COBRA & Direct Billing
SPM Import Specification

Revision 1021

February 11, 2023

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**Introduction**

The Special Plan Member (SPM) Import system was designed to allow for the easy importation of SPM information into the COBRA & Direct Billing system. The system utilizes a Comma Separated Values (CSV) import text file to input information about a SPM. This document is designed to explain the format and function of this import file.

**Scope**

This document will explain the format and function of the import file used to import SPMs into the system. It is not written to fully explain the SPM fields or define imports other than the SPM import. This document defines import version 1.2.

**Revision History**

1001 – Initial release of this document.

1002 – Removed requirement for EnrollmentDate except for MEDICAL plans.

1003 – [SPMPLANMEMBERSPECIFICRATE] Rate can now use up to 4 digits after the decimal, data type changed from Money to Decimal.

1004 – EndDate is now required on the [SPMSUBSIDYSCHEDULE] record to be consistent with the UI.

1005 – Added BenefitGroup, AccountStructure, and ClientCustomData columns to [SPM]

1006 – Added a backslash (\) escape character for double quotes (“) (see Data Types for details).

1007 – Added back the requirement for EnrollmentDate.

1008 – Increased IndividualID (IndividualIdentifier) from 20 to 50.

1009 – Revised document branding and formatting.

1010 – Added SSOIdentifier field.

1011 – Added new SPM Billing Frequency; Semi-Monthly. [CB]

1012 – Added SPM Event date, Initial Grace Period start date for Flexible Billing. Added Billing Period Seed Date and Second Billing Period Seed Date for Semi-Monthly Billing Frequency. [CB]

1013 - Added Plan Category to the member record

1014 - Added line [SPMLETTERATTACHMENT]. Revised document branding.

1015 – Added Initial Grace Period, Initial Grace Period option type fields and Initial Grace Period start date for non-elected SPMs with Flexible Billing disabled.

1016 - Updated PlanCategory Data Type & Accepted Values in [SPM] line identifier.

1017 – Updated Sex field with newly added Undisclosed sex value.

1018 – Added new value “Ignore” for Initial Grace Period Option Type. Grace Period was renamed to Subsequent Grace period.

1019 – Added [SPMLOOKUP], [MEMBERUSERDEFINEDFIELD] line identifiers.

1020 - Updated [SPMSUBSIDYSCHEDULE].

1021 - Updated Data Type value from “Decimal” to “Money” for Rate Amount field.

**Definition of Terms**

This document uses various terms that may have different meanings to different audiences. This section will help to explain these terms in the context of this document.

**Special Plan Member**

A Special Plan Member (SPM) is a member in the COBRA & Direct Billing system that is on a pre-defined benefit plan.

**CSV – Comma Separated Values file**

A CSV file is a text file that contains values on each row that are separated by commas.

**Note:**  You should not use Excel to edit or save these files as Excel will alter the format of large numeric columns (such as SSN) and make them unreadable to the system.

**Import Version**

Each import file should include a [VERSION] section that identifies the import version format the import file is adhering to.

If a [VERSION] record does not exist in the import file, an error will be generated.

The current version line should be: [VERSION],1.2

**Line Identifier**

Each text line that is imported must have a line identifier as its first field, see Import File Process for more information. This line identifier defines which fields come next on the text line.

**Import File Process**

A CSV import file should be created that matches the specifications defined in this document.

**Note:**  You should not use Excel to edit or save these files as Excel will alter the format of large numeric columns (such as SSN) and make them unreadable to the system.

The import file may be built with a simple text editor (such as Notepad) or generated from an export program written for an existing database.

To begin the import process:

* Navigate to **Utilities > Administrator Utilities > Import** from the COBRA & Direct Billing Main Menu Bar within the TPA, Employer, or Employer Division Portal.
* A page will be displayed allowing you to select a file. Browse to and locate your CSV import file on any of your local or network drives.
* Click the **Import File** button.
* The Import process will start by uploading your CSV file to the system. After the upload is complete, the system will begin scanning and importing the data contained in the import file.



* After the file has been imported, a report will be displayed indicating the success or failure of the import file data. If an error occurs, it will be indicated using its line number along with a description of the error. The Import Totals section describes the total number of lines processed and the total number of errors encountered.

