



NCCI**ATLAS**

Here to help



Get started

Welcome to **NCCI Atlas**!
Review all topics in this help text.



Multistate features

From multistate to single state, discover how **NCCI Atlas** displays manual content the way you need to see it.



Popular topics

Leap into rules, examples, reports, training, and more for popular workers compensation topics.



Search

Learn how the Search page is structured and how to maximize **NCCI Atlas** search results.



What's manual transformation?

Understand the purpose and value of the transformation process.



Manuals listing

Find manuals that have been transformed and are currently available in PDF.

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Discover the Advantages of **NCCIATLAS**



NCCI Atlas Help Text

The **NCCI Atlas** Help Text provides you with additional details regarding NCCI's progress with content transformation and application navigation.

- View the transformation status of each NCCI manual in a table.
- Learn about enhanced navigation options.
- Access detailed training modules.

What's manual transformation?

We are modernizing NCCI content and including stakeholder perspectives to ensure that we format our content so that it is easy to find and immediately use. We are giving NCCI content a look from your perspective to ensure that we design, structure, and optimize it for your needs today and into the future. The content will be topic-based for fast and relevant retrieval and presented in a format that you can quickly scan. This enhanced structure will transform and speed up the filing process so that you will have the information you need faster.

Current manual formats

This list details the current format and location of each of our manuals to date.

Name	Format	Location
<u>Assigned Carrier Performance Standards 2009 Edition</u>	Existing format	Manuals Library
<u>Assigned Risk Supplement</u>	HTML	<i>NCCI Atlas</i>
<u>Basic Manual</u>	HTML	<i>NCCI Atlas</i>
<u>Basic Manual User's Guide</u>	HTML	<i>NCCI Atlas</i>
<u>DCI Reporting Guidebook 2009 Edition</u>	Existing format	Manuals Library
<u>Data Quality Guidebook (PDF)</u>	PDF	Manuals Library
<u>Electronic Transmission User's Guide (PDF)</u>	PDF	Manuals Library
<u>Experience Rating (ER) Split Data Reporting Guide</u>	Existing format	Manuals Library
<u>Experience Rating Plan Manual</u>	HTML	<i>NCCI Atlas</i>
<u>Experience Rating Plan Manual 2003 Edition</u>	Existing format	Manuals Library
<u>Experience Rating Plan Manual User's Guide 2003 Edition</u>	Existing format	Manuals Library
<u>Filing Guide for Rates and Forms (PDF)</u>	PDF	Manuals Library
<u>Financial Call Reporting Guidebook</u>	Existing format	Manuals Library
<u>Forms Manual</u>	Existing format	Manuals Library
<u>Indemnity Data Call Reporting Guidebook</u>	Existing format	Manuals Library
<u>Medical Data Call Reporting Guidebook</u>	Existing format	Manuals Library
<u>New Mexico Workers' Compensation Assigned Risk Pool Manual</u>	Existing format	Manuals Library
<u>Policy and POC Reporting Guidebook</u>	Existing format	Manuals Library
<u>Pool Data Reporting Guidebook</u>	Existing format	Manuals Library
<u>Residual Market Manual</u>	HTML	<i>NCCI Atlas</i>
<u>Retrospective Rating Plan Manual 2009 Edition</u>	Existing format	Manuals Library
<u>Retrospective Rating Plan Manual User's Guide 2009 Edition</u>	Existing format	Manuals Library
<u>Scopes® Manual 2021 (PDF)</u>	PDF	Manuals Library
<u>Scopes® Manual 2004 Edition</u>	Existing format	Manuals Library
<u>Servicing Carrier Reference Guide 2010 Edition</u>	Existing format	Manuals Library
<u>Statistical Plan Manual 2008 Edition</u>	Existing format	Manuals Library
<u>Unit Statistical Reporting Guidebook</u>	Existing format	Manuals Library

Navigation insights—By page

NCCI Atlas is designed to be intuitively navigated. This section reviews each page and provides additional insights to maximize your navigation experience.

