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**DATE:** January 6, 2012  
**TO:** Issuers of Health Insurance  
**CC:** State Departments of Insurance Commissioners  
**FROM:** Brian James  
CCIIO Data Collection and Management Division  
**SUBJECT:** Plan Finder Data Submission for March 1, 2012 Small Group Refresh

The next Small Group Plan Finder refresh will occur on **March 1, 2012**. The submission window for the March 1, 2012 refresh is limited to Small Group products.

Updated Health Insurance Oversight System (HIOS) templates will be available January 16, 2012. Pre-populated Rate and Benefit Information System (RBIS) templates will be available January 30, 2012. The pre-populated templates will be based on the Small Group submission from the November refresh as well as information entered into HIOS during the January 23-27 window. There are no changes to the RBIS templates from the November Small Group refresh.

The calculation used to determine the average cost per enrollee remains the same as well from the November 2011 refresh. Total written premium is being collected to calculate the average cost per enrollee, which will be displayed within the HealthCare.gov Plan Finder, corresponding to each small group product represented. The average cost per enrollee is the result of one-third of the premium for the third quarter 2011 divided by the enrollment number. Issuers should report the enrollment as of the last day of the third quarter 2011 (September 30, 2011) into HIOS as well as the total written premium for third quarter 2011 into RBIS.

Provided below is an outline of the data submission deadlines for the upcoming Small Group data collection.

## **Small Group Data Submission Schedule**

### **January 23 – January 27– HIOS data submission window for all issuers:**

Issuers must provide the enrollment numbers as of September 30, 2011 (Quarter 3, 2011). (Please note that CCIIO is not collecting the number of denials, administrative disqualifications, and up-rates for the Small Group products at this time. Issuers should enter zero for those columns in HIOS.)

Please note that all small group products, whether they are open or closed to enrollment must be reported to HIOS if there are covered lives within those products.

All issuers must provide new Small Group data backup and CEO/CFO contact information in HIOS prior to the RBIS collection window.

## **January 30 – February 10 – RBIS data submission window for all issuers:**

Issuers are responsible for entering into RBIS benefit and cost sharing information for Small Group products that are **open for enrollment as of March 1, 2012**.

All Small Group benefits and cost sharing data entered into RBIS must be submitted, validated, and attested by 11:59 p.m. ET on Friday, February 10.

**We strongly advise issuers begin the RBIS process immediately after the data submission window opens to allow enough time for data entry, validation, and CEO/CFO attestation.**

Issuers with new products must obtain a HIOS Product ID for those open products before submitting benefit and cost sharing data into RBIS. Please note that small group products 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. Issuers must make any necessary changes in HIOS before the HIOS data submission window closes on January 27.

### **Validation of RBIS data:**

The RBIS submission must be validated and approved by issuers. Issuers may validate their data within the RBIS system using two different methods: “View all Products” in the data submission or “Search by Scenario.” Both methods are described in the RBIS User Manual in section 12.

([http://cciio.cms.gov/resources/files/Files2/12092011/rbis\\_user\\_manual\\_v5.pdf](http://cciio.cms.gov/resources/files/Files2/12092011/rbis_user_manual_v5.pdf) )

### **CEO/CFO attestation deadline for all issuers:**

All issuers submitting data into RBIS must provide CEO or CFO attestation to the accuracy and completeness of the data submitted by 11:59 p.m. ET on Friday, February 10.

CEO/CFO attestation will not be available until the RBIS system identifies that all of an issuer’s submissions have been uploaded or if it is indicated by the issuer that there is no data to report. Once attestation is made available to users, the CEO or CFO must read the attestation agreement and electronically sign an attestation statement.

### **Issuer Group Calls:**

Weekly User Group calls with issuers will continue to be held every other Wednesday at 2 p.m. ET until further notice to provide guidance and answer Plan Finder questions.

## Summary of Key Dates

<b><i>January 23 (Monday)</i></b>	HIOS window opens for Issuers to update Small Group products and for new issuers to register and receive HIOS user IDs. Window closes January 27 (Friday).
<b><i>January 30 (Monday)</i></b>	RBIS Data Submission Window for Small Group opens for all Issuers to submit new and revised plan data.
<b><i>February 10 (Friday)</i></b>	Last day for all Issuers to submit new and updated Small Group data. Last day for all Issuers to provide CEO or CFO attestation.
<b><i>March 1 (Thursday)</i></b>	Healthcare.gov Plan Finder will display new and updated products.

Thank you for your participation and continued cooperation in the HealthCare.gov Plan Finder's data collection.

For policy questions regarding the HealthCare.gov Plan Finder, please email [CCIOPlanFinder@cms.hhs.gov](mailto:CCIOPlanFinder@cms.hhs.gov).

Please see Questions and Answers for Health Care Reform Plan Finder Data Entry for answers to common questions about the process:

[http://cciio.cms.gov/resources/files/faq\\_plan\\_finder\\_data\\_entry.html](http://cciio.cms.gov/resources/files/faq_plan_finder_data_entry.html)

For technical assistance regarding product-level data submissions, please contact the HIOS Help Desk at 1-877-343-6507 or [insuranceoversight@hhs.gov](mailto:insuranceoversight@hhs.gov).