



DATE: August 20, 2010

TO: Issuers of Health Insurance

FROM: Teresa DeCaro
Web Portal Team Lead, Office of Consumer Support

SUBJECT: Data Submission Of Products For Oct 1
Detailed Directions For Data Resubmission Window

As provisions of the Affordable Care Act are enacted on September 23rd, some Issuers may offer new products that go into effect for October 2010. Issuers that intend to offer new products that go into effect October 2010 must submit those new products to HIOS in a timely fashion. By taking this action, issuers can ensure that their new products are enumerated by HIOS in time for e-Health's October data collection, which is due on September 3.

To support the e-Health data collection, HIOS will provide an **additional submission window from August 26, 2010 through September 2, 2010**. The extended submission window can be utilized to submit new products effective October 2010, and to obtain the HIOS enumeration necessary for the e-Health data collection. The e-Health data collection tool requires that issuers supply the corresponding HIOS issuer ID and product ID for each plan data submission.

Please Note: This week's HIOS submission window will still close at 11:59 PST on August 20, 2010, as scheduled. Data submitted during this week's window will be reflected in the September 1st portal refresh if the products are designated as open. (See related instruction below.) **Data collected during the extended HIOS submission window (August 26, 2010 through September 2, 2010) will not be reflected in the September portal (www.healthcare.gov) refresh.** Those data will be available in the October portal refresh.

In order to ensure that the new October products are not displayed in the www.healthcare.gov portal in its September refresh, issuers must mark these new products as closed in their HIOS resubmission this week. This can be done by selecting "Yes" for the **Opt-Out of Phase 2** field for the applicable products in the HIOS issuer data collection spreadsheet. HHS will not display products marked as "opt-out yes" on the portal.

Conversely, to ensure that the new products are later identified as "open" for the October refresh, issuers must then change the **Opt-Out of Phase 2** field value to "No" for the applicable products in the HIOS issuer data collection spreadsheet during the HIOS resubmission period in mid-September 2010.

The following is a quick summary of the actions to be taken by issuers intending to offer new products effective October 2010:

Step One	<p>Issuers will enter new October products into the <u>pre-populated version</u> of the HIOS issuer data collection spreadsheet (available in the “Download Data Submission Tools” page in HIOS) and submit during this week’s resubmission period (August 16-20, 2010), or the extended resubmission period (August 26 – September 2, 2010).</p> <p><u>New October products entered during this week’s submission period should be marked as closed for the September portal refresh by selecting “Yes” for the Opt-Out of Phase 2 field.</u> New products entered during the extended submission period will not be displayed in the September portal refresh.</p>
Step Two	<p>HIOS will enumerate the new October products when processing your submission. The issuer and product IDs will be available for viewing in the HIOS issuer data reports or by downloading the pre-populated data collection spreadsheet. Likewise, HIOS will suppress these products from display on the portal in the September refresh.</p>
Step Three	<p>Issuers report their October plan-level data to e-Health using their HIOS issuer and product IDs.</p>
Step Four	<p>Issuers will mark these new October products as “open” for the October portal refresh by changing the Opt-Out of Phase 2 field to “No” during the mid-September 2010 HIOS resubmission period.</p>
Step Five	<p>E-Health displays these new October 2010 products, as well as any existing products, in the October portal refresh.</p>

For technical assistance regarding this process in HIOS, please contact the HIOS Help Desk at either 1-877-343-6507 or insuranceoversight@hhs.gov.

For technical assistance regarding the portal plan submissions, please contact the CMP Help Desk at either 1-877-425-3708 or cmp-support@ehealth.com.