



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 **BN361 TLC Data Sheet Locality** and **BN361 TLC Contacts Locality**, 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**.



Cardinal TLC Job Aid

TLC Running the TLC Data Sheet Report

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Revision History

Revision Date	Summary of Changes
2/18/2026	Baseline.



Cardinal TLC Job Aid

TLC Running the TLC Data Sheet Report

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** page displays.

← Cardinal Homepage TLC Data Sheet Report New Window | Help

TLC Data Sheet Report

Find an Existing Value [Add a New Value](#)

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: Run Control ID begins with

▼ Show more options

[Search](#) [Clear](#)

1.	Click the Search button to see if a Run Control ID already exists for the report.
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	<p>A Run Control ID is required to run reports in Cardinal.</p> <p>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.</p> <p>Users should always do a search before creating a new Run Control ID.</p>
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3.	If multiple results display, click Drill in icon on the desired Run Control ID row and proceed to Step 9 .
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▼ Search Results

2 results

1-2 of 2 View All

Run Control ID	
KHZ_TLC_DATASH	>
KZ_TLC_DataSheet	>

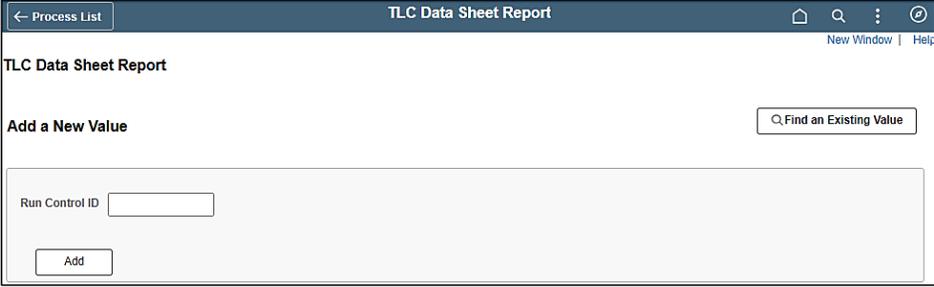


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TLC Running the TLC Data Sheet Report

Step	Action								
4.	<p>If only one Run Control ID exists, Cardinal will open the Run Control page for the report. Proceed to Step 9.</p> <div data-bbox="191 583 1024 1136"><p>TLC Data Sheet Report</p><p>Run Control ID KHZ_TLC_DATASH Report Manager Process Monitor <input type="button" value="Run"/></p><p>Run Control Parameters</p><p>*Year <input type="text" value="2025-2026"/> <input type="button" value="Q"/></p><p>*Renewal Period <input type="text" value="July"/> <input type="button" value="v"/></p><p><input type="radio"/> All Group IDs <input checked="" type="radio"/> Select Group ID</p><p>Select Group ID</p><p><input type="button" value="E"/> <input type="button" value="Q"/> <input type="button" value="K"/> <input type="button" value="v"/> 1-1 of 1 <input type="button" value="v"/> <input type="button" value="K"/></p><table border="1"><thead><tr><th colspan="2">TLC Group</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td><input type="text"/></td><td><input type="button" value="Q"/></td><td><input type="button" value="+"/> <input type="button" value="-"/></td></tr></tbody></table><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p></div>	TLC Group				1	<input type="text"/>	<input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
TLC Group									
1	<input type="text"/>	<input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>						
5.	<p>If no Run Control ID exists, Cardinal will display “No matching values were found.” Proceed to the next Step.</p> <div data-bbox="191 1236 630 1360"><p>▼ Search Results</p><p>No matching values were found.</p></div>								
6.	<p>Click the Add a New Value button.</p> <div data-bbox="191 1425 459 1493"><p><input type="button" value="+ Add a New Value"/></p></div>								



Step	Action
	<p>The TLC Data Sheet Report Add a New Value page displays.</p> 
7.	<p>Enter a Run Control ID for this report in the Run Control ID field.</p> 
	<p>The Run Control ID serves as a name for a set of saved report parameters and must be unique. A Run Control ID cannot exceed 30 characters and cannot contain spaces or wildcard symbols, but underscore characters are permitted.</p> <p>Once a Run Control ID is created and saved it cannot be deleted.</p>
8.	<p>Click the Add button.</p> <p>Note: For this example, a Run Control ID of KZ_TLC_DATASH has been used.</p> 



