



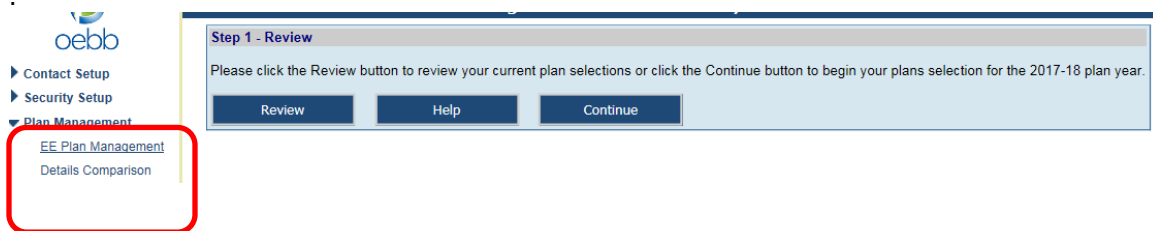
MyOEBB EE Plan Management Guide

EE Plan Management

This MyOEBB feature makes it easier for entity administrators to manage yearly benefit plans. You'll use this page to quickly renew existing plans and rate structures, or make the changes necessary to ensure smooth transition to new plans for the upcoming plan year.

Navigating to EE Plan Management

After logging into MyOEBB, you'll find the OEBB EE Plan Management page under the Plan Management section of the left-side navigation menu:



Step 1: Review Plans

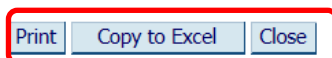
The first step is to click the  button in Step 1.

You'll see a list of all your current plan selections, organized by Member Type and Employment Type.

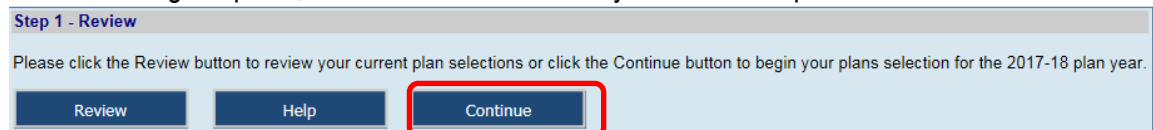
If my entity chooses any Basic Life/AD&D and/or Mandatory Plans (STD, LTD, LTC and EAP) for any employee groups I understand every employee in that group must be enrolled in these plans without exception. I also understand my entity will be invoiced for each Basic Life/AD&D and/or Mandatory Plans (STD, LTD, LTC and EAP) enrollment. Additionally, I understand it is my entities responsibility to charge employees for Employee Paid Plans and the employer to pay for Employer Paid Plans. I have reviewed all of these selections carefully.

If you want to add or remove an ACA group please contact OEBB directly at 1-888-469-6322.

Listed below are your 2017-18 benefit selections. Please review them.

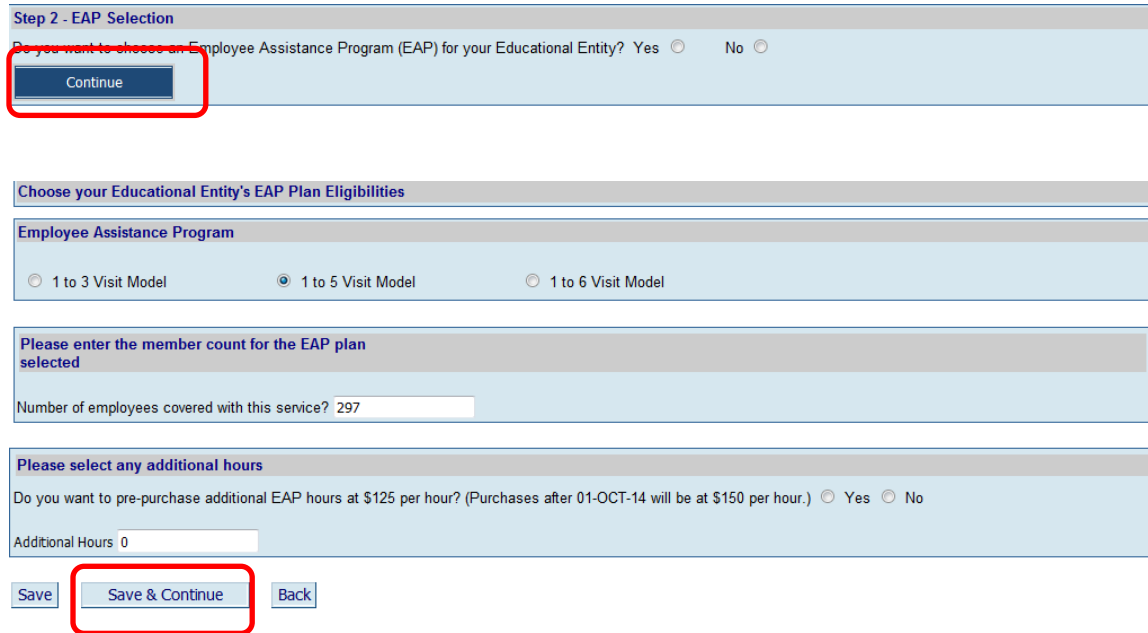


After reviewing the plans, click **Close**. This will take you back to Step 1. Click the **Continue** button.



