SEBB My Account Implementation Webinar

HCA Team

Presenters

- John Bowden, SEBB Program Leadership
- Chatrina Pitsch, SEBB My Account Business Analyst
- Matthew Toney, Facilitator

Support

- Jibu Jacob, ERB IT Manager
- Amy Corrigan, Outreach and Training
- Romeo Solis, Application Manager
- Dionna Klotz, Application Manager
- Jeff Groebner, SEBB My Account Business Analyst
- Sarah Stewart, SEBB My Account Project Coordinator
- Nicki Seiler, SEBB Procurement Project Manager
- WSIPC Personnel

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Agenda

- HCA introductions
- SEBB My Account timeline
- SEBB My Account authorized administrator
- SEBB eligibility determinations
- Options for adding eligible employee data to SEBB My Account
- Review file specifications
  - Eligible employees
  - Dependent demographics
- WSIPC support role
- Process for testing eligibility files

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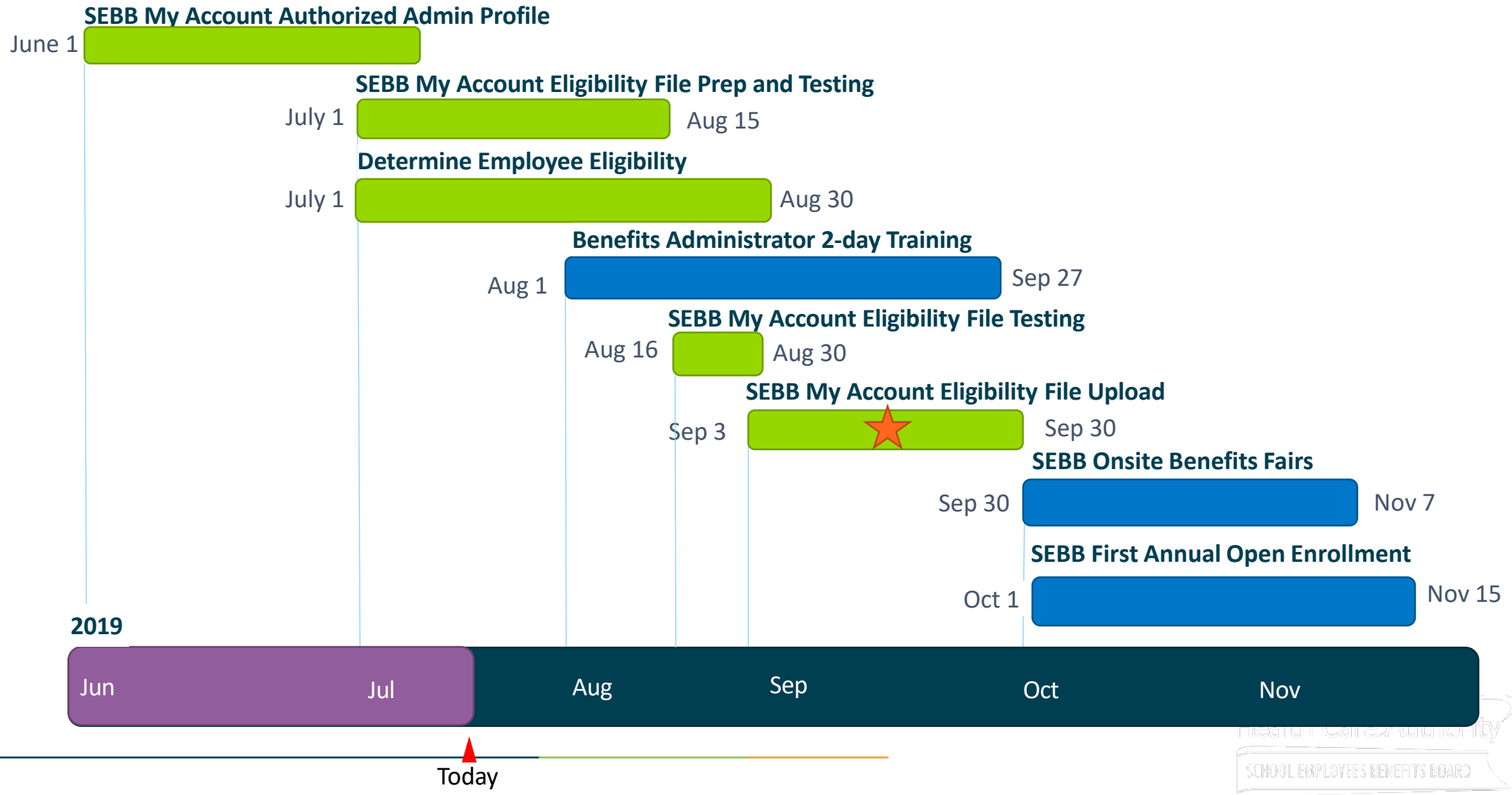
SEBB My Account Timeline



