

Release 1701

**Service Request 81264
COBRA Election Notice IDOCs**

Detail Design

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Introduction

Service Request 81264 included the following summary:

“In May of 2004, the Department of Labor published final regulations governing the Consolidated Omnibus Budget Reconciliation Act (COBRA), which became effective for calendar year plans on January 1, 2005. These regulations stipulated new requirements for notifying employees, retirees, and their covered dependents ("qualified beneficiaries") of the opportunity to continue their health care benefits when there is a "qualifying event" resulting in the loss of coverage.

Qualifying events include:

- Separation (for reasons other than gross misconduct)
- Layoff
- Retirement
- Reduction of hours resulting in loss of coverage
- Approved leave without pay
- Divorce/legal separation/annulment
- Termination of domestic partner relationship
- Death of employee/retiree
- Loss of dependent status

In the event of separation, layoff, retirement, reduction of hours, and leave without pay, the employer has 44 days after the qualifying event or coverage end date (whichever is later) to notify the employee. For other events, the University must send an application packet to the qualified beneficiary or legal representative reporting the event within 14 days of being notified of the event.”

Service Request 81264 requests that the Payroll/Personnel System (PPS) be modified to develop new IDOCs for the following COBRA qualifying events to provide the COBRA notification/application cover letter for COBRA Continuation.

1. Separation (for reasons other than gross misconduct)
2. Layoff
3. Retirement
4. Reduction of hours resulting in loss of coverage
5. Approved leave without pay

The PPS user would select the IDOC corresponding to the appropriate qualifying event, and the document printed would be the customized COBRA notification letter, with data specific to the employee. The campus office would then include the generalized COBRA Application Packet along with the personalized notification letter/application, and either hand deliver or mail the packet to the qualified beneficiary. For the remaining qualifying events locations would continue to utilize their existing manual processes to notify eligible employees and dependents.

Processing Overview

Summary of Modifications:

1. Add a label and a selection field for COBRA Notification in the IDOC screen.
2. A new Logical Function code 'ICOB' for the subsystem 'DX', that will use the existing 'IPPA' map program and screen, will be added into the UC function code table UC0CFN. Logical Function program PPAPDXLF will use these values to transfer the user to the map 'IPPA' for more selections of COBRA Notification reports.
3. A new action array will be added for the COBRA Notification Documents in the EDB Employee Documents action array copybook member CPWSDXAC. This action array contains the key to the PPPCTT table entries for the text used for the 'COBR' function in the IPPA selection screen.
4. A Screen PF3 Key label is assigned for the logical function 'COBR' in the UC Aid Key Assignments table UC0PFK to make the IPPA screen return to the IDOC screen when the user presses PF3 key.
5. Add selection label text for the new COBRA selections on the IPPA screen into the PPPCTT control table. The screen program PPWIPPA will access these entries and format the IPPA screen for the 'ICOB' function request.
6. IDOC interface Programs PPWIDOC, PPAPDXLF, PPDXMGR, and PPWIPPA will be changed to recognize the new reports and route them to the new COBRA report text producing reports. Currently, only one COBRA report document is allowed for selection and printing at a time.
7. New COBRA Notification report document producing program will be developed. The interface CICS programs with the correct selection of the reports will invoke this report program with the correct parameters to produce one report at a time.

Program Changes

PPWIDOC

This program is the screen processor program for the Employee Document Selection Menu (IDOC) screen. It will be modified to add labels for the new COBRA Notification document selection and call the IPPA map for selecting the type of the COBRA Notification Report.

PPWIPPA

This program is the screen processor program for the multi use Employee Documents Selection Menu (IPPA) screen. It will be modified to format labels for the new COBRA Notification document selection and pass the selected COBRA Notification Report to the interface programs to print the selected report. In addition, the selection fields not used by the logical function but highlighted in the IPPA screen will be cleared out.

PPAPDXLF

This program is the employee documents Logical Function application processor. It will be modified to set the COBRA Notification report type 'COBR' and the COBRA Action Key in the CPWSDXIN field which is the input for the document print manager program PPDXMGR, if COBRA report is selected in the IDOC / IPPA screens.

