TLC Data Sheet Overview

The Department of Human Resource Management (DHRM) collects employer information from the participants of The Local Choice (TLC) health care program for each Plan Year (PY). This information is maintained in Cardinal for use during Open Enrollment, for maintenance due to Life Events, and is communicated to the various participating Vendors. This information is also maintained for administrative purposes by the Office of Health Benefits (OHB). The information will be entered online by the TLC employers using the **TLC Data Sheet**.

This document explains where and how the TLC employers will enter the annual plan changes in Cardinal using the **TLC Data Sheet**.

If any updates are required for TLC Contacts, refer to the Job Aid titled **TLC Contacts**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Added the Cardinal Login steps. Updated the screenshots of the Search pages. Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Updating an Existing TLC Plan using the TLC Data Sheet

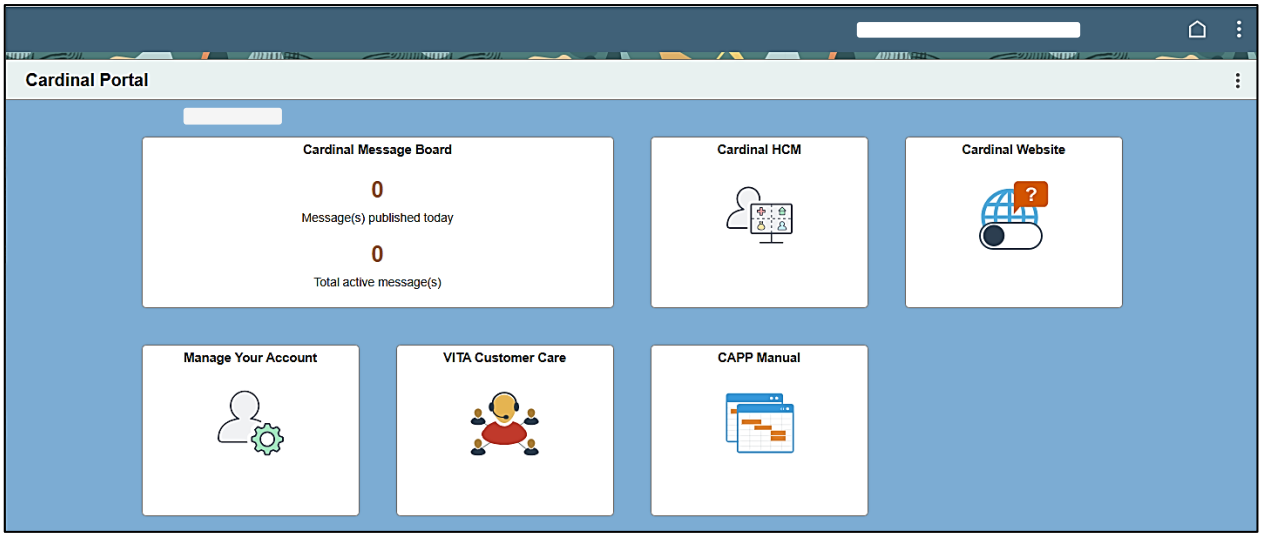
Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).

The **Cardinal Login** page displays.

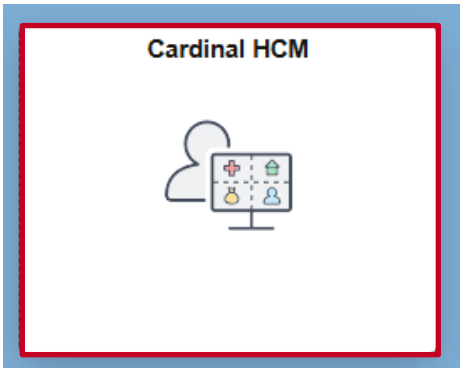
2.	Enter the Employee Username and Password in the **Cardinal Username** and **Password** field. 
3.	Click the **Sign In** button. 

Step	Action

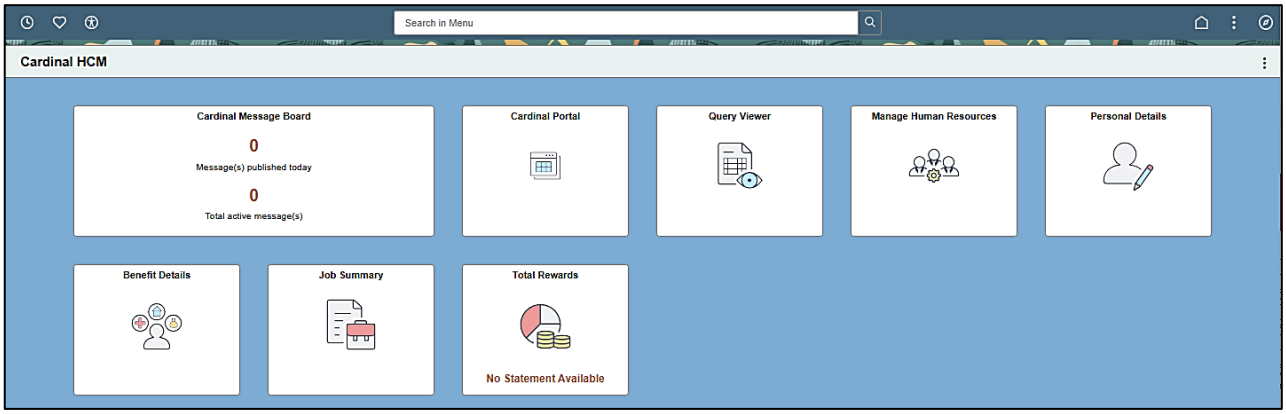
The **Cardinal Portal** page displays.



