



AmeriFlex QB Import Specification For Non-Bundled Plans

October 6, 2010

DEFINES IMPORT VERSION 1.1 (see section 7 for more info)

AmeriFlex Confidential

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| Revision | 2020 | Revised: | 6/5/14 |
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AmeriFlex QB Import Specification

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COBRApont QB Import Specification

1 Introduction and History

The AmeriFlex Qualified Beneficiary (QB) Import system was designed to allow the easy importation of QB information into the AmeriFlex COBRA Administration system. It utilizes a Comma Separated Values (CSV) text file to input information about a QB. This specification is designed to explain the format and function of this import file.

2 Scope

This specification will explain the format and function of the import file used to import QBs into the AmeriFlex COBRA Administration system. It is not written to fully explain all the QB fields or to define any other imports other than the QB import.

3 Revision History

Revision 1.9, 9/25/2009 – Changed [QB] PremiumCouponType value from MONTHLYPREMIUMNOTICE to PREMIUMNOTICE to be consistent with production UI.

Revision 2002 (changed revision numbering) – changed wording of Leave Blank if PremiumAddressSameAsPrimary = False. Required if PremiumAddressSameAsPrimary = True
To
Leave Blank if PremiumAddressSameAsPrimary = True. Required if PremiumAddressSameAsPrimary = False

Revision 2003 – Added SendDODSubsidyExtension to QBLEGACY line. Set to true to have AmeriFlex COBRA Administration system send the ARRA DOD Subsidy Extension letter at time of import

Revision 2004 – Made AEI2009SubsidyEligibleAttestationPostMarkDate a required field if the AEISubsidyStartDate is filled in

Revision 2005 – Member Specific Rates can have up to 4 digits after the decimal place, changed the data type from Money to Decimal for [QBPLANMEMBERSPECIFICRATE] and [QBPLANMEMBERSPECIFICRATEINITIAL] rates

Revision 2006 – Added 2nd Event AEI Subsidy Eligible Fields to [QBEVENT]

Revision 2007 – Made EndDate required on [QBSUBSIDYSCHEDULE] to be consistent with AmeriFlex COBRA Administration system UI

Revision 2008 – Deprecated SendDODSubsidyExtension field on QBLEGACY

Revision 2009 – QBPLANINITIAL and QBDEPENDENTPLANINITIAL updated to reflect interaction with QBLEGACY

Revision 2010 – Updated verbiage around QBPLAN and QBPLANINITIAL

Revision 2011 – Added more values to QBEVENT EventType

Revision 2012 – Revised Revision 2011 and added missing text (QBEVENT EventType)

Revision 2013 – Added [Deprecated – do not use] to QB Premium address fields

Revision 2014 – Added BenefitGroup, AccountStructure, and ClientCustomData columns to [QB]

Revision 2015 – Removed FMLA from Employee Type to be consistent with UI

Revision 2016 – Added AllowMemberSSO column

Revision 2017 – Added Double Quote escape character of backslash (\) (See Text in Section 9 for details)

Revision 2018 – Allow zero for [QBPLAN] grace periods

Revision 2019 – Increased length of IndividualID from 20 to 50

Revision 2020 – Added Qualifying Event Type of RETIREEBANKRUPTCY

Revision 2021 – AEI fields/LineTypes are deprecated

4 Definition of Terms

This document uses various terms that may have different meanings to different audiences. This section will help to explain these terms in the context of this document.

4.1 QB – Qualified Beneficiary

A QB is an individual that is eligible for COBRA benefits and needs to be entered into the AmeriFlex COBRA Administration system. A QB has a variety of information that must be entered when the QB is entered as well as a variety of optional information that may be entered with the QB.

4.2 CSV – Comma Separated Values file

A CSV file is a text file that contains values on each row that are separated by commas. Note that you should NOT use Excel to edit or save these files as Excel will alter the format of large numeric columns (such as SSN) and make them unreadable to the AmeriFlex COBRA Administration system.

4.3 Import Version

Each import file should include a [VERSION] section that identifies what import version format the import file is adhering to. If no [VERSION] record exists in the import file, then an error will be generated. The current version line should be :[VERSION],1.1

4.4 Line Identifier

Each text line that is imported must have as its first field a “Line Identifier” (see section 5 below). This line identifier defines what fields come next on the text line.

