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Benefits Platform Transition Overview

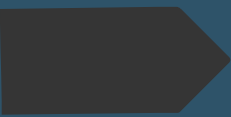
Tuesday, October 11, 2022
10:00 a.m.

ARCHDIOCESE *of* MILWAUKEE
St. Raphael
Health Plan
Together in Benefits • For your Health and Well-Being



Agenda

- Prayer
- St. Raphael Health Plan – General Information
- New Benefits Administration Platform – What is Changing & Why?
- Features of the MyEnroll360 Benefits Platform
- Billing and Payment
- Access Changes
- ACA Reporting
- Training
- Your Responsibilities
- Questions & Discussion



St. Raphael Health Plan General Information

- Self funded plan established in 2010
- The primary advantage of a self-funded plan is the potential for cost savings
- Insurance premiums are paid into the St. Raphael Health Plan Trust and are used to pay claims, stop loss insurance, and administrative fees
- Our partners have included United Healthcare, Delta Dental, VSP, The Hartford (Life), Mutual of Omaha (AD&D), and Benefits Administration Services, Inc. (BAS-WV)

What is changing & why?

- We are moving the administration of the St. Raphael Health Plan to a new benefits platform: MyEnroll360 from Benefit Allocation Systems, LLC (BAS USA)
- This move aligns with the strategic plan of the Archdiocese of Milwaukee to provide shared services to our parishes and schools
- . . . and with the central office initiative to optimize the benefits administration process

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With MyEnroll360,

- All employee information will be in one spot
- Enrollment changes (additions, terminations, updates, etc.) are done online
- Weekly electronic file feeds to the carriers ensure timely enrollments and accurate invoices
- Centralized billing means you pay only one monthly bill for medical, dental, and vision insurance, and Life/AD&D coverage (if your location offers it)
- Itemized billing allows you to see coverage and costs for each employee
- ACH direct debit ensures your invoices are paid on time
- ACA compliance and reporting will be simplified, at no additional cost to you
- Continuation of Coverage administration is automatic when an employee is terminated
- Workers Compensation information is captured to simplify reporting
- Benefits information is available for your new hires and to access during Open Enrollment periods
- Communication features will enable timely and pertinent information to reach administrators and members
- Client Services is available for support and emergency assistance



Billing and
payment
cycle

Enrollment changes deadline –
14th of the month *prior* to coverage month

Combined billing statements will arrive via email –
15th of the month *prior* to coverage month

ACH direct debit to all locations –
1st of the month *for that* coverage month

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for example,
for
December
2022 . . .

Enrollment changes deadline is November 14th

Billing statements arrive in your inbox
November 15th

ACH direct debit to your account
December 1st

Important information regarding billing

- All locations must pay medical, dental, vision, and Life/AD&D premiums using ACH direct debit
- ACH direct debit ensures timely collection and payment of premiums and proper funding for the SRHP
- If you have not received a request to complete and submit an ACH Direct Debit Authorization form from Kim Kasten, please reach out to her at kastenk@archmil.org or 414-769-3326
- Completed authorization forms are due to her by October 14
- For your bank account debit filter, the **Company ID is 3232635985** and the **Company Name is BAS PREMCORP6252**
- The last bills that you will pay directly to Benefits Administration Services (BAS-WV), Delta Dental, and VSP will be for November
- Beginning December 1, the SRHP will be paying premiums collectively to United Healthcare, Delta Dental, VSP, The Hartford, and Mutual of Omaha on your behalf

Access to Employee Navigator and Delta Dental & VSP portals

- All access (administrator and member) to Employee Navigator will end October 14 at 4:00 p.m. CT
- *Administrator* access to the Delta Dental and VSP portals will end at 4:00 p.m. CT on Friday October 14


Blackout Period
4:00 p.m. October 14 – November 1, 2022

- Going forward, all enrollment updates will be made via MyEnroll360
- Billing information will be accessed in MyEnroll360
- *Member* access to the Delta Dental and VSP portals will remain active during this time

ACA Reporting for calendar year 2022

- **Large employers** (50+ full-time equivalent employees) will have ACA reporting applied at no charge to them
 - Full-time employees (only) will receive Form 1095-C which notes their offer of coverage
 - Summary Form 1094-C for each of these large employers will be completed and submitted to the IRS
 - **Note:** It is essential that the large employers in the SRHP attend the ACA Training to understand their role and responsibility in this process
- **Small employers** (<50 full-time employees) will have no ACA reporting applied
- BAS USA will send Form 1095-B to all individuals covered under the SRHP (full- and part-time employees) and will also complete and transmit summary Form 1094-B to the IRS

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A note about
training . . .