4. Click the **Cardinal HCM** tile.

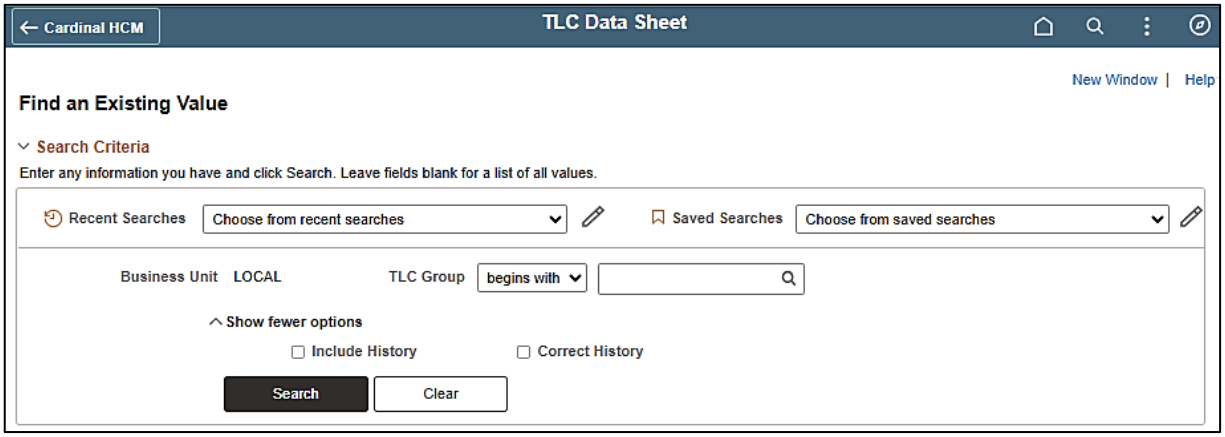


The **Cardinal HCM Homepage** displays.



Step	Action
5.	To update an existing TLC Plan, navigate to the **TLC Data Sheet** page by following this path: **NavBar > Menu > Benefits > Employer Information > TLC Data Sheet**

The **TLC Data Sheet Find an Existing Value Search** page displays.



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

6. The **Business Unit** field defaults to “LOCAL” and cannot be changed.

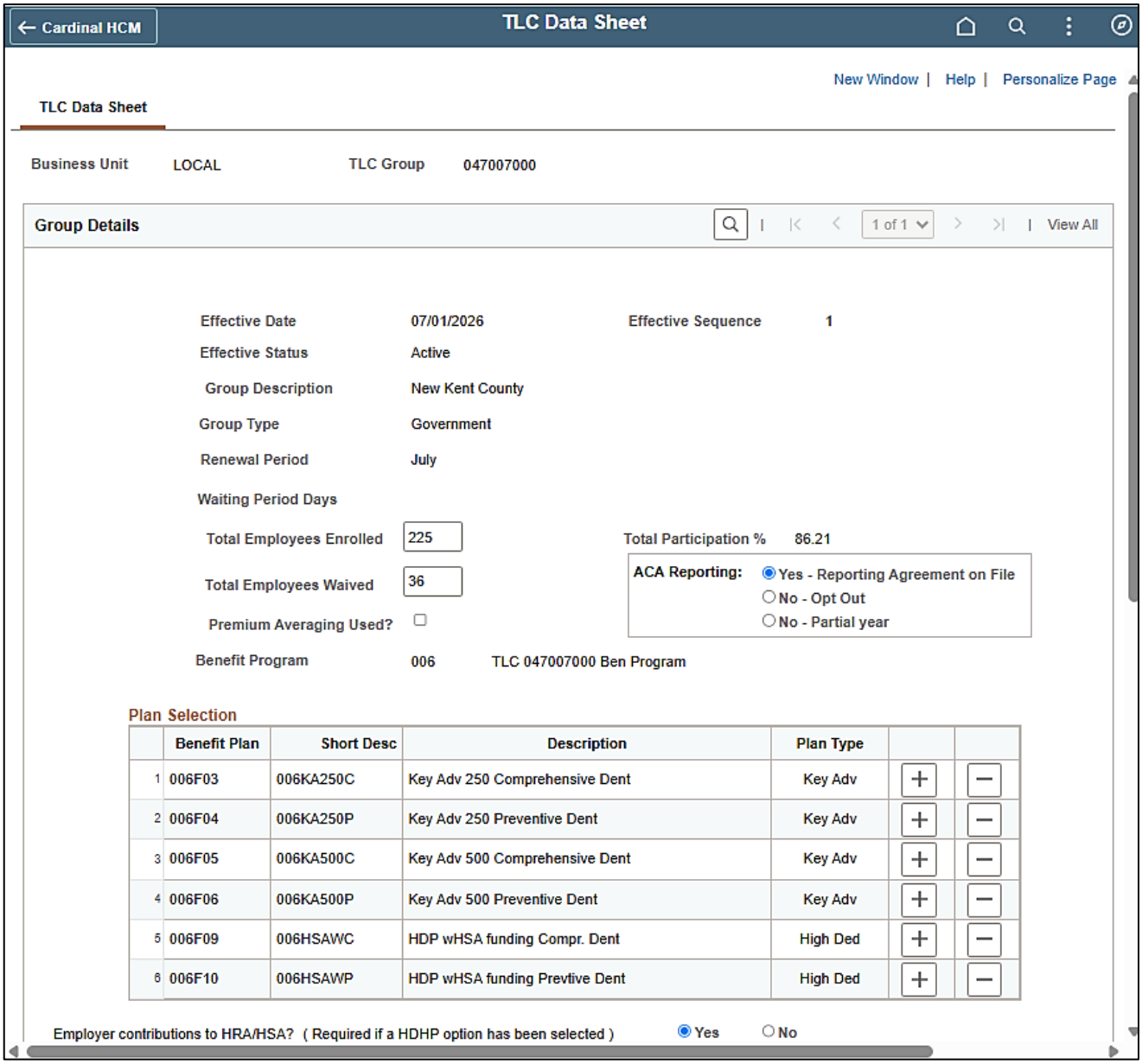
   Enter or select the applicable TLC Group Number using the **TLC Group Look up** icon (magnifying glass).

