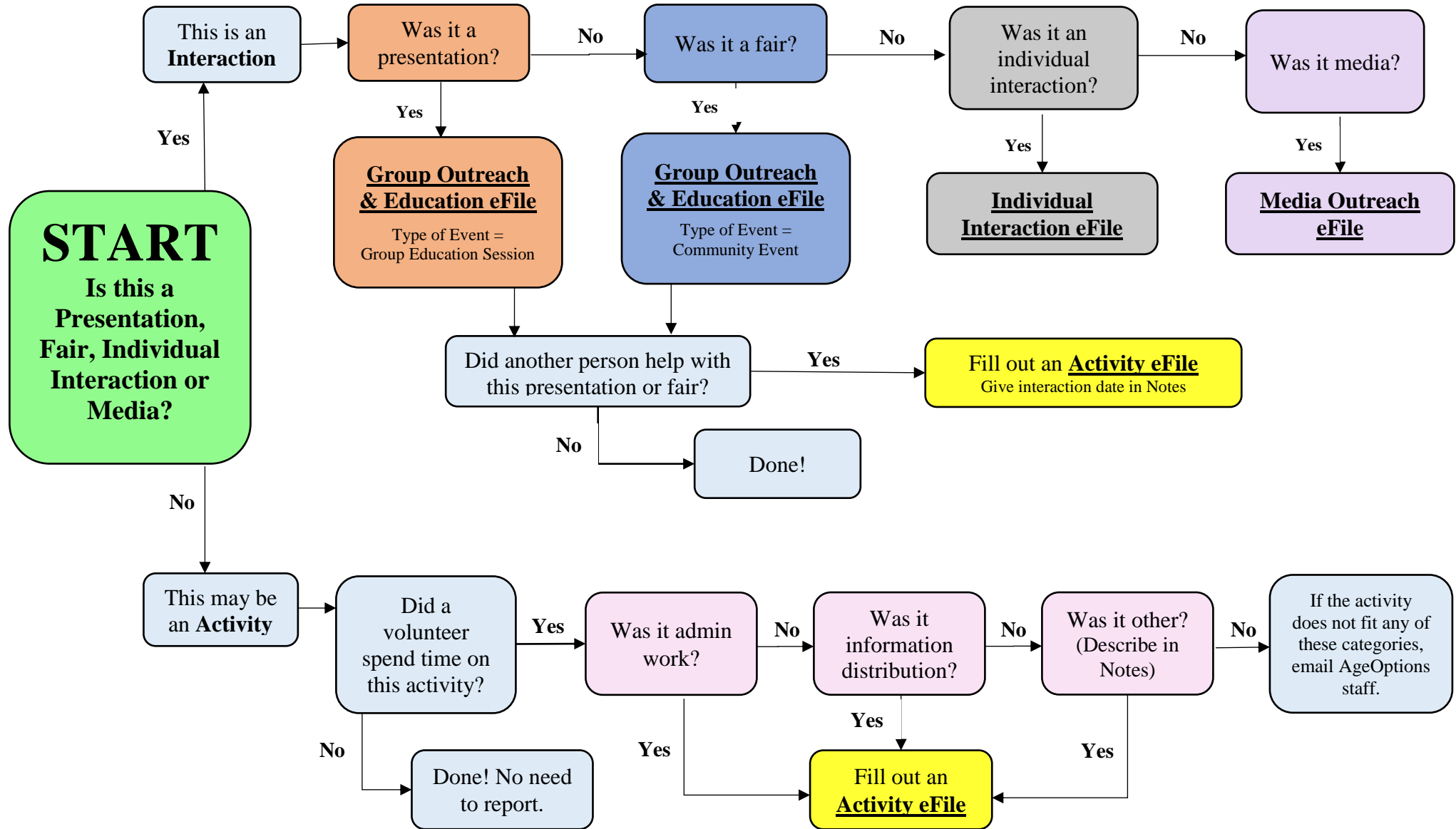


eFile Flowchart: What eFile Do I Use?



Choosing Which eFile to Report SMP Activities

What I did...	What eFile do I use?	Was someone else there?
SMP Group Presentation <ul style="list-style-type: none"> Presentation with SMP message (Protect, Detect, Report) 	Group Outreach & Education eFile (click this link) <ul style="list-style-type: none"> In Type of Event, select “Group Education Session” (Presentation) Use the eFile ID of the person who primarily conducted the session Time spent can include travel and preparation 	If another volunteer or staff person was at this presentation: <ul style="list-style-type: none"> Fill out an Activity eFile using the second person’s ID Do not fill out an activity eFile for the primary person
Health Fair <ul style="list-style-type: none"> Staffed a table with SMP information at a fair or event 	Group Outreach & Education eFile (click this link) <ul style="list-style-type: none"> In Type of Event, select “Community Event” (Fair) Use the eFile ID of the person who primarily staffed this table Time spent can include travel and preparation 	If another volunteer or staff person was at this fair: <ul style="list-style-type: none"> Fill out an Activity eFile using the second person’s ID Do not fill out an activity eFile for the primary person
Individual Counseling Session <ul style="list-style-type: none"> Talked about SMP or health care fraud with a consumer Formerly known as “One-on-One Interactions” 	Individual Interaction eFile (click this link) <ul style="list-style-type: none"> Use the eFile ID of the person who conducted the individual interaction Enter the zip code <ul style="list-style-type: none"> If in-person, the zip code where the interaction took place (e.g., your office) If over the phone, the beneficiary’s zip code 	N/A* <p style="text-align: right; font-size: small;">*Individual interactions usually will not have another person, but if it does happen, you can use the Activities eFile and explain in the Notes.</p>
Media Outreach <ul style="list-style-type: none"> Radio/TV Interviews Newsletters Press Releases 	Media Outreach eFile (click this link) <ul style="list-style-type: none"> Use the eFile ID of the person who represented SMP in the media (e.g., person interviewed, person who wrote the article) For zip code, use your office location 	N/A* <p style="text-align: right; font-size: small;">*Media outreach usually will not have another person, but if it does happen, you can use the Activities eFile and explain in the Notes.</p>
Other Hours Not Captured in Interactions <ul style="list-style-type: none"> Administrative Information Distribution Other 	Fill out Activity eFile to report any Team Member hours that are not reported as interactions, including: <ul style="list-style-type: none"> Administrative Support Distributing Information Other SMP Activities Use the notes to tell us what “Other” means.	N/A

Remember: If there is something new or unique that you cannot report in SIRS or via eFile, your local SMP coordinator may want to include it in the **Partner Highlights** for the quarterly SMP Partner Meetings. (Click this link for [Partner Highlight Instructions](#).)

Sample Activity eFile Form



Activity Form

All fields marked with an * are required to submit the form.

eFile User ID*:

Month*:

Year*:

Administrative Support (hours):

Distributing Information (hours):

Group Outreach and Education (hours):

Individual Interactions (hours):

Media Outreach and Education (hours):

SMP Program Management / Team Member Management (hours):

Training (Initial/Orientation) (hours):

Training (Update/Continuing Education) (hours):

Other SMP Activities (hours):

Mileage:

Non Reimbursed Mileage:

Notes: