- Bus ads
- Website postings

8. One on One Counseling

Examples of one-on-one counseling sessions:

A one-on-one counseling session can take place over the phone or in person, such as at a community event or group education session.

- Basic, individualized education about how to read the Medicare Summary Notice
- Basic, individualized education about how to recognize fraud, abuse and error
- An individual suspects fraud, error or abuse, but your review of their MSN confirms standard Medicare billing practices