

GEORGIA ACCESS



January Office Hour for Navigator Grantees
January 16, 2025

OFFICE HOUR HOUSEKEEPING



Submit your questions in the chat



Raise your hand to ask a question



Email us at *Navigators@GeorgiaAccess.ga.gov*

**WHAT IS ONE OF YOUR
NEW YEAR'S RESOLUTIONS?**


AGENDA


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NAVIGATOR GRANTEE REPORTS

MONTHLY AND QUARTERLY REPORT REMINDERS

The January monthly and quarterly reports were due on January 15, 2025. Navigator Grantees are responsible for completing reports thoroughly and accurately.

 **Complete all fields.** All fields are required unless otherwise specified. Our team may contact you for additional clarification if necessary.

 **Ensure your budget is accurate.** The figured submitted in the budget section should align with your organization's formal and previously submitted budget on your first monthly report.

 **Reach out with questions.** If you have questions about completing reports, please reach out to our team for assistance.

MONTHLY REPORT: BUDGET SECTION CATEGORIES

The budget section of the Navigator Grantee Monthly Report includes the following categories defined below. These figures should align with the original budgeted amount requested in the grant application and actual expenses incurred.

Budget Report				
Navigator Grantees are required to complete the fields below to specify how grant funds were spent during the month that this report is due.				
Item	Original Budget	Monthly Expenses	Cumulative Expenses	Balance
Staffing				
Travel				
Equipment	The original budget amount.	The sum of expenses from the reporting month.	Cumulative expenses from 10/1/24 through the end of the current reporting period.	Remaining balance for the expense item. Original budget less cumulative expenses.
Supplies				
Consultants				
Contractors				
Other (describe)				
TOTAL				

MONTHLY REPORT: BUDGET SECTION WALK THROUGH

Budget Report				
Navigator Grantees are required to complete the fields below to specify how grant funds were spent during the month that this report is due.				
Item	Original Budget	Monthly Expenses	Cumulative Expenses	Balance
Staffing	\$12,000	\$1,000	\$3,000	\$9,000
Travel	\$4,000	\$500	\$1,000	\$3,000
Equipment	\$1,000	\$100	\$800	\$200
Supplies	\$1,000	\$300	\$700	\$300
Consultants	\$0	\$0	\$0	\$0
Contractors	\$0	\$0	\$0	\$0
Other (describe)	\$1,000	\$350	\$500	\$500
TOTAL	\$19,000	\$2,250	\$6,000	\$13,000

QUARTERLY REPORT HIGHLIGHTS

1. Culturally and Linguistically Appropriate Information

Describe how the organization disseminated information to consumers in a manner that was culturally and linguistically appropriate.

2. Assisting Consumers with Disabilities

Specify how the organization coordinated reasonable modifications and accommodations for consumers with disabilities.

3. Common Languages

List up to five of the most common languages listed in order of most to least commonly spoken by consumers, other than English, that the organization assisted during the quarter. For any instances where a consumer spoke an additional language that the organization was not able to accommodate, please list that language and how the situation was remedied.

4. Protecting Consumer PII

Detail how the organization collected, retained, and protected consumers' Personally Identifiable Information (PII).

5. Reducing Health Disparities and Inequity

Describe how the organization has worked within its community to address and reduce health disparities and inequity.

SPECIAL ENROLLMENT PERIOD INFORMATION

SPECIAL ENROLLMENT PERIOD OVERVIEW

Now that Open Enrollment is over, consumers may only enroll in Georgia Access during a Special Enrollment Period (SEP) due to a Qualifying Life Event (QLE).

WHAT IS A SPECIAL ENROLLMENT PERIOD?

A Special Enrollment Period (SEP) is a time outside of the yearly Open Enrollment period when Georgians can enroll in or change coverage due to a change in circumstance or after a life event occurs, referred to as a Qualifying Life Event (QLE).

