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SR82240 Requirements COBRA IDOC StayWell Changes

Objective:

The main objective of this request is to incorporate StayWell into the COBRA Employee Documents (IDOCs). In addition, the reference to “dependents” should be changed to “family members.” All five COBRA IDOCs should be modified. This change will impact the following Employee Documents:

- Separation
- Layoff
- Retirement
- Reduction of Hours
- Approved Leave without Pay

Project Type:

This involves modifications to existing PPS programs.

Requested by:

Health & Welfare Administration

Analyst:

Beth Burkart

Due Date(s):

The requested modifications are not date mandated. However, since the StayWell program was implemented January 1, 2008 and the University is legally mandated to provide COBRA notification, these changes should be installed as soon as possible.

Background

Release 1701 (4/06) modified PPS to develop new IDOCs (Employee Documents) 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

A new wellness program was implemented effective 01/01/08. This wellness program does not require active enrollment by employees. Instead, employees 18 or older and their dependents 18 or older are considered enrolled in the program if they are enrolled in a participating medical plan for 2008. The participation of medical plans can change from year to year. In addition, for 2008, many of the unions opted out of the wellness program, so the employees in associated bargaining units were not allowed to participate.

The process of determining eligibility for the wellness program and producing files for the StayWell vendor occurs outside of the Payroll application. Annual Open Enrollment files are produced from the Open Enrollment carrier files and the monthly replacement files are produced from PPS_IVR data.

Current Process:

Currently the COBRA Employee Documents do not mention the StayWell wellness program.

In addition, family members are currently referred to as “dependents” on the COBRA Employee Documents.

Proposed Process:

Text changes should be made to all five COBRA IDOCs to reflect the new wellness program implemented January 1, 2008.

A column titled “Wellness” should be added to the beneficiaries section of the documents. Since StayWell eligibility is determined outside of the Payroll application, it would not be trivial to indicate current wellness eligibility for the various beneficiaries.

Ideally, Health and Welfare Administration would like to be able to indicate wellness eligibility on the IDOCs. However, this will be a longer-term goal. As a short term solution, Wellness should be added to the beneficiaries section with only the brackets. The “Yes” or “No” normally used to indicate current eligibility for the medical, dental and vision plans will not be included in the Wellness column, as the logic to determine wellness eligibility is currently not available in Payroll. To accommodate the new column, it is proposed that another field (such as birthdate) be moved down to line two (next to the SSN).

In addition, “dependents” should be changed to “family members” on the COBRA IDOCs to be consistent with current terminology.

Requirements

1.0 Incorporate StayWell into the COBRA IDOCs

1.1 Add Wellness to Instructions Text

In step 5 of the instructions, add wellness to the list in parentheses. Change (medical, dental, and/or vision) to (medical, dental, vision, and/or wellness).

1.2 Current Coverage Section

In section “1. Current Coverage and Date Coverage Ends,” following the list of plans in which the employee is currently enrolled, this text should be inserted (left justified):

“Wellness Program: You may or may not be eligible to continue coverage under the StayWell Health Management Program. Please refer to <http://atyourservice.ucop.edu> or your Benefits Office or the person handling benefits in your department to determine eligibility for you or your enrolled family member(s).”

1.3 Qualified Beneficiaries Section

Following the “Vision” column in the Qualified Beneficiaries section, a new column should be inserted with the heading “Wellness.” To accommodate the new column, the birthdate heading and data should be moved to the second line (to the right of the SSN) and the other columns should be moved over to the left.

On the various beneficiary rows, “Yes” or “No” should not be indicated. Instead, brackets should be printed so the employee can enter “X” as needed. See Attachment A for a sample modified COBRA IDOC beneficiaries section.

2.0 Change “dependents” to “family members”

On the first page of the COBRA IDOCs, in the paragraph beginning “To elect COBRA continuation coverage,” the word “dependents” should be changed to “family members.”

Attachment A: Mockup of Modified Beneficiaries Section

Name	Sex	Relationship	Medical	Dental	Vision	Wellness
FRANCIS AARDVARK SSN ()	() F	Employee	No	<u>No</u>	<u>No</u>	()
	Birthdate:	01/01/60				
JOHN AARDVARK SSN ()	() M	Spouse	No	<u>No</u>	<u>No</u>	()
	Birthdate:	01/01/61				