

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

Nature of Request

- For July Product Information from state filings
- Individual and small group major medical
- Information on how consumers can reach your firm
- Information on how consumers can request quotes
- October will seek fuller plan level information

Request for July 1st Release:

- Corporate and Contact Information
- Product level information
- Geographic coverage: state, county, zip codes
- Individual or small group
- Product name and identifying number
- Product type and link to brochure
- Link to network provider

Dates

- Training: Today, May 7, 2010
- Help Desk Opens: May 7
- Send Log-In information: May 10
- Start data entry: May 12
- Deadline for Submissions: May 21
- Release: July 1

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

Issuer Data Submission Template

- Today's training uses the draft templates and instructions for the OMB data collection number 0938-1086.
- Next week, you will receive the final 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

Issuer Data Submission Template

- The issuer template has 3 tabs:
 - Issuer General Info
 - Gather data about the submitting issuer, contact information, and rating information.
 - Product Info
 - Gather data about each product offered by the issuer with a subset of attributes.
 - Geographic Coverage
 - If a product is not offered throughout the state, you will need to indicate all the zip codes in which it is offered.

Data Entry Issuer General Info

Microsoft Excel - Issuer Data Entry Form.xls [Read-Only]

Worksheet 1 - Issuer General Information

1. Corporate Information

Issuer Name:	State	Issuer ID
Federal EIN:	Market Coverage	
NAIC Company Code	NAIC Group Code	

2. Address

Address Line 1:	
Address Line 2:	
City:	
State:	
Zip:	4 digit

3. Individual and Small Group Market

1). Do you offer Individual market?	
2). Enter the web address for the Individual Market website if Yes is entered in question above.	
3). Do you offer Small Group market?	
4). Enter the web address for the Individual Market website if Yes is entered in question above.	

4. Customer Service (Individual Market) or Employee Group (Small Group Market) Contact

Local Number:	Extension:
Toll Free Number	
TTY:	
Website Address	

5. Data Submission Contact - Individual Market

Primary Contact

Name:	Last Name:
Phone Number:	Extension:
Email:	

Backup Contact

Name:	Last Name:
Phone Number:	Extension:

Product Info / Geographic Coverage

Ready

Data Entry

Issuer General Info Data Entry Tips

- Fields are marked required or optional.
- Certain fields are conditional based on data entered in other cells (e.g. you only need to enter a website address for your small group market if you have offerings for this market type).
- Back up contacts are not systematically required, but strongly recommended.
- Enter all ratings issued by a ratings company

Data Entry Product Info

Microsoft Excel - Issuer Data Entry Form.xls [Read-Only]

File Edit View Insert Format Tools Data Window Help Adobe PDF

Worksheet 2 - Product Information

1	Worksheet 2 - Product Information												
2	Cross Reference	Product ID	Product Name	Enrollment Code/Group Number	Product Type	Other Product Type Description	Product Enrollment	Individual or Small Group	Website Address (Benefit at a Glance)	Website Address (Formulary)	Website Address (Provider Network)	Covers Whole State?	Opt-out of Phase 2?
3	1												No
4	2												
5	3												
6	4												
7	5												
8	6												
9	7												
10	8												
11	9												
12	10												
13	11												
14	12												
15	13												
16	14												
17	15												
18	16												
19	17												
20	18												
21	19												
22	20												
23	21												
24	22												
25	23												
26	24												
27	25												
28	26												
29	27												
30	28												
31	29												
32	30												
33	31												
34	32												
35	33												
36	34												
37	35												
38	36												
39	37												
40	38												
41	39												
42	40												

Optional
Enter the No. of enrollment if applicable.

Product Info

Data Entry

Product Info Tab Data Entry Tips

- One row per product offered
- All cells except for Formulary Website are required.
- Select 'No' in column L if the product is not offered in the whole state.
- If at least one product is not offered in the whole state, you will need to enter data into the Geographic Coverage worksheet.

Data Entry

Geographic coverage

The screenshot displays a Microsoft Excel window titled "Microsoft Excel - Issuer Data Entry Form.xls [Read-Only]". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help, Adobe PDF), a toolbar with various icons, and a status bar at the bottom. The active worksheet is "Worksheet 3 - Geographic Coverage (Required if product does not cover whole State)".

The worksheet contains a table with the following structure:

	Cross Reference	Zip Code
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
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22		
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24		
25		
26		
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35		
36		
37		
38		

The table is currently empty, with a small black rectangular box visible in the center of the worksheet area.

Data Entry

Geographic Coverage Data Entry

Tips

- For products offered in partial states,
 - Enter one row for each zip code in which the product is offered.
 - Verify that the cross reference for the product matches the cross reference from the Product Info worksheet.

Validating your Data

- The Issuer 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 shows a Microsoft Excel spreadsheet titled "Worksheet 1 - Issuer General Information". The spreadsheet is organized into sections for data entry, with validation and finalization buttons provided for each section.

