

QHP APPLICATION SUPPORT AND Q&A – PART II

April 11, 2013

**QHP Application Support and Q&A
Training Series**

Agenda

- Session Guidelines
- Introduction
- Plans and Benefits Add-In File Update Instructions
- Questions and Answers
- Submission of Inquiries
- Resources
- Closing Remarks

Session Guidelines

- This is a ninety (90) minute Webinar session.
- This session is conducted to provide a live Q & A session for QHP Application Support.
- Documented Q & As will be posted in the coming weeks.
- For questions regarding content or logistics, contact the REGTAP Registrar at registrar@regtap.info or (800) 257-9520.

Introduction

QHP Application Support Series will provide Issuers with program and operational guidance for operating Exchange and Premium Stabilization programs.

Plans and Benefits Add-In File Update Instructions

Plans and Benefits Add-in File

The add-in file (PlansBenefitsAddIn.xlam) contains the macros and reference data used by the plans and benefits template

- Save the add-in file to the same location on your local drive and edit it on your local drive
- Keep the file name the same (do not rename it)

Note: Macro ribbon will display the add-in file version and the macro buttons for the template.

Note: Do not open the add-in file.

Downloading the Add-In File: HIOS

PLAN MANAGEMENT Text Size: A A A

Welcome, qhpsubvalidator | Logout

65868 - FFE Test Company - OR

Benefits & Service Area Module Instructions and Reference Material (PDF)

Data Submitter | Data Validator | Final Submission

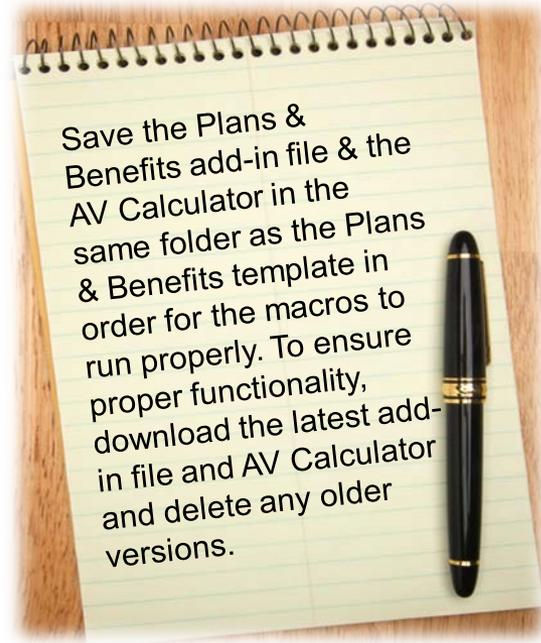
Download Templates

- PlanBenefitsAddIn.xmls
- NetworkIDTemplate.xls
- Service Area.xls
- PrescriptionDrug.xls

Upload Documentation Update Status

Fields marked with an asterisk (*) are required.
Please note that uploading a second version of the template or supporting document(s) will replace the previously uploaded version.

Document Type:	Actions	File Name	Description	Last Update	Status
*Plan & Benefits Template (Shop)	<input type="button" value="Upload"/>		<input type="text"/>		
*Plan & Benefits Template (Individual)	<input type="button" value="Upload"/>		<input type="text"/>		
*Network ID Template	<input type="button" value="Upload"/>		<input type="text"/>		
*Service Area Template	<input type="button" value="Upload"/>		<input type="text"/>		
*Prescription Drugs Template	<input type="button" value="Upload"/>		<input type="text"/>		



Save the Plans & Benefits add-in file & the AV Calculator in the same folder as the Plans & Benefits template in order for the macros to run properly. To ensure proper functionality, download the latest add-in file and AV Calculator and delete any older versions.

Downloading the Add-in File: SERFF

Template Name	Template Description	Version	Download
Administrative Template	Collects general company and contact information.	3.21	Administrative Data Template
ECP Template	Collects identifying information for Essential Community Providers.	3.2	Essential Community Providers Template
Plan/Benefit Template	Collects plan and benefit data. Attachments include instructions and template.	1.31	Plans and Benefits Template Instructions Plans Benefits Template
Plans Benefits Add-In (Updated 3/28/2013)	Collects plan and benefit data. Attachments include an add-in file.	1.31	<u>Plans Benefits Add-In</u>
Prescription Drug Template (Updated 3/28/2013)	Collects formulary data for plans.	1.62	Prescription Drug Template
Network Template	Information identifying a provider's network.	1.7	Network Template
Service Area Template	Information identifying a plan's geographic service area.	2.91	Service Area Template
Rate Data Templates (Updated 3/28/2013)	Rating Tables	2.0	Rates Template
Business Rule Template	Supporting business rules	1.5	Business Rules Template
Accreditation Templates	Collects information related to an issuer's NCQA and/or URAC accreditation status.	1.6 1.4	Issuers NCQA Template Issuers URAC Template

Downloading the Add-In File: Zone

Template - Plans & Benefits (v1.31) & Add-In File

View Revisions



Posted: Mar 18, 2013 by Tom Biakmire_FED_CMS



You have already rated this.

Community Association:
Issuer Community

The Plans & Benefits Template collects high level plan information, benefits package information including benefits covered and treatment limits, cost sharing information and calculates the Actuarial Value. PLEASE NOTE: THE Add-In FILE EXTENSION SHOULD BE CHANGED TO ".xlam" - THE FILE NAME SHOULD READ: "PlansBenefitsAddIn.xlam" It is important to DELETE any older versions of the Add-In file that you may have downloaded previously to your computer. For complete instructions on how to use the Add-In file please refer to the User Guide - Benefits & Service Area Module also available here on the CMSzONE site.

