State Long-Term Care Partnership Insurer Reporting Requirements

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State Long-Term Care Partnership
Insurer Reporting Requirements

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Long Term Care Partnership Reporting Requirements

This document presents reporting requirements for carriers selling long-term care insurance policies certified by a state Insurance Commissioner as qualifying for participation in a State Partnership for Long Term Care. The Long Term Care Partnership was enacted under the Deficit Reduction Act of 2005 (DRA), Public Law 109-171. Section 6021 (a)(1)(A) of the DRA expanded state Long Term Care Partnership Programs to include all states that elect to participate in the program.

The Deficit Reduction Act requires insurers participating in a state Long Term Care Partnership Programs to provide regular reports to the Secretary of the Department of Health and Human Services (HHS). Section 6021 of the Deficit Reduction Act contains the following requirement:

"The issuer of the [Partnership] policy provides regular reports to the Secretary, in accordance with regulations of the Secretary, that include notification regarding when benefits provided under the policy have been paid and the amount of such benefits paid, notification regarding when the policy otherwise terminates, and such other information as the Secretary determines may be appropriate to the administration of such partnerships."

On XXXXXX the Secretary promulgated regulation 45 CFR Part 144 Subchapter B enacting the following reporting requirements.

Basic File Structure

The reporting requirements consist of four distinct file types. The following is an overview of each file and a corresponding set of criteria for determining what data belongs in each file. For all four file types, insurers are required to report on only those insureds, policyholders, and claimants who have active Partnership Qualified (PQ) policies or certificates. These requirements do not apply to insurance policies or certificates that are not Partnership Qualified (PQ).

File 1: Registry File for Individual and Voluntary or Partially Voluntary Group Coverage.

Overview
This file will include data on each Partnership Qualified (PQ) policy or certificate sold under the Long Term Care Partnership Program for which the insurer has information on the individual insured (i.e. name, address, etc.). The file includes both PQ policies sold on either an individual or group basis, as long as individual-level data are available to the insurer.

Criteria for Inclusion
File 1 should include any insured individual who held an active PQ policy or certificate at some point during the reporting period, even if the policy or certificate was subsequently cancelled,

lost PQ status, or otherwise terminated during the reporting period. Therefore, File 1 should also include individuals who were issued coverage for a PQ policy or certificate during the reporting period but who elected to not continue coverage. If the individual elected not to continue coverage before the end of the free-look period (known as "Not Taken Out" or NTO), the insurer should indicate NTO status on the Policy Status field (Field #47) on File 1. Persons in NTO status would then not be included on subsequent File 1 submissions.

File 1 should include all policies or certificates with active coverage during the reporting period regardless of whether they were included in previous File 1 submissions. The insurer should report the most current information about the insured (e.g. address) and about the terms of their coverage. These data will be compared with information provided in previous file submissions to determine if there have been any changes in coverage in the intervening period. However, once a policy or certificate has lapsed, lost PQ status, or been otherwise terminated, it should no longer be reported in the active file. Once again, only those policies or certificates which were active at some point during the designated reporting period need to be included in the File 1 submission.

Also, if an individual covered under a group plan reported on File 3 ports or converts his or her coverage upon leaving the group, and by virtue of that change, the insurer obtains access to information about the individual insured , then that insured individual should then be reported on File 1 and, when relevant (e.g., when the insured is on claim), in File 2.

File 2: Claimant File for Individual and Voluntary or Partially Voluntary Group Coverage.

Overview
This file provides information on claimants originally reported in File 1 who are presently using long-term care benefits under PQ policies, and on their utilization of insurance benefits.

Criteria for Inclusion
File 2 will include information on all PQ policies or certificates for which the insurer paid at least one claim during the reporting period. Thus, persons who may be eligible for insurance benefits but who had no claims paid during the reporting period will not be included. Please note that claimants reported in File 2 will also be reported in File 1, since they will have active PQ policies or certificates in force.

File 3: Registry File for Employer-Paid Coverage Only and Core and Buy-Up Plans.

Overview
This file will include information at the group level for PQ policies sold on a group basis *and where the insurer does not have access to information on the insured individuals.* This file is only to be used in cases where insurers do not have certificate-holder-level information on PQ policies sold on a group basis.

Criteria for Inclusion

File 3 will include information, at the group level, for all active group policies in which at least one policy is known to be a PQ policy and for which the insurer does not have access to information about the specific individuals covered under the group policy. This file was designed specifically for insurers who sell and service group policies to employers offering core and/or core/buy-up coverage and who are unable to identify individual insured level data until such time as that individual goes into claim. This report is only provided if the Core coverage offered by the employer, when offered without a Buy-up Option, is Partnership Qualified, or if the Core and Buy-up Coverage combined represents Partnership Qualified coverage. If an insurer has individual level data on persons covered under group policies, whether or not the employer (group policyholder) contributes to the cost of the PQ policy, then the insurer should include those individuals on File 1, and not submit File 4. Also, if an individual covered under a group plan reported on File 3 ports or converts his or her coverage upon leaving the group, and by virtue of that change, the insurer obtains access to information about the individual insured , then that insured individual should then be reported on File 1 and, when relevant (e.g., when the insured is on claim), in File 2.

File 4: Claimant File for Employer-Paid Core and Buy-Up Plans without Individual Insured Data.

Overview

This file provides information on claimants who initially secured PQ policies through the groups included in File 3. Even if insurers eventually obtain individual-level data on persons included in File 3 (i.e. once they go into claim) these persons will also be reported in File 4, not in File 2. If an insured ported their coverage prior to going to claim (i.e., leaves the group and switches to direct bill), their claim would be reported in File 2 and their basic demographic and other information would be reported in File 1. If the insured remained on the group/core plan prior to going to claim, the claim would be reported in File 4.

Criteria for Inclusion

File 4 includes information on persons who obtained active certificates for PQ policies in group plans covered under File 3 and then later became eligible for long term care benefits as claimants. As in File 2, individuals will only be included on File 4 if a claim has been paid on his or her behalf during the reporting period. While there may be an argument for consolidating Files 2 and 4, a separate file structure was decided upon as a mechanism for maintaining a clear link between claimants who originally obtained PQ coverage on a group basis in File 3, and those who obtained PQ coverage under the inclusion criteria for File 1. Thus, File 2 will represent claimants originally reported in File 1, and File 4 will represent claimants originally reported in File 3, with the exception of individuals who port their coverage if they leave the group and choose to maintain coverage on their own. In that case, their claim data would be reported in File 2.

Reporting Frequency

Insurers are required to submit data for different reporting periods, depending upon file type as outlined below:

File	Period Covered	Submission Deadlines
One	January – June 30 July 1 - December 31	August 1 February 1
Two	January 1 – March 30 April 1 - June 30 July 1 - September 30 October 1 – December 31	May 1 August 1 November 1 February 1
Three	January 1 – December 31	February 1
Four	January 1 – March 30 April 1 - June 30 July 1 - September 30 October 1 – December 31	May 1 August 1 November 1 February 1

General Information/Field Specifications for Files 1 through 4

File Specifications: all files are fixed width
Field Type Key: N = numeric; AN = alphanumeric; A = alpha
Field Formatting Instructions:
Alpha and Alphanumeric Fields:
Includes A - Z (lower or upper case), 0 – 9, spaces, and special characters
Left justified, right blank/space filled
Unrecorded or missing values in character fields are blanks/spaces
Numeric Fields:
All numeric fields should be right-justified and left zero-filled.
Special Notes:
Financial fields should not contain any dollar signs, commas or decimals but may be signed when negative.
Round dollars to the nearest whole dollar as follows, .50 and above round upward; otherwise downward.
Percentage Fields should have decimals.

