

DISTRIBUTED DATA COLLECTION (DDC) FOR REINSURANCE (RI) AND RISK ADJUSTMENT (RA): Issuer Confirmation of 2015 Pre-Archive Steps

July 5, 2016



**Health Insurance Marketplace Program
Training Series**

Agenda

- Purpose
- Session Guidelines
- Archive Web Form Overview
- Accessing the Web Form
- Web Form: Welcome Page
- Web Form: Pre-Archive Information Page
- Resources
- Closing Remarks

Purpose

This External Data Gathering Environment (EDGE) server session will:

- Provide a general overview of the Archive Web Form.
- Describe how to complete the Archive Web Form to confirm completion of the pre-archive steps.
- Review what the web form looks like and how to access it.

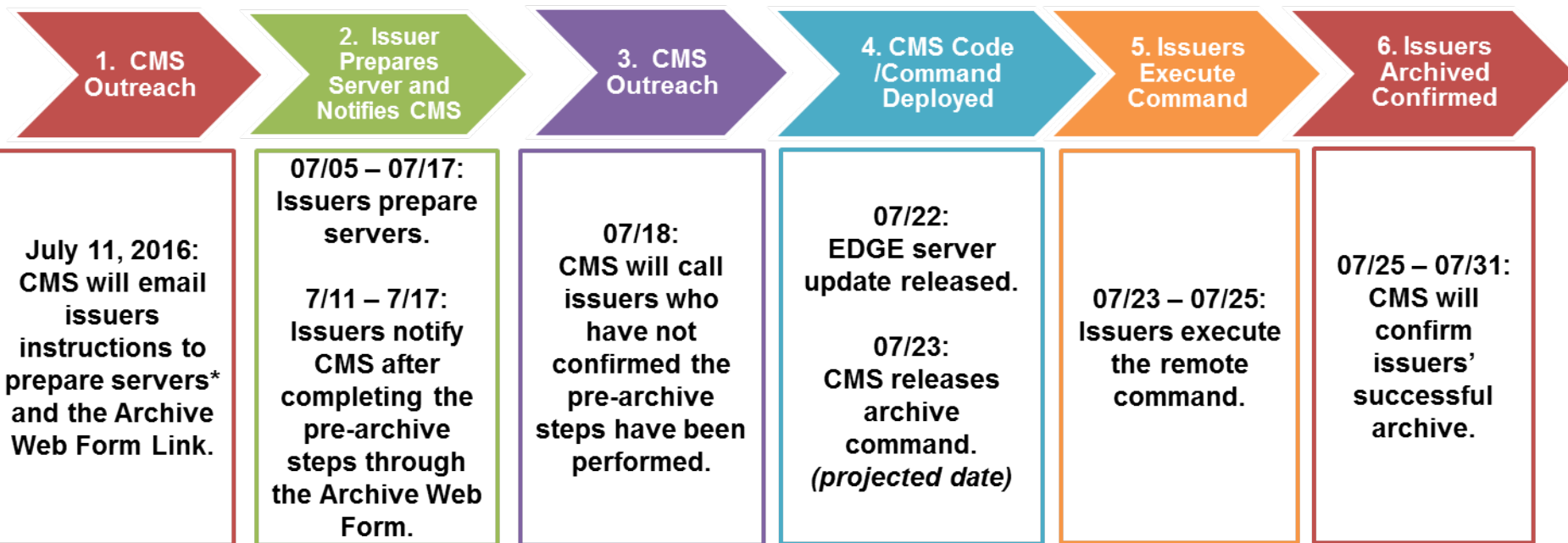
Session Guidelines

- This is a 90-minute webinar session.
- For questions regarding content, please submit inquiries to the Registration for Technical Assistance Portal (REGTAP) at <https://www.REGTAP.info/>.
- For questions regarding logistics and registration, please contact the Registrar at (800) 257-9520.

Archive Web Form Overview

Archive Overview

- The following steps outline the process for completing the 2015 EDGE server database archive in preparation for 2016 Benefit Year data submissions:



* Issuers may also refer to the steps outlined in the June 28, 2016 webinar presentation.

Archive Web Form Overview

- On July 11, 2016, CMS will send an email from the RARIPaymentOperations@cms.hhs.gov mailbox that will include:
 - 2015 Archive Job Aid (includes pre-archive steps and post-archive confirmation steps).
 - A link to the Archive Web form to notify CMS that the pre-archive steps have been performed.
- The email will be sent to Third Party Administrators (TPAs), EDGE technical contacts and CEO Designates.
- Issuers who:
 - Do not receive this email should contact RARIPaymentOperations@cms.hhs.gov.
 - Need assistance with the steps outlined in the job aid should contact EDGE_Server_Data@cms.hhs.gov.

Archive Web Form Overview (Continued)

- **This is not an optional procedure.**
- To complete the confirmation process for the 2015 pre-archive steps, you must enter your company's CEO Designate in the web form.
- The web form allows issuers to complete the following:
 - Report the status of the 2015 pre-archive steps, and/or
 - Request assistance if issuers are having trouble completing the steps for each issuer's Health Insurance Oversight System (HIOS) IDs.