PPDXMGR

This program is the PPS employee documents preparation driver module. This program receives the employee ID and document type as input and calls the text development module(s) after matching an internal table that contains module name suffixes for each document type. It will be modified to set the COBRA Notification report module name 'COBR' and add logic to call this report program whenever the user selects a COBRA report from the various types of COBRA Notification reports.

New Programs

PPDXCOBR - COBRA Notification IDOC Program

A new IDOC program will be developed to produce the Cobra Notification documents for different qualifying events. This new program will be called from PPDXMGR. This program creates the COBRA text block for the employee documents and sends them back to the document printing manager to route the document to the appropriate printer. The interface between these programs is through the working storage in the copybooks CPWSDXIN and CPWSDXTX. This new program produces the following 'COBRA IDOC' documents.

1. COBRA IDOC: Separation
2. COBRA IDOC: Layoff
3. COBRA IDOC: Retirement
4. COBRA IDOC: Reduction of Hours
5. COBRA IDOC: Approved Leave without Pay

Input:

- Input to the program PPDXCOCR will be the Employee ID and the Report Type through the copy member CPWSDXIN.
- Data will be retrieved from the EDB tables PPPBEL, PPPPER, PPPBEN, PPPPAY, PPPFAD, and PPPDEP. Descriptions for some of the data are obtained from the CTL tables PPPFCT and PPPCTT.

Output:

Output from the program PPDXCOCR through the copy member CPWSDXTX will be

- the text blocks for the employee documents
- Error and Status Codes

Program Logic

The program PPDPCOBR receives the employee ID as input and gets all the EDB details using the utility programs. Then using the input report type, it creates the text array in the CPWSDXTX copybook. It also **stores the text array in the working storage** and writes them at the end of the original text to create the duplicate copy with a different footer at the end.

Steps for Creating COBRA Notification Documents:

Step 1:

Receive the input employee ID and Report Key details.
Set up date conversion work areas.

Using the Employee ID

- i. Get PPPPAY table details using PPPAYUTL Interface Utility program.
- ii. Get PPPFAD table details using PPFADUTL Interface Utility program.
- iii. Get PPPBEN table details using PPBENUT2 Interface Utility program.
- iv. Get PPPBEL table details using PPBELUTL Interface Utility program

Calculate the current date in ISO format.
Format the current date in the print format and print the print date line.
Print the page count line and the University Headers.

Format the address line:

Format and print the name, address line1, and address line2.
If the Foreign address Indicator is 'F', then
 Format the province and city in one line
 Format the postal code and country name (accessed from PPPFCT table) in one line
If the Foreign address Indicator is not 'F', then format the city, state, zip, and zip2 in one line.

Print the introduction of the letter lines.

Format the qualifying event line:

Depending on the Report Type, format the text of the qualifying event.
If the Report type is separation, layoff, or retirement then move the SEPARATE-DATE (EDB 0140) to the qualifying event date. For reduction of hours report type, the date used is BELI-CHANGEDATE (EDB 0183). For approved leave without pay report type, move LOA-BEGIN-DATE (EDB 0137).

Format the Application Due Date line:

For the retirement and the approved leave without pay report types, format and print different notes lines before printing the application due date. Application due date is calculated by adding 60 days to the current date. Print this calculated date with the associated text .

Print all the instruction lines.
Perform **Step 2** to create all the benefit lines.

Format and print all the signature lines.

Format and print all the alternate address lines.

Perform **Step 3** to print the duplicate copy.

Step 2:

In this step, the program will create all the benefit details for the employee. The following steps explain how the print lines for the benefits are populated.

Medical Coverage:

- i. If the health coverage end date for the employee is less than current date or health coverage effective date is greater than current date or the health plan is one of ('DM', 'XX', 'XC', 'XD', or blank), then it will not list the employee's benefits. In addition, it will move "No" to the Medical COBRA benefits for all the dependents of this employee as well.
- ii. If the above test is not true for this employee, then it will format and print the health plan, coverage details, and coverage termination date after translating them using the PPCTTUTL program. For all the dependents, it will format "Yes", if the dependent health coverage effective date is not a low date or dependent health coverage end date is (either a low date or a valid date greater than employee's health coverage end date).
- iii. If the employee's health coverage is "Yes", then COBRA begin date is calculated by adding 1 day to the health coverage end date.

