

DEPARTMENT OF INSURANCE

STATISTICAL ANALYSIS DIVISION
300 SOUTH SPRING ST.
LOS ANGELES, CA 90013
www.insurance.ca.gov



NOVEMBER 14, 2008

Long-Term Care Agents Data Call [LTCA-2008 (Part 2)]

TO: All companies offering Long-Term Care Insurance in California

SUBJECT: Reporting Obligations Under California Insurance Code (CIC) 10234.93 (a)(3)

The purpose of this letter is to serve as a formal notice of your company's reporting obligations under California Insurance Code Section 10234.93 (a)(3). This letter contains information regarding the reporting requirements under California Insurance Code 10234.93(a)(3), as well as, information regarding the LTCA-2008 (Part 2) Data Call. This letter will also provide specific instructions on how to retrieve the reporting materials from the internet.

WHAT IS THE LTCA-2008 (PART 2) DATA CALL?

California Insurance Code Section 10234.93(a)(3) requires all companies, currently offering Long-Term Care Insurance, to submit information on their agents (and other insurer representatives) to the department on a **semi-annual basis**. The LTCA-2008 (Part 2) Data Call is one of two data calls released under semi-annual reporting requirements of CIC 10234.93 (a)(3). In cooperation with the Producer Licensing Bureau (PLB), the Statistical Analysis Division has developed the LTCA-2008 (Part 2) Data Call. This data call was developed to provide a uniform method of data collection, as well as, to provide companies with a convenient and efficient manner of fulfilling their reporting obligations. The LTCA-2008 (Part 2) data call will formally replace PLB's hardcopy/manual collection of the CIC 10234.93(a)(3) data and **will be collected on a semi-annual basis**.

For additional information on CIC 10234.93(a)(3), visit the State of California Legislative Information website. The instructions are outlined in the following section:

- For a copy of CIC 10234.93 (a) (3) visit the State of California Legislative Information website at <http://www.leginfo.ca.gov>.
- Upon entering the website, click on "CALIFORNIA LAW".
- Select the box entitled "Insurance Code" from the list of codes (located in 2nd column)
- Scroll down to bottom of page and ENTER "10234.93(a)(3)" in the Search By Keyword field.
- Click "Search" button (located at the bottom of page)
- Select the appropriate link from the results page.

WHO IS REQUIRED TO REPORT?

The LTCA-2008 (Part 2) reporting requirements pertain to companies **that are currently offering new business in Long-Term Care Insurance.** For the purposes of the LTCA-2008 (Part 2) reporting requirements, ***Long-Term Care Insurance is defined by California Insurance Code Section 10231.2.***

- If your company is **currently offering new business in Long-Term Care Insurance**, as defined by CIC 10231.2, your company is subject to the reporting requirements in CIC 10234.93(a)(3) and must respond to the LTCA-2008 (Part 2) Data Call. Companies that have experience to report under this data call are required to complete the LTCA-2008 (Part 2) Acknowledgement of Receipt Form confirming their participation in the LTCA-2008 (Part 2) Data Call.
- If your company is **NOT currently offering Long-Term Care Insurance**, please complete the “WE ARE CURRENTLY NOT MARKETING LONG-TERM CARE INSURANCE IN CALIFORNIA” section in the LTCA-2008 (Part 2) Acknowledgement of Receipt Form and return this form to the California Department of Insurance.
- **NON-COMPLIANT COMPANIES:** Companies that fail to submit a completed and signed LTCA-2008 (Part 2) ACKNOWLEDGEMENT OF RECEIPT FORM by the due date requested, will be considered as non-compliant with CIC 10234.93(a)(3) and will be referred to the department’s Legal Division for further action.

HOW DO COMPANIES FULFILL THEIR REPORTING OBLIGATIONS?