Attachment: [PlansBenefits.xls](#)
 [PlansBenefitsAddIn - CHANGE EXT TO XLAM.xls](#)

Tags:
[Benefits](#)
[plan](#)
[plans](#)
[template](#)
[templates](#)

Document Status:
[Final](#)

State or Territory:
[Federal](#)

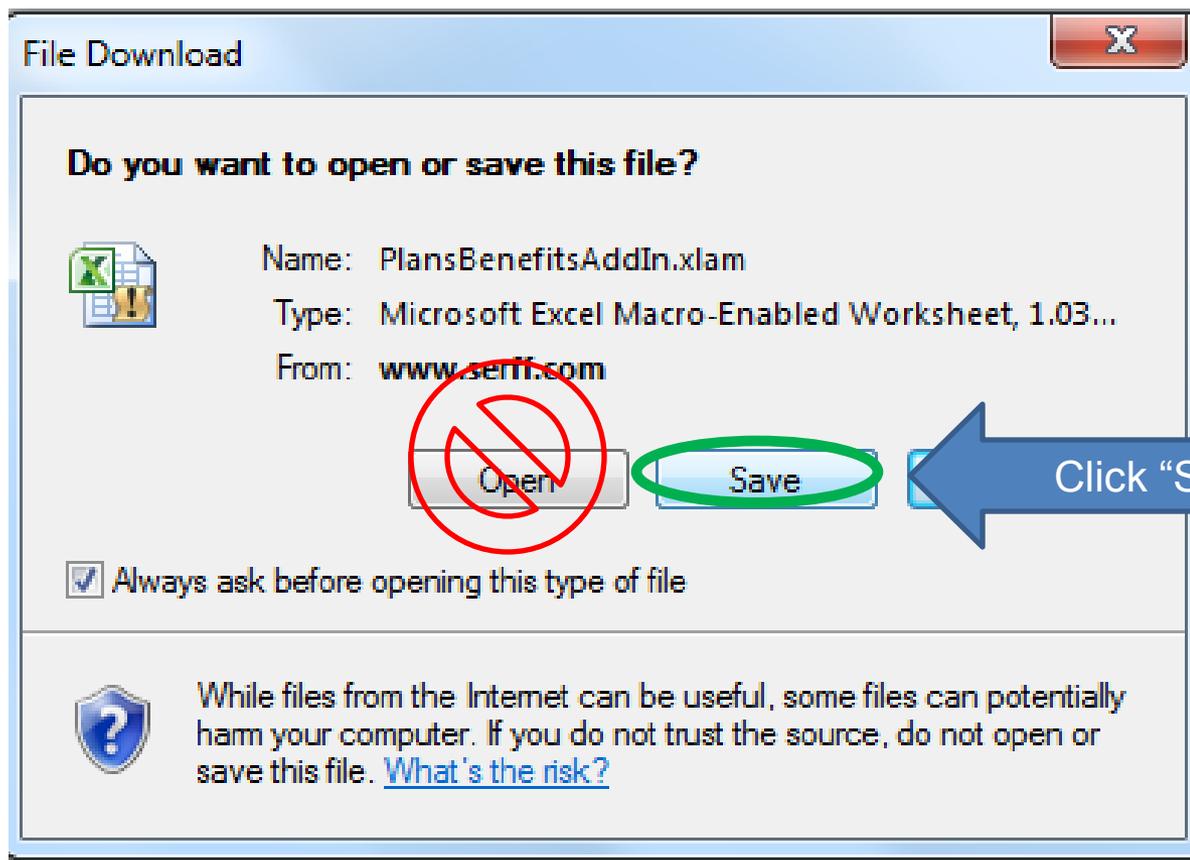
Type of Document:
[Template](#)

Functional Area:
[Plan Management](#)

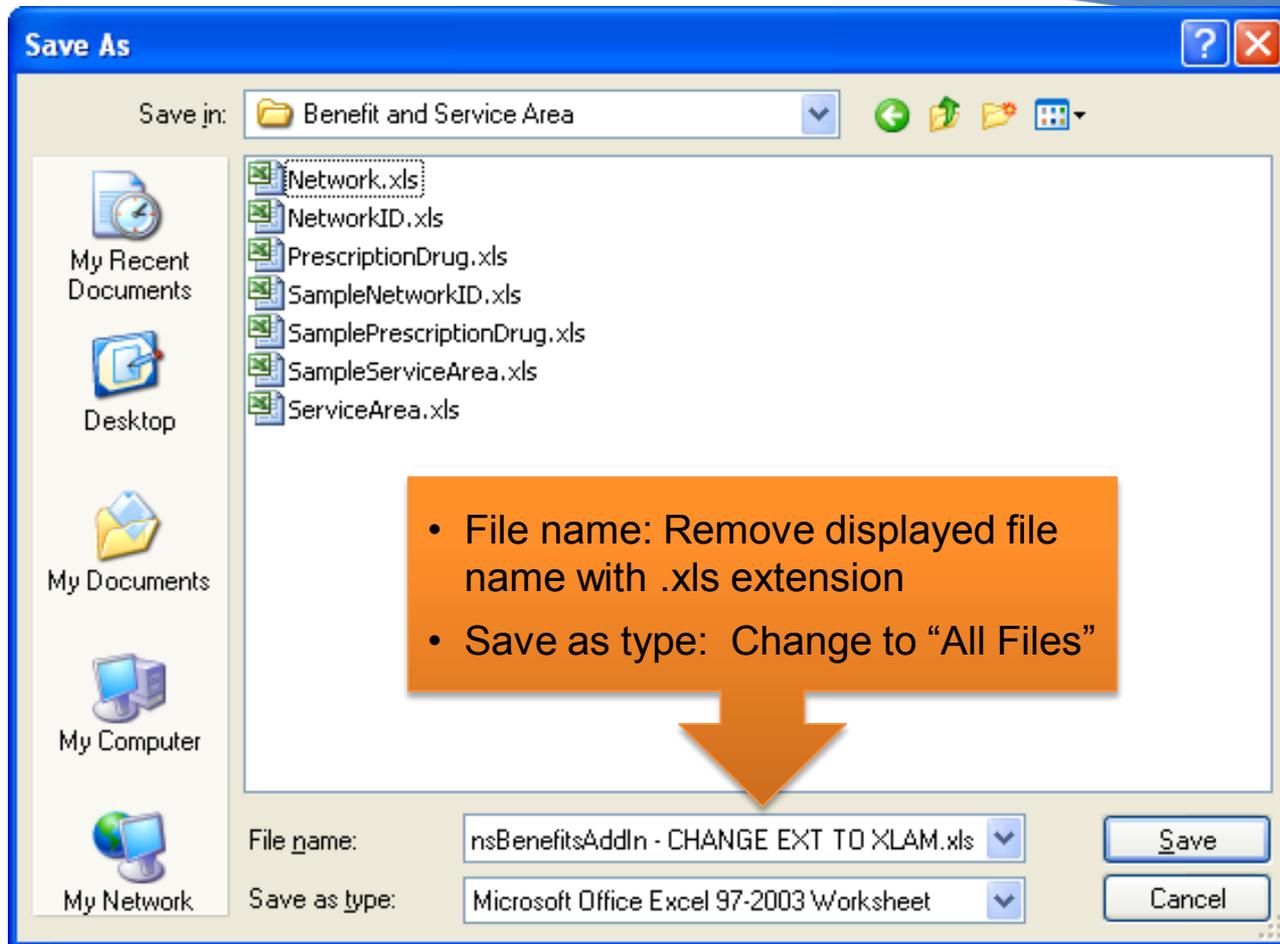
Subscribe to: [This post](#)