5 Import File Process

A CSV import file should be created that matches the specifications defined in this document. Note that you should NOT use Excel to edit or save these files as Excel will alter the format of large numeric columns (such as SSN) and make them unreadable to the AmeriFlex COBRA Administration system. This import file might be built

with a simple text editor (such as Notepad) or might be generated from an export program written for an existing database.

6 Import File Layout

The AmeriFlex COBRA Administration QB Import file is a CSV file where each line has values that are separated by commas. To allow for the importation of differing kinds of information the first field of each line defines what type of information will follow for the fields of that line. For instance, if you start to import a QB record you will need a QB line that starts with a line identifier of "[QB]" and might appear something like this:

[QB], My Client Name, My Client Division Name, MR, Bob, L, Jones, 555555555, (etc.)

This QB will then also need a line that defines the qualifying event information for the QB. This is accomplished with a line that begins with a line identifier of "[QBEVENT]" and the file might now appear something like this:

[QB], My Client Name, My Client Division Name, MR, Bob, L, Jones, 555555555, (etc.)
[QBEVENT], TERMINATION, 5/1/2008, 1/1/1999, , , (etc.)

All of the lines that follow the "[QB]" line are related to that QB. When a new "[QB]" line is encountered, the previous QB is validated and saved to the database and the new QB begins the import process.

These "line identifiers" and their meaning are listed below:

| Line Identifier | Required to Complete a QB | Description |
|--|-------------------------------------|--|
| [QB] Section 8.2 | <input checked="" type="checkbox"/> | The main QB record |
| [QBEVENT] Section 8.3 | <input checked="" type="checkbox"/> | The QB's qualifying event information |
| [QBPLANINITIAL] See Section 8.4 | <input checked="" type="checkbox"/> | Defines QB into plan and coverage level |
| [QBDEPENDENT] Section 8.5 | | Defines a single dependent that is also eligible for COBRA under the QB. This is an option line, but there may be several of these lines for a QB if there are multiple dependents under this QB. |
| [QBDEPENDENTPLANINITIAL] See Section 8.5 | <input checked="" type="checkbox"/> | Defines dependent plan coverage |
| [QBSTATEINSERTS] Section 8.6 | | These are optional lines that may be added to describe the letter inserts that attached to a Specific Rights letter. There may be several of these defined for a single QB if needed. |
| [QBPLANMEMBERSPECIFICRATEINITIAL] Section 8.7 | | If a QB is under a plan that has a rate type of "Member Specific Rates", then these lines are used to describe the rate to be used for this QB. These records should be immediately after the [QBPLANINITIAL] record that they refer to. |

7 Import Version Label

Each import file should include a [VERSION] section that identifies what import version format the import file is adhering to. If no [VERSION] record exists in the import file, then it is assumed it is adhering to Version 1. As new

capabilities or changes are made to the import file format this document and the equivalent version number will be updated.

THIS REVISION OF THIS DOCUMENT DEFINES VERSION 1.1 OF THE AmeriFlex COBRA Administration System QB IMPORT.

8 Import Line Identifiers (Section Definitions)

The Line Identifiers that were explained in the section above each expect various fields to follow them on their respective line. The tables below define each of these fields for each of the Line Identifiers.

Required fields will need to have a value after the comma that corresponds to the data type specified. Non-required fields may be left blank (nothing appearing between the commas).

8.1 [VERSION]

| Column Name | Data Type | Required | Accepted Values |
|---------------|-----------|-------------------------------------|--|
| VersionNumber | Integer | <input checked="" type="checkbox"/> | Use "1.1" for this import specification (see section 5 for more information) |

8.2 [QB]

| Column Name | Data Type | Required | Accepted Values |
|-----------------------------|------------|-------------------------------------|---|
| ClientName | Text - 100 | <input checked="" type="checkbox"/> | The unique Client Name assigned in the AmeriFlex COBRA Administration System. |
| ClientDivisionName | Text - 50 | <input checked="" type="checkbox"/> | The unique Client Division Name assigned in the AmeriFlex COBRA Administration System. If there are no Divisions, then use the ClientName |
| Salutation | Text - 35 | | MR, MRS, MS, MISS, DR |
| FirstName | Text - 50 | <input checked="" type="checkbox"/> | |
| MiddleInitial | Text - 1 | | |
| LastName | Text - 50 | <input checked="" type="checkbox"/> | |
| SSN | SSN | <input checked="" type="checkbox"/> | Social Security Number |
| IndividualID | Text - 20 | | Optional, used to store Employee ID #s or any other type of secondary identification |
| Email | Email | | |
| Phone | Phone | | |
| Phone2 | Phone | | |
| Address1 | Text - 50 | <input checked="" type="checkbox"/> | |
| Address2 | Text - 50 | | |
| City | Text - 50 | <input checked="" type="checkbox"/> | |
| StateOrProvince | Text - 50 | <input checked="" type="checkbox"/> | |
| PostalCode | Text - 35 | <input checked="" type="checkbox"/> | |
| Country | Text - 50 | | Leave blank if the QB resides in the USA |
| PremiumAddressSameAsPrimary | Boolean | <input checked="" type="checkbox"/> | Set to true if the address to send premium |