Companies that are currently offering new business in Long-Term Care Insurance, as defined by CIC 10231.2, **must complete the following steps in order to fulfill their reporting obligations under CIC 10234.93(a)(3):**

- Step 1:** Complete & Return the **LTCA-2008 (Part 2) Acknowledgement of Receipt Form** to the California Department of Insurance. This form can be completed electronically and returned to the department via e-mail. Follow the instructions included in the LTCA-2008 (Part 2) Acknowledgement of Receipt Form.
- Step 2:** Download the **LTCA-2008 (Part 2) Statistical Plan** and **LTCA-2008 (Part 2) Data Workbook** from the California Department of Insurance’s Public Website. *Instructions for retrieval of this information are contained in the next section.*
- Step 3:** Review the reporting instructions in the LTCA-2008 (Part 2) Statistical Plan and **collect the information pursuant to instructions and definitions stated in the LTCA-2008 (Part 2) Statistical Plan.**
- Step 4:** **Enter the information required** in the LTCA-2008 (Part 2) Data Workbook.
- Step 5:** **E-mail the completed LTCA-2008 (Part 2) Data Workbook** to the California Department of Insurance. E-mail instructions are contained in the LTCA-2008 (Part 2) Data Workbook and Statistical Plan.
- Step 6:** Complete and return the hardcopy of **LTCA-2008 (Part 2) Affidavit Form** via US Mail to the department.

HOW TO RETRIEVE THE LTCA-2008 (PART 2) REPORTING INSTRUCTIONS AND FORMS

For efficient and quick response, the department is requiring all companies to submit the reporting forms for the LTCA-2008 (Part 2) Data Call via e-mail to the California Department of Insurance's website.

To retrieve the LTCA-2008 (Part 2) reporting forms (Acknowledgement of Receipt Form, Statistical Plan, Transmittal Forms and the Affidavit Forms), please follow the instructions below:

- Go to the Department of Insurance web site at <http://www.insurance.ca.gov>
- Select the **INSURERS** page.
- From the **INSURERS** page, select **Data & Reports** link on the left-hand column.
- Select **Statistical Plans** and then **Reporting Year 2008 Statistical Plans** link.
- A message will appear requesting a user name and password. Enter the following:
User Name: **DATANSTATS** (case sensitive)
Password: **STAT2008** (case sensitive)
- Select **Long-Term Care Agents Data Call [LTCA-2008 (Part 2)]**.
- From the LTCA-2008 (Part 2) site, you can retrieve:
 - ***LTCA-2008 (Part 2) Acknowledgement of Receipt Form – DUE NOVEMBER 28, 2008* This form must be returned via e-mail per the instructions included in the form.***
 - ***LTCA-2008 (Part 2) Data Workbook*** (Excel Form: *LTCA_Data2008.xls*) – ***DUE DECEMBER 15, 2008. This form must be returned via e-mail per the instructions included in the workbook.***
 - ***LTCA-2008 (Part 2) Statistical Plan – Contains detailed instructions on how to complete the LTCA-2008 (Part 2) Data Workbook.***
 - ***LTCA-2008 (Part 2) Affidavit Form - A signed affidavit confirming the validity of the data workbook. This form needs to be completed manually and mailed to the department.***

* **IMPORTANT** Regardless of your reporting experience, the **Acknowledgement of Receipt Form MUST BE RETURNED VIA E-MAIL NO LATER THAN NOVEMBER 28, 2008** to:
submissions@insurance.ca.gov

LTCA-2008 (PART 2) IMPORTANT DATES TO REMEMBER:

- The *LTCA-2008 (Part 2) Acknowledgement of Receipt Form* is due no later than **NOVEMBER 28, 2008**.
- The *LTCA-2008 (Part 2) Data Workbook* is due no later than **DECEMBER 15, 2008**.
- **Requests for extensions in submitting the *LTCA-2008 (Part 2) Data Call* must be received no later than DECEMBER 05, 2008.**

All extension requests should be in writing and must be sent by e-mail to:
hayine@insurance.ca.gov

Should you have an extension request, and/or questions related to the Statistical Plan or programming of the Transmittal Forms, please address your inquiries or concerns to the contact person indicated below.

Erlinda D. Hayin
CALIFORNIA DEPARTMENT OF INSURANCE
Statistical Analysis Division
Telephone: (213) 346-6311
Facsimile: (213) 897-6571
E-mail: hayine@insurance.ca.gov

Sincerely,

Benjamin J. Gentile

Benjamin J. Gentile
Chief, Statistical Analysis Division
CALIFORNIA DEPARTMENT OF INSURANCE