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# Health Insurance Oversight System (HIOS) Excel Data Submission Tool - States

# Technical Instructions

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is **0938-1086**. The time required to complete this information collection is estimated to average **( 10.17 hours) or (609.6 minutes)** per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

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**Last updated April 28May 5, 2010**

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# ~~Draft~~ Health Insurance Oversight System – Excel Data Submission Tool
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## 1 Introduction

The Health Insurance Oversight System (HIOS) will allow the government to collect data from states and individual and small group market ~~-~~issuers, which will be aggregated with other data sources and made public on a consumer facing website. One initial mechanism for the states to submit their data is through the use of the HIOS Excel template.

These technical instructions explain the special features and other technical aspects related to the use of the HIOS State Data Submission Excel Tool. The State Data Submission Excel Tool consists of two worksheets that must be completed prior to submission:

- State General Info: Supports the data entry for the state's general information, primary and validation contacts.
- State Issuer & Product Info: Supports the data entry for a listing of issuers with offerings in the corresponding state, along with contact and product information for each issuer.

~~The Department of Health and Human Services~~**The Office of Consumer Information & Insurance Oversight (OCIIO), a division of HHS, recommends that users read this document thoroughly before using the tool.**

The State Data Submission Tool employs two versions of the workbook that serve different purposes throughout the process:

- Working files – are read-write enabled files that allow users to enter data in specified input fields. Users may edit, save, name, and re-name working versions of these files.
- Finalized files – are read-only files created by a process called finalization, which modifies the format of working files to prepare them for submission to HHS. Finalization converts formula results in calculated fields into hard-coded values, removes formulas and other extraneous elements, and saves the file using a standard naming convention. All macro file functionalities are disabled. The finalized save process will delete or standardize some of the data in the finalized file according to specified business rules. The finalized save process will not change the data in the working file. (See Section 2.4.1.)

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## 2 State Data Entry Form Functions

### ~~2.1 Installation~~

### 2.1 Submission Requirements

#### 2.1.1 Initial Configuration Requirement

For the State Data Entry Form to work properly, you must configure your PC to satisfy the following requirements:

- Have Microsoft Excel 2003 or greater installed.
- Enable your Excel Standard Toolbar.
- For Excel 2003, set your Excel Macro Security Settings to Medium (recommended). You can do this by selecting Tools, Macro, and the Security command from your Excel menu bar. *
- For Excel 2007, set your Excel Macro Security Settings to "Disable all macros with notifications." You can do this by selecting the Office Button, Excel Options, Trust Center, Trust Center Settings, Macro Settings. *
- ~~Enable macros when you open the State Data Collection File workbook.~~

~~Opening~~* Macros from un-trusted sources could potentially contain malicious code. If your macro settings are configured as stated above, you will be able to select which macros are safe and therefore should be enabled. **The following section details how to enable these macros so that you can successfully use the State Form.**

### 2.2 How to Open the State ~~Data Entry~~ Form Workbook

#### 2.2.1 Macro Security Level Setting

**For Excel 2003**

The State Data Entry form uses macros to perform the built-in functions including the validation and finalization processes.

~~For security purposes, it is highly recommended that the Macro Security Level Setting be set at Medium. You can do so by selecting Tools, Macro, and the Security command from the Excel menu bar. You will not be able to open the State Data Entry Form if your macro security settings are set to High or Very High.~~

If your Macro Security setting is set to Medium~~,~~ (as recommended above), you will be prompted to enable or disable macros when you open the workbook. You must choose "Enable macros" to correctly open the form. If you choose "Disable macros," the workbook will display a screen

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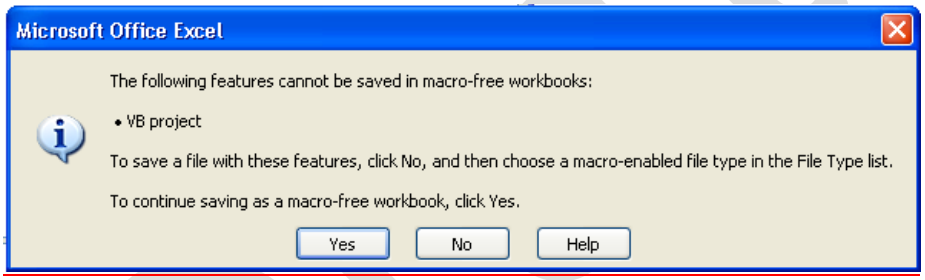
stating that the macros must be enabled in order to use the form. You will have to close and then reopen the workbook to enable macros.

