



## TRS-ActiveCare TPA Annual Enrollment Requirements 2018-2019 Plan Year

### KEY DATES

- Annual Enrollment (AE) Window
  - o 07/01/2018-08/24/2018
- AE Test Files Due
  - o 07/16/2018
  - o 7/23/2018
- Last Day Current Year Files Due
  - o 08/03/2018
- AE Production FULL File(s) Due
  - o 08/10/2018: Transactions received by this date will guarantee delivery of Aetna ID cards in-hand by 09/01.
  - o 08/25/2018: This will be the Annual Enrollment Follow-up file for any 9/1/2018 enrollments saved after the initial AE Production file was generated. Transactions received by this date will still generate new ID cards, but are not guaranteed to be in-hand by 09/01.
- Ongoing Files Resume / 2018-2019 Schedule: Calendar below or dates per mutually agreed upon schedule approved by bswift.
  - o 09/06/2018



TRS\_TPA File  
Schedule 2018-2019\_1

## ID CARDS

- Aetna: There are copay changes this year therefore all participants will receive a new ID card.
- CVS/Caremark: There are copay changes this year therefore all participants will receive a new ID card.
- First Care: All enrollees will receive a new ID card.
- BCBS: New ID cards will be generated for new enrollees, family status changes, benefit changes and address changes.
- Scott & White: All enrollees will receive a new ID card.

## AE TEST FILE TRANSMISSION

- Naming Convention
  - o TEST\_AE\_BHUB\_FULL\_834\_<DIST\_ID>\_<CCYYMMDD>\_<HHMMSS><BSWIFT>.TXT
- Transmission
  - o Test Files should be sent to:
    - Directory: sftp.bswift.com → \incoming
    - Username: trsbhubtestsftp
    - Password: wZa@vKDdx530hF?R
    - Port: 22
- Additional Requirements
  - o Please ensure that ISA15 has been updated to 'T' rather than 'P.'
  - o Test Files must be submitted for all districts you support.
  - o File is due on 07/16/2018; with corrected files requested for 7/23/2018 if applicable; the AE test files should NOT be sent on the regularly scheduled production file dates.
  - o Notify the bswift team when you are ready to send files.

## AE PRODUCTION FILE TRANSMISSION

- Naming Convention
  - o PROD\_AE\_BHUB\_FULL\_834\_<DIST\_ID>\_<CCYYMMDD>\_<HHMMSS><BSWIFT>.TXT
- Directory
  - o Production Files should be sent:

- Directory: sftp.bswift.com → \incoming
- Username: trsbhubaesftp
- Password: V\$eNJYmloy9hkC#D  
Port: 22
- Additional Requirements
  - Please ensure that ISA15 has been updated to 'P' rather than 'T.'
  - Notify the bswift team when you are ready to send files.
  - Ensure that your current year (2017-2018) file feeds have been shut off after the 08/03/2018 file has been sent.

## FILE REQUIREMENTS

- Structure Changes
  - All Benefit Plan Names and Benefit Plan Codes must be passed as listed below.  
Please note:
    - This means that Aetna ACO and Kelsey plans will need to be configured by zip code listings. For example: while an employee is in an enrollment period on your system, they should only see and/or be able to select plans that are available to them based on their residential zip code.
    - Dependents should be enrolled in the same ACO plan as the employee regardless of the dependent's address.
    - From an ongoing perspective (rather than Annual Enrollment files), in the event that a member moves from one ACO to another, a new effective date should be provided as if they are changing plans.

PLAN CODE	PLAN NAME	PLAN DESCRIPTION
AC1HD	ActiveCare 1-HD	ActiveCare 1-HD
AC2	ActiveCare 2	ActiveCare 2
Baptist	ActiveCare Baptist Select	ActiveCare Baptist Select
Baylor	ActiveCare Baylor Select	ActiveCare Baylor Select
Kelsey	ActiveCare Kelsey Select	ActiveCare Kelsey Select
MH	ActiveCare Memorial Hermann	ActiveCare Memorial
SELECT	ActiveCare Select	ActiveCare Select
Seton	ActiveCare Seton Select	ActiveCare Seton Select
BE	Blue Essentials Access Plan	Blue Essentials Access Plan
FC	FirstCare Health Plans	FirstCare Health Plans
SW	Scott and White	Scott and White Health Plan
WAIVEPLAN or TRSDECLN	Waive Medical Coverage	Waive Medical Coverage

