Session Guidelines

• This is a 90-minute webinar session
• For questions regarding content, please submit inquiries to: ReinsuranceContributions@cms.hhs.gov

• For questions regarding logistics and registration, please contact the Registrar at: (800) 257-9520
Purpose

- Define who is required to make reinsurance contributions for the 2016 Benefit Year.
- Provide an overview of the permitted reinsurance contribution counting methods.
- Demonstrate how the 2016 reinsurance contribution amounts are calculated.
Agenda

- Who Is Required to Make Reinsurance Contributions
- Counting Methods Overview
- Calculating the Annual Enrollment Count for Partial Year Coverage
- Applying Exemption Rules
- Consistency Requirements and Aggregation
- Calculation of the 2016 Uniform Reinsurance Contribution Amounts
- Key Deadlines for the 2016 Benefit Year
- Next Steps
- Upcoming Webinars
- Resources
Intended Audience

- Health Insurance Issuers
- Plan Sponsors
- Third Party Administrators (TPAs)
- Administrative Services-Only (ASO) Contractors
Who Is Required to Make Contributions for the 2016 Benefit Year?
Who is Required to Make Reinsurance Contributions for the 2016 Benefit Year

Contributing Entity generally includes:

• A health insurance issuer; or

• A self-insured group health plan (including a group health plan that is partially self-insured and partially insured, where the health insurance coverage does not constitute major medical coverage) that uses a TPA in connection with claims processing or adjudication (including the management of internal appeals) or plan enrollment for services other than for pharmacy benefits or excepted benefits within the meaning of section 2791(c) of the PHS Act.
Self-Insured Self-Administered Exemption

• For the 2015 and 2016 Benefit Years, contributions are not required from a self-insured group health plan that **does not** use a TPA in connection with claims processing or claims adjudication (including the management of internal appeals) or plan enrollment.

• However, a self-insured group health plan is permitted to use an unrelated third party for the following without losing its self-administered status:
  o *De minimis* administrative services for medical benefits (5% or less)
  o Leasing of provider networks and related services
Contributions Are Generally Required For…

• Major medical coverage that is part of a commercial book of business

• For the purpose of reinsurance contributions, “major medical coverage” is defined in 45 CFR 153.20 as:
  o A catastrophic plan;
  o An individual or a small group market plan subject to the actuarial value requirements under 45 CFR 156.140
  o Health coverage for a broad range of services and treatments provided in various settings that provides minimum value as defined in 45 CFR 156.145
Counting Methods Overview
Introduction to Counting Methods

The applicable counting method depends upon the following:

1) Whether the Contributing Entity is a health insurance issuer or a self-insured group health plan.

2) Whether in the case of a group health plan that is a Contributing Entity, the plan offers more than one (1) coverage option.
Counting Methods for Calculating Reinsurance Covered Lives Counts

<table>
<thead>
<tr>
<th>Counting Method*</th>
<th>Health Insurance Issuers</th>
<th>Self-Insured Group Health Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Count</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Snapshot Count</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Snapshot Factor</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Member Months or State Form</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Form 5500</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

*See 45 CFR 153.405 for a description of each counting method
Actual Count (45 CFR 153.405(d)(1))

How to Calculate: Add the number of covered lives on each day of the month for the first nine (9) months of the benefit year, and divide that total by the number of days in the first nine (9) months.

Applicable to: All Contributing Entities

\[
\frac{\text{Sum of lives covered for each day in the first nine (9) months (Jan.-Sept.)}}{\text{Sum of days in the first nine (9) months of 2016 (274)}} = \text{Annual Enrollment Count for Reinsurance Contributions}
\]

NOTE: Due to 2016 being a leap year, the sum of days in the first nine (9) months of 2016 is 274.
Actual Count Full Year Example

Sum of Covered Lives for Each Day of the Month

To calculate the number of covered lives in a single month, determine the number of covered lives for each day of the month, and add those numbers together.

