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Adopted Permanent Rules Relating to Policies and Procedures to Certify Entities to 1.1 **Deliver Consumer Assistance Services** 1.2 7700.0010 APPLICABILITY AND PURPOSE. 1.3 Subpart 1. **Applicability.** Parts 7700.0010 to 7700.0090 apply to an eligible entity 1.4 that is an applicant to be certified to deliver consumer assistance services through MNsure. 1.5 Subp. 2. Purpose. Parts 7700.0010 to 7700.0090 establish the policies and 1.6 procedures for certification as a consumer assistance partner through MNsure. 1.7 **7700.0020 DEFINITIONS.** 1.8 Subpart 1. Scope. As used in this chapter, the terms defined in this part have the 1.9 1.10 meanings given them. Subp. 2. Affordable Care Act. "Affordable Care Act" means the Patient Protection 1.11 and Affordable Care Act of 2010, Public Law 111-148, as further defined through 1.12 amendments to the act and regulations issued under the act. 1.13 Subp. 3. Applicable staff. "Applicable staff" means any person who has access 1.14 authorized under this chapter to data stored in the MNsure Web tool. 1.15

Subp. 4. Board. "Board" means the Board of MNsure specified in Minnesota Statutes, section 62V.04.

Subp. 4. 5. Certified application counselor. "Certified application counselor."

described in Code of Federal Regulations, title 45, part 155.225, means an organization or individual any entity certified through by MNsure to provide consumer health insurance application and enrollment assistance services without any compensation from MNsure.

- Subp. 5. Commissioner. "Commissioner" means the commissioner of Minnesota Management and Budget.
- Subp. 6. **Conflict of interest.** "Conflict of interest" means any business, private, or personal interest sufficient to influence or appear to influence the objective execution of an

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entity's or individual's official or professional responsibilities to the extent necessary to carry out the functions of MNsure.

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- Subp. 7. **Consumer assistance <u>partners partners</u>**. "Consumer assistance <u>partners partner"</u> means <u>navigators</u>, in-person assisters, and entities certified by MNsure to serve as a navigator, in-person assister, or certified application counselors counselor.
- Subp. 8. **Cost-sharing reduction.** "Cost-sharing reduction" means reductions in cost sharing for an eligible individual enrolled in a silver level plan through MNsure or for an individual who is an American Indian or Alaska Native enrolled in a QHP through MNsure.
- Subp. 9. **Enrollment.** "Enrollment" means enrolling individuals in a QHP or public health care program through MNsure, including properly utilizing the appropriate system tools, resources, and data to perform this function.
- Subp. 10. **Individual tax credit.** "Individual tax credit" means premium tax credits specified in section 36B of the Internal Revenue Code, as added by section 1401 of the Affordable Care Act, which are provided on an advance basis to an eligible individual enrolled in a QHP through MNsure according to sections 1402 and 1412 of the Affordable Care Act.
- Subp. 11. **In-person assister.** "In-person assister" means any organization, distinct from a navigator or insurance producer, certified through MNsure to provide in-person consumer assistance services entity certified by MNsure to provide services consistent with the applicable requirements of Code of Federal Regulations, title 45, part 155.205,(c), (d), and (e), and is distinct from a navigator.
- Subp. 12. **Insurance producer.** "Insurance producer" has the meaning defined in Minnesota Statutes, section 60K.31.
- Subp. 13. **MNsure.** "MNsure" means the "Minnesota Insurance Marketplace" under Minnesota Statutes, chapter 62V, created as a state health benefit exchange as described in

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section 1311 of the federal Patient Protection and Affordable Care Act, Public Law 111-148, and further defined through amendments to the act and regulations issued under the act.

Subp. 14. **Navigator.** "Navigator" means any entity certified by MNsure to serve as a navigator and has the meaning described in section 1311(i) of the federal Patient Protection and Affordable Care Act (ACA), Public Law 111-148, and further defined through amendments to the act and regulations issued under the act. For calendar year 2014, the navigator program shall be covered by Minnesota Statutes, section 256.962.