If your macro settings are set to High or Very High, the workbook will not be functional. A static screen will display indicating that you must update your macro settings.

**For Excel 2007**

The State Data Entry form is supported in Excel 2007. You will be able to open and work with the HIOS files using Excel 2007's compatibility mode. **However, you MUST save and/or finalize the HIOS files in the Excel 2003 (.xls) format once you are finished**. You will only be able to submit an ".xls" HIOS file.

If you try to save in Excel 2007 (.xlsx) you will get the following error. If you select yes it will make the workbook inoperable.




Note: If a HIOS file is saved in the Excel 2007 (.xlsm) format, an error will occur when you attempt to reopen the file. **Please do not save the HIOS file in .xlsm format.** This applies to working files as well.

If your Macro Security setting is set to "Disable all macros with notification" (as recommended above), the workbook will open and you will see the following message above the worksheet: "Security Warnings. Macros have been disabled." – followed by an 'Options...' button (as seen in the screen shot below). You must click the 'Options…' button and select "Enable this content" to continue working with the file.

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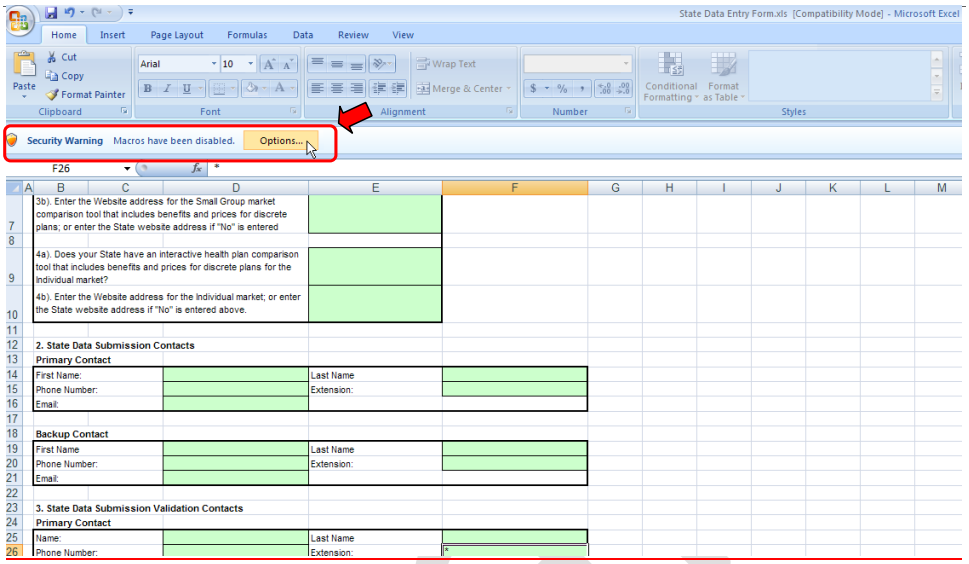


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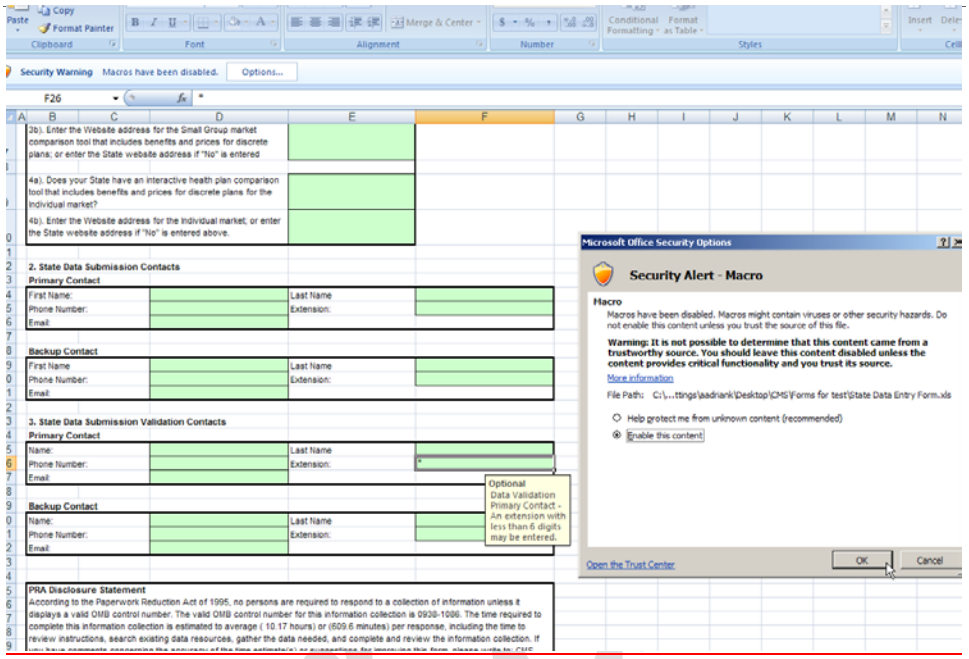