File 1 - Registry File
For Individual and Voluntary or Partially Voluntary Group Coverage

Field Number	Field Name	Field Type	Field Length	Field Definition	Field Values
1	Company Code	AN	5	Unique company identifier using NAIC company code. If the block of business was purchased from another carrier, the company code of the acquiring company should be provided. The HHS data repository will develop a unique code for self-funded and FLTCIP plans that do not have NAIC codes.	5 Digit NAIC Code or a uniquely assigned company code for self-funded plans and Federal Employees Long Term Care Insurance program (FLTCIP)
2	Report Date	N	8	Date on which the report was submitted to HHS.	Format: MMDDYYYY
3	Reporting Period	N	16	Begin date and end date of reporting period. In general, the reporting period for File 1 will be a six-month period, either January 1 through June 30, or July 1 through December 31.	Format: MMDDYYYYMMDDYYYY
4	Insured's Social Security Number	N	10	Social security number of the person insured under the Partnership Qualified (PQ) policy.	10 digit numeric code (no dashes) 999999999 if not available
5	Policy Number	AN	30	The unique certificate or policy number assigned by the carrier	A/N
6	First Name	A	30	First name of insured	First Name
7	Middle Initial	A	1	Middle initial in name of insured	Middle Initial
8	Last Name	A	40	Last name of insured	Last name; include generational suffixes here i.e., JR SR
9	Date of Birth	N	8	Birth date of insured	Format: MMDDYYYY
10	Gender	A	1	Gender of insured	M = Male F = Female U = Unknown
11	Current Address Line 1	AN	50	Insured's current street address	Street name and number
12	Current Address Line 2	AN	50	Insured's current street address line 2	Additional Address Line
13	Current City of Residence	A	40	Insured's current city of residence	Insured's city of residence during reporting period
14	Current State	A	2	Insured's current state of residence	USPS state code.
15	Current ZIP Code	N	9	Postal zip code of insured's current residence	5-digit numeric code 9-digit numeric code optional (no hyphen for zip+4) If unavailable, assign 999999999
16	Policy Issue State	A	2	State in which the individual or group policy was originally issued.	USPS state code.
17	Certificate Issue State	A	2	For group business, this is the original residence state. The state where the certificateholder lived at the time of original purchase.	USPS state code.
18	Current Annual Premium	N	6	The current annualized premium for the policy/certificate.	Numeric code without commas, decimals or dollar signs. The premium amount may be zero for policies in waiver of premium, in a paid up status or in nonforfeiture status.
19	Partnership Qualified (PQ) Coverage Effective Date	N	8	Indicates date on which the insured's coverage first became effective as a PQ policy under his or her individual policy or group certificate.	Format: MMDDYYYY
20	Policy Exchange to PQ	N	1	Indicates whether the policy is a PQ policy as a result of an exchange from a non-PQ policy, rather than as an original purchase.	1 = Yes 0 = No

21	Policy Benefit Type	A	2	Indicates the major type of benefits allowed under the policy.	CP = Comprehensive NH = Nursing Home Only FC = Facility Care Only (includes NH and ALF) HC = Home Health Care Only OT = Other
22	Coverage Basis	A	1	Indicates whether the policy is a group or an individual policy. For multi-life groups, the value selected should be based on how the policy was filed with the Department of Insurance.	G = Group Policy I = Individual Policy
23	Ported Coverage from Group Policy	N	1	Indicates whether the policy was originally purchased on a group basis and previously reported in File 3.	1 = Yes 0 = No
24	Lifetime Maximum Structure	A	1	Indicates whether the Lifetime Maximum is expressed as a single benefit pool across all covered services (Integrated Lifetime Maximum) or whether there are separate Lifetime Maximums for two or more covered benefits.	S = Single lifetime maximum for all covered services (although there may be inner limits on some benefits provided over and above the lifetime maximum) M = Multiple lifetime maximums by covered service (one or more)
25	Lifetime Maximum Structure Detail	A	2	Indicates whether the policy counts Dollars or Days of benefits used as the Lifetime Maximum.	DL = Dollars (pool(s) of dollars design) DY = Days and not pool of dollars design
26	Lifetime Policy Maximum for Nursing Home Coverage (Dollars)	N	9	Indicates the whole dollar amount of the Policy Lifetime Maximum for Nursing Home Benefits, or indicates an "unlimited" Policy Lifetime Maximum. Nearest whole dollar amount.	Numeric value without commas, decimals or dollar signs. 777777777 = Lifetime/Unlimited 999999999 = Pool maximum expressed in days
27	Lifetime Policy Maximum for Home Health Care (Dollars)	N	9	If policy has multiple pools and pays in dollars, this field indicates the current dollar amount of the Lifetime Policy Maximum for Home Health Care Benefits, or indicates an "unlimited" Lifetime Maximum. Nearest whole dollar amount.	Numeric value without commas, decimals or dollar signs. 777777777 = Lifetime/Unlimited 999999999 = Pool maximum expressed in days 888888888 = Policy/certificate only has one pool
28	Lifetime Policy Maximum for ALF/Other Facility Care (Dollars)	N	9	If policy has multiple pools and pays in dollars, this field indicates the current dollar amount of the Lifetime Policy Maximum for ALF/Other Facility Benefits, or indicates an "unlimited" Lifetime Maximum. Nearest whole dollar amount.	Numeric value without commas, decimals or dollar signs. 777777777 = Lifetime/Unlimited 999999999 = Pool maximum expressed in days 888888888 = Policy/certificate only has one or two pools
29	Lifetime Policy Maximum for Nursing Home Benefits (Days)	N	5	If the policy has multiple pools, with day limits on individual pools, this field indicates the current Lifetime Policy Maximum for number of days of Nursing Home Coverage.	Numeric value without commas or decimals. 77777 = Unlimited 99999 = Pool maximum expressed in dollars
30	Lifetime Policy Maximum for Home Health Care Benefits (Days)	N	5	If the policy has multiple pools, with day limits on individual pools, this field indicates the current lifetime maximum number of Home Health Care days.	Numeric value without commas or decimals. 77777 = Unlimited 99999 = Pool maximum expressed in dollars 88888 = Policy/certificate only has one pool
31	Lifetime Policy Maximum for ALF/Other Facility Care Benefits (Days)	N	5	If the policy has multiple pools, with day limits on individual pools, this field indicates the lifetime maximum number of ALF/Other Facility days covered.	Numeric value without commas or decimals. 77777 = Unlimited 99999 = Pool maximum expressed in dollars 88888 = Policy/certificate only has one or two pools
32	Nursing Home Benefit Amount	N	4	The current daily benefit amount for nursing home coverage. If the benefit is paid as weekly or monthly, the daily amount can be derived. If the policyholder has inflation protection, this field should reflect the current daily benefit amount, as inflated.	Numeric value without commas, decimals or dollar signs. 7777 = Unlimited daily benefit amount 8888 = No Nursing Home Benefit

33	Home Health Care Benefit Amount	N	4	The current daily benefit amount for Home Health Care provision on the policy. If the benefit is paid as weekly or monthly, the daily amount should be derived. If the policyholder has inflation protection, this field should reflect the current daily benefit amount, as inflated.	Numeric value without commas, decimals or dollar signs. 7777 = Unlimited daily benefit amount 8888 = No Home Health Care Benefit
34	Assisted Living Facility (ALF) Benefit Amount	N	4	The current daily benefit amount for Assisted Living Facility/Other Facility Care. If the benefit is paid as weekly or monthly, the daily amount should be derived. If the policyholder has inflation protection, this field should reflect the current daily benefit amount, as inflated.	Numeric value without commas, decimals or dollar signs. 7777 = Unlimited daily benefit amount 8888 = No ALF Benefit
35	Automatic Inflation Protection Type	A	3	Indicates the type of inflation protection provided in the policy.	ABI = Automatic annual compound inflation protection, funded on level issue-age basis ASI = Automatic annual simple inflation protection, funded on level issue-age basis GIP = Graded inflation protection; both benefits and premiums increase by specified amount each year SIP = Step-rated design where nature of inflation protection changes over time or at certain attained ages CPI = General consumer price index LCI = Long Term Care specific consumer price index OTI = Other price index value CDI = Carrier determined index OTH = Other (but not to include Future Purchase Option/Guaranteed Purchase Option/Benefit Increase Offer) NIP = No inflation protection
36	Inflation Protection Increase Amount or Index Value	N	5 (2.2)	This field provides the annual increase percentage of inflation protection provided in the policy (e.g., 2%, 3%, 5%). If the annual increase is tied to an index, as indicated in field # 35, apply the current index value.	If the annual increase is tied to an index, as indicated in field # 35, apply the current index value. Percentage value with two decimal points (e.g., 02.50) 88.88 = If field 35 equals NIP 99.99 = No annual inflation amount
37	Inflation Protection Duration: Attained Age of Insured	N	1	Indicates if automatic inflation protection stops at an attained age of the insured.	1=Yes, inflation protection stops at an attained age 0=No, inflation protection does not stop at an attained age If field 35 = NIP or there is no limit on inflation protection, this field may be zero-filled.
38	Attained Age at Which Inflation Protection Ends	N	3	Indicates attained age of insured when automatic inflation protection ends.	Numeric value in years If field 35 = NIP or there is no limit on inflation protection, this field may be zero-filled.
39	Inflation Protection Duration: Attained Age of Policy/Certificate	N	1	Indicates if automatic inflation protections stops at an attained age of the policy/certificate.	1=Yes, inflation protection stops at an attained age of the Policy/Certificate 0=No, inflation protection does not stop at an attained age of the Policy/Certificate If field 35 = NIP or there is no limit on inflation protection, this field may be zero-filled.
40	Policy/Certificate Age at Which Inflation Protection Ends	N	2	Indicates the attained age of policy/certificate when automatic inflation protection ends.	Numeric value in years If field 35 = NIP or there is no limit on inflation protection, this field may be zero-filled.

