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Major General Lee E. Tafanelli
The Adjutant General and Director of
Emergency Management & Homeland Security

Sam Brownback, Governor

TO: Kansas Adjutant General's Department State Employees
FROM: Stephanie Burdett, State Human Resources Director
DATE: September 3, 2013
SUBJECT: Open Enrollment Procedures for State Employee Health Plan, Flexible Spending Accounts, and HealthyKIDS

Open Enrollment for active state employees is scheduled for October 1 through October 31, 2013 for the State of Kansas Employee Health Plan (SEHP), Flexible Spending Accounts (FSA), and HealthyKIDS for Plan Year 2014 (PY 2014). The following information applies for this Open Enrollment period.

SEHP WEBSITE—STARTING OCTOBER 1, 2013

Beginning October 1, 2013 to view all health plan information and other benefits offered under the SEHP go to:

www.kdheks.gov/hcf/sehp/default.htm

All 2014 materials and vendor information will be located at:

www.kdheks.gov/hcf/sehp/PY2014Info.htm

Remember to read the SEHP Employee guidebook prior to open enrollment at:

www.kdheks.gov/hcf/sehp/download/Active-EEGuide.pdf

OPEN ENROLLMENT ON THE INTERNET (WEB)

For all active employees, the only way to enroll in and make any changes to health benefits for PY 2014 is through the Internet, using the Employee Self Service Center.

In preparation for this year's open enrollment, please remember to access their Employee Self Service Center account now to verify whether your password is active so that you can complete their 2014 benefit plan elections on line. If you have trouble accessing the Employee Self Service account, please contact the HELP DESK at:

TOPEKA AREA—785-296-1900

TOLL FREE — 1-866-999-3001

The link to the Open Enrollment web portal is:

www.kansas.gov/employee

An employee will need to go to the Open Enrollment website to:

1. Review their current SEHP enrollment elections
2. Make health plan coverage changes including adding or dropping their own coverage, adding or dropping dependents, electing voluntary vision coverage, or changing pretax payment status.
3. Participate or renew participation in a Flexible Spending Account for PY 2014
4. Apply for HealthyKIDS program [**Employees can only apply on line**]

Please remember to print the changes that you made on line for your records. Benefit confirmation statements will be available for employees to view online by mid-December, 2013.

HEALTH PLAN OPTIONS

Medical

What's Changing in PY 2014?

★ Plans A and B Only

- Urgent Care facility visits—office charge will be subject to a \$50 co-pay. Additional testing, sutures, other services will be subject to deductible and co-insurance
- Deductible, co-pays and co-insurance apply to the Out of Pocket maximum (see Plan Comparison chart)
- Annual co-insurance and co-pay maximum has increased (see Plan Comparison chart)
- ★ Plans A, B and C
 - Removal of dollar limit on durable medical equipment
 - Preventative Care Adjustments
 - ② Well Woman Care
 - Add coverage for OTC contraceptives, if prescribed
 - Add coverage for BRCA gene testing for breast cancer
 - Add HIV testing for sexually active women
 - ② Polyp removal during colonoscopy is now included
 - ② Coverage for aspirin prescribed to reduce heart attacks
- ★ Prescription Drug Coverage Plans A, B
 - Non-preferred drugs will be counted toward meeting the co-insurance maximums in PY 2014.
 - Co-insurance maximums will be as follows:
 - ② Individual will be increased to \$2,750
 - ② Family will be set at \$5,500
- ★ Autism Spectrum Disorder coverage is now a permanent benefits. Coverage details are in the benefit description
- ★ Coverage for Bariatric Service for qualified patients. Coverage details are in the benefit description.

Plan C High Deductible Health Plan (HDHP) with Health Savings Account (HSA)

- ★ New HSA maximum contribution levels (including employer contribution)
 - Single Coverage - \$3,300
 - Family Coverage - \$6,550
- ★ HSA annual employer contributions for active employees will remain at \$1,500 for those with single coverage and \$2,250 for those with family coverage. However, the HSA employer contribution will be deposited in **two installments** for PY 2014. The first HSA employer contribution will be on the second pay date in January 2014 for current benefits eligible employees who select Plan C for PY 2014. The second HSA employer contribution will be on the first pay date in July of 2014. Reminder: there are no HSA employer contributions for Direct Bill members.
- ★ The State's HSA employer contributions will be pro-rated for new enrollments during the Plan Year.
- ★ Reminders: Deductibles accumulate separately and after deductibles are met, all eligible claims including prescription drugs are paid at 100%. State Employees: Current Health Care FSA participants who elect Plan C for PY 2014 must spend down their current FSA funds by December 31, 2013:
 - Health Care FSAs must be at a zero balance by December 31, 2013 in order to contribute to an HSA in January 2014.
 - If there is a balance after December 31, 2013, an employee will not be able to make or receive contributions to their HSA until the first of the month following the March 15th grace period deadline. A prorated employer contribution would then be made in addition to the employee's semi-monthly contribution.
- ★ HSA Bank: In PY 2014, US Bank continues to administer all HSA accounts for all three Medical carriers.

