

Goal of the Portal

“Establish immediately a mechanism, including an internet website, through which a resident of, or small business in, any State may identify affordable health insurance coverage options in that State”

Statutory Basis

- The Patient Protection and Affordable Care Act (P.L. 111-148), (Affordable Care Act) enacted on March 23, 2010. Section 1103(a), as amended by section 10102(b)
- Health Care Reform Insurance Web Portal Requirements, 45 CFR Part 159, 75 FR 24470

Today's Training

- Explain the data request
- Provide Technical Training on Data Entry
- Answer questions

Nature of Request

- Trying to Minimize the Burden
 - Medicaid, CHIP from CMS
 - High Risk Pools through agreement with NASCHIP
 - Details from Issuers
- Major Medical Product Filings
- Information on how consumers can reach the state

Request for July 1st Release: General Information

- Contact Information and Guidance
- Does State Use Community Rating or Medical Underwriting
- Does your state have an online comparison tool where we should direct consumers
- If not is there another online site where we should direct consumers for health insurance information
- Contact Information for data submission
- Contact information for data validation

Request for July 1st Release: Issuer & Product Information

- Issuer Name
- Type of product by market (individual / small group)
- Who is your contact with the Issuer
- Number of products offered by type:
 - Fee for Service
 - HMO
 - PPO
 - EPO
 - POS
 - Other

Dates

- Training: Today, May 7, 2010
- Send Log-In information: May 6
- Start data entry: May 6
- Help Desk Opens: May 7
- Deadline for Submissions: May 21
- Open for Validation: May 21
- Release: July 1

Issuer Requirements

- **For July 1 Release**

- Contact information
- List of All products from state form filings
- Market type and product type
- Whether they are open for enrollment / number enrolled
- Link to benefit summaries

- **For October Release**

- All open plans
- Benefits
- Pricing
- Plan contact Information

Support

If you need additional assistance,
please call the HIOS Help Desk at
1-877-343-6507

or email them at
insuranceoversight@hhs.gov.

Initial Submission

State Data Submission Template

- You will receive an Excel template and technical instructions on how to complete the data entry.
- Once completed and prior to May 21, 2010, you should email your template to hios_submissions@hhs.gov
- Towards the middle of May, we will begin to process the templates. You will receive an email that either indicates a successful submission or highlights errors with your submission.
 - If there are errors with your submission, you will need to correct the file, and submit the entire corrected file to the same email address.

System Requirements

- Excel 2003 or greater
- We recommend the following for your macro settings:
 - Excel 2003 – Security set to Medium. Select 'Enable Macros' upon opening the file
 - Excel 2007 – Security set to 'Disable all macro with notification'. You must enable the content prior to opening the file

State Data Submission Template

- The state template has 2 tabs:
 - General State Info
 - Gather data about the submitting state and contact information.
 - Issuer & Product Info
 - Gather data about the different issuers in the corresponding state and quantify their offerings within the state.

Data Entry

State General Info

Microsoft Excel - State Data Entry Form.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

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Worksheet 1 - State General and Contact Information

Validate Validate&Finalize
Format & Print Preview

1. General Information

1) State Name:

2) Underwriting Status:

3a) Does your State have an interactive health plan comparison tool for the Small Group market?

3b) Enter the Website address for the Small Group market comparison tool that includes benefits and prices for discrete plans; or enter the State website address if "No" is entered above.

4a) Does your State have an interactive health plan comparison tool that includes benefits and prices for discrete plans for the Individual market?

4b) Enter the Website address for the Individual market; or enter the State website address if "No" is entered above.

2. State Data Submission Contacts

Primary Contact

First Name: Last Name:

Phone Number: Extension:

Email:

Backup Contact

First Name: Last Name:

Phone Number: Extension:

Email:

3. State Data Submission Validation Contacts

Primary Contact

Name: Last Name:

Phone Number: Extension:

Email:

Backup Contact

Name: Last Name:

Phone Number: Extension:

Email:

State General Info State Issuer & Product Info Splash_Screen

Ready

Data Entry

State General Info Data Entry Tips

- All fields are required with the exception of the back up contacts.
 - Even though not systematically required, we encourage the data entry of back up contacts.
- If your state does not currently offer comparative online tools, please enter No into cells E6 and E8 and enter your state website address into cells E7 and E9.
- If your state offers interactive online tools, this data will be made public on the web portal.

Data Entry Issuer & Product Info

The screenshot shows a Microsoft Excel spreadsheet titled "State Data Entry Form.xls". The active worksheet is "Worksheet 2 - Issuer and Product Information". The spreadsheet is organized into columns for data entry, with a validation error message displayed in cell B5.

1	Worksheet 2 - Issuer and Product Information						Validate					Validate&Finalize				Format & Print Preview		
2	Issuer Name	Individual/Small Group	Issuer Data Submission Contact Name	Issuer Data Submission Contact Phone Number	Issuer Data Submission Contact Email	Customer Service Contact Phone Number for Consumers	No. of Products Offered - Fee-for-Service	No. of Products Offered - HMO	No. of Products Offered - PPO	No. of Products Offered - EPO	No. of Products Offered - POS	No. of Products Offered - Other						
3																		
4																		
5																		
6																		
7																		
8																		
9																		
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The validation error message in cell B5 reads: "Required. An Issuer Name with 1 to 40 characters must be entered."

