

Running the TLC Data Sheet Report Overview

Prior to each new plan year, the TLC Data Sheet is created using the existing group profile information and plan selections chosen the previous year. Localities should review and update as appropriate. Once the Data Sheet information is entered, validated, and certified, Localities have the opportunity to run the TLC Data Sheet Report, which provides a PDF version of the TLC Data Sheet for recordkeeping. This Job Aid walks users through the steps to run the TLC Data Sheet Report.

Note: This Report should be run after submitting your TLC Datasheet changes.

This report can be run for:

- All of a user's TLC groups: This includes both main groups and any subgroups
- A specific TLC group: Users can choose to see the report for just one particular group

For instructions on entering and updating the TLC Data Sheet or your Locality's TLC Contacts, refer to the Job Aids titled **TLC Data Sheet** and **TLC Contacts**, located on the Cardinal website in **Job Aids** under **Learning**.

To find your Locality's Company and Department codes, see the Job Aid titled **TLC Cardinal Locality – Company and Department Codes** located on the Cardinal website in **Job Aids** under **Learning**.



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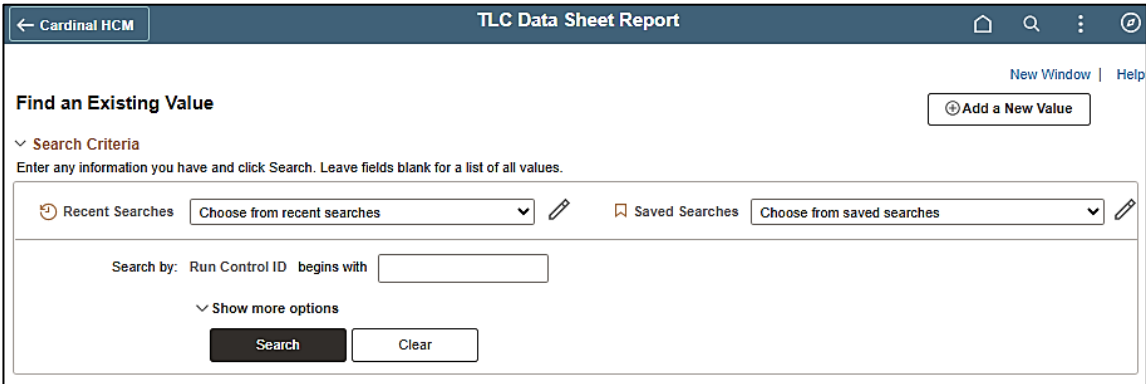
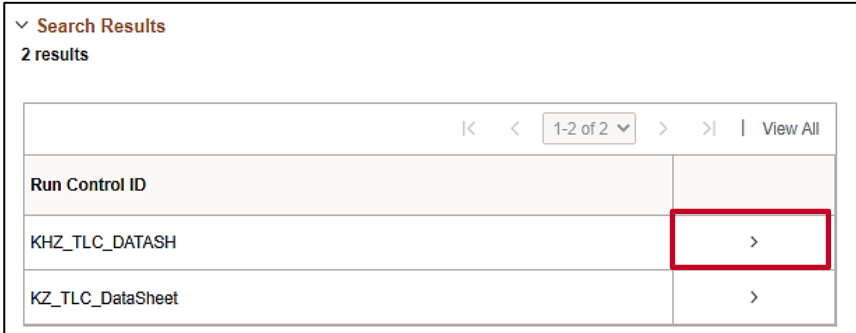
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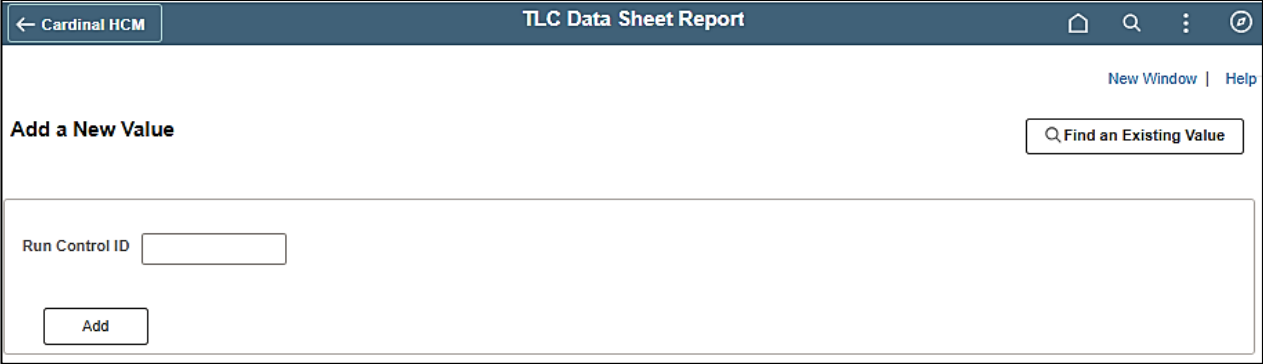
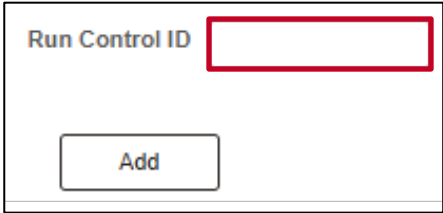
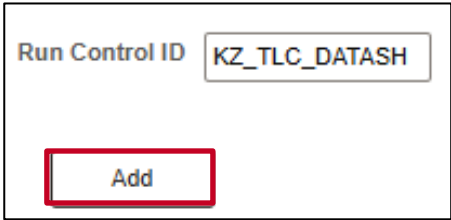
Revision History