   Note: Only the TLC Groups that the user has security access to will display for selection.

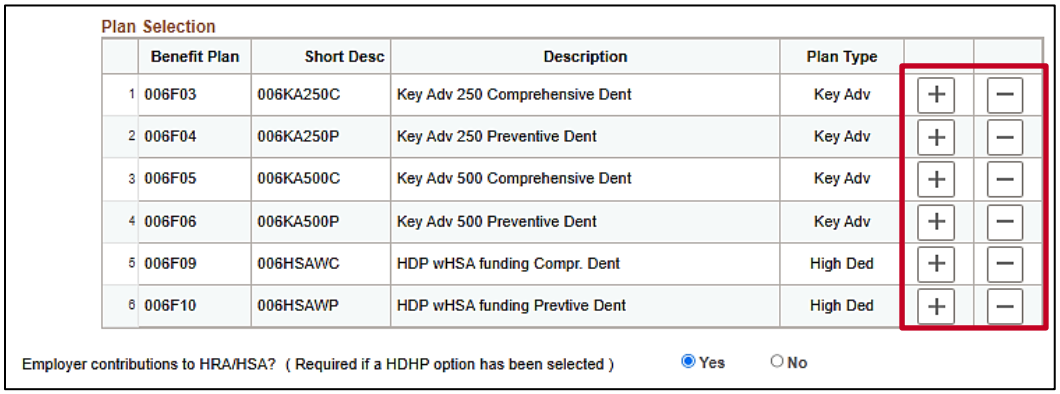
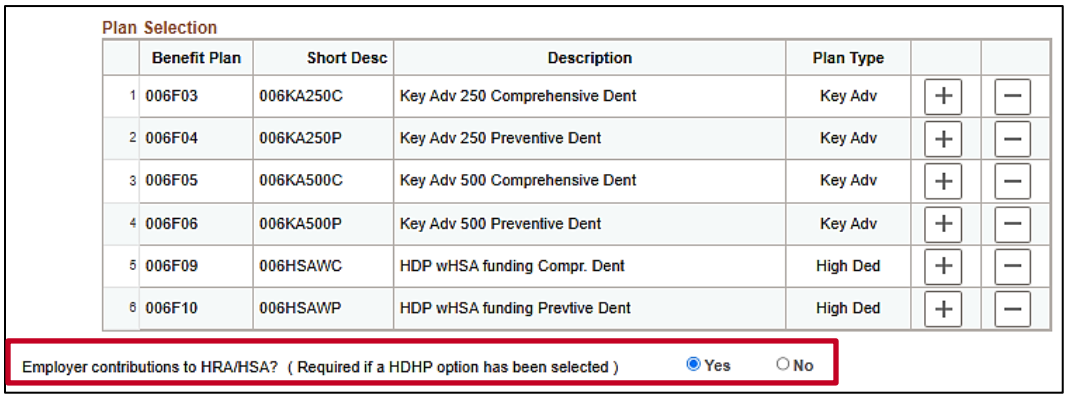
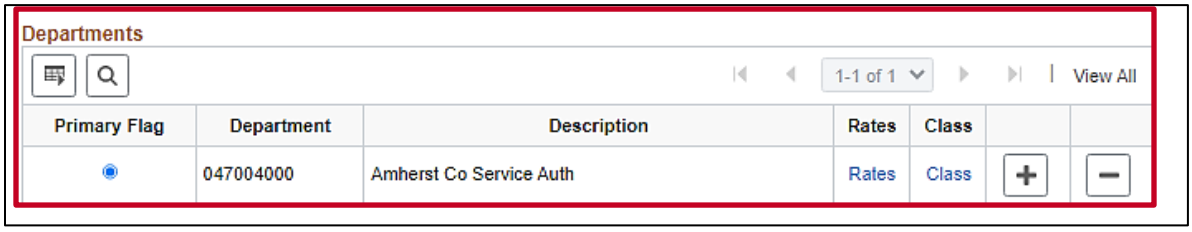
7. Click the **Search** button.

Step	Action

The **TLC Data Sheet** page displays for the applicable TLC Group.