Dental Coverage:

- i. If the dental coverage end date for the employee is less than current date or dental coverage effective date is greater than current date or the dental plan is one of ('DD', 'XX', 'XC', 'XD', or blank), then it will not list the employee's benefits. In addition, it will move "No" to the Dental COBRA benefits for all the dependents of this employee as well.
- ii. If the above test is not true for this employee, then it will format and print the dental plan, coverage details, and coverage termination date after translating them using the PPCTTUTL program. For all the dependents, it will format "Yes", if the dependent dental coverage effective date is not a low date or dependent dental coverage end date is (either a low date or a valid date greater than employee's dental coverage end date).

- iii. If the employee's health coverage is "No", but dental coverage is "Yes", then COBRA begin date is calculated by adding 1 day to the dental coverage end date.

Vision Coverage:

- i. If the vision coverage end date for the employee is less than current date or vision coverage effective date is greater than current date or the vision plan is one of ('DV', 'XX', 'XC', 'XD', or blank), then it will not list the employee's benefits. In addition, it will move "No" to the Vision COBRA benefits for all the dependents of this employee as well.
- ii. If the above test is not true for this employee, then it will format and print the vision plan, coverage details, and coverage termination date after translating them using the PPCTTUTL program. For all the dependents, it will format "Yes", if the dependent vision coverage effective date is not a low date or dependent vision coverage end date is (either a low date or a valid date greater than employee's vision coverage end date).
- iii. If the employee's health and dental coverages are "No", but vision coverage is "Yes", then COBRA begin date is calculated by adding 1 day to the vision coverage end date.

Qualified beneficiaries instructions are printed. Name, Birth date, Sex, Relationship ("Employee" for the employee line, and for dependents it is translated from CTT entries or hard-coded in the program) are populated and printed for employee and all the dependents of the employee.

If the employee's health, dental, and vision coverages are "No", then COBRA begin date will be spaces. Print the COBRA begin date line with the COBRA begin date calculated earlier.

Step 3:

In this step, we will print the duplicate copy.

- i. Print blank lines till the end of the page (page count 56).
- ii. Move the "Employee Copy" line and print as the last line of the page.
- iii. Move the Retention line to the end of the working storage array.
- iv. Now print all the stored lines in the working storage.

Note: Each time the program prints the original copy line, the print logic stores the printed line to the working storage array for duplicate copy printing.

Copy Members

CPWSDOCW

CPWSDOCW defines the EDB Employee Documents System common external working storage area. This copybook will be changed to add COBRA Notification Group Number 8 to the valid Report Groups 88 level, COBRA Notification Report Type Number 11 to the valid Report Type 88 level, and COBRA Action Key that contains the selected report details from the selection screen IPPA for the function 'COBR'.

CPWSDXAC

CPWSDXAC defines the EDB Employee Documents System working storage action area. This copybook will be changed to add a new action array for the COBRA Notification Documents that contains the key to the PPPCTT table entries for the text used for the 'COBR' function in the IPPA selection screen.

CPWSDXIN

CPWSDXIN defines the EDB Employee Documents System report interface for the document manager program PPDXMGR to route the call to the correct document creation program. This copybook will be changed to add a new COBRA Notification report type 'COBR' to the Valid Report Types 88 level.

CPWSDXTX

CPWSDXTX defines the report array used by the dual use report generators to pass the report texts to the document manager program PPDXMGR that will route to print the report after editing it to insert total page numbers. This copybook will be changed to increase the CPWSDXTX common work area to support the printing of duplicate copies of COBRA IDOC documents (Employee Copy and Retention Copy).

Control Table Updates

Code Translation Table (PPPCTT)

Add entries for the label texts used for the 'COBR' function in the IPPA selection screen.

