STATE OF OREGON

DEPARTMENT OF CONSUMER & BUSINESS SERVICES

DIVISION OF FINANCIAL REGULATION

Quarterly Health Enrollment Report

Data Files - General Information and Templates

The Department of Consumer and Business Services will preserve uploaded data for a period of ten (10) years. The department does not maintain data files.

Please maintain copies of completed quarterly data files for your records. Following upload of a data file, please download the resulting report to maintain with your submitted data file, and review the report to assure your data is correct. If you find any errors, please notify us at INS.Mrktsurv@oregon.gov.

Files can be created using csv (comma separated value) worksheets and Notepad. Data files are uploaded to iReg in .txt or .dat format.

Each data file will include one (1) State record. The State record may be followed by one (1) or more zip code records within the same data file. One record is one row of information. State records may be uploaded without Zip Code records when no reportable enrollment remains at the close of a quarter. However, Zip Code records may not be uploaded without a corresponding State record. The State record will always come before zip code records in your data file.

Only report zip codes with enrollment. Do not report zip codes that have no enrollment. Each zip code with enrollment will be listed once and only once in your data file. A single zip code listed more than once will generate an error and will not upload. It may be helpful to sort your zip code records numerically to quickly identify duplicates.

Information within a record (row) is comprised of 'fields' and the fields for each record are defined in the pipe delimited examples below. You may not have information to report in each field. That's okay. The field must still be delimited and should be left 'empty' - do not add zeroes ('0').

Examples - Pipe (|) delimited records (State and Zip) with fields identified:

State record with fields identified:

Record Type|Business Type|Business ID|Year|Quarter| G50_A_GAR_Grp_41| G50_A_GAR_En_41| G50_A_GAR_Grp_21| G50_A_GAR_En_21| G50_A_GAR_Grp_1| G50_A_GAR_En_1 | G50_Variance_GAR_Grp | G50_Variance_GAR_En | G50_B_GAR_Grp_1 | G50_B_GAR_En_1 | G50_B_GAR_Grp_21| G50_B_GAR_En_21| G50_B_GAR_Grp_41| G50_B_GAR_En_41| G100_A_GAR_Grp_41| G100_A_GAR_En_41| G100_A_GAR_Grp_21| G100_A_GAR_En_21| G100_A_GAR_Grp_1| G100_A_GAR_En_1| G100_Variance_GAR_Grp| G100_Variance_GAR_En |G100_B_GAR_Grp_1 | G100_B_GAR_En_1| G100_B_GAR_Grp_21| G100_B_GAR_En_21| G100_B_GAR_Grp_41| G100_B_GAR_En_41| Avg_SG_New| Avg_SG_All| SG_0_20| SG_21_30| SG_31_40| SG_41_50| SG_51_60| SG_61_64| SG_65_70| SG_71_80| SG_plus_81| Ind_0_20| Ind_21_30| Ind_31_40| Ind_41_50| Ind_51_60| Ind_61_64| Ind_65_70| Ind_71_80| Ind_81_plus| Reinsurance Eligibles - Part A| Reinsurance Eligibles - Part B| Reinsurance Eligibles Part C|

Zip Code record with fields identified:

Record Type| Business Type| Business ID| Year| Quarter| Zipcode| Exch-Individual Total|Exch-Ind Bronze|Exch-Ind Silver|Exch-Ind Gold|Exch-Ind Platinum|Exch-Ind Multistate|Exch-Ind Catastrophic| Exch- Small Group Total| Exch - SG Bronze| Exch - SG Silver| Exch - SG Gold| Exch - SG Platinum| Exch - SG Multistate | Exch - OR Public Entities Total| Exch - OR PE Bronze| Exch - OR PE Silver| Exch OR PE Gold| Exch - OR PE Platinum| Exch Dental | Non-Exch Individual Total| Non-Exch Ind Bronze| Non-Exch Ind Silver| Non-Exch Ind Gold| Non-Exch Ind Platinum| Non-Exch Ind Grandfathered| Non-Exch Small Group Total| Non-Exch SG Bronze| Non-Exch SG Silver| Non-Exch SG Gold| Non-Exch SG Platinum| Non-Exch SG Grandfathered| Associations, Trusts & MEWAs Total| AT&M - Ind | AT&M - SG | AT&M - LG| AT&M ERISA Single Group| Large Group Total| Large Discretionary Groups| Student Health Benefit Plans |Self Insured Total| Self Insured w/Stop Loss| Self Insured OR PE| Stop Loss Only Total| Stop Loss Only - OR PE| Tricare| Short Term Medical| Medicare Advantage| Medicare HMO| Medicare Supp| Medicaid| Dental Only| Vision Only| Total Medical |

For templates with headers in an Excel document please follow the link provided on the Health enrollment reporting – Quarterly filing detail web page.

