

December 17, 2013

**To: Medical Carriers for K-12 School Districts in the State of Washington**

**From: Peggy Reddy and the OIC K-12 Health Benefits Data Collection Project Team**

**CC: Office of the Insurance Commissioner (OIC)**

**Re: Year 2 Carrier Data Call - OIC Request for K-12 Health Benefits Data, as mandated by ESSB 5940**

Hello again everyone. Thank you for your great work in responding to the Data Call for Year 1 (Y1) of the OIC K-12 School District Employee Health Benefits Data Collection Project. Please note that the report (and associated exhibits) based on data collected during Y1 may be viewed at this web address: [www.insurance.wa.gov/about-oic/commissioner-reports/2009-present](http://www.insurance.wa.gov/about-oic/commissioner-reports/2009-present).

The purpose of this memo is to announce the commencement of the Data Call process for Year 2 (Y2) of the Data Collection Project and to ask for your input. Please review the attached draft Year 2 Data Call Instructions and corresponding Data Collection Spreadsheet and respond with your comments to Peggy Reddy by January 15, 2014 at [Peggy@TreinenAssociates.com](mailto:Peggy@TreinenAssociates.com) with copy to [Y2DataCallTeam@Treinen.com](mailto:Y2DataCallTeam@Treinen.com).

For further information on ESSB 5940, on the rules associated with this legislation, or about Treinen Associates Inc. please see the section below entitled 'Further Information - Links'.

### **Data Call Description and Format**

As in Y1, data will be submitted by means of a spreadsheet with multiple tabs, each corresponding to a Section described in the Year 2 Data Call Instructions. The Y2 spreadsheet contains numerous improvements over that of Y1, including the addition of a new check-my-spreadsheet function. The required data, and the various changes and improvements to the spreadsheet are described in detail within the attached instructions document.

To facilitate your submissions you may use the eleven (11) empty file templates in .CSV format. These may be used as the output file definition for any queries or extract routines that you may run against your own in-house databases. However, please submit your data using the Data Collection Spreadsheet that is included with the instructions – this should make your task easier, as the spreadsheet contains various edits and macros that allow you to pre-validate some aspects of your data before submitting it.

The Data Call Instructions, accompanying Data Collection Spreadsheet, and .CSV format files will be posted to the OIC website the week of December 17 at the link below:

<http://www.insurance.wa.gov/companies/information-about-insurers-companies/special-data-call/k-12-health-benefits-data-collection/carriers>

### **New Submission Method**

In Y2 we will no longer use email as the data transport mechanism. Instead we will use Sharefile.com. Information on this service may be found on the service's website, which is [www.ShareFile.com](http://www.ShareFile.com). If you have specific concerns about the data security arrangements of Sharefile.com, please see <http://www.ShareFile.com/industries/business/security.aspx>.

A secure Sharefile.com account will be set up for the exclusive use of each carrier. Information about ShareFile is provided in a separate document. Submission instructions are included in the Year 2 Data Call Instructions.

## Timelines / Next Steps

12/16/13	Date that the draft Data Call (Carrier Data Collection Spreadsheet and Carrier Instructions) is being distributed to carriers for review.
12/18/13	Individual Sharefile accounts will be set up for all carriers. A notification email will be sent from Sharefile (the sender id will be <a href="mailto:Y2DataCallTeam@Treinen.com">Y2DataCallTeam@Treinen.com</a> ) asking each carrier to log into their Sharefile account and change the password.
12/16/14 - 1/15/14	Carrier Review period. During this time, carriers are invited to review and provide feedback on the draft Data Call, and on the new submission method (Sharefile.com).
1/9/14	Stacy Middleton, OIC Project Manager, will sponsor a conference call on this date. One item on the agenda will be to discuss the draft Data Call and answer carriers' questions.
1/15/14	Carrier Review is complete. By this date, carriers should have provided comments on the draft Data Call.
1/30/14	On this date the final version of the Carrier Data Call will be posted to the OIC website at <a href="http://www.insurance.wa.gov/companies/information-about-insurers-companies/special-data-call/k-12-health-benefits-data-collection/carriers">http://www.insurance.wa.gov/companies/information-about-insurers-companies/special-data-call/k-12-health-benefits-data-collection/carriers</a>
February 2014	Carrier training in the form of detailed walkthroughs of the carrier data call. Dates and times TBD.
2/6/14	Stacy Middleton, OIC Project Manager, will sponsor a conference call on this date. One item on the agenda will be to discuss further questions or issues arising from the Carrier Data Call.
5/31/14	Deadline for all carrier data submissions.

## Questions or Comments?

For questions please contact Peggy Reddy at [Peggy@TreinenAssociates.com](mailto:Peggy@TreinenAssociates.com) with copy to [Y2DataCallTeam@Treinen.com](mailto:Y2DataCallTeam@Treinen.com).

Thank you,

Peggy M. Reddy

206.484.4845

On behalf of the OIC K-12 Health Benefits Data Collection Project Team

## **Further Information - Links**

### **ESSB 5940**

The original legislation may be found here:

<http://apps.leg.wa.gov/documents/billdocs/2011-12/Pdf/Bills/Senate%20Bills/5940-S.E.pdf>

### **Treinen Associates Inc.**

Treinen Associates' web site:

[www.treinenassociates.com/](http://www.treinenassociates.com/)

### **OIC Rules**

The OIC's rules (CR-103P) associated with ESSB 5940 are available on the OIC's web site:

[www.insurance.wa.gov/laws-rules/legislation-rules/recently-adopted-rules/documents/2012-21103P.pdf](http://www.insurance.wa.gov/laws-rules/legislation-rules/recently-adopted-rules/documents/2012-21103P.pdf)

Note: These rules should be viewed as guidance only since many clarifications and modifications have been made since their initial publication. Also, the initial Y1 Data Call template referenced in the rules document has been modified to improve and facilitate carrier reporting. Plan summaries for Y2 have been eliminated. Please use the Data Collection Spreadsheet to report cost-share plan design information.

### **OIC Data Collection Instructions and Data Collection Spreadsheet/Template**

For this project please go to the link below, to "Special Data Calls", K-12 health benefit data collection, all years, Year 2 (2013), for the instructions and spreadsheet. The information will be posted the week of December 17.

[www.insurance.wa.gov/companies/information-about-insurers-companies/special-data-call/](http://www.insurance.wa.gov/companies/information-about-insurers-companies/special-data-call/)