SEBB My Account Authorized Administrator

- Each SEBB organization's superintendent completes form appointing a SEBB My Account Authorized Administrator for
- Authorized Administrators have two primary responsibilities
  - Upload eligibility file to SEBB My Account on 9/3
  - Designate SEBB My Account user roles to perform certain duties on 9/3
- All SEBB organizations must complete form and return to HCA
- Employees will not be able to enroll without an Authorized Administrator to load eligibility data into SEBB My Account
- Forms are past due for implementation schedule
- Send questions about the form to hcasebbitsupport@hca.wa.gov

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SEBB Eligibility Determinations

July 1 – August 30

- Set up for success
- Start making employee eligibility determinations early
- Eligibility threshold:
  - 630 anticipated hours or more in a school year

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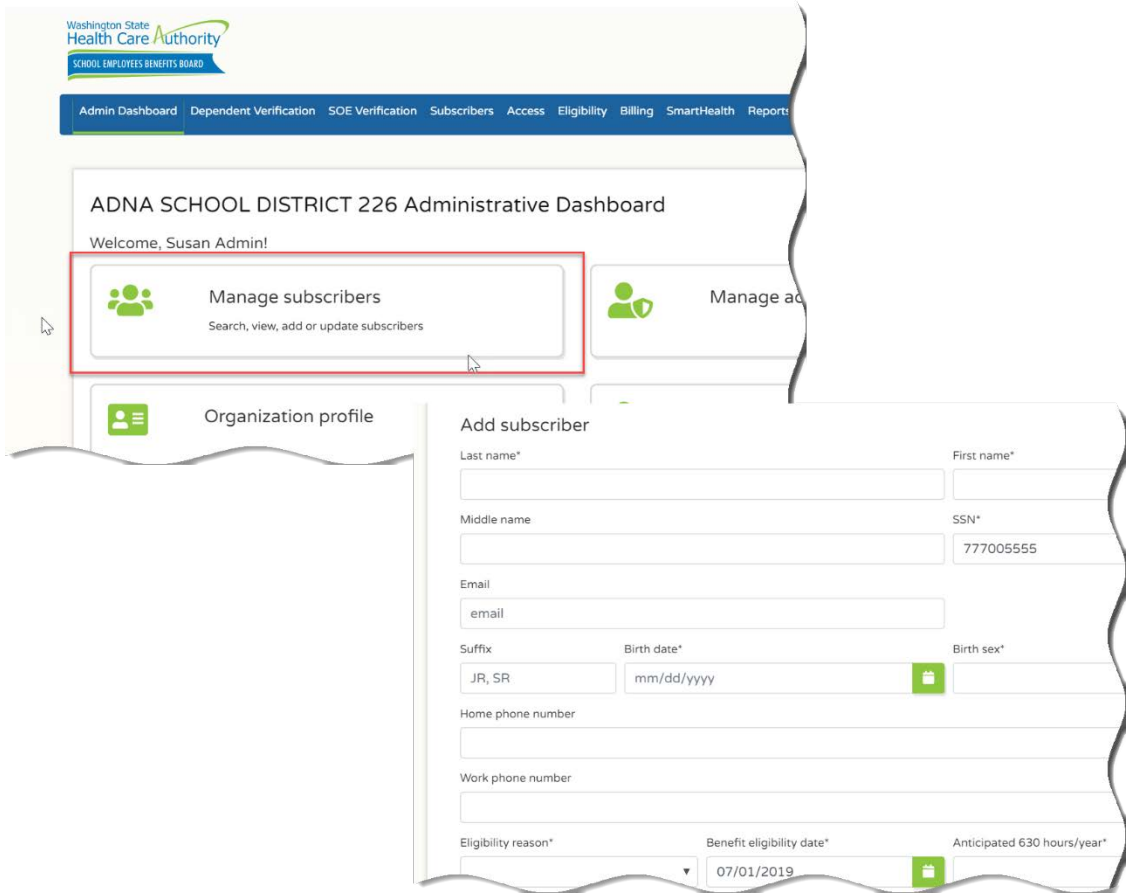
Options for Adding Eligible Employees to SEBB My Account