If the current security setting is set to "Disable all macros except digitally signed macros" or "Disable all macros without notifications", the workbook will not be functional (i.e. you will not be able to validate and finalize).

You will be able to open and work with multiple State Data Entry Forms in the same Excel 2007 instance. But if you want to close a file and open another one, **you should also close Excel and open the next file in a new instance of Excel.** There are known issues related to Excel 2007 when you open a file in an existing Excel instance. If you encounter any issues when opening a State Data Entry form, then close Excel, go to Task Manager, delete any other Excel processes, then open a new State Data Entry file in a new Excel window.

Note: After completion of the workbook it is suggested that if you had to change your default macro settings for this workbook that you change them back to your original macro settings.

### 2.2.2 Commands

Upon successfully opening a working State Data Entry Form with the macros enabled, specific buttons will appear in ~~the~~each worksheet~~ 1~~.

Button names (from left to right):

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- Validate (Shortcut: CTRL + shift + V) – this will perform the red circle and critical validations.
- Validate and Finalize (Shortcut: CTRL + shift + S) - this function will perform the critical validations and create the read-only finalized file.
- Format and Print Preview (Shortcut: CTRL + shift + P) – this function will format the workbook for printing and bring to focus the print preview screen for the user.

### 2.2.3 Validations

All data entry fields are highlighted in green. All cells are formatted in Text format.

It is recommended that you not use Excel's "Cut" function in the State Data Entry Form workbook as it will remove the cell's predefined formatting.

Note: You should use the Delete key instead of the Space bar to delete cell values from a cell.

### 2.2.4 Critical Validations

The green-highlighted data entry fields fall into three categories with respect to cell validation: validation fields, critical validation fields, and non-validation fields. Validation fields have cell-specific rules regarding the types and format of data that can be entered into them. These rules appear in message boxes called cell labels which are shown when the cell is highlighted.

## 2.3 Circle Invalid

Upon ~~triggering~~opening the ~~Validation process, a~~worksheet, red ~~circle~~ circles will surround cells that do not pass specific validation rules. Once the data has been entered and has passed the validation rules ~~are corrected~~, the ~~Circle Invalid~~red circles will disappear.

It is strongly recommended that you correct all red circle validations prior to finalizing your workbook. Not all red circle validations are checked in the finalization process thus it is possible that you finalize your file with data errors. These data errors will be caught when the file is being processed and will be returned to you for correction.

**It is highly recommended that you use the "Validate" function prior to the "Validate and Finalize" function. You should only trigger the "Validate and Finalize" if no red circle validations have failed.**

Note: If you enter invalid information into a cell with validation rules and attempt to exit the cell, you will receive the error below. Please click the 'Cancel' button to continue working and enter/select a valid value for the cell.

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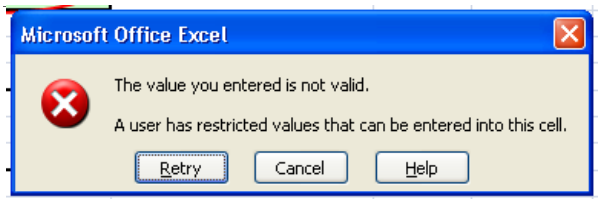


### 2.3.1 Printing the file

You ~~must~~have two options for printing the State Data Entry form. You may use the standard excel Print function to print ~~the State Data Entry Form~~or you may click on the Format & Print Preview button within each worksheet.

### 2.3.2 Save Functions

There are two save processes available within the State data Entry form: a non-finalized and a finalized save.

A non-finalized save can be invoked by clicking on the Excel Save icon on the Excel Standard Toolbar or by selecting File and then Save from the Excel menu. This save process will save any changes you have made to the workbook.

A finalized save occurs when the "Finalize and Validate" function is invoked. (See Section 2.4, "Finalizing the State Data Entry Form for Submission.") This step is taken when the workbook is complete and ready for submission.