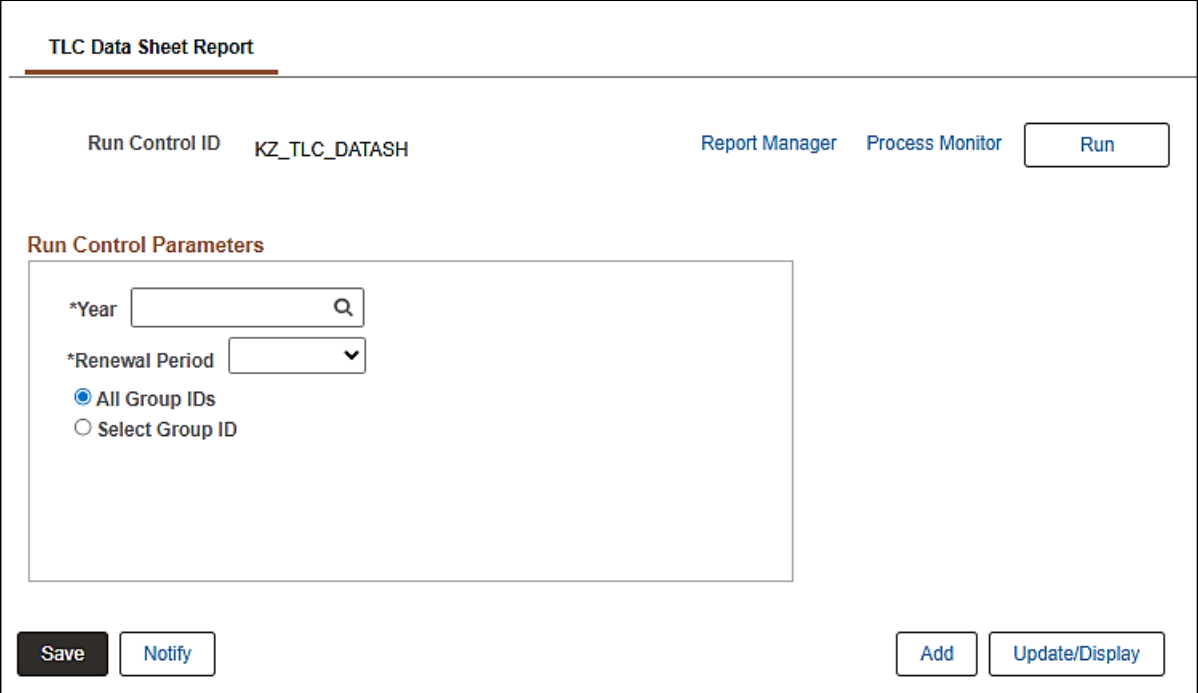
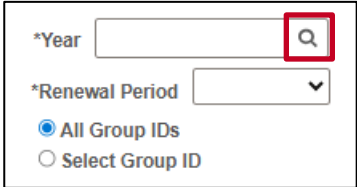
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/18/2026	Baseline.

