

MyOEBB
Educational Entity
Plan Management



OREGON EDUCATORS
OEBB
BENEFIT BOARD



BENEFITS

Educational Entity Plan Management

This MyOEBB feature makes it easier for educational 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 EE Plan Management page under the Plan Management section of the left-side navigation menu:

The screenshot displays the MyOEBB interface. On the left is a navigation menu with categories: Security Setup, Plan Management, Enrollment Management, Document Management, Home Page Alerts, Reports, Payroll Interface, and Report Mart. Under Plan Management, 'EE Plan Management' is highlighted with a red box, and 'Details Comparison' is listed below it. The main content area contains several steps: Step 1 (Review/Help buttons), Step 2 - EAP Selection (Yes/No radio buttons, Continue button), Step 3 - Edit plan eligibilities for Active Employees (Employee Group dropdown, Coverage Type checkboxes for Medical, Dental, Vision, Rate Structure radio buttons for Composite/Tiered, Healthcare Plans, Optional Plans, Done with Active, Reset, Undo buttons), and Step 4 - Pick a rate structure for Retirees, COBRA and Part Time employees (Retiree Coverage Type checkboxes, Retiree Rate Structure radio buttons, Copy to Retiree, Retiree Mandatory Plans, Done with Retiree buttons).

Step 1: Review Plans

Visit the EE Plan Management to review plans from the previous year. The new plan year begins on October 1st so you should have your plans locked in by June 17, 2011.

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.



Plan Eligibilities for Amity SD 4J for Plan Year 2011

If my educational 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 educational entity will be invoiced for each Basic Life/AD&D and/or Mandatory Plans (STD, LTD, LTC and EAP) enrollment.

Listed below are your 2011-12 benefit selections. Please review them. If you would like to make any changes, then close this window and use the EE Plan Management screen to edit plans. You can accept these current 2011-12 plans and apply them to 2011-12 by clicking the Confirm button. Please note, once you click Confirm you will need to call OEBB to make additional plan changes.

Print Copy to Excel Close

You have not chosen an Employee Assistance Program for your Educational Entity.

Retiree/Non Represented - Amity

Retiree-Administrator

- Kaiser HMO Medical Plan 1/RX 1 - Tiered/Retiree
- ODS Medical Plan 3/RX A - Tiered/Retiree
- ODS Medical Plan 5/RX A - Tiered/Retiree
- ODS Medical Plan 7/RX A - Tiered/Retiree
- Kaiser Dental Plan 8 - Tiered/Retiree
- ODS Dental Plan 1 - Tiered/Retiree
- ODS Dental Plan 2 - Tiered/Retiree
- Kaiser Vision Plan 5 - Tiered/Retiree
- ODS Vision Plan 2 - Tiered/Retiree

Non Represented - Amity

Administrator Licensed-Full Time

- Kaiser HMO Medical Plan 1/RX 1 - Composite
- ODS Medical Plan 3/RX A - Composite

You can use the buttons to print the page, copy the contents to an Excel document for further planning, or, when you're finished reviewing, to  the page.

Only do the Final Step – “Confirm” when you are confident with your Plan Year 2011 choices.

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”.

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

Step 2 - EAP Selection

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

Continue

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 MyOEGBB 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. This will also automatically make changes to COBRA plans for formerly active full-time employees. Note: Whenever a medical plan is added or terminated, any pharmacy plans, which are automatically associated with their respective medical plans, will also be added or terminated.

All current OEGBB rules and restrictions will be applied to your selections, so don't worry: you'll see a warning message if you try to save an improper selection.

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).

Click **Continue** to make the change, click **Review** if you need more information on your plan selection process, or click **Back** to return to the Plan Management page.

Different rate structure selected for the following plans for "Non Represented - Salem-Keizer" / "Administrator Licensed-Full Time"

Please click on Review button to look at you current plan selection for Non Represented - Salem-Keizer & Administrator Licensed-Full Time.

[Review](#)

Medical

Your educational entity has chosen Tiered Rate structure for 2011-12 Medical. But, for 2010-11 Composite Rate structure exists for Medical. Continuing and saving the new 2011-12 rate structure will terminate your 2010-11 plans for the upcoming plan year. Also, once a rate structure is changed for a coverage the group will be required to keep the new rate structure for a period of three plan years.

