

DATE: July 19, 2012

TO: Issuers of Health Insurance

CC: State Departments of Insurance Commissioners

FROM: Brian James
CCIIO Data Collection and Management Division

SUBJECT: August 2012 Plan Finder Refresh – Data Submission Schedule

The next Individual/Family Plan Finder refresh will occur on **August 15, 2012**. All Issuers with open products or those that have active policies within closed products on August 15, 2012 are required to enter new or revised product-level data into Health Insurance Oversight System (HIOS) for the individual/family market. Products that have not yet obtained approval from the state Department of Insurance may be entered into HIOS, but must be marked as “closed” until they have been approved. (This applies to Quarter 1 2012 data.) **This refresh will be limited to the individual market.**

In addition, Issuers are required to submit new or revised plan-level data into the Rate and Benefits Information System (RBIS) for the individual market. As a reminder, only plans that have been approved by the state Department of Insurance should be entered into RBIS. Existing issuers may use their HIOS username/password for both HIOS and RBIS.

The remainder of this memo outlines the data submission deadlines for the August refresh.

July 23-August 3, 2012: RBIS Data Submission Window for All Issuers: Issuers will need to submit individual/family plan-level data beginning on Monday, July 23. Issuers are required to attest that submissions are accurate in order for their plans to be displayed.

Issuers submitting new plans: As a reminder, Issuers must obtain a HIOS Issuer ID before submitting plan data into RBIS if they have not already done so. In addition, Issuers with new products must obtain a HIOS Product ID for those products before submitting plans for those products into RBIS. The HIOS window is open at this time. Issuers should not submit plans into RBIS that have not yet been approved by the state Department of Insurance.

Please note that RBIS plans that are no longer open for enrollment due to rate approvals or other product-level concerns should have their associated product marked as “closed” in HIOS.

August 3 deadline for all Issuers: All plan data for RBIS must be submitted by 11:59 p.m. ET on Friday, August 3. Any data submitted after August 3 will not be displayed for the August 15 refresh.

Error-free submissions: It is the sole responsibility of each Issuer to have submitted to RBIS by the submission deadline, accurate and error-free plan data in accordance with the instructions provided. All RBIS plan data provided by August 3 must be free of the following errors or the entire submission will fail, and plans associated with these submissions not being displayed on August 15:

- Alteration of the benefits and/or rate templates
- Submission of multiple benefits and/or rate templates for a single plan
- Missing benefits and/or rate templates for a plan

August 3: CEO/CFO Attestation Deadline for All Issuers: All Issuers submitting new or revised plan data into RBIS must provide CEO or CFO attestation to the accuracy of that data by 11:59 p.m. ET on Friday, August 3.

Issuer Group Calls: Weekly User Group calls with Issuers will continue to be held on Wednesdays at 2:00 p.m. ET to provide guidance and answer questions.

Summary of Key Dates

July 23 (Monday)	RBIS Data Submission Window for Individual & Family opens for all Issuers to submit new and revised plan data.
August 3 (Friday)	Last day for all Issuers to submit new and updated individual & family plan data. Last day for all Issuers to provide CEO or CFO attestation.
August 15 (Thursday)	Healthcare.gov Plan Finder will display new and updated plans.

For policy questions regarding the HealthCare.gov Plan Finder, please email CCIIOPlanFinder@cms.hhs.gov.

For technical assistance regarding data submissions, please contact: the HIOS Help Desk at 1-877-343-6507; the RBIS Help Desk at 1-888-380-2107; or insuranceoversight@hhs.gov.