January = 45,530 Covered Lives
Actual Count Full Year Scenario

- **January**: Covered Lives: 45,530, Days in Month: 31
- **February**: Covered Lives: 45,000, Days in Month: 29
- **March**: Covered Lives: 45,500, Days in Month: 31
- **April**: Covered Lives: 45,550, Days in Month: 30
- **May**: Covered Lives: 45,600, Days in Month: 31
- **June**: Covered Lives: 45,510, Days in Month: 30
- **July**: Covered Lives: 45,500, Days in Month: 31
- **August**: Covered Lives: 45,550, Days in Month: 31
- **September**: Covered Lives: 45,560, Days in Month: 30

Sum: 409,300 Covered Lives, 274 Total Days Jan – Sep

Equation: 409,300 \times \frac{274}{365} = 14,937.95620437956

Result: 14,938.00 Annual Enrollment Count
Snapshot Count (45 CFR 153.405(d)(2))

**How to Calculate:** Add the number of covered lives on any date (or more dates, if an equal number of dates are used for each quarter) during the same corresponding month in each of the first three (3) quarters of the benefit year, and divide that total by the number of dates on which the Covered Lives Count was made.

**Applicable to:** All Contributing Entities
Snapshot Count Example

Sum of lives covered on any date during the same corresponding month in each of the first three (3) quarters of the benefit year (e.g. March 1, 2016, June 1, 2016, September 1, 2016). The date(s) used for the second and third quarters must fall within the same week of the quarter as the corresponding date(s) used for the first quarter.

Sum of dates on which the covered lives count was made (3).

= Annual Enrollment Count for Reinsurance Contributions
Snapshot Count Full Year Scenario

Add the number of covered lives for each of the dates selected.

March: 1,200 Covered Lives
June: 1,300 Covered Lives
September: 1,500 Covered Lives

Total Covered Lives: 3,000

Calculate the sum of dates on which the covered lives count was made. In this scenario 3 dates were selected.

3 Selected Dates

Divide the total number of covered lives by the number of dates (3) to determine the Annual Enrollment Count.

\[
\text{Annual Enrollment Count} = \frac{4,000 \text{ Covered Lives}}{3 \text{ Selected Dates}} = 1,333.33
\]
How to Calculate:

Sum of the number of participants with **self-only** coverage on any single date during the same corresponding month in each of the first three (3) quarters of the calendar year*

+ Sum of the number of participants with **other than self-only lives** coverage on any date during the same corresponding month in each of the first three (3) quarters of the calendar year multiplied by a factor of 2.35

Sum of dates on which the count was made (3)

= Annual Enrollment Count for Reinsurance Contributions

**Applicable to:** Self-insured group health plans and multiple group health plans maintained by the same plan sponsor that do not include an insured plan [see 45 CFR 153.405(e)(2) and (g)(4)(ii)].

*The date(s) used for the second and third quarters must fall within the same week of the quarter as the corresponding date(s) used for the first quarter.*
Snapshot Factor Example

Add the number of participants with **self-only coverage** for each of the dates selected in the first three (3) quarters of the year.

March: 1 participant (1,000 participants)
June: 1 participant (1,100 participants)
September: 1 participant (1,175 participants)

Total for Self-Only Coverage = 3,275

Add the number of participants with **other than self-only coverage** for each of the dates selected and multiply by a factor of 2.35.

March: 1 participant (800 participants)
June: 1 participant (895 participants)
September: 1 participant (950 participants)

2,645 participants × 2.35 Factor = 6,215.75

Total for Other than Self-Only Coverage

[www.regtap.info](http://www.regtap.info)
Snapshot Factor Example (continued)

Add the total number of participants with self-only coverage to the total number of participants with other than self-only coverage, multiplied by a factor of 2.35.

\[
\begin{align*}
3,275.00 & \quad \text{(Total Self-Only Participants)} \\
+ 6,215.25 & \quad \text{(Total Other than Self-Only Participants \times 2.35)} \\
\hline
9,490.75 & \quad \text{Summed Total}
\end{align*}
\]

Divide the summed total by the number of dates (3).

\[
\frac{9,490.75 \text{ (Summed Total)}}{3 \text{ (Selected Dates)}} = 3,163.58 \text{ Annual Enrollment Count}
\]
How to Calculate:

\[
\text{Average number of policies in effect during the first nine months of the benefit year} \times \text{Ratio of covered lives per policy in effect} = \text{Annual Enrollment Count for Reinsurance Contributions}
\]

Applicable to: Health insurance issuers

*Calculated using the prior National Association of Insurance Commissioners (NAIC) Supplemental Health Care Exhibit (SHCE) or a form filed with the issuer’s State of domicile for the most recent time period.
Add the number of policies in effect for the first nine (9) months (January – September) of the applicable benefit year.