Medical Composite Tiered

Dental

Your educational entity has chosen Tiered Rate structure for 2011-12 Dental. But, for 2010-11 Composite Rate structure exists for Dental. Continuing and saving the new 2011-12 rate structure will terminate your 2010-11 plans for the upcoming plan year. Also, once a rate structure is changed for a coverage the group will be required to keep the new rate structure for a period of three plan years.

Dental Composite Tiered

Vision

Your educational entity has chosen Tiered Rate structure for 2011-12 Vision. But, for 2010-11 Composite Rate structure exists for Vision. Continuing and saving the new 2011-12 rate structure will terminate your 2010-11 plans for the upcoming plan year. Also, once a rate structure is changed for a coverage the group will be required to keep the new rate structure for a period of three plan years.

Vision Composite Tiered

[Continue](#) [Back](#)

Choose your Educational Entity's Plan Eligibilities for "OEA - Amity" / "Licensed-Full Time"

Medical

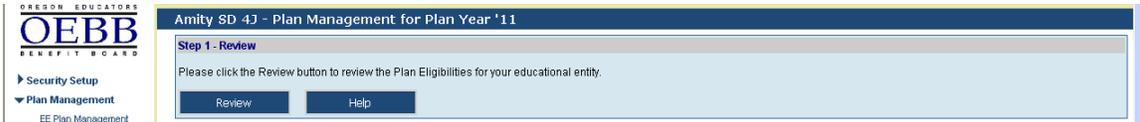
Kaiser HMO Medical Plan 1/RX 1 - Composite <input type="checkbox"/>	Kaiser HMO Medical Plan 1A/RX 1 - Composite <input type="checkbox"/>	ODS Medical Plan 3/RX A - Composite <input type="checkbox"/>	ODS Medical Plan 3/RX B - Composite <input type="checkbox"/>	ODS Medical Plan 3/RX C - Composite <input type="checkbox"/>
ODS Medical Plan 4/RX A - Composite <input type="checkbox"/>	ODS Medical Plan 4/RX B - Composite <input type="checkbox"/>	ODS Medical Plan 4/RX C - Composite <input type="checkbox"/>	ODS Medical Plan 5/RX A - Composite <input type="checkbox"/>	ODS Medical Plan 5/RX B - Composite <input type="checkbox"/>
ODS Medical Plan 5/RX C - Composite <input type="checkbox"/>	ODS Medical Plan 6/RX A - Composite <input type="checkbox"/>	ODS Medical Plan 6/RX B - Composite <input type="checkbox"/>	ODS Medical Plan 6/RX C - Composite <input type="checkbox"/>	ODS Medical Plan 7/RX A - Composite <input type="checkbox"/>
ODS Medical Plan 7/RX B - Composite <input type="checkbox"/>	ODS Medical Plan 7/RX C - Composite <input type="checkbox"/>	ODS Medical Plan 8/RX A - Composite <input type="checkbox"/>	ODS Medical Plan 8/RX B - Composite <input type="checkbox"/>	ODS Medical Plan 8/RX C - Composite <input type="checkbox"/>
ODS Medical Plan 9 - Composite <input type="checkbox"/>	Providence Medical Plan 2/RX 1 - Composite <input type="checkbox"/>	Providence Medical Plan 2A/RX 1 - Composite <input type="checkbox"/>		

Dental

Kaiser Dental Plan 7 - Composite <input type="checkbox"/>	Kaiser Dental Plan 7/Ortho Alt 1 - Composite <input type="checkbox"/>	Kaiser Dental Plan 7/Ortho Alt 2 - Composite <input type="checkbox"/>	Kaiser Dental Plan 8 - Composite <input type="checkbox"/>	Kaiser Dental Plan 8/Ortho Alt 1 - Composite <input type="checkbox"/>
Kaiser Dental Plan 8/Ortho Alt 2 - Composite <input type="checkbox"/>	ODS Dental Plan 1 - Composite <input type="checkbox"/>	ODS Dental Plan 1/Ortho - Composite <input type="checkbox"/>	ODS Dental Plan 2 - Composite <input type="checkbox"/>	ODS Dental Plan 2/Ortho - Composite <input type="checkbox"/>
ODS Dental Plan 3 - Composite <input type="checkbox"/>	ODS Dental Plan 3/Ortho - Composite <input type="checkbox"/>	ODS Dental Plan 4 - Composite <input type="checkbox"/>	ODS Dental Plan 4/Ortho - Composite <input type="checkbox"/>	ODS Dental Plan 5 - Composite <input type="checkbox"/>
ODS Dental Plan 5/Ortho - Composite <input type="checkbox"/>	ODS Dental Plan 6 - Composite <input type="checkbox"/>	ODS Dental Plan 6/Ortho - Composite <input type="checkbox"/>	Willamette Dental Plan 7/Ortho Alt 2 - Composite <input type="checkbox"/>	Willamette Dental Plan 8/Ortho Alt 2 - Composite <input type="checkbox"/>

