



2015 Self-Funded Health Plan Survey Instructions

General Information

- 2015 Self-Funded Health Plan Survey is due **6/1/2016**
- The Self-Funded Health Plan Survey covers only Idaho's residents, regardless of which state an employer is located.
- Please complete the survey electronically online on the DOI website.
- If no self-funded health plans were administered for Idaho residents in 2015, please submit the online form leaving all fields as "0".
- If reporting for a new self-funded entity, contact information should identify the individual for point of contact if the Idaho DOI has questions about the survey.
- Report dollar amounts and numerical counts accurately using whole numbers.
- Additional information is required for self-funded entities: Name, location, type of service (ASO, ASC and/or Stop Loss), type of plan, sponsor/employer type, and number of Idaho individuals covered at end of year.
- Other Self-Funded Health Plan Data is intended to capture demographic data for major medical plans only.

Specific health related or administrative questions on the survey should be directed to Healthsurvey@doi.idaho.gov. Any other questions should be directed to:

Kathy McGill – 208-334-4300; email kathy.mcgill@doi.idaho.gov.

Or

Scott Frost – 208-334-4277; email scott.frost@doi.idaho.gov.

Definition of Row Headings

- **Administrative Services Contract** – Administrative services for a self-funded employer, association or other entity’s health plan, in which claims are paid from the administrator’s own bank account and the administrator subsequently receives reimbursement from the self-funded entity.
- **Administrative Services Only** – Administrative services for a self-funded employer, association or other entity’s health plan in which claims are paid from a bank account owned and funded directly by a self-funded entity or claims are paid from a bank account owned by the administrator but only after receiving funds from the self-funded entity.
- **Stop Loss/Excess** – Coverage purchased by a self-funded entity (such as an employer, association or trust) to reimburse a self-funded plan for losses, paid by the self-funded plan to cover hospital, medical or surgical expenses, in in excess of a specified amount.

Definition of Column Headings

- **Earned Premium** – Earned premiums during the reporting year. (Stop loss/excess only)
- **Idaho Individuals Covered End of Year** – Number of people, including employees and dependents, covered under self-funded health plans in force on December 31 of the reporting year including those Idahoans covered under an employer, trust or association plan in force in another state and either a Certificate of coverage or summary of benefits is delivered in Idaho by mail, online services or other non-traditional means. For example, a family plan covering two parents and two children would count as four individuals covered and an employer health plan that covers 25 employees, 20 spouses and 20 children would count as 65 individuals covered (1plan).
- **New Plans Issued During the Year** – Number of plans newly established during the reporting period.
- **Plans In Force End of Year** – Number of self-funded health plans in force on December 31 of the reporting year. In the case of employer, trust or association health coverage, if no health plans are in force in Idaho, but individuals in Idaho are covered under an employer, trust or association plan in force in another state, record the number of plans in force covering one or more Idahoans.
- **Plans Terminated During the Year** – Number of plans terminated during the reporting year.

Other Self-Funded Plan Data

- **Group Plan**– A self-funded health plan offered by an employer or other entity that covers a group of persons as a single unit.
- **Individual Plan** – A health plan which provides protection to an individual and/or their family and which is not employment related.
Major medical – a self-funded health plan which provides hospital and medical-surgical coverage.
- **Total # Covered Lives as of December 31st** – For the purposes of this inquiry the term covered lives includes:
 - o Idaho residents, including employees and dependents, covered under a self-funded group health plan.
 - o Idaho residents covered under a self-funded individual health plan.
- **Total # Member Months** – The sum of the number of covered lives on a specified day of each month during the calendar year, (i.e., determines the number of covered lives on a particular day in each of the 12 months and adds together).