- Additional File Requirements:
  - o All effective dates on file (DTP\*348) should be 09/01/2018.
  - o Must be a full positive file (employee and dependents).
    - Waive/Decline Records: Any employees that waive or decline coverage during the AE window should pass as a 09/01/2018 decline for the employee and all dependents that were on coverage. These records should remain as Waive or Decline on the file moving forward.
  - o Splits: An online form will allow the BA to submit requests for split premiums. The split premium is NOT linked to eligibility, so all HD segments should be sent as listed above.
- Plan Changes:
  - o ActiveCare 2 plan is closed to new membership. Existing TRS-ActiveCare 2 members will be allowed to keep this plan. The following rules will apply to TRS-ActiveCare 2 enrollment:
    - Current TRS-ActiveCare 2 participants may add dependents if they have a special enrollment event.
    - Current TRS-ActiveCare 2 participants can keep their plan if moving between TRS entities.
    - COBRA continuation will allow a member to keep TRS-ActiveCare 2 coverage.
    - An employee who terminates TRS-ActiveCare 2 may re-elect this plan if rehired within 31 days without a lapse in coverage.
    - A new hire that chooses to participate in TRS-ActiveCare 2 must have an effective date **prior to 09/01/2018** to elect this plan.
    - If their effective date is **on or after 09/01/2018**, TRS-ActiveCare 2 will not be available. You should not send enrollment on the eligibility file for any individual that falls into this scenario.
- Zip-Based Eligibility:
  - o Aetna ACOs:
    - Kelsey, Baptist, Baylor, Memorial Herman and Seton plans provided by Aetna/bswift (please note there were expansions to Memorial Hermann, Seton and Baylor).
  - o FirstCare HMO: No updates from last year
  - o BCBS HMO: No updates from last year
  - o Scott & White HMO: No updates from last year

## DUAL-YEAR PROCESS

- Requirements
  - o No current year enrollment changes should be received on the automated feed after the last 2017-2018 file has been received on 08/03/2018.
  - o TPA will be required to submit a changes-only file/spreadsheet to bswift to capture any current year (2017-2018) enrollment transactions processed after 8/2/2018 (ie, not captured on 8/3/2018 files.) bswift prefers a single changes file per week per TPA.
- Format: Below template or TPA-provided template as approved by bswift.



TPA\_Dual Year  
Processing Template.›

- Naming Convention
  - CHANGES\_AE\_BHUB\_FULL\_834\_<DIST\_ID>\_<CCYYMMDD>\_<HHMMSS><BSWIFT>.TXT
- Transmission
  - o Dual Year Files should be sent to the same directory as the Production AE file:
    - Directory: sftp.bswift.com → \incoming
    - Username: trsbhubaesftp
    - Password: V\$eNJYmloy9hkC#D
    - Port: 22
- Timing
  - o Weekly on Mondays (or other mutually agreed upon day) from 08/10/2018 through 10/23/2018.

## ANNUAL ENROLLMENT SCENARIOS

1. Employee makes 09/01/2018 AE election on 07/15/2018.
  - a. Current Year/Ongoing File: This election should not be sent on the 07/20/2018 file because it has a 09/01/2018 effective date in TPA system. The current year/ongoing file should continue to send the inforce coverage for 2017-2018 only.
  - b. Annual Enrollment File: This election should be sent on the 08/10/2018 file.
  
2. Employee has a baby and enrolls baby in current coverage effective 07/15/2018 and also completes 09/01/2018 AE election on 07/15/2018 (including adding the baby).
  - a. Current Year/Ongoing File: The 07/15/2018 coverage effective date should be sent on the 07/20/2018 file. The 09/01/2018 coverage effective date should not be sent on the 07/20/2018 file.
  - b. Annual Enrollment File: The 09/01/2018 coverage effective date should be sent on the 08/10/2018 file. The 07/15/2018 coverage effective date should not be sent on the 08/10/2018 file.
  
3. Employee is hired in July and makes new hire enrollments effective 07/15/2018 and enrolls in TRS-ActiveCare coverage. At the same time, the employee walks through AE and waives out of TRS-ActiveCare because they will be covered under their spouse's plan starting 09/01/2018.
  - a. Current Year/Ongoing File: The 08/01/2018 coverage effective date should be sent on the 07/20/2018 file. The 09/01/2018 waive plan should not be sent on the 07/20/2018 file.
  - b. Annual Enrollment File: The 09/01/2018 Decline Medical should be sent on the 08/10/2018.
  