41	Inflation Protection Duration Type: Life of Policy/Certificate	N	1	Indicates if automatic inflation projection continues for the entire duration of the policy/certificate.	1=Yes, inflation protection continues for entire duration of the policy/certificate 0=No, inflation protection does not continue for the entire duration of the policy/certificate
42	Inflation Protection Duration Type: When Benefit has Doubled	N	1	Indicates if automatic inflation protection ends when the benefit has doubled.	1=Yes, inflation protection ends when benefit has doubled 0=No, inflation protection does not end when benefit has doubled If field 35 = NIP or there is no limit on inflation protection, this field may be zero-filled.
43	Inflation Protection Duration Type: Other Trigger Type	N	1	Indicates if automatic inflation protection ends by some trigger other than the triggers described in fields 37, 39, or 42.	1=Yes, inflation protection ends by some other trigger 0=No, inflation protection does not end by a trigger If field 35 = NIP or there is no limit on inflation protection, this field may be zero-filled.
44	Future Purchase Option	A	2	Indicates if the insured has elected or automatically has a Future Purchase Option (FPO) as a provision of their policy or certificate and the type of FPO structure.	YA = Annual FPO YV = FPO, but not Annual NO = No FPO
45	Frequency of Future Purchase Option	N	2	Indicates the frequency (in years) with which the FPO offer is made to the insured.	1 = Annual FPO Other numeric value for non-annual FPO offers (e.g. 2 for every 2 years) 0 = No FPO
46	Termination of FPO Option	A	2	Indicates circumstances, if any, under which Future Purchase Option ends	LT = Offers continue for the life of the policy D1 = 1 decline triggers termination of offers D2 = 2 declines trigger termination of offers C2 = Offers end with 2 consecutive declines AG = Offers end at specified age CL = Insured goes into claim OT = Other means of ending the offers NO = No FPO
47	Policy Status at End of Reporting Period	A	1	Indicate the status of the PQ policy at the end date of the current reporting period. Note that values E, V, R, D and O would only be reported if that status was obtained at some point during the current reporting period.	I = Inforce N = Active in non-forfeiture E = Exhausted benefits V = Voluntary Lapse R = Recission D = Death T = Not Taken Out (NTO) O = Other
48	Partnership Status	A	2	Indicates if the policy remains Partnership Qualified at the end of the reporting period. NQ should only be reported once, since persons without PQ policies would be dropped from File 1 in subsequent reporting periods.	PQ=Partnership Qualified NQ=No longer Partnership Qualified

File 2 - Claimant File
For Individual and Voluntary or Partially Voluntary Group Coverage

Field Number	Field Name	Field Type	Field Length	Field Definition	Field Values
1	Company Code	**AN**	5	Unique company identifier using NAIC company code. If the block of business was purchased from another carrier, the company code of the acquiring company should be provided. The HHS data repository will develop a unique code for self-funded and FLTCIP plans that do not have NAIC codes.	5 Digit NAIC Code or a uniquely assigned company code for self-funded plans and Federal Employees Long Term Care Insurance program (FLTCIP)
2	Report Date	N	8	Date on which the report was submitted to HHS.	Format: MMDDYYYY
3	Reporting Period	N	16	Begin date and end date of reporting period. In general, the reporting period for File 2 will be a calendar year quarter (e.g. January 1 to March 31)	Format: MMDDYYYYMMDDYYYY
4	Claimant Social Security Number	N	10	Social security number of insured claimant.	10 digit numeric code (no dashes) 999999999 if not available
5	Policy Number	AN	30	The unique certificate or policy number assigned by the carrier.	Any alphanumeric combination as determined by the carrier.
6	First Name	A	30	First name of insured	First Name
7	Middle Initial	A	1	Middle initial in name of insured	Middle Initial
8	Last Name	A	40	Last name of insured	Last name; include generational suffixes here i.e., JR SR
9	Date of Birth	N	8	Birth date of insured	Format: MMDDYYYY
10	Qualifying Condition	A	1	Indicates whether claimant became eligible for benefits based on ADL deficits, Cognitive Impairment, Both ADL and Cognitive Impairments, or some other benefit trigger.	A = ADL Dependency C = Cognitive Impairment B = ADL and Cognitive Impairment O = Other Benefit Eligibility Trigger(s)
11	Benefit Start Date of the Current Claim Period	N	8	Indicates date on which benefit payments begin for the current claim period. This date should occur after any elimination period has been satisfied.	Format: MMDDYYYY
12	Nursing Home Benefits Paid During Reporting Period	N	9	Indicates the total amount of benefits for nursing home services paid during the current reporting period.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.
13	Home Health Care Benefits Paid During Reporting Period	N	9	Indicates the total amount of benefits paid during the reporting period for home health care and related home health care services.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.
14	Assisted Living/Other Facility Benefits Paid During Reporting Period	N	9	Indicates the total amount of benefits paid during the reporting period for assisted living or other non-nursing home facility care.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.
15	Total Cash Benefits Paid During Reporting Period	N	9	Indicates the total amount of benefits paid during the reporting period for cash benefits.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.
16	Other Benefit Amounts Paid During Reporting Period	N	9	Indicates the total amount of benefits paid during the reporting period for all benefits paid other than nursing home, home and community care, assisted living/other facility care, or cash benefits.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.
17	Total Lifetime Benefits Paid to Date	N	9	Indicates the total amount of benefits paid under the certificate to date as of the end of the reporting period.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.

18	Remaining Lifetime Benefits for all Pools Combined (Dollars)	N	9	Indicates the total amount of benefits remaining under the lifetime maximum (for all pools combined) as of the end of the reporting period.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if no remaining lifetime benefits at end of this reporting period. 777777777 = Unlimited Lifetime Benefits 999999999 = Lifetime benefit expressed in days
19	Remaining Lifetime Nursing Home Benefits (Dollars)	N	9	Indicates the total amount of nursing home benefits remaining for the policy as of the end of the reporting period, if the lifetime maximum for nursing home benefits is expressed in dollars.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 777777777 = Unlimited Lifetime Benefits 999999999 = Lifetime benefit expressed in days
20	Remaining Lifetime Home Health Care Benefits (Dollars)	N	9	Indicates the total amount of home health care benefits remaining for the policy as of the end of the reporting period, if the lifetime maximum for home health care benefits is expressed in dollars.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 777777777 = Unlimited Lifetime Benefits 999999999 = Lifetime maximum expressed in days 888888888 = No second pool
21	Remaining Lifetime ALF/Other Facility Benefits (Dollars)	N	9	Indicates the total amount of ALF/Other Facility Benefits benefits remaining in the policy as of the end of the reporting period, if the lifetime maximum for home health care benefits is expressed in dollars.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 777777777 = Unlimited Lifetime Benefits 999999999 = Lifetime maximum expressed in days 888888888 = No third pool
22	Remaining Lifetime Nursing Home Benefits (Days)	N	5	Indicates the total amount of nursing home benefits remaining for the policy as of the end of the reporting period, if the lifetime maximum for nursing home benefits is expressed in days.	Numeric value (in days). Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 77777 = Unlimited Lifetime Benefits 99999 = Pool maximum expressed in dollars
23	Remaining Lifetime Home Health Care Benefits (Days)	N	5	Indicates the total amount of home health care benefits remaining for the policy as of the end of the reporting period, if the lifetime maximum for home health care benefits is expressed in days.	Numeric value (in days). Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 77777 = Unlimited Lifetime Benefits 99999 = Pool maximum expressed in dollars 88888 = No second pool
24	Remaining Lifetime ALF/Other Facility Care Benefits (Days)	N	5	Indicates the total amount of ALF/Other Facility benefits remaining in the policy as of the end of the reporting period, if the lifetime maximum for ALF/Other Facility benefits is expressed in days.	Numeric value (in days). Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 77777 = Unlimited Lifetime Benefits 99999 = Pool maximum expressed in dollars 88888 = No third pool

