



New Jersey Department of Education



Chapter 44 Data Collection 2021-22 Actual and 2022-23 Projected

Office of Fiscal Policy and Planning

Division of Finance and Business Services

December 2022





Chapter 44 Background



1. P.L. 2020, c.44 modified health care benefits plans provided by the School Employees' Health Benefits Program (SEHBP) and eligible employers that do not participate in the program.
2. This data collection is for the purpose of collecting the health care plan data required by *N.J.S.A. 18A:16-13.3*, section b.
3. The calculation of the reduction in tax levy required by *N.J.S.A. 18A:16-13.3*, section a, will use the data entered in this system, as compared to the data submitted in the prior year collection.
4. The collection is medical and prescription costs only (no dental).



Enhancements in 2022 – 2023



1. Added to the “Archive and Printing” section is the ability for users to print and save both prior years.
2. Added to the main menu is the option to select and view past submission years. Note that the 2022-2023 year is the only one that allows data entry. Prior years are read-only, as noted on screen.
3. In the data entry coverage-level screen column for number of active enrollees, the entry now allows two decimal places for the FTE. This allows the entry of active FTE and the calculations of the subsequent columns to be more accurate.
4. Added to the data entry coverage-level screens are user-input columns for entry of amounts for any premium holiday offered by the insurer. These columns are for informational purposes only. Calculated savings for tax levy cap purposes will not consider premium holidays as savings.
5. Added to the data entry coverage-level screens are user-input columns for the number of employees covered on June 30.



Software Access



1. The software is accessible from the [DOE Homeroom portal](#).
2. Select the application named “Chapter44”.
3. The district Homeroom Administrator must create the user account to allow access to the system.



General Info for Data Entry



1. The “Actual” sections for the 2022-2023 software collect actual health care plan and cost data for fiscal year July 1, 2021 to June 30, 2022.
2. The “Projected” sections for the 2022-2023 software collect projected health care plan and cost data for fiscal year July 1, 2022 to June 30, 2023.
3. The data collection is applicable to **all** district types – regular, regional, SBB, vocational, county special services, education service commissions, charter schools, renaissance schools. If your district offers medical or prescription coverage, then the data collection applies.
4. Due date of the data collection is 60 days after the end of the open enrollment period. If that time has elapsed before the timing of the software release, data entry is due 60 days after the software release date (60 days after November 16, 2022 is January 15, 2023, which is the Sunday before the Martin Luther King holiday, so the due date is **Tuesday, January 17, 2023**).



Software Conventions



1. Use the Tab key to input data into the current cell and move to the next cell to the right. If there are no cells to the right, then the system will move to the next cell down.
2. Users must click the Save button on each screen to save the input to the database at the NJDOE.
 - a) Depending on system traffic, it may take some time for the data to save to the database. Please be patient and allow the system to save.
 - b) If an on-screen edit is displayed on the screen, the data is not saved. The data must pass the on-screen edits for the data to save.
3. The browser Back Arrow key will return the user to the previous screen without saving data. If users “X” out of the browser, the data will not be saved.
4. After data is saved, there will be on-screen confirmation that data was saved successfully. Use the Main Menu selection in the top left corner to return to the main menu to access other screens.



Plan Information Screen (1 of 4)



There are four sections on the Plan Information screen:

- 1. Actual 2022 for SEHBP Plans offered by the district in fiscal year 7/1/21 - 6/30/22.** Entry in this section will populate the SEHBP plans in the 2022 data entry screens. (Indicated by Plan type A.) The plans are divided into two lines to allow for the rate changes on January 1.
- 2. Other 2022 Plans offered by the district in fiscal year 7/1/21 - 6/30/22.** Entry in this section will populate plans other plans in the 2022 data entry screens. This section is used for self-insured plans or plans that are not part of the SEHBP. Use the Add New Row button to add as many rows as needed for plans other than the SEHBP. (Indicated by Plan type O.) If the plan year is the same as the district fiscal year, there is no need to create two separate lines for data entry for the same plan unless there is a rate change mid-year.