QUALIFYING LIFE EVENTS

Qualifying Life Events (QLEs) are life changing circumstances that qualify a consumer to enroll in or change coverage during an SEP. The most common QLEs include:

- Birth or adoption of a child
- Marriage
- Divorce, legal separation, or death in the family resulting in loss of coverage
- Gaining or becoming a dependent due to child support or other court order
- Becoming a U.S. citizen
- Changes in lawful presence
- Leaving incarceration
- Gaining membership in a federally recognized tribe
- Changes in residency
- Loss of Minimum Essential Coverage (MEC)
- Change in financial eligibility or other eligibility status

See the [Georgia Access website](#) for a comprehensive list of QLEs.

HOW TO APPLY FOR A SEP

Consumers can apply for a SEP in various ways, listed below. Depending on the type of SEP, consumers have 60 or 90 days before or after the event to enroll or change coverage.



Certified Assisters



Certified Agents



**Georgia Access
Consumer Portal**



Web Brokers



**Georgia Access Contact
Center**



Insurance Companies

WHAT TO EXPECT AFTER APPLYING FOR A SEP

After applying for a SEP, consumers are required to attest and may be requested to provide documentation to verify their QLE. Coverage effective dates vary depending on the type of QLE.

Verification

- When applying for a SEP consumers must attest the information provided is accurate and submit documentation to verify the QLE, if requested.

Coverage Effective Dates

- Coverage effective dates may vary.
- Most start on the 1st day of the month after plan selection.
- Some are retroactive to the date of the event (e.g., birth, adoption, or marriage).
- Some start first of the month following the life event (e.g., some residency changes and certain types of loss of Minimum Essential Coverage).

SHARE UPCOMING OUTREACH EVENTS

UPCOMING OUTREACH EVENTS

Georgia Access encourages Navigator Grantees to share their upcoming outreach events with our team in advance of events by emailing Navigators@GeorgiaAccess.ga.gov.

SHARE UPCOMING EVENTS

- We encourage organizations to share your upcoming outreach events with the Georgia Access team!
- Email Navigators@GeorgiaAccesss.ga.gov with upcoming events your organization and Navigators plan to participate in.
- **Please share with advance notice so that our team can participate in your event!**

OUTREACH EVENT GOALS

Provide Free In-Person Assistance

Promote Education

Build Trust

Align with Strategic Opportunities



TIMELINE AND RESOURCES

KEY PROGRAM ACTIVITIES, MILESTONES, AND DEADLINES

The following outlines the key activities and dates for Navigator Grantees and individual Navigators participating in Georgia Access.

	January 2025	February 2025	March 2025
Meetings	Thursday, 1/16: Office Hour for Navigator Grantees	Thursday, 2/20: Office Hour for Navigator Grantees	As needed
Report Deadlines	Wednesday, 1/15: Monthly and Quarterly Reports Due	Friday, 2/14*: Monthly Report Due	Friday, 3/14*: Monthly Report Due
Milestones	Wednesday, 1/1: Coverage for PY 2025 begins for consumers enrolled by 12/20/24 Wednesday, 1/15: <ul style="list-style-type: none"> Open Enrollment ends Deadline for consumers to enroll in coverage that begins 2/1/2025 	Saturday, 2/1: Coverage begins for consumers who enrolled between 12/21 and 1/15	

RESOURCES



Georgia Access Website | georgiaaccess.gov/for-partners/navigators/

Information on the Georgia Access Navigator Program



OCI Website | oci.georgia.gov/agents-agency-licensing/navigators-and-georgia-access-specialists-cacs

Information on State of Georgia licensure requirements and the application process.



Sircon | sircon.com/landingPages/states/georgia/content.jsp

Apply for a license, check the status of a license or application, and update contact information.



Georgia Access Certification | certification.GeorgiaAccess.gov

Access the Georgia Access certification training and final assessment.



Navigator Inbox | Navigators@GeorgiaAccess.ga.gov



Georgia Access Contact Center | **Partner Number:** 1-888-312-4237 (TTY 711) | **Consumer Number:** 1-888-687-1503 (TTY 711)



Georgia Access Outreach Toolkit Collateral | georgiaaccess.gov/application-assisters_oe25-georgia-access-outreach-toolkit/

OPEN DISCUSSION AND Q&A
