Instructions

1. Update all placeholders with information specific to your project
2. Complete the report
3. Save file using the following naming convention

SUP24-CXXXX-BR2\_Short title

1. Submit completed report to CHFS.SUP@ky.gov in accordance with delivered and deadlines outlined in your SUP contract
	1. SUP24-C#### must be included in the subject line of your submission to be accepted
2. This page can be deleted prior to submission



PI Name Here

University Name  SUP24 C####

Project Name Here

Biannual Report: July 2024

**EXECUTIVE SUMMARY**

The executive summary should be typed here and should consist of 1-2 pages summarizing key milestones and findings within the biannual period as related to the project, the methodology, and the findings. The executive summary does not count towards the page limits noted below.

The executive summary should answer the following questions.

1. What is the principle public health or public policy problem that this project addresses?
2. How did this project seek to answer or respond to the principle problem described above?
3. What was the most import finding from this project?
4. What would the study authors recommend from Kentucky’s Medicaid Program in response to these findings?

Example – “Kentucky’s incidence of lung cancer is among the highest in the country, and the rate of surveillance following curative treatment is not well understood. The present study examines follow up care among a cohort of patients with lung cancer using Medicaid claims data. Patients from \_\_\_\_\_ region of Kentucky exhibited higher than average follow up care than the boarder state statistics. We suggest a targeted healthcare professional recruitment effort to attract oncology providers to areas of Kentucky with below average surveillance following curative of treatment for lung cancer.”

To promote maximum impact

* References to Kentucky Revised Statutes (KRS) and Kentucky Administrative Regulations [(](https://legislature.ky.gov/Law/kar/Pages/default.aspx)KAR) are highly recommended in the executive summary
* Refer to [Instructions for Authors | JAMA | JAMA Network](https://jamanetwork.com/journals/jama/pages/instructions-for-authors#SecKeyPoints) for additional guidance.

This report may be published to CHFS website after the completion of the supporting contract.

**BACKGROUND**

Include a narrative providing background information for the project, with appropriate academic citations provided to justify the project. (2 pages max)

A literature review must accompany this section of the biannual report.

**PROJECT OBJECTIVES**

Clearly define the objectives of the SUP project in this section. (1 page max)

**PROJECT UPDATES**

Provide a brief narrative on key milestones in the project, including a timeline of activities, and address the status of the project (i.e., on target, facing unexpected delays, etc.) compared to the submission on the SUP application. The intent of this section is to ascertain how a project is adhering to the submitted schedule for administrative purposes, not as an evaluation of the efficiency of the project itself. (2 pages max)

**METHODOLOGY**

Provide a narrative detailing the methodology used in the SUP project to date for the results discussed in this biannual report. (2 pages max)

**RESULTS AND FINDINGS TO DATE**

Include a narrative with accompany charts, tables, graphs, etc. providing insight into findings during the biannual period. (1 page max)

**DISCUSSION**

Provide a narrative detailing the significance of the findings to date. (1 page max)

**POLICY IMPLICATIONS**

Review relevant existing policies from the Cabinet and provide insight into how the work connects to Medicaid policies (i.e., evidence of need for policy revisions, suggestions for future policy, etc.). (1 page max)

**LESSONS LEARNED**

Provide a brief narrative addressing the lessons learned during the SUP contract period, including any significant policy implications for the work conducted in the course of the work. (2 pages max)

**BIBLIOGRAPHY**

Include citations here. Does not count toward the page limits for the report. Please use a recognized citation style that is consistent with the rest of the report. You are permitted to define your own citation style based on the standards for your field.