January
Number of Policies in Effect: 5,000

February
Number of Policies in Effect: 5,000

March
Number of Policies in Effect: 4,500

April
Number of Policies in Effect: 4,500

May
Number of Policies in Effect: 4,500

June
Number of Policies in Effect: 4,500

July
Number of Policies in Effect: 4,750

August
Number of Policies in Effect: 5,000

September
Number of Policies in Effect: 5,000

42,750 Policies in Effect
Divide the number of policies (42,750) in effect for the first nine (9) months of the applicable benefit year by the number of months (9) to determine the average number of policies in effect.

\[
\frac{42,750 \text{ (policies in effect)}}{9 \text{ (first nine months of benefit year)}} = 4,750 \text{ Average Policies in Effect}
\]
Divide the number of lives from the SHCE (98,875) by the previous year’s number of policies from the SHCE (39,550) to determine the ratio.

\[
\frac{98,875}{39,550} = 2.5
\]

Multiply the average number of policies in effect (4,750) by the ratio of lives per policy (2.5).

\[
4,750 \times 2.5 = 11,875 \text{ Annual Enrollment Count}
\]
How to Calculate:

1) Self-Only Coverage

Total participants at the beginning of the plan year + Total participants at the end of the plan year

\[ \frac{2}{2} \]

= Annual Enrollment Count for Self-Only Coverage

2) Self-Only & Other Coverage

Total participants at the beginning of the plan year + Total participants at the end of the plan year

= Annual Enrollment Count for Self-Only and Other than Self-Only Coverage

Applicable to: Self-insured group health plans
Question: How does a plan with self-only coverage use the Form 5500 method to calculate the Annual Enrollment Count?

1) When using the Form 5500 method for calculating the Annual Enrollment Count, plans that are self-only coverage will obtain the total number of participants at the beginning of the plan year from line 5 (1,000) and the end of the plan year from line 6(d) (1,500) of Form 5500 to obtain a total of 2,500.

2) Divide the total number of participants covered at the beginning and end of the plan year (2,500) by 2.

\[
\frac{2,500}{2} = 1,250
\]

Annual Enrollment Count
**Question**: How does a plan with self-only and other than self-only coverage use the Form 5500 method to calculate the Annual Enrollment Count?

When using the Form 5500 method for calculating the Annual Enrollment Count, plans that are self-only and other than self-only coverage will obtain the total number of participants at the beginning of the plan year from line 5 (1,000) and the end of the plan year from line 6(d) (1,500) of Form 5500 to obtain a total of 2,500.

\[
1,000 + 1,500 = 2,500
\]

**Annual Enrollment Count**
Calculating the Annual Enrollment Count for Partial Year Coverage
Partial Year Coverage

- A health plan or coverage may be established, terminated, or change funding mechanisms during the first nine (9) months of a benefit year.
- If coverage changes from a fully insured plan to a self-insured plan or self-insured to fully insured during the first nine (9) months of 2016, the following rules apply:
  - The issuer of the fully insured plan would be responsible for paying the per covered life contribution amount for reinsurance contribution enrollees for the portion of the calendar year they are enrolled in the fully insured plan.
  - The self-insured plan would be responsible for paying the per covered life contribution amount for reinsurance contribution enrollees for the portion of the year they are enrolled in the self-insured plan.
    - As a result, both plans would be responsible for paying a portion of the fee using one of the permitted counting methods in 45 CFR 153.405(d) and 45 CFR 153.405(e), as applicable, based on the portion of the year these covered lives were enrolled in the self-insured and fully-insured plans.
Due to 2016 being a leap year, the sum of days in the first nine (9) months of 2016 is 274.
Actual Count Partial Year Example (continued)

Self-Insured Calculation

January
Covered Lives: 0
Days in Month: 31

February
Covered Lives: 0
Days in Month: 29

March
Covered Lives: 0
Days in Month: 31

April
Covered Lives: 0
Days in Month: 30

May
Covered Lives: 0
Days in Month: 31

June
Covered Lives: 45,510
Days in Month: 30

July
Covered Lives: 45,500
Days in Month: 31

August
Covered Lives: 45,550
Days in Month: 31

September
Covered Lives: 45,560
Days in Month: 30

182,120 Covered Lives
274 Total Days Jan – Sept

664.67 Self-Insured Annual Enrollment Count
Snapshot Count Partial Year Example

- A Contributing Entity only has reinsurance covered lives through March 31, 2016.