HealthQuest Rewards Premium Incentive Program

- ★ HealthQuest Rewards premium incentive program is available to Active State employees who are enrolled in the SEHP
- ★ HealthQuest Rewards earning period is from 8/1/13 through 7/31/14
- ★ The premium incentive earned during this time period is effective for PY 2015
- ★ Employees have an opportunity to earn credits by participating in wellness activities offered through HealthQuest
- ★ Employees who complete a health assessment questionnaire (worth 10 credits) and earn an additional 20 credits for a total of 30 credits by July 31, 2014 are eligible for a \$480 premium incentive discount on their 2015 health plan premiums.
- ★ **Reminder:** Completion of the Health Assessment Questionnaire is required to earn the HealthQuest premium incentive discount. To learn more, refer to the 2014 "Choose your Health Benefits" booklet and Health Plan Comparison chart and go to the HealthQuest website - www.kdheks.gov/hcf/healthquest/rewards.html

EMPLOYEE MEETINGS

JFHQ – Topeka will conduct an Open Enrollment meeting on Wednesday, October 16th at 1:00 pm in Room 116 in Nickel Armory.

All other Locations: A final list of Open Enrollment meetings facilitated by the SEHP staff and individual health plan vendor representatives is

attached. The list can also be found on the SEHP website at: www.kdheks.gov/hcf/sehp/active/OEMtgsPY2014.htm

The list shows all meetings that are open to any State of Kansas employee. We encourage employees to find an open meeting and attend it. Also, agencies that are hosting meetings are encouraged to notify and extend an invitation to smaller agencies in their area so their employees can attend these meetings. However, employees from the smaller agencies should not attend the host agency meetings unless they are invited or they have first checked with the host agency to make sure that space is available. Agencies that are scheduling their own Open Enrollment meetings without SEHP staff may not have health plan vendor representatives at their meetings. Health plan vendor representatives may only attend if SEHP staff is also in attendance.

COBRA OPEN ENROLLMENT

- * The COBRA Open Enrollment period is October 1 through October 31, 2013. COBRA participants will receive their open enrollment information after September 16, 2013 from the State of Kansas' COBRA administrator, COBRAGuard. COBRA participants will have the access to the same health plan choices as Active participants.
- * **On line Open Enrollment:** COBRA participants will need to make their open enrollment elections via the Kansas employee eligibility portal. Please see the website link below. Their on line open enrollment must be completed no later than **October 31, 2013**.
- * If a COBRA participant elects to add dependents to their coverage for PY 2014, appropriate dependent documentation must be received by COBRAGuard, Inc. no later than **5:00 PM, Friday, November 8, 2013**. **The appropriate dependent documentation should be mailed to:**

CobraGuard, Inc.
SEHP 2014 Open Enrollment
P.O. Box 504216
St. Louis, MO 63150-4216

If dependent documentation is not received by this deadline, dependents will **not** be added to the COBRA participant's SEHP coverage for 2014.

- * The Kansas employee eligibility portal listed below can be accessed starting October 1, 2013:
www.hrissuite.com

