

2015 Unaffiliated Issuer Enrollments (UIE) and 2016 Missing Reenrollments Update



February 8, 2016

2015 Unaffiliated Issuer Enrollments (UIE) Process

- The Enrollment Resolution and Reconciliation (ER&R) contractor will provide issuers with the final outreach files based on reconciliation run 14 on 2/17/16.
- The Special Enrollment Period for this population to be retroactively reenrolled to January 1, 2016, expires on 3/1/16.
- The Centers for Medicare & Medicaid Services (CMS) strongly encourages issuers to perform outreach to the affected enrollees, and if they have not already done so, to inform consumers they no longer have coverage and if they wish to be enrolled in 2016 with a 1/1/16 effective date, they must contact the Marketplace to complete their application by 3/1/16, which is the expiration date for the Special Enrollment Period.

2016 Missing Reenrollment Process

- As a one-time process, the Centers for Medicare & Medicaid Services (CMS) requested the 2016 Missing Reenrollments Issuer File Template from issuers by January 19, 2016, so that we would be able to quickly analyze and conduct outreach to any true orphans, as a conclusion to Batch Auto Reenrollment (BAR) Wave 2 and any truly missing enrollees from 12/31/15.
- The Special Enrollment Period for this population to be retroactively reenrolled to January 1, 2016, expires on 3/1/16.
- CMS has decided to allow issuers one (1) additional opportunity to submit any 2016 missing reenrollments files to the ER&R Contractor by 5P.M. Eastern Time (ET) on **2/17/16.**

2016 Missing Reenrollment Process, cont'd.

- CMS strongly encourages issuers to perform outreach to the affected enrollees to inform them, they no longer have coverage and if they wish to be enrolled in 2016 with a 1/1/16 effective date, they must contact the Marketplace to complete their application by 3/1/16, which is the expiration date for the Special Enrollment Period.
- For further guidance, please follow the process as detailed in “Issuer Guidance for Handling 2015 Unaffiliated Issuer Enrollments and Clarification to Section V of Bulletin 16: Guidance for Issuers on 2016 Reenrollment in the Federally-Facilitated Marketplaces (FFMs),” available on RegTap here: https://www.regtap.info/uploads/library/ENR_2015UnaffiliatedIssuerEnrollments_120415_5CR_1

2016 Missing Reenrollment Process: File Submission

- **Step 1: Send files via Electronic File Transfer (EFT)**
- Email confirmation is sent to Issuer Point of Contact (POC)
 - **Subject:** Acknowledgement of Receipt – Missing Re-Enrollments
 - **Verbiage:** Thank you for contacting the Enrollment Resolution and Reconciliation (ER&R) contractor for CMS. This is to serve as acknowledgment that we have received the Missing Re-Enrollment file.
 - Should you have any questions, please feel free to contact us directly at 1-855-591-7113 or via email at errsupportcenter@cognosante.com.

2016 Missing Reenrollment Process:

File Naming Convention

- The file name consists of six segments separated by periods. The five segments are (in order):
 - Source ID – This is the Issuers alphanumeric TPID
 - Application ID – .CMS
 - Function Code – .ERRS
 - Date – This segment will always start with D followed by the two-digit year, two-digit month and two-digit day that the file is being sent.
 - Time - This segment will always start with T followed by two digits for the hour, two digits for the minutes, two digits for the seconds and three seconds for milliseconds. The Last 5 digits (indicating seconds and milliseconds) should be entered as 00000
 - P - This segment will always consist of the single character P
 - File extension – this should be changed to .IN

12345	.CMS	.ERRS	.Dddddd	.Tttttttt	.P	.IN
Source ID	App ID	Funct. Code	Date	Time	P	File Extension

2016 Missing Reenrollment Process: File Ingestion

- **Step 2: Validation of file format**
 - The file is in RCNO format
 - File Format
 - Excel format with extension of .xls or .xlsx
 - Flat file format with extension of .txt