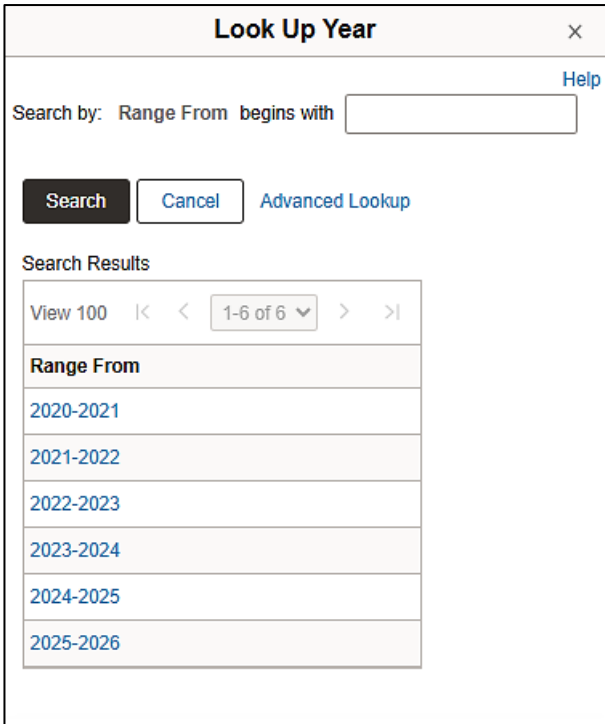
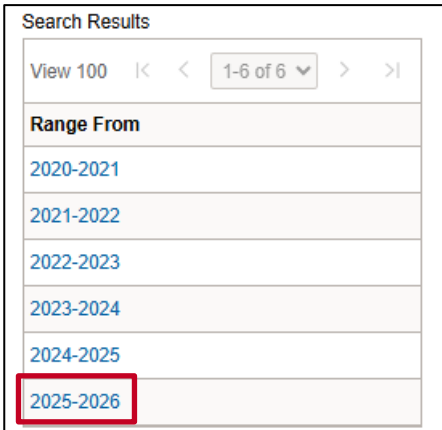
Running the TLC Data Sheet Report

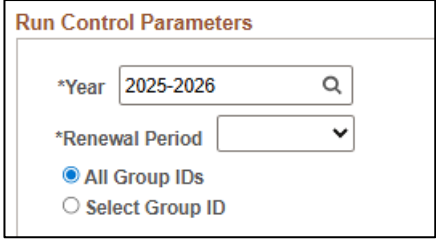
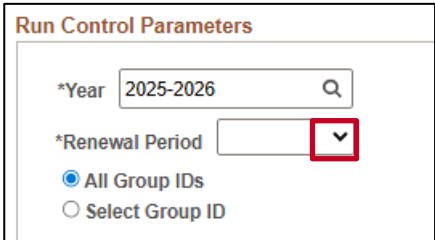
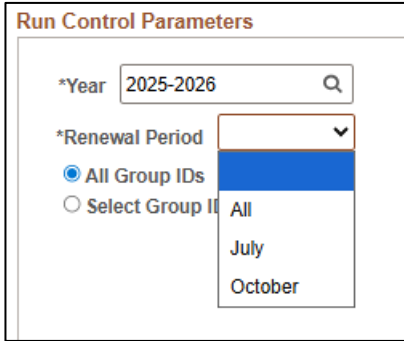
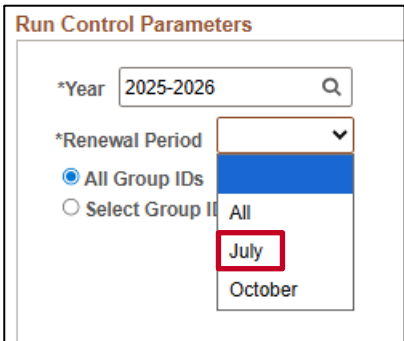
Step	Action
1.	Navigate to the TLC Data Sheet Report using the following path: NavBar > Menu > Benefits > Employer Information > TLC Data Sheet Report The TLC Data Sheet Report Find an Existing Value Search page displays. 
2.	Click the Search button to see if a Run Control ID already exists for the report. 
	A Run Control ID is required to run reports in Cardinal. Once a Run Control ID has been created by a user for a report, it does not have to be recreated and will display when the Search button is clicked. Users should always do a search before creating a new Run Control ID.
3.	If multiple results display, click the Drill in icon on the desired Run Control ID row and proceed to Step 9. 

