

ELIGIBILITY - DATA FEED SPECIFICATION

Document Information

OVERVIEW

This document describes how SEBB Organizations will send eligibility data to HCA for enrollment in SEBB.

Feed Purpose

This data feed provides a means to send SEBB benefit eligible employees information and demographic data as a bulk upload.

SEBB organizations can only send *newly SEBB eligible* employees via this interface. ¹Changes to existing employee data can be made in SEBB My Account user interface.

Contact Information

HCA SEBB IT support: hcasebbitsupport@hca.wa.gov

¹ HCA completing analysis on accepting updates and deletions through eligibility file or API

FILE INFORMATION

File Name

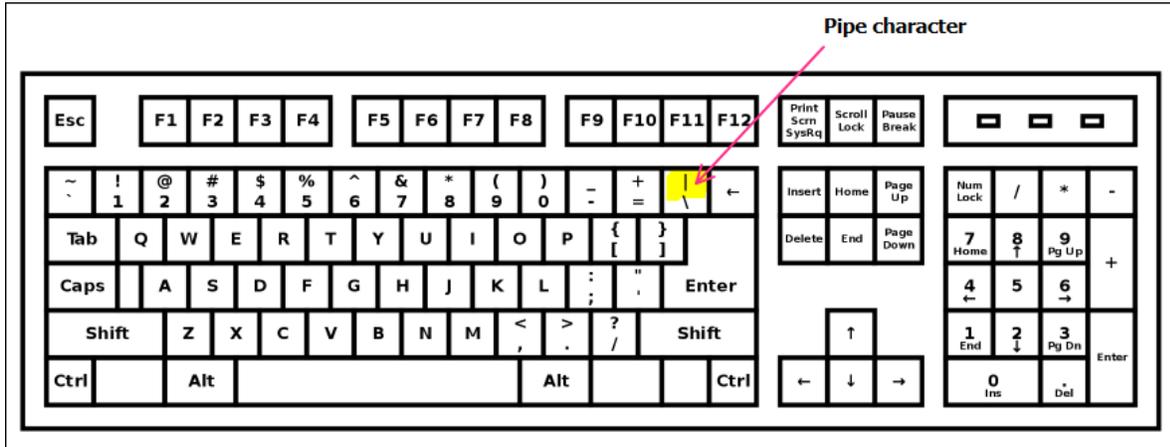
Files must be named in the following format:

eligibility-99999-YYYYMMDD.txt

part of name	purpose
eligibility	Denotes the file as an eligibility file. Use the actual string "eligibility".
99999	<p>The school district "Local Education Agency" (LEA) code. See https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.</p> <p>The specified LEA code must match the district to which the user is assigned. Users are assigned access permissions within SEBB My Account.</p> <p>If the specified LEA code does not match the district to which the user is assigned, SEBB My Account will reject the file.</p>
YYYYMMDD	The year (YYYY), month (MM), and day (DD) denoting when the file is produced.
.txt	Used to specify the file as a plain text file.

Expected Format

The expected format is pipe-delimited (“|”), plain text. Alternatively referred to as a vertical bar, the pipe is a computer keyboard key “|” that is two vertical lines above one another and commonly looks like a full vertical line. This symbol is found on the same United States QWERTY keyboard key as the backslash key.



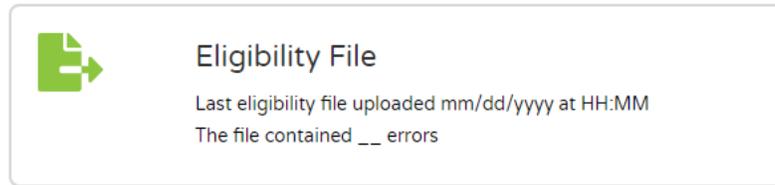
Column headings are not accepted.

Data elements are not fixed width, no need to pad values with spaces or zeroes.

File Transfer Instructions

Use these steps to transfer an eligibility file to HCA.

1. To transfer/upload an eligibility file to HCA, access the SEBB My Account dashboard page “Eligibility File” widget.



2. Click the “Eligibility File” button from the dashboard, or ‘Eligibility’ from the top navigation bar.
3. Click ‘Select files’ and Use the internet browser dialog to select the file you want to upload then ‘Open’
4. The “Eligibility File” widget will indicate the file upload date & time, and that SEBB My Account has the file in queue to process.
5. When SEBB My Account is finished processing the file, the widget will display whether or not the file contained any errors. File processing time may vary, not to exceed 24 hours.