Step	Action
8.	Review/update the following fields displayed in the **Group Details** section as applicable: • **Effective Date**: When the TLC employer accesses Cardinal to update the data for an upcoming Plan Year, the effective date will be future dated. The **Effective Date** field is not editable by TLC employers. **Note**: For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid is found on the Cardinal website in **Job Aids** under **Learning**. • **Group Description**: Description of the group for which data is being collected. This will generally refer to the primary TLC employer when multiple TLC employers are combined into a group. The **Group Description** field is not editable by TLC employers. • **Group Type**: Each TLC group is categorized by OHB as "School", "Government", or "Government and School". The **Group Type** field is not editable by TLC employers. • **Renewal Period**: Plan Year begin month – July (07/01 to 06/30) or October (10/01 to 09/30). The **Renewal Period** field is not editable by TLC employers. • **Waiting Period Days**: The number of days an employee has to enroll in a health care plan upon hire (initial enrollment). To be compliant with the Affordable Care Act (ACA), this cannot be more than a 60 day waiting period. The **Waiting Period Days** field is not editable by TLC employers. • **Total Employees Enrolled**: Number of employees selecting coverage. Update as applicable. • **Total Employees Waived**: Number of employees waiving coverage. Update as applicable. • **Total Participation %**: A calculated value of Total Employees Enrolled to Total Employees (enrolled + waived). The Total Participation % determines the minimum employer contribution for each plan selected. • **Premium Averaging Used**: Premium Averaging is an option to employers offering multiple plans (excluding the High Deductible Plan). Premium averaging will be determined by using the average Self Only Comprehensive dental premium for all included plans. Once the average premium has been determined, the minimum employer contribution is applied to all applicable plans. • **ACA Reporting**: Use the radio button options in this section to indicate if ACA forms should be produced for your Group. If you are not participating, select the applicable reason (Opt Out or Partial year participant). • **Benefit Program**: Each TLC group is assigned a Benefit Program under which the chosen plans and rates are maintained. The **Benefit Program** field is not editable by TLC employers.
	Review the fields displayed in the **Plan Selection** section. Each year the new TLC Data Sheet will be populated with the Plan Selections chosen the year before.

Step	Action
9.	To change Plan Selections, choose the following options, as applicable: • Click the **Add a New Row** (**+**) icon to insert a Benefit Plan • Click the **Delete Row** (**–**) icon to delete a Benefit Plan 
	Groups selecting plans which offer a comprehensive and a preventative dental option must select each plan. Any desired change for Medicare plans must be coordinated through OHB.
10.	If a High Deductible Health Plan (HDHP) is selected, the **Employer contributions to HRA/HAS?** field must be completed by selecting the **Yes** or **No** radio button option. The response to this impacts the Minimum Employer Contribution (MEC) values on the **Premium Rates** page. No selection is necessary if no HDHP is selected. 
11.	Scroll down to the **Departments** section. 

Plan Selection

	Benefit Plan	Short Desc	Description	Plan Type
1	006F03	006KA250C	Key Adv 250 Comprehensive Dent	Key Adv
2	006F04	006KA250P	Key Adv 250 Preventive Dent	Key Adv
3	006F05	006KA500C	Key Adv 500 Comprehensive Dent	Key Adv
4	006F06	006KA500P	Key Adv 500 Preventive Dent	Key Adv
5	006F09	006HSAWC	HDP wHSA funding Compr. Dent	High Ded
6	006F10	006HSAWP	HDP wHSA funding Prevtive Dent	High Ded

Employer contributions to HRA/HSA? (Required if a HDHP option has been selected) ◉ Yes ○ No

Plan Selection

	Benefit Plan	Short Desc	Description	Plan Type
1	006F03	006KA250C	Key Adv 250 Comprehensive Dent	Key Adv
2	006F04	006KA250P	Key Adv 250 Preventive Dent	Key Adv
3	006F05	006KA500C	Key Adv 500 Comprehensive Dent	Key Adv
4	006F06	006KA500P	Key Adv 500 Preventive Dent	Key Adv
5	006F09	006HSAWC	HDP wHSA funding Compr. Dent	High Ded
6	006F10	006HSAWP	HDP wHSA funding Prevtive Dent	High Ded

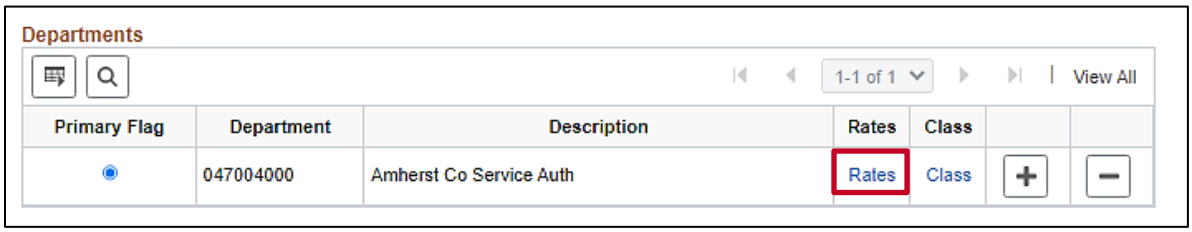
Employer contributions to HRA/HSA? (Required if a HDHP option has been selected) ◉ Yes ○ No