You must attend!

Admin Training 1

- November 2 – 10:00 to 11:00 a.m.

<https://us02web.zoom.us/j/83868720057?pwd=RFBiT1RQSnVITGNTT1ZpVGdrWHk2QT09>

or

- November 2 – 1:00 to 2:00 p.m.

<https://us02web.zoom.us/j/83347823536?pwd=MFlzR3ZlRzIjZVWQvcDFuYXdzbyyszQT09>

or

- November 3 – 10:00 to 11:00 a.m.

<https://us02web.zoom.us/j/89661899633?pwd=TnByZ3RYaFRrMnF6dHI5NVdWVnV1UT09>

or

- November 3 – 1:00 – 2:00 p.m.

<https://us02web.zoom.us/j/83982689583?pwd=Q01naUpzNXBYSGRQZHJySE5RNzF3Zz09>

Admin ACA Training

- November 9 - 10:00 to 11:00 a.m.
<https://us02web.zoom.us/j/87591239401?pwd=azRxODUvbWU5aGNFZzU0eDRYTGIhUT09>
or
- November 9 – 1:00 to 2:00 p.m.
<https://us02web.zoom.us/j/87292759940?pwd=YkdwNTthFMWJhd0xMSGw4TG9aZWcwUT09>
or
- November 10 - 10:00 to 11:00 a.m.
<https://us02web.zoom.us/j/82601005260?pwd=c2piSTJqMFRpVTNGME1FU3BHVDhPdZ09>
or
- November 10 – 1:00 to 2:00 p.m.
<https://us02web.zoom.us/j/82349805790?pwd=ZEFmcWlGUDBVQ0RXWGQxUGFiM3Q1QT09>

Admin Training 2

- November 15 – 10:00 to 11:00 a.m.
<https://us02web.zoom.us/j/88481984549?pwd=RHN1bGN2ckdKZWtOOHZsSDRKRfdDdz09>
or
- November 15 – 1:00 to 2:00 p.m.
<https://us02web.zoom.us/j/85054830319?pwd=bFY0MXpJVkN4ZHRtY1Y3MWJEaUdsQT09>
or
- November 17 – 10:00 to 11:00 a.m.
<https://us02web.zoom.us/j/82374704423?pwd=N0VUUzU1bkMzT2k0OXZNZTdLc3AwZz09>
or
- November 17 – 1:00 to 2:00 p.m.
<https://us02web.zoom.us/j/83589281722?pwd=OGZNWU1Db1dXcGptV3kvVDN2THpsUT09>

(Your) Next Steps

- Register for all three training sessions
- After Admin Training 1, watch for an email from Maureen Wurster with instructions on how to get your login information for MyEnroll.com
- Once logged in, review the census data for your employee population
 - Instructions on how to download a census report will be given at Admin Training 1
 - **Note:** All employees at your location must be in MyEnroll360 including those who are not benefits eligible and/or those who do not currently take the benefits
 - **Important:** If you do not validate the employee information for your location, and someone is missed or has incorrect information, they may not have benefits for December

(Your) Next steps *continued . . .*

- Ensure every employee has a **current and correct email** in their profile
 - Employee access opens December 1; employees will get a system-generated *email* prompt to get their login information
- Going forward, complete enrollment changes (enrollments, terminations, updates, etc.) in MyEnroll360
- Complete the [Location Information](#) survey (if you have not done so already)
 - It is extremely important that we have accurate information regarding admin and billing contacts along with their contact information for all locations
- Complete and return the Direct Debit Authorization form to Kim Kasten via secure email. Email her at kastenk@archmil.org with any questions.

Questions?



Thank you!

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