



DATE: April 2, 2012

TO: Issuers of Health Insurance

CC: State Departments of Insurance Commissioners

FROM: Brian James
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SUBJECT: Changes to the HIOS/RBIS data collection windows

HIOS OPEN WINDOW

There will be a HIOS open window to collect enrollment information for the first quarter of 2012. This HIOS window will run from Monday, April 23 to Monday, May 7 in order to collect Q1 2012 (as of March 31, 2012) information for the Small Group market, including product enrollment. All issuers approved to sell Small Group products in any state should log in and update their information for those Small Group products. This HIOS window will allow us to align our data collections in advance of the extended submission window discussed below, and will proceed according to the same guidelines as prior HIOS submissions.

SUBMISSION WINDOW CHANGE:

As mentioned on the weekly issuer call on March 21, beginning in June 2012, the RBIS data collection window will be undergoing a change. Recognizing the difficulties presented by a constant succession of alternating submission cycles, the data collection is shifting to a 10-week, combined Small Group and Individual and Family open window.

Issuers may submit data at any point during this window, and there will be periodic Healthcare.gov refreshes throughout the 10-week period, which will allow new data to be displayed soon after submission. This change is intended to allow issuers greater flexibility as to when submissions may be made, as well as allowing for more accurate, up to date information on Healthcare.gov. Issuers will be required to go through the same steps as the current submission process, namely completing a HIOS submission prior to making an RBIS submission, and validating and attesting prior to the updated submission being displayed on Healthcare.gov.

With this change in the submission window, we will not be performing an RBIS Small Group data collection in April, and as a result, there will not be a Small Group refresh in May. Therefore, the next RBIS submission window will be the extended, 10-week window beginning in early June. This is intended to give issuers sufficient time to prepare for the change in procedure. We are hopeful that the transition will be relatively seamless, as the system for submission will remain essentially the same.

We welcome questions and comments, and will be providing extensive user training and guidance in the near future to ease this transition.