If your company's CEO Designate changes after **July 7, 2016**, you must contact EDGE_server_data@cms.hhs.gov to advise CMS of this update. You will not be able to complete the pre-archive confirmation process until the update to the CEO Designate has been completed.

Accessing the Web Form

Accessing the Web Form

- Select the Archive Web Form link from the email with the **“ACTION REQUIRED: RA/RI Archive Web Form for the 2015 Benefit Year”** subject line.
 - The email will come from the RARI Payment Operations email box.
 - The Archive Web Form will be available for reporting on July 11, 2016.



Web Form: Welcome Page

Web Form: Welcome Page

- The CEO Designate email address must be entered to report the status of the pre-archive steps.
- Select the '**Continue**' button.

* Enter the CEO Designate email address
for your Company:

Continue



Please note that this web form must be completed in one sitting. We suggest you collect all necessary information before initiating the process.

Web Form: Pre-Archive Information Page

Web Form: Pre-Archive Information Page

HIOS ID	2015 Pre-Archive Steps Complete? Select Yes for All	Completion Date	Help Explanation
11111	Picklist: • Yes • No, I need help	Date	Maximum 1,000 characters.
22222			
33333			
44444			
55555			
66666			
77777			

Exit

Submit

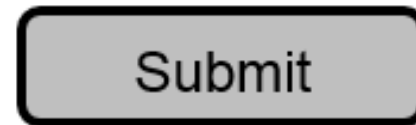
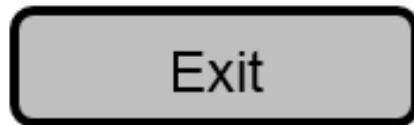
Web Form: Pre-Archive Information Page

(Continued)

- The web form will populate issuers' HIOS IDs.
- Select the option that best fits your situation for each HIOS ID listed in the table. If you have completed the pre-archive steps for all of your HIOS IDs, you can select the 'Select Yes for All' button to populate the entire column.
- If you select 'Yes' from the picklist, enter the date you completed the pre-archive steps.
 - If 'Yes' is selected, the date should be the current date or a past date.
- If you select 'No, I need help' from the picklist, enter a brief description of the issues you are encountering in the Help Explanation field.
 - If 'No, I need help' is selected, CMS will send notification to your Financial Management (FM) Representative to provide technical assistance.
 - Please allow 48 hours for your Representative to contact you.

Web Form: Pre-Archive Information Page (Continued)

- Select “Submit” when you have completed the form or “Exit” if you do not want to submit.
- If you select “Submit” a Popup displays indicating “Did you review all the information you entered on the page? Are you sure you are ready to submit?”
 - If Cancel: submitter stays on the same page.
 - If OK: navigates to the Confirmation page.



Web Form: Confirmation Page

- At the Confirmation Page you will receive the following message:
 - Thank you for completing the reporting process for the 2015 Pre-Archive steps for all of your HIOS IDs. If you have any questions please contact raripaymentoperations@cms.hhs.gov.
 - An acknowledgment email will be sent to the following contacts:
 - EDGE Technical Contacts
 - TPA Technical Contacts
 - CEO Designate

Exit

Issuer Confirmation and CMS Outreach

- Issuers must complete and report the completion of pre-archive steps by 5:00 p.m., July 17, 2016.
- Issuers who do not confirm by July 17, 2016 will be contacted via phone on Monday, July 18, 2016 to remind them to perform these steps.
- The Archive Web Form confirmation must be completed by July 21, 2016, or the archive command may fail.
- On July 22, 2016 a maintenance release will occur and the command to archive will follow on July 23, 2016.



Templates reporting issuer's archive status will not be accepted.

Important Reminders

- All servers must have successfully archived or the blackout will not be lifted on July 29, 2016.
- All issuers should review the 2016 enrollment file requirements and options published in Issue 26 of the 'EDGE Server Updates 2015 Data Submission' in the REGTAP Library.
- Issuers should submit any remaining off-Marketplace plans to the Rate and Benefits Information System (RBIS) by July 8, 2016.
- Issuers should contact EDGE_Server_Data@cms.hhs.gov with any issues or questions.

Current Timeline Activity

Who	When	Next Step
CMS	July 11th	Email Issuers/TPAs Archive Job Aid and Archive Web Form
Issuer	July 5 th – July 17 th	Update/Verify EDGE properties and permissions for archive
Issuer	July 11 th – 17 th	Notify CMS that EDGE is ready for archive
Issuer	July 7 th	Final deadline to submit 2016 RBIS (off-Marketplace) plan data - Including plans that are no longer being sold in 2016 but continue to have enrollment
CMS	July 11 th	Archive Web Form will be available for reporting
CMS	July 18 th – 21 st	Call issuers who have not notified CMS they are ready for archive
CMS	July 22 nd (8-11pm)	Deploy code to update schemas
CMS	July 23 rd (12:01am)	Deploy command to archive
Issuer	July 23 rd – 25 th	Execute archive command
CMS	July 25 th – 29 th	Confirm archive successful and outreach to any issuers who have servers in a failed or pending status
CMS	July 29 th	Lift blackout (dependent on successful archive by all issuers)
Issuer	After Successful Archive Completion	Production zone available for data submission
CMS	Aug 29 th	Deploy 2016 plan reference updates

Questions?

