January 28, 2022

M E M O R A N D U M

TO: Local Government Units

SUBJECT: COBRA ACA Reporting Data

2021 COBRA Coverage data for employees or their dependents enrolled in COBRA coverage in the Local Government Health Insurance Plan (LGHIP) is now available on the Local Government Health Insurance Board's website. This data is necessary to comply with the reporting requirements of the Affordable Care Act (ACA). This data is only available for units that had a former employee enroll in COBRA coverage during the plan year. Please note the data will include ARP COBRA coverage paid for by the unit and traditional COBRA Coverage by the employee.

To access the 2021 COBRA data, login to your unit's myLGHIP account at www.lghip.org. If your unit has not already set up an account under myLGHIP, an authorized representative of your unit can visit the same website and follow the instructions to set up a unit account.

Once you log into myLGHIP, click on the ACA Reporting link under the LGHIP Payroll menu. If your unit has not entered into a HIPAA Business Associate Agreement previously with the Board, an authorized representative of your unit must complete and sign the HIPAA Business Associate Agreement before you can access your 2021 data.

Due to liability issues related to the privacy provisions of HIPAA, coverage data for all employees will no longer be available on our website. Instead, units will be provided all the necessary coverage data on a monthly basis via monthly invoices. Other necessary coverage data can be obtained from your unit's enrollment, change and cancellation forms. In addition, the LGHIB will notify units of any covered individuals canceled from coverage for which a form was not submitted or required.

Please contact us at (334) 263-8326 should you have any questions or need further information.