

# Agency Update

## August 2009



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**TO:** Agency Representatives

**FROM:** PEBB

- Resources
- Enrollment Processes
- 2010 Plans
- Communications
- Administrative Rules

### Resources

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**Pebb.benefits.** The system now resides on a new, higher-performance server. The URL, user names and passwords stay the same. Look for faster processing and greater reliability.

**Member Module.** The system contractor is working to make the enrollment module more member-friendly. We will test before Open Enrollment.

### Enrollment Processes

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**Mandatory Open Enrollment.** In July, the Board approved that all eligible employees **must** enroll for a 2010 medical plan (including opt out), Oct. 1-31. PEBB will enroll employees who fail to act in the employee-only tier of the Statewide Plan effective Jan. 1, 2010. Unless these employees initiate a remedy, coverage of their dependents will end Dec. 31, 2009.

**Dependent Certification.** The Board confirmed that, during Open Enrollment, employees must certify eligibility for coverage of dependents who will be 19 to 24 as of Jan. 1, 2010. Dependents not certified will lose coverage Jan. 1, 2010.

**Remedies.** The following remedies exist for employees who fail to act during Open Enrollment:

- Agencies may process enrollment forms through Nov. 15.
- PEBB will include records for dis-enrolled family members in the Nov. 20 weekly COBRA file. These individuals may enroll for COBRA coverage effective Jan. 1, 2010, forward.
- Nov. 16-Dec. 31, agencies may process an enrollment-remedy form to add dis-enrolled family members back to coverage under the employee's enrollment in the Statewide Plan beginning Jan. 1.
- From Jan. 1, forward, agencies may process medical and dental update forms to add family members to coverage; the coverage will begin the first of the month following receipt of the form.

**Paper Forms.** Enrollment forms for 2010 will be available online in September for employees without Internet access. Agencies must process completed forms by Nov. 15, 2009.

## 2010 Plans

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**Networks.** The Statewide Plan administrator reports continued progress on provider networks, including those in eastern Idaho and Klamath County. The online provider search from the Portal Page (see *Communications*, below) includes nurse practitioners, behavioral health practitioners and physical therapists. A PDF on the page lists OHSU providers.

**Rates:** Access rates for medical and dental plans through the Question & Answer set on the Portal Page.

## Communications

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**Plan.** See the attached communications plan for Open Enrollment. Please remember that it is the Board that provides the benefits; you may want to ask for input from PEBB staff before distributing broad communications on Board decisions to employees.

**Portal Page.** [www.oregon.gov/sites/DAS/PEBB/StatewidePortalPage.page](http://www.oregon.gov/sites/DAS/PEBB/StatewidePortalPage.page) is updated weekly.

**Newsletter.** The August edition discusses mandatory medical enrollment during Open Enrollment: [www.oregon.gov/DAS/PEBB/publications.shtml](http://www.oregon.gov/DAS/PEBB/publications.shtml). E-mail notice goes out the first week in August.

**Kaiser Added Choice.** Current members will receive a mailing this month with options for 2010.

## Administrative Rules

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**Permanent Rules.** Staff is working with stakeholders on changes to permanent rules that go into effect Oct. 1, 2009. The following summarizes these OAR Chapter 101 rule changes and schedule.

### Rules

- 001-0020 **Social Security Numbers.** Repeals
- 010-0005 **Definitions.** Clarifies “half time” and others
- 015-0011 **Dependent Child.** Creates rule that comprises definitions and requirements
- 020-0005 **Newly Hired and Newly Eligible Employee.** Clarifies requirements
- 020-0015 **Opting Out of Medical Insurance.** Adds requirement on verification
- 020-0037 **Correcting Enrollment and Processing Errors.** Clarifies requirements
- 020-0040 **Late Enrollment.** Clarifies requirements and benefits available
- 020-0045 **Returning to Work.** Clarifies
- 020-0060 **Dependent Care FSA.** Addresses minimum contribution, reimbursement post-eligibility
- 020-0065 **Healthcare FSA.** Addresses minimum contribution, reservist distribution, prepayment
- 030-0022 **Continuation of Coverage on Active Military Leave.** Clarifies

### Schedule

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| Aug. 12  | Interested Parties notice (subscribe by e-mail to <a href="mailto:cherie.m.taylor@state.or.us">cherie.m.taylor@state.or.us</a> ) |
| Sept. 1  | Oregon Bulletin posting  |
| Sept. 2  | Web site posting: <a href="http://www.oregon.gov/DAS/PEBB/adminrules.shtml">www.oregon.gov/DAS/PEBB/adminrules.shtml</a>         |
| Sept. 23 | Public hearing   |
| Sept. 25 | End of comment period  |
| Oct. 1   | Effective date   |

**Rules, Denials and Appeals.** When you discuss a denial with a member, please point out the rules used in your determination. See [this example](#) of how this saves time for all if the member appeals.

**Rules and Policy on Military Leave.** Members on continued leave for active military duty more than 24 months do not meet eligibility criteria for continued agency-paid benefits or for yearly benefits related to the DAS military training policy. You may enroll these individuals only when they return to work and meet eligibility requirements.