Subp. 15. **Qualified health plan or QHP.** "Qualified health plan" or "QHP" means a health plan that meets the definition in section 1301(a) of the Affordable Care Act, Public Law 111-148, and has been certified by the board according to Minnesota Statutes, section 62V.05, subdivision 5, to be offered through MNsure.

7700.0030 ELIGIBILITY REQUIREMENTS; CERTIFIED CONSUMER ASSISTANT PARTNER ASSISTANCE PARTNERS.

Subpart 1. Federal prohibitions.

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- A. Consumer assistance partners must not be health insurance issuers, subsidiaries of a health insurance issuer, stop loss insurance issuers, subsidiaries of a stop loss insurance issuer, or professional associations that include members of or lobby on behalf of the insurance industry according to federal requirements in Code of Federal Regulations, title 45, section 155.210 (d).
- B. Consumer assistance partners must not have a conflict of interest during the term while serving as a navigator or in-person assister consumer assistance partner.
- (1) Navigator organizations Consumer assistance partners must not receive any compensation directly or indirectly from any health insurance issuer in connection with the enrollment of any individuals or employees in a qualified health plan or a nonqualified health plan as specified in Code of Federal Regulations, title 45, section 155.210 (d)(4).

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(2) In-person assister organizations Consumer assistance partners must follow the requirements pursuant to Minnesota's Level One Establishment Notice of Grant Award, Special Terms and Conditions, Attachment B, #19-: "In order to provide services that meet the requirements of Code of Federal Regulations, title 45, sections 155.205 (d)-(e), and 155.405, individuals performing in-person assistance functions must operate in a fair and impartial manner and must meet and adhere to appropriate conflict of interest standards which include, but are not limited to the following: Do no receive any direct or indirect compensation from an issuer in connection with enrolling consumers in health plans; and are not subsidiaries of an issuer or associations that include members of, or lobby on behalf of, the insurance industry."

Subp. 2. Qualifications.

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- A. Organizations participating in the in-person assister program Consumer assistance partners must demonstrate the ability to carry out those responsibilities as defined by the board.
- B. Organizations participating in the in-person assister program Consumer assistance partners must accomplish the following:
- (1) demonstrate proven connections to the communities MNsure will serve, or demonstrate the ability to form relationships with consumers, including uninsured and underinsured consumers;
 - (2) successfully complete MNsure's certification training program; and
 - (3) comply with any privacy and security standards applicable to MNsure.
- Subp. 3. Eligible organizations entities. Eligible Consumer assistance organizations partners eligible for certification by MNsure are any of the following organizations or entities able to demonstrate to the board that the entity has existing relationships, or could readily establish relationships with consumers in Minnesota, including uninsured and,

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5.1	underinsured eonsumers, and vu	ulnerable populations, like	ely to be eligible to e	nroll through
5.2	MNsure: 501(c)(3) community-	based organizations, for-p	profit businesses, go	vernment
5.3	agencies, and any other organiza	ntion entity recognized by	the Office of the So	ecretary of
5.4	State including, but not limited	to:		
5.5	A. community and co	nsumer-focused nonprofi	t groups;	
5.6	B. trade, industry, and	l professional association	s;	
5.7	C. farming organization	ons;		
5.8	D. religious organizat	ions;		
5.9	E. chambers of comm	nerce;		
5.10	F. insurance producer	s, subject to subpart 1;		
5.11	G. coalitions and colle	aborative efforts are enco	uraged;	
5.12	H. G. tribal organizat	ions; and		
5.13	F. H. state or local hu	man services agencies.		
5.14	MNsure will consider coalitions	or collaboratives of entit	ies meeting the requ	irements of
5.15	subpart 3.			
5.16	7700.0040 RESPONSIBILITI	ES OF ORGANIZATIO	ONS PROVIDING	
5.17	CONSUMER ASSISTANCE			
5.18	THROUGH MNSURE.	 		
5.19	Subpart 1. Duties and resp	oonsibilities. The in-pers	on assister program	aligns with
5.20	federal requirements specified A	s required in Code of Fed	eral Regulations, tit	le 45, section

