CMS Form Number: CMS-10320 OMB Control Number: 0938-1086 Expiration Date: XX/20XX

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



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Last updated May 5, 2010

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Health Insurance Oversight System – Excel Data Submission Tool Technical Instructions

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 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 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. *
- * 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 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.

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 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.

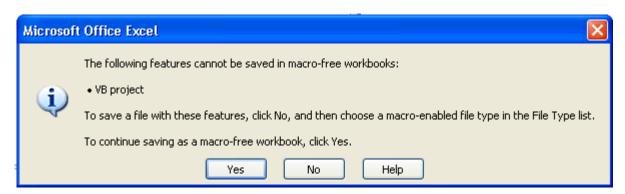
If your macro settings are set to High or Very High, the workbook will not be functional. A static screen will display indicating that you must update your macro settings.

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**

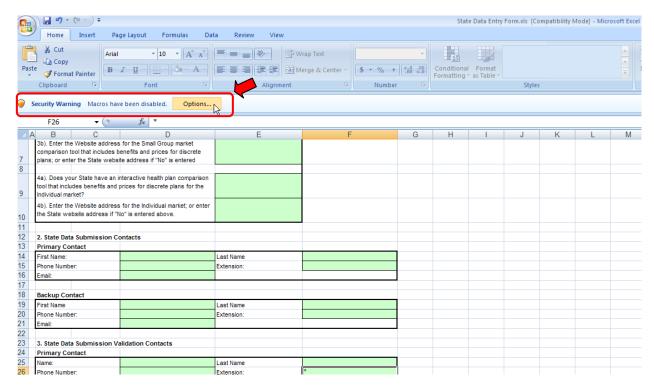
finalize the HIOS files in the Excel 2003 (.xls) format once you are finished. You will only be able to submit an ".xls" HIOS file.

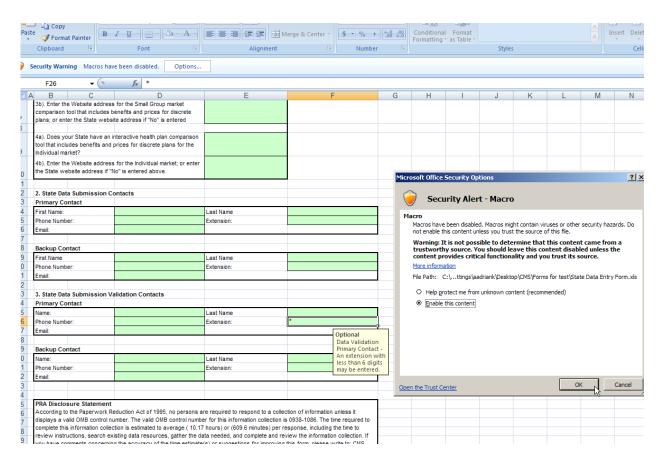
If you try to save in Excel 2007 (.xlsx) you will get the following error. If you select yes it will make the workbook inoperable.



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.





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 each worksheet.

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

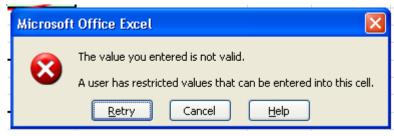
Upon opening the worksheet, red circles will surround cells that do not pass specific validation rules. Once the data has been entered and has passed the validation rules, the red circles will disappear.

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

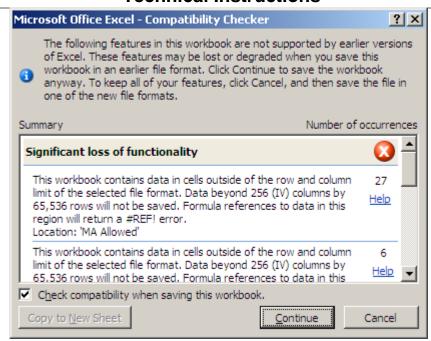
2.3.2 Save Functions

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 & Validate Form," the following message may appear:



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 & 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:
 - o All worksheets will display as read only in the finalized file.

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o 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

<u>Use of this naming convention is a requirement for a successful submission. If you modify</u> 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.

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	Select Yes or No from the drop
	comparison tool for the Small Group Market?	down. Do not type in a value.
E7	Website address for	If you answered Yes to E6, enter
	comparative tool or state	the full website address for the
	address.	comparative tool (e.g.
		www.comparative_tool.gov) . If
		you answered No to E6, enter
		your full state website address
70		(e.g. www.state.us.gov).
E9	Does your state have a	Select Yes or No from the drop
	comparison tool for the	down. Do not type in a value.
F10	Individual Market?	10 11 10
E10	Website address for	If you answered Yes to E9, enter
	comparative tool or state address.	the full website address for the
	address.	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).
D14	Primary State Data	Enter the first name of the
	Submission Contact First	individual who is the primary
	Name	contact for the submission of this
	Turile	data. The system allows up to 40
		characters.
		onarao cono.

Cell Location	Data	Valid Valies
F14	Primary State Data	Enter the last name of the
	Submission Contact Last	individual who is the primary
	Name	contact for the submission of this
		data. The system allows up to 40
		characters.
D15	Primary State Data	Enter the phone number for the
	Submission Contact Phone	individual who is the primary
	Number	contact for the submission of this
		data. The system allows up to 15
		characters.
F15	Primary State Data	Enter the phone number
	Submission Contact Phone	extension for the individual who
	Number Extension	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	Enter the email address for the
	Submission Contact Email	individual who is the primary
	Address	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
D10	Dools II.a Ctota Data	address.
D19	Back Up State Data Submission Contact First	Enter the first name of the
	Name	individual who is the back up contact for the submission of this
	Name	
		data. The system allows up to 40 characters.
F19	Back Up Data Submission	Enter the last name of the
	Contact Last Name	individual who is the back up
	Contact Last Ivallie	contact for the submission of this
		data. The system allows up to 40
		characters.
D20	Back Up Data Submission	Enter the phone number for the
	Contact Phone Number	individual who is the back up
	Contact I none I tumber	contact for the submission of this
		data. The system allows up to 15
		characters.
		Characters.

