

# OEBB Plan Year

October 1<sup>st</sup> to September 30<sup>th</sup>

What does this mean?

- Medical plan deductibles and out of pocket max's start over.
- Dental and Vision plan benefit maximums start over.

## Mandatory-Required OE



# When is OE?

August 15<sup>th</sup> to September 15<sup>th</sup>

- This means OE starts at 11:59:59pm on August 14<sup>th</sup> and ends at 11:59:59pm on September 15<sup>th</sup>.
- Some Community Colleges extend OE until September 17<sup>th</sup>.
- Some entities stop OE prior to September 15<sup>th</sup>.
  - If you do, it's up to you to communicate this to your staff.
  - All OEGBB documentation will state September 15<sup>th</sup>.

# MyOEBB Downtime during OE

- Friday, August 6<sup>th</sup>
- Sunday, August 14<sup>th</sup>
- Tuesday, August 31<sup>st</sup>

**Mandatory-Required OE**

# OEBB Phone Hours during OE

OEBB will have extended phone hours during OE

Monday-Friday 7:00 a.m. – 6:00 p.m.

Closed Labor Day, September 6<sup>th</sup>

BHS closes OE on September 9<sup>th</sup>

## Mandatory-Required OE



# Updating Salaries?

It's very important to make sure salaries are updated prior to the start of open enrollment.

- You can update salaries via Payroll Interface or manually.
- Make sure you select the correct start date of the salaries.

Salaries are important as they help calculate premiums for STD, LTD and certain Basic Life plans. Additionally, they help determine benefit amount if a claim is filed.



# Mass Lock Outs

Your entity may want to shut down OE earlier than September 15<sup>th</sup>. Here's what you need to do and know.

- You have to lock everyone out; you can't just lock out one employee group (unless you want to do it manually ☹).
- You have to communicate the new deadline to your members and OEGB. OEGB will not communicate this deadline to your members but will know how to handle their calls.
- You can lock your entity out in MyOEGB by selecting Security Setup, Mass Lock, enter OE Deadline and Date.



# Security

You can reset Passwords for your employees.

- Security Setup-Administrator-Reset Password twice-Save
- Member Management-View/Modify Members-Reset Password twice-Save

OEBB will not give subscriber information to spouses/DP's if they call.

OEBB will not do enrollments.

OEBB will not change addresses, subscriber or dependent information.



# Don't Do Enrollments!

Don't do enrollments for your employee's unless you have a form or email. The email needs to be very specific about their plan and dependent selections. The forms should be OEGB forms. Keep this documentation!

Never sit at a computer and have members sit next to you while you do their enrollments. Enrollments must be done under their log in or you must have a form or email from the member if done under your log in.

*When OEGB processes appeals later in the year we may ask for this documentation.*





# OEBB Timelines

- 1<sup>st</sup> FULL week of July (July 5<sup>th</sup>) – Data for “Pre OE” Mailing (get the following tasks done prior to this week)
  - Get New Hires and Terminations done in MyOEBB
  - Get employees in the right groups
  - Make sure addresses are correct
  - Make sure your plans are correct for the upcoming OE
- Week of July 4<sup>th</sup> – OEBB sends the Christmas in July file to the Carriers
- July 26<sup>th</sup> – Mail drop for “Heads-Up” Postcard
- August 2<sup>nd</sup> – Mail drop for “Pre OE” Mailing



# OEBB Timelines

- August 16<sup>th</sup> – Mail drop for “Required” Postcard
- August 15<sup>th</sup> to September 15<sup>th</sup>
  - Open Enrollment
  - Open Enrollment Webinars
  - Carrier Benefit Fairs
- September 16<sup>th</sup> to September 30<sup>th</sup>
  - Entity Admin OE Clean Up
  - 12 Month Wait Letters for dental
  - Last Batches of Post OE Mailings
    - MIA
    - No email
  - Delta Dental PPO Dental Plans & PCP 360 Mailing



# OEBB Timelines

- October 1<sup>st</sup>
  - New Plan Year starts
  - Double Coverage Surcharge Mailing
- October 1<sup>st</sup> to October 31<sup>st</sup>
  - Entities can fix OE issues with a QSC
  - Please fix at your level and don't send to OEBB
- November 1<sup>st</sup> to December 31<sup>st</sup>
  - OEBB accepts and usually fixes OE issues via appeal
- January 1<sup>st</sup> on....
  - Appeals accepted by OEBB
  - OEBB is done with OE corrections

