



Annual Long-Term Suitability Reporting Florida Office of Insurance Regulation

Pursuant to 624.424, 624.307(1), 627.9407(1), 627.410(7) Florida Statutes and 690-157.111 Florida Administrative Code

Required Filers and General Reporting Definitions

Pursuant to 690-157.116(8), F.A.C., “The insurer shall report annually to the Office of Insurance Regulation:

- (a) The total number of applications received from residents of this state;
- (b) The number of those who declined to provide information on the personal worksheet;
- (c) The number of applicants who did not meet the suitability standards; and,
- (d) The number of those who chose to confirm after receiving a suitability letter”

The required filers include the following Florida Certification of Authority Categories:

- (1) LIFE AND HEALTH INSURER
- (2) PROPERTY AND CASUALTY INSURER
- (3) FRATERNAL BENEFIT SOCIETY

having one or more of the following Florida Lines of Business active during the calendar reporting year:

- a. FRATERNAL HEALTH
- b. ACCIDENT AND HEALTH

“**DATA FILING**” is to be used by all other reporting entities

This survey is provided for reporting long-term care data by authorized Florida Insurance carriers.

DEADLINE FOR COMPLETING AND SUBMITTING THIS DATA FILING IS JUNE 30. IF THIS DATE OCCURS ON THE WEEKEND, IT IS THE NEXT BUSINESS DAY.

Data must be submitted on an individual company basis only.

Use the Insurance Regulation Filing System (IRFS) at <https://irfs.fldfs.com/> to submit your filing.

COMPONENTS OF THE FILING

Your Annual Long-Term Suitability Reporting Data Filing will include the following components:

- The survey is available within IRFS. You will click on “+” to upload successfully.
- Contacts – Filers can add other individuals to received correspondence on this filing. Save once all individuals have been included.
- Data filers must complete a declaration of facts, signed by a company officer, and formatted as a PDF document, and upload it to the Affidavit Component.

If you have any questions regarding IRFS support, please contact the Market Research and Technology Unit at 850-413-3147, or by email:

LTCDDataCall@flor.com

Instructions


STEPS FOR PROCESSING AND REPORTING DATA TO THE OFFICE OF INSURANCE REGULATION:

- Log in to the IRFS system here: <https://irfs.fldfs.com> and
- Once you login, add your company by clicking on “My Account” and selecting “Entity Management” from the drop-down menu.
- Select “+Add Entity.” Then select “Company” and click “Next”.
- Type in the name of your company and click on “Search”.
- Select your company and click on “Add Selected” button at the bottom of the page.
- Return to your Workbench and select “Create Filing”.
- Select the “Begin” button in the “Data Collection” title.
- Select “Companies”. The select your company and click the “Next” button in the lower right-hand corner of your screen.
- In Step 2, select your data call and hit “Next”. Note: if you see a data call with a pink line through it, that means someone associate with your company has already filed that data call.
- In Step 3 click “Next”.
- Select the “Create” button in the lower right-hand corner of the screen and then select “Confirm” in the pop-up window.
- You will be automatically returned to your workbench, select your new filing by clicking the “Filing ID”.
- You must repeat steps 1 – 4 to create a Filing for each company that you represent.
- View and edit the filing on the Workbench by clicking the Filing ID in the first column.
- Expand components by clicking on the plus sign to the left of each component.
- In the Contacts Component, other email accounts subscribed to your company will be listed under Add Company Contact. Include additional email addresses that are not subscribers of the company in the text box. Any email listed in this component will receive email notifications about the filing. Click Save.
- Select the Florida Long-Term Care Suitability Survey. This is a mandatory component for data filing.
- There is an optional Other Information/Documents component if you choose to include a letter or upload relevant documents.
- There is an optional Response to Request for Clarification component that may be ignored during the initial filing. This is for use only if the Office has questions after reviewing your filing.
- When all mandatory components are Complete, your filing may be submitted by clicking on the Submit button. You and any accounts listed in Company Contacts will receive an email receipt with your Filing ID. If you do not receive an email and the submission status does not change to Received, contact the Market Research and Technology Unit (MRTU).

If you have any questions, please contact the MRTU via email: LTCDataCall@flor.com or telephone 850-413-3147.


THE LONG-TERM CARE SUITABILITY SURVEY

Provide answers to the questions below. Those marked with an * are required.

 Survey

- * 1 Total number of applications received from Florida residents as of December 31?
- * 2 Total number of applicants who declined to provide information on the personal worksheet as of December 31?
- * 3 Total number of applicants who did not meet suitability standards as of December 31?
- * 4 Total number of applicants who chose to confirm after receiving a suitability letter as of December 31?

 Save

 Print Survey