

November 19, 2015

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)
WSIPC
Regional and District Information Service Center (ISC) Personnel

RE: Year 4 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 3 of the OIC K-12 School District Employee Health Benefits Data Collection Project. The report (and associated exhibits) based on data collected during Year 3 will be available in late 2015, and may be viewed at this web address:

www.insurance.wa.gov/about-oic/commissioner-reports/index.html

The purpose of this memo is to announce Year 4 of the OIC K-12 Health Benefit Data Collection Project.

Data Call - Changes

As in Year 3, data will be submitted by means of a spreadsheet with multiple tabs, each corresponding to a Section (i.e. category of data). The Year 4 Data Collection Spreadsheet is identical in layout and content to that of Year 3. It features a "Check My Spreadsheet" utility which immediately reports errors and warnings to the user so that they can be corrected before data submission. This utility has been updated for Year 4, and will catch the few remaining errors that were encountered in Year 3.

Again in Year 4 we will collect summary data on Dental and Vision. Specifically, we will request the total district expenditures (during the school fiscal year – Sept 1, 2014 thru Aug 31, 2015) on these categories of insurance. We will again not collect any detailed information about plans, plan selections, premiums or contributions with reference to Vision or Dental - just the yearly totals.

The Data Collection Spreadsheet, and the changes and improvements to the Check My Spreadsheet, will be discussed in detail within the Instructions document which will form part of the Data Call on January 28, 2016.

Submission Method – ShareFile.com

In Year 4 we will again use ShareFile.com as the data transport mechanism. Information on this service may be found on the vendor's website, which is 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.

A secure ShareFile.com account has already been set up for the exclusive use of each district. Detailed instructions on how to submit data via ShareFile will be provided with the Data Call on January 28, 2016.

Districts that Use WESPaC

On behalf of its school district membership, WSIPC will again provide an extract function that may be run by member districts. The ability to run the extract is integrated into the WESPaC software, and allows districts to extract, on demand, most (but not all) of the data that they are required to report.

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 districts should refer to the WSIPC Guide to Human Resources Washington State Reporting. Contact your support center if additional assistance is required

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 may either populate the Data Collection Spreadsheet manually, or:

- Configure, for Year 4, the program your district used in Year 3 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

11/19/15	The Initial Contact email (this message) is sent to districts & posted to the OIC's web site.
01/19/16	An email will be sent to all districts asking each ShareFile user to log into their account and change their password.
1/28/16	The District Data Call will be sent to all school districts and also posted to the OIC's web site.
5/31/16	Deadline for all data submissions.

Questions or Comments?

For questions please contact the project team at OICDataCallTeam@Treinen.com

Thank you,

The 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

OIC Data Collection Project Pages

The OIC's web site hosts various documents related to the OIC K-12 Health Benefit Data Collection Project, please see: <http://www.insurance.wa.gov/for-insurers/data-calls-reporting/special-data-calls/k-12-health-benefits-data-collection/>.

The following have already been posted under Year 3 project pages for carriers and districts:

- Carriers
 - Dear Superintendents (memo from OIC giving Treinen Associates Inc. authority to collect K-12 health benefits data)
 - Initial Contact memo – carriers
 - Data Call Overview Diagram
 - Project Timeline Diagram

- School districts
 - Dear Superintendents (memo from OIC giving Treinen Associates Inc. authority to collect K-12 health benefits data)
 - Initial Contact memo – districts
 - Process Flow Diagram – WESPac districts
 - Process Flow Diagram – non-WESPac districts
 - Project Timeline Diagram
 - A pre-recorded webinar that provides instruction on how to fill out the Data Collection Spreadsheet and submit it using ShareFile

As the project progresses, the Year 4 project pages will be updated to include the following:

- Carriers
 - Carrier Data Collection Spreadsheet
 - Carrier Instructions
 - Carrier Data Call Cover Letter
 - Carrier examples
 - Carrier CSV templates.

- School districts
 - District Data Collection Spreadsheet
 - District Instructions

- District Data Call Cover Letter
- District Examples
- District CSV Templates