Step 2: Employee Assistance Program (EAP) Selection

Your entity can choose from three options for your educational entity. Select “**Yes**” and click on **Continue**. If you do not choose to offer EAP, select “**No**”.



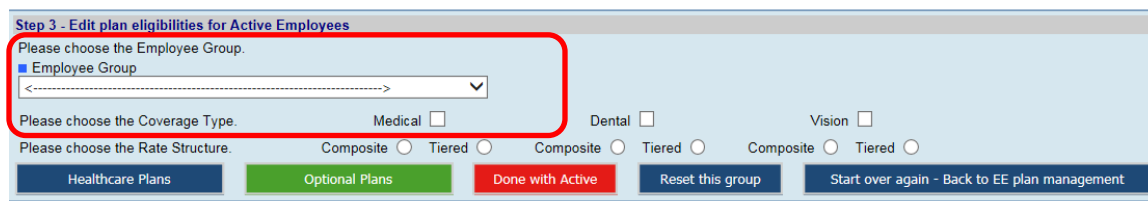
The screenshot shows the 'Step 2 - EAP Selection' form. At the top, there is a question: 'Do you want to choose an Employee Assistance Program (EAP) for your Educational Entity?' with radio buttons for 'Yes' and 'No'. Below this is a 'Continue' button, which is highlighted with a red rectangle. The next section is 'Choose your Educational Entity's EAP Plan Eligibilities'. Under 'Employee Assistance Program', there are three radio button options: '1 to 3 Visit Model', '1 to 5 Visit Model' (which is selected), and '1 to 6 Visit Model'. Below this is a section titled 'Please enter the member count for the EAP plan selected' with a text input field containing '297'. The next section is 'Please select any additional hours' with a question: 'Do you want to pre-purchase additional EAP hours at \$125 per hour? (Purchases after 01-OCT-14 will be at \$150 per hour.)' with radio buttons for 'Yes' and 'No'. Below this is a text input field for 'Additional Hours' containing '0'. At the bottom, there are three buttons: 'Save', 'Save & Continue' (highlighted with a red rectangle), and 'Back'.

Check which plan and then enter the amount of employees your educational entity will be covering with this service. You can choose to cover your entire MyOEGB benefit eligible employees or you can also cover all your non-benefits eligible employees. You can also choose to pre-purchase additional EAP hours for training sessions at your entity.

When you have finished click **Save & Continue**.

Step 3: Plan Eligibilities for Active Full-Time Employees

Start by making new plan eligibility selections for active full-time employees. All current OEGB rules and restrictions will be applied to your selections.



The screenshot shows the 'Step 3 - Edit plan eligibilities for Active Employees' form. At the top, there is a section titled 'Please choose the Employee Group.' with a dropdown menu showing 'Employee Group'. This section is highlighted with a red rectangle. Below this is a section titled 'Please choose the Coverage Type.' with checkboxes for 'Medical', 'Dental', and 'Vision'. Below this is a section titled 'Please choose the Rate Structure.' with radio buttons for 'Composite' and 'Tiered' for each of the three coverage types. At the bottom, there are five buttons: 'Healthcare Plans', 'Optional Plans', 'Done with Active' (highlighted with a red rectangle), 'Reset this group', and 'Start over again - Back to EE plan management'.

Select a Member Type/Employment Type combination for which to make changes. Click any Coverage Types you wish to change. Select any rate structure that will change for this combination. Then click the **Healthcare Plans** button.

(Note: selecting a change to composite rate structure from a tiered rate structure or vice versa will cause an additional screen to appear, making sure you are aware of the change you're making, and that taking this action results in the termination of older plans for the upcoming plan year).

Choose your Entity's Plan Eligibilities for "Non Represented - Salem-Keizer" / "Administrator Licensed-Full Time"

Moda Medical Select Plans will be added in the background

Save Back

Medical

Kaiser Medical Plan 1 HMO - Composite <input checked="" type="checkbox"/>	Kaiser Medical Plan 2 HMO - Composite <input checked="" type="checkbox"/>	Kaiser Medical Plan 3 HMO - Composite <input checked="" type="checkbox"/>	Moda Medical Plan 1 - Composite <input checked="" type="checkbox"/>
Moda Medical Plan 2 - Composite <input checked="" type="checkbox"/>	Moda Medical Plan 3 - Composite <input checked="" type="checkbox"/>	Moda Medical Plan 4 - Composite <input checked="" type="checkbox"/>	Moda Medical Plan 5 - Composite <input checked="" type="checkbox"/>
Moda Medical Plan 6 - Composite <input checked="" type="checkbox"/>	Moda Medical Plan 7 - Composite <input checked="" type="checkbox"/>		