Departments

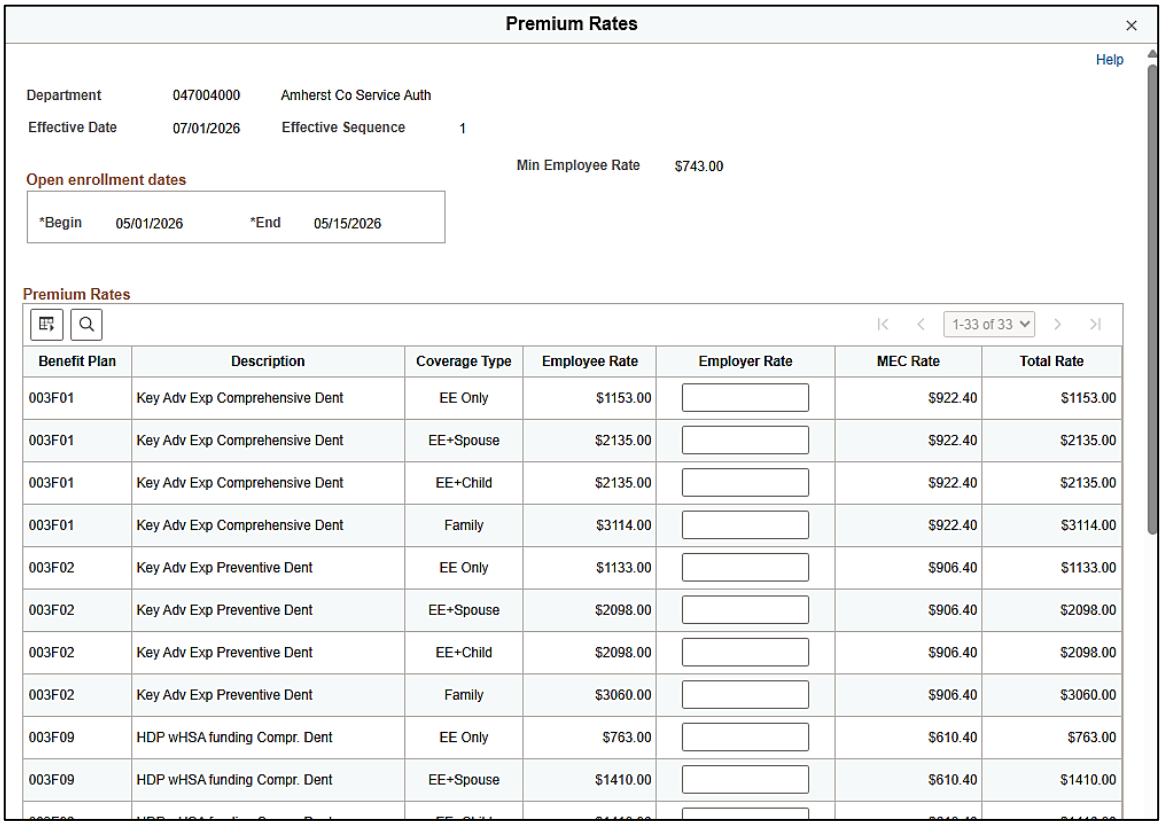
1-1 of 1 View All

Primary Flag	Department	Description	Rates	Class
◉	047004000	Amherst Co Service Auth	Rates	Class

Step	Action
	The Departments represent the individual TLC employers within the TLC Group. The TLC employer tasked with populating the TLC Data Sheet will be marked as Primary. Any changes to the Departments must be coordinated through OHB.
12.	Click the **Rates** link for the corresponding Department.

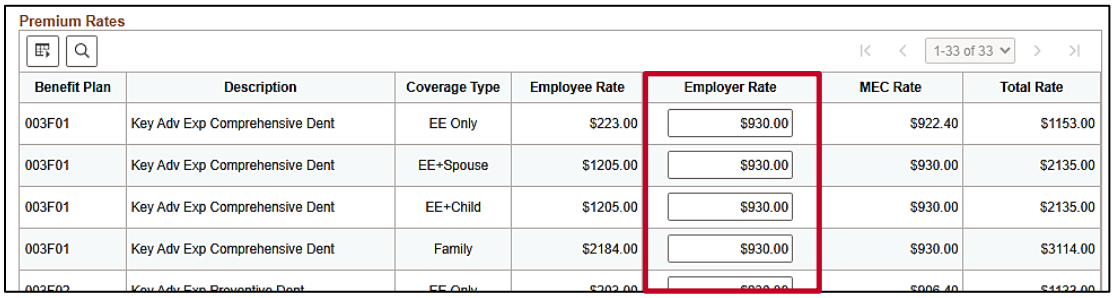
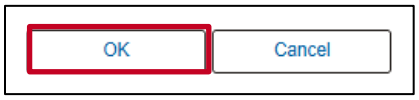
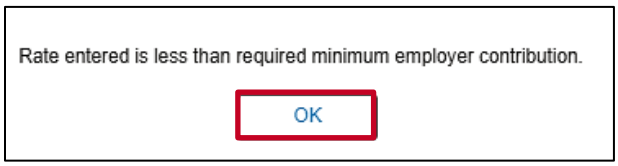
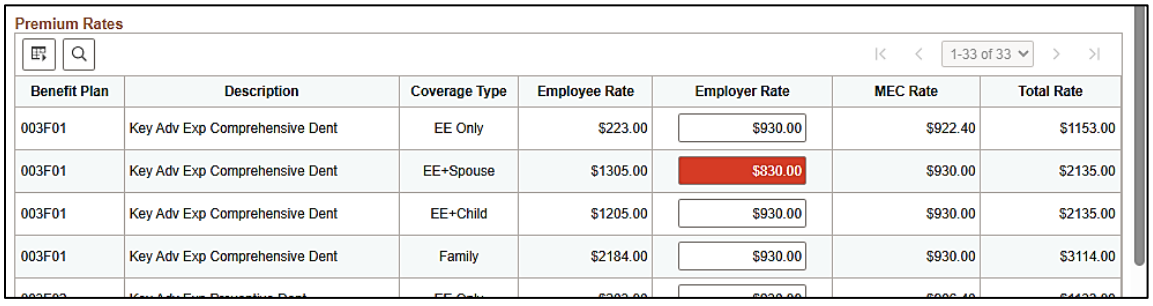
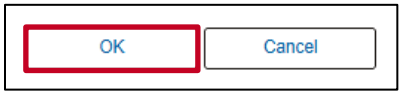