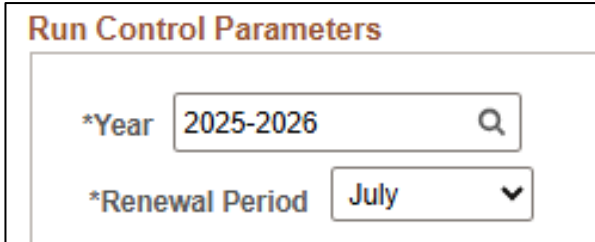
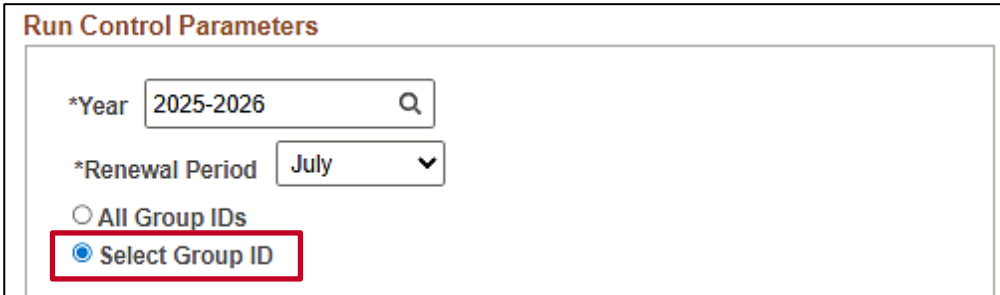
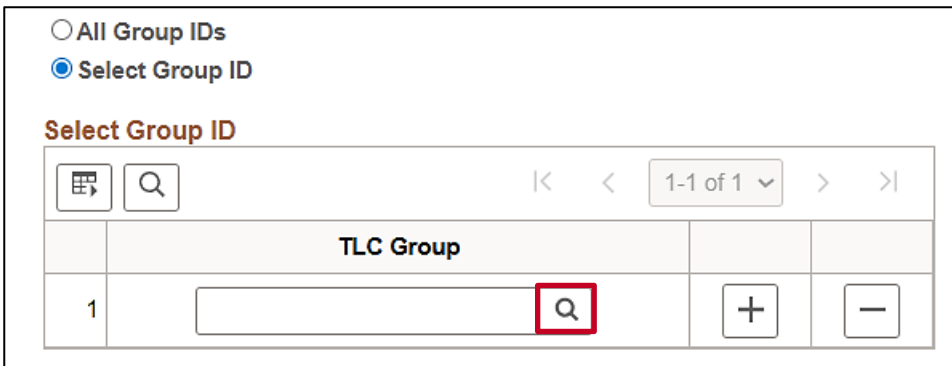
Step	Action								
4.	If only one Run Control ID exists, Cardinal will open the Run Control page for the report. Proceed to Step 9. TLC Data Sheet Report Run Control ID KHZ_TLC_DATASH Report Manager Process Monitor Run Run Control Parameters *Year 2025-2026 *Renewal Period July ☐ All Group IDs ☒ Select Group ID Select Group ID 1-1 of 1 <table><thead><tr><th></th><th>TLC Group</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td> </td><td> + </td><td> - </td></tr></tbody></table> Save Return to Search Notify Add Update/Display		TLC Group			1		+	-
	TLC Group								
1		+	-						
5.	If no Run Control ID exists, Cardinal will display “No matching values were found.” Proceed to the next step. ▼ Search Results No matching values were found.								
6.	Click the Add a New Value button. ⊕ Add a New Value								