Comments

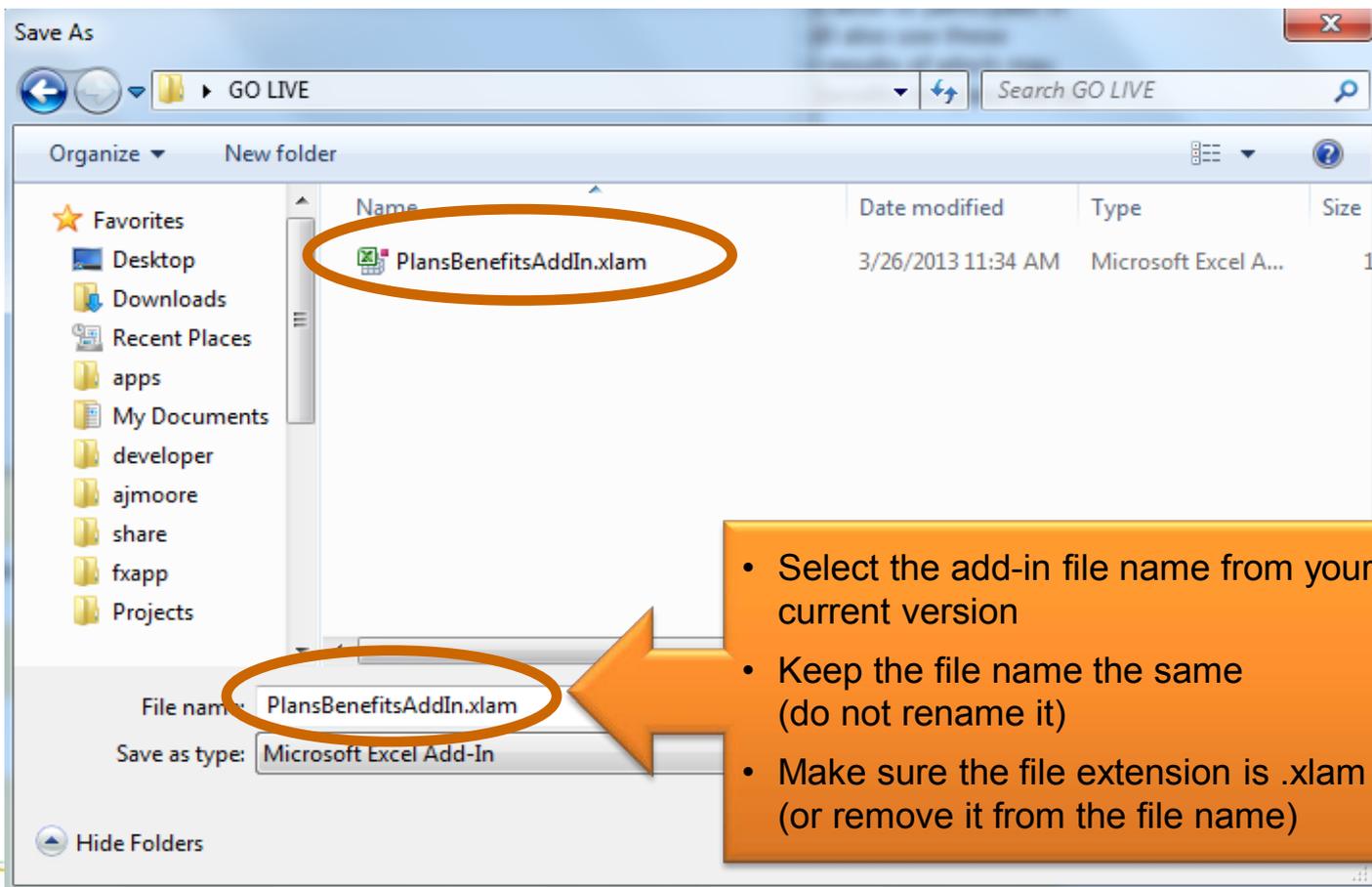
Always Save, Never Open



Change the “Save As” Defaults



Select the Current Add-In File



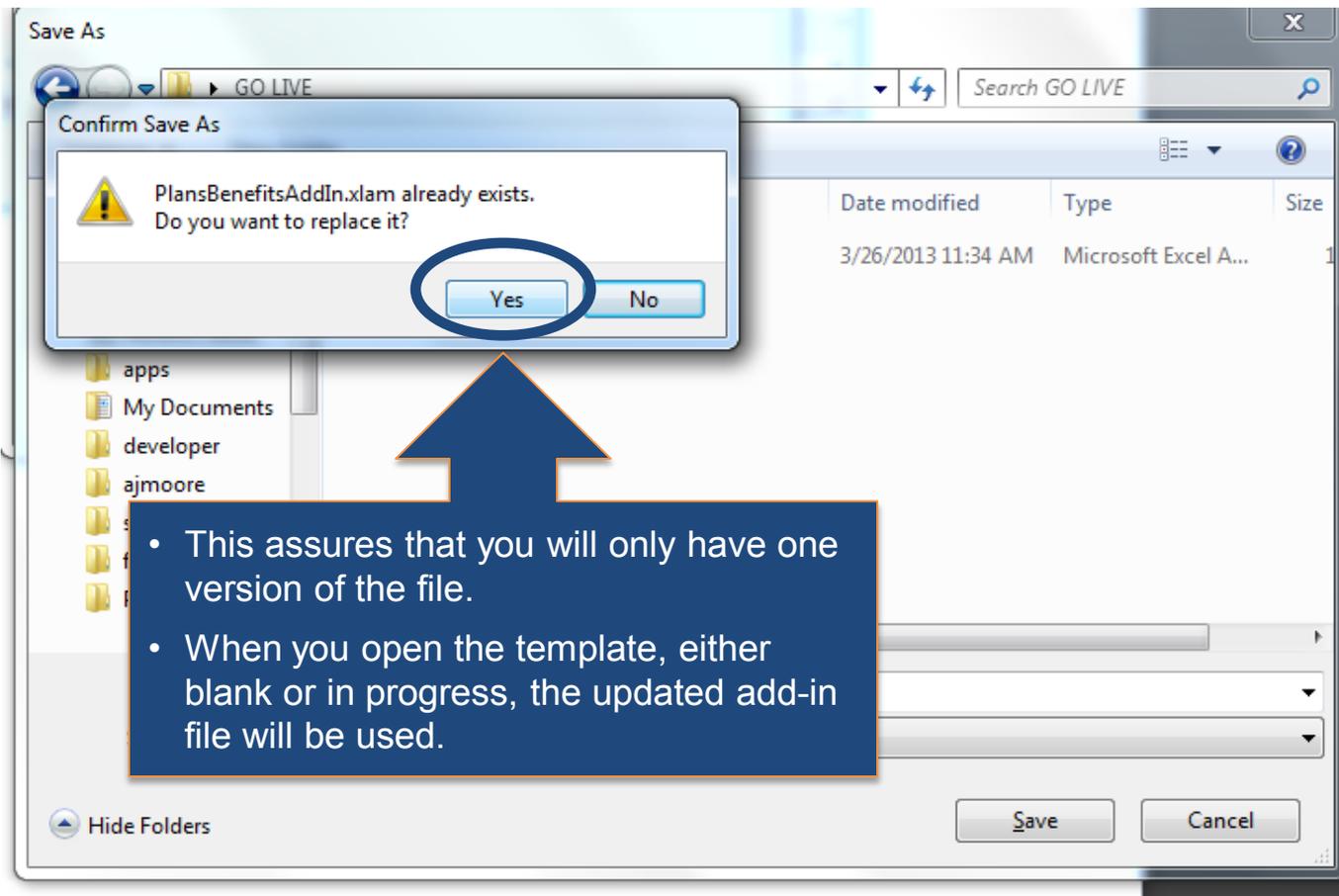
The screenshot shows a Windows 'Save As' dialog box. The current directory is 'GO LIVE'. A table of files is displayed with columns for Name, Date modified, Type, and Size. The file 'PlansBenefitsAddIn.xlam' is highlighted and circled in orange. Below the table, the 'File name' field contains 'PlansBenefitsAddIn.xlam' and the 'Save as type' is set to 'Microsoft Excel Add-In'. An orange arrow points from a text box to the 'File name' field.

Name	Date modified	Type	Size
PlansBenefitsAddIn.xlam	3/26/2013 11:34 AM	Microsoft Excel A...	1

File name: PlansBenefitsAddIn.xlam
Save as type: Microsoft Excel Add-In

- Select the add-in file name from your current version
- Keep the file name the same (do not rename it)
- Make sure the file extension is .xlam (or remove it from the file name)

