



## ACA Tracking and Reporting General Information

Version 3.0 - 8/14/2015

Please take time to review this document thoroughly. This document will serve as the Data Specifications Requirements for your project and subsequent changes after agreement could incur additional time and/or cost. Below are rules governing files, formats, and general use of this document.

Please note that file specifications can change due to modifications in Affordable Care Act legislation and/or enhancements or other changes to the ACA Tracking and Reporting Service. If you begin the process of creating these data files prior to the beginning of the service activation project, it is possible that some of the information will have to be modified, removed or added.

### Three Initially Required Files

- Employee Information
- Payroll Details
- Leave of Absence Information
- Employee Offer of Coverage
- Dependent Offer of Coverage (Only needed for self-funded medical plans)

### File Names and Formats

All files should be delivered as CSV files with the noted headers in the top row. The values noted in the "Column Header" column are the column headers that should be provided for the respective files.

File names should begin with the account number provided\_file type name\_date in the format of YYYYMMDD (e.g., 12345\_employee\_20150202.csv).

There should be no additional header or footer rows.

String values should be enclosed in double-quote characters (not Microsoft fancy-quotes), e.g., "John". Saving as a csv file from Excel will add quotation marks on text fields.

Literal double-quotes should be avoided. It is advised to either a) remove them from the data fields or b) change them to single quotes.

**All columns should be included in every file.** If you are not supplying a value for the field, simply include the column but leave the value blank. All columns with Allow Blank = "N" should have a value supplied on every record. If values are not supplied for columns that are marked with Allow Blank = "N", then the import will fail.

Numbers (including currency amounts) should contain no formatting except for a period (.) as a decimal-place indicator, e.g., 123456.78 and NOT \$123,456.78