- Manual entry through user interface
- Bulk upload through user interface
  - Eligible employees
  - Dependents



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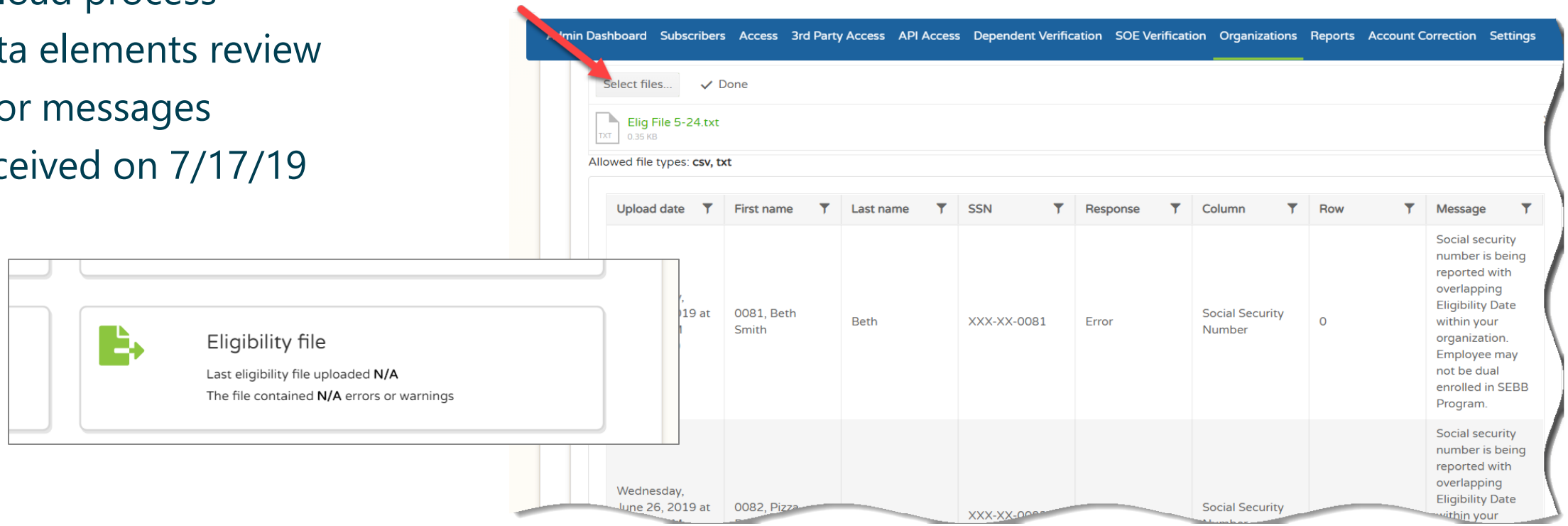
SEBB My Account Eligibility File Specifications

- For bulk addition of eligible employees
- Upload process
- Data elements review
- Error messages
- Received on 7/17/19