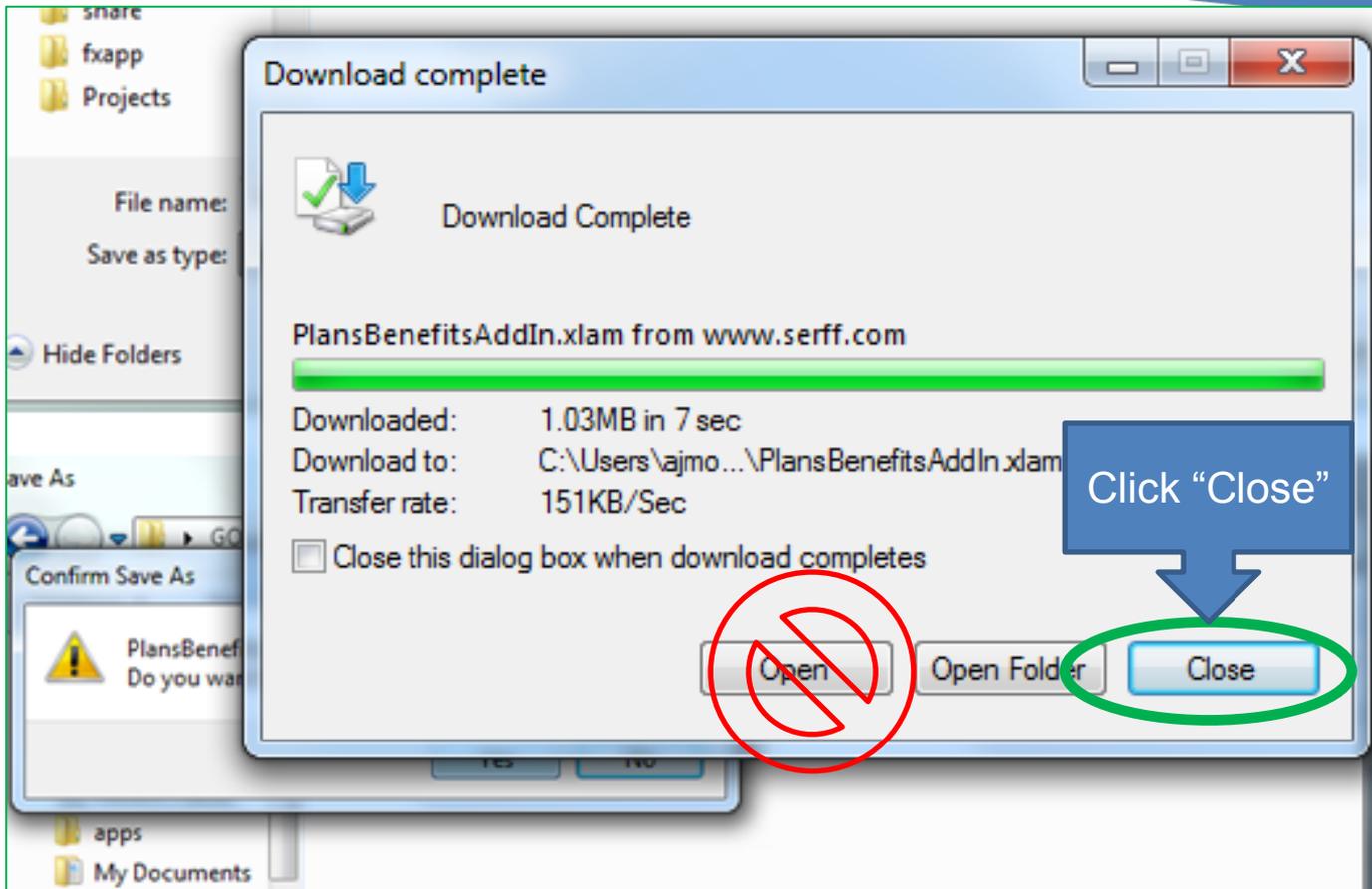
Select the Current Add-In File (cont'd.)



- This assures that you will only have one version of the file.
- When you open the template, either blank or in progress, the updated add-in file will be used.

Add-In File Download Complete

Note: Do not open the add-in file



Successful Add-In File Update

PlansBenefitsAddIn - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Plans and Benefits v1.21

New Plans and Benefits Template Update Cost Share Variances Add Benefit Validate Import Service Areas IDs
Create New Benefits Package Add Plan Finalize Import Network IDs
Create Cost Share Variances Refresh EHB Data Benefits Package

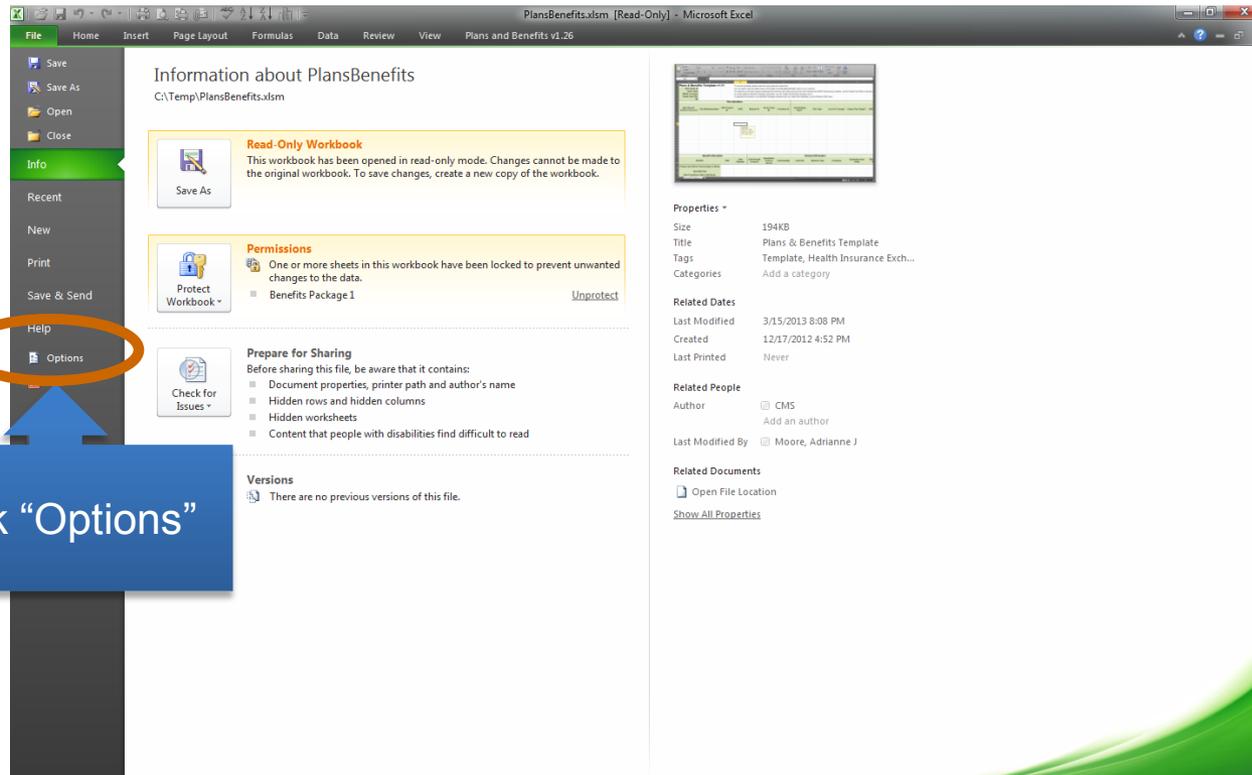
Create

B10 fx

	A	B	C	D
1	Plans & Benefits Template v1.31			<i>To use this template, please review the user guide and instructions.</i>
2	HIOS Issuer ID*			<i>You will need to save the latest version of the add-in file (PlansBenefitsAddIn.xlsx)</i>
3	Issuer State*			<i>To create the cost share variances worksheet and enter the cost sharing amounts</i>

If the version number is correct, then you may continue working with your existing template.

