COBRA Newly Eligible and/or Qualified Beneficiaries

Interface Requirements Specification

# CivicPlus

# Contact Information

## Customer Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| First Last | ###-###-#### | name@domain.com |

## Integration Contact

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel** | **Email** |
| Rvars |  | rvars@tekpartners.com |

# Customer Confirmation

General

1. **Vendor Name:**Discovery
2. **Confirm Group or Plan Number:** 39313
3. **Will you have employees that are active in multiple component companies?**

☒ No ☐ Yes

1. **Are there any Employee Types, Pay Groups, Org Levels, etc. that need to be excluded?**

☒ No ☐ Yes

If Yes, please list field and values to exclude or include *(whichever is a shorter list)*:

Groups to exclude – eecemptype = TES

1. **Which Employees would you like to include on this export?**☒ Employees or Deps Termed on all ded codes where UseCobraCoveredDeds = Y

☒ Include Employees on LOA that have lost Benefits? If yes, what are the edhchangereason codes the client is using?

1. **When did you start coverage with this provider:**1/1/19

# Vendor Confirmation

Default is to send blank files. Can the vendor accept blank files?

Newly Eligible/General Notices

1. Which newly eligible member option should we send on the file? \_\_\_\_\_\_\_\_\_\_

Option 1 - Anyone newly enrolled in any deduction is valid

Option 2 - All new enrollees with no previous plan since their Date of Last Hire (eecDateOfLastHire)

Option 3 - All new enrollees with no previous plan in all history.

Option 4 - All new enrollees & re-enrollees with no active plan since their Date of Last Hire (eecDateOfLastHire). Re-enrollments into the same DedCode are considered under this option. For example, the employee may have been enrolled in **MED1** during his/her original employment and then was rehired at a later date and re-enrolled in **MED1**. NewEnrolleeType = ‘4’ will consider this re-enrollment scenario as valid in the New Enrollee Module.

Revised for Vendor/Client communication -

Option 1 - Anyone newly enrolled in a COBRA eligible plan

Option 2 - All new enrollees with no previous plan since their Date of Last Hire (eecDateOfLastHire).

Option 3 - All new enrollees with no previous plan in all history.

Option 4 - All new enrollees & re-enrollees with no active plan since their Date of Last Hire (eecDateOfLastHire). Re-enrollments into the same DedCode are considered under this option. For example, the employee may have been enrolled in **MED1** during his/her original employment and then was rehired at a later date and re-enrolled in **MED1**. NewEnrolleeType = ‘4’ will consider this re-enrollment scenario as valid in the New Enrollee Module.

Standard is to include employees only, if Spouses also need to be on the file tell Developer to add these conrelationship codes - SPS or DP

Qualified Beneficiaries/Qualified Enrollees

1. Are there life events where the vendor does not want the employee sent on the file?
   1. If Yes, please list them
2. Are there any special requirements the vendor has for specific life events?
   1. If Yes, please describe and be as detailed as possible.
3. Does the client have LOA without Benefits employees that should also be offered COBRA?

# Mapping/Notes to Developer

Add the deduction code to plan name mapping on the vendor’s account structure or provide below.

|  |  |
| --- | --- |
| Deduction Code | Vendor Plan name |
|  |  |
|  |  |
|  |  |
|  |  |

EdhEffDate - use this date for the event date on non-ee events (ineligible dep, divorce and death). This is the date the change was keyed in Ulti and is displayed as the Effective Date on the History tab.

If vendor needs the original enrollment date, note it as the oldest Eedbenstartdate or oldest DbnBenStartDate.

Coverage level for non-ee events (ineligible dep, divorce and death) - if vendor needs the coverage level changed based on the deps being sent, use this coding:

If edhChangeReason = 204, LEVNT4, 201, LEVNT3 or 210 and only 1 dep (no QBDEPENDENT lines) send EE else

If bdmrelationship = SPS and 1 CHL,DPC,STC or DCH send EE+CHILD

If bdmrelationship = SPS and more than 1 CHL,DPC,STC or DCH send EE+CHILDREN

If bdmrelationship = more than 1 CHL,DPC,STC or DCH send EE+CHILDREN

else send EE

If edhChangeReason is not 204, LEVNT4, 201, LEVNT3 or 210 see “COBRA account structure” for mapping

Update the values below in yellow. Leave all lines below in this document so the Developer can copy and paste them into the file.

-- COBRA parameters

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'RunID','QB');

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'AddToPreviousRun','Y'); - only used for NPM/QB combined files

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'UseCobraCoveredDeds','Y'); -- DedIsCobraCovered = 'Y'

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'CobraType','4'); -- Eep/ConCobraReason first, then EdhChangeReason. Include CHGRP for elig. ben groups –

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'CobraDate','3'); -- EedBenStopDate and DbnBenStopDate, unless Eep/ConDateOfCOBRAEvent exists –

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'CobraPQBType','1'); -- If no EE or spouse, ALL children are PQB (not just oldest) – include this line if deps are sent as QB and not the employee. If the EE is sent as the QB even for non-EE events indicate this up above in question #3.

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'CobraReasonsDepPQB','201,204,210,LEVNT3,LEVNT4'); -- Add valid dependent edhchangereasons

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'InvalidCobraReasonsEmp','201,204,210,LEVNT3,LEVNT4'); -- Invalidate employee when Cobra Reason is a dependent PQB reason – Add valid dependent edhchangereasons (should be same as previous line above)

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'InvalidTermReasonsEmp','203'); -- Invalidate employee when Cobra Reason is "Death". Add the Death employment term reason (eectermreason)

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'ConCobraReasonPCF','DependentCOBRAReason'); -- Valid dependent PQB reasons – used when clients have Platform Configurable fields. Add any other field names the client is using.

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'CountDependents','Y');

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'RelationshipsSpouse','SPS'); - update to the spouse relationship code

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'RelationshipsChild','CHL,DPC,STC,DCH'); - update to the child relationship codes

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'RelationshipsDomPartner','DP'); - update to the domestic partner relationship code

INSERT INTO dbo.U\_dsi\_BDM\_Configuration VALUES (@FormatCode,'BuildConsolidatedTable','Standard'); - same for all files