**Overview: BP-01.01.01.12 EE-18**

**Description:** To determine if an individual meets the requirements for out of term enrollment period.

**Association:** BP-01.01 Enrollment Process

**Roles & Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Actor** | **Responsibility** | **Handoff** |
| HBE | Initiate and qualify individual for plan enrollment |  |
|  |  |  |

**Key Performance Indicators (KPI’s):**

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Purpose** | **Measure** |
| HBE system/s response | Monitor systems performance and responsiveness | Near time |
| Demographic status | How many qualify and do not for plans by type and reason code | Count |
|  |  |  |

**Revision History:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Action** | **Authorized By** |
| 2013-06-07 | Original | Andrew Laing |
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