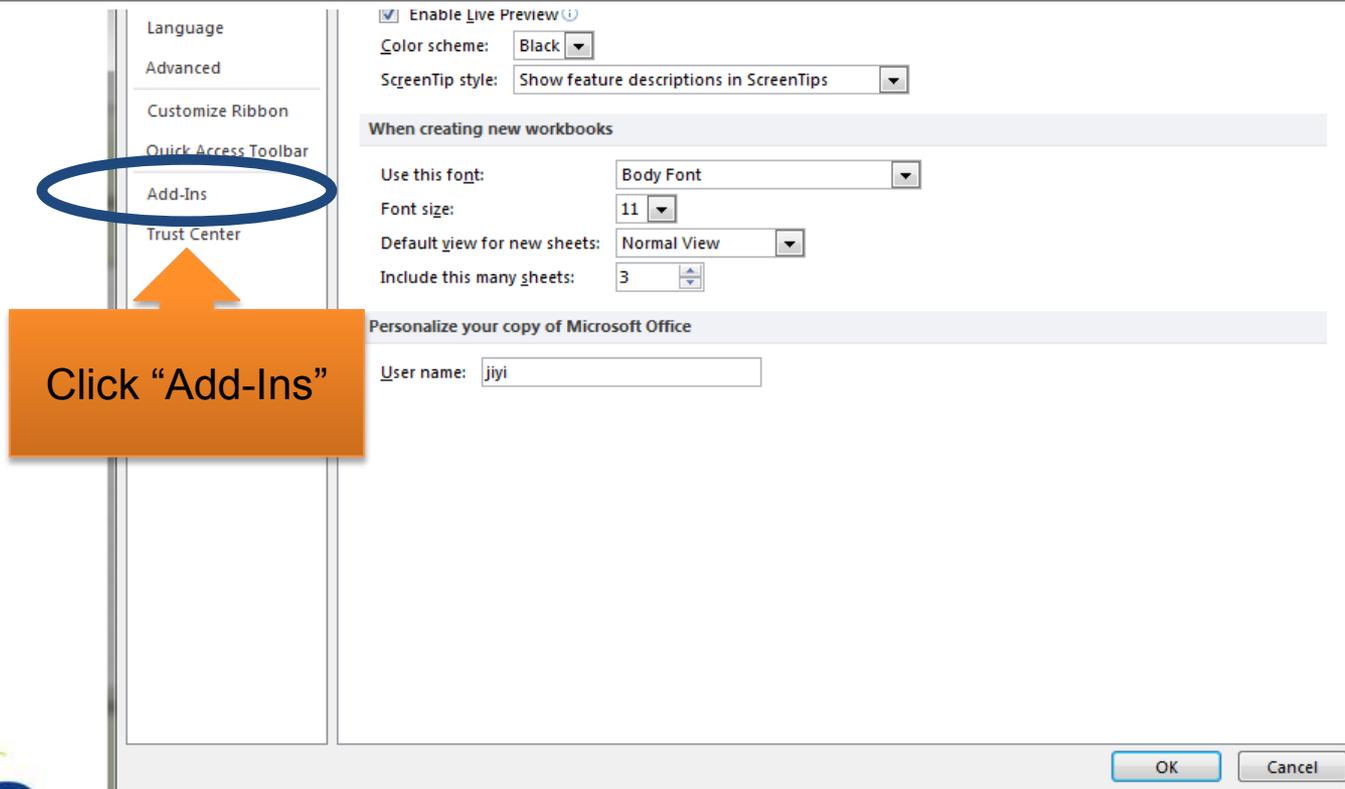
Update the Add-In file in Excel – Step 1



The screenshot shows the Microsoft Excel interface for a file named 'PlansBenefits.xlsxm [Read-Only]'. The ribbon is set to 'File', and the 'Options' button is highlighted with an orange circle. A blue arrow points from a callout box below to the 'Options' button. The callout box contains the text 'Click "Options"'. The main area of the window displays 'Information about PlansBenefits' with sections for 'Read-Only Workbook', 'Permissions', 'Prepare for Sharing', and 'Versions'. The 'Properties' pane on the right shows details such as 'Size: 194KB', 'Title: Plans & Benefits Template', and 'Last Modified: 3/15/2013 8:08 PM'.

Update the Add-In File in Excel – Step 2

The add-in file (PlansBenefitsAddIn.xlam) contains the macros and reference data used by the plans and benefits template



Update the Add-In file in Excel – Step 3

Excel Options

View and manage Microsoft Office Add-ins.