Note: after clicking "Save" or "Finalize ~~and~~& Validate Form," the following message may appear:

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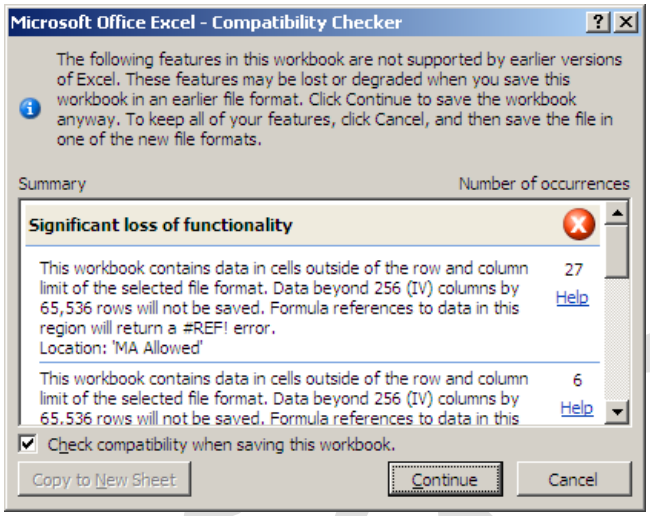


Uncheck the box "Check compatibility when saving this workbook" and click "Continue." The popup will not appear next time you save a form.

## 2.4 Finalizing the State Data Entry Form for Submission

To trigger the finalization process, click on the Validate ~~and~~& Finalize File button. The system will perform all of the critical validations. The system will perform the finalization process and create the read only file if all critical validations are passed.

**As stated in Section 2.3, it is highly recommended that you correct all red circle validations prior to triggering the finalization process.**

### 2.4.1 Finalization Process

When the finalization function is triggered, the system will perform the following actions:

- Check the required fields— Pre-determined fields (e.g., "State") must be entered for the finalization to be successful; these fields are listed in Appendix B ("Required Fields").
- Check the critical validations—Critical validation fields must comply with their validation rules for the finalization process to be successful; the fields and business rules

are listed in Appendix A ("Critical Validation Fields"). All critical errors must be corrected for a file to be successfully finalized.

- Create a finalized file with the following features:
  - All worksheets will display as read only in the finalized file.
  - Red circles will display for cells that do not pass validation rules. Note: You will be able to finalize the file if the red circled cell is not one of the critical errors. A list of critical validations for is included in Appendix A, "Critical Errors."

### 2.4.2 File Naming Convention

Finalized State Data Entry Submission workbooks are saved using the following standardized naming convention:

Final_<state abbreviation><year><month><day><Hour><Min><Sec>_<original name>. xls

**Use of this naming convention is a requirement for a successful submission. If you modify the name of the finalized file, it will not be processed.**

Example: Final_VA20100427130426_State Data Entry Form.xls

Note: Finalized files will be saved in the same directory where the working file is located.

Note: Original name refers to the name of the working file. There is not a requirement for how the working file must be named and it will not impact the processing of the finalized file.

The working file name can be changed at any time. The finalized forms are read-only files. If you need to make additional changes prior to submission, modify the working file and finalize the file again. Remember that the naming convention mentioned above, which is used for the finalized file, is required for submission.

## 2.5 Closing the file

When closing the file it is highly recommended that you save all current changes.

## 2.6 Password Protection

The State Data Entry form is password protected. You may not modify the structure of the workbook or worksheets. Each data item must be located in its pre-defined cell location for successful processing.

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# 3 Tips for Entering Data

Note: Please verify that all of the Submission Requirements specified in section 2.1 have been met before continuing with this section.

This section will provide information on how to enter data into each required cell within the workbook.

## 3.1 State General Info Tab

The following table includes the cell location for each data entry field on the State General Info tab along with appropriate values.

| Cell Location | Data | Valid Valies |
|---|---|---|
| E3 | State Name | **Select a value from the drop down list.** Do not type in a state name. |
| E4 | Underwriting Status | **Select Yes or No from the drop down.** Do not type in a value. |
| E6 | Does your state have a comparison tool for the Small Group Market? | **Select Yes or No from the drop down.** Do not type in a value. |
| E7 | Website address for comparative tool or state address. | If you answered Yes to E6, enter the full website address for the comparative tool (e.g. www.comparative_tool.gov) . If you answered No to E6, enter your full state website address (e.g. www.state.us.gov). |
| E9 | Does your state have a comparison tool for the Individual Market? | **Select Yes or No from the drop down.** Do not type in a value. |
| E10 | Website address for comparative tool or state address. | If you answered Yes to E9, enter the full website address for the comparative tool (e.g. www.comparative_tool.gov) . If you answered No to E9, enter your full state website address (e.g. www.state.us.gov). |

