
FEHB Program Carrier Letter
All Carriers

U.S. Office of Personnel Management
Office of Insurance Programs

Letter No. 1999-008

Date: February 9, 1999

Fee-for-service [8] Experience-rated HMO [8] Community-rated [8]

SUBJECT: FEHB Reporting Requirements

The enclosed summary of routine reports required of Federal Employees Health Benefits (FEHB) carriers replaces the summary in Carrier Letter 97-13. This summary reflects recent changes to your routine reporting requirements, as follows:

- ✓ Conformed experience-rated plan financial reports to the Audit Guide.
- ✓ Discontinued Table 2. (But report disenrollment data with Table 1.)
- ✓ Discontinued the supplemental literature certification. (But requirements still apply.)
- ✓ Changed the customer satisfaction survey.
- ✓ Began a pilot project for FACCT reporting.
- ✓ Discontinued the HMO report to Office of Insurance Programs on certain debarred providers. (But still report to the Office of the Inspector General on other debarred providers.)
- ✓ Began a pilot project for Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan.
- ✓ Discontinued the Certification of Procurement Integrity.

In addition, we will substantially change or discontinue the quality assurance performance standards report before the January 31, 2000, report is due. And we will soon revise Table 1 to include disenrollment data formerly reported on Table 2.

We will not send you a summary every year; instead, we will write to you when we

change a report and will include a current summary in the *FEHB Carrier Handbook* each time we revise it.

Thank you for your attention to submitting timely and accurate reports on your FEHB business. Reporting is an important factor in determining an experience-rated carrier's service charge and evaluating a community-rated carrier's compliance with the new performance incentive program.

For more information about this letter, contact Agnes Kalland (akalland@opm.gov). If you have questions about a report included in the summary or need a copy of a carrier letter (CL) referenced in the "Guidance" column, contact your OPM contract representative or email the person shown as the contact for the given report.

Sincerely,

[signed]

Frank D. Titus
Assistant Director
for Insurance Programs

Enclosure

REPORTS REQUIRED OF FEHB CARRIERS

REPORT	Frequency:	Required of:	Date Due:	Reference:	Guidance:	For information about this report, contact:
Annual Accounting Statement						
- <u>Estimated</u> Summary Statement of FEHBP Operations (see below)	Annual	Exp-rated	Nov 4	Contract ' 1.7 Contract ' 3.2	CL 98-42	Financial Mgmt Div/Arsers (SCArsers@opm.gov)
AAS --Annual Accounting Statement (Fiscal Year Accounting Statement:)	Annual	Exp-rated	Dec 15	Contract ' 1.7 Contract ' 3.2	CL 98-42	Financial Mgmt Div/Arsers (SCArsers@opm.gov)
- Summary Statement of FEHBP Operations						
- FEHBP Balance Sheet as of 9/30						
- Consolidated Statement of FEHBP Cash Flows						
- Schedule 1 -- Health Benefits Charges Paid						
Financial Reporting Package:	Annual	Exp-rated	Mar 31	Contract ' 1.7, ' 3.2, and ' 3.10	CL 98-42	Financial Mgmt Div/Arsers (SCArsers@opm.gov)
- Schedule 1BHealth Benefit Charges Paid						
- Schedule 2-Health Benefit Charges Accrued but Unpaid						
- Schedule 3-Administrative Expenses						
- Schedule 3-Addendum-Carrier Cost Containment Expenses						