Add-ins

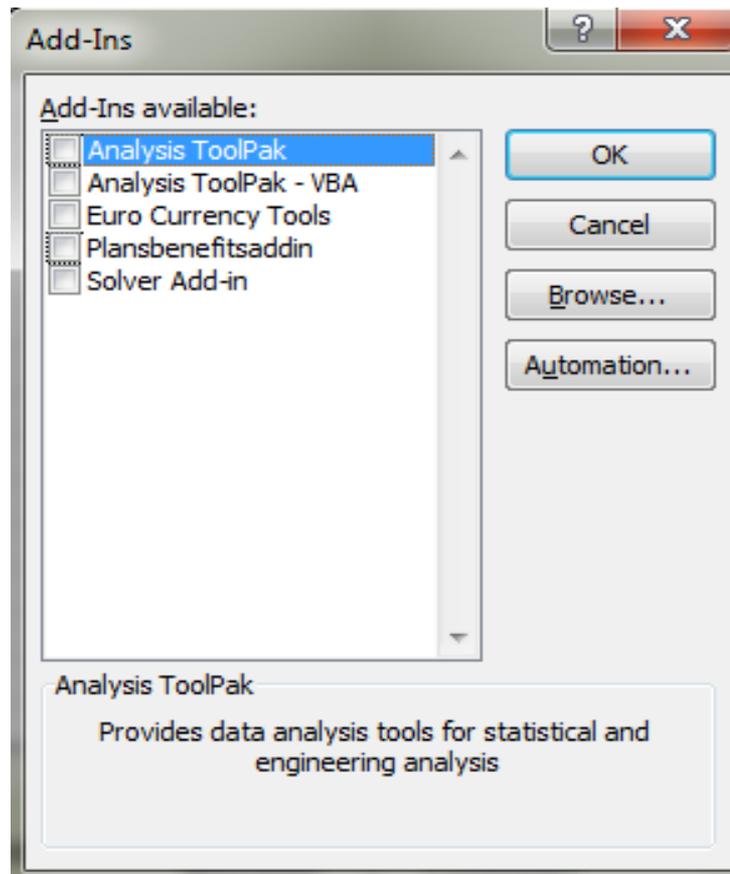
Name	Location	Type
Active Application Add-ins		
Plansbenefitsaddin	C:\...enefits template\PlansBenefitsAddIn.xlam	Excel Add-in
Inactive Application Add-ins		
Analysis ToolPak	C:\...e\Office14\Library\Analysis\ANALYS32.XLL	Excel Add-in
Analysis ToolPak - VBA	C:\...ffice14\Library\Analysis\ATPVBAEN.XLAM	Excel Add-in
Custom XML Data	C:\...\Microsoft Office\Office14\OFFRHD.DLL	Document Inspector
Date (XML)	C:\...es\Microsoft Shared\Smart Tag\MOFL.DLL	Action
Euro Currency Tools	C:\... Office\Office14\Library\EUROTOOL.XLAM	Excel Add-in
Financial Symbol (XML)	C:\...es\Microsoft Shared\Smart Tag\MOFL.DLL	Action
Headers and Footers	C:\...\Microsoft Office\Office14\OFFRHD.DLL	Document Inspector
Hidden Rows and Columns	C:\...\Microsoft Office\Office14\OFFRHD.DLL	Document Inspector
Hidden Worksheets	C:\...\Microsoft Office\Office14\OFFRHD.DLL	Document Inspector
Invisible Content	C:\...\Microsoft Office\Office14\OFFRHD.DLL	Document Inspector
Microsoft Actions Pane 3		XML Expansion Pack
Solver Add-in	C:\...e\Office14\Library\SOLVER\SOLVER.XLAM	Excel Add-in
Document Related Add-ins <i>No Document Related Add-ins</i>		
Disabled Application Add-ins <i>No Disabled Application Add-ins</i>		

Add-in: Plansbenefitsaddin
Publisher:
Compatibility: No compatibility information available
Location: C:\Users\jijy\Desktop\Sprint 14 Benefits\benefits template\PlansBenefitsAddIn.xlam
Description:

Manage: Excel Add-ins

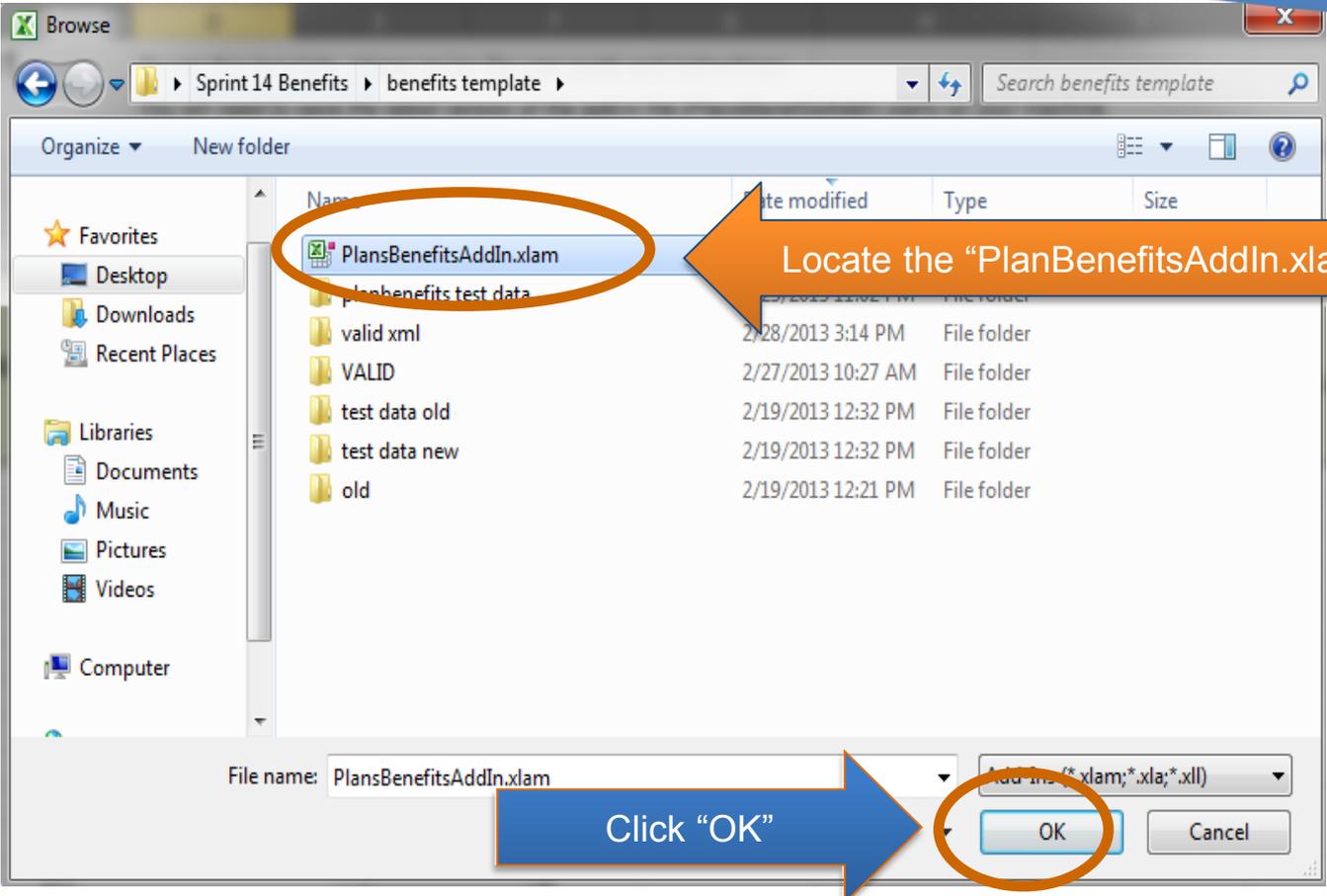
Click "Go"