Dental

Delta Dental Exclusive PPO/Ortho - Composite <input checked="" type="checkbox"/>	Delta Dental Premier Plan 1/Ortho - Composite <input checked="" type="checkbox"/>	Delta Dental Premier Plan 5/Ortho - Composite <input checked="" type="checkbox"/>	Delta Dental Premier Plan 6 - Composite <input checked="" type="checkbox"/>
Kaiser Dental/Ortho - Composite <input checked="" type="checkbox"/>	Willamette Dental/Ortho - Composite <input checked="" type="checkbox"/>		

Vision

Kaiser Vision - Composite <input checked="" type="checkbox"/>	Moda Vision Opal - Composite <input checked="" type="checkbox"/>	Moda Vision Pearl - Composite <input checked="" type="checkbox"/>	Moda Vision Quartz - Composite <input type="checkbox"/>
VSP Choice - Composite <input checked="" type="checkbox"/>	VSP Choice Plus - Composite <input checked="" type="checkbox"/>		

Save Back

Your current plans will have a check in the box. Check boxes for any plans you choose to add or uncheck the box to remove. When you have finished, click **Save** at the bottom of the screen. You'll see **Record Saved Successfully!** at the top left of the screen. Click **Back** to return to the EE Plan Management page.

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Step 1 - Review

Please click the Review button to review the Plan Eligibilities for your educational entity.

Review Help

After each selection, you can click the use the **Review Plans/and or Confirm** button to see what changes you've saved thus far. Newly selected plans will appear in **blue type**. Plans that are no longer offered will appear in **red type** on the Review page.

Select optional plans the same way as you did for Medical, Dental or Vision Plans. When you have finished with all plans for this full-time Employment Type/Member Type, click the

Done with Active button and move back to Step 3 before selecting the next Employment Type/Member Type combination.

If you get a bit confused or make some selection mistakes, you can always click the

Reset this group button and to clear the screen and start again.

Even if you have saved changes and moved ahead to other steps, you can click the

Start over again - Back to EE plan management button to revert back to last year's selections. As long as you have not confirmed changes in the Final Step, you can always start over.

Step 4: Retirees, and Part-Time Employees

Making changes to plans and rate structures for retirees and part-time employees is similar to those for full-time, with the added option, with one button click, you can copy the plans from the full-time selections and apply them to respective retiree and part-time plans.

Step 4 - Pick a rate structure for Retirees and Part Time employees

Please choose the Retiree Coverage Type. Medical ☐ Dental ☐ Vision ☐

Please choose the Retiree Rate Structure. Composite ☐ Tiered ☐ Composite ☐ Tiered ☐ Composite ☐ Tiered ☐

Copy to Retiree **Retiree Mandatory Plans** **Done with Retiree**

Do You want to copy the Full Time plans to Part Time? Yes ☐ No ☐

Please choose the Part Time Coverage Type. Medical ☐ Dental ☐ Vision ☐

Please choose the Part Time Rate Structure. Composite ☐ Tiered ☐ Composite ☐ Tiered ☐ Composite ☐ Tiered ☐

Copy to Part Time **PT Mandatory Plans** **Done with Part Time**

Retirees and part-time employees must have the same plans as the full-time active employees, but you do have the option to choose different *rate structures* for retirees and part-time employees. Select the same Coverage Type and same/different Rate Structure boxes as with the full-time selections. Then click **Copy to Retiree**. You will receive a dialog box as shown below confirming your request to copy plans and a confirmation that you plans were copied successfully.

Message from webpage

?

The (Administrator Licensed-Full Time & Non Represented - Eugene) plans will be copied to (Retiree-Administrator & Retiree/Non Represented - Eugene). Do you really want to continue??

OK Cancel

Message from webpage

! Plans Copied

OK

Click the **Done with Retiree** button. Then repeat the same process for part-time employees. Remember you must deliberately select **Optional Plans** for part-time employees, since these may or may not differ from the ones for full-time employees.

If your part-time benefits rate structures differ from the full-time selections, you can select a different rate structure for each, possibly add Optional Plans, and then click the **Done with Part Time** button.

If you do not have Part Time plans then select the “**No**” button to move to the next employment group in Step 3.

Final Step: Confirming Your Plan Year Selections

Once you've made and saved all the changes for all plans, it's time to finalize everything. Remember to use the **Review** button frequently throughout the process to examine the changes to your benefit program as a whole. You can use the **Start over again - Back to EE plan management** button in the full-time member section to revert to last year's plans at any time, even if you've successfully "saved" one or more sets of changes in the interim.

However: once you confirm all selections in the Final Step, you're considered locked in for the plan year. You'll have to call OEGB Administration for a reset of your selections.

Click **Review Plans and/or Confirm** at the bottom of the EE Plan Management page. Then, on the Review page that displays, click **Confirm - no more changes** again. This will finalize your plans for the coming year.

Questions?

If you have any additional questions or concerns, don't hesitate to contact us by phone or email at 1-888-469-6322 or oebb.benefits@state.or.us.