The **Premium Rates** page displays in a pop-up window.

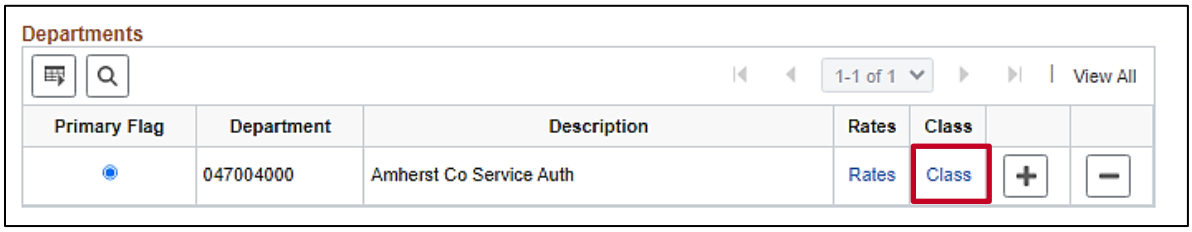


Benefit Plan	Description	Coverage Type	Employee Rate	Employer Rate	MEC Rate	Total Rate
003F01	Key Adv Exp Comprehensive Dent	EE Only	$1153.00		$922.40	$1153.00
003F01	Key Adv Exp Comprehensive Dent	EE+Spouse	$2135.00		$922.40	$2135.00
003F01	Key Adv Exp Comprehensive Dent	EE+Child	$2135.00		$922.40	$2135.00
003F01	Key Adv Exp Comprehensive Dent	Family	$3114.00		$922.40	$3114.00
003F02	Key Adv Exp Preventive Dent	EE Only	$1133.00		$906.40	$1133.00
003F02	Key Adv Exp Preventive Dent	EE+Spouse	$2098.00		$906.40	$2098.00
003F02	Key Adv Exp Preventive Dent	EE+Child	$2098.00		$906.40	$2098.00
003F02	Key Adv Exp Preventive Dent	Family	$3060.00		$906.40	$3060.00
003F09	HDP wHSA funding Compr. Dent	EE Only	$763.00		$610.40	$763.00
003F09	HDP wHSA funding Compr. Dent	EE+Spouse	$1410.00		$610.40	$1410.00

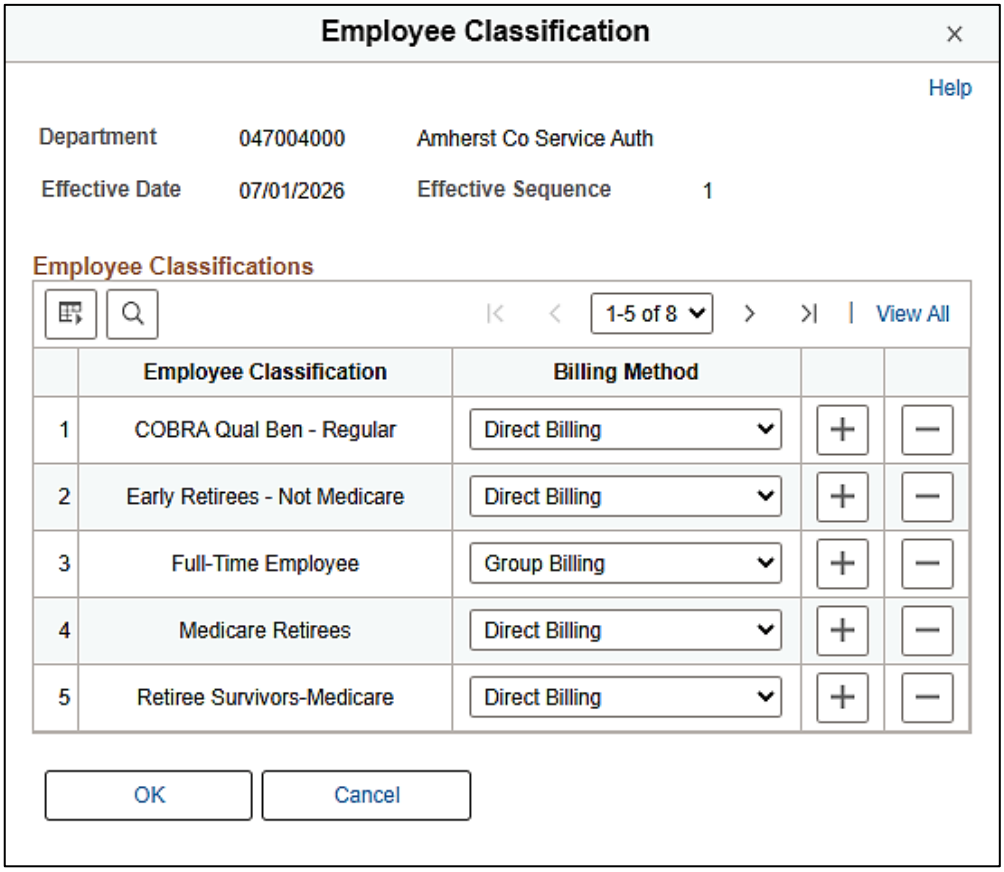
	The **Premium Rates** page will display only rows for the Benefit Plans selected in the **Plan Selection** section. The **Total Rate** field reflects the total premium amount for the individual Benefit Plan and Coverage Type combination. The **Employer Rate** field must be entered for each Department even if the values are the same for all Departments. The Open Enrollment dates are displayed in the **Open enrollment dates** section at the top of the page. These dates are set by OHB.