Cardinal TLC Job Aid

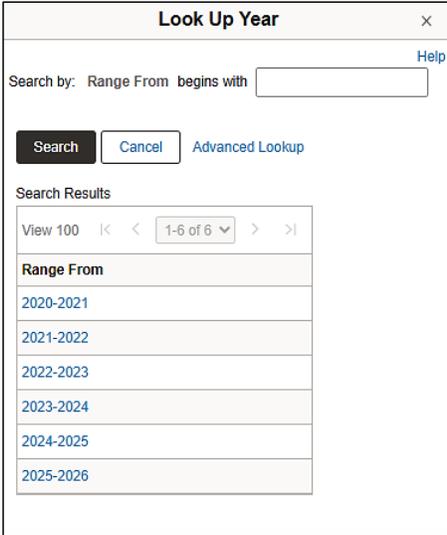
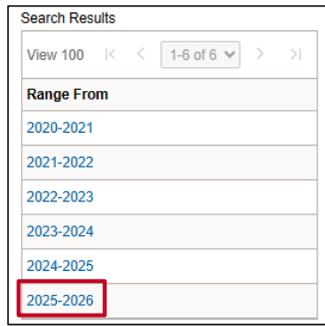
TLC Running the TLC Data Sheet Report

Step	Action
	<p>The TLC Data Sheet Report page displays.</p> <div data-bbox="154 548 1042 1066"></div>
9.	<p>Click the Year Look up icon in the Run Control Parameters section.</p> <p>Note: This is a required field.</p> <div data-bbox="191 1165 454 1306"></div>



Cardinal TLC Job Aid

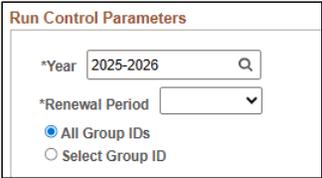
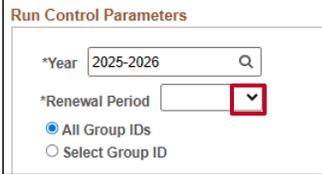
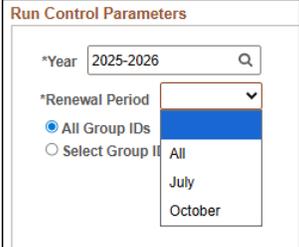
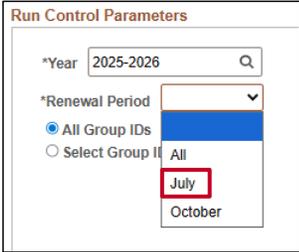
TLC Running the TLC Data Sheet Report

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



Cardinal TLC Job Aid

TLC Running the TLC Data Sheet Report

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

Commented [DS1]: Should we add: If you're unsure when your renewal occurs, contact tlc@dhrm.virginia.gov.



Step	Action
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The **Run Control Parameters** section redisplay.

Run Control Parameters

*Year 2025-2026

*Renewal Period July

13. Select either the **All Group IDs** or the **Select Group ID** radio button. For the example below, the **Select Group ID** radio button has been selected.

Note: The **All Group IDs** radio button is selected by default. To run the report for a specific Group ID or IDs, the **Select Group ID** radio button 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