Plan Year 2014 State Open Enrollment Meetings - Open to any State Employee

DAY	DATE	TIME(S)	CITY	ADDRESS	ROOM	FACILITY/AGENCY
Tuesday	09/24/13	9:30 AM	Colby	285 East 5th Street	Little Theatre Room Colby Community Building	KDOT
Tuesday	09/24/13	10:00 AM	Ellsworth	1/4 mile W of K156 & K140 intersection	Conference Room American Legion Hall	KDOT
Tuesday	09/24/13	9:30 AM	Wichita	230 E. William	Room 3080 Finney State Office Building	Children & Family Svcs.
Tuesday	09/24/13	1:00 PM	Wichita	230 E. William	Room 3080 Finney State Office Building	Children & Family Svcs.
Tuesday	09/24/13	3:00 PM	Wichita	230 E. William	Room 3080 Finney State Office Building	KCC
Wednesday	09/25/13	9:00 AM	Clay Center	902 5th St.	Clay Center Baptist Church	KDOT
Wednesday	09/25/13	10:30 AM	Hays	600 Park St.	Fort Hays Ball Room Memorial Union	Fort Hays State University
Wednesday	09/25/13	1:30 PM	Hays	600 Park St.	Fort Hays Ball Room Memorial Union	Fort Hays State University
Wednesday	09/25/13	1:30 PM	Mankato	102 N Commercial St	Farmway Credit Union	KDOT
Thursday	09/26/13	1:30 PM	Marion	309 S. 3rd St.	Marion Senior Citizen Center	KDOT
Thursday	09/26/13	9:30 AM	Norton	Highway 36 - 4.5 miles east of Norton	Conference Room	Norton Correctional Facility
Thursday	09/26/13	9:00 AM	Salina	1006 N. Third	KDOT District Office	KDOT
Thursday	09/26/13	9:00 AM	Wichita	1845 Fairmount Street	Marcus Welcome Center	Wichita State University
Thursday	09/26/13	1:00 PM	Wichita	1010 N. Kansas	Roberts Amphitheater	KUMC-Wichita
Friday	09/27/13	9:00 AM	El Dorado	1737 SE Highway 54	El Dorado Correctional Facility	El Dorado Correctional Facility
Friday	09/27/13	2:30 PM	El Dorado	1737 SE Highway 54	El Dorado Correctional Facility	El Dorado Correctional Facility
Monday	09/30/13	10:30 AM	Online	900 SW Jackson	DETAILS WILL BE GIVEN Wednesday, September 25th	All Agency
Monday	09/30/13	1:30 PM	Online	900 SW Jackson	DETAILS WILL BE GIVEN Wednesday, September 25th	All Agency
Monday	09/30/13	1:30 PM	Topeka	900 SW Jackson St.	Room 509 Landon State Office Building	All of LSOB
Tuesday	10/01/13	9:00 AM	Larned	1301 KS Hwy 264	Chapel	Larned State Hospital
Tuesday	10/01/13	2:00 PM	Larned	1301 KS Hwy 264	Chapel	Larned State Hospital
Tuesday	10/01/13	10:00 AM	Lawrence	1901 Delaware	Conference Rooms 1 & 2	Lawrence Area Children & Family Svcs. Office

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DAY	DATE	TIME(S)	CITY	ADDRESS	ROOM	FACILITY/AGENCY
Tuesday	10/01/13	9:30 AM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Tuesday	10/01/13	1:30 PM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Wednesday	10/02/13	10:00 AM	Manhattan	Manhattan SRS 2709 Amherst Avenue	Konza Room	Manhattan Children & Family Svcs. Office
Wednesday	10/02/13	1:30 PM	Salina	2310 Centennial Rd	Conference Room College Center	Kansas State University- Salina
Wednesday	10/02/13	9:00 AM (8:00 AM MT)	Syracuse	502 N. Main Street	Syracuse High School Lecture Hall	KDOT
Wednesday	10/02/13	2:00 PM	Ulysses	120 W. Kansas Avenue	Pioneer Communication Bldg. Basement Meeting Room	KDOT
Thursday	10/03/13	1:30 PM	Dodge City	Fort Dodge	Eisenhower Hall	KDOT
Thursday	10/03/13	8:30 AM	Garden City	121 N. Campus Drive	KDOT District Office Meeting Room	KDOT
Thursday	10/03/13	9:30 AM	Great Bend	E Hwy 56 & Kiowa Road		KDOT
Thursday	10/03/13	1:00 PM	Hutchinson	KDOT District Office - 500 N. Hendricks	Conference Room	KDOT
Thursday	10/03/13	9:15 AM	Manhattan	17th & Anderson	Forum Hall Student Union	Kansas State University
Thursday	10/03/13	2:00 PM	Manhattan	17th & Anderson	Forum Hall Student Union	Kansas State University
Friday	10/04/13	9:00 AM	Hutchinson	HCF- 500 Reformatory Road	Visitation Room	Hutchinson Correctional Facility
Friday	10/04/13	1:00 PM	Hutchinson	HCF- 500 Reformatory Road	Visitation Room	Hutchinson Correctional Facility
Friday	10/04/13	9:00 AM	Pratt	512 SE 25th Ave	Wildlife and Parks	Wildlife and Parks
Friday	10/04/13	9:30 AM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Friday	10/04/13	1:30 PM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Friday	10/04/13	9:00 AM	Wamego	1425 W Hwy. 24	Conference Room	KDOT
Monday	10/07/13	10:00 AM	Kansas City	402 State Avenue	Conference Room 1050 CFS Office	Children & Family Svcs.
Tuesday	10/08/13	9:30 AM	Emporia	1200 Commercial Street	Webb Hall - Memorial Union	Emporia State University
Tuesday	10/08/13	1:30 PM	Emporia	1200 Commercial Street	Webb Hall - Memorial Union	Emporia State University
Tuesday	10/08/13	8:30 AM	Olathe	588 E Santa Fe	Johnson County Court Svcs.	Judicial

