

# **Business Requirements Document**

***SR101779 – 2017 ACA 1095-C Plan Code Changes***

# Information Technology Services

Office of the President

## Document Information

| Document Attributes | Information                                |
|---------------------|--|
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## Revision History

| Version | Issue Date | Changes  |
|---------|------------|--|
| 1.0     | 5/11/17    | B. Burkart Initial draft   |
| 1.1     | 6/1/17     | B. Burkart – added another requirement to add all new medical plan codes to the list of valid plans. |
| 1.2     | 7/26/17    | B. Burkart – added phrase to out of scope statement and finalized for posting.                       |
| 1.3     | 7/31/17    | B. Burkart – added wording about implementation timing.  |

## Document Approvals

| Role       | Name          | Signature | Date |
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## 1 Overview

The Affordable Care Act reporting process occurs annually at the beginning of each year to report on the previous calendar year. This process fulfills the requirement to produce the Forms 1095-C that are sent to applicable employees and the Form 1094-C that is transmitted electronically to the IRS. Self-insured medical plans are treated differently for ACA reporting purposes. The medical plan codes for the self-insured plans changed effective January 2017, necessitating a modification to the annual PPS ACA reporting process. In addition, all three new medical plan codes that were added for 2017 need to be added to the list of valid plan codes that are part of ACA processing.

### 1.1 Background

UC's self-insured plans are currently CORE and UC-Care. These employee medical plans moved from Blue Shield to another vendor, Anthem Blue Cross, effective 1/1/2017.

Release 2237 (11/2016) modified the medical plan code for Core Medical Plan from "CM" to "AC." It also modified the medical plan code for UC Care from "SU" to "AU." Any references to "CM" and "SU" in the ACA reporting process must be modified to the new codes "AC" and "AU."

The ACA reporting process keeps a list of all valid medical plan codes. The new medical plan codes added for the 2017 plan year are "AC," "AU" and "AP." These new codes should be added to the list of valid codes.

### 1.2 Objectives

Insure ongoing accuracy of ACA reporting by updating references to the Core and UC Care medical plan codes to the new plan codes that took effect January 1, 2017 and adding all new medical plan codes to the list of valid plan codes within the ACA process.

**Implementation timing:** Changes must be in place before the PPS extract files are created and sent to ACA Web for the 2017 tax year ACA processing. This is expected to occur by the Friday of the first week in January, 2018.

## 1.3 Related Projects & Dependencies

SR100508 Employer Reporting Requi Affordable Care Act (R2162)

SR100843 ACA Reporting Phase2 (R2193)

SR101431 – Enhancements to ACA Employer Reporting (R2238, R2246)

SR101437- 2017 OE Medical Plans (R2237)

## 1.4 Stakeholders

| Acronym  | Description | Role   |
|----------|-------------|--|
| <b>*</b> | Authorize   | Has ultimate signing authority for any changes to the document   |
| <b>R</b> | Responsible | Responsible for creating this document                           |
| <b>A</b> | Accountable | Accountable for accuracy of this document (e.g. project manager) |
| <b>S</b> | Supports    | Provides supporting services in the production of this document  |
| <b>C</b> | Consulted   | Provides input   |
| <b>I</b> | Informed    | Must be informed of any changes                                  |

| Name                  | Position           | * | R | A | S | C | I |
|-----------------------|--------------------|---|---|---|---|---|---|
| <b>John Barrett</b>   | Director           |   | X | X | X | X | X |
| <b>Marcia Johnson</b> | Sr. Analyst        |   |   |   | X | X |   |
| <b>Peggy Arrivas</b>  | Controller         | * |   |   |   |   |   |
| <b>Beth Burkart</b>   | Business Analyst   |   |   |   | X | X | X |
| <b>Sreelekha Sen</b>  | Programmer Analyst |   |   |   |   | X | X |

## 1.5 Proposed Strategy

Modify the ACA reporting processes to:

- Reference the updated medical plan codes for the self-insured plans.
- Include all new medical plan codes in the valid codes edit.

## 1.6 Glossary

| Term | Description                                      |
|------|--|
| UCOP | University of California Office of the President |
| ITS  | Information Technology Services                  |

## 2 Product/Solution Scope

### 2.1 Included in Scope

Self-insured plans as they relate to ACA reporting

New medical plan codes

### 2.2 Excluded from Scope

Medical plan codes that were in place prior to the 2017 plan year (that did not change or are not self-insured plans with change in the third party provider)

Other aspects of the Affordable Care Act

### 2.3 Assumptions & Constraints

| ID    | Assumption / Constraint |
|-------|-------------------------|
| 2.3.1 |                         |

### 2.4 Outstanding Items

| ID | Description |
|----|-------------|
|    |             |
|    |             |

## 3 Business Services and Processes

N/A

## 4 Business Rules

N/A

## 5 Business Requirements

### 5.1 User Requirements

| Req ID | Requirement Type | Requirement Description  | Priority [L/M/H] | Comments |
|--------|------------------|--|------------------|----------|
| 5.1.1  | ACA Reporting    | Correct any references to the self-insured plan codes to use the new codes so that the ACA reporting can correctly report information about employee coverage. | H                |          |
| 5.1.2  | ACA Reporting    | Make all new medical plan codes valid for ACA processing.  | H                |          |

### 5.2 Functional Requirements

| Req ID | Requirement Type | Requirement Description   | Priority [L/M/H] | Comments |
|--------|------------------|---|------------------|----------|
| R001   | ACA Reporting    | References to Core Medical Plan Code "CM" should be changed to "AC."<br><br>References to UC Care plan code "SU" should be changed to "AU." | H                |          |
| R002   | ACA Reporting    | The list of valid medical plan codes should be expanded to include all of the codes added for the 2017 plan year: AC, AU, AP.               | H                |          |
|        |                  |   |                  |          |

## 5.3 Reporting Requirements

N/A

## 6 Non-Functional Requirements

N/A

## 7 External References

| Document | Location | Author |
|----------|----------|--------|
| None     |          |        |
|          |          |        |
|          |          |        |