

# SEBB My Account Implementation Webinar



# HCA Team

## **Presenters**

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

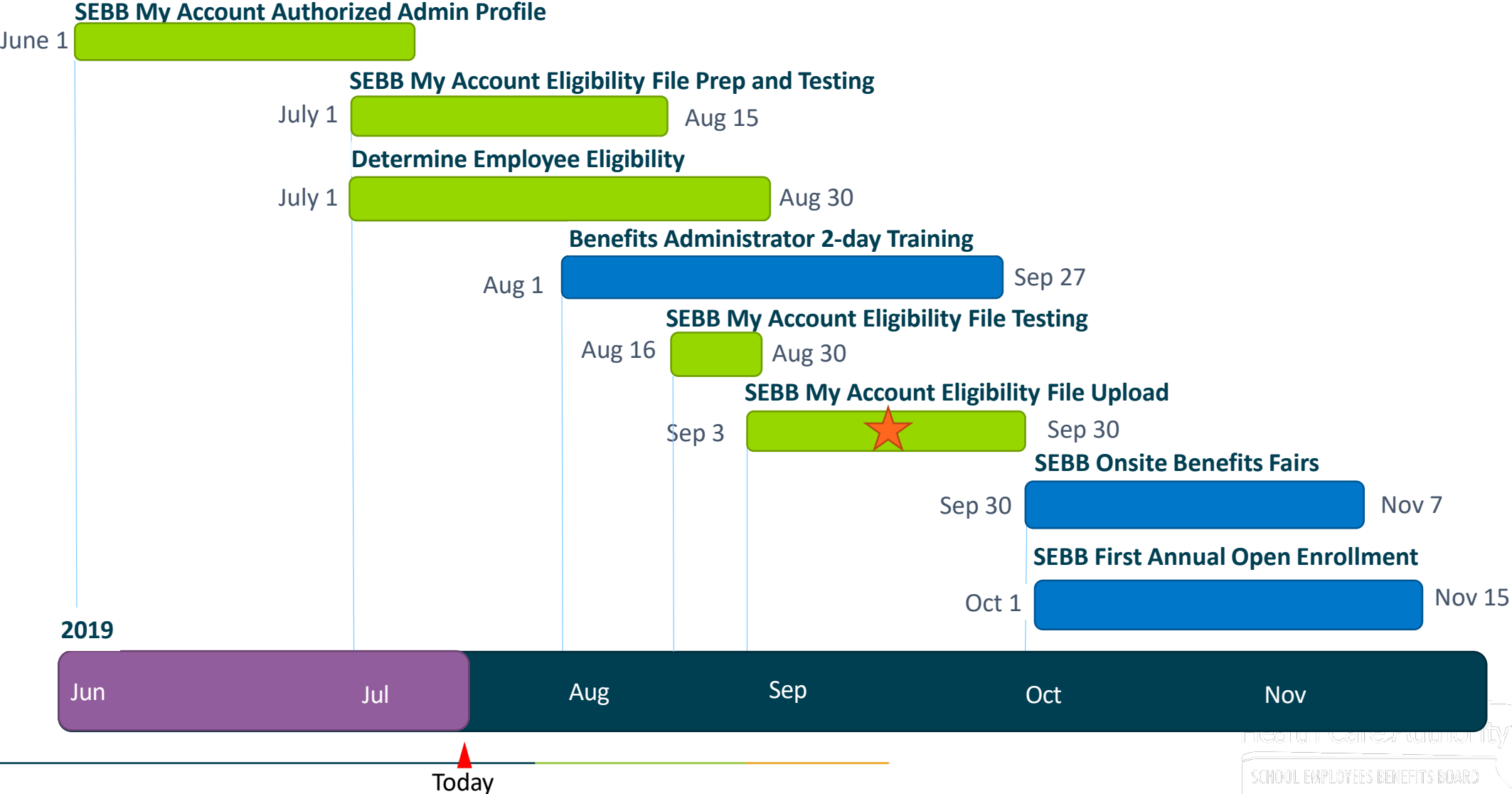
## **Support**

- 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

# 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

# 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](mailto:hcasebbitsupport@hca.wa.gov)

# 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

# Options for Adding Eligible Employees to SEBB My Account

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

Washington State Health Care Authority  
SCHOOL EMPLOYEES BENEFITS BOARD

Admin Dashboard | Dependent Verification | SOE Verification | Subscribers | Access | Eligibility | Billing | SmartHealth | Reports

ADNA SCHOOL DISTRICT 226 Administrative Dashboard  
Welcome, Susan Admin!

