

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Group Administrator Memo** **EXTRA**** #23-07

To: TLC Group Benefits Administrators

From: State and Local Health Benefits Programs

Date: October 10, 2023

Re: Dependents Who Lose Eligibility at the End of 2023

The Local Choice Health Benefits Program recently distributed Group Administrator Memo #23-06 ***Dependents Who Lose Eligibility at the End of 2023*** dated September 29, 2023. The memo provided instructions regarding the navigation path to the ***Benefit Eligibility Audits report*** along with the parameters. However, we did not properly stress the importance of creating a Run Control.

[NAV225 Generating an HCM Report \(virginia.gov\)](#) job aid demonstrates how to run a particular report in Cardinal. Steps 8 and 9 of the job aid discusses Run Control ID. For TLC users who do not run many reports, I suggest just using your first name. Once that is added, you will be brought to the Benefits Eligibility Audits page.

- Enter your 3-character Company value (e.g., E07).
- Check the Dependent child Approaching 26 check box.
- Enter 01/01/2023 and 12/31/2023 in the date fields.
- Click on Run.
- Click on OK.
- A process instance number will display below the words Process Monitor. Click on Process Monitor.
- Click on Refresh until the Process Name V_BN301_RPT has a Run Status of Success and the Distribution Status of Posted.
- Click on the word Actions then View Log/Trace.
- The Child26.xlsx is the Excel file with the results of the report.

Once this is run one time, the saved Run Control ID will present the same parameters each time you pull this page up.

The navigation path to the **Benefit Eligibility Audits** report: **Navigator > Benefits > Reports > Audits > Benefit Eligibility Audits**

INPUT / SEARCH CRITERIA: Company (Leave Blank for All) Report Type Parameter
(check Dependent Child Approaching 26)

OUTPUT TYPE: WEB

FORMAT: XML

On behalf of The Local Choice Health Benefits Program, we apologize for the inconvenience.