



State of Wisconsin
Department of Employee Trust Funds
Robert J. Conlin
SECRETARY

801 W Badger Road
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

Correspondence Memorandum

Date: May 12, 2017
To: Group Insurance Board
From: Joan Steele, Health Policy Advisor
Office of Strategic Health Policy
Subject: Establish the It's Your Choice Open Enrollment Period

ETF requests the Group Insurance Board (Board) approve October 2 – 27, 2017, as the It's Your Choice (IYC) open enrollment period for 2018.

This proposed four-week timeframe occurs two weeks earlier than the 2016 IYC open enrollment period. The reason for recommending the two-week shift is driven by both potential changes to the health insurance program for 2018, as well as a Department of Employee Trust Funds (ETF) IT project, as explained below.

Rationale

Prior to 2016, the IYC enrollment period annually occurred in October to allow time after open enrollment to set up employee premium contributions before the new plan year began. In 2016, that extra time was no longer needed, due to system efficiencies, and ETF had extra time to develop and carry out IYC communication plans.

However, in advance of the January 2018 rollout of the new Benefits Administration System (BAS), ETF plans to migrate IT systems in December 2017. As a result, ETF recommends setting the IYC enrollment period two weeks earlier to allow sufficient time to process the IYC enrollment changes prior to the system migration. The earlier IYC open enrollment period cuts into IYC communication plans, but ETF is making adjustments to ensure that quality information is provided to members.

Staff will be at the Board meeting to answer any questions.

Reviewed and approved by Lisa Ellinger, Director, Office of Strategic Health Policy

Electronically Signed 5/18/17

Board	Mtg Date	Item #
GIB	5.24.17	3B