Landing page—Task tiles

The task tiles connect you to a host of options for accessing the information you need.

Access Topics

Click the TOPICS task tile to access manual rules, examples, related tools, training, and more all in one place.

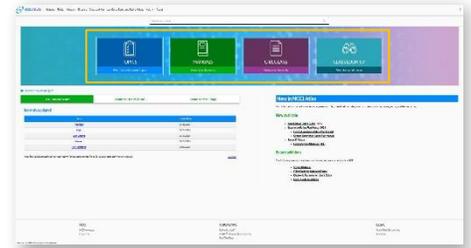
Access Manuals

Click the MANUALS task tile to access a list of

- current filed and nonfiled manuals, and
- previous editions.

Access Circulars

Click the CIRCULARS task tile to view the Circulars Library.



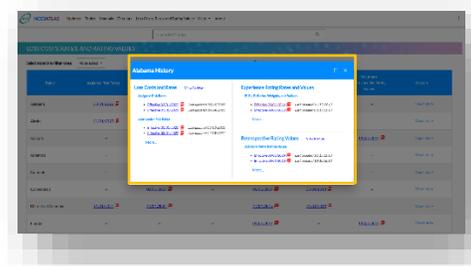
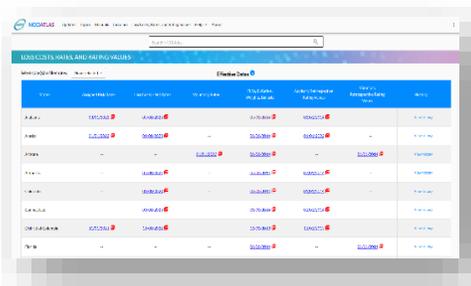
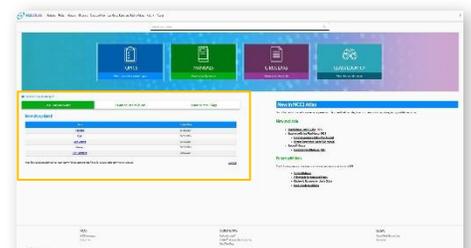
Landing page—Dashboard section

The dashboard section contains key information that is frequently updated.

View Loss Costs and Rates

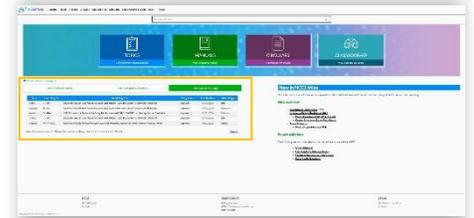
The Loss Costs and Rates tab provides a snapshot of recent activity for filed and approved loss costs and rates.

- Click the View all link to access a clickable page with filed and approved loss costs and rates for all states.
- Filter PDF results by
 - State
 - Effective Date, and
 - Update Date.
- Click the View history link to access loss cost and rate information from previous years as well as from the full archive.



View the Status of Item Filings

- Click the **Status of Item Filings** tab to view a snapshot of recent activity for item filings.
- Click the View all link to open the Excel download with the complete weekly **Status of Item Filings** spreadsheet.

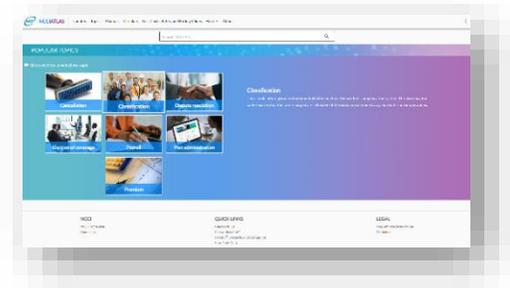
A screenshot of an Excel spreadsheet containing the complete weekly 'Status of Item Filings' data. The spreadsheet has multiple columns and rows, with a color-coded background for each row. The columns include 'DATE', 'ITEM', 'STATUS', and 'ACTION'. The data is organized into a grid format, with each row representing a specific filing item and its status.