Section	Validation Buttons
1. Corporate Information	Validate, Validate&Finalize, Format & Print Preview
2. Address	Validate, Validate&Finalize, Format & Print Preview
3. Individual and Small Group Market	Validate, Validate&Finalize, Format & Print Preview
4. Customer Service (Individual Market) or Employee Group (Small Group Market) Contact	Validate, Validate&Finalize, Format & Print Preview
5. Data Submission Contact - Individual Market	Validate, Validate&Finalize, Format & Print Preview
6. Issuer Data Submission Validation Contact - Individual Market	Validate, Validate&Finalize, Format & Print Preview

An orange arrow points to the "Validate" button in the "1. Corporate Information" section, accompanied by the text: "Click on the buttons provided in sheet to validate the data".

Validating your Data

Red Circle Validations

Microsoft Excel - Issuer Data Entry Form.xls [Read-Only]

File Edit View Insert Format Tools Data Window Help

Type a question for help

100%

Arial 8

Reply with Changes... End Review...

C11

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Worksheet 1 - Issuer General Information													
2	1. Corporate Information													
3	Issuer Name:	ABC - VA	State	VA	Issuer ID	Test								
4	Federal EIN:	123456789	Market Coverage	Both										
5	NAIC Company Code		NAIC Group Code	123456										
6	2. Address													
7														
8	Address Line 1:	123 ABC Lane												
9	Address Line 2:													
10	City:													
11	State:	<input type="text" value="VA"/>												
12	Zip:	<input type="text" value=""/>												
13	<div style="border: 1px solid black; padding: 2px;"> Required A State must be selected from the list. </div>													
14	3. Individual and Small Group Market													
15	1) Do you offer Individual market?	Yes												
16	2) Enter the web address for the Individual Market website if Yes is entered in question above.	<input type="text" value=""/>												
17	3) Do you offer Small Group market?	No												
18	4) Enter the web address for the Individual Market website if Yes is entered in question above.	<input type="text" value=""/>												
19														
20	4. Customer Service (Individual Market) or Employee Group (Small Group Market) Contact													
21	Local Number:	<input type="text" value=""/>												
22	Toll Free Number	<input type="text" value=""/>												
23	TTY:	<input type="text" value=""/>												
24	Website Address	<input type="text" value=""/>												
25														
26	5. Data Submission Contact - Individual Market													
27	Primary Contact													
28	Name:	Amy												
29	Phone Number:	<input type="text" value=""/>												
30	Email:	<input type="text" value=""/>												
31														
32	Backup Contact													
33	Name:	<input type="text" value=""/>												
34	Phone Number:	<input type="text" value=""/>												
35	Email:	<input type="text" value=""/>												
36														
37	6. Issuer Data Submission Validation Contact - Individual Market													

Ready

NUM

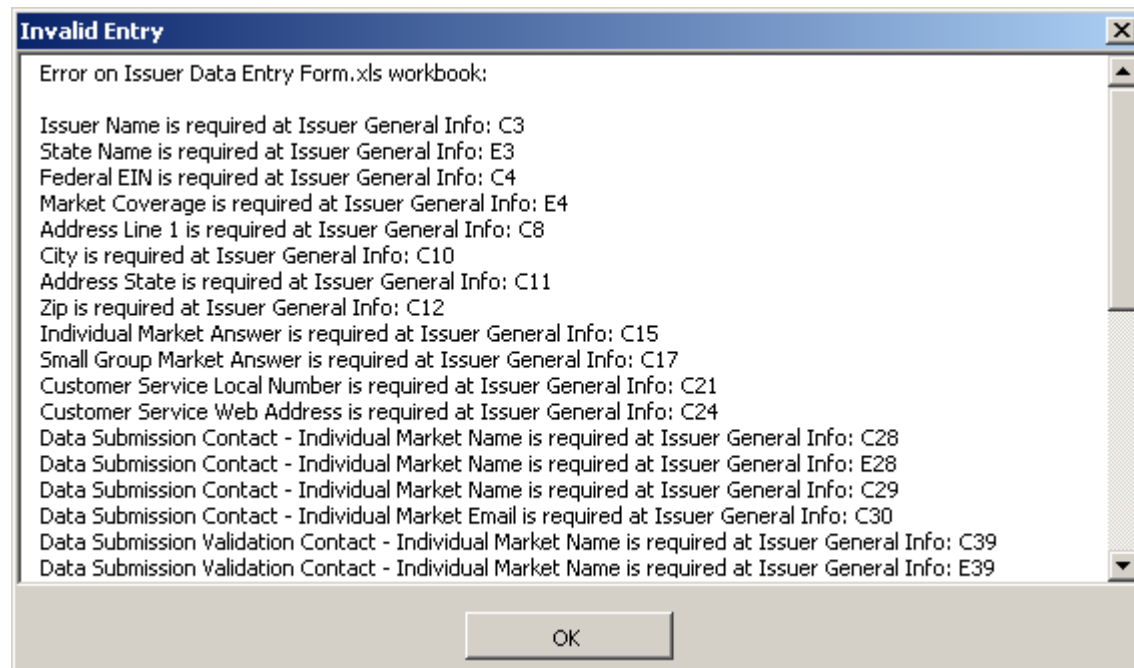
Correcting your Data

- 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

- You should have received an email on 4/30 with instructions on how to request access to the Health Insurance Oversight System (HIOS).
- Data submission/ validation contacts in template will also be granted access to HIOS once submission is processed.

Questions?

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