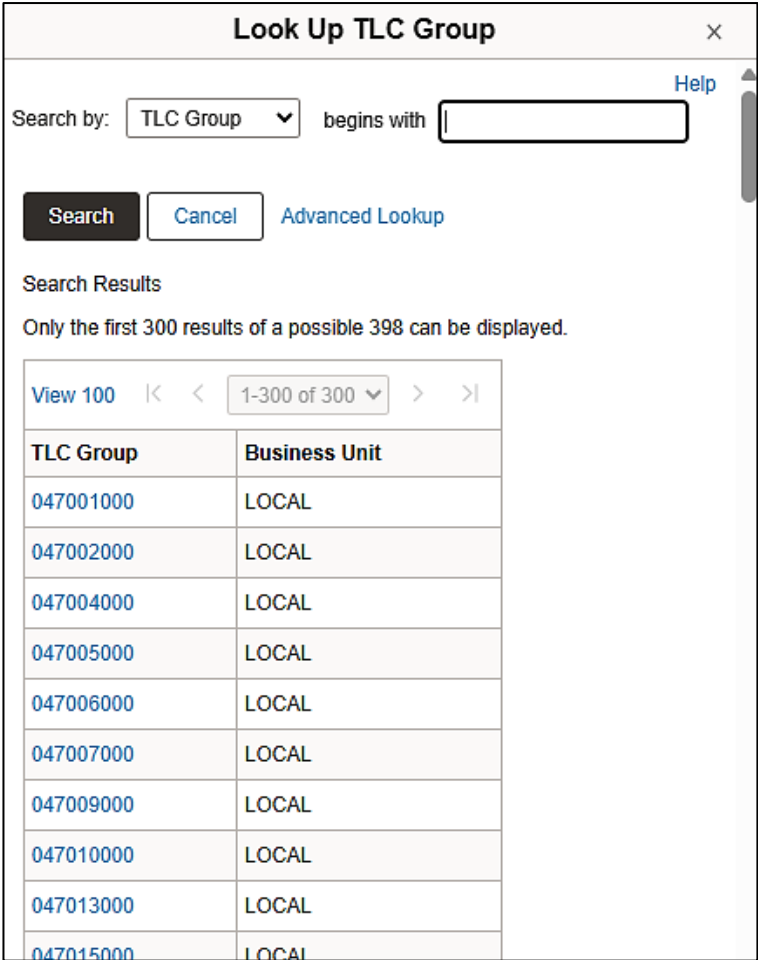
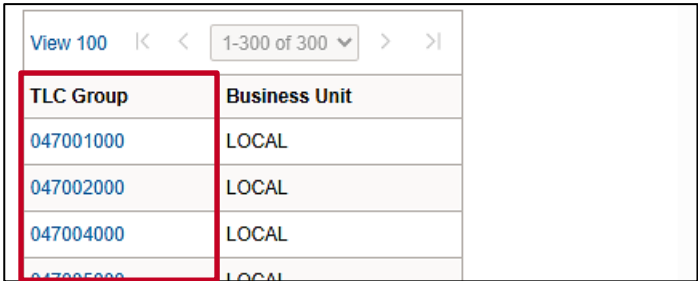
Step	Action
The TLC Data Sheet Report Add a New Value page displays. 	
7.	Enter a Run Control ID for this report in the Run Control ID field. - The Run Control ID must be unique and should be descriptive enough to help locate for future use (once created Run Control IDs cannot be deleted) - Up to 30 characters are allowed - No blank spaces can be used; however, an underscore can be used in lieu of spaces - Do not use wildcard symbols (%) 
8.	Click the Add button. Note: For this example, a Run Control ID of KZ_TLC_DATASH has been used. 

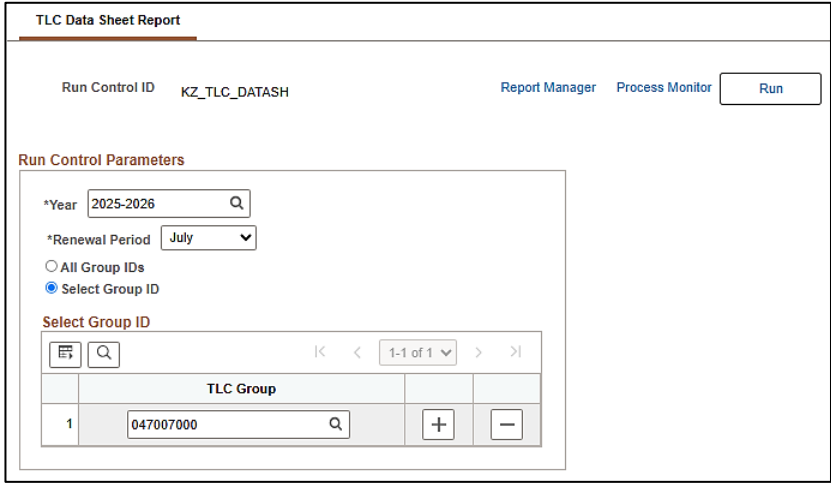
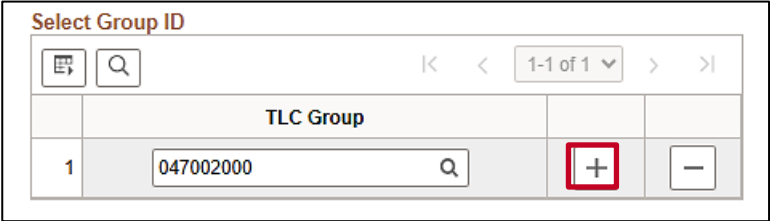
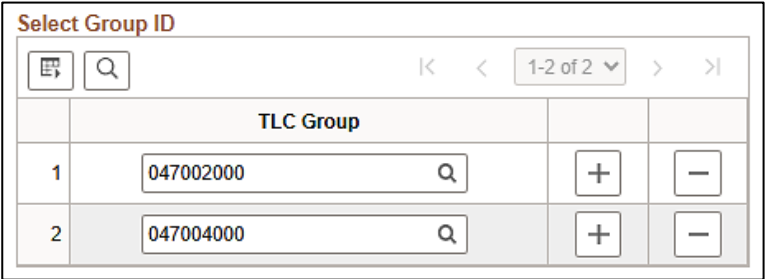
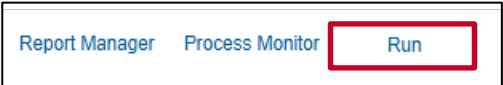
Step	Action
	The TLC Data Sheet Report page displays. 
9.	Click the Year Look up icon in the Run Control Parameters section. Note: This is a required field. 