**Manage subscribers**  
Search, view, add or update subscribers

Organization profile

**Add subscriber**

Last name\*  First name\*

Middle name  SSN\*

Email

Suffix  Birth date\*  Birth sex\*


Home phone number

Work phone number

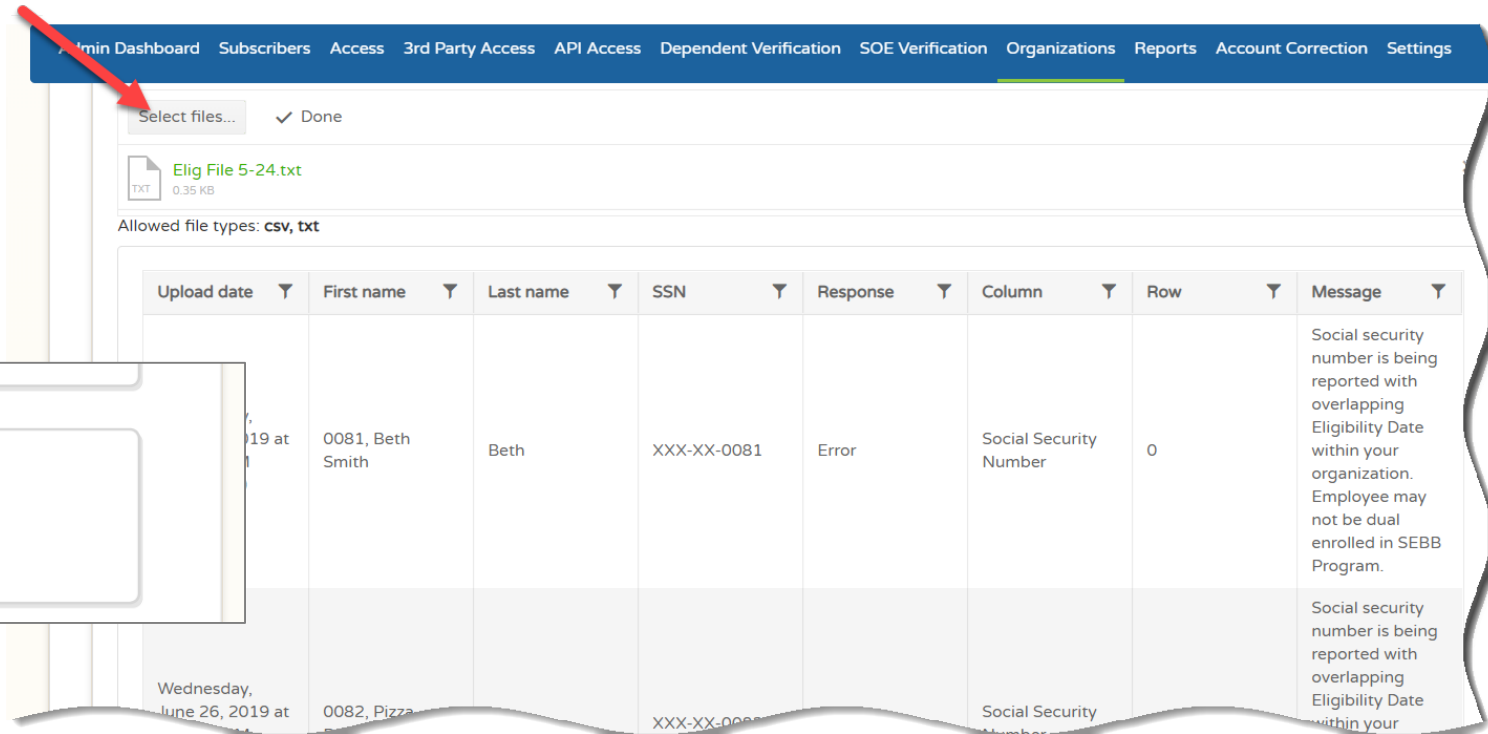
Eligibility reason\*  Benefit eligibility date\*  Anticipated 630 hours/year\*

# SEBB My Account Eligibility File Specifications

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



**Eligibility file**  
Last eligibility file uploaded **N/A**  
The file contained **N/A** errors or warnings



Admin Dashboard Subscribers Access 3rd Party Access API Access Dependent Verification SOE Verification Organizations Reports Account Correction Settings