A38 EDBDOCS 031 45Separation
 A38 EDBDOCS 032 45Layoff
 A38 EDBDOCS 033 45Retirement
 A38 EDBDOCS 034 45Reduction of Hours
 A38 EDBDOCS 035 45Approved Leave without Pay

The following Code Translations will be **added** into Code Translation table (PPPCTT):

CTT_DATABASE_ID	→ EDB	CTT_DATA_ELEM_NO	→ DOCS
CTT_CODE_VALUE	→ 031	CTT_TRANS_LEN	→ 45
CTT_CODE_TRANS	→ Separation	CTT_VALUE_OBSOLETE	→ blank
CTT_DATABASE_ID	→ EDB	CTT_DATA_ELEM_NO	→ DOCS
CTT_CODE_VALUE	→ 032	CTT_TRANS_LEN	→ 45
CTT_CODE_TRANS	→ Layoff	CTT_VALUE_OBSOLETE	→ blank
CTT_DATABASE_ID	→ EDB	CTT_DATA_ELEM_NO	→ DOCS
CTT_CODE_VALUE	→ 033	CTT_TRANS_LEN	→ 45
CTT_CODE_TRANS	→ Retirement	CTT_VALUE_OBSOLETE	→ blank
CTT_DATABASE_ID	→ EDB	CTT_DATA_ELEM_NO	→ DOCS
CTT_CODE_VALUE	→ 034	CTT_TRANS_LEN	→ 45
CTT_CODE_TRANS	→ Reduction of Hours	CTT_VALUE_OBSOLETE	→ blank
CTT_DATABASE_ID	→ EDB	CTT_DATA_ELEM_NO	→ DOCS
CTT_CODE_VALUE	→ 035	CTT_TRANS_LEN	→ 45
CTT_CODE_TRANS	→ Approved Leave without Pay	CTT_VALUE_OBSOLETE	→ blank

Update Infrastructure Table UC0CFN

Add a new Logical Function code 'ICOB' for the subsystem 'DX' into the UC's CICS Functions Code table UC0CFN.

CFN_SUBSYSTEM_ID	→ DX	CFN_FUNCTION_ID	→ COBR
CFN_CICS_TRAN_ID	→ T001	CFN_DTL_SCRN_PGM	→ PPWIPPA
CFN_TOP_MAP_NAME	→ PPEUHD0	CFN_BOT_MAP_NAME	→ PPEUFT0
CFN_DTL_MAP_NAME	→ PPIPPA0	CFN_FUNCTION_TYPE	→ S
CFN_BUN_APPL_DATA	→ blank	CFN_OLD_SYSTEM_IND	→ N
CFN_FUNC_DESC	→ COBRA Notification Actions		
CFN_CHANGED_BY	→ R1701	CFN_CHANGED_AT	→ 2006-03-07-12.00.00.000000
CFN_DATA_AUTH_REQD	→ blank	CFN_FUNCTION_ST	→ N

Update Infrastructure Table UC0PFK

Assign a new Screen PF Key label 'STACK-RETURN' to PF3 key for the logical function 'COBR' in the UC Aid Key Assignments table UC0PFK.

PFK_SUBSYSTEM_ID	→ DX	PFK_USER_ID	→ blank
PFK_DTL_FUNCTION	→ COBR	PFK_AID_KEY_ID	→ 3
PFK_LOGIC_AID_FUNC	→ STACK-RETURN		
PFK_KEY_SCRN_LABEL	→ Return	PFK_KEY_SIM_STRING	→ 3
PFK_CHANGED_BY	→ R1701	PFK_CHANGED_AT	→ 2006-03-08-12.00.00.000000

CICS Help

The IPPA screen level help will be changed to include the COBRA documents.

CICS Processing Program Table

An entry will be added for the PPDPCOBR Program in the CICS Processing Program Table.

Bind Member

PPDXCOBR:

A package bind member will be created for the new program PPDPCOBR.

```
BIND -
  PACKAGE ( UC00 ) -
  MEMBER ( PPDPCOBR ) -
  ACTION ( REPLACE ) -
  VALIDATE ( BIND ) -
  ISOLATION ( CS ) -
  FLAG ( I ) -
  RELEASE ( COMMIT ) -
  OWNER ( PAYADM ) -
  EXPLAIN ( YES )
```