Update the Add-In File in Excel – Step 4

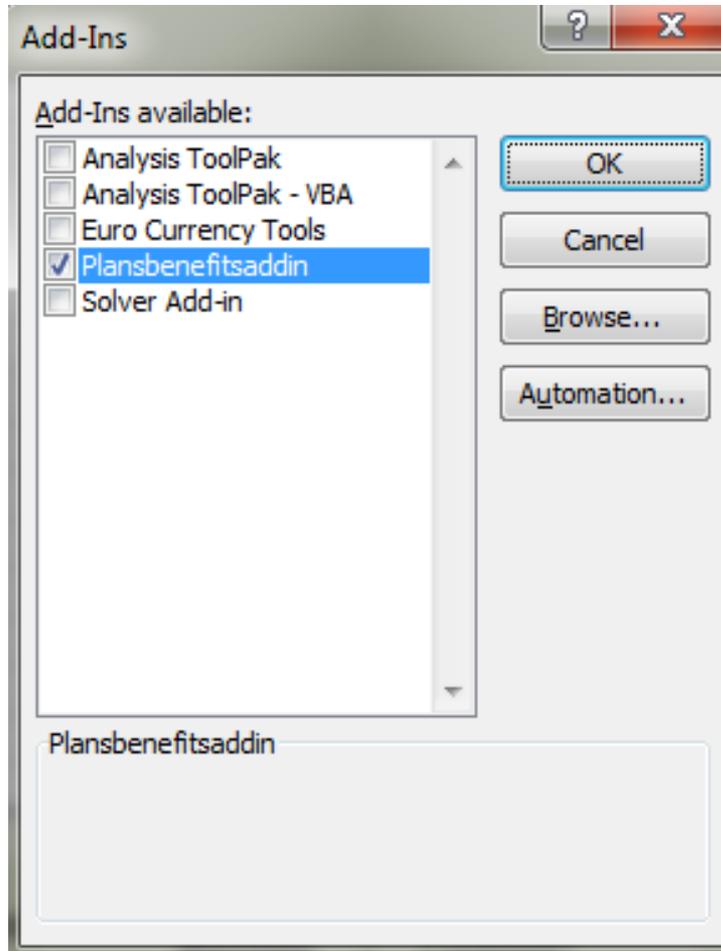


Click "Browse"

Update the Add-In File in Excel – Step 5



Update the Add-In File in Excel – Step 6



Ensure
“Plansbenefitsaddin” is
highlighted and then
click on “OK”.

Successful Update of the Add-In File

Plans and Benefits Add-in version number displays.

The template version number will usually be different from the Add-in version number.

Plans & Benefits Template v1.31											
Plan Identifiers											
HIOS Plan ID (Standard Component)	Plan Name*	HIOS Product ID*	HPID	Network ID*	Service Area ID*	Formulary ID*	New/Existing Plan?*	Plan Type*	Level of Coverage*	Unique Plan Design?*	QHP?
<i>Optional: Enter the HPID (National Health Plan Identifier)</i>											
Benefit Information						General Information					
Benefits	EHB	State Mandate	Is this Benefit Covered?	Quantitative Limit on Service	Limit Quantity	Limit Unit	Minimum Stay	Exclusions	Explanation (text field)	EHB R	
Primary Care Visit to Treat an Injury or Illness											
Specialist Visit											
Other Practitioner Office Visit (Nurse,											

Questions?

QHP FAQs on REGTAP

Log on to www.REGTAP.info and click the Library tab to access the three (3) sets of Selected Responses/FAQS:

- Essential Health Benefits/Actuarial Value Selected Responses
- FAQs #1 (Released April 8, 2013)
- FAQs #2 (Released April 9, 2013)

Submission of Inquiries

Please refer to the QHP Instructions in the REGTAP Library at www.REGTAP.info before submitting questions. If there is still a question, please indicate what was not clear in the instructions.

Where to Submit Questions?

Users/Issuers can Contact:

- **CMS Helpdesk** with questions about specific situations, the Federal Templates, their functionality, and HIOS.
Call : 855-CMS-1515 **Email:** CMS_FEPS@cms.hhs.gov
- **NAIC** with questions about State requirements and SERFF.
Email: serffplanmgmt@naic.org
- **REGTAP** with questions about policy.
Email: Registrar@REGTAP.info

Webinar/User Group Dates

- Log on to www.REGTAP.info to register for the next QHP Training Series:

Application Support and Q&A Series
April 18, 2013
April 25, 2013

- Also access information regarding additional training series and resources beneficial to Issuers.
- Now located on REGTAP...a resource library for Issuers to access Webinar User Group materials.

Resources

Resource	Resource Link
Centers for Medicare & Medicaid Services (CMS)	http://www.cms.gov/
CMS Regulations and Guidance	http://www.cms.gov/Regulations-and-Guidance/Regulations-and-Guidance.html?redirect=/home/regsguidance.asp
Data Templates	http://www.serff.com/draft_plan_management_data_templates.htm
HealthCare website	http://www.healthcare.gov/
National Conference of State Legislatures	http://www.ncsl.org/issues-research/health.aspx
Registration for Technical Assistance Portal (REGTAP)	www.REGTAP.info
U.S. Department of Health & Human Services	http://www.hhs.gov/

Closing Remarks