

DEPARTMENT OF INSURANCE

STATISTICAL ANALYSIS DIVISION
300 SOUTH SPRING STREET, 14th Floor
LOS ANGELES, CA 90013

**CIRCULAR**

May 8, 2008

LTC-2008

TO: All companies required to comply under the Long-Term Care Insurance Experience Study

SUBJECT: **The Long-Term Care Insurance Experience Statistical Plan & Reporting Instructions per California Insurance Codes 10232.3(h); 10234.86; 10234.95(i) & 10235.9**

In compliance with California Insurance Codes 10232.3(h), 10234.86, 10234.95(i) and 10235.9, the purpose of this letter is to advise your company of its reporting obligations and to provide you with the Statistical Plan and reporting instructions for the **2007 experience year**. For additional questions, please refer to the list of contact numbers and addresses provided at the end of this letter. What follows is a list of important dates and instructions to remember.

1. The **ACKNOWLEDGEMENT OF RECEIPT FORM** is due no later than: **May 30, 2008.**
2. The **LTC-2008 DATA WORKBOOK** is due no later than: **June 30, 2008.**
3. Any **requests for extensions** in reporting must be received no later than: **June 13, 2008.**
4. This study is for the **2007 Experience Year** only.
5. **Statistical Plan Available on the Internet:** Form LTC-2008 is available on the California Department of Insurance's web site. To retrieve the LTC-2008 Acknowledgement Form, Statistical Plan, Transmittal Forms (Excel 97 or higher) and the Affidavit Forms:
 - Go to the Department of Insurance web site at www.insurance.ca.gov.
 - Click on the **INSURERS** link at the top portion of the webpage.
 - Click on the **DATA & REPORTS** link, (located on the left-hand column of the page).
 - Click on the **STATISTICAL PLANS** link and choose **REPORTING YEAR 2008 STATISTICAL PLANS.**
 - A message will appear requesting the user name and password. Enter the following:
User Name: **DATANSTATS** (case sensitive)
Password: **STAT2008** (case sensitive)
 - Select **LTC-2008**.
 - From the LTC-2008 site, you can retrieve:
 - **Circular LTC-2008.**
 - **Acknowledgement.** This form must be returned to this Department by **May 30, 2008** regardless of your reporting experience.
 - **Statistical Plan.**
 - **Data Workbook** (save this Excel file to your local drive (or to diskette) and complete)*.
 - **Affidavit**

CIRCULAR LTC-2008 (continued)

* **IMPORTANT NOTE:** *The LTC-2008 Data Workbook cannot be completed via the CDI Internet.* You must SAVE the Data Workbook to diskette or your local hard drive and complete using Microsoft Excel (Excel version 97 or higher). Also, when opening the data workbook, you may see different messages when using Internet Explorer and Netscape Navigator. See *Opening File Form Department Web Site* in **Section I** of the *LTC-2008 Statistical Plan*.

If you have any questions regarding data processing, extensions requests and/or programming questions regarding the transmittal form, please address your inquiries or concerns to:

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2008 LTC Experience Study
dadahs@insurance.ca.gov
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Fax: (213) 897-6571

CALIFORNIA DEPARTMENT OF INSURANCE
Statistical Analysis Division
300 South Spring St., S. Tower, 14th FL.
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IMPORTANT: All EXTENSION REQUESTS must be in writing via e-mail. Please address your request to Shawn Dadah at dadahs@insurance.ca.gov.

Sincerely,

Ben J. Gentile
Chief, Statistical Analysis Division