**Import File Layout**

The SPM Import file is a CSV file where each line has comma separated values. To allow for the importation of different types of information, the first field of each line defines what type of information will follow for the fields of that line. For instance, to begin the importation of a SPM record, you will need a SPM line that starts with the [SPM] line identifier and may appear similar to the following:

 [SPM],SPMDivision,SPMClient,MR,Bob,T,SPM4,520110004,1,preston.hehr@gmail.com,4025550002,,1234 Some Street,Apt 3,Omaha,NE,68137,,M,1/1/1923,1/1/2009,,RETIREE,MONTHLY,FALSE,TRUE,,CLIENTDEFAULT,FALSE,UNKNOWN,10/1/2009,UNKNOWN,UNKNOWN,,COUPONBOOK,TRUE, 1/1/2019, CUSTOM, 45

This SPM will also need a line that defines their plan information. This is accomplished with a line that begins with the [SPMPLAN] line identifier and may appear similar to the following:

[SPMPLAN],SPM1,10/1/2009,,EE+CHILD,10/1/2009,,,T,,,

All of the lines following the [SPM] line are related to that SPM. When a new [SPM] line is encountered, the previous SPM is validated and saved into the database and then the import process begins for the new SPM.

Line identifiers and their definitions are as follows:

|  |  |  |
| --- | --- | --- |
| Line Identifier | Required to Complete a SPM | Description |
| [SPM] |  | The main SPM record |
| [SPMPLAN] |  | Defines a single client plan that the SPM is to be assigned to. There must be at least one of these lines in the import file for each SPM, but there may be several for each SPM if the SPM is eligible for more than one plan. |
| [SPMDEPENDENT] |  | Defines a single dependent that is also eligible for the plan(s) under the SPM. This is an optional line, but there may be several of these lines for a SPM if there are multiple dependents under this SPM. |
| [SPMDEPENDENTPLAN] |  | Defines a single SPM Plan that a dependent is enrolled on for this SPM. These records must be under the appropriate [SPMDEPENDENT] record and there may be multiple of these for a single dependent. |
| [SPMNOTE] |  | An optional line that defines a note for a SPM. There may be multiple of these for a single SPM. |
| [SPMSUBSIDYSCHEDULE] |  | Defines a single record of a subsidy schedule for a SPM. These are optional and there may be several of these lines to define a schedule for multiple insurance types. |
| [SPMPLANMEMBERSPECIFICRATE] |  | If a SPM is under a plan that has a rate type of “Member Specific Rates”, then these lines are used to describe the rate to be used for this SPM. These records should be immediately after the [SPMPLAN] record that they refer to. |
| [SPMLETTERATTACHMENT] |  | This is an optional line that may be added to describe the letter attachments you want to send to a particular member. |
| [SPMLOOKUP] |  | The line is used to find the required SPM record. |
| [MEMBERUSERDEFINEDFIELD] |  | The line is used to enter User Defined Field Values for SPM.  |

**Import Version Label**

Each import file should include a [VERSION] section that identifies what import version format the import file is adhering to. If no [VERSION] record exists in the import file, it is assumed that the import file is adhering to Version 1. As new capabilities or changes are made to the import file format this document and the equivalent version number will be updated.

This revision of this document defines version 1.2 of the SPM Import.

**Import Line Identifiers (Section Definitions)**

The line identifiers explained in the Import Version Label section each expect various fields to follow them on their respective line. The tables below define these fields for each of the line identifiers.

Required fields need to have a value after the comma that corresponds to the data type specified. Non-required fields may be left blank (nothing appearing between the commas).