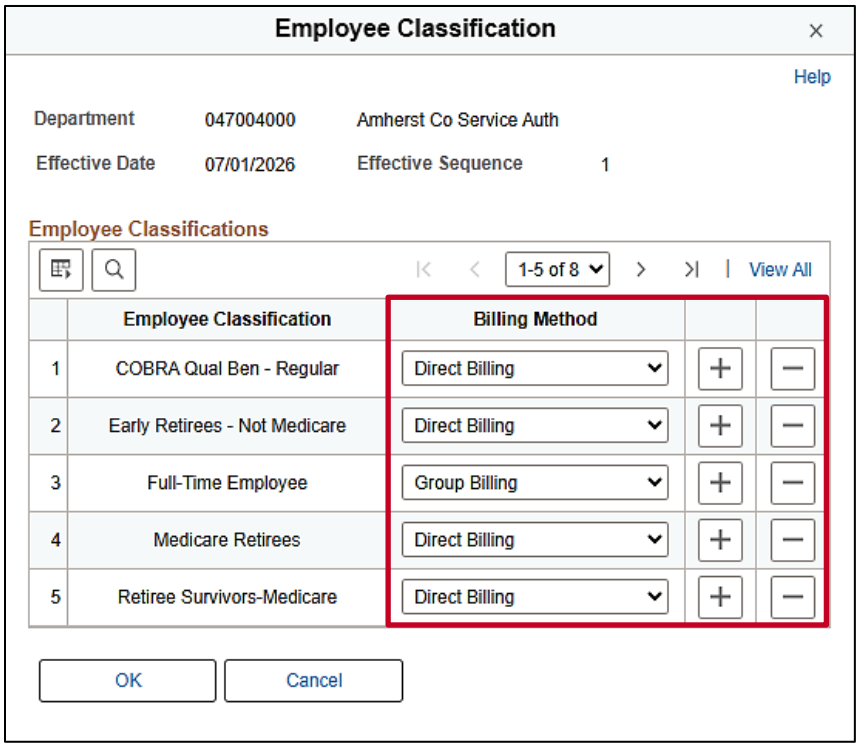
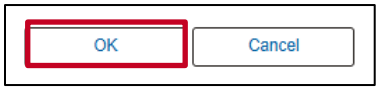
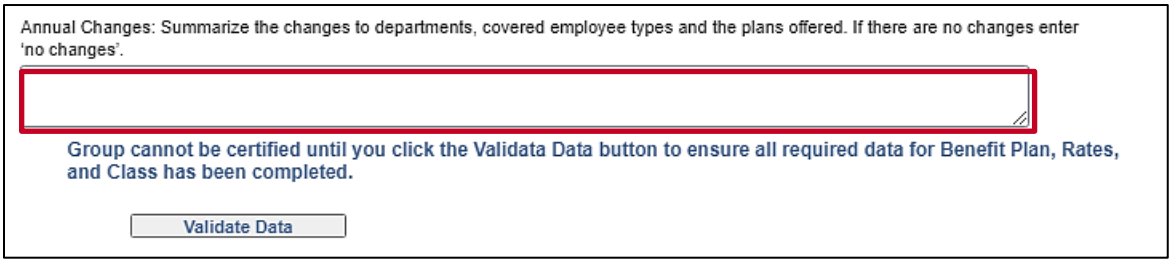
Step	Action
13.	Enter the applicable employer rate amounts in the **Employer Rate** fields for all of the benefit plans listed.  Premium Rates 1-33 of 33 Benefit Plan | Description | Coverage Type | Employee Rate | Employer Rate | MEC Rate | Total Rate 003F01 | Key Adv Exp Comprehensive Dent | EE Only | $223.00 | $930.00 | $922.40 | $1153.00 003F01 | Key Adv Exp Comprehensive Dent | EE+Spouse | $1205.00 | $930.00 | $930.00 | $2135.00 003F01 | Key Adv Exp Comprehensive Dent | EE+Child | $1205.00 | $930.00 | $930.00 | $2135.00 003F01 | Key Adv Exp Comprehensive Dent | Family | $2184.00 | $930.00 | $930.00 | $3114.00
14.	Click the **OK** button.  OK Cancel
	The **Employee Rate** field will automatically be adjusted once the employer rate is entered (Employee Rate + Employer Rate = Total Rate). The **MEC Rate** field (Minimum Employer Contribution) displays the minimum amount for the employer rate. The **Employer Rate** field amount must be equal to or greater than the **MEC Rate** field amount.
	If an **Employer Rate** field amount entered is less than the MEC Rate field amount, a pop-up message will display. After clicking the **OK** button, the error(s) can be reviewed.  Rate entered is less than required minimum employer contribution. OK The **Premium Rates** page will highlight the incorrect field(s) in red and will not let the user save the rate amounts if the Employer Rate is less than the MEC Rate.  Premium Rates 1-33 of 33 Benefit Plan | Description | Coverage Type | Employee Rate | Employer Rate | MEC Rate | Total Rate 003F01 | Key Adv Exp Comprehensive Dent | EE Only | $223.00 | $930.00 | $922.40 | $1153.00 003F01 | Key Adv Exp Comprehensive Dent | EE+Spouse | $1305.00 | $830.00 | $930.00 | $2135.00 003F01 | Key Adv Exp Comprehensive Dent | EE+Child | $1205.00 | $930.00 | $930.00 | $2135.00 003F01 | Key Adv Exp Comprehensive Dent | Family | $2184.00 | $930.00 | $930.00 | $3114.00 Once all of the employer rates are entered with no errors, click the **OK** button at the bottom of the page to return to the **TLC Data Sheet** page.  OK Cancel

