

January 28, 2016

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

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

CC: Office of the Insurance Commissioner (OIC)

RE: Year 4 Carrier Data Call - OIC K-12 Health Benefits Data Collection Project, as mandated by ESSB 5940

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 4. This request is often referred to as the 'Carrier Data Call'.

Data Call Description

As in Year 3, data will be submitted by means of a spreadsheet with multiple tabs, each corresponding to a category of data. The required data is described in detail within the attached PDF document entitled 'Y4 Carrier Instructions'.

Both the Data Collection Spreadsheet and the Carrier Instructions are also available on the OIC's web pages regarding the Year 4 Data Call. For a link to these pages please see the section below entitled 'Further Information - Links'.

Check My Spreadsheet

There have been a few additional updates to the Check My Spreadsheet utility, details of these small changes are noted in the Y4 Carrier Instructions.

Data Submission is by ShareFile

As in Year 3, 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 utility that allows you to validate your data before submitting it.

Timelines

1/28/16 Carrier Data Call (this message) 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.

5/31/16 Deadline for all Year 4 data submissions.

Data Validation

6/15/16 – 9/30/16 During this period of time the project team will run thorough and extensive validation routines against submitted data. In the process of doing so we may discover data anomalies. If so, we will contact carriers (and school districts) for explanations and/or corrections to the submitted data.

Questions? Comments?

Please contact Joe Rueter at OICDataCallTeam@Treinen.com.

Thank you,

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.