**[VERSION]**

|  |  |  |  |
| --- | --- | --- | --- |
| Column Name | Data Type | Required | Accepted Values |
| VersionNumber | Integer |  | Use “1.2” for this import specification |

 **[SPM]**

|  |  |  |  |
| --- | --- | --- | --- |
| Column Name | Data Type | Required | Description |
| ClientName | Text - 100 |  | The unique Client name assigned in the system |
| ClientDivisionName | Text - 50 |  | The unique Client Division name assigned in the system. If there are no divisions, then use the ClientName. |
| Salutation | Text - 35 |  | MR, MRS, MS, MISS, DR |
| FirstName | Text - 50 |  |  |
| MiddleInitial | Text - 1 |  |  |
| LastName | Text - 50 |  |  |
| SSN | SSN |  | Social Security Number |
| IndividualID | Text - 50 |  | Optional, used to store Employee ID #s or any other type of secondary identification. |
| Email | Email |  |  |
| Phone | Phone |  |  |
| Phone2 | Phone |  |  |
| Address1 | Text - 50 |  |  |
| Address2 | Text - 50 |  |  |
| City | Text - 50 |  |  |
| StateOrProvince | Text - 50 |  |  |
| PostalCode | Text - 35 |  |  |
| Country | Text - 50 |  | Leave blank if the SPM resides in the USA |
| Sex | Sex |  | F, M, U |
| DOB | Date | \* | \*Date of Birth – required for age based plans  |
| BillingStartDate | Date |  | Date to start billing SPM |
| BillingEndDate | Date |  | Date to end billing SPM |
| BillingType | Text-35 |  | RETIREE,PREMIUMPAY, CASHPAY, FMLA, LOANREPAYMENT, LEAVEOFABSENCE, LTDPREMIUM, STDPREMIUM, DISABILITYPREMIUM, CUSTOM |
| BillingFrequency | Text-35 |  | MONTHLY, WEEKLY, BIWEEKLY, QUARTERLY, YEARLY, SEMIMONTHLY |
| IsCOBRAEligible | Boolean |  | TRUE if eligible for COBRA |
| IsCOBRAEligibleAtTermination | Boolean |  | TRUE if eligible for COBRA at time of Termination |
| SubsequentGracePeriodNrOfDays | Integer |  | Overrides the Subsequent Grace Period for this SPM |
| SPMSubsequentGracePeriodOptionType | Text-45 |  | CLIENTDEFAULT, IGNORE, CUSTOM |
| IsLegacy | Boolean |  | TRUE if this SPM existed in a prior billing system – this is used for conditional text in the SPM Welcome Letter |
| TobaccoUse | Text - 35 |  | YES, NO, UNKNOWN |
| EnrollmentDate | Date |  | Original enrollment date of the SPM’s plan - used for HIPAA certificate. |
| EmployeeType | Text - 35 |  | FTE, PTE, H1B, CONSULTANT, SABBATICAL, PROBATIONARY, CONTINGENT, TELECOMMUTING, INTERN, GROUPLEADER, ASSOCIATE, PARTNER, UNKNOWN |
| EmployeePayrollType | Text - 35 |  | EXEMPT, NONEXEMPT, UNKNOWN |
| YearsOfService | Integer |  | Not used currently and only informational |
| PremiumCouponType | Text - 35 |  | PREMIUMNOTICE, COUPONBOOK, NONE |
| Active | Boolean |  | Should always be set to TRUE |
| AllowMemberSSO | Boolean |  |  |
| BenefitGroup | Text - 50 |  |  |
| AccountStructure | Text - 50 |  |  |
| ClientCustomData | Text - 50 |  |  |
| SSOIdentifier | Text - 50 |  |  |
| EventDate | Date |  | Date the SPM’s event occurred. Flexible Billing must be enabled. |
| InitialGracePeriodDate | Date |  | Date the SPM’s Initial Grace Period will start.Flexible Billing is enabled or disabled. |
| BillingPeriodSeedDate | Date |  | 1st payroll date for SPMs with a billing frequency of Semi-Monthly, Weekly, or Bi-Weekly. |
| SecondBillingPeriodSeedDate | Date |  | 2nd payroll date for SPMs with a billing frequency of Semi-Monthly. |
| PlanCategory | Text |  | Separate multiple entries with a comma (each individual entry cannot exceed 100 characters). Angle Brackets “< >” are not permitted. |
| Invalid | Boolean |  |  |
| SPMInitialGracePeriodOptionType | Text - 35 |  | Initial grace period option – “CUSTOM” or “CLIENT DEFAULT” or “IGNORE”. Not required, if not specified – “CLIENT DEFAULT” is used by default. Flexible Billing must be disabled. |
| InitialGracePeriodDays | Integer | Required when SPMInitialGracePeriodOptionType is “CUSTOM” | Number of days for the initial grace period that a non-elected SPM will have.Flexible Billing must be disabled. |