Templates shown in the link provide headings with the proper order (or field location) for each record type. Copy the templates into your worksheets to help you place the data. **Template headings must be removed prior to uploading your data file.**

Once templates have been used to create records of each type, save as two csv files - one for each record type. Be sure to save each in csv format, not in Excel format.

Example 1234567890_201401 Record Type 1.csv
Example 1234567890_201401 Record Type 2.csv

Next, open Notepad and select 'File' and then 'Open.' Navigate to your Record Type 2 csv file by changing the filter from 'Text Documents (*.txt)' to 'All Files (*.*)' and open your file in Notepad.   You may see zip code record information in rows, with each field separated by commas. **Remove headings** and save the Notepad file in .txt format, using the recommended naming convention. Then, open your Record Type 1 file in notepad and copy the row of data (**not the headings**) into the first row of your saved .txt file. You may see something similar to the illustration below:
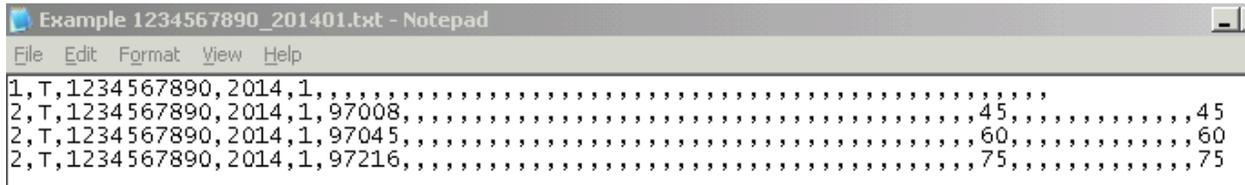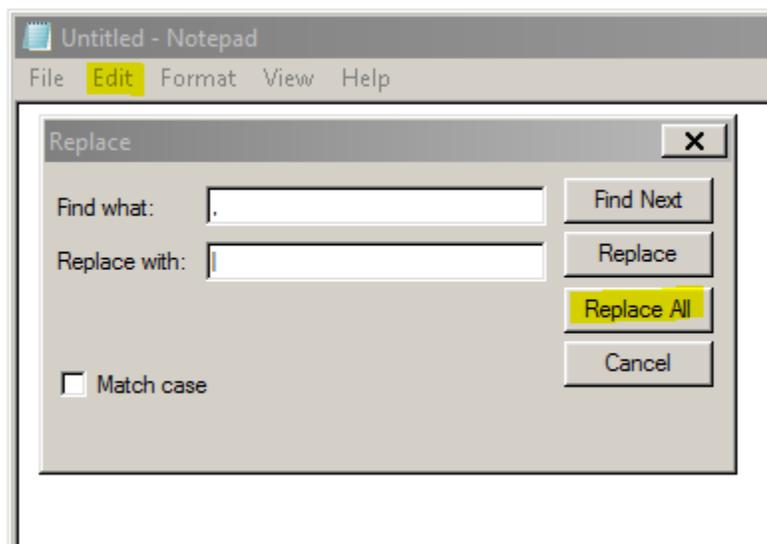

Rather than comma separated values, fields for your data file must be separated by pipes (|). A pipe is created by selecting the Shift key + the 'backslash' key '\'. To change from comma to pipe delimiters in Notepad, select 'Edit' and then 'Replace'. For 'Find what' add a comma and for 'Replace with' add a pipe. Select replace all.

Be sure the 'Save as type:' is 'Text Documents (*.txt) and select 'Save'. The saved text document will be uploaded to iReg as your data file.

Once your data file is constructed, we recommended using the following file naming conventions:

For insurers: NAIC#_YYYYQQ

For third party administrators: TPALicense_YYYYQQ

For Oregon public entities that self report: REG#_YYYYQQ

Common errors encountered when uploading data files

- Duplicate zip code records
- Duplicate reporting period
- Record one and/or zip code records, do not have the correct number of delimited fields

If you receive an error message that cannot be addressed by correcting one of the three items listed above, please let us know.