Select files... Done

Elig File 5-24.txt  
0.35 KB

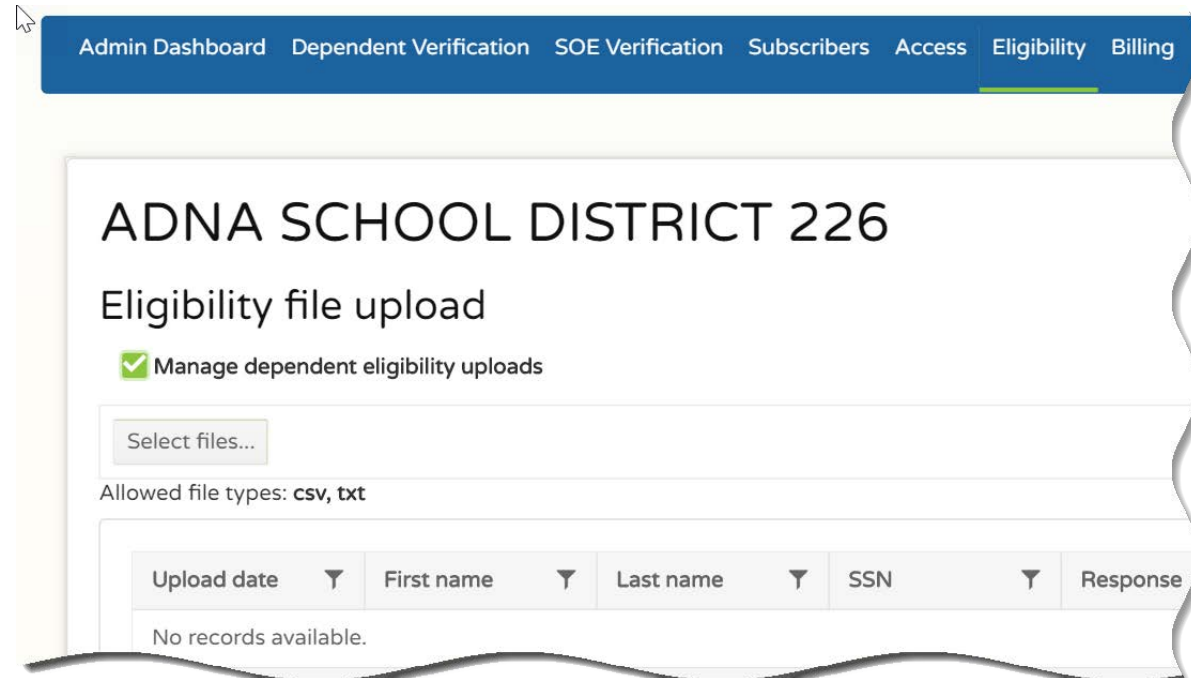
Allowed file types: csv, txt

| Upload date                 | First name       | Last name | SSN         | Response | Column                 | Row | Message   |
|-----------------------------|------------------|-----------|-------------|----------|------------------------|-----|---|
| 19 at                       | 0081, Beth Smith | Beth      | XXX-XX-0081 | Error    | Social Security Number | 0   | Social security number is being reported with overlapping Eligibility Date within your organization. Employee may not be dual enrolled in SEBB Program. |
| Wednesday, June 26, 2019 at | 0082, Pizza      |           | XXX-XX-0082 |          | Social Security Number |     | Social security number is being reported with overlapping Eligibility Date within your  |



# SEBB My Account Dependent File Specifications

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



Admin Dashboard Dependent Verification SOE Verification Subscribers Access Eligibility Billing

## ADNA SCHOOL DISTRICT 226

### Eligibility file upload

Manage dependent eligibility uploads

Select files...

Allowed file types: csv, txt

| Upload date           | First name | Last name | SSN | Response |
|-----------------------|------------|-----------|-----|----------|
| No records available. |            |           |     |          |

# Eligibility File Prep and Testing

## July – August 15

- Send test eligibility file with **mock data** to [hcasebbitsupport@hca.wa.gov](mailto: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 3<sup>rd</sup>.**

# 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

# 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](mailto:hcasebbitsupport@hca.wa.gov)
- July 1 – Aug 30: Make eligibility determinations
- 9/3 – 9/10: Upload eligibility file to SEBB My Account

# SEBB My Account Timeline