Plan Information Screen (2 of 4)



Four sections on the Plan Information screen (continued):

- 3. Projected 2023 for SEHBP Plans offered by the district for fiscal year 7/1/22 - 6/30/23.** Entry in this section will populate the SEHBP plans in the 2023 data entry screens. (Indicated by Plan type B.) The plans are divided into two lines to allow for the rate changes on January 1.
- 4. Other 2023 plans offered by the district for fiscal year 7/1/22 - 6/30/23.** Entry in this section will populate other plans in the 2023 data entry screens. Use the Add New Row button to add as many rows as needed for plans other than the SEHBP. (Indicated by plan type O.) If the plan year is the same as the district fiscal year, there is no need to create two separate lines for data entry for the same plan unless there is a rate change mid-year.



Plan Information Screen (3 of 4)



Notes for entry:

1. In each section, users must check the box in the “Plan Offered” column to indicate the plans offered by the district. Checking this box will open the line in the data entry screens.
2. If a box is subsequently un-checked in the Plan Offered column, any entry for that plan will be deleted on all screens in the software. An on-screen message will warn the user of the deletion of data.
3. If a user wishes to enter one plan at a time in this system, the user may check one plan line at a time, save the plan information screen, then complete the data entry coverage-level detail screens for the checked plan, and then return to the plan information screen to check the next plan to open it for entry on the detail screens. Alternatively, users may enter all plan information at once on the plan information screen and complete all lines in the coverage-level screens at once.



Plan Information Screen (4 of 4)



Notes for entry (continued):

4. In the SEHBP sections, there are drop-down boxes to indicate whether the coverage is medical and prescription, or medical only. If both options are offered, then use the lines in the SEHBP section for one and add a line in the “other” section for the second.
5. All medical and prescription plans offered by the district need to be reported. Any plan not offered through SEHBP should be reported in the Other section. If no employees participated in the plan, then report all zeros in the detail entry for the plan.



Fiscal Years



Fiscal Years:

In the Actual 2022 section (fiscal year July 1, 2021 to June 30, 2022):

- July to December lines represent July 1, 2021 to December 31, 2021
- January to June lines represent January 1, 2022 to June 30, 2022

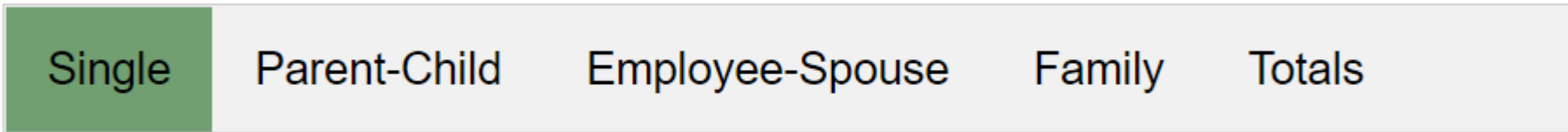
In the Projected 2023 section (fiscal year July 1, 2022 to June 30, 2023):

- July to December lines represent July 1, 2022 to December 31, 2022
- January to June lines represent January 1, 2023 to June 30, 2023

Plan Data Collection Screen (1 of 6)



1. For the 2022 Actual screens, the data entered should be the actual costs for fiscal year July 1, 2021 to June 30, 2022. These amounts will be used in the calculation of the savings used in the tax levy cap adjustment in the 2023-24 budget.
2. For the 2023 Projected screens, the data entered should be the 2022-23 projected costs for fiscal year July 1, 2022 to June 30, 2023.
3. In each plan year there are multiple tabs to collect coverages provided for four coverage levels defined in statute, and a total screen to sum the details from the four coverage levels for that plan year and enter a summary. Click on the name of the coverage level to open the data entry tab:





Plan Data Collection Screen (2 of 6)



1. In column B, Number of Active Employees Covered, enter the number of employees covered during the period, as an FTE.

Example: For lines where the coverage is only for a six-month period of the fiscal year, the calculation of FTE for 100 total employees would be 100 total employees, times 6/12 for six months, equals 50. The cost for the coverage is entered in column C as the total annual cost for coverage of that coverage level in the related year (since the rates change at January 1). When the two six-month periods are summed, the total employee FTE will reconcile to the total FTE employees covered for the year (50+50=100). When the FTE is used to multiply the annual cost, the result in column D on each line will represent six months of cost. When the two six-months periods are summed, the total cost for the year will be the result.

2. New in 2022-23, the FTE column accepts two decimal points. This allows the calculation of the total costs to be more accurate for the total number of FTE covered. (Note: The actual dollar totals will be entered on the Total tab in user-input columns, which should be comparable to those calculated from the details.)



