

# Naming Conventions

Here are the conventions used to name the more than 300 contract names that appear on the **HBEX's Plan Management & Delivery Systems Reform** page and **Information About Qualified Health and Dental Plan Issuers** page.

<b>CONTRACT NAME – STANDARD FORMAT</b>				
<b>The Five Segments of the Contract Name</b>				
<b>YEAR</b>	<b>PLAN TYPE &amp; MARKET</b>	<b>DOCUMENT NAME</b>	<b>DATE</b>	<b>STATE</b>
2023-2025 for multi-year  2024-Amend for both attachments and amendments	QHP-IND QHP-CCSB QDP	Contract (for Final) Model-Contract (for Development) Att-2 (for attachment)  Comment-Period  Additional names used <ul style="list-style-type: none"> <li>• Model-Crosswalk</li> <li>• Att-7-Crosswalk</li> <li>• Comment-Cycle</li> <li>• Model-Comment-Resp</li> <li>• Att-7-Comment-Resp</li> <li>• Policy-Methodology</li> </ul> The additional names do not need a 'STATE' entry, e.g., Clean-Draft  Example of Comment-Cycle: 2026-2028_QHP-IND_Comment-Cycle-1_8-16-24	12-24-21	Clean-Final Redline-Final Clean-Draft Redline-Draft
<b>Conventions for entering the Segments:</b> <ul style="list-style-type: none"> <li>• We use hyphens <b>within</b> a filename segment, and underscores <b>between</b> filename segments. For example: 2024-Amend-2024-2026_QHP-IND_Model-Contract_12-12-24_Clean-Draft</li> <li>• We are showing <b>Clean</b> and <b>Redline</b> under <b>Final</b></li> <li>• Reference to <b>Response Cycle</b> is needed. Will appear in DOCUMENT NAME as <b>Comment-Resp</b>, and the document date will identify which one it is.</li> <li>• Abbreviate Comment-Response to <b>Comment-Resp</b>.</li> <li>• We don't need the word "Issuer" in the title.</li> </ul>				

The rules behind the convents are as follows:

## AGREED RULES

The link names (which are also the file names) should identify the contract (the actual file) outside of the HBEX page display, anyplace in the G Drive or on the intranet. Under **Document Name** there are some 'Additional Names' listed. It might be necessary to use a few more – but not many. Beyond a certain point the person doing the searching has to open the document. The more we load the Contract Name the more difficult the search becomes.

How we reached the Standard Format is given below. This also explains the different terms used.

#### Terms Agreed with EQT.

**Model Contract** – the Articles comprising the contract body. (The contract-body is separate in the **Development** state, so the term Model-Contract only appears on the Development side.)

**Attachment** – stand alone sections, that can be worked upon independently of the body

**Contract** – the contract body plus all attachments. This complete contract is assembled in Final state, and appears only on the **Final** side.)

#### AGREED: with respect to FINAL STATUS

- For each final contract (contract body + attachments) we will display a COMPLETE PDF, and give it a DOCUMENT NAME of **Contract**
  - (The contract-body material in Development stage will be **Model-Contract**, as it doesn't have the attachments with it)
  - Thus the Complete **Contract** exists only in the **Final** status. The Attachments and 'main body' (Model-Contract) move through **Development** separately.
- We will also display **all** the finalized Attachments.
- We will also display **all** finalized Amendments.
- The multi-year range will appear only with 1) Model-Contract in Development stage, and 2) Contract – complete – in Final stage.
- The multi-year range will not appear in conjunction with Attachments and Amendments. This is our convention for link-names (and the priority of the single-year over the 'range' in the contract name has been implemented on the first page of the contract itself).

#### RE ARCHIVAL:

- The year a new, "refreshed" multi-year contract goes out, under the **Final** Heading it will for example read **2023-2025\_QHP-IND-Contract\_Clean-Final\_6-15-22 - archive PY 2023**  
**THE MULTI-YEAR ALWAYS APPEARS UNDER THE FIRST YEAR IN THE SERIES**
- Then in PY 2024, an Amendment to this new multi-year contract is done and under the **Final** Heading it will read **2024-Amend\_QHP-IND-Contract\_Clean-Final\_6-15-23 - archive PY 2024**
- Then in PY 2025, another Amendment to this new multi-year contract is likely and under the **Final** Heading it will read **2025-Amend\_QHP-IND-Contract\_Clean-Final\_6-15-24 - archive PY 2025**

The contract that the 2024 and 2025 Amendments are updating (2023-2025) will not appear in the **Final** display of the **Plan Years** of those amendments. So you could have an Archive-Year-Display with no multi-year entries.

ADDITIONALLY we do not need to display the years of the multi-year target contract in the Amendment's contract names. So we do not have, anymore, **2024-Amend-2023-2025** as a 'Year' entry.