RECORD INFORMATION

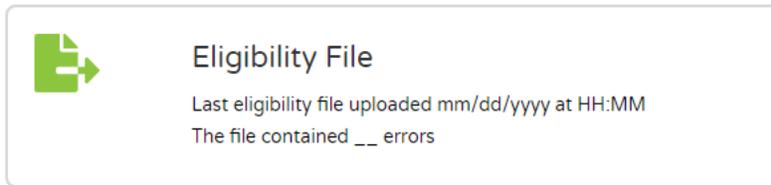
Field Name	Description	Maximum Length	Rules	Required?
Social Security Number or Individual Taxpayer Identification Number	Employee social security number or Individual tax payer identification number.	9	<p>Must be 9 numerical characters.</p> <p>If SSN or ITIN number repeats within a file, all records having that social security number will be rejected.</p> <p>If a SSN or ITIN matches a number already in the system:</p> <ul style="list-style-type: none"> - the incoming record will be accepted if the coverage date DOES NOT overlap with those already in the system - the incoming record will be rejected if the coverage date DOES overlap with those already in the system 	Yes
Last Name	Employee last name	20	Valid values are A - Z, space, and dash.	Yes
First Name	Employee first name	15	Valid values are A - Z, space, and dash.	Yes
Middle Name	Employee middle name or initial	15	Valid values are A - Z, space, and dash.	No
Suffix	Employee suffix	4	Valid values are A - Z. Example: JR, SR, III.	No
Work Phone	Employee work phone number	10	Area code plus 7 digit phone number.	No
Home Phone	Employee home phone number	10	Area code plus 7 digit phone number.	No
Residential Address Line1	Employee's residential address	30		Yes
Residential Address Line2	Employee's residential address (if needed)	30		No
Residential City	Employee's residential city	20		Yes

Field Name	Description	Maximum Length	Rules	Required?
Residential State	Employee's residential state	2	Standard US state abbreviation or Canadian Province Code. NOTE: If address is outside US or Canada, populate this field with ZZ.	Yes
Residential Zip	Employee's residential zip code	10	Include the dash (-) if +4 is being included; if +4 is not known, only send the 5 digit zip.	Yes
Residential County Code	Employee's residential county code	2	Populate if county is in the state of WA. Leave blank if address is outside state of WA. 01 – Adams 14 – Grays Harbor 27 – Pierce 02 – Asotin 15 – Island 28 – San Juan 03 – Benton 16 – Jefferson 29 – Skagit 04 – Chelan 17 – King 30 – Skamania 05 – Clallam 18 – Kitsap 31 – Snohomish 06 – Clark 19 – Kittitas 32 – Spokane 07 – Columbia 20 – Klickitat 33 – Stevens 08 – Cowlitz 21 – Lewis 34 – Thurston 09 – Douglas 22 – Lincoln 35 – Wahkiakum 10 – Ferry 23 – Mason 36 – Walla Walla 11 – Franklin 24 – Okanogan 37 – Whatcom 12 – Garfield 25 – Pacific 38 – Whitman 13 – Grant 26 – Pend Oreille 39 – Yakima	Conditional; Required if Residential State = WA
Mailing Address Line1	Employee's mailing address	40	Provide if different than residential address	No
Mailing Address Line2	Employee's mailing address	40		No
Mailing Address City	Employee's mailing address city	30	Provide if value is reported in Mailing Address Line 1	No
Mailing Address State	Employee's mailing address state if different from residential	2	Standard US state abbreviation or Canadian Province Code. NOTE: If address is outside US or Canada, populate this field with ZZ. Provide if value is reported in Mailing Address Line 1	No
Mailing Address Zip	Employee's mailing address zip code if different from residential	10	Include the dash (-) if +4 is being included; if +4 is not known, only send the 5 digit zip. Provide if value is reported in Mailing Address Line 1	No
Birth Date	Employee's birth date in YYYYMMDD format	8	Must be a valid date.	Yes

