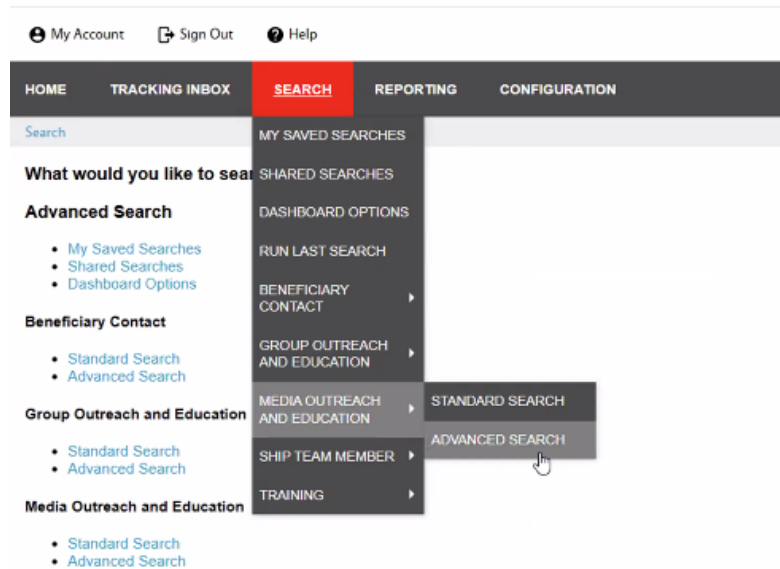




STARS MEDIA OUTREACH REPORT

- Sign into STARS database: <https://smpship.acl.gov/etk-hhs-acl-prod/home.do>
- On home screen, you will see 'SEARCH'
- SEARCH – MEDIA OUTREACH AND EDUCATION – ADVANCED SEARCH



-
- Data Object: Media Outreach and Education
- Data Element: Start Date of Activity
 - Between
 - Value dates are QUARTER START AND END

-
- Add as Column
 - Click “Add”

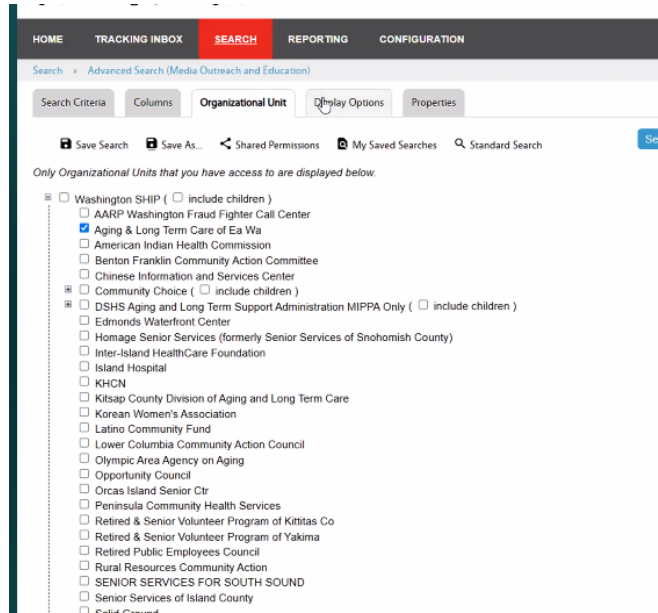
- Next Tab: Column

- County of Event (move to top – to right, click ‘Up’ so this is above Start Date of Activity)
- MIPPA (move to 2nd – to right, click ‘Up’ so this is above Start Date of Activity)
- Type of Media (move to 3rd – to right, click ‘Up’ so this is above Start Date of Activity)
- Title of Interaction
- Intended Audience
- Target Beneficiary Group
- Estimated Number of People Reached
- Topics Discussed
- *OPTIONAL: SHIP Reference Number*

Data Object	Data Element	Label	Sort
Media Outreach and Education	County of Event	County of Event	[Up] [Down]
Media Outreach and Education	MIPPA	MIPPA	[Up] [Down]
Media Outreach and Education	Type of Media	Type of Media	[Up] [Down]
Media Outreach and Education	Start Date of Activity	Start Date of Activity	[Up] [Down]
Media Outreach and Education	Title of Interaction	Title of Interaction	[Up] [Down]
Media Outreach and Education	Intended Audience	Intended Audience	[Up] [Down]
Media Outreach and Education	Target Beneficiary Group	Target Beneficiary Group	[Up] [Down]
Media Outreach and Education	Estimated Number of People Reached	Estimated Number of Peop	[Up] [Down]
Media Outreach and Education	Topics Discussed	Topics Discussed	[Up] [Down]