Data Entry

Issuer & Product Info Tab

- One row per combination of Issuer/Market type.
- If an Issuer covers both the Individual and Small Market group, you will need to enter 2 rows for that issuer.
- Columns H – M are required; If the issuer does not have any offerings for that product type, enter 0.

Validating your Data

- The State Data Entry workbook has validations built in to help you validate the correctness and accuracy of your data prior to submission.
- It is strongly recommended that you validate your data throughout the data entry process by clicking on the 'Validate' button or by clicking CTRL+SHIFT+V.
- Red circles will appear surrounding the cells that require your attention. A message box will also describe these errors.

Validating your Data

The screenshot displays the Microsoft Excel interface for a file named "State Data Entry Form.xls". The spreadsheet contains a form with three main sections: "1. General Information", "2. State Data Submission Contacts", and "3. State Data Submission Validation Contacts". Each section includes various input fields for text, phone numbers, and email addresses. A yellow arrow points to a "Validate" button located in the top right area of the form, specifically in cell E1. Another button, "Validate & Finalize", is visible in cell F1. The Excel ribbon shows the "Data" tab selected, and the status bar at the bottom indicates the system is "Ready".

Worksheet 1 - State General and Contact Information			
1. General Information			
1) State Name:			
2) Underwriting Status:			
3a) Does your State have an interactive health plan comparison tool for the Small Group market?			
3b) Enter the Website address for the Small Group market comparison tool that includes benefits and prices for discrete plans; or enter the State website address if "No" is entered above.			
4a) Does your State have an interactive health plan comparison tool that includes benefits and prices for discrete plans for the Individual market?			
4b) Enter the Website address for the Individual market; or enter the State website address if "No" is entered above.			
2. State Data Submission Contacts			
Primary Contact			
First Name:		Last Name:	
Phone Number:		Extension:	
Email:			
Backup Contact			
First Name:		Last Name:	
Phone Number:		Extension:	
Email:			
3. State Data Submission Validation Contacts			
Primary Contact			
Name:		Last Name:	
Phone Number:		Extension:	
Email:			
Backup Contact			
Name:		Last Name:	
Phone Number:		Extension:	
Email:			

Validating your Data

Red Circle Validations

The screenshot displays the Microsoft Excel interface for a file named "State Data Entry Form.xls". The active worksheet is "Worksheet 1 - State General and Contact Information". The form is organized into sections:

- 1. General Information**
 - 1). State Name: CA
 - 2). Underwriting Status: No
 - 3a). Does your State have an interactive health plan comparison tool for the Small Group market? Yes
 - 3b). Enter the Website address for the Small Group market comparison tool that includes benefits and prices for discrete plans, or enter the State website address if "No" is entered: www.test.com
 - 4a). Does your State have an interactive health plan comparison tool that includes benefits and prices for discrete plans for the Individual market? (Red circle around the empty field)
 - 4b). Enter the Website address for the Individual market; or enter the State website address if "No" is entered above. (Red circle around the empty field)
- 2. State Data Submission Contacts**
 - Primary Contact**
 - First Name: (Red circle around empty field)
 - Phone Number: (Red circle around empty field)
 - Email: (Red circle around empty field)
 - Last Name: (Red circle around empty field)
 - Extension: (Red circle around empty field)
 - Backup Contact**
 - First Name: (Red circle around empty field)
 - Phone Number: (Red circle around empty field)
 - Email: (Red circle around empty field)
 - Last Name: (Red circle around empty field)
 - Extension: (Red circle around empty field)
- 3. State Data Submission Validation Contacts**
 - Primary Contact**
 - Name: (Red circle around empty field)
 - Phone Number: (Red circle around empty field)
 - Email: (Red circle around empty field)
 - Last Name: (Red circle around empty field)
 - Extension: (Red circle around empty field)
 - Backup Contact**
 - Name: (Red circle around empty field)
 - Phone Number: (Red circle around empty field)
 - Last Name: (Red circle around empty field)
 - Extension: (Red circle around empty field)

A yellow tooltip titled "Required" is visible over the 4a) and 4b) fields, stating: "Enter the website address for your Small Group market plan comparison tool or your state address website." The status bar at the bottom indicates "Ready".

Correcting your Data

- In some cases, the red circle will disappear upon correcting the data.
- In other cases, you will need to click “Validate” again to verify that the red circle is no longer valid.
- Once you have no red circles, you are ready for the finalization process.

Finalizing your File

- Once all the data is entered and validated, click “Validate&Finalize” or click CTRL+SHIFT+S.
- If there are critical validations that fail, the file will not finalize and an error message will appear.

Finalization – Critical Errors



Finalizing your File

- Once all critical errors have been checked, the finalization process will continue:
 - A new READ ONLY file will be created in the same location as your working file.
 - This file will be generated based on a special naming convention.
 - If you modify the name of the finalized file, it will not be processed.
 - You may name your working file as you wish.
 - **YOU MUST SUBMIT YOUR FINALIZED FILE. DO NOT SUBMIT YOUR WORKING FILE; IT WILL NOT BE PROCESSED.**

Next Steps

- Once your file is processed, you will either need to correct the data and resubmit, or verify your data online.
- Online verification of data will be available on 5/21/10. Website information will be made available prior to that date.
- In the near future, you will be able to upload your files directly to the website, as well as edit online.

Access to the Website

- The data submission and validation contacts contained in your submitted templates will be granted access to the Health Insurance Oversight System.

Questions?

- Please contact the HIOS Help Desk at insuranceoversight@hhs.gov