A. maintain expertise in eligibility, enrollment, and program specifications and conduct public education activities;

assister program to partners, at a minimum, must perform the following activities:

155.210 (e), which require any consumer assistance partner participating in the in-person

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B.	provide information	and services in a	a fair, accurat	e, and impartial	manner
and this info	ormation must acknow	ledge other heal	Ith programs;		

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- C. facilitate enrollment in qualified health plans offered in MNsure;
- D. provide referrals to any applicable office of health insurance consumer assistance or health insurance ombudsman established under section 2793 of the Public Health Service Act, or any other appropriate state agency or agencies for any enrollee with a grievance, complaint, or question regarding an enrollee's health plan, coverage, or a determination under such plan or coverage; and
- E. provide information in a manner that is culturally and linguistically appropriate to the needs of the population being served by MNsure including individuals with limited English proficiency; and ensure accessibility and usability of tools and functions for individuals with disabilities according to the Americans with Disabilities Act and section 504 of the Rehabilitation Act.; and
- F. comply with Title VI of the Civil Rights Act of 1964, section 1557 of the Americans with Disabilities Act, and other applicable federal law and regulation.
- Subp. 2. **Consumer assistance services.** Consumer assistance partners and insurance producers certified by MNsure shall guide consumers through the application and enrollment process and facilitate access to the range of health coverage options available through MNsure by providing the following services, including but not limited to:
- A. informing consumers of health insurance options and advising consumers regarding the value of coverage, in addition to explaining reviewing insurance options available through MNsure;
- B. informing individuals of application processes, required documentation, mandated requirements, and any exemption criteria;

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7.1	C. providing information and referrals to small employers on enrollment in the
7.2	Small Business Health Options Program (SHOP) and any tax provisions, including credits
7.3	and penalties, potentially affecting small employers;
7.4	D. gauging eligibility for through MNsure and providing referrals to appropriate
7.5	support services or programs for further assistance, such as free health clinics;
7.6	E. providing nonmedical referrals, to the extent possible, according to MNsure
7.7	referral guidance;
7.8	F. explaining program eligibility rules and providing application assistance for
7.9	Medicaid/CHIP, premium tax credits, and cost-sharing reductions;
7.10	G. assisting with the entry, or overseeing the entry of information into
7.11	enrollment tools and resources, including final submission of information;
7.12	H. advising American Indians and Alaskan Natives on benefits specified by the
7.13	Affordable Care Act, such as cost-sharing reductions, income exclusions, special open
7.14	enrollment periods, and exemption from minimum health care coverage mandate;
7.15	I. addressing questions regarding the submission of eligibility and enrollment
7.16	verification documentation;
7.17	J. facilitating referrals to insurance producers for individuals and families
7.18	enrolling in qualified health plans through MNsure and requesting additional plan
7.19	enrollment assistance beyond the scope of consumer assistance partners;
7.20	K. facilitating referrals to community organizations, counties, or other
7.21	appropriate nonprofit or public entities when individuals and families require technical
7.22	expertise and assistance beyond the scope of the consumer assistance partners partner

 $L. \ \ explaining, \ discussing, \ and \ interpreting \ coverage \ and \ policies \ with \\ consumers \ to \ facilitate \ plan \ selection; \ \underline{and}$

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or insurance producers producer;

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M. assisting with plan comparison based upon individual priorities, including but not limited to metal tier levels, quality ranges, providers including, but not limited to, specialty care, pharmaceutical, dental and eye care, and total cost estimation including utilization and health status; and.

N. facilitating initial premium payment on behalf of MNsure.

Regardless of services listed in this subpart, no consumer assistance partner may provide a service that requires licensure under Minnesota Statutes, chapter 60K, unless the consumer assistance partner has the appropriate licensure under Minnesota Statutes, chapter 60K.