Check boxes for any currently selected plans will already be checked. To change a plan, uncheck the box for a current plan, and check the box of a new plan to replace it. 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.



After each selection, use the **Review** 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.

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

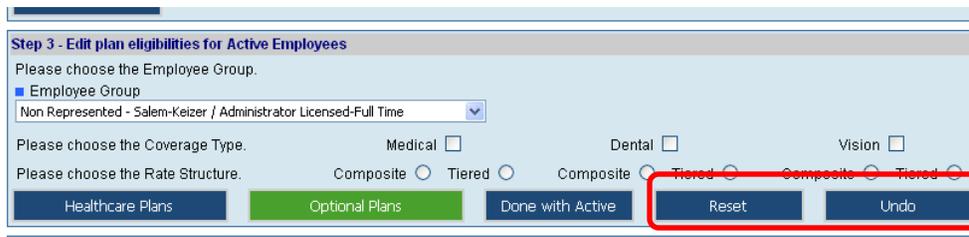


button and to clear the screen and start again.

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



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.



Once you have finished selecting Medical, Dental and Vision for this Member Type/Employment Type, you can select Optional Plans if you have not done so in the previous years. If you have selected Optional Plans for this group in the previous years, you cannot add or delete any Optional

Plans. At this point you can click the  button.

If you have not selected Optional Plans, and wish to do so this year, click the **Optional Plans** button for selecting optional plans for this Member Type/Employment Type. The Plan Selection screen displays with Optional Plans. Optional Plans include, Basic Life, Optional Employee Life, Optional Spouse/Partner Life, Optional Child Life, Basic AD&D, Optional Employee AD&D, Optional Spouse/Partner AD&D, Optional Child AD&D, Employee Long Term Care, Spouse/Partner Long Term Care, Long Term Disability, and Short Term Disability. 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  button and move ahead to Step 3 before selecting the next Employment Type/Member Type combination.

Step 4: Retirees, COBRA 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. COBRA plans and rate structures must match your full-time active employees.

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

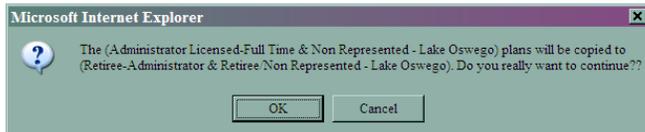
Please choose the Part Time Coverage Type. Medical Dental Vision

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.



Then use the **Review** button at the top of the page to double-check. When you're satisfied with the retiree selections, 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. Optional plans are never automatically associated with a benefits program.

COBRA participants are not eligible for Optional Plans or EAP.

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.

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  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  at the bottom of the EE Plan Management page. Then, on the Review page that displays, click  again. This will finalize your plans for the coming year. You will receive a confirmation page as shown below. Please print out this page, sign it and date it and fax it to OEGB as indicated on the screen.

 Oregon Educators Benefit Board
MyOEGB

Plan Eligibilities for Amity SD 43 for Plan Year 2011

If my educational 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 educational entity will be invoiced for each Basic Life/AD&D and/or Mandatory Plans (STD, LTD, LTC and EAP) enrollment.

The below selection is confirmed for Plan Year '11 and posted for OEGB to approve. If you would like to make changes to the below selection for Plan Year '11, Please contact OEGB at 1 (888) 469-6322.

When you have confirmed your plans selections for Plan Year 2011, please print out this Plan Eligibility form, sign and date the form and fax to OEGB, Attn. Barbara Coffman, fax number (503) 378-5832.

Signature

Date

Questions?

If you have any additional questions or concerns, don't hesitate to contact us, through the MyOEGB website (Help or Contact Us) or by phone or email:

Contact OEGB:

Business Hours: 8:00AM to 5:00PM PST

By E-mail: OEGB.benefits@state.or.us

By Phone: 1-888-4MY-OEGB or 1-888-469-6322