REPORTS REQUIRED OF FEHB CARRIERS

REPORT	Frequency:	Required of:	Date Due:	Reference:	Guidance:	For information about this report, contact:
- Schedule 3A-Supplemental Schedule - Other Expenses						
- Schedule 3B-Vendor Cost Containment Expenses						
- Schedule 3C-Reconciliation of Administrative Expenses						
- Schedule 4-Prior Period Adjustments						
- Schedule 5-Status of Reserves						
- Additional Required Financial and Statistical Information (background)						
- Certified Financial Statements for the Most Current Fiscal Year						
Audit report on audit of the fiscal year accounting statement	Annual w/AAC	Exp-rated plans that elected to provide an audit	With AAC	Contract ' 1.7, ' 3.2, and ' 3.10	CL 98-42	Financial Mgmt Div/Arsers (SCArsers@opm.gov)
Report on compliance with laws, regulations and internal controls	Annual w/AAC	Exp-rated plans subject to Aprimary coverage@	With AAC	Contract ' 1.7, ' 3.2, and ' 3.10	CL 98-42 and CL 98-30	Financial Mgmt Div/Arsers (SCArsers@opm.gov)

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REPORT	Frequency:	Required of:	Date Due:	Reference:	Guidance:	For information about this report, contact:	
Other Financial Reports							
CPA report (2 copies) -- most recent	Annual	All	90 days after carrier s FY	Contract ' 1.7, ' 3.2, and ' 3.10	CL 98-005 CL 98-042	Financial Mgmt Div/Arsers (SCArsers@opm.gov)	
Annual Paid Claims Report	Annual	FFS	Mar 31	Contract ' 1.7	Office of Actuary Instructions	Ofc of Actuary/Simon (SVSimon@opm.gov)	
Incurred Claims Report	Annual	BCBS, MHBP, GEHA, NALC, APWU	Dec 31	Contract ' 1.7	Office of Actuary Instructions	Ofc of Actuary/Simon (SVSimon@opm.gov)	
Monthly Incurred Claims	Monthly	FFS	15 days after end of month	Contract ' 1.7	Office of Actuary Instructions	Ofc of Actuary/Simon (SVSimon@opm.gov)	
Premium Payment							
TFS Form 3881 B Payment Information Form	At approval	All	As directed	Contract ' 3.1	FMD instructions	Financial Mgmt Div/Arsers (SCArsers@opm.gov)	
Change of Financial Institution	When applicable	All	As directed	Contract ' 3.1	FMD instructions	Financial Mgmt Div/Arsers (SCArsers@opm.gov)	
Enrollment Reporting							
- Table 1-Summary of FEHBP Enrollment (Include disenrollment data formerly on Table 2)	Annual	All	Apr 15	Contract ' 1.7	CL 98-42 CL 98-005-A CL 98-012	OIP/IPED/Hodges (Hodges@opm.gov)	
- Table 2-Summary of Open Season Transactions (DISCONTINUED)	N/A	N/A	N/A	N/A	DISCONTINUED --CL98-005-A --CL98-012	OIP/IPED/Hodges (Hodges@opm.gov)	
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REPORT	Frequency:	Required of:	Date Due:	Reference:	Guidance:	For information about this report, contact:
Rate Related						
Rate Proposal (includes several tables and reports)	Annual	All; by Rate type	May 31	Contract ' 3.2	CL 98-16	Ofc of Actuary/Kichak (<i>NHKichak@opm.gov</i>)
Set of Enrollment and Demographic Data via mag tape or 3480 compatible cartridge	Annual	All	Dec 31	Contract ' 1.7	CL 95-32 CL 93-04	Ofc of Actuary/McKnight (<i>mcknight@opm.gov</i>)
Rate Reconciliation Request (includes several tables and reports)	Annual	C-rated	April 30	Contract ' 3.2	CL 98-10	Ofc of Actuary/McKnight (<i>mcknight@opm.gov</i>)
Utilization Data per 1,000 Members	Annual	C-rated	May 31	Contract ' 1.7	Call Letter	Ofc of Actuary/Kichak (<i>NHKichak@opm.gov</i>)
Benefit Proposals and Brochure Production						
Plan Contracting Officials Form	Annual/not less than annual	All	May 31/as needed	Contract ' 1.7	Call letter	OIP/ICD/contract rep
FEHB Plan Address Form	As updates are needed	All	As needed	Contract ' 1.7	Contract rep	OIP/ICD/contract rep
FEHB Brochure Quantity Form	Annual	All	Sept 15	Contract ' 1.13	CL 98-37 (Brochure Production)	OIP/ICD/contract rep
FEHB Supplemental Literature Certification - (DISCONTINUED but requirements still apply)	N/A	None Certify	N/A	Contract ' 1.13	DISCONTINUED certification	OIP/ICD/contract rep