7700.0050 CERTIFICATION TRAINING.

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Subpart 1. **Consumer assistance partners.** MNsure shall develop a certification training program, administer Web-based training, and administer assessment of proficiency for the navigator, in-person assister navigators, in-person assisters, and certified application eounselor programs counselors. Training shall be made available to eligible entities by MNsure. MNsure may enter into agreements with third-party entities to deliver the MNsure certification training program curriculum. MNsure may audit any third-party entity program at any time and may terminate the training agreement at MNsure's discretion. Documentation of certification training completion shall be maintained by MNsure. To receive and maintain MNsure certification, all applicable staff of an organization entity serving as a navigator, in-person assister, or certified application counselor must complete the following required training modules with a minimum passing score, determined by MNsure, on all assigned training coursework. Modules include, but are not limited to, those specified in items A to E.

A. MNsure Web tool that includes training on the use of the public Web site, online enrollment tools, and navigation of the navigator, in-person assister, or certified application counselor landing page.

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B. Affordable Care Act 101 that includes training on basic information on available public health care programs, referrals to other consumer assistance organizations serving partners and insurance producers certified by MNsure, underserved and vulnerable populations, privacy and security as specified in part 7700.0080, and conflict of interest as specified in part 7700.0070.

- C. Public health care programs, premium tax credits, and cost-sharing reductions includes training on eligibility and enrollment rules and procedures, and means of appeal and dispute resolution.
- D. Qualified health plan includes training on eligibility and enrollment rules and procedures, the range of qualified health plan options offered through MNsure, and the means of appeal and dispute resolution.
- E. <u>State Overview</u> of Minnesota licensure requirements to sell, solicit, or negotiate insurance.
- Subp. 2. **Insurance producers.** MNsure shall establish minimum certification training standards for insurance producers certified to serve <u>by MNsure</u>. Training and assessment of proficiency for insurance producers shall be administered by MNsure. MNsure may enter into agreements with third-party entities to deliver the MNsure certification training program curriculum. MNsure may audit any third-party entity program at any time and may terminate the training agreement at MNsure's discretion. Training shall be made available to eligible insurance producers by MNsure. To receive and maintain MNsure certification to serve MNsure, all appropriate applicable staff of an organization entity serving as a certified insurance producer must complete the required training modules in items A to E with a minimum passing score, determined by the board, on all assigned training coursework. Modules include, but are not limited to:
- A. MNsure Web tool that includes training on the use of the public Web site, online enrollment tools, and navigation of the insurance producer landing page;

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B. Affordable Care Act 101 that includes training on basic information on
available public health care programs, referrals to other consumer assistance organizations
<u>partners</u> serving MNsure, underserved and vulnerable populations, privacy and security as
specified in part 7700.0080, and conflict of interest as specified in part 7700.0070;

- C. public health care programs, premium tax credits, and cost-sharing reductions includes training on eligibility and enrollment rules and procedures, and the means of appeal and dispute resolution;
- D. qualified health plans includes training on eligibility and enrollment rules and procedures, the range of qualified health plan options offered in MNsure, and the means of appeal and dispute resolution; and
- E. defined contributions includes training on federal requirements and MNsure online enrollment tools for small employers to provide a defined contribution towards a qualified health plan for their employees.

7700.0060 CERTIFICATION.

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- Subpart 1. **Consumer assistance partners.** Before providing any services on behalf of MNsure, a navigator, in-person assister, or certified application counselor must be certified by MNsure by meeting the criteria in items A to F:
- A. enter into a formal agreement with MNsure by responding to MNsure MNsure's solicitation for the navigator, in-person assister navigators, in-person assisters, or certified application counselor program counselors;
- B. select, manage, and monitor individual navigator, in-person assister, or certified application counselor staff individuals performing consumer assistance services and direct them to meet MNsure certification training standards by ensuring that all applicable navigator, in-person assister, or certified application counselor and appropriate staff participate in required MNsure sponsored training under part 7700.0050;