Step	Action
	The Look Up Year page displays in a pop-up window. 
10	Click the applicable year range link in the Range From field. 

Step	Action
	The Run Control Parameters section redisplay. 
11.	Click the Renewal Period dropdown button. Note: This is a required field. 
	The Renewal Period dropdown list displays. 
12.	Select the applicable Renewal Period for the report. Note: If you are unsure when your renewal occurs, contact tlc@dhrm.virginia.gov. 

Step	Action
	The Run Control Parameters section redisplay. 
13.	Select either the All Group IDs or the Select Group ID radio button option. For the example below, the Select Group ID radio button option has been selected. Note: The All Group IDs radio button option is selected by default. To run the report for a specific Group ID or IDs, the Select Group ID radio button option must be selected. • All Group IDs radio button – Allows users to run the report for all their TLC groups (both main groups and any subgroups) • Select Group ID radio button – Allows users to select one or more specific Group IDs to view in the report 
14.	Click the TLC Group Look up icon. 

Step	Action
	The Look Up TLC Group page displays in a pop-up window. 
15.	Click the applicable TLC Group ID link in the TLC Group section. 
	If you do not know your Group ID, see the Job Aid titled TLC Cardinal Locality - Company and Department Codes. This Job Aid is located on the Cardinal website in Job Aids under Learning.

Step	Action
	The Run Control Parameters page redisplay with the TLC Group ID displayed in the Select Group ID section. 
	Additional TLC Group IDs can be added by clicking the Add a New Row button, and repeating Steps 14 – 15.  
16.	Click the Run button on the top right side of the TLC Data Sheet Report page. 



Cardinal TLC Job Aid

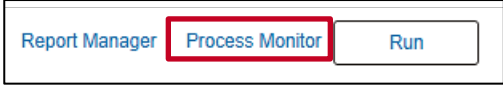
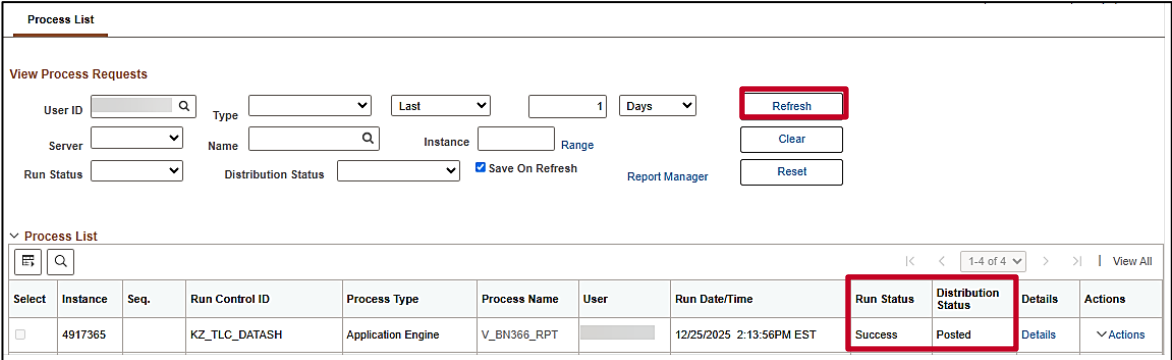
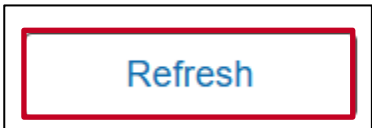
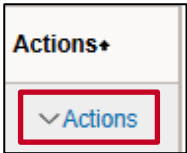
TLC Running the TLC Data Sheet Report