To submit questions by phone:

- ☐ Dial '14' on your phone's keypad
- ☐ Dial '13' to exit the phone queue

Upcoming Webinar

Webinar	Scheduled Event Date
Q&A Session	July 12, 2016 11:30 a.m. – 1:00 p.m. ET

Resources

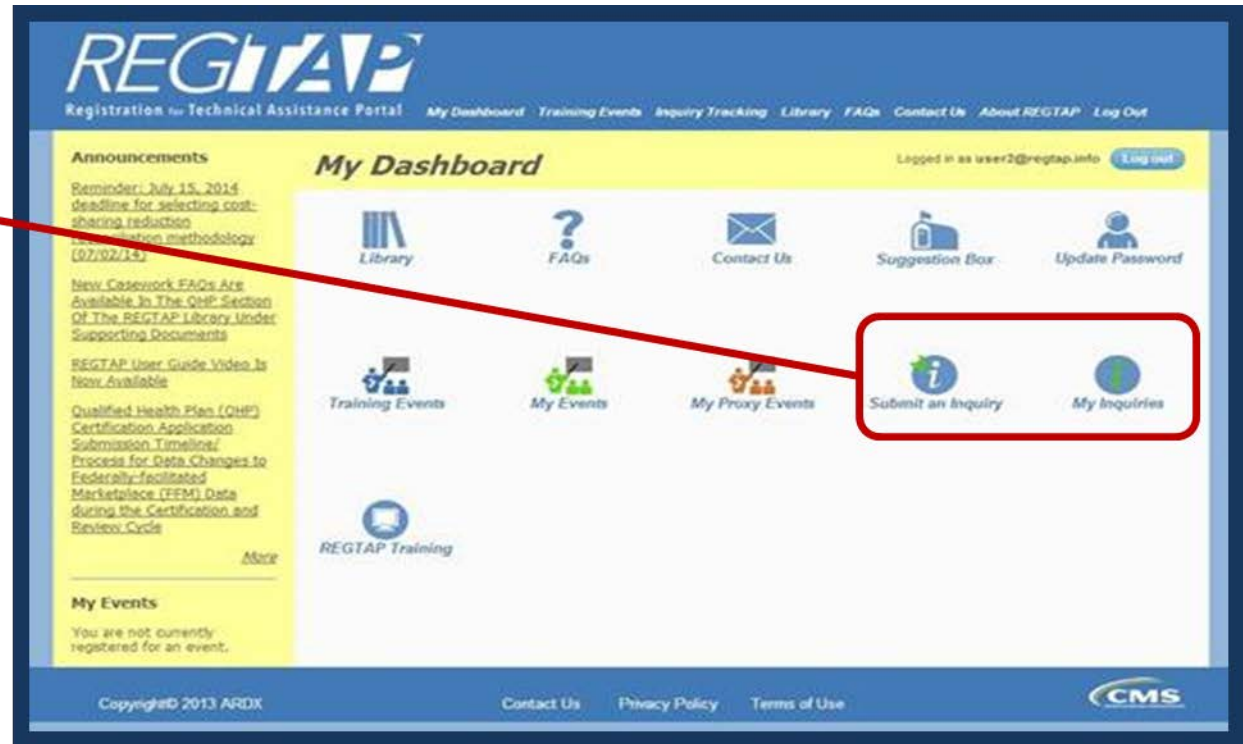
Resources

Resource	Resource Link
Center for Consumer Information and Insurance Oversight (CCIIO)	http://www.cms.gov/ccio
REGTAP • Registration • Inquiry Tracking and Management System (ITMS) • Resource Library • Frequently Asked Questions (FAQs)	https://www.REGTAP.info/

Inquiry Tracking and Management System (ITMS)

Stakeholders can submit inquiries to ITMS at <https://www.REGTAP.info>.

Select 'Submit an Inquiry' from My Dashboard.



FAQ Database on REGTAP

My Dashboard



The FAQ Database allows users to search FAQs by FAQ ID, Keyword/Phrase, Program Area, Primary and Secondary categories, Benefit Year and Publish Date.

FAQ Database is available at
<https://www.regtap.info/>.

FAQ Search

FAQ ID Enter single FAQ ID or multiple IDs (1-10 or 15,18,87)

Keyword/Phrase

Program Area

Select All
ACA Financial Appeals
Agent Broker
Distributed Data Collection for RI and RA/Edge Server
Enrollment and Eligibility

Primary Category

Secondary Category

Benefit Year Select All

Publish Date

Start Date

22

End Date

22

FAQs to Display:

- ☒ Current FAQs Only
☐ Retired FAQs Only
☐ All FAQs (Current and Retired)

Search

Clear Search

Closing Remarks