RBIS Small Group Refresh

January 20, 2012

Agenda

- RBIS Process
- Resubmission
- Validation Requirements
- Attestation
- FAQ
- Helpdesk
- Questions

RBIS Process

The RBIS System is designed to automate the data submission, validation and attestation processes. All tasks must be completed within the submission window for data to be displayed on Healthcare.gov.

- Download blank or pre-populated template
- Complete the template
- Upload Finalized template (csv)
- Pass System Validation
- Issuer Validation
- Attestation

Products that will be present

- Products currently in production on Healthcare.gov

- Previously submitted products that were validated successfully but not attested

- New products in HIOS (only on pre-populated template)

- If no changes need to be made since your last RBIS small group submission then resubmission is not necessary.
    - The user will need to indicate there is no data to submit for the issuer.
    - Validation and attestation are required in order to display on Healthcare.gov.

Resubmission

- RBIS will accept resubmission of the Benefits, Regions, and Product Availability templates.

- Products currently in production can not be removed from the validation page through submission, only updated. If no updates are needed, then the issuer may just remove them from the template.

- All other products must be included on each submission for an issuer or they will be removed from the validation page.

- All submissions must successfully pass system validations.

Validation Requirements

- All products will require validation in order to display on Healthcare.gov

- All products will have a default validation status of "No"

- If the issuer has only "In Production" products and no updates to make, they can just indicate that there is no data to submit. Validation and attestation will be made available, and no submission is required.

- To remove any products that are currently in production, the issuer will need to mark it as 'Not Validated' and it will be removed for the next cycle.

Attestation

- Attestation is required.

- Attestation becomes available when all issuers for a CEO/CFO have been submitted successfully or have been marked as no data to submit.

- If a product failed in the previous small group submission due to being "Not Attested" the issuer will need to resubmit or this product will be removed from RBIS.

FAQ

- **Can I use my "old" templates from October?** No, We now have new templates. Basically, the SG templates are the same format but now finalize into CSVs like in the individual submission. Even if the template looks similar you must download the new templates.

- **Does each issuer ID require a separate spreadsheet for the benefit entries or can I enter them all on one spreadsheet?** Each ID must be on only one sheet of each type (you can't split an id over multiple benefits templates.) but you can have multiple ids on one sheet as long as you do not exceed the max size of 30 megabytes.

- **What will pre-populate on my Benefits and Product Availability template?**
    - All data for In Production products
    - All data for Previous submission products
    - HIOS data pre-population for new in HIOS products. (Only the ids and product type.)

FAQ - Continued

- **How do I fix the following error? Invalid ZIP - Zip Code entered does not exist in the state listed for this Issuer ID** The US Postal Service has reduced its number of locations and even some zip codes. If you have issues with your zip codes please verify they are still valid on the USPS website http://zip4.usps.com/zip4/.

- **Can I copy and paste values from one field to another in the template?**
  Yes you may copy and paste. However, please copy – paste –special value.
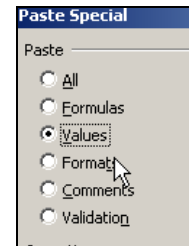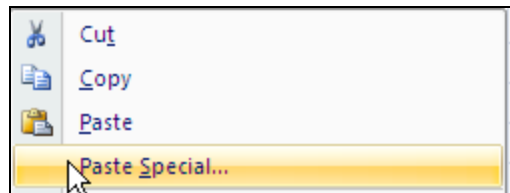
RBIS Technical Support

- The RBIS Helpdesk is available 8:30AM-7:30PM ET Mon-Fri.

- We are available via phone at 1-888-380-2107 or email at insuranceoversight@hhs.gov

- Please get in touch if you need help or have any issues with RBIS.

Questions?