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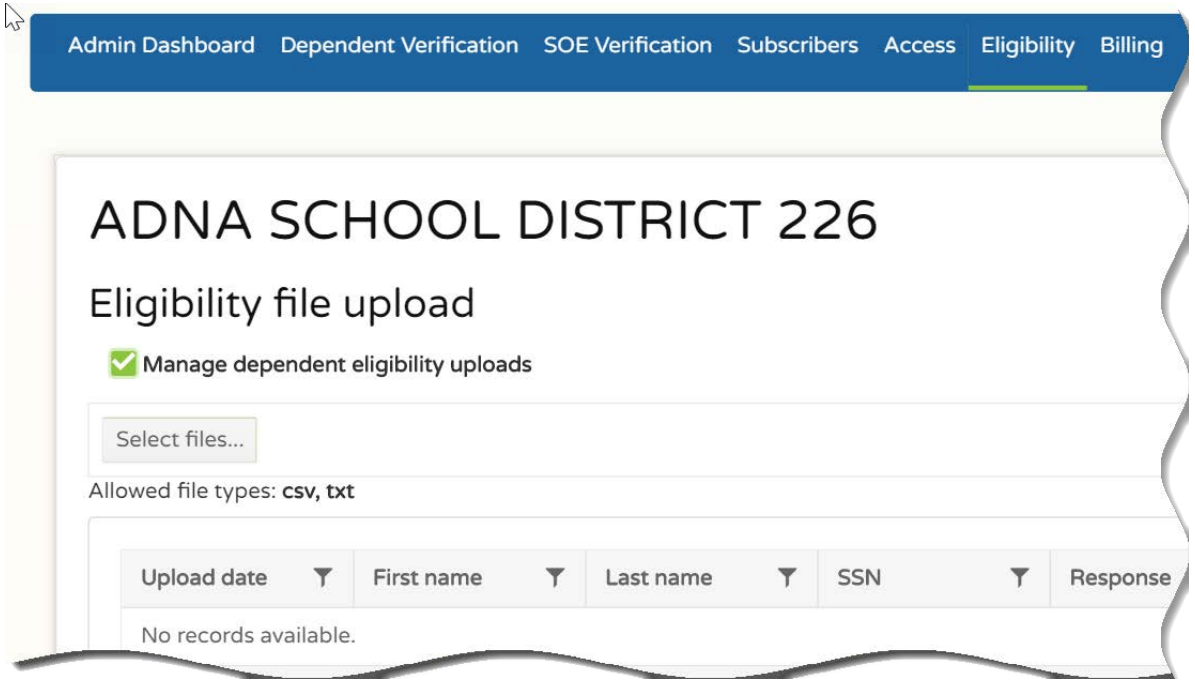
SEBB My Account Dependent File Specifications

- For bulk addition of employees' dependents
- Upload process
- Data elements review
- Received on 7/17/19



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Eligibility File Prep and Testing

July – August 15

- Send test eligibility file with **mock data** to hcasebbitsupport@hca.wa.gov
- HCA IT will upload test eligibility file on behalf of SEBB organizations
- HCA IT will reply with any errors or feedback about the test file

August 16 – August 30

- Send test eligibility file with **live data** through FUZE
- HCA IT will upload test eligibility file on behalf of SEBB organizations
- HCA IT will reply with any errors or feedback about the test file

SEBB organizations will need to load SEBB eligible into SEBB My Account Sept 3rd.

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Summary

- Options for adding eligible employees to SEBB My Account
- SEBB My Account eligibility file specifications
- SEBB My Account dependent file specifications
- Preparation and Testing of eligibility data
- WSIPC's support role

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Next Steps

HCA will:

- Provide link to recorded presentation
- Host a follow-up technical implementation webinar in early August 2019

SEBB organization responsibilities:

- Submit Authorized Administrator form ASAP
- July – Aug 15: SEBB Organizations send test eligibility file to hcasebbitsupport@hca.wa.gov
- July 1 – Aug 30: Make eligibility determinations
- 9/3 – 9/10: Upload eligibility file to SEBB My Account