File 3 - Registry File
For Employer-Paid Core Only & Core & Buy-Up Plans

Field Number	Field Name	Field Type	Field Length	Field Definition	Field Values
1	Company Code	AN	5	Unique company identifier using NAIC company code. If the block of business was purchased from another carrier, the company code of the acquiring company should be provided. The HHS data repository will develop a unique code for self-funded and FLTCIP plans that do not have NAIC codes.	5 Digit NAIC Code or a uniquely assigned company code for self-funded plans and Federal Employees Long Term Care Insurance program (FLTCIP)
2	Report Date	N	8	Date on which the report was submitted to HHS.	Format: MMDDYYYY
3	Reporting Period	N	16	Begin date and end date of reporting period. In general, the reporting period for File 3 will be a calendar year (e.g. January 1 through December 31)	Format: MMDDYYYYMMDDYYYY
4	Employer Name	A	60	Indicates name of employer. If employer offers more than one plan type (e.g. to different classifications of employees), different plan types will be indicated by Employer Name A, Employer Name B, etc.	Name
5	Employer Type		2	Indicates the type of employer using standard industry codes	Two digit industry code
6	Number of Persons Insured with Core Coverage	N	6	Indicate number of insureds covered under the employers core plan	Numeric value with no commas or decimals
7	Situs State	A	2	Indicate the two-letter USPS code for state in which the group policy is situsued. If an individual policy form is being used, indicate N/A	USPS state code NA = An individual policy form is being used
8	Employer Street Address 1	AN	50	Indicate employer primary address, line 1. This address should be the primary address where the carrier corresponds with the employer regarding the group plan.	Employer street address
9	Employer Street Address 2	AN	50	Indicate employer primary address, line 2. This address should be the primary address where the carrier corresponds with the employer regarding the group plan. Same as above	Employer street address - additional address line
10	Employer City	A	40	Employer address: City	City Name
11	Employer State	A	2	Employer address: State	USPS state code
12	Employer ZIP Code	N	9	Postal zip code of employer's address	5-digit numeric code 9-digit numeric code optional (no hyphen for zip+4) If unavailable, assign 999999999
13	Core Coverage Policy Benefit Type	A	2	Indicates the major type of benefits allowed under the policy.	CP = Comprehensive NH = Nursing Home Only FC = Facility Care Only (includes NH and ALF) HC = Home Health Care Only OT = Other
14	Core Coverage Basis	A	1	Indicates whether the policy is a group or an individual policy. For multi-life groups, the value selected should be based on how the policy was filed with the Department of Insurance.	G = Group Policy I = Individual Policy
15	Average Monthly Premium Amount	N	9	Indicates average monthly premium amount paid by the employer for each insured covered under the core plan	Numeric value (in dollars) rounded to the nearest dollar amount.

16	Core Lifetime Maximum Structure	A	1	Indicates whether the Lifetime Maximum is expressed as a single benefit pool across all covered services (Integrated Lifetime Maximum) or whether there are separate Lifetime Maximums for two or more covered benefits.	S = Single lifetime maximum for all covered services (although there may be inner limits on some benefits provided over and above the lifetime maximum) M = Multiple lifetime maximums by covered service (one or more)
17	Core Lifetime Maximum Structure Detail	A	2	Indicates whether the policy counts Dollars or Days of benefits used as the Lifetime Maximum.	DL = Dollars (pool(s) of dollars design) DY = Days and not pool of dollars design
18	Core Lifetime Policy Maximum for Nursing Home Coverage (Dollars)	N	9	Indicates the whole dollar amount of the Core Policy Lifetime Maximum for Nursing Home Benefits, or indicates an "unlimited" Policy Lifetime Maximum.	Numeric value without commas, decimals or dollar signs. 777777777 = Lifetime/Unlimited 999999999 = Pool maximum expressed in days
19	Core Lifetime Policy Maximum for Home Health Care (Dollars)	N	9	If the policy has multiple pools and pays in dollars, this field indicates the current dollar amount of the Lifetime Policy Maximum for Home Health Care Benefits, or indicates an "unlimited" Lifetime Maximum.	Numeric value without commas, decimals or dollar signs. 777777777 = Lifetime/Unlimited 999999999 = Pool maximum expressed in days 888888888 = Policy/certificate only has one pool
20	Core Lifetime Policy Maximum for ALF/Other Facility Care (Dollars)	N	9	If the policy has multiple pools and pays in dollars, this field indicates the current dollar amount of the Lifetime Policy Maximum for ALF/Other Facility Benefits, or indicates an "unlimited" Lifetime Maximum.	Numeric value without commas, decimals or dollar signs. 777777777 = Lifetime/Unlimited 999999999 = Pool maximum expressed in days 888888888 = Policy/certificate only has one pool
21	Core Lifetime Policy Maximum for Nursing Home Benefits (Days)	N	5	If the policy has multiple pools, with day limits on individual pools, this field indicates the current Lifetime Policy Maximum for number of days of Nursing Home Coverage.	Numeric value without commas or decimals. 77777 = Unlimited 99999 = Pool maximum expressed in dollars
22	Core Lifetime Policy Maximum for Home Health Care Benefits (Days)	N	5	If the policy has multiple pools, with day limits on individual pools, this field indicates the current lifetime maximum number of Home Health Care days.	Numeric value without commas or decimals. 77777 = Unlimited 99999 = Pool maximum expressed in dollars 88888 = Policy/certificate only has one pool
23	Core Lifetime Policy Maximum for ALF/Other Facility Care Benefits (Days)	N	5	If the policy has multiple pools, with day limits on individual pools, this field indicates the lifetime maximum number of ALF/Other Facility days covered.	Numeric value without commas or decimals. 77777 = Unlimited 99999 = Pool maximum expressed in dollars 88888 = Policy/certificate only has one pool
24	Core Nursing Home Benefit Amount	N	4	The current daily benefit amount for nursing home coverage. If the benefit is paid as weekly or monthly, the daily amount should be derived. If the policy has inflation protection, this field should reflect the current daily benefit amount, as inflated.	Numeric value without commas, decimals or dollar signs. 7777 = Unlimited daily benefit amount 8888 = No Core Nursing Home Benefit
25	Core Home Health Care Benefit Amount	N	4	The current daily benefit amount for home health care provision on the policy. If the benefit is paid as weekly or monthly, the daily amount should be derived. If the policy has inflation protection, this field should reflect the current daily benefit amount, as inflated.	Numeric value without commas, decimals or dollar signs. 7777 = Unlimited daily benefit amount 8888 = No Core Home Health Care Benefit
26	Core Assisted Living Facility (ALF) Benefit Amount	N	4	The current daily benefit amount for Assisted Living Facility/Other Facility Care. If the benefit is paid as weekly or monthly, the daily amount should be derived. If the policyholder has inflation protection, this field should reflect the current daily benefit amount, as inflated.	Numeric value without commas, decimals or dollar signs. 7777 = Unlimited daily benefit amount 8888 = No Core ALF Benefit

27	Core Automatic Inflation Protection Type	A	3	Indicates the type of inflation protection provided in the policy.	ABI = Automatic annual compound inflation protection, funded on level issue-age basis ASI = Automatic annual simple inflation protection, funded on level issue-age basis GIP = Graded inflation protection; both benefits and premiums increase by specified amount each year SIP = Step-rated design where nature of inflation protection changes over time or at certain attained ages CPI = General consumer price index LCI = Long Term Care specific consumer price index OTI = Other price index value CDI = Carrier determined index OTH = Other (but not to include Future Purchase Option/Guaranteed Purchase Option/Benefit Increase Offer) NIP = No inflation protection
28	Core Inflation Protection Increase Amount or Index Value	N	5 (2.2)	This field provides the annual increase percentage of inflation protection provided in the policy (e.g., 2%, 3%, 5%). If the annual increase is tied to an index, as indicated in field # 27, apply the current index value.	If the annual increase is tied to an index, as indicated in field # 27, apply the current index value. Percentage value with two decimal points (e.g. 02.50) 99.99 = No annual inflation amount 88.88 = If field 27 equals NIP
29	Core Inflation Protection Duration: Attained Age of Insured	N	1	Indicates if automatic inflation protection stops at an attained age of the insured.	1=Yes, inflation protection stops at an attained age 0=No, inflation protection does not stop at an attained age If field 27 = NIP or there is no limit on inflation protection, this field may be zero-filled.
30	Core Attained Age at Which Inflation Protection Ends	N	3	Attained age of insured when automatic inflation protection ends.	Numeric value in years If field 27 = NIP or there is no limit on inflation protection, this field may be zero-filled.
31	Core Inflation Protection Duration: Attained Age of Policy/Certificate	N	1	Indicates if automatic inflation protections end at an attained age for the policy/certificate.	1=Yes, inflation protection stops at an attained age of the Policy/Certificate 0=No, inflation protection does not stop at an attained age of the Policy/Certificate If field 27 = NIP or there is no limit on inflation protection, this field may be zero-filled.
32	Core Policy/Certificate Age at Which Inflation Protection Ends	N	2	Attained age of policy/certificate when automatic inflation protection ends.	Numeric value in years If field 27 = NIP or there is no limit on inflation protection, this field may be zero-filled.
33	Core Inflation Protection Duration Type: Life of Policy/Certificate	N	1	Indicates if automatic inflation projection continues for the entire duration of the policy/certificate.	1=Yes, inflation protection continues for entire duration of the policy/certificate 0=No, inflation protection does not continue for the entire duration of the policy/certificate
34	Core Inflation Protection Duration Type: When Benefit has Doubled	N	1	Indicates if automatic inflation protection ends when the benefit has doubled.	1 = Yes, inflation protection ends when benefit has doubled 0 = No, inflation protection does not end when benefit has doubled If field 27 = NIP or there is no limit on inflation protection, this field may be zero-filled.