REPORTS REQUIRED OF FEHB CARRIERS

REPORT	Frequency:	Required of:	Date Due:	Reference:	Guidance:	For information about this report, contact:
Satisfaction/Quality Assessment						
Customer Satisfaction Survey Results (CAHPS)	Annual	All except small plans (less than 500 FEHB enrollees)	Jun 15	Contract ' 1.9	CL 98-45 CL 98-45A	OIP/IPED/Pierce (<i>RPierce@opm.gov</i>)
FACCT (pilot)	Annual	4 Carriers (for pilot)	Varies	Contract ' 1.9	Agreement	OIP/IPID/Block (<i>ABlock@opm.gov</i>)
Quality assurance performance standards	Annual	All	Jan 31	Contract ' 1.9	---	OIP/IPED/Hodges (<i>Hodges@opm.gov</i>)
Other Reports						
FEHB Carrier Debarment ActionsB (providers excluded after 1/29/92)	Semi-annual	All	Apr 15 Oct 15	Contract ' 2.7	OIG Instructions	Ofc of Inspector Gen/Smith (<i>JLSmith@opm.gov</i>)
FEHB Carrier Debarment ActionsB (providers excluded before 1/29/92)	Annual	FFS	Mar 31	Annual appropriations	CL 93-01 CL 93-20	OIP/IPED/Kalland (<i>AKalland@opm.gov</i>)
FEHB Carrier Debarment ActionsB (providers excluded before 1/29/92) [HMO report DISCONTINUED]	Annual	HMO	N/A	---	DISCONTINUED	OIP/IPED/Kalland (<i>AKalland@opm.gov</i>)
Fraud and abuse cases report	Semi-annual	All	Jan 31 Jul 31	Contract ' 1.9	CL 91-10 CL 93-32 CL 94-02	OIP/IPED/Saunders (<i>MSaunders@opm.gov</i>)

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REPORT	Frequency:	Required of:	Date Due:	Reference:	Guidance:	For information about this report, contact:
Pilot Project						
Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan	Annual	7 pilot project carriers	Jun 15	Contract Appendix F	OPM Instructions 4/9/96	OIP/IPID/Mercer (MAMercer@opm.gov)
Subcontracting Report for Individual Contracts (SF 294)	Semi-annual	7 pilot project carriers	Apr 30 Oct 30	Same	OPM Instructions 4/9/96	OIP/IPID/Mercer (MAMercer@opm.gov)
Summary Subcontract Report (SF 295)	Annual	7 pilot project carriers	Oct 30	Same	OPM Instructions 4/9/96	OIP/IPID/Mercer (MAMercer@opm.gov)
Agreements and Certifications						
Agreement re Release of Medicare Data	1 st year; then when applicable	All	As directed	OPM-HHS Agreement	Annual Letter	OIP/IPED/Kalland (AKalland@opm.gov)
Certification re Disclosure of Lobbying Activities	At approval	All	Before approval	Contract ' 5.45	Contract rep	OIP/ICD/contract rep
OMB SF LLL, Disclosure of Lobbying Activities (relates to certification)	When applicable	All	As needed	Contract ' 5.45	Contract rep	OIP/ICD/contract rep
Certification re Drug-Free Workplace	At approval	All	Before approval	Contract ' 5.25	Contract rep	OIP/ICD/contract rep
Certification of Procurement Integrity (DISCONTINUED)	N/A	N/A	N/A	N/A	DISCONTINUED	OIP/IPID/Mercer (MAMercer@opm.gov)