**[SPMPLAN]**

The [SPMPLAN] record is for input of SPM Plans.

|  |  |  |  |
| --- | --- | --- | --- |
| Column Name | Data Type | Required | Accepted Values |
| PlanName | Text – 50 |  | The unique Client plan name |
| StartDate | Date |  | The start date that the SPM will begin coverage on this plan |
| EndDate | Date |  | Optional, the end date the SPM will cease coverage on this plan |
| CoverageLevel | Text – 35 |  | EE, EE+SPOUSE, EE+CHILD, EE+CHILDREN, EE+FAMILY, EE+1, EE+2, SPOUSEONLY, SPOUSE+CHILD, CHILDREN, EE+1Child, EE+2Children, EE+3Children, EE+4Children, EE+5orMoreChildren, EE+Spouse+1Child, EE+Spouse+2Children, EE+Spouse+3Children, EE+Spouse+4Children, EE+Spouse+5orMoreChildren, SPOUSE+1CHILD, SPOUSE+2CHILDREN, SPOUSE+3CHILDREN, SPOUSE+4CHILDREN, SPOUSE+5ORMORECHILDREN, EE+DOMESTICPARTNER, EE1UNDER19, EE+SPOUSE1UNDER19, EE+SPOUSE2UNDER19, EE+CHILDREN1UNDER19, EE+CHILDREN2UNDER19, EE+CHILDREN3UNDER19, EE+FAMILY1UNDER19, EE+FAMILY2UNDER19, EE+FAMILY3UNDER19 |
| FirstDayOfCoverage | Date |  | The First Day of Coverage. Unless this is an open enrollment plan, this field should be left blank. If left blank the system will determine the FDOC. |
| LastDayOfCoverage | Date |  | The Last Day of Coverage. Unless this is an open enrollment plan, this field should be left blank. If left blank the system will determine the LDOC. |
| LastDateRatesNotified | Date |  | Always leave blank |
| SendPlanChangeLetterForLegacy | Decimal |  | Set to TRUE to send a Plan Change Letter after this record is entered |
| NumberOfUnits | Decimal |  | Sets the # of units for this plan. Required if plan is units based (e.g. Life). |
| BundleName | Text – 50 |  | Conditionally required for plans that are part of a bundle |

**[SPMDEPENDENT]**

Optional

|  |  |  |  |
| --- | --- | --- | --- |
| Column Name | Data Type | Required | Description |
| SSN | SSN |  | Social Security Number |
| Relationship | Text – 35 |  | SPOUSE, CHILD, DOMESTICPARTNER |
| Salutation | Text – 35 |  | MR, MRS, MS, MISS, DR |
| FirstName | Text – 50 |  |  |
| MiddleInitial | Text – 1 |  |  |
| LastName | Text – 50 |  |  |
| Email | Email |  |  |
| Phone | Phone |  |  |
| Phone2 | Phone |  |  |
| AddressSameAsSPM | Boolean |  | Set to TRUE if the dependent’s address is the same as the SPM’s address |
| Address1 | Text – 50 |  |  |
| Address2 | Text – 50 |  |  |
| City | Text – 50 |  |  |
| StateOrProvince | Text – 50 |  |  |
| PostalCode | Text – 35 |  |  |
| Country | Text – 50 |  | Leave empty if the dependent resides in the USA |
| EnrollmentDate  | Date |  | Original enrollment date of the dependent’s plan - used for HIPAA certificate. |
| Sex | Sex |  | F, M, U (this is required if the dependent is on a sex based plan that sets rates based on the dependent’s sex) |
| DOB | Date | \* | Date of birth (this is required if the dependent is on an age based plan that sets rates based on the dependent’s age) |
| IsQMCSO | Boolean |  | TRUE if the dependent is under a Qualified Medical Child Support Order (QMCSO) |

**[SPMDEPENDENTPLAN]**

If applicable

The [SPMDEPENDENTPLAN] record is for more advanced input of SPM Dependent Plan information such as a Dependent going on or off a plan over time.