35	Core Inflation Protection Duration Type: Other Trigger Type	N	1	Indicates if automatic inflation protection ends by some trigger other than the triggers described in fields 29, 31, or 34.	1 = Yes, inflation protection ends by some other trigger 0 = No, inflation protection does not end by a trigger If field 27 = NIP or there is no limit on inflation protection, this field may be zero-filled.
36	Partnership Status of Core Coverage	A	2	Indicates if the core coverage provided by the employer-paid group policy is PQ in at least one or more states covered by the policy, or if the core coverage provided under the plan is not PQ in any state.	PQ=Core Coverage is Partnership Qualified NQ = Core Coverage Not Partnership Qualified
37	Buy-Up Option Available	N	1	Indicates whether employees are eligible to purchase additional coverage on their own to supplement the employer-paid portion (core plan)	1 = Yes 0 = No
38	Number of Insureds with Buy-Up PQ Coverage	N	6	Indicates the number of insureds who have elected to "buy-up" to coverage such that they have Partnership-qualified plans	Numeric value with not commas or decimals
39	Group Policy Status at End of Reporting Period	A	1	Indicates if group policy is still in force or if it has terminated since the prior reporting period.	S=Still in Force T=Terminated
40	Active Claim Status	N	1	Indicates whether any claims are being or have been paid on behalf of insureds covered under the employer-paid core plan. If YES, insurer completes and submits File 4 for each insured for whom benefits have been paid.	1 = Yes 0 = No

File 4 - Claimant File
For Employer-Paid Core Only & Core & Buy-Up Plans

Field Number	Field Name	Field Type	Field Length	Field Definition	Field Values
1	Company Code	AN	5	Unique company identifier using NAIC company code. If the block of business was purchased from another carrier, the company code of the acquiring company should be provided. The HHS data repository will develop a unique code for self-funded and FLTCIP plans that do not have NAIC codes.	5 Digit NAIC Code or a uniquely assigned company code for self-funded plans and Federal Employees Long Term Care Insurance program (FLTCIP)
2	Report Date	N	8	Date on which the report was submitted to HHS.	Format: MMDDYYYY
3	Reporting Period	N	16	Begin date and end date of reporting period. In general, the reporting period for File 4 will be a calendar year quarter (e.g. January 1 to March 31)	Format: MMDDYYYYMMDDYYYY
4	Claimant Social Security Number	N	10	Social security number of insured claimant.	10 digit numeric code (no dashes) 999999999 if not available
5	Policy Number	AN	30	The unique certificate or policy number assigned by the carrier.	Any alphanumeric combination as determined by the carrier.
6	First Name	A	30	First name of insured	First Name
7	Middle Initial	A	1	Middle initial in name of insured	Middle Initial
8	Last Name	A	40	Last name of insured	Last name; include generational suffixes here i.e., JR SR
9	Date of Birth	N	8	Birth date of insured	Format: MMDDYYYY
10	Gender	A	1	Gender of insured	M = Male F = Female U = Unknown
11	Current Address Line 1	AN	50	Insured's current street address	Street name and number
12	Current Address Line 2	AN	50	Insured's current street address line 2	Additional Address Line
13	Current City of Residence	A	40	Insured's current city of residence	Insured's city of residence during reporting period
14	Current State	A	2	Insured's current state of residence	USPS state code.
15	Current ZIP Code	N	9	Postal zip code of insured's current residence	5-digit numeric code 9-digit numeric code optional (no hyphen for zip+4) If unavailable, assign 999999999
16	Policy Issue State	A	2	State in which the individual or group policy was originally issued.	USPS state code.
17	Certificate Issue State	A	2	For group business, this is the original residence state. The state in which the certificateholder lived at the time of original purchase.	USPS state code.
18	Current Annual Premium	N	6	The current annualized premium for the policy/certificate.	Numeric code without commas, decimals or dollar signs. The premium amount may be zero for policies in waiver of premium, in a paid up status or in nonforfeiture status.
19	Original Coverage Effective Date as Partnership Qualified (PQ) Policy	N	8	Indicates date on which the insured's coverage first became effective as a PQ policy under his or her individual policy or group certificate. Based on each state's rules for exchanges, this could be a date prior to the date on which the exchange takes place.	Format: MMDDYYYY
20	Policy Exchange to PQ	N	1	Indicate whether the policy is PQ as a result of an exchange from a non-PQ policy, rather than as an original purchase.	1 = Yes 0 = No

21	Policy Benefit Type	A	2	Indicates the major type of benefits covered under the policy.	CP = Comprehensive NH = Nursing Home Only FC = Facility Care Only (includes NH and ALF) HC = Home Health Care Only OT = Other
22	Coverage Basis	A	1	Indicates whether the policy is a group or an individual policy. For multi-life groups, the value selected should be based on how the policy was filed with the Department of Insurance.	G = Group policy I = Individual policy
23	Lifetime Maximum Structure	A	1	Indicates whether the Lifetime Maximum is expressed as a single benefit pool across all covered services (Integrated Lifetime Maximum) or whether there are separate Lifetime Maximums for two or more covered benefits.	S = Single lifetime maximum for all covered services (although there may be inner limits on some benefits provided over and above the lifetime maximum) M = Multiple lifetime maximums by covered service (one or more)
24	Lifetime Maximum Structure Detail	A	2	Indicates whether the policy counts Dollars or Days of benefits used as the Lifetime Maximum.	DL = Dollars (pool(s) of dollars design) DY = Days and not pool of dollars design
25	Lifetime Policy Maximum for Nursing Home Coverage (Dollars)	N	9	Indicates the whole dollar amount of the Policy Lifetime Maximum for Nursing Home Benefits, or indicates an "unlimited" Policy Lifetime Maximum.	Numeric value without commas, decimals or dollar signs. 777777777 = Lifetime/Unlimited 999999999 = Pool maximum expressed in days
26	Lifetime Policy Maximum for Home Health Care (Dollars)	N	9	If policy has multiple pools and pays in dollars, this field indicates the current dollar amount of the Lifetime Policy Maximum for Home Health Care Benefits, or indicates an "unlimited" Lifetime Maximum.	Numeric value without commas, decimals or dollar signs. 777777777 = Lifetime/Unlimited 999999999 = Pool maximum expressed in days 888888888 = Policy/certificate only has one pool
27	Lifetime Policy Maximum for ALF/Other Facility Care (Dollars)	N	9	If policy has multiple pools and pays in dollars, this field indicates the current dollar amount of the Lifetime Policy Maximum for ALF/Other Facility Benefits, or indicates an "unlimited" Lifetime Maximum.	Numeric value without commas, decimals or dollar signs. 777777777 = Lifetime/Unlimited 999999999 = Pool maximum expressed in days 888888888 = Policy/certificate only has one or two pools
28	Lifetime Policy Maximum for Nursing Home Benefits (Days)	N	5	If the policy has multiple pools, with day limits on individual pools, this field indicates the current Lifetime Policy Maximum for number of days of Nursing Home Coverage.	Numeric value without commas or decimals. 77777 = Unlimited 99999 = Pool maximum expressed in dollars
29	Lifetime Policy Maximum for Home Health Care Benefits (Days)	N	5	If the policy has multiple pools, with day limits on individual pools, this field indicates the current lifetime maximum number of Home Health Care days.	Numeric value without commas or decimals. 77777 = Unlimited 99999 = Pool maximum expressed in dollars 88888 = Policy/certificate only has one pool
30	Lifetime Policy Maximum for ALF/Other Facility Care Benefits (Days)	N	5	If the policy has multiple pools, with day limits on individual pools, this field indicates the lifetime maximum number of ALF/Other Facility days covered.	Numeric value without commas or decimals. 77777 = Unlimited 99999 = Pool maximum expressed in dollars 88888 = Policy/certificate only has one or two pools
31	Nursing Home Benefit Amount	N	4	The current daily benefit amount for nursing home coverage. If the benefit is paid as weekly or monthly, the daily amount can be derived. If the policyholder has inflation protection, this field should reflect the current daily benefit amount, as inflated.	Numeric value without commas, decimals or dollar signs. 7777 = Unlimited daily benefit amount 8888 = No Core Nursing Home Benefit
32	Home Health Care Benefit Amount	N	4	The current daily benefit amount for home health care provision on the policy. If the benefit is paid as weekly or monthly, the daily amount should be derived. If the policyholder has inflation protection, this field should reflect the current daily benefit amount, as inflated.	Numeric value without commas, decimals or dollar signs. 7777 = Unlimited daily benefit amount 8888 = No Core Home Health Care Benefit

