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NY07-39

TO: New York State Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: MyNYSHIP - Option Transfers for 2008 Plan Year

DATE: October 25, 2007

MyNYSHIP Functionality to Include Option Transfers for 2008 Plan Year

Active New York State employees can currently use MyNYSHIP to order Empire Plan ID cards and submit Address Change requests. Beginning with the upcoming Option Transfer Period for the 2008 plan year, active employees will also be able to process Option Transfers online through MyNYSHIP. This is not mandatory; the employee may still submit Option Transfers through their HBA.

This functionality on MyNYSHIP will only be available during the annual Option Transfer period. Mid-year plan changes based on qualifying events will still need to be processed by the HBA.

How will employees be made aware of this option?

Planning for Option Transfer flyers were mailed to enrollee homes beginning September 21, 2007. Included in the flyer is a four-page insert announcing online option transfer through MyNYSHIP. We also shipped a supply of *Planning for Option Transfer* with the MyNYSHIP insert to HBAs.

When can employees submit Option Transfers through MyNYSHIP?

The Option Transfer transaction will be made available on MyNYSHIP as soon as the 2008 rates are approved and loaded in NYBEAS. The employee will have 30 days from the day rates are approved to submit their transaction.

What does an employee have to enter when submitting an Option Transfer through MyNYSHIP?

The employee will be presented with their plan choices based on the following:

- County where they live (generated from home address on NYBEAS)
- County where they work (provided by employee)

They will select their new plan from the list presented. Once the transaction has processed they will receive a confirmation page to print for their records, which includes a summary of the transaction processed and contact information for their new plan.

Does an HMO Enrollment Form need to be submitted?

Effective immediately, active employees will no longer be required to submit an HMO Enrollment Form with their Option Transfer request. This applies to Option Transfers requested both online through MyNYSHIP and requests submitted through the HBA with a PS 404. The employee will choose their primary care physician by communicating directly with their new HMO.

NYBEAS WORKLISTS

The majority of Option Transfers processed through MyNYSHIP will not require action on the part of HBAs in NYBEAS. Two NYBEAS worklists have been created to notify HBAs of Option Transfers processed through MyNYSHIP and the possible action required.

It is important to view the worklists to determine if any Option Transfers have been 'pending' and require action in NYBEAS. The following table describes the criteria for generating these worklists and the possible action required:

Criteria	NYBEAS Impact	Worklist Name	Action Required
Transfers to: <ul style="list-style-type: none"> The Empire Plan; OR HMO serving county where enrollee lives 	Option Transfer processed on NYBEAS automatically / Worklist item generated	Option Transfers - Processed	<ul style="list-style-type: none"> Distribute Plan materials as usual No action required in NYBEAS
Transfers to: <ul style="list-style-type: none"> HMO that serves county where enrollee works but does not serve county where enrollee lives 	Option Transfer not processed / Worklist item generated	Option Transfers - Pending	<ul style="list-style-type: none"> Verify work county and Approve or Disapprove transaction Distribute Plan materials as usual

NYBEAS HRDEV					Home	Wo
Home > PeopleTools > Worklist > Use > Worklist						
Worklist for OPNYSAGY:					View 6	First 1-15 of 15 Last
Detail	Business Process	Activity	Worklist	Count		
1 Detail	Administer Workflow	Send Note	Send Note <Target Roleusers>	28		
2 Detail	Online Corrections	Correction Complete	Correction Complete	848		
3 Detail	Online Corrections	Correction Invalid (HBA)	Correction Invalid	66		
4 Detail	NYBEAS Depend Recert Required	NYBEAS Depend Recert Required	Dependent Rectification <HBA>	218		
5 Detail	NYBEAS Administer Workforce	NYBEAS Hire Notifications	Incomplete Personal Dat <HBA>	1576		
6 Detail	NYBEAS Administer Workforce	NYBEAS Hire Notifications	New Enrollment <HBA>	7127		
7 Detail	NYBEAS Administer Workforce	NYBEAS Job Notifications	Leave Transactions <HBA>	2884		
8 Detail	NYBEAS Administer Workforce	NYBEAS Job Notifications	Return From Leave <HBA>	2407		
9 Detail	NYBEAS Administer Workforce	NYBEAS Job Notifications	Retiree Rehires <HBA>	156		
10 Detail	NYBEAS Administer Workforce	NYBEAS Job Notifications	HBA Sick Leave <HBA>	1665		
11 Detail	NYBEAS Administer Workforce	NYBEAS Job Notifications	Transfers/Rehires <HBA>	1295		
12 Detail	MyNYSHIP Transactions	MyNYSHIP Pending Option Transfer	Option Transfers - Pending <HBA>	2		
13 Detail	MyNYSHIP Transactions	MyNYSHIP Processed Option Transfer	Option Transfers - Processed <HBA>	16		
14 Detail	MyNYSHIP Transactions	MyNYSHIP Address Change	Address Change <HBA>	134		
15 Detail	MyNYSHIP Transactions	MyNYSHIP Enrollment	HBA Enrollment	3		

Option Transfers – Processed

This worklist is simply a notification that an Option Transfer was successfully processed through MyNYSHIP. No action is required on NYBEAS. Selecting an individual worklist item will take you to the **Benefits Tab** under:

Compensate Employees >> Administer NYBEAS Updates >> Inquire >> NYBEAS Update History

Option Transfers – Pending

This worklist contains MyNYSHIP Option Transfers that were ‘pended’ because the enrollee selected an HMO that serves the county where they work but not the county where they live. Selecting an individual worklist item will take you to the following page in NYBEAS:

Compensate Employees >> Administer NYBEAS Updates >> ESS >> Approve Option Transfers

NYBEAS Action Required

The HBA must **verify the Work County** and **Approve or Disapprove** the transaction accordingly.

NYBEAS
HBEAS

Home

Home > [Compensate Employees](#) > [Administer NYBEAS Updates](#) > [ESS](#) > Approve Option Transfers

Approve Option Transfer

Employee Information

SAMPLE, SALLY

EmplID: 999997777 Empl Rcd#: 0

Job Info

Status: A DeptID: 08000 Company: NYS Pay Group: ALB

Option Transfer Info

Work County Selected By Enrollee: BRONX

Plan Type: 10 Medical Current Plan: 001 The Empire Plan

Effective Date: 12/27/2007 New Plan: 290 Empire BCBS HMO (Downstate)

Action: PLN Reason: CHG

Email Address: nyship_enrollee@email.com

Status: P Pending Approved/Disapproved By: On:

Approve Option Transfer

Disapprove Option Transfer

Return to Search

Next in List

Previous in List

Add

Update/Display

Enrollee Notification upon Approval or Disapproval of 'Pended' Option Transfers

If an enrollee's Option Transfer is 'pended' they are given the option of receiving an e-mail upon approval of the transaction. If the enrollee's e-mail is visible on the Approve Option Transfers page in NYBEAS they have chosen to receive an e-mail upon Approval.

Approved Transactions

If the Option Transfer is **Approved** through this panel and processes successfully, **an e-mail is automatically generated to the enrollee.**

Disapproved Transactions

If the Option Transfer is **Disapproved** through this panel, **no e-mail is generated to the enrollee.** The HBA must communicate this to the enrollee directly.

Questions

For additional information on MyNYSHIP please refer to HBA Memo NY07-11. Please contact your processor with any questions.