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”
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.
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

![Excel spreadsheet showing Issuer General Information](image)

### Worksheet 1 - Issuer General Information

#### 1. Corporate Information
- **Issuer Name:**
- **Federal EIN:**
- **NCCI Company Code:**
- **State:**
- **Market Coverage:**
- **Issue ID:**

#### 2. Address
- **Address Line 1:**
- **Address Line 2:**
- **City:**
- **State:**
- **Zip:**

#### 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:**
- ** Toll Free Number:**
- **Fax:**
- **Website Address:**
- **Extension:**

#### 5. Data Submission Contact - Individual Market
- **Name:**
- **Phone Number:**
- **Email:**
- **Extension:**

#### Backup Contact
- **Name:**
- **Phone Number:**
- **Email:**
- **Extension:**
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 Formats (Read-Only)](image)

<table>
<thead>
<tr>
<th>Worksheet 2 - Product Information</th>
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<tbody>
<tr>
<td><strong>Cross Reference</strong></td>
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</tbody>
</table>

Optional:
Enter the No. of enrollment/Expenses.
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

Worksheet 3 - Geographic Coverage (Required if product does not cover whole State)
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

Click on the buttons provided in sheet to validate the data.
Validating your Data
Red Circle Validations

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### Worksheet 1 - Issuer General Information

1. **Corporate Information**
   - **Issuer Name:** ABC_VA
   - **Federal ID:** 123456789
   - **State:** VA
   - **Market Coverage:** VA
   - **Issue ID:** Test

2. **Address**
   - **Address Line 1:** 123 ABC Lane
   - **City:**
   - **State:** Required
   - **Zip:** 43210

3. **Individual and Small Group Market**
   - **Do you offer individual market?** Yes
   - **Web address:** [example.com](example.com)

4. **Customer Service (Individual Market) or Employee Groups (Small Group Markets) Contact**
   - **Local Number:**
   - **Toll Free Number:**
   - **Website Address:**

5. **Data Submission Contact - Individual Market**
   - **Primary Contact**
     - **Name:**
     - **Phone Number:**
     - **Email:**
   - **Backup Contact**
     - **Name:**
     - **Phone Number:**
     - **Email:**

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Microsoft Excel - Issuer Data Entry Form.xls (Read-Only)
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

Invalid Entry

Error on Issuer Data Entry Form.xls workbook:

Issuer Name is required at Issuer General Info: C3
State Name is required at Issuer General Info: E3
Federal EIN is required at Issuer General Info: C4
Market Coverage is required at Issuer General Info: E4
Address Line 1 is required at Issuer General Info: C8
City is required at Issuer General Info: C10
Address State is required at Issuer General Info: C11
Zip is required at Issuer General Info: C12
Individual Market Answer is required at Issuer General Info: C15
Small Group Market Answer is required at Issuer General Info: C17
Customer Service Local Number is required at Issuer General Info: C21
Customer Service Web Address is required at Issuer General Info: C24
Data Submission Contact - Individual Market Name is required at Issuer General Info: C28
Data Submission Contact - Individual Market Name is required at Issuer General Info: E28
Data Submission Contact - Individual Market Name is required at Issuer General Info: C29
Data Submission Contact - Individual Market Email is required at Issuer General Info: C30
Data Submission Validation Contact - Individual Market Name is required at Issuer General Info: C39
Data Submission Validation Contact - Individual Market Name is required at Issuer General Info: E39

OK
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