Step	Action														
	The Process Scheduler Request page displays. Process Scheduler Request User ID: V_TRN_BN36101 Run Control ID: KZ_TLC_DATASH Server Name: Run Date: 12/23/2025 Recurrence: Run Time: 9:55:24AM Reset to Current Date/Time Time Zone: Process List <table border="1"><thead><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>*Type</th><th>*Format</th><th>Distribution</th></tr></thead><tbody><tr><td>☒</td><td>TLC Data Sheet Report</td><td>V_BN366_RPT</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr></tbody></table> OK Cancel	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	☒	TLC Data Sheet Report	V_BN366_RPT	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
☒	TLC Data Sheet Report	V_BN366_RPT	Application Engine	Web	TXT	Distribution									
17.	Click the OK button. OK Cancel														
	The TLC Data Sheet Report page redispays with a Process Instance number displayed. TLC Data Sheet Report Run Control ID: KZ_TLC_DATASH Report Manager Process Monitor Run Process Instance: 4338412 Run Control Parameters *Year: 2025-2026 *Renewal Period: July ☐ All Group IDs ☒ Select Group ID Select Group ID <table border="1"><thead><tr><th colspan="2">TLC Group</th></tr></thead><tbody><tr><td>1</td><td>047002000 </td></tr></tbody></table> Save Notify Add Update/Display	TLC Group		1	047002000										
TLC Group															
1	047002000														



Cardinal TLC Job Aid

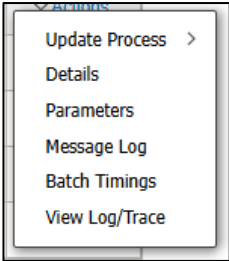
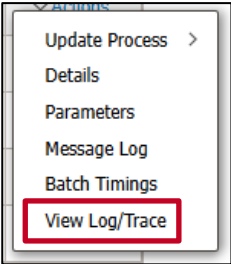
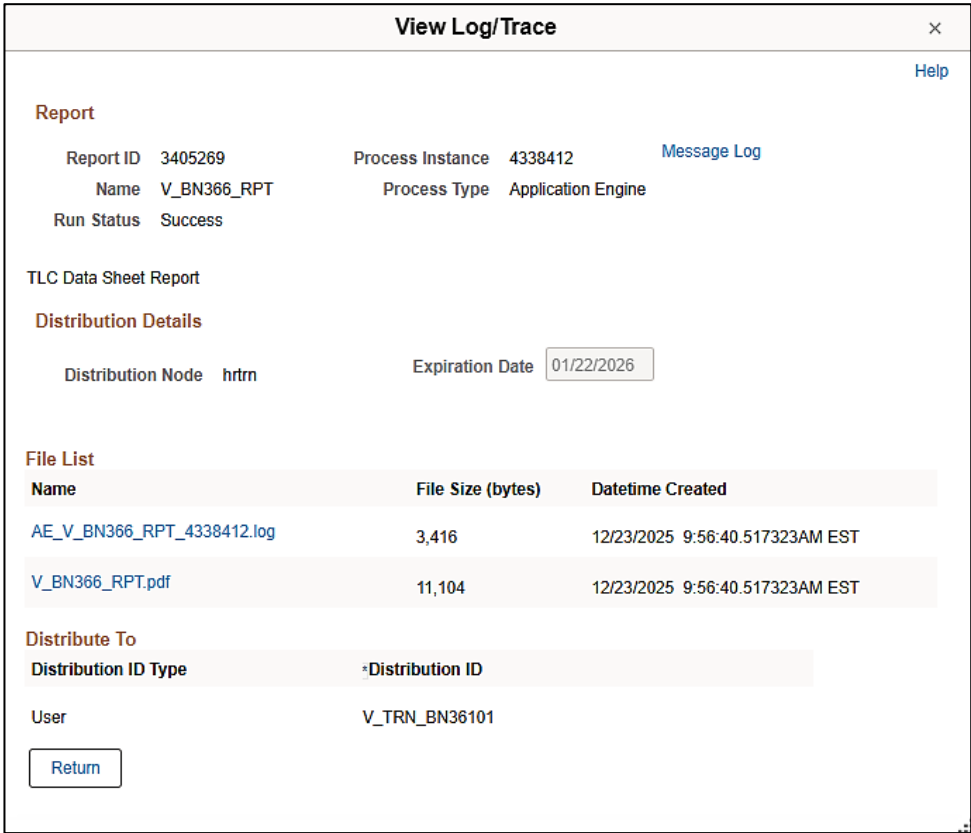
TLC Running the TLC Data Sheet Report

Step	Action				
18.	Click the Process Monitor link. 				
The Process List page displays. 					
19.	Review the following two fields and values to verify they display as noted below Run Status = “Success” Distributions Status = “Posted” <table><tr><th>Run Status</th><th>Distribution Status</th></tr><tr><td>Success</td><td>Posted</td></tr></table>	Run Status	Distribution Status	Success	Posted
Run Status	Distribution Status				
Success	Posted				
20.	If these fields display any other value, click the Refresh button until the values display as noted above. 				
21.	Once the Run Status = “Success” and the Distribution Status = “Posted”, click the Actions link in the Action field. 				