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11.1	C.	comply with MNsure con	nflict of interest standa	rds as specified in p	part
11.2	7700.0070;				
11.3	D.	comply with MNsure pri	vacy and security stand	dards as specified in	ı part
11.4	7700.0080;				
11.5	E.	comply with MNsure acc	ount creation process;	and	
11.6	F.	comply with recertificatio	n requirements to be de	etermined by MNsu	ıre.
11.7	Subp. 2	. Insurance producers. I	Before providing any so	ervices through MN	Isure, an
11.8	insurance pr	oducer must be certified by	y MNsure by meeting t	he criteria in items	A to G:
11.9	A.	maintain active licensure	in good standing as an	insurance produce	r with the
11.10	Accidental a	nd Health Line of Authori	ty pursuant to Minneso	ota Statutes, section	s 60K.30
11.11	to 60K.56 st	atus as an insurance produ	cer under part 7700.00	20, subpart 12;	
11.12	B.	inform MNsure of the int	ent to serve be certified	d by MNsure;	
11.13	C.	ensure that all insurance	producer and applicabl	e staff and subcontr	ractors
11.14	participate in	n required MNsure certific	ation training specified	in part 7700.0050;	
11.15	D.	disclose to MNsure whic	h health carrier's qualit	fied health plans of	fered

from a navigator, in-person assister, certified application counselor or individual for noncompliance with the certification requirements in subpart 1. At MNsure's discretion,

F. comply with the MNsure account creation process; and

E. comply with MNsure privacy and security standards specified in part

G. comply with recertification requirements to be determined by MNsure.

Subp. 3. Noncompliance. At MNsure's discretion, certification may be withdrawn

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through MNsure the insurance producer is authorized to sell;

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certification may be withdrawn from an insurance producer <u>organization</u> <u>entity</u> or individual for noncompliance with the certification requirements in subpart 2.

Subp. 4. **Monitored performance.** At MNsure's discretion, navigator, in-person assister, certified application counselor, or a consumer assistance partner and MNsure certified insurance producer producer's performance may be monitored during the certification period. Through reporting on performance of responsibilities required by the formal agreement with a navigator, in-person assister, or certified application counselor, MNsure may require an underperforming entity to develop and implement a time-limited performance improvement plan. If performance does not improve is not to MNsure's satisfaction, certification to provide services through MNsure may be withdrawn.

7700.0070 CONFLICT OF INTEREST.

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- Subpart 1. **Framework; consumer assistance partners.** MNsure shall provide consumers with impartial, high-quality, community-based education and information, and in-person application and enrollment assistance through eertified navigators, certified in-person assisters, and certified application counselors consumer assistance partners. In order to ensure the delivery of high quality services, to minimize or eliminate the existence of conflicts of interest and ensure integrity, MNsure will:
- A. screen for potential conflicts of interest during the navigator, in-person assister, and certified application counselor consumer assistance partner selection process and throughout the term of engagement with these entities;
- B. require initial and ongoing training that includes instruction on providing impartial education and in-person assistance with consumer selection of a qualified health plan;
- C. require the navigator, in-person assister, or certified application counselor consumer assistance partner to disclose all affiliations that may present a direct, indirect, or perceived conflict of interest which includes submission of a written attestation that

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the consumer assistance partner is not a health insurance issuer or issuer of stop loss insurance, a subsidiary of a health insurance issuer or issuer of stop loss insurance, or an association that includes members of, or lobbies on behalf of, the insurance industry;

- D. monitor the navigator, in-person assisters, or certified application counselor's consumer assistance partner's performance and practice through reporting;
- E. monitor the navigator, in-person assister, or certified application counselor consumer assistance partner through feedback tools on the MNsure Web site and through qualitative and quantitative evaluation tools;
- F. actively solicit customer satisfaction feedback on experience with MNsure; and
 - G. as circumstances command, where a conflict of interest arises, require mitigation, revocation of certification, or termination of partnership with a navigator, in-person assister, or certified application counselor consumer assistance partner.
 - Subp. 2. **Insurance producers.** All current conflict of interest requirements in Minnesota statutes and rules Rules and Minnesota Statutes shall apply to insurance producers.

