

# New ACA Census for 01/01/2014 Quoting

There will be a new census available in August of 2013 that will allow you to enter the necessary information in for quoting under PPACA guideline in 2014. The old census will remain active and in its current form, this version is being released early to allow an acclimation period and to assist those users that wish to start entering the necessary information for next year now

**Step 1: Finding the census:** the new “ACA” census can be found in two places: from the right hand tool bar once you’re within the group (A), or from the “ACA Census” link on the Account Summary page (B).

The screenshot displays the 'Accounts > Account Summary' page. At the top, there are navigation tabs: Accounts, Admin, MyAccount, Other Tools, Forms Warehouse, and Physician Locator. Below these are search and quick links sections. The main content area is divided into three sections: Quoting Options, Account Information, and a Census table.

**Quoting Options:** Includes an 'Effective Date\*' field set to '09/01/2013', a 'Quote Path' dropdown set to 'Plan Center', and a green 'Run Quote' button.

**Account Information:** A table with columns: Name, Zipcode, County, and SIC. The data row shows: Name (blank), Zipcode (08002), County (Camden), and SIC (0000).

**Census (5):** A table with columns: First, Last, Status, Gender, DOB, Or Age, Sp Medicare, No. of Children, Zip, and Quote. The data rows are:

First	Last	Status	Gender	DOB	Or Age	Sp Medicare	No. of Children	Zip	Quote
Tracy	Brown	EE+Spouse	F	07/08/1986	27	<input type="checkbox"/>	0	08002	<input checked="" type="checkbox"/>
Fred	Baker	Single	M	07/08/1958	55	<input type="checkbox"/>	0	08002	<input checked="" type="checkbox"/>
Mike	Moore	Family	M	07/08/1979	34	<input type="checkbox"/>	1	08002	<input checked="" type="checkbox"/>
Jake	Tyler	Single	M	07/08/1992	21	<input type="checkbox"/>	0	08002	<input checked="" type="checkbox"/>

**Step 2:** Once within the new census you will see additional fields that will allow you to enter in dependent and other information that will be necessary for quoting in 2014. Any functionality not mentioned below will work the same way from the old to the new census.

- A. ATNE\*, Average Total Number of Employees; see the formula below to calculate the ATNE number
- B. Total Employees will show the total number of employees in the group, for some regions this section will include total number of eligible as well
- C. If selecting anything other than single it will now allow you to enter in dependent information, in markets where Medicare or smoking is taken into account those options will be included.
- D. Expand will include the ability to expand out all employees or just those that have incomplete information.
- E. The Add Dependent link will allow you to add in additional dependents
- F. The people Icon show you if additional information is necessary; green is for employees that have dependents and gray is for employees that do not require any dependent information.
- G. Scroll bars at the bottom of the screen allow the user to adjust what and how much information is being shown.

Accounts > Account Summary

Please enter requested information for all eligible employees. If entering age, it must be as of the effective date.

5 ATNE 5 Total Employees  Medicare Secondary [Import Census](#) 1 [Add Employees](#)

Census (5)		Expand	[-Select-]	Sort Employees By	Insert Order	Census View	Basic
First	Last	Gender	Status	DOB	Or Age	Quote	Zip
<input type="checkbox"/>	Tracy	Brown	F	EE+Spouse	07/08/1986	27	<input checked="" type="checkbox"/> 08002 <input type="checkbox"/>
FAMILY MEMBERS							
	Spouse	Brown		Spouse	09/01/1984	29	<input checked="" type="checkbox"/> <input type="checkbox"/>
<a href="#">Add Dependent</a>							
<input type="checkbox"/>	Fred	Baker	M	Single	07/08/1958	55	<input checked="" type="checkbox"/> 08002 <input type="checkbox"/>
<input type="checkbox"/>	Mike	Moore	M	Family	07/08/1979	34	<input checked="" type="checkbox"/> 08002 <input type="checkbox"/>
FAMILY MEMBERS							
	Spouse	Moore		Spouse	09/01/1979	34	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Dependent1	Moore		Dependent	09/01/2008	5	<input checked="" type="checkbox"/> <input type="checkbox"/>
<a href="#">Add Dependent</a>							
<input type="checkbox"/>	Jake	Tyler	M	Single	07/08/1992	21	<input checked="" type="checkbox"/> 08002 <input type="checkbox"/>
<input type="checkbox"/>	Allison	Laffer	F	EE+Child(ren)	07/08/1977	36	<input checked="" type="checkbox"/> 08002 <input type="checkbox"/>
FAMILY MEMBERS							
	Dependent1	Laffer		Dependent	09/01/2001	12	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Dependent0	Laffer		Dependent	07/09/2013	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
<a href="#">Add Dependent</a> <a href="#">Add Spouse</a>							

Page: Brown - Laffer 50 Rows per Page

Age is calculated using the **effective date**, the effective date for the account is **09/01/2013**

[Update](#)

**\*ATNE\* is calculated using this formula:**

1. Add all the monthly employee totals together, and then divide by the number of months that the company was in business last year (usually 12 months).
2. Consider all months of the previous calendar year regardless of whether the company had coverage
3. Use the number of employees at the end of the month as the "monthly value" to calculate the year average. If the company is a newly formed business, calculate the prior year average using only those months that the company was in business. Use whole numbers only (no decimals, fractions or ranges).