Quarter 1 (January - March) ACA HFX Action Items (for Calendar Year Plans)

Your Responsibility as an ACA Administrator or User

Equifax® recommends that administrators and/or users of the ACA product routinely monitor their instance for data currency, data quality, and eligibility review. The following Q1 checklist can provide efficient tracking and ensure a more positive 1094-C and 1095-C reporting season.

In Q1, these are your top priorities (click items 1 through 4 to jump to the specific item):

1. **Review Print and IRS Submissions for Reporting year** and use "Filing Errors" to access/work the SSN Fix list.
2. **Confirm All Plan Manager Details for Current Year are Loaded and Validated** based on the quarter your Plan Year begins.
3. **Data Currency and Quality** for the current calendar year.
4. **Review Compliance Dashboard** for the current calendar year.

Additional Items for Review

	Event	Action
☐	**Review User Manager Access** *(Review Quarterly)*	Review **Settings > User Manager > User Manager** to add, edit, and remove users of this system, as needed. All Super Users listed here are contacted by Support when issues arise.
☐	**Data Currency and Quality** *(Review Monthly; Refer to the Managing Monthly Responsibilities job aid for further instructions)*	Review **File Import > File Uploads** to help ensure expected monthly and annual files for the reporting year have been received. Confirm Source and File alerts (critical and non-critical) have been reviewed and resolved. **File Import Audit** totals should be consistent month over month. *Note:* All Employer files required to complete ACA reporting for the prior tax year are due by **January 5.**

	Event	Action
☐	**Confirm All Plan Manager Details for Current Year are Loaded and Validated** *(Complete Annually, as medical plans renew and data for new plans is reported in files. Does not apply to ACA Starter products.)*	Confirm the Plan Manager(s) (**Settings > Company Settings > Plan Manager**) for the current year have been loaded. Ensure all plans have been accounted for, appropriate monthly costs are present in Line 15, Form 1095 for Lowest Cost Monthly Premium, and no 1Fs are present. **Note:** Current plan year 1095 forms will not generate expected results until the IRS has provided the FPL guidelines for the next calendar year. System code is updated by the end of the calendar-first quarter.
☐	**Review Compliance Dashboard** *(Review Monthly; Refer to the Managing Monthly Responsibilities job aid for further instructions)*	Review the dashboard to confirm compliance for Penalty A and Penalty B. Ensure all FEINs are above 95% for Penalty A. Review and resolve any employees posing risk for Penalty B.
☐	**Review Missing Offers of Coverage Corrections (MOCC) Page for Prior and Current Year** *(Review Monthly; Refer to the Managing Monthly Responsibilities job aide for further instructions)*	Review and modify employees who are posing risk for Penalty A and Penalty B. Impacted employees have been measured ACA eligible for coverage, per ACA, but have not been reported with an Enrollment or Waiver in the source (Benefits) file.
☐	**Confirm Annual Enrollment Has Been Run for Current Stability Period** *(Varies based on Measurement Rules, Annually or As Required; Refer to the Annual Enrollment Report Overview for further instructions; Applies to Advanced/Enterprise ACA products only).*	Complete the Annual Enrollment report (provided as Excel file) for all impacted periods. This helps you ensure more accurate ACA eligibility decisions for current and ongoing reporting, which impacts accurate code combinations in Line 14 and Line 16 of an employee's Form 1095, as well as for Penalty A and Penalty B. **Note:** In the "Decision Type" column on the Excel file, review "Standard Measurements" per employee. If there are no Standard Measurements, Annual Enrollment was likely not completed. If assistance is required, contact Support.

	Event	Action
☐	**Verify FEINs and Control Groups for Reporting and Current Year** *(Review Quarterly)*	Review **FEIN Settings** in **Settings > Company Settings > Company Information** to help ensure all FEINs are accounted for and configured with accurate reporting status, contact, and control group information. Add additional Applicable Large Employer(s) (ALE) under **Add ALEM** for FEINs that are not reported via the source files in the existing platform to help ensure accurate reporting in Part IV of Form 1094.
☐	**Union Mappings** *(Review Annually)*	Review **Settings > Company Settings > Census Mapping > Union Code Mapping** to confirm Union Code Mappings are correct for the current Tax Year, with appropriate **Multi-Employer Unions** indicated. Contact Support to regenerate forms if any changes are made.
☐	**Review Print and IRS Submissions for Reporting Year**	Review **Submissions** to help ensure your Submission Approvals are completed for 1095s and 1094s including both Federal and State. Review Pending and Submitted Batches, *ALL print batches should indicate Print vendor Verified or Do not Print.* ALL IRS submissions should have Accepted or Accepted with Errors. ALL state batches should show Accepted in State Results. There should be NO Pending Batches by End of Quarter.
☐	**Review Form Alerts for Reporting and Current Year** *(Review Monthly)*	Review **File Import > Form Alerts** to confirm issues impacting a Form 1095 from successfully being printed/mailed to employees have been resolved. These include, but are not limited to, invalid Line 14 and Line 16 code combinations, duplicate or invalid SSNs, and inaccurate address information.

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☐	**Confirm Employee Portal is Active** *(If Applicable, Review Annually)*	If you have opted to offer Employee Portal (electronic delivery of Forms 1095) to employees, confirm all settings are as expected. Confirm the URL is active and functioning. Contact Support if logo or color schematics require updates. Notify employees that they must consent to electronic delivery of their forms by **December 31 of the reporting year** to receive an electronic copy of their Form 1095, versus a mailed copy.
☐	**Reach out to Support Regarding Any Upcoming Changes to Your Population and/or Files** *(Review monthly)*	Keep your Product Success Manager (PSM), Account Executive (AE), or HFX Product Support notified on any current or upcoming population changes (i.e., acquisition) or changes to any files. This may sometimes involve change orders or minor updates to your instance.
☐	**Register for Connections**	Connections provides Live and On-Demand training to help optimize your understanding of the Health e(fx) ACA solution. Register to review and complete tutorials specific to better understanding the ACA and Health e(fx) platform.

Need Additional Support?

If you have any questions regarding completion of any or all of these action items, please do not hesitate to contact us at support@healthefx.us or 888.963.9174.

More Training Available!

Check out additional training resources available on our site, Connections.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.