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| Cell Location | Data | Valid Valies |
|---|---|---|
| D14 | Primary State Data Submission Contact First Name | Enter the first name of the individual who is the primary contact for the submission of this data. The system allows up to 40 characters. |
| F14 | Primary State Data Submission Contact Last Name | Enter the last name of the individual who is the primary contact for the submission of this data. The system allows up to 40 characters. |
| D15 | Primary State Data Submission Contact Phone Number | Enter the phone number for the individual who is the primary contact for the submission of this data. The system allows up to 15 characters. |
| F15 | Primary State Data Submission Contact Phone Number Extension | Enter the phone number extension for the individual who is the primary contact for the submission of this data. The system allows up to 15 characters. THIS FIELD IS OPTIONAL. |
| D16 | Primary State Data Submission Contact Email Address | Enter the email address for the individual who is the primary contact for the submission of this data. Please make sure to include the full email address (e.g. test@test.com). The system will validate that the @ is part of the address. |
| D19 | Back Up State Data Submission Contact First Name | Enter the first name of the individual who is the back up contact for the submission of this data. The system allows up to 40 characters. |
| F19 | Back Up Data Submission Contact Last Name | Enter the last name of the individual who is the back up contact for the submission of this data. The system allows up to 40 characters. |

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| Cell Location | Data | Valid Valies |
|---|---|---|
| D20 | Back Up Data Submission Contact Phone Number | Enter the phone number for the individual who is the back up contact for the submission of this data. The system allows up to 15 characters. |
| F20 | Back Up Data Submission Contact Phone Number Extension | Enter the phone number extension for the individual who is the back up contact for the submission of this data. The system allows up to 15 characters. THIS FIELD IS OPTIONAL. |
| D21 | Back Up State Data Submission Contact Email Address | Enter the email address for the individual who is the back up contact for the submission of this data. Please make sure to include the full email address (e.g. test@test.com). The system will validate that the @ is part of the address. |
| D25 | Primary State Data Validation Contact First Name | Enter the first name of the individual who is the primary contact for the validation of this data. The system allows up to 40 characters. |
| F25 | Primary State Data Validation Contact Last Name | Enter the last name of the individual who is the primary contact for the validation of this data. The system allows up to 40 characters. |
| D26 | Primary State Data Validation Contact Phone Number | Enter the phone number for the individual who is the primary contact for the validation of this data. The system allows up to 15 characters. |
| F26 | Primary State Data Validation Contact Phone Number Extension | Enter the phone number extension for the individual who is the primary contact for the validation of this data. The system allows up to 15 characters. THIS FIELD IS OPTIONAL. |

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| Cell Location | Data | Valid Valies |
|---|---|---|
| D27 | Primary State Data Validation Contact Email Address | Enter the email address for the individual who is the primary contact for the validation of this data. Please make sure to include the full email address (e.g. test@test.com). The system will validate that the @ is part of the address. |
| D30 | Back Up State Data Validation Contact First Name | Enter the first name of the individual who is the back up contact for the validation of this data. The system allows up to 40 characters. |
| F30 | Back Up State Data Validation Contact Last Name | Enter the last name of the individual who is the back up contact for the validation of this data. The system allows up to 40 characters. |
| D31 | Back Up State Data Validation Contact Phone Number | Enter the phone number for the individual who is the back up contact for the validation of this data. The system allows up to 15 characters. |
| F31 | Back Up State Data Validation Contact Phone Number Extension | Enter the phone number extension for the individual who is the back up contact for the validation of this data. The system allows up to 15 characters. THIS FIELD IS OPTIONAL. |
| D32 | Back Up State Data Validation Contact Email Address | Enter the email address for the individual who is the back up contact for the validation of this data. Please make sure to include the full email address (e.g. test@test.com). The system will validate that the @ is part of the address. |

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## 3.2 State Issuer & Product Info Tab

The following table includes the cell location for each data entry field on the State Issuer & Product Info tab, along with appropriate values.