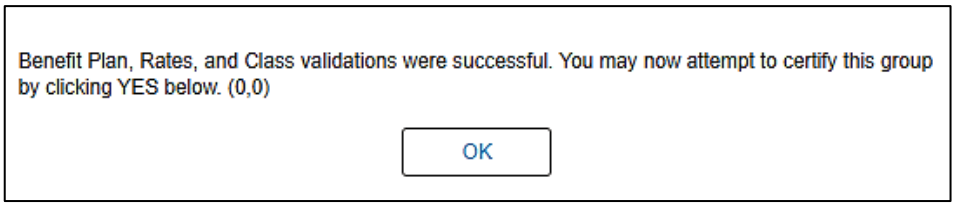
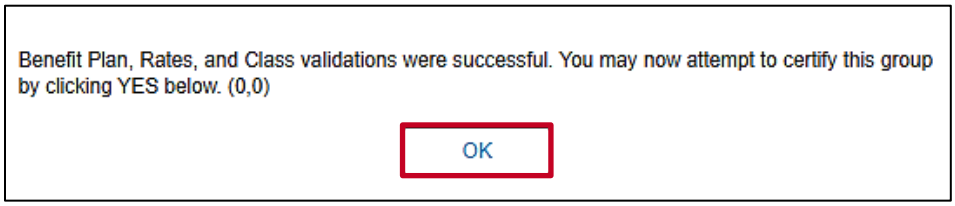
Step	Action
15.	Once the **TLC Data Sheet** page redisplays, click the **Class** link within the **Departments** section.

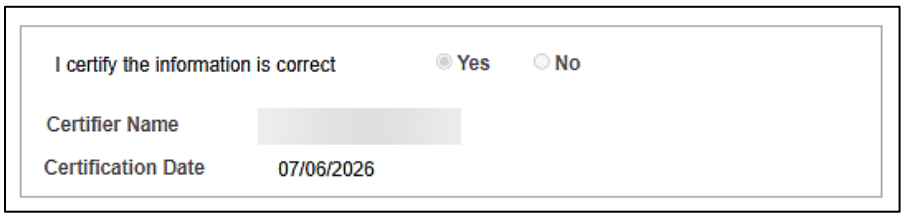


The **Employee Classification** page displays in a pop-up window.



Step	Action
16.	Use the corresponding **Add a New Row** icon (**+**) or **Delete Row** icon (**-**) to add or remove classes and update the **Billing Method** fields as needed. The only mandatory Employee Classification is “Full-Time Employee”. For each Employee Classification, a billing method must be selected. The **Billing Method** options are “Direct Billing”, “Group Billing”, or “Third-Party Administrator”. 
17.	Once all the required updates are made, click the **OK** button. 
18.	Once the **TLC Data Sheet** page redisplays, complete the **Annual Changes** field. Use this field to list any changes that were made to Departments, covered employee types, and the plans offered. For example, if a plan was removed, use this field to relay what plan employees in the dropped plan have been enrolled into. If no changes were made, enter “No changes”. This field is required. 

Step	Action
19.	Click the **Validate Data** button to verify that all the information has been added correctly. 
A **Confirmation** message displays in a pop-up window. 	
	If any errors or missing information are found, a warning message will appear to let the user know what piece of information needs to be edited/fixed. If a message appears, take the necessary steps to fix the error before continuing.
20.	Click the **OK** button to close the **Confirmation** message. 
21.	Once the **TLC Data Sheet** page redisplays, click the **Yes** radio button beside the **I certify the information is correct** statement. 
22.	Click the **Save** button at the bottom of the page. 

Step	Action
	Once saved, the page refreshes and **Certifier Name** and **Certification Date** fields will automatically populate with the certifier's name and the current date.  Once certified, no further changes can be made in Cardinal. If any changes need to be made, contact the TLC Group at OHB.
23.	Once the data sheet is certified, run the **TLC Data Sheet Report**. This report provides a PDF version of the TLC Data Sheet. Refer to the Job Aid titled **TLC Running the TLC Data Sheet Report** for the steps used to generate this Report. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.