33	Assisted Living Facility (ALF) Benefit Amount	N	4	The current daily benefit amount for Assisted Living Facility/Other Facility Care. If the benefit is paid as weekly or monthly, the daily amount should be derived. If the policyholder has inflation protection, this field should reflect the current daily benefit amount, as inflated.	Numeric value without commas, decimals or dollar signs. 7777 = Unlimited daily benefit amount 8888 = No Core ALF Benefit
34	Automatic Inflation Protection Type	A	3	Indicates the type of inflation protection provided in the policy.	ABI = Automatic annual compound inflation protection, funded on level issue-age basis ASI = Automatic annual simple inflation protection, funded on level issue-age basis GIP = Graded inflation protection; both benefits and premiums increase by specified amount each year SIP = Step-rated design where nature of inflation protection changes over time or at certain attained ages CPI = General consumer price index LCI = Long Term Care specific consumer price index OTI = Other price index value CDI = Carrier determined index OTH = Other (but not to include Future Purchase Option/Guaranteed Purchase Option/Benefit Increase Offer) NIP = No inflation protection
35	Inflation Protection Increase Amount or Index Value	N	5	This field provides the annual increase percentage of inflation protection provided in the policy (e.g., 2%, 3%, 5%). If the annual increase is tied to an index, as indicated in field #34, apply the current index value.	If the annual increase is tied to an index, as indicated in field # 34, apply the current index value. Percentage value with two decimal points (e.g. 02.50) 99.99 = No annual inflation amount 88.88 = If field 34 equals NIP
36	Inflation Protection Duration: Attained Age of Insured	N	1	Indicates if automatic inflation protection stops at an attained age of the insured.	1=Yes, inflation protection stops at an attained age 0=No, inflation protection does not stop at an attained age If field 34 = NIP or there is no limit on inflation protection, this field may be zero-filled
37	Attained Age at Which Inflation Protection Ends	N	3	Attained age of insured when automatic inflation protection ends.	Numeric value in years If field 34 = NIP or there is no limit on inflation protection, this field may be zero-filled.
38	Inflation Protection Duration: Attained Age of Policy/Certificate	N	1	Indicates if automatic inflation protections end at an attained age for the policy/certificate.	1=Yes, inflation protection stops at an attained age of the Policy/Certificate 0=No, inflation protection does not stop at an attained age of the Policy/Certificate If field 34 = NIP or there is no limit on inflation protection, this field may be zero-filled.
39	Policy/Certificate Age at Which Inflation Protection Ends	N	2	Attained age of policy/certificate when automatic inflation protection ends.	Numeric value in years If field 34 = NIP or there is no limit on inflation protection, this field may be zero-filled.
40	Inflation Protection Duration Type: Life of Policy/Certificate	N	1	Indicates if automatic inflation projection continues for the entire duration of the policy/certificate.	1=Yes, inflation protection continues for entire duration of the policy/certificate 0=No, inflation protection does not continue for the entire duration of the policy/certificate

41	Inflation Protection Duration Type: When Benefit has Doubled	N	1	Indicates if automatic inflation protection ends when the benefit has doubled.	1 = Yes, inflation protection ends when benefit has doubled 0 = No, inflation protection does not end when benefit has doubled If field 34 = NIP or there is no limit on inflation protection, this field may be zero-filled.
42	Inflation Protection Duration Type: Other Trigger Type	N	1	Indicates if automatic inflation protection ends by some trigger other than the triggers described in fields 36, 38, or 41.	1 = Yes, inflation protection ends by some other trigger 0 = No, inflation protection does not end by a trigger If field 34 = NIP or there is no limit on inflation protection, this field may be zero-filled.
43	Future Purchase Option	A	2	Indicates if the insured has elected or automatically has a Future Purchase Option (FPO) as a provision of their policy or certificate and the type of FPO structure.	YA = Annual FPO YV = FPO, but not Annual NO = No FPO
44	Frequency of Future Purchase Option	N	3	Indicates the frequency (in years) with which the FPO offer is made to the insured.	1 = Annual FPO Other numeric value for non-annual FPO offers (e.g. 2 for every 2 years) 0 = No FPO
45	Termination of FPO Option	AN	2	Indicates circumstances, if any, under which Future Purchase Option ends	LT = Offers continue for the life of the policy D1 = 1 decline triggers termination of offers D2 = 2 declines trigger termination of offers C2 = Offers end with 2 consecutive declines AG = Offers end at specified age CL = Insured goes into claim OT = Other means of ending the offers NO = No FPO
46	Policy Status at End of Reporting Period	A	1	Indicate the status of the PQ policy at the end date of the current reporting period. Note that values E, V, R, D and O would only be reported if that status was obtained at some point during the current reporting period.	I = Inforce N = Active in non-forfeiture E = Exhausted benefits V = Voluntary Lapse R = Recission D = Death T = Not Taken Out (NTO) O = Other
47	Partnership Status	A	2	Indicates if the policy remains Partnership Qualified at the end of the reporting period. NQ should only be reported once, since persons without PQ policies would be dropped from File 4 in subsequent reporting periods.	PQ = Partnership Qualified NQ = No longer qualified for Partnership
48	Qualifying Condition	A	1	Indicates whether claimant became eligible for benefits based on ADL deficits, Cognitive Impairment, Both ADL and Cognitive Impairments, or some other benefit trigger.	A = ADL Dependency C = Cognitive Impairment B = ADL and Cognitive Impairment O = Other Benefit Eligibility Trigger(s)
49	Benefit Start Date of the Current Claim Period	N	8	Indicates date on which benefit payments begin for the current claim period. This date should occur after any elimination period has been satisfied.	Format: MMDDYYYY
50	Nursing Home Benefits Paid During Reporting Period	N	9	Indicates the total amount of benefits for nursing home services paid during the current reporting period.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.
51	Home Health Care Benefits Paid During Reporting Period	N	9	Indicates the total amount of benefits paid during the reporting period for home health care and related home health care services.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.