| | | | |
|------------------------|-----------|-------------------------------------|--|
| | | | notifications to is the same as the QBs main address. 100% of our clients set this to "True" . |
| PremiumAddress1 | Text - 50 | | [Deprecated – do not use] |
| PremiumAddress2 | Text - 50 | | [Deprecated – do not use] |
| PremiumCity | Text - 50 | | [Deprecated – do not use] |
| PremiumStateOrProvince | Text - 50 | | [Deprecated – do not use] |
| PremiumPostalCode | Text - 35 | | [Deprecated – do not use] |
| PremiumCountry | Text - 50 | | [Deprecated – do not use] |
| Sex | Sex | <input checked="" type="checkbox"/> | M or F |
| DOB | Date | <input checked="" type="checkbox"/> | Date of Birth – Needed for Age Rated Plans and also for the Medicare Letter |
| TobaccoUse | Text - 35 | <input checked="" type="checkbox"/> | YES, NO, UNKNOWN Most clients select "Unknown" . |
| EmployeeType | Text - 35 | <input checked="" type="checkbox"/> | FTE, PTE, H1B, CONSULTANT, FMLA, SABBATICAL, PROBATIONARY, CONTINGENT, TELECOMMUTING, INTERN, GROUPLADER, ASSOCIATE, PARTNER, UNKNOWN Most clients select "Unknown" . |
| EmployeePayrollType | Text - 35 | <input checked="" type="checkbox"/> | EXEMPT, NONEXEMPT, UNKNOWN Most clients select "Unknown" . |
| YearsOfService | Integer | | Not used currently and only informational |
| PremiumCouponType | Text - 35 | <input checked="" type="checkbox"/> | PREMIUMNOTICE, COUPONBOOK, NONE Most clients select "COUPONBOOK" . |
| UsesHCTC | Boolean | <input checked="" type="checkbox"/> | True if this QB uses the Health Care Tax Credit (HCTC) system |
| Active | Boolean | <input checked="" type="checkbox"/> | Should always be set to TRUE |

8.3 [QBEVENT]

EventType determines the Category of Event, either Employee or Dependent. Dependent EventTypes are: DIVORCELEGALSEPARATION, DEATH, INELIGIBLEDEPENDENT and MEDICARE. All other EventTypes are Employee.

| Column Name | Data Type | Required | Accepted Values |
|---|--------------|-------------------------------------|---|
| EventType | Text - 35 | <input checked="" type="checkbox"/> | <div>DIVORCELEGALSEPARATION</div> <div>DEATH</div> <div>INELIGIBLEDEPENDENT</div> <div>MEDICARE</div> <div>TERMINATION</div> <div>RETIREMENT</div> <div>REDUCTIONINHOURS-STATUSCHANGE</div> <div>REDUCTIONINFORCE</div> <div>BANKRUPTCY</div> <div>STATECONTINUATION</div> <div>LOSSOFELIGIBILITY</div> <div>REDUCTIONINHOURS-ENDOFFLEAVE</div> <div>WORKSTOPPAGE</div> <div>USERRA-TERMINATION</div> <div>USERRA-REDUCTIONINHOURS</div> <div>INVOLUNTARYTERMINATION</div> <div>TERMINATIONWITHSEVERANCE</div> <div>RETIREEBANKRUPTCY</div> |
| EventDate | Date | <input checked="" type="checkbox"/> | The Qualifying Event Date that the Event Type occurred on. Do not adjust for plan benefit termination types, just use the actual date of the event |
| EnrollmentDate | Date | <input checked="" type="checkbox"/> | Original enrollment date of the member's current medical plan - used for HIPAA certificate to show length of continuous coverage. Original enrollment date when the employee was first put on the plan (i.e. when hired). |
| EmployeeSSN If the QE type is a non-employee type then it is happening to one of the employee's dependents (i.e. divorce, dependent aging out of the plan, etc.). Therefore the dependent in these cases is the QB (qualified beneficiary) and the employee is still just a regular employee (not a qualified beneficiary). Therefore, when it's a dependent qualifying event, we need to know the name of the employee that the dependent is associated with. | SSN | <input checked="" type="checkbox"/> | The original employee's SSN. Required if the Event Type is a dependent type event, such as DEATH, DIVORCELEGALSEPARATION, INELIGIBLEDEPENDENT or MEDICARE |
| EmployeeName | Text | <input checked="" type="checkbox"/> | The original employee's Name. Required if the |

