

January 30, 2015

To: Medical Insurance Carriers for School Districts in the State of Washington

From: Jack Peters, OIC K-12 Health Benefit Data Collection Project Team

CC: Office of the Insurance Commissioner (OIC)
OIC K-12 Health Benefit Data Collection Project Team

RE: Year 3 School District Data Call - OIC Request for K-12 Health Benefit Data, as mandated by ESSB 5940

Good day,

As you are probably aware, the OIC is required to collect school district health benefit data as specified in ESSB 5940. The purpose of this message is to request that your organization submit the required data for Year 3. This request is often referred to as the 'Carrier Data Call'.

For further information on ESSB 5940, the rules associated with this legislation, or Treinen Associates Inc. (the contactor performing the K-12 Health Benefit Data Collection Project on behalf of the OIC) please see the section below entitled 'Further Information - Links'.

Data Call Description

As in prior project years, data will be submitted by means of a Data Collection Spreadsheet with multiple tabs, labelled 'Section 1', 'Section 2' (etc.), each of which contains a different category of data. Please find the Year 3 Carrier Data Collection Spreadsheet attached.

The required data is described in detail within the attached Word document entitled 'Y3 Carrier Instructions'.

Both the Data Collection Spreadsheet and the Carrier Instructions are also available on the OIC's web pages about the Year 3 Data Call. For a link to these pages please see the section below entitled 'Further Information - Links'.

Check My Spreadsheet

Significant improvements have been made since last year to the "Check My Spreadsheet" macro within the Data Collection Spreadsheet. This performs numerous data validations and immediately reports errors to the user so that they can be corrected before data submission. This macro has been substantially upgraded to catch many of the errors that were encountered in prior project years. The validations in Check My Spreadsheet are described in detail within the attached Carrier Instructions document.

Data Submission is by ShareFile

As in Year 2, we will again use ShareFile as the data transport mechanism. Information about this service may be found at www.sharefile.com. If you have specific concerns about the data security arrangements of ShareFile.com, please see www.sharefile.com/industries/business/security.aspx.

.CSV Templates

In addition to the Data Collection Spreadsheet and the Instructions document, we will again supply (on the OIC's web site) empty file templates in .CSV ('Comma Separated Values') format. These may be used as the output file layout for queries or extract routines that are run against your database. However, please submit your data using the Data Collection Spreadsheet that we supply, as it contains the Check My Spreadsheet macro that allows you to pre-validate your data before submitting it.

Timelines

- 1/30/15 On this date the final version of the Carrier Data Call is being sent to all medical insurance carriers for school districts in the State of Washington. Simultaneously, the District Data Call is being sent to all school districts in the State of Washington.
- 2/2/15 The Year 3 Data Call (spreadsheet and instructions), FAQ and .CSV templates will be posted to the OIC's web site. There is a link to this below under 'Further Information - Links'.
- 5/29/15 Deadline for all Year 3 data submissions.

Questions? Comments?

Please feel free to send an email to jpeters@treinenassociates.com with copy to Y3DataCallTeam@Treinen.com.

Thank you,

Jack Peters,
OIC K-12 Health Benefit Data Collection Project Team

Further Information - Links

ESSB 5940

The original legislation may be found at: <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.treinen.com

OIC Rules

The OIC's rules 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

OIC K-12 Data Collection Project Pages

www.insurance.wa.gov/for-insurers/data-calls-reporting/special-data-calls/k-12-health-benefits-data-collection

This web site hosts various documents related to the OIC K-12 Health Benefit Data Collection Project, including:

- The **Carrier Data Collection Spreadsheet**
- The **Carrier Instructions**
- **FAQ** related to the school district Data Call (this is located within the school district page)
- **Carrier Data Flow**
- **.CSV templates** for the Carrier Data Call. These may be used as the output file layout for queries or extract routines that are run against your database.