

December 17, 2013

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

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

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

RE: Year 2 of OIC's Request for K-12 Health Benefit Data, as mandated by ESSB 5940

Hello again everyone. Thank you for your great work in responding to Year 1 of the OIC K-12 School District Employee Health Benefits Data Collection Project. The report (and associated exhibits) based on data collected during Year 1 may be viewed at: [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 Year 2 of the OIC K-12 Health Benefit Data Collection Project.

### **Data Call - Changes**

As in Year 1, data will be submitted by means of a spreadsheet with multiple tabs, each corresponding to a Section (i.e. category of data). The Year 2 Data Collection Spreadsheet contains numerous improvements over that of Year 1, including the addition of a new "Check My Spreadsheet" function which immediately reports errors and warnings to the user so that they can be corrected before data submission. This is intended to catch many of the errors that were encountered in Year 1, thus making the whole process more efficient.

Another change from Year 1 is that we will collect summary data on Dental and Vision. Specifically, we will request the total expenditures (during the school fiscal year – Sept 1, 2012 thru Aug 31, 2013) on these categories of insurance. However we will not collect any detailed information about plans, plan selections, premiums or contributions with reference to Vision or Dental - just the yearly totals.

The various changes and improvements to the spreadsheet will be discussed in detail within the Instructions document which will form part of the Data Call on January 30, 2014.

### **New Submission Method – ShareFile.com**

In Year 2 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 [www.sharefile.com/industries/business/security.aspx](http://www.sharefile.com/industries/business/security.aspx).

On Dec 18, 2013, a secure ShareFile.com account will be set up for the exclusive use of each district. A notification email will be sent from ShareFile (the sender id will be [Y2DataCallTeam@tTreinen.com](mailto:Y2DataCallTeam@tTreinen.com)) asking each district to log into their ShareFile account and change the password. Detailed instructions on how to submit data via ShareFile will be provided with the Data Call on January 30, 2014.

## Districts that Use WESPaC

On behalf of its school district membership, WSIPC is developing various enhancements to the extract that was run on behalf of member districts during Year 1 of the data collection project. These enhancements will be integrated into the WESPaC software, and will allow districts to extract, on demand, most (but not all) of the data that they are required to report. The enhancements are being provided at no charge to member districts.

Districts will again need to:

- Carefully inspect and verify the extracted data
- Modify it as necessary
- Add to it, particularly with respect to various narratives that are required

WSIPC will send out a separate communication to all member districts outlining the process districts should follow to use the new features of WESPaC and extract their district's data.

## 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, like in Year 1, you may either populate the Data Collection Spreadsheet manually, or:

- Modify the program your district used in Year 1 to extract the required data from your computer systems
- Load the extracted data into the Data Collection Spreadsheet
- Validate all extracted data
- Fill in the gaps, such as narrative data fields

In addition to the Data Collection Spreadsheet and the Instructions document, we will 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 definition for queries or extract routines that are run against district database(s).

## Timelines / Next Steps

12/17/13	The Initial Contact email (this message) is sent to districts & posted to the OIC's web site.
12/18/13	Individual ShareFile accounts will be set up for all districts. A notification email will be sent from ShareFile (sender id: <a href="mailto:Y2DataCallTeam@Treinen.com">Y2DataCallTeam@Treinen.com</a> ) asking districts to log into their ShareFile account and change the password. Please do this as soon as possible.
1/30/14	The District Data Call will be sent to all school districts and also posted to the OIC's web site.
February 2014	Webinars (see District Orientation Sessions within the links provided below).
5/31/14	Deadline for all data submissions.

Please find a high-level outline of the project schedule attached.

## Questions or Comments?

For questions please contact the project team at [Y2DataCallTeam@Treinen.com](mailto:Y2DataCallTeam@Treinen.com).

Thank you,

The OIC K-12 Health Benefit 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)

### OIC Data Collection Project Pages

Please see:

[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/)

This web site will host 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 Year 2 of the Data Collection Project
- **Link to Webinar Orientation Sessions** about the school district Data Call; these will take place from February 3 to February 28, 2014
- **Data Flow** - Districts that use WESPaC / WSIPC
- **Data Flow** - Districts that do not use WESPaC
- **.CSV templates** for the school 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 WISPC extract will create the required .CSV files.

### District Orientation Sessions

<https://attendee.gototraining.com/67673/catalog/2162030535841278208>