52	Assisted Living/Other Facility Benefits Paid During Reporting Period	N	9	Indicates the total amount of benefits paid during the reporting period for assisted living or other non-nursing home facility care.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.
53	Total Cash Benefits Paid During Reporting Period	N	9	Indicates the total amount of benefits paid during the reporting period for cash benefits.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.
54	Other Benefit Amounts Paid During Reporting Period	N	9	Indicate the total amount of benefits paid during the reporting period for all benefits paid other than nursing home, home and community care, assisted living/other facility care, or cash benefits.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no benefits of this type paid during reporting period.
55	Total Lifetime Benefits Paid to Date	N	9	Indicates the total amount of benefits paid under the certificate to date as of the end of the reporting period.	Numeric value (in dollars) rounded to the nearest dollar amount.
56	Remaining Lifetime Benefits	N	9	Indicates the total amount of benefits remaining under the lifetime maximum as of the end of the reporting period.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if no remaining lifetime benefits at end of this reporting period. 777777777 = Unlimited Lifetime Benefits 999999999 = Lifetime benefit expressed in days
57	Remaining Lifetime Nursing Home Benefits (Dollars)	N	9	Indicates the total amount of nursing home benefits remaining for the policy as of the end of the reporting period, if the lifetime maximum for nursing home benefits is expressed in dollars.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 777777777 = Unlimited Lifetime Benefits 999999999 = Lifetime benefit expressed in days
58	Remaining Lifetime Home Health Care Benefits (Dollars)	N	9	Indicates the total amount of home health care benefits remaining for the policy as of the end of the reporting period, if the lifetime maximum for home health care benefits is expressed in dollars.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 777777777 = Unlimited Lifetime Benefits 999999999 = Lifetime maximum expressed in days 888888888 = No second pool
59	Remaining Lifetime ALF/Other Facility Benefits (Dollars)	N	9	Indicates the total amount of ALF/Other Facility Benefits benefits remaining in the policy as of the end of the reporting period, if the lifetime maximum for home health care benefits is expressed in dollars.	Numeric value (in dollars) rounded to the nearest dollar amount. Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 777777777 = Unlimited Lifetime Benefits 999999999 = Lifetime maximum expressed in days 888888888 = No third pool
60	Remaining Lifetime Nursing Home Benefits (Days)	N	5	Indicates the total amount of nursing home benefits remaining for the policy as of the end of the reporting period, if the lifetime maximum for nursing home benefits is expressed in days.	Numeric value (in days). Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 77777 = Unlimited Lifetime Benefits 99999 = Pool maximum expressed in dollars
61	Remaining Lifetime Home Health Care Benefits (Days)	N	5	Indicates the total amount of home health care benefits remaining for the policy as of the end of the reporting period, if the lifetime maximum for home health care benefits is expressed in days.	Numeric value (in days). Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 77777 = Unlimited Lifetime Benefits 99999 = Pool maximum expressed in dollars 88888 = No second pool

62	Remaining Lifetime ALF/Other Facility Care Benefits (Days)	N	5	Indicates the total amount of ALF/Other Facility benefits remaining in the policy as of the end of the reporting period, if the lifetime maximum for ALF/Other Facility benefits is expressed in days.	Numeric value (in days). Zero-fill if not applicable or no remaining benefits of this type at the end of this reporting period. 77777 = Unlimited Lifetime Benefits 99999 = Pool maximum expressed in dollars 88888 = No third pool

GLOSSARY & DEFINITIONS

Assisted Living Facility (ALF) Benefit Amount
The maximum amount which the policy or certificate will pay for care received in an assisted living facility. If the benefit is paid as weekly or monthly, the daily amount should be derived by whatever convention is most appropriate for the carrier to use. The data should be the current amount on the policy in order to account both for any voluntary increases in coverage the insured has elected or any automatic coverage increases as a result of inflation protection

Assisted Living/Other Facility Benefits Paid During Reporting Period
The total dollar amount of benefits paid during the reporting period for care provided in an Assisted Living Facility or similar Alternate Care Facility other than a nursing home.

Automatic Inflation Protection Type
The type of Inflation Protection used in the policy. This includes automatic inflation protection on a compound, level-funded basis; or a simple increase and level-funded basis; a graded inflation protection feature where both the premium and the benefit amounts increase at a known and pre-set amount each year; step-rated inflation protection; level-funded increases based on the Consumer Price Index; level-funded increases based on the specific long-term care price index; level-funded inflation protection based on some other published index value; level-funded inflation protection based on an increase amount determined by the carrier which could change from year to year based on the changes in actual costs of care. All these types of inflation protection are provided annually and continue on claim (unless other pre-defined limits are reached first as specified below).

Benefit Start Date of Current Claim Period
The date on which benefit payments began during the reporting period.

Buy-up Option Available
Indicates that, in addition to an employer paid core plan, insureds can elect to purchase on their own additional coverage amounts and types, typically subject to some form of underwriting.

Certificate Issue State
The state in which a certificate under a group policy is delivered. This would be either the situs state for the group policy or, in the case of a state that claims extraterritorial jurisdiction over the group policy situs state, it would be the state of residence for the individual certificate-holder.

Chronically Ill
Means that You have been certified by a Licensed Health Care Practitioner as:

being unable to perform, without Substantial Assistance from another person, at least two (2) Activities of Daily Living for a period that is expected to last at least ninety (90) consecutive days due to a loss of functional capacity; or requiring Substantial Supervision to protect Yourself from threats to health and safety due to a Severe Cognitive Impairment.

Claim Status
Indicates whether or not an insured with a Partnership policy is in claim status during the reporting period.

Core Plan
An employer-paid long term care insurance benefit provided typically on a guaranteed issue basis to all eligible actively at work employees as defined by the insurer and/or the employer in the group Policy. Wherever the term Core appears before another term (e.g., Core Nursing Home Daily Benefit Amount) it refers to the term as defined here specifically within the Core Plan)

Company Code
The 5-digit code assigned by the National Association of Insurance Commissioners to each insurance company. For self-funded plans or the Federal Employees' Long Term Care Insurance Program (FLTCIP), a unique 5-digit code will be assigned for use in these Reporting Requirements.

Coverage Basis
Indicates whether the coverage is issued as a group or an individual policy. The coverage basis is determined by how the State Department of Insurance classifies the policy or certificate, not based on the basis by which the policy is marketed. For example, a worksite-based product which uses an individual policy form but is marketed to an employer group is an individual coverage basis.

Current Annual Premium
The amount of annual premium being paid for the coverage, including both the insured's portion and any portion paid by the employer, if applicable. This would reflect the current premium amount such that any voluntary changes in coverage that might have increased or decreased the premium from its original issue amount would be reflected in this figure.

Current Claimant
Refers to an insured who is in active claim status which means that they meet the definition of Chronically Ill and are receiving benefit payments in accordance with the coverage provisions and requirements of the policy or certificate.

Employer Name
The name of the Employer identified as the group Policyholder

Employer Type
The category of the employer as expressed using standard industry codes.

Frequency of Future Purchase Option
Indicates whether the FPO is made on an annual basis, or on a frequency less often than that (e.g., every two or three years).

Future Purchase Option
The type of periodic benefit increase which allows the individual to purchase additional increments of coverage for additional premium amounts based on their attained age at the time they elect the increase. These coverage increases are available at set time periods (annually or otherwise) and are available to the insured who wishes to elect them without requiring evidence of insurability.

Home Health Care Benefit Amount
The maximum amount which the policy or certificate will pay for care received at home (or for home and other community care benefits). If the benefit is paid as weekly or monthly, the daily amount should be derived by whatever convention is most appropriate for the carrier to use. The data should be the current amount on the policy in order to account both for any voluntary increases in coverage the insured has elected or any automatic coverage increases as a result of inflation protection.

Home Health Care Benefits Paid During Reporting Period
The total amount of benefits paid during the reporting period for care at home or in a non-institutional covered care setting (e.g., adult day care) as defined as "home or community-based care" within the policy or certificate.

Inflation Protection Increase Amount or Index Value
The specific percentage increase applied to benefits each year designed to keep pace with inflation, if it is a set amount as previously defined. If the increase is based on an index, the specific increase amount expressed in terms of a percent of the prior year's increase, that is applicable to the current reporting period.

Inflation Protection Duration: Attained Age of Insured
The type of inflation protection that ends when the insured reaches a specified age (e.g., age 80, or others).

Inflation Protection Duration Type: Attained Age of Policy/Certificate
The type of inflation protection that ends when the insured has received annual benefit increases for a pre-defined number of years (e.g., 10 or 20 years).

Inflation Protection Duration: Life of Policy/Certificate
The type of inflation protection that continues through the life of the coverage, and continues even while the insured is in claim status (receiving benefits).

Inflation Protection Duration: When Benefit Has Doubled
The type of inflation protection that continues until the daily benefit amount for nursing home care has doubled from its original value at time of purchase.

Lifetime Policy Maximum for ALF/Other Facility Care Benefits (Days)
If the coverage uses days of benefit received to calculate the policy maximum and has separate pools for the major covered services, this is where the number of days which represents the lifetime maximum paid for assisted living facility care would be specified.

Lifetime Policy Maximum for Home Health Care Benefits (Days)
If the coverage uses days of benefit received to calculate the policy maximum and has separate pools for the major covered services, this is where the number of days which represents the lifetime maximum paid for home health care would be specified.

Lifetime Policy Maximum for Nursing Home Benefits (Days)
If the coverage uses days of benefit received to calculate the policy maximum and has separate pools for the major covered services, this is where the number of days which represents the lifetime maximum paid for nursing home care (or facility care all levels combined) would be specified.

