

December 5, 2013

Mary Beth Senkewicz
FOIA Officer
DC Health Benefit Exchange Authority
1100 15th Street NW 8th Floor
Washington, DC 20005

Dear Ms. Senkewicz,

I am looking for any and all documents, communications and information pertaining to D.C. Health Link's navigator, In-Person Assister (IPA), and Certified Application Counselor (CAC) contracts, grants, program dates, and staff requirements. I am specifically interested in any documentation or communications pertaining to the questions detailed below.

Does D.C. Health Link recognize IPAs, CACs, and navigators according to the ACA and HHS designations? Please provide definitions and work descriptions and requirements. Are these definitions adhered to when performing background checks and assigning duties?

Who is considered certified staff? Who is considered non-certified? If an individual is designated "non-certified," what information does he or she have access to? Are requirements for certified and non-certified staffers the same? If not, please provide the different requirements.

What safeguards are in place to assure privacy? What oversight is D.C. Health Link providing? What are the repercussions for an organization's failure to meet safety measures? Please provide a list of these safeguards and documentation detailing how these safeguards are conveyed to both customers and employees.

How were IPA entities chosen as grant recipients? What did the Health Benefit Authority's vetting and approval process include? Please provide any supporting documents.

After entities were awarded grants, how were assisters chosen? Please provide hiring guidelines and approval processes.

Are assisters who have undergone background checks (listed on page 32 of the Health Benefit Exchange [application](#)) required to pass said background checks? Does failing a background check preempt an individual from being hired as a navigator, assister, or CAC?

Are the individuals and organizations listed as “assisters” on the D.C. Health Link website and press releases all funded through IPA grants? If not, how is each entity funded? Which entities received assister grants and which entities are funded through navigator grants? Please provide documentation on funding and grant giving.

Is the D.C. navigator program operational? If so, when was it launched? If not, when will it be operational? When will applications be posted?

In an Oversight and Government Reform [memo](#), the District of Columbia is listed as spending \$100,000 on the navigator program. How was this money spent? Did an organization receive a grant? If so, which entity received the funding and how was it spent? If not, what was the \$100,000 used to produce or develop?

Please provide each navigator and enrollment assistance grant recipients’ contracts. Will the same IPA grant and contract requirements be used to hire future navigators, assisters and CACs?

What level of background check was given to each of the DC assisters? Please indicate the information required of assisters for the background check. What---if any---information turned up during a background check would make an assister ineligible to participate? Were any assister applicants denied participation on the basis of information uncovered in their background checks?

Should you have any questions about this request, please contact Cameron Harley at (202) 225-2931 or via email at Cameron.Harley@mail.house.gov or David Pulliam at (202) 225-2931 or via email at David.Pulliam@mail.house.gov. Thank you for your assistance with this matter. I look forward to receiving the information.

Sincerely,

Phil Gingrey, M.D.
Member of Congress