  
  January  
  1  
  1,600 Covered Lives

  April  
  1  
  0 Covered Lives

  July  
  1  
  0 Covered Lives

  1,600 Covered Lives

- Calculate the sum of dates on which the covered lives count was made. In this scenario 3 dates were selected.

- Divide the total number of covered lives by the number of dates (3) to determine the Annual Enrollment Count.

  \[
  \frac{1,600}{3} = 533.33
  \]

  533.33 Annual Enrollment Count
Applying Exemption Rules
Reinsurance Contribution Exempted Lives

For a list of all plans or coverage that are exempt from the requirement to make reinsurance contributions, please see:

**Module 1: 2016 Reinsurance Contributions Overview** available in the REGTAP Library
Apply Exemption Rules – Actual Count and Snapshot Count Methods

Actual Count Method (45 CFR 153.405(d)(1))
1. Subtract any exempted lives from the total for each day, prior to adding the total number of lives covered for each day of the first nine (9) months of the benefit year.
2. Divide the total by the number of days in the first nine (9) months.

Due to 2016 being a leap year, the sum of days in the first nine (9) months of 2016 is 274.

Snapshot Count Method (45 CFR 153.405(d)(2))
1. Subtract any exempted lives from the total for each date(s) on which a count is taken in a quarter, prior to adding the total number of lives covered on any date (or more dates, if an equal number of dates are used for each quarter) during the same corresponding month in each of the first three (3) quarters of the benefit year.
2. Divide that total by the number of dates on which a count was made.
Apply Exemption Rules – Snapshot Factor Method and State Form/Member Months Method

**Snapshot Factor Method (45 CFR 153.405(e)(2))**

1. Calculate using the snapshot factor method.
2. Subtract the number of exempted lives from the total number of lives covered.

**State Form or Member Months Method (45 CFR 153.405(d)(3))**

1. Calculate using the state form or member months method.
2. Subtract the number of exempted lives from the total number of lives covered.
Apply Exemption Rules – Form 5500 Method

Form 5500 Method (45 CFR 153.405(e)(3))

1. Calculate using the Form 5500 method.

2. Subtract the number of exempted lives from the total number of lives covered.
Consistency Requirements and Aggregation
Consistency Requirements

- A Contributing Entity must use the same counting method for an entire calendar year.
- When a plan sponsor that maintains multiple group health plans is calculating the average number of reinsurance covered lives across two (2) or more plans, the same counting method must be used across all of the plans because the plans would be treated as a single plan for counting purposes.
  - However, a plan sponsor that maintains multiple group health plans can treat its plans as separate group health plans if the sponsor determines the number of covered lives under each plan as if the separate group health plan provided major medical coverage.
- Consistency in counting methods is NOT required between the enrollment count calculated under the Patient-Centered Outcomes Research Trust Fund (PCORTF) Rule and the count calculated for reinsurance purposes.
Aggregation Rules for Group Health Plans with a Self-Insured Coverage Option and an Insured Coverage Option

No Aggregation
If the group health plan determines the number of reinsurance covered lives under each coverage option separately as if each provided major medical coverage, the group health plan may use any of the counting methods specified for health insurance issuers or self-insured group health plans, as applicable to each coverage option.

- For any fully-insured plans, the group health plan may use the following counting methods: actual count, snapshot count, and Member Months or State Form.
- For any self-insured plans, the group health plan may use the following counting methods: actual count, snapshot count, snapshot factor, or Form 5500.

