# 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:
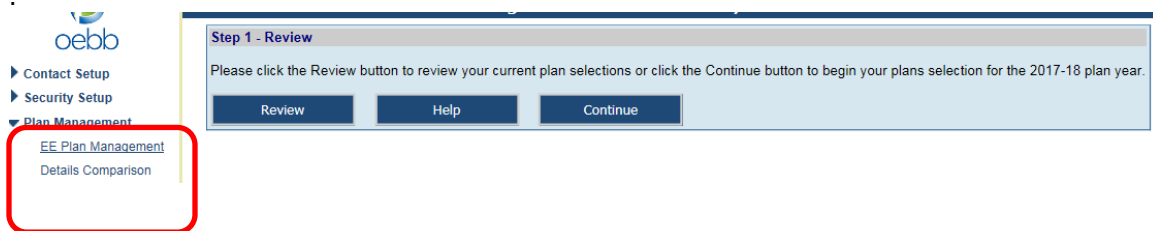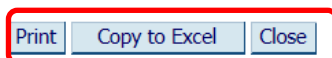

Step 1: Review Plans

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

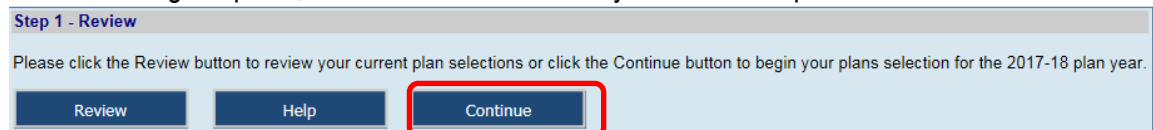You'll see a list of all your current plan selections, organized by Member Type and Employment Type.
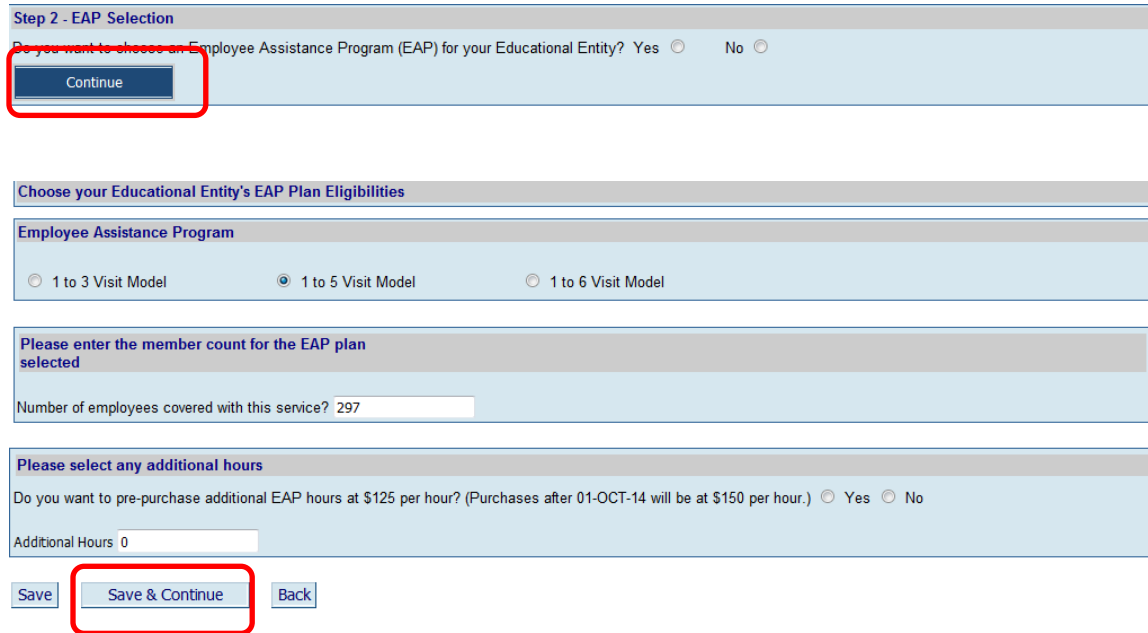

After reviewing the plans, click **Close**. This will take you back to Step 1. Click the **Continue** button.

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".**
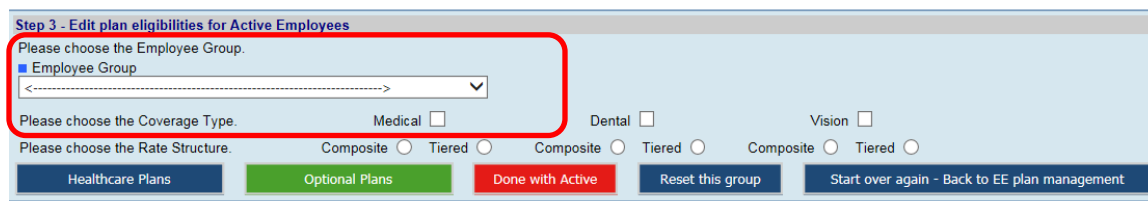
Step 2 - EAP Selection

Do you want to choose an Employee Assistance Program (EAP) for your Educational Entity? Yes ○   No ○

[Continue]

Choose your Educational Entity's EAP Plan Eligibilities

Employee Assistance Program

○ 1 to 3 Visit Model   ● 1 to 5 Visit Model   ○ 1 to 6 Visit Model

Please enter the member count for the EAP plan selected

Number of employees covered with this service? 297

Please select any additional hours

Do you want to pre-purchase additional EAP hours at $125 per hour? (Purchases after 01-OCT-14 will be at $150 per hour.) ○ Yes ○ No

Additional Hours 0

[Save]   [Save & Continue]   [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 MyOEBB 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 OEBB rules and restrictions will be applied to your selections.

Step 3 - Edit plan eligibilities for Active Employees

Please choose the Employee Group.
■ Employee Group
<---> ▽

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

Please choose the Rate Structure.   Composite ○ Tiered ○   Composite ○ Tiered ○   Composite ○ Tiered ○

[Healthcare Plans]   [Optional Plans]   [Done with Active]   [Reset this group]   [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 ☑	Kaiser Medical Plan 2 HMO - Composite ☑	Kaiser Medical Plan 3 HMO - Composite ☑	Moda Medical Plan 1 - Composite ☑
Moda Medical Plan 2 - Composite ☑	Moda Medical Plan 3 - Composite ☑	Moda Medical Plan 4 - Composite ☑	Moda Medical Plan 5 - Composite ☑
Moda Medical Plan 6 - Composite ☑	Moda Medical Plan 7 - Composite ☑		

Dental

Delta Dental Exclusive PPO/Ortho - Composite ☑	Delta Dental Premier Plan 1/Ortho - Composite ☑	Delta Dental Premier Plan 5/Ortho - Composite ☑	Delta Dental Premier Plan 6 - Composite ☑
Kaiser Dental/Ortho - Composite ☑	Willamette Dental/Ortho - Composite ☑		

Vision

Kaiser Vision - Composite ☑	Moda Vision Opal - Composite ☑	Moda Vision Pearl - Composite ☑	Moda Vision Quartz - Composite ☐
VSP Choice - Composite ☑	VSP Choice Plus - Composite ☑		

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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Amity SD 4J - Plan Management for Plan Year '11

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.

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.

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 OEBB 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.
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