Lifetime Policy Maximum for ALF/Other Facility Care (Dollars)
If the coverage uses a pool of dollars design and has separate pools for the major covered services, this is where the dollar amount which represents the lifetime maximum paid for assisted living facility care would be specified. If the policy combines nursing home and assisted living facility care into a single "facility care lifetime maximum" this entry would be indicated as "not applicable."

Lifetime Policy Maximum for Home Health Care (Dollars)
If the coverage uses a pool of dollars design and has separate pools for the major covered services, this is where the dollar amount which represents the lifetime maximum paid for home health care would be specified.

Lifetime Policy Maximum for Nursing Home Coverage (Dollars)
If the coverage uses a pool of dollars design and has separate pools for the major covered services, this is where the dollar amount which represents the lifetime maximum paid for nursing home care (or facility care all levels combined) would be specified.

Lifetime Maximum Structure (LMS)
Whether there is a single Lifetime Maximum for all services and benefits covered by the policy, or whether there are separate Lifetime Maximums for the major policy benefits such as nursing home care vs. home care. Limits that are specific to smaller benefits like respite care, caregiver training or medical devices and the like are not considered. LMS refers primarily to whether there is a single "pool" for either facility and home care benefits or whether there are separate "pools" for the major benefit categories of nursing home, assisted living, and home and community care. While the prevailing benefit structure today is a single Lifetime Maximum for all covered services, there are some policies being sold today which have separate Lifetime Maximums for these major covered services.

Lifetime Maximum Structure Detail
The basis on which total benefits paid under the policy are determined in terms of either days or dollars. This refers to whether the Policy or Certificate counts days on which benefits have been received or whether it counts dollars of benefits paid out in determining when the coverage's lifetime maximum has been met. While the prevailing policy design today is a "pool of dollars" benefit approach, some policies being sold today still count days on which benefits are paid in determining the policy's lifetime maximum.

Number of Insureds with Buy-Up PQ Coverage
The number of covered lives who have elected to purchase the voluntary buy-up coverage offered by the group plan, in addition to the Core Plan coverage already provided to them.

Number of Persons Insured with Core Coverage
Indicates the number of covered lives enrolled in the core plan coverage offered by the employer.

Nursing Home Benefit Amount
The maximum amount which the policy or certificate will pay for care received in a nursing home. If the benefit is paid as weekly or monthly, the daily amount should be derived by whatever convention is most appropriate for the carrier to use. The data should be the current amount on the policy in order to account both for any voluntary increases in coverage the insured has elected or any automatic coverage increases as a result of inflation protection.

Nursing Home Benefits Paid During Reporting Period
The total amount of benefits paid during the reporting period for care in a nursing home or in a similar covered care institutional setting as defined as "nursing home" or "facility-based" care within the policy or certificate.

Original Coverage Effective Date as Partnership Qualified (PQ) Policy
The date that coverage first became effective under the policy or certificate help by the insured.

Other Benefit Amounts Paid During Reporting Period
The total amount of any other benefits paid during this period (e.g., caregiver training, medical devices, other ancillary benefits and services, etc.).

Partnership Status
Certain types of changes to one's policy or certificate may result in the loss of Partnership-qualified status. These are defined by the rules and regulations adopted by each state for the operation of its Partnership program. This variable simply indicates whether the policy or certificate continues to retain its Partnership qualified status or if a change in coverage of some sort has resulted in the policy no longer being Partnership Qualified.

Policy Benefit Type
Some policies are Comprehensive in that they pay for care in all long term care settings (nursing home, ALF, home care and others). Other policies pay just for facility-based care, and others pay for only care outside a facility. This variable indicates the type of policy with respect to the range of services it covers.

Policy/Certificate Age at which Inflation Protection Ends
The type of inflation protection that ends when the insured has received annual benefit increases for a pre-defined number of years. Value refers to the actual number of years which are specified in the coverage.

Policy Exchange to PQ
Some policies are Partnership-qualified because they were purchased after the effective date of the state's Partnership program and meet all the requirements in that state for being a Partnership policy. Other policies may have been purchased prior to the effective date of that state's Partnership program, but may have been granted Partnership qualified status as the result of being exchanged for a Partnership qualified policy. The exchange may be in the form of an amendment or rider or disclosure statement indicating that the coverage is now Partnership qualified. This variable indicates whether the policy is Partnership qualified as the result of an exchange rather than as a result of an original purchase.

Policy Issue State
The state in which the individual policy is issued. This would also be the state of residence of the insured to whom the individual policy is delivered.

Policy Number
The unique policy or certificate identification number assigned to each insured's coverage.

Policy Status at End of Reporting Period
Indicates whether the policy is still in force, whether the insured is in non-forfeiture benefits or whether the policy has terminated during the reporting period for any number of possible reasons. The policy may no longer be in force because the insured has exhausted all their benefits, because they have died, because they have voluntarily elected to lapse coverage, because coverage has been rescinded, or because the policy was "Not Taken Out (NTO)" as defined above.

Qualifying Condition
The specific conditions for which the individual qualifies as Chronically Ill. This could include dependency in the required number of Activities of Daily Living (ADLs), Cognitive Impairment or both.

Remaining Lifetime Benefits
Under a policy design with a single pool of dollars as the Lifetime Maximum, the total dollar amount of benefits remaining available to the insured in the Lifetime Maximum at the end of the reporting period.

Remaining Lifetime ALF/Other Facility Benefits (Days)
Under a policy design with separate pools of benefits, paying on the basis of days of covered services, the total number of days of care remaining available to the insured in the Assisted Living Facility Benefit Pool.

Remaining Lifetime Home Health Care Benefits (Days)
Under a policy design with separate pools of benefits, paying on the basis of days of covered services, the total number of days of care remaining available to the insured in the Home Health Care Benefit Pool.

Remaining Lifetime Nursing Home Benefits (Days)
Under a policy design with separate pools of benefits, paying on the basis of days of covered services, the total number of days of care remaining available to the insured in the Nursing Home Benefit Pool.

Remaining Lifetime ALF/Other Facility Benefits (Dollars)
Under a policy design with separate pools of benefits, paying on the basis of dollars for covered services, the total dollar amount of care remaining available to the insured in the Assisted Living Facility Benefit Pool.

Remaining Lifetime Home Health Care Benefits (Dollars)
Under a policy design with separate pools of benefits, paying on the basis of dollars for covered services, the total dollar amount of care remaining available to the insured in the Home Health Care Benefit Pool.

Remaining Lifetime Nursing Home Benefits (Dollars)
Under a policy design with separate pools of benefits, paying on the basis of dollars for covered services, the total dollar amount of care remaining available to the insured in the Nursing Home Benefit Pool.

Report Date
The date on which the Registry File is submitted

Reporting Period
The period for which reporting on each file is required. File 1 - The Registry File is filed semi-annually and is required to cover the period January 1 through June 30th and July 1st through December 31st. Both File 2 – The Claimant File and File 4 – The Claimant File for Employer-Paid Core/Buy-up Plans are filed quarterly and is required to cover the period January 1 through March 31st, April 1st through June 30th, July 1st through September 30th and October 1st through December 31st. File 3 – The Registry File for Employer-Paid Core Only & Care and Buy-Up Plans will be reported annually for the reporting period January 1st through December 31st.

Situs State
The state in which the group policy is situsued, as specified on the group policy form.

Termination of FPO Option
Indicates when the FPO offers end. For some policies they may continue for the life of the policy even while the insured is on claim; for others they may end when the individual is on claim or within a specified time period of having received benefits. The FPO offers may end at a defined age or when the insured has declined a certain number of increase offers.

Total Cash Benefits Paid During Reporting Period
The total dollar amount of benefits paid on a cash basis during the reporting period.

Total Lifetime Benefits Paid to Date
Indicates the total amount of benefits paid under the certificate to date as of the end of the reporting period.

To obtain a printed copy of this report, send the full report title and your mailing information to:

U.S. Department of Health and Human Services
Office of Disability, Aging and Long-Term Care Policy
Room 424E, H.H. Humphrey Building
200 Independence Avenue, S.W.
Washington, D.C. 20201
FAX: 202-401-7733
Email: webmaster.DALTCP@hhs.gov

RETURN TO:

Office of Disability, Aging and Long-Term Care Policy (DALTCP) Home
[http://aspe.hhs.gov/_/office_specific/daltcp.cfm]

Assistant Secretary for Planning and Evaluation (ASPE) Home
[http://aspe.hhs.gov]

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