Checklist for Data Suppliers Submitting EMPAQ® Aggregate Data

For the 2009 program year

- **Collect EMPAQ® Materials.** Find helpful materials on the EMPAQ® website at www.empaq.org including this checklist, EMPAQ® Data Dictionary, NAICS Guide, EMPAQ® aggregate data submission spreadsheets (2010 version), and charts summarizing changes from last year to this year. For support, contact the EMPAQ® Helpdesk at empaq@businessgrouphealth.org.
- **Gather Important Data.** First determine the method of data submission: aggregate form or claims level detail or a combination of both. Pull together the information sources/inputs needed for each program by type of submission. Use the chart below as a guide.
- **Coordinate Your Submission.** Enlist your colleagues, clients, account teams, underwriters, programmers, etc. to assist in the process. Provide them with pages from the EMPAQ® Data Dictionary and copies of the aggregate data submission spreadsheets.
- **Submit Demographic Information.** Remember to complete the Demographics section and submit plan headcount and plan design data to ensure that the full scope of benchmarking reports will be produced for your clients.
- **Remember Key Dates.** Submit data through the EMPAQ® website from May 10 – July 1, 2010. Visit www.empaq.org.

Helpful Resources for Aggregate Data Collection

EMPAQ® Programs	Client	Eligibility System	Data Warehouse	Account Team	Underwriting Team	Claims System
Demographic Information	✓	✓	✓		✓	
Short-Term Disability (STD)			✓			✓
Workers' Compensation (WC)			✓			✓
Long-Term Disability (LTD)			✓			✓
Family Medical Leave (FMLA)	✓	✓	✓			✓
Group Health (GH)			✓			✓
Incidental and Total Absence	✓	✓	✓			✓
Employee Assistance Programs (EAP)	✓		✓			✓
Health Management Programs (HM)	✓		✓			✓
Headcounts for Each Program	✓	✓	✓	✓	✓	
Plan Design Elements: STD, LTD & GH	✓			✓	✓	