Popular Topics page—Gallery

The Popular Topics page acts as your gallery for popular topic content.

View Popular Topics

Click any tile to view common rules, examples, related topics, training, etc., which support the selected topic.

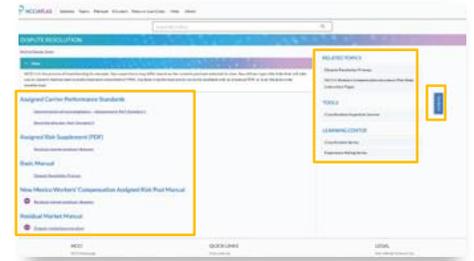


Topics page—Link hub

The landing page for a topic is your link hub for commonly referenced information related to your topic.

Access popular topic links

- Click any link to view the common rules, examples, related topics, training, etc., that support the selected topic.
- Click the Feedback button to comment on the page and provide future topic, related rules, or content suggestions.



All Manuals Listing page

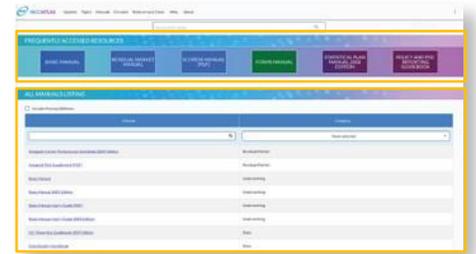
The All Manuals Listing page is your centralized access point for all current manuals and previous editions.

View Frequently Accessed Resources

Click any tile to view the specified manual.

Leverage the functionality of the All Manuals Listing section

Here are your options to access the manual you want from either column.



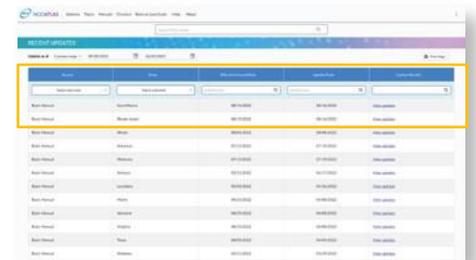
Manual column	Category column
Scroll and click the title of the manual you need.	--
Double-click the word "Manual" in the blue bar to sort from Z to A; click again to sort from A to Z.	Click the word "Category" in the blue bar to sort from A to Z; click again to sort from Z to A.
Type any portion of the manual title into the mini search bar directly above the list of manuals.	Click the None selected drop-down option to select one, two, or all three manual categories.
Check the Include Previous Editions box for earlier content that is no longer effective or active.	--

Recent Updates page

The Recent Updates page houses updated information made to all manuals that were transformed and are in **NCCI Atlas** starting December 4, 2023.

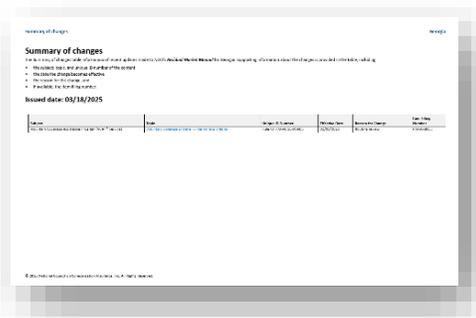
View updates

Select the date range (30 days, 60 days, 90 days, or custom) to see the updates you want to review.



Filter results

- Source (manual title)
- State
- Effective/Issued Date
- Update Date
- Update Details



Click View updates to see recent content changes.

Manuals Library during the manual transformation process

The **Manuals Library** is the source for manuals that have not yet been transformed and transformed manuals that are currently available in PDF. Regardless of their format, all manual content is current and available to use. The **Manuals Library** also has links that will take you to **NCCI Atlas**, where you will find the transformed manuals that were converted from PDF to HTML to make your navigation experience easier.

Access manuals

Click any manual title to access the manual you want.