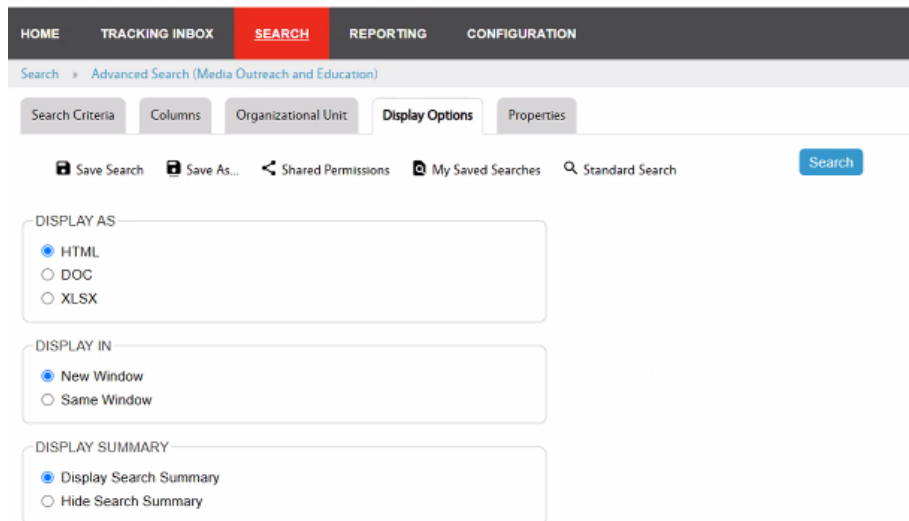
- Next tab: Organizational Unit

- Expand Washington Ship to see all
 - Choose which Sponsor



- Next tab: Display Options

- HTML if you want to save as .pdf
- XLSX if you want to filter and sort (most likely you won't)



-
- Next tab: Properties
 - Name it! Naming convention: YY-Quarter Sponsor Acronym Media Outreach Report

My Account Sign Out Help

HOME TRACKING INBOX **SEARCH** REPORTING CONFIGURATION

Search > My Saved Searches > 24-Q4 ALTCEW Media Outreach Sample (Media Outreach and Education)

Search Criteria Columns Organizational Unit Display Options **Properties**

Save Search Save As... Shared Permissions My Saved Searches Standard Search Search

Name 24-Q4 ALTCEW Media Outreach Sample *

Title

Description 24-Q4 ALTCEW Media Outreach Sample *

Save Search

-
- Save Search (in order to use in future quarters)
- Click 'Search'

● Report:

My Account Sign Out Help ACL - Noreen.Brisson123 (SHIP State Staff)

HOME TRACKING INBOX **SEARCH** REPORTING CONFIGURATION

Search > My Saved Searches > 24-Q4 ALTCEW Media Outreach Sample (Media Outreach and Education) > Results

SEARCH SUMMARY

Media Outreach and Education Records 47

Total Rows 47

Search Name 24-Q4 ALTCEW Media Outreach Sample

Search Title

Criteria

ALL criteria below must be true (AND)

Data Object	Data Element	Operator	Value
Media Outreach and Education	Start Date of Activity	BETWEEN	10/01/2024 and 12/31/2024

Organizational Unit Filters

Assignment Filters

Page 1 of 1 Display 47 per page Refresh Print Displaying 1 - 47 of 47

County of Event	MIPPA	Type of Media	Start Date of Activity	Title of Interaction	Intended Audience	Target Beneficiary Group	Estimated Number of People Reached	Topics Discussed	SHIP Reference Number
Spokane - WA	No	Other	10/04/2024	20	• Beneficiaries	• N/A		• Medicare Part D	WA-24-408367
Spokane - WA	No	Other	10/02/2024	Contact	• Beneficiaries	• N/A		• Medicare Part D	WA-24-408368
Spokane - WA	No	Other	10/09/2024	event	• Beneficiaries • Family • Members/Caregivers • Medicare Pre-Enrollees • Partner Organizations • Other	• American Indian or Alaskan Native • Asian • Black or African American • People with Disabilities • Hispanic/Latino • Limited-English Proficiency • LGBTQI+ • Low Income • Native Hawaiian or other Pacific Islander • Rural		• Medicare Advantage • Medicare Part D • Medicaid or Supplemental Insurance	WA-24-408369
Spokane - WA	No	Other	10/11/2024	event	• Beneficiaries	• Other	50	• Medicare Advantage	WA-24-408370

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- Since we saved to HTML, can save to .pdf easily

● Note that deliverables are grouped by county (as you scroll down the page)