Cardinal TLC Job Aid

TLC Running the TLC Data Sheet Report

Step	Action
	The Actions dropdown list displays. 
22.	Click the View Log/Trace list item. 
	The View Log/Trace page displays in a pop-up window. 



Cardinal TLC Job Aid

TLC Running the TLC Data Sheet Report

Step	Action									
23.	Click the PDF version of the report in the File List section in the Name field. File List <table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>AE_V_BN366_RPT_4338412.log</td><td>3,416</td><td>12/23/2025 9:56:40.517323AM EST</td></tr><tr><td>V_BN366_RPT.pdf</td><td>11,104</td><td>12/23/2025 9:56:40.517323AM EST</td></tr></table>	Name	File Size (bytes)	Datetime Created	AE_V_BN366_RPT_4338412.log	3,416	12/23/2025 9:56:40.517323AM EST	V_BN366_RPT.pdf	11,104	12/23/2025 9:56:40.517323AM EST
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V_BN366_RPT.pdf	11,104	12/23/2025 9:56:40.517323AM EST								

The TLC Data Sheet Report displays in a PDF format.

Note: This report may have multiple pages, as shown in this example.

V_BN366_RPT.pdf

1 / 4 | 80% | [Icons]

1

2

3

4

2025 - 2026 The Local Choice (TLC) Data Sheet
King William County - County

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Group: Applies to all Group IDs

☒ Government Group	☐ School Group	☐ Government & School Group	☐ Grandfathered Government & School Group
July Renewal: Begins: 7/1/2025 Ends: 6/30/2026			

A group must have a separate group ID, assigned by DHRM, for each Federal Employer Identification (FEIN) included in the group and one of the group IDs must be primary. Separate group IDs with the same FEIN are also permitted.

☐ This group has one Group ID and one FEIN.

☐ This group has more than one Group ID and one FEIN.

☒ This group has more than one Group ID and more than one FEIN.

Primary ID	047002001 King William County - DSS	546001378
Additional ID	047002000 King William County - County	546001376

Each Group ID may have different employer cost-sharing, Open Enrollment dates and contacts.

Classifications: Applies to all Group IDs

Enrollee Category	Offer Coverage?	Billing Method
Full-Time Employees	Yes	Group Billing
Part-Time Employees	No	
Elected Official with full-time premium	Yes	Group Billing
Elected Official with part-time premium	No	
Extended Coverage/COBRA Qualified Beneficiaries - Regular	Yes	Direct Billing
Early Retirees - not eligible for Medicare	Yes	Direct Billing
Medicare Retirees - eligible for Medicare	Yes	Direct Billing
Split Contract Dependents of Retirees	Yes	Direct Billing
Retiree Survivor - not eligible for Medicare	Yes	Direct Billing
Retiree Survivor - eligible for Medicare	Yes	Direct Billing
Extended Coverage/COBRA Qualified Beneficiary - Disability	Yes	Direct Billing
Survivor of Employee extra month coverage	No	

Election Rules: Applies to all Group IDs

Initial Enrollment as an Employee Election Request (Effective the first of the month after the waiting period): Applies to all Group IDs

☒ Rule 1: No waiting period	0	Number of days allowed to make the enrollment election request	30
☐ Rule 2: Waiting period (1-60 days)		Number of days allowed to make the enrollment election request	

Participation: Applies to all Group IDs

Primary ID: 047002000	Enrolled Count	Waived Count	Eligible Count (Enrolled + Waived)
Full-time Employees	85	36	121
Total for this Group ID	85	36	121
Total Participation Percentage			70%

Plans: Applies to all Group IDs

Key Advantage Plan Choices	Key Adv 250 Comprehensive Dent Key Adv 250 Preventive Dent Key Adv 500 Comprehensive Dent
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The **TLC Data Sheet Report** can be downloaded and saved or printed as needed.