4. Employee enrolls in AE TRS-ActiveCare1-HD coverage on 07/29/2018. On 08/13/2018, while window is still open, Employee changes coverage from TRS-ActiveCare1-HD to ACO plan coverage.
  - a. Current Year/Ongoing File: The 2017/2018 PY election should be sent on the 8/3 file. The AE election should not be sent on the 08/03/2018 file because it has a 09/01/2018 effective date in TPA system.
  - b. Annual Enrollment File (8/10): The TRS-ActiveCare1-HD enrollment should be sent on the 08/10/2018 file with an effective date of 09/01/2018 because that is what the employee had elected to enroll in at the time the file is run.

- c. Annual Enrollment Follow-Up File (8/25): The ACO enrollment should be sent on the 08/25/2018 file with an effective date of 09/01/2018 because the employee made a change to their enrollment after the 08/10/2018 file had been sent.
5. Employee enrolls in coverage for AE on 07/29/2018 and adds Spouse and Child. On 8/13/2018, while window is still open, Employee drops child and keeps Employee + Spouse coverage.
  - a. Current Year/Ongoing File: The AE election should not be sent on the 08/03/2018 file because it has a 09/01/2018 effective date in TPA system.
  - b. Annual Enrollment File: The Employee + Family enrollment should be sent on the 08/10/2018 file with an effective date of 09/01/2018 because that is what the employee had elected to enroll in at the time the file is run.
  - c. Annual Enrollment Follow-Up File: The Employee + Spouse enrollment should be sent on the 08/25/2018 file with an effective date of 09/01/2018 because the employee made a change to their enrollment after the 08/10/2018 file had been sent. Note: This file should either drop the child from file completely to handle through Term By Omission process or, if preferred, TPA can pass a Wholly Termination scenario where coverage is terminated before start date (some TPAs will pass this as: "DTP\*349\*D8\*20180831~" and others will pass this as: "DTP\*349\*D8\*20180901~")
6. Employee enrolls in ACO Baylor plan for AE on 07/29/2017. On 8/09/2018, Employee processes an address change which changes eligibility from Baylor to Seton for ACO coverage.
  - a. Current Year/Ongoing File: The AE election should not be sent on the 08/03/2018 file because it has a 09/01/2018 effective date in TPA system.
  - b. Annual Enrollment File: The AE election for Seton ACO plan should be sent on the 08/10/2018 file with a 09/01/2018 effective date.
7. Employee enrolls in coverage for AE on 07/29/2018 and adds Spouse. On 08/29/2018, the EE processes a special enrollment to add a new baby to coverage effective 08/01/2018.
  - a. Current Year/Ongoing File: No current year (2017-2018) files should be sending on the automated feed by the time the employee makes this change to family coverage.
  - b. Annual Enrollment File: The AE election for Employee + Spouse should be sent on both the 8/10/2018 and the 08/25/2018 files.
  - c. Dual-Year Files: Change to coverage effective 08/01/2018 to add baby to coverage should be sent on the ongoing changes spreadsheet weekly on Mondays so bswift can ensure retro change is added.

- d. Future Year/Ongoing File: Starting with 09/07/2018 files, Employee + Family coverage should be sent to bswift on the regularly scheduled files.
8. Employee enrolls in ACO plan and is in Baylor network during AE with an effective date of 09/01/2018. After the AE period is over, the Employee changes residential address on 09/17/2018 and zip code is now eligible for plan in Memorial Hermann network, rather than Baylor.
- a. Annual Enrollment File: The AE election for ActiveCare Baylor Select should be sent on both the 8/10/2018 and the 08/25/2018 files.
  - b. Future Year/Ongoing File: The record on the 09/21/2018 eligibility file (in addition to the residential address change) should pass with a new Benefit Effective Date of 10/01/2018 in the ActiveCare Memorial Hermann plan.
9. Employee enrolls in coverage for AE on 07/29/2018 and is sent with coverage on the 08/10/2018 file. On 08/15/2018, the employee is terminated from employment and coverage for current year ends on 08/31/2018.
- a. Annual Enrollment File: The AE election for coverage should be sent on the 08/10/2018 file with effective date of 09/01/2018.
  - b. Annual Enrollment Follow-Up File: This file should either drop the employee from file completely to handle through Term By Omission process or, if preferred, TPA can pass a Wholly Termination scenario where coverage is terminated before start date (some TPAs will pass this as: "DTP\*349\*D8\*20180831" and others will pass this as: "DTP\*349\*D8\*20180901")
  - c. Dual-Year Files: Employment termination should also be sent to bswift with employment termination information (effective 08/15/2018) and benefit termination information (effective 08/31/2018).