Run Control Parameters

*Year 2025-2026

*Renewal Period July

All Group IDs

Select Group ID

14. Click the **TLC Group Look up** icon.

All Group IDs

Select Group ID

Select Group ID

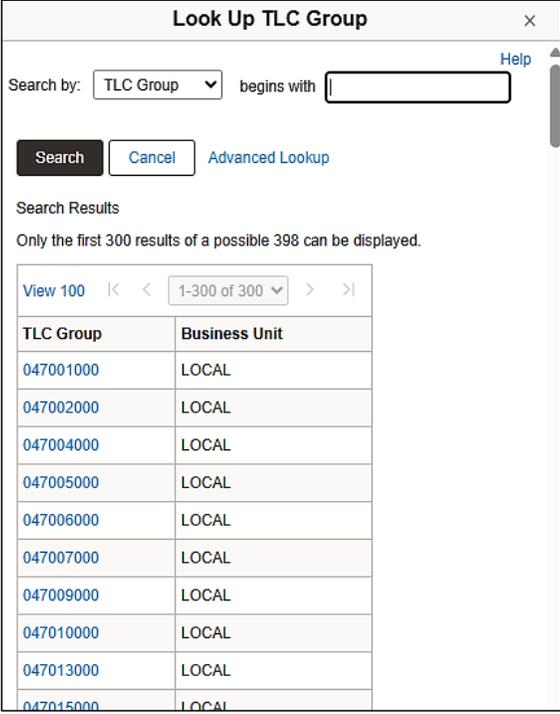
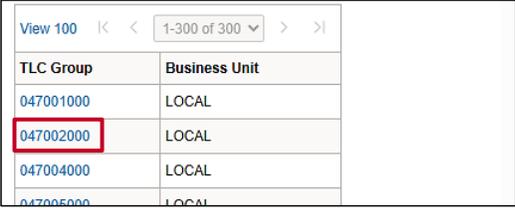
1-1 of 1

TLC Group			
1	<input type="text"/>	<input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>



Cardinal TLC Job Aid

TLC Running the TLC Data Sheet Report

Step	Action																						
	<p>The Look Up TLC Group page displays in a pop-up window.</p>  <table border="1"><thead><tr><th>TLC Group</th><th>Business Unit</th></tr></thead><tbody><tr><td>047001000</td><td>LOCAL</td></tr><tr><td>047002000</td><td>LOCAL</td></tr><tr><td>047004000</td><td>LOCAL</td></tr><tr><td>047005000</td><td>LOCAL</td></tr><tr><td>047006000</td><td>LOCAL</td></tr><tr><td>047007000</td><td>LOCAL</td></tr><tr><td>047009000</td><td>LOCAL</td></tr><tr><td>047010000</td><td>LOCAL</td></tr><tr><td>047013000</td><td>LOCAL</td></tr><tr><td>047015000</td><td>LOCAL</td></tr></tbody></table>	TLC Group	Business Unit	047001000	LOCAL	047002000	LOCAL	047004000	LOCAL	047005000	LOCAL	047006000	LOCAL	047007000	LOCAL	047009000	LOCAL	047010000	LOCAL	047013000	LOCAL	047015000	LOCAL
TLC Group	Business Unit																						
047001000	LOCAL																						
047002000	LOCAL																						
047004000	LOCAL																						
047005000	LOCAL																						
047006000	LOCAL																						
047007000	LOCAL																						
047009000	LOCAL																						
047010000	LOCAL																						
047013000	LOCAL																						
047015000	LOCAL																						
15.	<p>Click the applicable TLC Group ID link in the TLC Group section.</p>  <table border="1"><thead><tr><th>TLC Group</th><th>Business Unit</th></tr></thead><tbody><tr><td>047001000</td><td>LOCAL</td></tr><tr><td>047002000</td><td>LOCAL</td></tr><tr><td>047004000</td><td>LOCAL</td></tr><tr><td>047005000</td><td>LOCAL</td></tr></tbody></table>	TLC Group	Business Unit	047001000	LOCAL	047002000	LOCAL	047004000	LOCAL	047005000	LOCAL												
TLC Group	Business Unit																						
047001000	LOCAL																						
047002000	LOCAL																						
047004000	LOCAL																						
047005000	LOCAL																						
	<p>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.</p>																						

Commented [DS2]: Since they don't show Department Code here, I would leave this sentence out.



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TLC Running the TLC Data Sheet Report

Step	Action
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The **Run Control Parameters** page redisplay with the TLC Group ID displayed in the **Select Group ID** section.