Field Name	Description	Maximum Length	Rules	Required?
Birth Sex	Employee's birth sex	1	Use "M" for male. Use "F" for female.	Yes
Residential Country Code	Employee's residential country code	2	If address is in the US, can be blank. If address is outside the US, use 2-character ISO Country Codes found at http://countrycode.org/ .	Conditional. Provide if residential address is outside of USA.
Mailing Country Code	Employee's mailing country code	2	If address is in the US, can be blank. If address is outside the US, use 2-character ISO Country Codes found at http://countrycode.org/ .	Conditional. Provide if mailing address is outside of USA
Employee Hire Date	Employee's hire date in YYYYMMDD format Date they first started with the district during current employment duration, regardless of position changes.	8	Must be a valid date.	Yes
Employee monthly salary	Employee's anticipated monthly salary.	8	Numbers with explicit decimal point. No commas. To specify \$12,345.67... 12345.67	No
Anticipate 630 hours	Specifies type of SEBB eligibility.	1	Use "Y" for yes = SEBB eligible 630 hours or more anticipated Use "N" for no = Locally eligible/HCA approved collective bargaining agreement, 180-629 hours	Yes
Eligibility Date	Employee's first day of eligibility for benefits in YYYYMMDD format	8	Must be a valid date equal to or greater than Employee Hire Date.	Yes
Represented/Non-Represented Indicator	Indicates if an employer is represented by a collective bargaining unit.	1	Use "Y" for represented Use "N" for not represented	Yes
Represented Effective Date	Indicates the effective date in which an employer is represented.	8	CCYYMMDD format Required if Represented/Non-Represented Indicator is 'Y'.	Conditional

POST PROCESSING

To see the status of a submitted file, use the SEBB My Account dashboard page “Eligibility File” widget.



The “Eligibility File” widget shows the most recent upload’s date and time, and whether or not the file contained errors.

Records that failed to upload due to error(s), will be visible by clicking on link: ‘The file contained ## of errors. SEBB My account will display error(s) and explanation as to why the record resulted in error.

Errors should be corrected in your system or record. Create a new file extract and upload to load resolved records.

If the file contains no errors, SEBB My Account will display a message: ‘The file contained no errors’.

See Appendix A: SEBB My Account Error Messages for a detailed list.

Revision History

V.	Date	Author	Description	Status
.1	11/08/2018	Martin McDonald	Initial draft.	draft
.2	11/16/2018	Martin McDonald	Incorporate 11/15 meeting feedback.	draft
.3	12/04/2018	Martin McDonald	Incorporate 12/04 meeting feedback. Simplified the document's format & sections. Specify that the file upload is initiated via the SEBB My Account dashboard widget. Specify that the upload status (success, # of errors) is accessible via the same dashboard widget. File layout... - Removed LEA code from the file layout. That's because LEA code will be in the file name itself, rendering the LEA code field extraneous. - Modified the file layout formatting. It contains the same information, just expressed a bit differently. - Included more validation information from the UW PEBB upload spec.	draft
.4	12/10/2018	Martin McDonald	Inserted contact information. Removed comments.	draft
.5	12/12/2018	Martin McDonald	Use pipe delimiter instead of tab delimiter.	draft
.6	12/14/2018	Martin McDonald	Change "valid records will not be imported" to "invalid records will not be imported".	draft
.7	12/19/2018	Martin McDonald	Change "populate with blanks" to "can be blank". Add HCA SEBB IT Support email.	draft
.8	12/26/2018	Chatrina Pitsch	Updated language in Feed Purpose, File Information, and Record Information.	draft
.9	1/22/2019	Maile Fong-Aiu	Updated to include Marital Status & Marriage Date	draft
.10	1/30/2019	Maile Fong-Aiu	Updated to include the date range rules for the Date of Birth, Date of Hire, and Eligibility Date fields that were identified in Bug 2892 . Strike-through Marital Status and Marriage Date fields.	draft
.11	2/25/2019	Chatrina Pitsch	Updated feed purpose – updates/deletions through SEBB My Account UI. Added 'Conditional' to Residential County field Adding clarifying language to Mailing Address fields Removed required data elements for marriage and marriage date.	draft
.12	04/22/2019	Maile Fong-Aiu	Updated to include Represented/Non-Represented Indicator and Effective Date.	draft
.13	06/24/2019	Chatrina Pitsch	Monthly salary changed to required 'No'. Eligibility date, removed reference to 1/1/2020 From file name, removed requirement to include HHMMSS.	Draft
1.0	6/26/2019	Chatrina Pitsch	Added reference to Appendix A: SEBB My Account Error messages	Final