|  |  |  |  |
| --- | --- | --- | --- |
| Column Name | Data Type | Required | Description |
| PlanName | Text - 50 |  | The unique Client plan name |
| StartDate | Date |  | The start date of the dependent on the plan. |
| EndDate | Date |  | The end date of the dependent on the plan |
| UsesFirstDayOfCoverage | Boolean |  | Set to TRUE if the dependent’s plan starts on the SPM’s FDOC (First Day of Coverage) |

**[SPMNOTE]**

If applicable

|  |  |  |  |
| --- | --- | --- | --- |
| Column Name | Data Type | Required | Description |
| NoteType | Text – 35 |  | MANUAL, AUTONOTE |
| DateTime | DateTime |  | Date and time of the note |
| NoteText | Text - 2000 |  |  |
| UserName | UserName |  | Always leave blank |

**[SPMSUBSIDYSCHEDULE]**

If applicable

|  |  |  |  |
| --- | --- | --- | --- |
| Column Name | Data Type | Required | Description |
| InsuranceType | Text – 35 |  | MEDICAL, DENTAL, VISION, PHARMACY, FSA, HCRA, EAP, GAP, 401k, LIFE, NULIFE, MSA, PBA, HSA, NUOTHER1, NUOTHER2, GRPLIFE, NUGRPLIFE, VOLLIFE, NUVOLLIFE, CANCER, MERP, DEPLIFE1, DEPLIFE2, DEPLIFE3, NUDEPLIFE1, NUDEPLIFE2, NUDEPLIFE3, MEDSTURIDER1, MEDSTURIDER2, MEDSTURIDER3, LTD, AD&D, CHIROPRACTIC, VEBA, CUSTOMBILLING, LTDNONUNITBASED, LTDUNITBASED, STDNONUNITBASED, STDUNITBASED, CRITICALILLNESS, ACCIDENTNONUNITBASED, ACCIDENTUNITBASED, VOLUNTARYOTHER, UOTHER1, UOTHER2, UOTHER3 |
| SubsidyAmountType | Text – 35 | ? | FLAT or PERCENTAGE is required if RatePeriodSubsidy is False |
| StartDate | Date |  | Start date of the subsidy |
| EndDate | Date |  | End date of the subsidy |
| Amount | Money | ? | Required if RatePeriodSubsidy is False.Amount if FLAT or Percentage if PERCENTAGE of the subsidy. For example, use “50” if it is a 50% subsidy and the SubsidyAmountType is set to PERCENTAGE. |
| RatePeriodSubsidy | Boolean | ? | True = "1", "Y", "YES", "T" or "TRUE"; False="0", "N", "NO", "F" or "FALSE";Blank value. If RatePeriodSubsidy=blank, True or False value will be applied after import by the system according to the existing logic.RatePeriodSubsidy is not allowed to import on Employer Portal. True or False value will be applied after import by the system according to the existing logic. |

**[SPMPLANMEMBERSPECIFICRATE]**

If applicable

The [SPMPLANMEMBERSPECIFICRATE] record is for input of member specific rates that change over time.

|  |  |  |  |
| --- | --- | --- | --- |
| Column Name | Data Type | Required | Description |
| PlanName | Text – 50 |  | Unique Client plan name |
| StartDate | Date |  | The start date of the member specific rate on the plan. This should be set to the FDOC for the plan in the field above. |
| EndDate | Date |  | End date of the member specific rate |
| Rate | Money |  | The amount of the member specific rate |

**[SPMLETTERATTACHMENT]**

If applicable

|  |  |  |  |
| --- | --- | --- | --- |
| Column Name | Data Type | Required | Accepted Values |
| LetterAttachmentName | Text-100 |  | The unique name of letter attachment. |

**[SPMLOOKUP]**

If applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **Column Name** | **Data Type** | **Required** | **Accepted Values** |
| ClientName | Text-100 | x | N/A |
| SSN | SSN | x | N/A |
| BillingStartDate | Date | x | N/A |
| BillingType | Text-35 | x | RETIREE, PREMIUMPAY, CASHPAY, FMLA, LOANREPAYMENT, LEAVEOFABSENCE, LTDPREMIUM, STDPREMIUM, DISABILITYPREMIUM, CUSTOM |
| BillingFrequency | Text-35 | x | MONTHLY, WEEKLY, BIWEEKLY, QUARTERLY, YEARLY, SEMIMONTHLY |

**[MEMBERUSERDEFINEDFIELD]**

If applicable

The [MEMBERUSERDEFINEDFIELD] record type is used to enter User Defined Field Values for Members.