On this worksheet you will include one row for each Issuer/Market with offerings within your state. If an Issuer has offerings in both the Individual and Small Group markets, you must create two rows fir this issuer.

| Cell Location | Data | Valid Valies |
|---|---|---|
| B5 | Issuer Name | Enter the name of the Insurance Issuer. |
| C5 | Individual/Small Group | **Select Individual or Small Group from the drop down.** Do not type in a value. |
| D5 | Issuer Data Submission Contact Name | Enter the name of the individual who is your point of contact at the Issuer organization. The system allows up to 40 characters. |
| E5 | Issuer Data Submission Contact Phone Number | Enter the phone number for the individual who is your point of contact at the issuer organization. The system allows up to 15 characters. |
| F5 | Issuer Data Submission Contact Email Address | Enter the email address for the individual who is your point of contact at the issuer organization. Please make sure to include the full email address (e.g. test@test.com). The system will validate that the @ is part of the address. |
| G5 | Customer Service Contact Phone Number for Consumers | Enter the phone number for the individual who is your point of contact at the Issuer organization. The system allows up to 15 characters. THIS FIELD IS OPTIONAL. |

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| Cell Location | Data | Valid Valies |
|---|---|---|
| H5 | No. of products offered - Fee for Service | Enter the number of Fee for Service products the corresponding Issuer offers for the corresponding market (Individual or SmallGroup). The number must be a whole number. If the Issuer does not offer any Fee for Service products, enter 0. **Do not leave this field blank.** |
| I5 | No. of products offered - HMO | Enter the number of HMO products the corresponding Issuer offers for the corresponding market (Individual or SmallGroup). The number must be a whole number. If the Issuer does not offer any HMO products, enter 0. **Do not leave this field blank.** |
| J5 | No. of products offered - PPO | Enter the number of PPO products the corresponding Issuer offers for the corresponding market (Individual or SmallGroup). The number must be a whole number. If the Issuer does not offer any PPO products, enter 0. **Do not leave this field blank.** |
| K5 | No. of products offered - EPO | Enter the number of EPO products the corresponding Issuer offers for the corresponding market (Individual or SmallGroup). The number must be a whole number. If the Issuer does not offer any EPO products, enter 0. **Do not leave this field blank.** |

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| Cell Location | Data | Valid Valies |
|---|---|---|
| L5 | No. of products offered - POS | Enter the number of POS products the corresponding Issuer offers for the corresponding market (Individual or SmallGroup). The number must be a whole number. If the Issuer does not offer any POS products, enter 0. **Do not leave this field blank.** |
| M5 | No. of products offered - Other | Enter the number of Other products the corresponding Issuer offers for the corresponding market (Individual or SmallGroup). The number must be a whole number. If the Issuer does not offer any Other products, enter 0. **Do not leave this field blank.** |

**Please follow the following guidelines when entering data into this worksheet:**

1) **Do not skip any rows when entering data. The system will interpret an empty row as the end of the data set (i.e. any data after a blank row will not be processed)**

2) **If you enter an Issuer Name in a row, you must enter all the required data for that Issuer. Do not leave any of the required cells blank. All cells on that row are required with the exception G5, Customer Service Phone Number.**

3) **If the Issuer does not have any products of a specific type, please make sure to enter a 0 (zero) into the corresponding cell.**

4) **Any data entered within a row that does not have a corresponding Issuer Name will not be processed.**

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## ~~3~~4 Troubleshooting and FAQ

### ~~3.1~~4.1 FAQ's

**Question 1**: I am trying to open State Data Entry files in Excel 2007, but I do not see the Option button. How do I enable contents?

1. Click the Microsoft Office Button , and then click Excel Options.
2. Click Trust Center, click Trust Center Settings, and then click Message Bar.
3. Click the first radio button below:

- Show the Message Bar in all applications when document content has been blocked. This option is selected by default so that you get Message Bar alerts whenever potentially unsafe content has been disabled. The option is not selected if you clicked the Disable all macros without notification option on the Macros pane of the Trust Center. If you click Disable all macros without notification, you won't get Message Bar alerts when macros are disabled.
- ~~Never show information about blocked content. this option disables the Message Bar.~~

## 4.2 Submission Information

Please submit your completed FINALIZED files via email to hios_submissions@hhs.gov . Please remember not to change the name of the system-generated finalized file.

### ~~3.2~~4.3 Support

**HIOS Help**

If you need additional assistance, please call the HIOS Help Desk at 1-877-343-6507 (available beginning on Friday, May 7 2010) or email them ~~at~~ at insuranceoversight@hhs.gov.