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DAY	DATE	TIME(S)	CITY	ADDRESS	ROOM	FACILITY/AGENCY
Tuesday	10/08/13	10:00 AM	Pittsburg	1701 S. Broadway	Crimson and Gold Room Student Center	Pittsburg State University
Wednesday	10/09/13	8:00 AM	Kansas City	School for the Blind - 1100 State Avenue	Dining Hall	School for the Blind
Wednesday	10/09/13	9:30 AM	Kansas City	3901 Rainbow Blvd.	Nursing School	University of Kansas Medical Center
Wednesday	10/09/13	1:30 PM	Kansas City	3901 Rainbow Blvd.	Nursing School	University of Kansas Medical Center
Wednesday	10/09/13	3:30 PM	Kansas City	School for the Blind - 1100 State Avenue	Dining Hall	School for the Blind
Wednesday	10/09/13	9:00 AM	Parsons	PSH&TC 2601 Gabriel Avenue		Parsons State Hospital and Training Center
Wednesday	10/09/13	9:30 AM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Wednesday	10/09/13	1:30 PM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Thursday	10/10/13	1:00 PM	Chanute	KDOT Area Shop 411 W. Fourteenth		KDOT
Thursday	10/10/13	9:00 AM	Lawrence	Kansas Union	4th Floor - Alderson Room	University of Kansas
Thursday	10/10/13	1:30 PM	Lawrence	Kansas Union	4th Floor - Alderson Room	University of Kansas
Thursday	10/10/13	1:30 PM	Osawatomie	500 State Hospital Dr	Sunflower Room	Osawatomie State Hospital
Friday	10/11/13	9:30 AM	Online	900 SW Jackson	DETAILS WILL BE GIVEN Monday, October 7th	All Agency
Friday	10/11/13	10:30 AM	Overland Park	8915 Lenexa Drive		Children & Family Svcs.
Friday	10/11/13	2:30 PM	Overland Park	8915 Lenexa Drive		Children & Family Svcs.
Friday	10/11/13	9:30 AM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Friday	10/11/13	1:30 PM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Monday	10/14/13	9:30 AM	Topeka	Memorial Bldg. 120 SW 10th Street	Auditorium	General
Monday	10/14/13	9:30 AM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Monday	10/14/13	9:30 AM	Topeka	900 SW Jackson St.	Room 509 Landon State Office Building	OPEN TO ALL AGENCIES
Monday	10/14/13	1:30 PM	Topeka	Memorial Bldg. 120 SW 10th Street	Auditorium	General
Monday	10/14/13	1:30 PM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Monday	10/14/13	1:30 PM	Topeka	900 SW Jackson St.	Room 509 Landon State Office Building	OPEN TO ALL AGENCIES

Plan Year 2014 State Open Enrollment Meetings - Open to any State Employee

DAY	DATE	TIME(S)	CITY	ADDRESS	ROOM	FACILITY/AGENCY
Tuesday	10/15/13	9:30 AM	Topeka	Memorial Bldg. 120 SW 10th Street	Auditorium	General
Tuesday	10/15/13	9:30 AM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Tuesday	10/15/13	1:30 PM	Topeka	Memorial Bldg. 120 SW 10th Street	Auditorium	General
Tuesday	10/15/13	1:30 PM	Topeka	700 Harrison	4th Floor Conference Room Eisenhower State Office Bldg.	KDOT
Thursday	10/17/13	9:00 AM	Lawrence	Kansas Union	5th Floor - Big 12 Room	University of Kansas
Thursday	10/17/13	1:30 PM	Lawrence	Kansas Union	5th Floor - Big 12 Room	University of Kansas
Thursday	10/17/13	9:30 AM	Online	900 SW Jackson St.	DETAILS WILL BE GIVEN Monday, 10-14-13	All Agency
Thursday	10/17/13	3:00 PM	Online	900 SW Jackson St.	DETAILS WILL BE GIVEN Monday, 10-14-13	All Agency
Thursday	10/17/13	9:30 AM	Topeka	Memorial Bldg. 120 SW 10th Street	Auditorium	General
Thursday	10/17/13	1:30 PM	Topeka	900 SW Jackson St.	Room 509 Landon State Office Building	OPEN TO ALL AGENCIES
Thursday	10/17/13	1:30 PM	Topeka	Memorial Bldg. 120 SW 10th Street	Auditorium	General
Friday	10/18/13	9:30 AM	Ft. Riley	Corner of F and Fourth Streets	Building 1984	Adjutant General
Friday	10/18/13	1:00 PM	Ft. Riley	Corner of F and Fourth Streets	Building 1984	Adjutant General
Monday	10/21/13	8:15 AM	Topeka	Historical Society 6425 SW 6th Avenue	Classrooms	KSHS
Monday	10/21/13	9:30 AM	Topeka	Memorial Bldg. 120 SW 10th Street	Auditorium	General
Monday	10/21/13	1:30 PM	Topeka	Memorial Bldg. 120 SW 10th Street	Auditorium	General
Thursday	10/24/13	9:30 AM	Online	900 SW Jackson St.	DETAILS WILL BE GIVEN Monday, 10-21-13	All Agency