

January 30, 2015

To: School District Superintendents,
Persons responsible for School District Health Benefit Data

From: OIC K-12 Health Benefit Data Collection Project Team (Y3DataCallTeam@Treinen.com)

CC: Office of the Insurance Commissioner (OIC)
Office of the Superintendent of Public Instruction (OSPI)
All Educational Service Districts (ESDs)
Washington School Information Processing Cooperative (WSIPC)
Regional and District Information Service Center (ISC) Directors

RE: Year 3 - 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 school district submit the required data for Year 3 of the data collection project. This request for data is sometimes referred to as the 'District 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.

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

Both the Data Collection Spreadsheet and the School District Instructions are also available on the OIC's web page for the Year 3 District Data Call. Please see 'Further Information - Links', below.

Check My Spreadsheet

Many 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 updated to catch many of the errors that were encountered in prior years of the District Data Call.

Data Submission

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

WSIPC Districts that Use WESPaC

On behalf of its school district membership, WSIPC has integrated the OIC extract into the WESPaC software, which allows districts to extract, on demand, most (but not all) the required data. The OIC extract, and the WESPaC functions that allow it to be configured and run, are provided at no extra charge to member districts.

As in prior project years, after district personnel run their extract they will need to:

- Load the extracted data into the Data Collection Spreadsheet
- Carefully inspect and verify the extracted data
- Modify it as necessary
- Fill in the gaps, such as narrative data fields
- Run Check My Spreadsheet and correct any errors that have been flagged
- Upload the completed Data Collection Spreadsheet to ShareFile.

WSIPC will very soon distribute a separate communication to member districts explaining how to use the features of WESPaC that are related to the OIC extract.

Districts that Use Software Other than WESPaC

If your school district uses software other than WESPaC for functions such as Payroll, Finance and Employee Benefit Management then you should either populate the Data Collection Spreadsheet manually, or:

- Run whatever program your district used in Year 2 to extract the required data from your computer system
- Load the extracted data into the Data Collection Spreadsheet
- Carefully inspect and verify the extracted data
- Modify it as necessary
- Fill in the gaps, such as narrative data fields
- Run Check My Spreadsheet and correct any errors that have been flagged
- Upload the completed Data Collection Spreadsheet to ShareFile.

In addition to the Data Collection Spreadsheet and the Instructions document, we will again supply (on the OIC's web site) eight (8) empty file templates in .CSV format. These may be used by non-WSIPC districts as the output file layout for queries or extract routines that are run against your district's 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

01/19/15	A notification email was sent from ShareFile (the sender id was noreply@sharefile.com) asking each district user to log into their ShareFile account and change the password. Please do this as soon as possible, if you have not already done so.
1/30/15	On this date the final version of the District Data Call is being sent to all school districts.
2/2/15	The Year 3 Data Call and .csv templates and FAQ will be posted to the OIC's web site. There is a link to this below under 'Further Information - Links'.
Mid February 2015	A Webinar will be posted to the OIC's web site.
5/29/15	Deadline for all Year 3 school district data submissions.

Questions? Comments?

Please feel free to send us an email at Y3DataCallTeam@Treinen.com

Thank you,

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

Office of the Superintendent of Public Instruction

The OSPI has information on ESSB 5940. Please see: www.k12.wa.us/Finance/InsuranceBenefits5940.aspx

This site contains, amongst other things, FAQs regarding OSPI's view of the legislation and its implications.

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/schools/index3.html

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

- The school district **Data Collection Spreadsheet**
- The school district **Data Call Instructions**
- **FAQ** related to the District Data Call
- **Data Flow** - Districts that use WESPaC / WSIPC
- **Data Flow** - Districts that do not use WESPaC
- **.CSV templates** for the District Data Call. These may be of use to districts that will extract their data from computer systems other than WESPaC. (Districts that use WESPaC will not need these as the OIC extract that is accessed through WESPaC will create the required .CSV files.)