Access loss costs and rates

- Click Loss Costs and Rates under **Basic Manual**.
- Click Assigned Risk Rates under **Residual Market Manual**.
- Click Rating Values under **Experience Rating Plan Manual 2025**.



Return to NCCI Atlas landing page

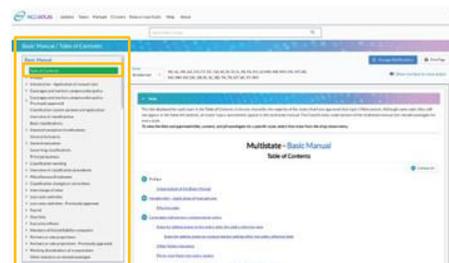
From the **Manuals Library**, click **NCCI Atlas** in the header to return to the landing page of **NCCI Atlas**.

Navigation insights—Manuals

Manuals in **NCCI Atlas** have additional navigation functionality.

Default view

NCCI Atlas manuals default to the multistate view when applicable, which means that all available state content for that manual is displayed. However, you can change to a single state or select a few states to view at any time.



Navigation components

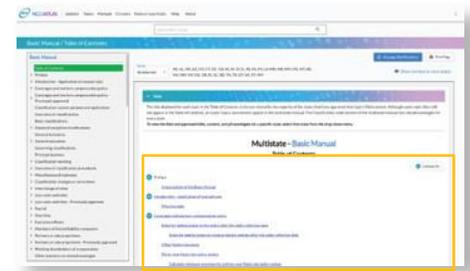
For ease of use, you can view the Table of Contents in three ways:

Left navigation bar

- Use the left navigation bar to quickly jump from one topic to another. Refer to the **green bar** to jump between topics.
- Expand topics to view subtopics as available.
- View classification codes by clicking the last topic, Classification codes, and then dragging the nearby scroll bar down to reveal the phraseology ranges.

Center of page

- Scroll down to the center of the page to view topics down to the third level, as available.
- Adjust the number of titles displayed by clicking the Collapse All button.



Bottom of page

- Click the TOP button located at the bottom-right of the page to go quickly to the top of the page.



CTRL + F

- To search all displayed topic titles, press CTRL and F while highlighting the Table of Contents in the left navigation bar in green.

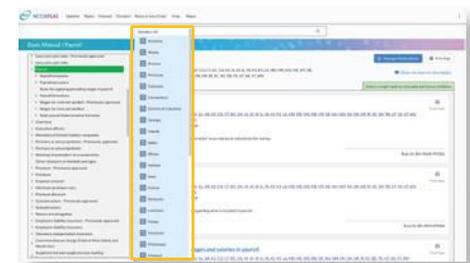
Multistate features

Multistate manuals have several unique features.

View single-state or multistate manuals

State drop-down menu

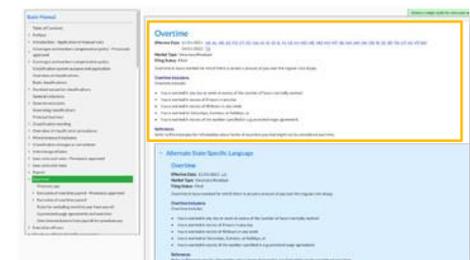
Select a single state, multiple states, or all states to find the content you need.



Topic rule details

View the topic rule language, including

- Effective Date
- Market Type, and
- Filing Status.



Alternate state-specific language

Identify alternate state-specific language for a topic by reviewing the content within the blue boxes. This was previously known as state exceptions.



Single-state features

Single-state manuals have several unique features.

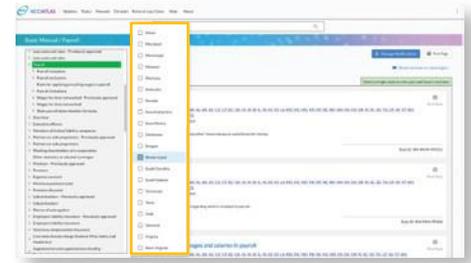
View single-state manual

State drop-down menu

- Select a single state to review the content you need.