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## ~~4~~5 Appendix A— Critical Errors

### ~~4.1~~5.1 State Data Critical Errors and Related Error Messages

These errors will prevent successful finalization.

1. State Data General Info, -E3, State Name
   a. Display error message if this field is blank.
   b. Error Message: State name at E3 required.
2. State Data General Info, E4, Underwriting Status
   a. Display error message if this field is blank.
   b. Error Message: ~~A State must be selected from the drop down menu in Worksheet 1 E3~~Underwriting Status at E4 is required.

~~2.~~ State Data General Info ~~,E4,,Underwriting Status~~
   ~~a. Display error message if this field is blank.~~
   ~~b. Error Message: Yes or No must be selected from the drop down menu in Worksheet 1 E4.~~

3. ~~State Data General Info ,~~ E6, State has interactive tool for small group market
   a. Display error message if this field is blank.
   b. Error Message: ~~Yes or No must be selected from the drop down menu in Worksheet 1 E6.~~Small Group comparison tool at E6 is required
4. State Data General Info ~~,~~ E7, State website for small group
   a. Display error message if this cell is blank.
   b. Error Message: ~~A valid website address must be entered in Worksheet 1~~Website Address at E7~~.~~ is required
5. State Data General Info ~~,~~ E9, State has interactive tool for individual market,
   a. Display error message if field is blank.
   b. Error Message: ~~A value must be selected from the drop down menu in Worksheet 1 E9~~Individual Market comparison tool at E9 is required.
6. State Data General Info ~~,~~ E10, State website for individual market
   a. Display error message if this cell is blank.
   b. Error Message: ~~A valid website address must be entered in Worksheet 1~~Website Address at E10~~.~~ is required
7. State Data General Info ~~,~~ D14, State Data Submission Primary Contact First Name
   a. Display error message if cell is blank.
   b. Error message: ~~The primary contact name for State Data~~ Submission ~~must be entered in Worksheet 1~~Primary Contact name at D14~~.~~ is required
8. State Data General Info ~~,~~ D15, Data Submission Contact Phone Number
   a. Display the error message if the cell is blank.
   b. Error message: ~~The primary~~ Submission Primary Contact phone ~~number must be entered in worksheet 1~~at D15 is required.
9. State Data General Info ~~,~~ D16, Data Submission Primary Contact email
   a. Display error message if cell is blank.
   b. Error Message: ~~A valid primary contact email address must be entered for State Data~~ Submission ~~primary in worksheet 1~~Primary Contact email at D16 is required

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10. State Data General Info~~-~~, D25, Primary Contact ~~name~~First Name
    a. Display error mesasge is cell is blank.
    b. Error message: ~~A primary contact~~ Preview Primary Contact name ~~must be entered in worksheet 1~~at D25 is required.
11. State Data General Info~~-~~, D26, Primary Contact Phone Number
    a. Display error message if cell is blank.
    b. Error message: ~~A primary contact~~ Preview Primary Contact phone ~~number must be entered in worksheet 1~~at D26 is required.
12. State Data General Info~~-~~, D27, Primary Contact email
    a. Display error message if cell is blank.
    b. Error message: ~~A primary contact~~Preview Primary Contact email ~~must be entered in Worksheet 1~~at D27 is required.
13. State Data ~~Issuer & Product~~General Info, ~~B5, Issuer~~F14, Data Submission Primary Contact Last Name
    a. Display error message if cell is blank.
    b. Error message: ~~An issuer~~Submission Primary Contact last name ~~must be entered in Worksheet 2 B5~~at F14 is required.
14. State Data ~~& Product Info, C5, Individual/Small Group~~General Info, F25, Data Validation Primary Contact Last Name
    ~~c.~~a. Display error message if ~~value entered is not one of the options in the drop down menu~~cell is blank.
    ~~d.~~b. Error message: ~~An option from the drop down menu must be selected in Worksheet 2 C5~~Preview Primary Contact last name at F25 is required.
15. State Data Issuer & Product Info, ~~E5, Submission Contact Phone Number~~B5, Issuer Name
    ~~e.~~a. Display error message if cell is blank.
    b. Error message: ~~A submission contact~~Issuer name at B5 is required.
16. State Data & Product Info, C5, Individual/Small Group
    c. Display error message if value entered is not one of the options in the drop down menu.
    d. Error message: Individual/Small group at C5 is required.
17. State Data & Product Info, D5, Issuer Data Submission name
    e. Display error message if value entered is not one of the options in the drop down menu.
    f. Error message: Issuer Data Submission name at D5 is required
18. State Data Issuer & Product Info, E5, Submission Contact Phone Number
    g. Display error message if cell is blank.
    ~~f.~~h. Error message: Issuer Data Submission phone number ~~must be entered in worksheet 2~~at E5.