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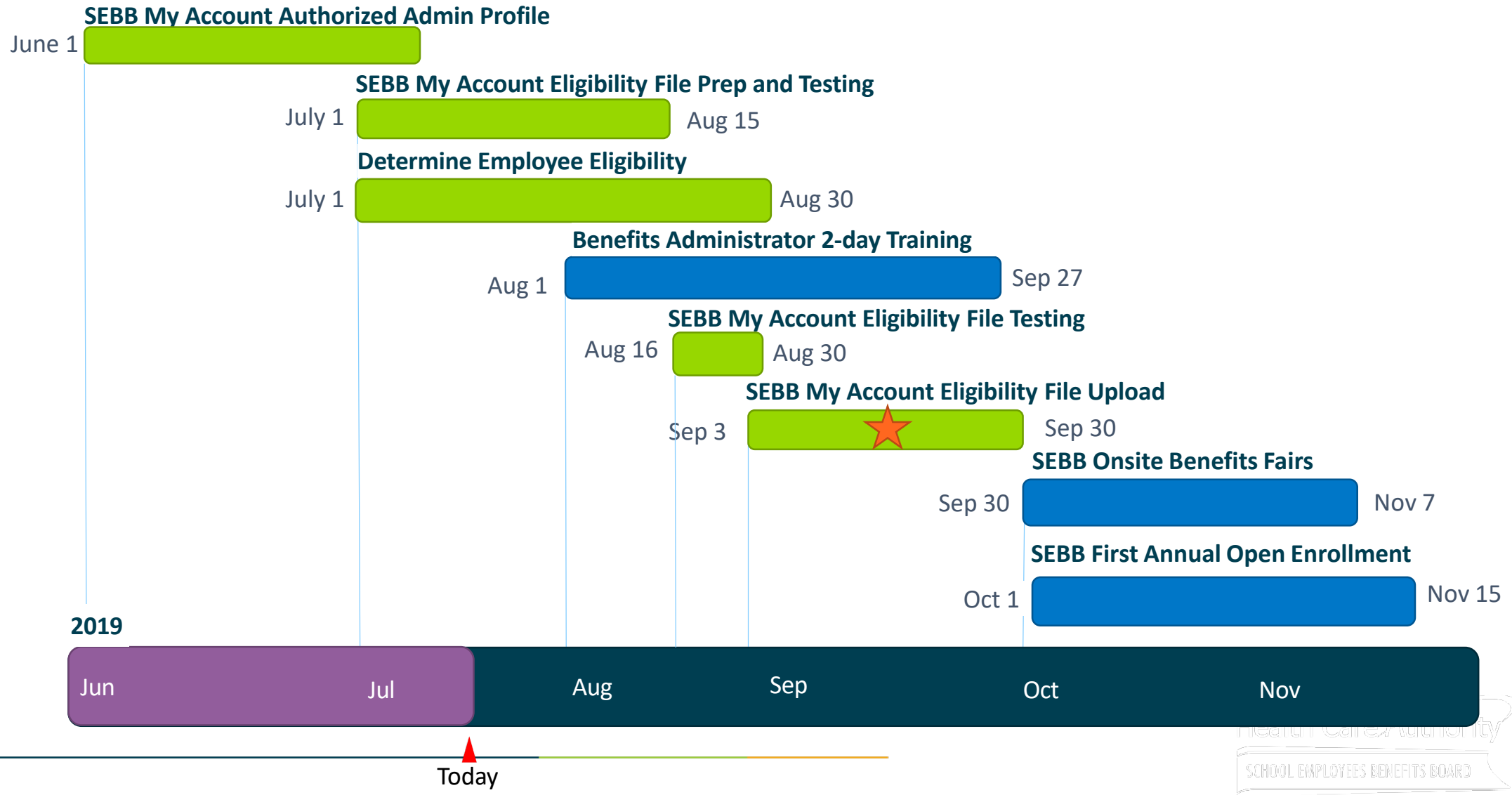
SEBB My Account Timeline