Aggregation
If the group health plan chooses to aggregate the multiple group health plans and at least one is an insured plan, the plan sponsor must use the actual count or snapshot count counting method.
The following aggregation rules apply if there are multiple group health plans maintained by the same plan sponsor (including one (1) or more group health plans that provide health insurance coverage) that collectively provide major medical coverage for the same reinsurance covered lives simultaneously.

No Aggregation
If the plan sponsor determines the number of reinsurance covered lives under each separate group health plan as if the separate group health plan provided major medical coverage, the plan sponsor may treat the multiple plans as separate group health plans.

- For any fully-insured plans, the plan sponsor may use the following counting methods: actual count, snapshot count, and Member Months or State Form.
- For any self-insured plans, the plan sponsor may use the following counting methods: actual count, snapshot count, snapshot factor, or Form 5500.
Aggregation

• If the plan sponsor chooses to aggregate the multiple group health plans and at least one is an insured plan, the plan sponsor must use the actual count or snapshot count counting method.

• If the plan sponsor chooses to aggregate the multiple group health plans and none of the plans are an insured plan, the plan sponsor must use the actual count, snapshot count, or snapshot factor counting method.
Calculation of the 2016 Uniform Reinsurance Contribution Amounts
Reinsurance contribution amounts are calculated by multiplying a Contributing Entity’s Annual Enrollment Count by the 2016 Uniform Reinsurance Contribution rate of $27.00.

The Uniform Reinsurance Contribution Rate for 2016 was finalized in the 2016 Payment Notice at $27.00 per covered life.

When entering the Annual Enrollment Count into the Form, the contribution amount owed will be calculated automatically.
Auto-Calculated Contribution Amounts: Form Example

2016 ACA Transitional Reinsurance Program Annual Enrollment Contributions

Before You Begin  Complete Agency Form  2 Enter Payment Info  3 Review & Submit  4 Confirmation

ACA Transitional Reinsurance Program
Annual Enrollment and Contributions Submission Form

Need Help?

Type of Filing
- New
- Re-Filing
- Resubmission
- Invoice

Do you want to make the Full Contribution for 2016 in one payment?
- Yes
- No

If No, select one of the two payments for which you are filing this Form.

1. First Collection - $21.50 per covered life
   (Regulatory Payment Due Date: January 17, 2017)
   - Yes
   - No

2. Second Collection - $5.40 per covered life
   (Regulatory Payment Due Date: November 15, 2017)
   - Yes
   - No

Benefit Year for Reporting Annual Enrollment Count

Total Applicable Benefit Year Contribution Rate

Annual Enrollment Count

Verify Annual Enrollment Count

Contribution Rate for Program Payments and Program Administration

Contribution Amount Due for Program Payments and Program Administration

Contribution Rate for General Fund of the US Treasury

Contribution Amount Due for General Fund of the US Treasury

Total Contributions Due for the Applicable Benefit Year

120 Annual Enrollment Count

X $27.00 = $3,240.00 (auto-calculated)
Key Deadlines for the 2016 Benefit Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Contribution Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To Make a Full Contribution in One Payment</strong> (Combined Collection) for the 2016 BY:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File no later than November 15, 2016</td>
<td>Submit the Form and schedule payment</td>
<td></td>
</tr>
<tr>
<td>Remit no later than January 17, 2017</td>
<td>Pay full contribution amount due (one payment)</td>
<td>$27.00 per covered life</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$27.00</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>To Make a Full Contribution in Two Payments</strong> (First and Second Collection) for the 2016 BY:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File no later than November 15, 2016</td>
<td>Submit the Form and schedule payment of first collection contribution and duplicate the Form and schedule payment of second collection</td>
<td></td>
</tr>
<tr>
<td>Remit no later than January 17, 2017</td>
<td>Pay first contribution amount due</td>
<td>$21.60 per covered life</td>
</tr>
<tr>
<td>Remit no later than November 15, 2017</td>
<td>Pay second contribution amount due</td>
<td>$5.40 per covered life</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$27.00</td>
</tr>
</tbody>
</table>
Next Steps

**NOW**
- Review the counting methods set forth in 45 CFR 153.405(d) through (g).
- Review these slides and “Transitional Reinsurance Program Operational Guidance: Examples of Counting Methods for Contributing Entities – UPDATED FOR THE 2016 BENEFIT YEAR” to calculate your annual enrollment count.
- Review your REGTAP emails for updates and monitor the CCIIO web page.
- Register on Pay.gov or confirm your password if you were a registered user for the previous year.