~~16.~~19. State Data & Product Info, F5, Submission Contact email.
    ~~g.~~i. Display error message if cell is blank.
    ~~h.~~j. Error message: ~~A submission contact email must be entered in worksheet 2 F5~~Issuer Data Submission at F5 is required.

~~17. State Data & Product Info, G5, Customer Service Contact Phone Number for Consumer~~

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~~i. Display error message if cell is blank.~~
~~j. Error message: A Customer Service Contact Phone Number contact phone number must be entered in worksheet 2 G5.~~

~~18.~~20. State Data & Product Info, H5, Fee-for-service
k. Display error message if cell is blank.
l. Error message: ~~Enter the number of products offered~~ Fee- for ~~the specific product type. Enter '0' if no product~~ Service at H5 is ~~offered. Worksheet 2 H5~~required

~~19.~~21. State Data & Product Info, I5, HMO
~~m. Display error message if cell is blank.~~
~~n. Error message: Enter the number of products offered for the specific product type. Enter '0' if no product is offered. Worksheet 2 I5~~

~~20. State Data & Product Info, J5, PPO~~
~~o. Display error message if cell is blank.~~
~~p. Error message: Enter the number of products offered for the specific product type. Enter '0' if no product is offered. Worksheet 2 J5~~

~~21. State Data & Product Info, K5, EPO~~
~~q.~~m. Display error message if cell is blank.
~~r.~~n. Error message: ~~Enter the number~~Number of ~~products offered for the specific product type. Enter '0' if no product~~HMO at I5 is ~~offered. Worksheet 2 K5~~required

22. State Data & Product Info, ~~L5, POS~~J5, PPO
~~s.~~o. Display error message if cell is blank.
p. Error message: ~~Enter the number~~Number of ~~products offered for the specific product type. Enter '0'~~PPO at J5 is required

23. State Data & Product Info, K5, EPO
q. Display error message if ~~no product is offered. Worksheet 2~~cell is blank.
r. Error message: Number of EPO at K5 is required

~~t.~~24. State Data & Product Info, L5, POS
s. Display error message if cell is blank.
t. Error message: Number of POS at L5 is required

~~23.~~25. State Data & Product Info, M5, Other/Describe
u. Display error message if cell is blank.
~~a. Error message: Enter the number of products offered for the specific product type. Enter '0' if no product is offered. Worksheet 2 M5~~
a. Error message: Other/describe at M5 is required

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## ~~5~~6 Appendix B—Required Fields

State General Info Worksheet:

- State Name
- Underwriting Status
- State Small Group Interactive Tool Yes/No
- State Small Group Interactive Tool Website Address
- State Individual Interactive Tool Yes/No
- State Individual Interactive Tool Website Address
- Primary Data Submission Contact: First Name, Last Name, Phone Number, Email Address
- Back Up Data Submission Contact: First Name, Last Name, Phone Number, Email Address
- Primary Data Validation Contact: First Name, Last Name, Phone Number, Email Address
- Back Up Data Validation Contact: First Name, Last Name, Phone Number, Email Address

State Issuer ~~&~~ and Product Info~~:~~ Worksheet:

- Issuer ~~Name,~~
- Individual/Small Group~~, Submission~~ Market
- Issuer Contact: Name, ~~Submission~~Phone Number and Email Address
- Issuer Contact Phone
- Number~~, Submission contact Email, Fee~~ of Products Offered for~~-~~ Each Product Type
    - Fee for Service~~,~~
    - HMO~~, PPO,~~
    - PPI
    - EPO~~,~~
    - POS~~,~~
    - Other

- ~~State General Info: General Info Box, Primary contact name, phone number, and email. Validation Contact name, phone number, and email~~

- ~~Issuer General Info: Issuer name, Federal EIN, state, Market Coverage, Address line, City, Zip, Local number, Website address, email, Name, Phone number, Is issuer rated, rating company, rating type, rating.~~

- ~~Product Info: Product name, Product type, Product enrollment, Individual or small group, Website address, Covers whole state, Phase 2.~~

- ~~Geographic Coverage: Cross Reference and Zip code.~~

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