

November 19, 2015

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

**From:** OIC K-12 Health Benefits 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

Hello again everyone. Thank you for your great work in responding to the Data Call for Year 3 of the OIC K-12 Health Benefits Data Collection Project. Please note that the report (and associated exhibits) based on data collected during Y3 will be available in late 2015, and may be viewed at this web address:  
[www.insurance.wa.gov/about-oic/commissioner-reports/index.html](http://www.insurance.wa.gov/about-oic/commissioner-reports/index.html)

The purpose of this memo is to announce the commencement of the Data Call process for Year 4 of the OIC K-12 Data Collection Project.

Jack Peters, our benefit consultant in Year 3 has rolled off the project, and in Year 4 (Y4) the First Point of Contact for carriers will be Joe Rueter. To contact Joe, please use the team email:  
[OICDataCallTeam@Treinen.com](mailto:OICDataCallTeam@Treinen.com).

Please note that there are no changes to the layout or content of the Data Collection Spreadsheet in Y4 (as compared to Y3). However, there are some improvements and clarifications to the Carrier Instructions, and a few additional updates to the Check My Spreadsheet utility. You will be provided with details of these small changes when the Data Call is issued on January 28, 2016.

There is no need for a Carrier Review process in Year 4 since the Data Call is essentially unchanged.

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

As in Y3, data will be submitted by means of a spreadsheet with multiple tabs, each corresponding to a Section, as described in the Data Call Instructions.

To facilitate your submissions you may use the eleven (11) empty file templates in .CSV format that will, in due course, be posted to the OIC's web site. 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 make sure that you submit your data using the Data Collection Spreadsheet. This contains the Check My Spreadsheet utility which allows you to pre-validate many aspects of your data before submitting it.

### **Submission Method - ShareFile**

In Y4 we will again use ShareFile.com as the data transport mechanism. 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: [www.ShareFile.com/industries/business/security.aspx](http://www.ShareFile.com/industries/business/security.aspx).

A secure Sharefile.com account has been set up for the exclusive use of each carrier. Information about ShareFile is provided in the Year 4 Carrier Instructions.

**Next Steps**

11/19/15 Initial contact (this message)

01/19/16 An email will be sent to all carrier asking each ShareFile user to log into their account and change their password.

**Data Call**

1/28/16 The final version of the Carrier Data Call will be posted to the OIC website at <http://www.insurance.wa.gov/for-insurers/data-calls-reporting/special-data-calls/k-12-health-benefits-data-collection/index.html>

**Data Collection**

5/31/16 Deadline for all carrier 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 or Comments?**

For questions please contact Joe Rueter at [OICDataCallTeam@Treinen.com](mailto:OICDataCallTeam@Treinen.com).

Thank you,

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:

<http://www.treinen.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 Data Call referenced in the rules document has been modified to improve carrier reporting.