[MEMBERUSERDEFINEDFIELD] must only be used with a corresponding [SPM] for new SPM or [SPMLOOKUP] for existing SPM.

|  |  |  |  |
| --- | --- | --- | --- |
| **Column Name** | **Data Type** | **Required** | **Accepted Values** |
| UserDefinedFieldName | Text - 35 | x | The unique name of the user defined field. |
| UserDefinedFieldValue | Text - 2000 |  | Any provided value, including blank, will be saved. |
| Text - 200 |  | Any provided value, including blank, will be saved. |
| Boolean |  | True = "1", "Y", "YES", "T" or "TRUE"; False="0", "N", "NO", "F" or "FALSE" or blank. |

**Data Types**

The data types used in the various import sections are defined below.

**Note:**  The fields in the import file are all text fields (since the file is CSV format). The following definitions explain the formatting of the text in the corresponding field.

|  |  |
| --- | --- |
| Data Type | Definition |
| Text | Can be any text value up to the number of characters specified. If the text contains a comma, then the entire field should be enclosed in double quotes (“). If you need a double quote to be represented in the text then the double quote (“) must be escaped with a back slash (\”). To get the text - My “Cool” Company – you would represent it like this – My \”Cool\” Company - this escape character works inside other double quotes as well, for example “My “other” Company” would be represented by “My \”other\” Company”. |
| Integer | Can be any number from 0 to 32,767. No punctuation. |
| Date | Entered as MM/DD/YYYY, where MM is the month, DD is the day and YYY is the year. You can use a single digit or two digit leading zero for the month and day. The year should always be entered as 4 digits. |
| DateTime | Entered as MM/DD/YYYY HH:mm AM, where MM is the month, DD is the day and YYYY is the year, HH is the hour, mm is the minute and AM is either AM or PM. You can use a single digit or two digit leading zero for the month, day, hour and minute. The year should always be entered as 4 digits. |
| Boolean | True = "1", "Y", "YES", "T" or "TRUE", False="0", "N", "NO", "F" or "FALSE". |
| Money | Format as number with one period, no commas and always have at least one digit to the left of the period and 2 digits to the right of the period. IE: 12 cents would be entered 0.12 |
| SSN | Format as 9 digits, can also include the dashes. Leading zeros are required if the SSN begins with zeros. |
| Sex | Single character where F = Female, M = Male, U = Undisclosed. |
| Phone | Format as 10 digits. |
| Email | Text – 100, with at least one “@” and at least one “.” after the @. |
| UserName | Text – 50. This field MUST match an existing user in the system, but may be left empty, in which case the UserName of the person doing the Import will be used as the UserName for the record. |
| Decimal | Format as number with one period, no commas and always have at least one digit to the left of the period and up to 4 digits to the right of the period. Example: 0.1234 |

**Sample Import File**

The following text is the contents of a sample file that demonstrates the import of a SPM.

[VERSION],1.2

[SPM],SPMDivision,SPMClient,MR,Bob,T,SPM4,520110004,1,preston.hehr@gmail.com,4025550002,,1234 Some Street,Apt 3,Omaha,NE,68137,,M,1/1/1923,1/1/2009,,RETIREE,MONTHLY,FALSE,TRUE,,CLIENTDEFAULT,FALSE,UNKNOWN,10/1/2009,UNKNOWN,UNKNOWN,,COUPONBOOK,TRUE,,,,,,1/1/2009,,,,CUSTOM,45

[SPMPLAN],SPM1,10/1/2009,,EE+CHILD,10/1/2009,,,T,,,

[SPMDependent],111220004,CHILD,MR,Child1,,SPM1,,,,T,,,,,,,10/1/2009,M,1/1/1999,F,0

[SPMDependentPlan],SMP1,10/1/2009,,T,0

[SPMNote],MANUAL,10/1/2009,"Note test",,