| | | | |
|-------------------------|----------|--|---|
| | - 100 | | Event Type is a dependent type event, such as DEATH, DIVORCELEGALSEPARATION, INELIGIBLEDEPENDENT or MEDICARE |
| SecondEventOriginalFDOC | Date | | Required if this is a second event and should be set to the original First Day of COBRA (FDOC) of the original QB. This field is also required for IsSecondEventAEIEligible (below) |

8.4 [QBPLANINITIAL]-FOR USE WITH NON-BUNDLED BENEFITS

The [QBPLANINITIAL] record type enters a QB initially on a plan with a coverage level. It assumes that the QB is on the plan from FDOC (First Day of COBRA) through LDOC (Last Day of COBRA). QBPLANINITIAL is not intended for use with Legacy QBs ([QBLEGACY] lines)..

| Column Name | Data Type | Required | Accepted Values |
|---------------|-----------|-------------------------------------|---|
| PlanName | Text – 50 | <input checked="" type="checkbox"/> | The unique Client Plan Name |
| CoverageLevel | Text – 35 | <input checked="" type="checkbox"/> | EE, EE+SPOUSE, EE+CHILD, EE+CHILDREN, EE+FAMILY, EE+1, EE+2, EE+3,EE+4,SPOUSEONLY, SPOUSE+CHILD, SPOUSE+CHILDREN, CHILDONLY |
| NumberOfUnits | Integer | | Sets the # of Units for this plan. Required if plan is Units Based (e.g. Life) |

Example [QBPLANINITIAL] line:

[QBPLANINITIAL],Medical Plan,EE+FAMILY,,

8.5 [QBDEPENDENT] - If Applicable

| Column Name | Data Type | Required | Accepted Values |
|-----------------|-----------|-------------------------------------|--|
| SSN | SSN | | Social Security Number |
| Relationship | Text – 35 | <input checked="" type="checkbox"/> | SPOUSE, CHILD, DOMESTICPARTNER |
| Salutation | Text – 35 | | MR, MRS, MS, MISS, DR |
| FirstName | Text – 50 | <input checked="" type="checkbox"/> | |
| MiddleInitial | Text – 1 | | |
| LastName | Text – 50 | <input checked="" type="checkbox"/> | |
| Email | Email | | |
| Phone | Phone | | |
| Phone2 | Phone | | |
| AddressSameAsQB | Boolean | <input checked="" type="checkbox"/> | Set to True if the Dependent's address is the same as the QB's address |
| Address1 | Text – 50 | | |
| Address2 | Text – 50 | | |
| City | Text – 50 | | |
| StateOrProvince | Text – 50 | | |
| PostalCode | Text – 35 | | |
| Country | Text – 50 | | Leave empty if the Dependent resides in the USA |
| EnrollmentDate | Date | | Original enrollment date of the dependent's medical plan - used for HIPAA certificate |
| Sex | Sex | | M or F (This is required if the dependent is on a Sex based plan that sets rates based on the dependent's Sex) |
| DOB | Date | | Date of Birth (This is required if the dependent is on an Age based plan that sets rates based on the |

| | | | |
|---------|---------|-------------------------------------|--|
| | | | dependent's Age) |
| IsQMCSO | Boolean | <input checked="" type="checkbox"/> | True if the Dependent is under a Qualified Medical Child Support Order (QMCSO) |

8.6 [QBDEPENDENTPLANINITIAL]

The [QBDEPENDENTPLANINITIAL] record type enters a QB Dependent initially on a plan. It assumes that the dependent is on the plan from FDOC (First Day of COBRA) through LDOC (Last Day of COBRA). QBDEPENDENTPLANINITIAL is not intended for use with Legacy QBs ([QBLEGACY] lines), for Legacy QBs please use the QBDEPENDENTPLAN line instead.