**LATER**
- Attend future trainings.
- Complete the 2016 ACA Transitional Reinsurance Program Annual Enrollment and Contributions Submission Form, which will be available on [https://pay.gov/public/home](https://pay.gov/public/home) in October 2016.

**For questions regarding Contributions, please contact us at ReinsuranceContributions@cms.hhs.gov.**
## Upcoming Webinars

<table>
<thead>
<tr>
<th>2016 Module Title</th>
<th>Date</th>
<th>Content</th>
</tr>
</thead>
</table>
| **Module 1: 2016 Reinsurance Contributions Overview**  | September 13        | • Defines a Contributing Entity in 2016  
• Summarizes exempted organizations in 2016  
• 2016 Uniform Contribution Rate  
• 2016 Key Deadlines  
• Provides an overview of the 2016 submission process |
|                                                        | October 4           |                                             |                                                                                                                                   |
|                                                        | November 1          |                                             |                                                                                                                                   |
| **Module 2: 2016 Reinsurance Contributions Counting Methods Overview** | September 15        | • Defines a Contributing Entity in 2016 and defines major medical  
• Provides a walk through of each Counting Method  
• Consistency Requirements and Aggregation  
• Calculation of Contribution Amounts  
• 2016 Key Deadlines |
|                                                        | October 5           |                                             |                                                                                                                                   |
|                                                        | November 2          |                                             |                                                                                                                                   |
| **Module 3: 2016 Reinsurance Contributions Form Completion** | September 20        | • Provides an overview of the 2016 Form submission process  
• Notable Form updates for the 2016 Benefit Year  
• Data needed to complete the Form for the 2016 Benefit Year  
• Registering on Pay.gov  
• Provides a walk through of the 2016 ACA Transitional Reinsurance Program Annual Enrollment and Contributions Submission Form |
|                                                        | October 6           |                                             |                                                                                                                                   |
|                                                        | November 3          |                                             |                                                                                                                                   |
| **Module 4: 2016 Reinsurance Contributions Updating Contributions Filings** | October 18          | • Demonstrates how to locate previous Form filings to make updates  
• Reviews the process of making updates to previous Form filings  
• Explains the types of communication a Contributing Entity may receive after filing the Form  
• Differentiates between Re-Filing and Re-Submission of the Form  
• Provides an overview of the various resources available |
|                                                        | November 8          |                                             |                                                                                                                                   |
### 2016 Module Title

<table>
<thead>
<tr>
<th>2016 Module Title</th>
<th>Date</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Topic: 2016 Reinsurance Contributions Supporting Documentation (.CSV file)</strong></td>
<td>September 22</td>
<td>• Who is required to submit the Supporting Documentation (.CSV file)?&lt;br&gt;• What information is needed to complete the Supporting Documentation (.CSV file)?&lt;br&gt;• Tools available to create the Supporting Documentation (.CSV file)&lt;br&gt;• 2016 Key Deadlines and Next Steps</td>
</tr>
<tr>
<td>October 20</td>
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</tbody>
</table>