Cell Location	Data	Valid Valies
F20	Back Up Data Submission	Enter the phone number
	Contact Phone Number	extension for the individual who
	Extension	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	Enter the email address for the
	Submission Contact Email	individual who is the back up
	Address	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
705		address.
D25	Primary State Data Validation	Enter the first name of the
	Contact First Name	individual who is the primary
		contact for the validation of this
		data. The system allows up to 40
F25	Drimary State Date Validation	characters. Enter the last name of the
F23	Primary State Data Validation Contact Last Name	
	Contact Last Name	individual who is the primary contact for the validation of this
		data. The system allows up to 40
		characters.
D26	Primary State Data Validation	Enter the phone number for the
	Contact Phone Number	individual who is the primary
		contact for the validation of this
		data. The system allows up to 15
		characters.
F26	Primary State Data Validation	Enter the phone number
	Contact Phone Number	extension for the individual who
	Extension	is the primary contact for the
		validation of this data. The
		system allows up to 15
		characters. THIS FIELD IS
		OPTIONAL.

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
D30	Back Up State Data Validation Contact First Name	address. 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.

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.
Н5	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.

Cell Location	Data	Valid Valies	
I5	No. of products offered -	Enter the number of HMO	
	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	
	The second secon	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.	
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.	
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Cell Location	Data	Valid Valies
M5	No. of products offered -	Enter the number of Other
	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) <u>Do not skip any rows when entering data. The system will interpret an empty row as</u> the end of the data set (i.e. any data after a blank row will not be processed)
- 2) <u>If you enter an Issuer Name in a row, you must enter all the required data for that Issuer.</u> 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.

4 Troubleshooting and FAQ

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.

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.

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 insuranceoversight@hhs.gov.

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5 Appendix A— Critical Errors

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: Underwriting Status at E4 is required.
- 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: 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: 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: 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: 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: Submission 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: Submission Primary Contact phone 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: Submission Primary Contact email at D16 is required
- 10. State Data General Info, D25, Primary Contact First Name
 - a. Display error mesasge is cell is blank.
 - b. Error message: Preview Primary Contact name 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: Preview Primary Contact phone at D26 is required.
- 12. State Data General Info, D27, Primary Contact email
 - a. Display error message if cell is blank.
 - b. Error message: Preview Primary Contact email at D27 is required.
- 13. State Data General Info, F14, Data Submission Primary Contact Last Name
 - a. Display error message if cell is blank.
 - b. Error message: Submission Primary Contact last name at F14 is required.
- 14. State Data General Info, F25, Data Validation Primary Contact Last Name

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- a. Display error message if cell is blank.
- b. Error message: Preview Primary Contact last name at F25 is required.
- 15. State Data Issuer & Product Info, B5, Issuer Name
 - a. Display error message if cell is blank.
 - b. Error message: 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.
 - h. Error message: Issuer Data Submission phone number at E5.
- 19. State Data & Product Info, F5, Submission Contact email.
 - i. Display error message if cell is blank.
 - j. Error message: Issuer Data Submission at F5 is required.
- 20. State Data & Product Info, H5, Fee-for-service
 - k. Display error message if cell is blank.
 - 1. Error message: Fee-for-Service at H5 is required
- 21. State Data & Product Info, I5, HMO
 - m. Display error message if cell is blank.
 - n. Error message: Number of HMO at I5 is required
- 22. State Data & Product Info, J5, PPO
 - o. Display error message if cell is blank.
 - p. Error message: Number of PPO at J5 is required
- 23. State Data & Product Info, K5, EPO
 - q. Display error message if cell is blank.
 - r. Error message: Number of EPO at K5 is required
- 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
- 25. State Data & Product Info, M5, Other/Describe
 - u. Display error message if cell is blank.
 - a. Error message: Other/describe at M5 is required

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

Worksheet 1 - State General	and Contact Information		
1. General Information			
1). State Name:			
2). Underwriting Status:			
3a). Does your State have an interaction of the Small Group market?	active health plan comparison tool for		
	the Small Group market comparison es for discrete plans; or enter the State above.		
	active health plan comparison tool that crete plans for the Individual market?		
4b). Enter the Website address for State website address if "No" is en			
2. State Data Submission Contact	ets		
Primary Contact			
First Name:		Last Name	
Phone Number:		Extension:	
Email:			
Backup Contact			
First Name		Last Name	
Phone Number:		Extension:	
Email:			
3. State Data Submission Validat	tion Contacts		
Primary Contact			
Name:		Last Name	
Phone Number:		Extension:	
Email:			
Backup Contact			_
Name:		Last Name	
Phone Number:		Extension:	
Email:			

PRA Disclosure Statement

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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Worksheet 2 - Issuer and Product Information

 Issuer Name	Individual/Small Group	Issuer Data Submission Contact Name	Issuer Data Submission Contact Phone Number	Issuer Data Submission Contact Email

Customer Service Contact Phone Number for Consumers

No. of Products Offered - Fee-for-Service

No. of Products No. of Products Offered - HMO Offered - PPO

Offered - EPO

No. of Products No. of Products Offered - POS

Offered - Other