## **ADVANCED HEALTH POLICY ELECTIVE:**

## **POLICY MEMO INSTRUCTIONS**

Developed by: Kelley Butler, MD MPH; Isaure Hostetter, MD, MPH; Reece Fenning, MD MPH; Christopher Boldt, BS; Melissa Chang, BS; John Billimek, Ph.D.

**YEAR 1:**

One policy memo topic is assigned. You will prepare a total of one (1) policy memo in response to either of the below prompts. It must be no longer than two (2) pages, single-spaced, 12-point font, (double-spacing between paragraphs), 1” margins, and must be submitted via the Canvas course site. Due by 11:59 PM on Saturday, April 18, 2020. Sample memos will be posted on the course site.

Please review the Policy Memo Grading Rubric below. Writing assistance is available by request from co-course directors and during office hours (please see the schedule). Key footnotes and references are required – no more than five (5) sources, to be included on a third page.

NOTE: Please treat the writing of policy memos as though intended for your real-life boss, a senior-level policy maker. Unedited, unproofed, sloppily written, and poorly constructed essays will be evaluated and graded as such without exception.

**Memo Topic 1:** Your boss is a 2020 candidate for election to a U.S. House seat – pick a real general election candidate from either party running this year (make sure to ID the candidate). You are the health policy director on their campaign and your candidate wants a memo explaining: 1st, what is most important for them to say publicly about the Affordable Care Act and health reform in light of the events of the Trump Administration thus far; and 2nd, what is most important to say about the future of US health reform going forward into 2021 and beyond. As your candidate’s health policy director, you have been directed to write this memo with a suggested response.

**Memo Topic 2:** You are the senior health policy adviser to a sitting governor (identify the Governor and the state s/he governs) whose state has NOT expanded Medicaid as permitted by the ACA’s Title II and is re-examining that decision in light of the 2020 elections. Your boss has been asked to speak at an upcoming panel at the National Governors Association to explain their current thinking. The Governor is also considering whether adding “work requirements” for new enrollees would be an acceptable way to proceed with expansion, as the Commonwealth of Virginia did this year. Write a memo explaining the Governor’s prior decision and recommend what they should do now.

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## **YEAR 2:**

One policy memo topic is assigned. You will prepare a total of one (1) policy memo in response to either of the below prompts. It must be no longer than two (2) pages, single-spaced, 12-point font, (double-spacing between paragraphs), 1” margins, and must be submitted via the Canvas course site. Due by 11:59 PM on Saturday, April 17, 2020. Sample memos will be made available upon request.

Please review the Policy Memo Grading Rubric below. Writing assistance is available by request from co-course directors and during office hours (please see the schedule). Key footnotes and references are required – no more than five (5) sources, to be included on a third page.

NOTE: Please treat the writing of policy memos as though intended for your real-life boss, a senior-level policy maker. Unedited, unproofed, sloppily written, and poorly constructed essays will be evaluated and graded as such without exception.

**Memo Topic 1:** You are the senior health policy adviser to a sitting governor (identify the Governor and the state s/he governs) whose state HAS expanded Medicaid as permitted by the ACA’s Title II and is re-examining eligibility criteria under the new presidency. Your boss has been asked to speak at an upcoming panel at the National Governors Association to explain their current thinking. The Governor is also considering whether expanding “hospital presumptive eligibility” for adult state residents in crisis (including for COVID-19) would be an acceptable way to proceed with expansion, as [California has](https://www.dhcs.ca.gov/services/medi-cal/eligibility/Pages/HospitalPE.aspx). Write a memo explaining the Governor’s prior decision and recommend what they should do now.

**Memo Topic 2:** You are the senior health policy adviser to a sitting governor (identify the Governor and the state s/he governs) whose state has NOT expanded Medicaid as permitted by the ACA’s Title II and is re-examining that decision under the new presidency. Your boss has been asked to speak at an upcoming panel at the National Governors Association to explain their current thinking. The Governor is also considering whether adding “work requirements” for new enrollees would be an acceptable way to proceed with expansion, as the Commonwealth of Virginia did in 2020. Write a memo explaining the Governor’s prior decision and recommend what they should do now.