**WWW.REGTAP.INFO**
# Reinsurance Contributions Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Type/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2016 Reinsurance Contributions Form Completion, Submission, and Payment WBT</strong></td>
<td>Web-based training to explain how to complete the 2016 Form Posted on REGTAP</td>
</tr>
<tr>
<td><strong>2016 Transitional Reinsurance Form Quick Start Guide</strong></td>
<td>Provide instructions on completing the 2015 Form Posted on REGTAP and the CCIIO website</td>
</tr>
</tbody>
</table>
| **Special Topic: 2016 Reinsurance Contributions Supporting Documentation (.CSV file)** | • Who is Required to Submit the Supporting Documentation (.CSV file)?  
• What Information is Needed to Complete the Supporting Documentation (.CSV file)?  
• Tools Available to Create the Supporting Documentation (.CSV file)  
• Key Deadlines and Next Steps  
Posted on REGTAP and the CCIIO website |
| **2016 Reinsurance Contributions Supporting Documentation Job Aid** | Job aid tool to assist in the creation of the Supporting Documentation (.CSV File) Posted on REGTAP and the CCIIO website |
| **2016 Reinsurance Contributions Supporting Documentation Job Aid Manual** | Manual to assist in the completion of the Job Aid Tool used to create the Supporting Documentation (.CSV File)  
Posted on REGTAP and the CCIIO website |
| **2016 Reinsurance Contributions Supporting Documentation File Layout** | Document to explain the required data elements to create the Supporting Documentation (.CSV File)  
Posted on REGTAP and the CCIIO website |
Reinsurance Contributions Review and Discussion Session:
This session will provide Contributing Entities and Reporting Entities with a review of the topics covered during the Modules 1-4 webinars, as well as information related to 2016 updates and user challenges. Time will be allotted for specific attendee questions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 7, 2016</td>
<td>3:30 p.m. – 5:00 p.m. ET</td>
</tr>
<tr>
<td>Monday, November 14, 2016</td>
<td>1:00 p.m. – 2:30 p.m. ET</td>
</tr>
</tbody>
</table>

You must register on REGTAP for each session separately.

WWW.REGTAP.INFO
Reinsurance Contributions Submission Help Line:
CMS will host a help line to assist Contributing (or Reporting) Entities in completing the 2016 ACA Transitional Reinsurance Program Annual Enrollment and Contributions Submission Form. This will provide open Q&A during the dates and times specified. All entities dialed into the help line can benefit from questions asked and answered.

<table>
<thead>
<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, November 9, 2016</td>
<td>1:00 p.m. – 5:00 p.m. ET</td>
</tr>
<tr>
<td>Thursday, November 10, 2016</td>
<td>1:00 p.m. – 5:00 p.m. ET</td>
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<tr>
<td>Friday, November 11, 2016</td>
<td>1:00 p.m. – 5:00 p.m. ET</td>
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<tr>
<td>Monday, November 14, 2016</td>
<td>3:00 p.m. – 6:00 p.m. ET</td>
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<tr>
<td>Tuesday, November 15, 2016</td>
<td>10:00 a.m. – 5:00 p.m. ET</td>
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</tbody>
</table>
Questions?

To submit or withdraw questions by phone:

- * Dial *# (star-pound) on your phone’s keypad to ask a question
  - * Dial *# (star-pound) on your phone’s keypad to withdraw your question

To submit questions by webinar:

- Type your question in the text box under the ‘Q&A’ tab
Resources
## Resources

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<tr>
<th>Resource</th>
<th>Link/Contact Information</th>
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<tr>
<td>U.S. Department of Health &amp; Human Services (HHS)</td>
<td><a href="http://www.hhs.gov/">http://www.hhs.gov/</a></td>
</tr>
<tr>
<td>Centers for Medicare &amp; Medicaid Services (CMS)</td>
<td><a href="http://www.cms.gov/">http://www.cms.gov/</a></td>
</tr>
<tr>
<td>The Center for Consumer Information &amp; Insurance Oversight (CCIIO) web page</td>
<td><a href="http://www.cms.gov/ccio">http://www.cms.gov/ccio</a></td>
</tr>
<tr>
<td>Registration for Technical Assistance Portal (REGTAP) - presentations, FAQs</td>
<td><a href="https://www.REGTAP.info">https://www.REGTAP.info</a></td>
</tr>
<tr>
<td>Registration and Form on Pay.gov</td>
<td><a href="https://pay.gov/paygov/">https://pay.gov/paygov/</a></td>
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## Regulatory References

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</table>
The FAQ Database allows users to search FAQs by FAQ ID, Keyword/Phrase, Program Area, Primary and Secondary Categories, Benefit Year, Retired and Current FAQs and Publish Date.

FAQ Database is available at https://www.regtap.info/
Users have the option to opt in or opt out of receiving notifications when first registering in REGTAP by checking or unchecking the box for “I would like to receive notifications.”

After initial registration, contact the Registrar at registrar@REGTAP.info, call (800) 257-9520, or submit an inquiry to www.REGTAP.info to change notification preference.
Closing Remarks