| Column Name | Data Type | Required | Accepted Values |
|-------------|-----------|-------------------------------------|-----------------------------|
| PlanName | Text - 50 | <input checked="" type="checkbox"/> | The unique Client Plan Name |

8.7 [QBSTATEINSERTS] - If Applicable

| Column Name | Data Type | Required | Accepted Values |
|---------------------------|-----------|-------------------------------------|--|
| StateSpecificDocumentName | Text - 35 | <input checked="" type="checkbox"/> | CA-SRINSERT, CT-SRINSERT, MN-LIFEINSERT, MN-CONTINSERT, OR-SRINSERT, TX-SRINSERT, NY-SRINSERT, IL-SRINSERT, VEBA-SRINSERT, RI-SRINSERT, GA-SRINSERT, VA-SRINSERT |

8.8 [QBPLANMEMBERSPECIFICRATEINITIAL] - For FSA Plans NOT ADMINISTERED BY AMERIFLEX and [QBPLANINITIAL] segment used

The [QBPLANMEMBERSPECIFICRATEINITIAL] record type is used to enter a member specific rate for a plan. It assumes that the rate will be applied from FDOC (First Day of COBRA) through LDOC (Last Day of COBRA). [QBPLANMEMBERSPECIFICRATEINITIAL] must only be used with a corresponding [QBPLANINITIAL] – it does not work with [QBPLAN]

| Column Name | Data Type | Required | Accepted Values |
|-------------|-----------|-------------------------------------|--|
| PlanName | Text - 50 | <input checked="" type="checkbox"/> | Unique Client plan name |
| Rate | Decimal | <input checked="" type="checkbox"/> | The amount of the member specific rate |

9 Data Types

The data types that used in the various import sections are defined below. Note that the fields in the import file are all text fields (since it is a CSV file) and that the definitions below explain the formatting of the text in that field.

| Data Type | Definition |
|-----------|--|
| Text | Can be any text value up to the number of characters specified. If the text contains a comma, then the entire field should be enclosed in double quotes ("") |
| Integer | Can be any number from 0 to 32,767. No punctuation |
| Date | Entered as MM/DD/YYYY, where MM is the month, dd is the day and yyyy is the year. You can use a single digit or two digit leading zero for the month and day. The year should always be entered as 4 digits |
| DateTime | Entered as MM/DD/YYYY HH:mm AM, where MM is the month, dd is the day and yyyy is the year, HH is the hour, mm is the minute and AM is either AM or PM. You can use a single digit or two digit leading zero for the month, day, hour and minute. The year should always be entered as 4 digits |
| Boolean | True = "1", "Y", "YES", "T" or "TRUE", False="0", "N", "NO", "F" or "FALSE" |
| Money | Format as number with one period, no commas and always have at least one digit to the left of the period and 2 digits to the right of the period. IE: 12 cents would be entered 0.12 |
| SSN | Format as 9 digits – can also include the dashes. Note that leading zeros are required if the SSN begins with zeros |
| Sex | Single character where M = Male, F = Female |
| Phone | Format as 10 digits - no punctuation |
| Email | Text – 100, with at least one "@" and at least one "." After the @ |
| UserName | Text – 50. Note that this field MUST match an existing user in the system, but may be left empty, in which case the UserName of the person doing the Import will be used as the UserName for the record |
| Decimal | Format as number with one period, no commas and have at least one digit to the left of the period and up to 4 digits after the period. Example. 0.1234 |

10 Sample Import File

The following text is the contents of a sample file that demonstrates the import of a QB without plan bundles

```
[VERSION], 1.1
[QB],Bob's Trucking,Bob's Trucking,MR,Ronald,,McDonnald,655-24-9052,,,7488872482,,1909 Reidsview
Dr,,White Lake,MI,48383,,Y,,,,,,,,,7/27/1959,UNKNOWN,UNKNOWN,UNKNOWN,0,NONE,N
[QBEVENT],TERMINATION,8/12/2007,2/1/2006,,,F
[QBPLANINITIAL],Z3,,EE+FAMILY,
[QBPLANINITIAL],Dental,EE+FAMILY,
[QBDEPENDENT],085-48-1854,SPOUSE,MRS,Deborah,,McDonnald,,,,N,1909 Reidsview Dr,,White
Lake,MI,48383,,2/1/2006,F,7/24/1964,N
[QBDEPENDENTPLANINITIAL],Z3,
[QBDEPENDENTPLANINITIAL],Dental,
```