Plan Data Collection Screen (3 of 6)



1. In column C “Annual Cost Estimate per Active Employee” enter the per-employee annual cost for health care/prescription coverage for the selected coverage type.
2. Total amounts contributed by the employees for the selected coverage level and plan are entered in column E.
3. For plans that offered a premium holiday during the selected year, the amount entered in column C should be the total original gross annual cost of coverage. The amount of premium holiday allowed by the insurer will be entered in column G.
4. Payments for waivers of coverage are not part of this Chapter44 data collection. These are considered “other benefits” and not health care costs.
5. Column D is calculated from entries in columns B and C.

Plan Data Collection Screen (4 of 6)



1. In column E, Actual Employee Contributions to Medical and Prescription Coverage, enter the amount of employee contributions for the employees counted in column B, for the plan period represented by the plan line.
2. Column F is calculated from entries in columns B, C and E.
3. Column G, Premium Holiday Provided by Insurer, is new in the 2022 – 2023 software. If the insurance provider allowed a premium holiday on payments during the fiscal year, enter the total amount of premiums that were forgiven by the insurer. Numbers for the entry in this column can be sourced from the bill for the month that was forgiven. Enter the amount the insurance company allowed to remain unpaid.

Plan Data Collection Screen (5 of 6)



1. Column H, Number of Enrollees at June 30, is new in the 2022 – 2023 software. Enter the number of enrolled employees in the selected plan and selected coverage level as of June 30 of the respective year (Actual June 30, 2022 count in the 2022 Actual screen, and projected June 30, 2023 count in the 2023 Projected screen.)
2. For plan lines that represent July to December, the number entered in this column must be zero. An on-screen edit will force entry to be zero on these lines.
3. For plan lines that represent prescription-only lines, where the employees are counted in the medical lines, enter zero so as not to double-count the number of employees at June 30.
4. The total of the entries in Column H (as calculated on the Totals tab) should agree to the total number of district employees at June 30.





Plan Data Collection Screen (6 of 6)



The Totals tab cannot be accessed until the entry is completed for all lines on the coverage-level tabs. On the Totals screen are two sections:

1. **Total Calculated by System** – This section is the sum total of the details in the coverage-level screens. No entry is allowed here.
2. **Total by User Input** - This section requires data entry. The amounts entered here must be the total gross annual cost and total employee contributions for the selected year.

The screen must be saved after entry of the total by user input section.

Review the Grand Total line on the Totals tab to ensure the entry is correct.



Plan Data Certification



1. When the entry is complete in all screens, and the district has reconciled the entry to the total health and prescription costs and number of employees in their financial records, then the certification should be completed by the district superintendent.
2. Checking of the box indicates the district superintendent has reviewed and approved the submitted data.
3. Once the data is certified, the screens will all become read-only.
4. If an error in 2022-2023 entry is discovered after certification, email chapter44@doe.nj.gov with a request to unlock the 2022-2023 data.



Archive and Printing



Users should export and save a copy of the submitted information for review by the auditor for preparation of the ACFR. There are three selections in the Archive and Printing menu:

1. Data–Actual Year (2022) – On this screen, a summary of the entries in the 2022 actual screens may be viewed and exported to a csv file.
2. Data–Projected Year (2023) – On this screen, the entries in the 2023 projected screens may be viewed and exported to a csv file.
3. Retrieve (Download) and Printing – On this screen, a drop-down menu allows selection of prior submissions for view or export to a csv file, with sections for actual and projected data submitted in each fiscal year.

To download the files, ensure that pop-ups are not blocked on your computer.



Documentation



Users of the Chapter44 software are strongly encouraged to download and review the two guidance documents:

1. User Manual
2. Q&A Document

The documents are accessible from links on the login screen of the software, and also from links within the software in the Documentation section of the main menu.



Thank You!



New Jersey Department of Education:

<https://www.state.nj.us/education/>

Access the software: “Chapter44” selection on the [Homeroom portal](#)

Email questions to: chapter44@doe.nj.gov

Follow Us!



[Facebook:](#)
[@njdeptofed](#)



[Twitter:](#)
[@NewJerseyDOE](#)



[Instagram:](#)
[@NewJerseyDoe](#)