7700.0080 PRIVACY AND SECURITY.

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Pursuant to Code of Federal Regulations, title 45, part 155.260, MNsure shall require a navigator, in-person assister, certified application counselor, or insurance producer to annually attest that its data security and privacy practices are compliant with the applicable federal and state laws and supportive of MNsure data security and privacy practices. Any navigator, in-person assister, certified application counselor, or insurance producer must have specific authorization from MNsure prior to accessing data through MNsure according to Minnesota Statutes, section 62V.06, subdivision 8. The authorization must be immediately and permanently revoked under Minnesota Statutes, section 62V.06, subdivision 8, for any willful violation of Minnesota Statutes, chapter 13. MNsure has

the right to inspect, assess, and audit a navigator, in-person assister, certified application counselor, or insurance producer's data security and privacy practices. Inadequate data security and privacy practices may result in termination of certification at the discretion of MNsure.

7700.0090 COMPENSATION.

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Subpart 1. In-person assister.

A. Infrastructure grants.

- (1) MNsure shall award in-person assister infrastructure and outreach grants for operations and outreach through a competitive process. The competitive process shall be based on solicitation and at MNsure's discretion grants will be established based on the criteria outlined in the solicitation.
- (2) Disbursements of grant funding shall be paid per contract agreed to between the entity and MNsure.
- B. Payment per enrollment. Organizations serving as in-person assisters shall receive payment for each successful enrollment into a qualified health plan.
- (1) The rate of payment may be set by MNsure. The initial payment rate and any subsequent changes to the payment rate must be published in the State Register.

 The payment rate will be effective upon publication and applicable for all work completed on or after the payment rate effective date.
- (2) Payments shall be paid to in-person assisters until funds are depleted. Payments shall be made directly to the organization or entity.
- C. Pay-for-performance payments. At the discretion of MNsure, additional pay-for-performance payments may be established to address specific performance measures including, but not limited to, targeted geographic areas, specific population barriers, disparities, or distinctive outreach activities.

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Subp. 2. Certified application counselors. Certified application counselors shall not receive payment from either MNsure or from health earriers that offer health plans through MNsure.

7700.0090 COMPENSATION.

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Subpart 1. Consumer assistance partners compensation. Consumer assistance partner compensation may include, but is not limited to, per enrollment payments, grants, and pay-for-performance payments. The type of compensation is dependent on the specific role of the consumer assistance partner. The amount or rate of compensation is dependent on the specific role of the consumer assistance partner. The rate of per enrollment payments shall be set by the board on an annual basis. The initial payment rate and any subsequent changes to the payment rate must be published in the State Register. The payment rate is effective upon publication and applicable for all work completed on or after the payment rate effective date.

A. Payment per enrollment.

- (1) Consumer assistance partners may receive payment for each successful enrollment through MNsure. The rate of payment shall be set by MNsure. The initial payment rate and any subsequent changes to the payment rate shall be published in the State Register. The payment rate is effective upon publication and applicable for all work completed on or after the payment rate effective date. Payments shall be paid based on the availability of funding.
 - (2) Payments shall be made directly to the entity.

15.22 B. Grants.

(1) MNsure may award grants through a competitive process. The competitive process shall be based on solicitation, and at MNsure's discretion, grants shall be established based on the criteria outlined in the solicitation.

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(2) Disbur	sements of grant funding shall l	be paid per contract	agreed to
between the entity and M	INsure.		

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C. Pay-for-performance payments. At the discretion of MNsure, pay-for-performance payments shall be established to address specific performance measures including, but not limited to, targeted geographic areas, specific population barriers, disparities, or distinctive outreach activities.

Subp. 2. Insurance producers. Compensation for insurance producers is subject to 16.7 Minnesota Statutes, section 62V.05, subdivision 3. 16.8