Run Control Parameters

*Year: 2025-2026

*Renewal Period: July

All Group IDs
 Select Group ID

Select Group ID

TLC Group			
1	047002000	+	-



Additional TLC Group IDs can be added by clicking the **Add a New Row** button, and repeating **Steps 14 – 15**.

Select Group ID

TLC Group			
1	047002000	+	-

Select Group ID

TLC Group			
1	047002000	+	-
2	047004000	+	-

16. Click the **Run** button on the top right side of the **TLC Data Sheet Report** page.

Report Manager Process Monitor **Run**



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Step	Action
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The **Process Scheduler Request** page displays.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TLC Data Sheet Report	V_BN366_RPT	Application Engine	Web	TXT	Distribution

17. Click the **OK** button.

The **TLC Data Sheet Report** page redisplay with a **Process Instance** number displayed.

TLC Group		
1	047002000	+ -



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TLC Running the TLC Data Sheet Report

Step	Action
18.	Click the Process Monitor link. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Process Monitor </div>

The **Process List** page displays:

Process List Server List

View Process Requests

User ID Type Last 1 Days Refresh

Server Name Instance Range Clear

Run Status Distribution Status Save On Refresh Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4338412		KZ_TLC_DATASH	Application Engine	V_BN366_RPT	V_TRN_BN36101	12/23/2025 9:55:24AM EST	Success	Posted	Details	Actions
<input type="checkbox"/>	4338411		KZ_TLC_DataSheet	Application Engine	V_BN366_RPT	V_TRN_BN36101	12/23/2025 8:55:15AM EST	Success	Posted	Details	Actions

Commented [DS3]: Please add the red box for Refresh, Run Status and Distribution status.

19.	Review the following two fields and values to verify they display as noted below Run Status = "Success" Distributions Status = "Posted" <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Run Status</th> <th style="width: 50%;">Distribution Status</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid red;">Success</td> <td style="border: 1px solid red;">Posted</td> </tr> </tbody> </table> </div>	Run Status	Distribution Status	Success	Posted
Run Status	Distribution Status				
Success	Posted				

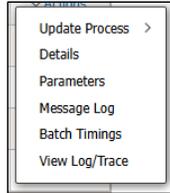
20.	If these fields display any other value, click the Refresh button until the values display as noted above. <div style="border: 1px solid black; padding: 10px; margin-top: 10px; text-align: center;"> Refresh </div>
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21.	Once the Run Status = "Success" and the Distribution Status = "Posted" , click the Actions link in the Action field. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Actions+</p> <div style="border: 1px solid red; padding: 2px 5px; display: inline-block;"> Actions </div> </div>
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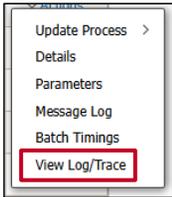


Step	Action
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The **Actions** dropdown list displays.



22. Click the **View Log/Trace** list item.



The **View Log/Trace** page displays in a pop-up window.

View Log/Trace [Close]

[Help](#)

Report

Report ID	3405269	Process Instance	4338412	Message Log
Name	V_BN366_RPT	Process Type	Application Engine	
Run Status	Success			

TLC Data Sheet Report

Distribution Details

Distribution Node	htrm	Expiration Date	01/22/2026
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File List

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

Distribute To

Distribution ID Type	-Distribution ID
User	V_TRN_BN36101

[Return](#)



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Step	Action									
23.	<p>Click the PDF version of the report in the File List section in the Name field.</p> <div style="border: 1px solid black; padding: 5px;"> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <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> </tbody> </table> </div>	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
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								

The TLC Data Sheet Report displays in a PDF format.

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

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

Page 1 of 4

Group: Applies to all Group IDs

<input checked="" type="checkbox"/> Government Group	<input type="checkbox"/> School Group	<input type="checkbox"/> Government & School Group	<input type="checkbox"/> Grandfathered Government & School Group
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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	047020001 King William County - DSS	546001378
Additional ID	047020000 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

<input checked="" type="checkbox"/> Rule 1: No waiting period	0	Number of days allowed to make the enrollment election request	30
<input type="checkbox"/> 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: 047020000	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.