State link

- Select a state abbreviation from the effective date section for a topic in the multistate view. You will be redirected to that specific topic in that single-state manual.

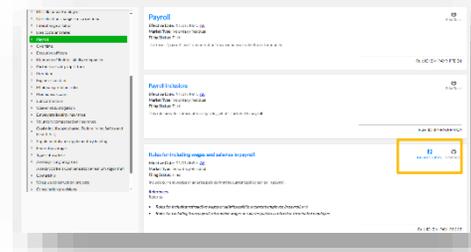


View Revision History and Future Effective topics as available

Revision History

Click the blue Revision History icon to view topic revisions, including

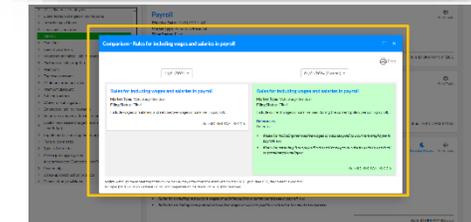
- a comparison view between two topic rule updates, and
- separate drop-down menus displaying available date options.



Future Effective

Click the green Future Effective icon to view topic revisions, including

- filed and approved wording for a topic rule that is not yet in effect, and
- the effective date of the future revision.

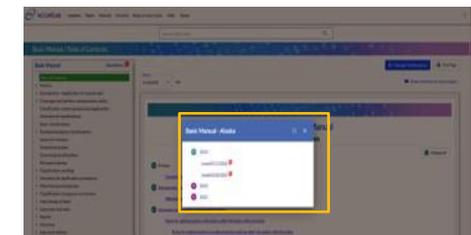
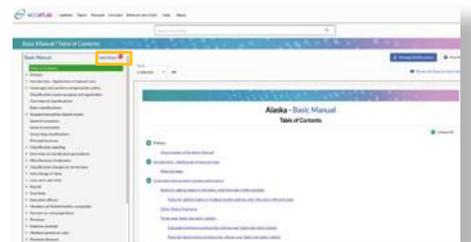


Download state PDFs

When possible, PDFs of certain manuals may be available:

Single-state manuals

- Access the state PDF from the top of the left navigation bar.
- Access previous PDFs from the modal window list provided.



Manuals print function

Print the way you want.

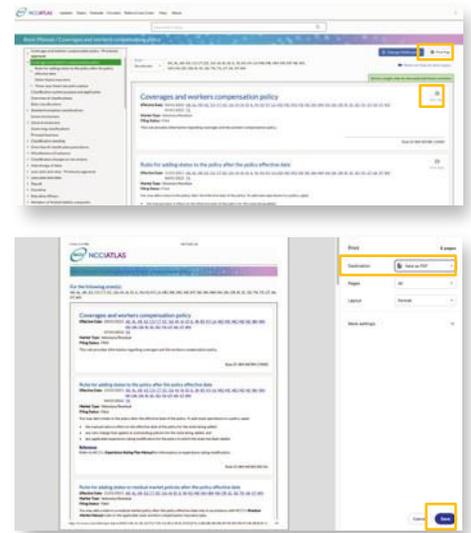
Print/Save an entire topic or individual subtopic as a PDF.

By topic

- Select the Print Page icon in the top-right corner and click print.
- Click the drop-down arrow for Destination, select Save as PDF, and save.

By subtopic

- Select the Print Topic icon in the top-right corner of the topic block and click print.
- Click the drop-down arrow for Destination, select Save as PDF, and save.



Navigation insights—Search

There are three main categories to Search from in **NCCI Atlas**:

1. **NCCI Atlas** (currently the **Basic Manual**, **Residual Market Manual**, and the **Experience Rating Plan Manual**)
2. **Manuals Library** (includes any manual that has not been transformed; excludes transformed manuals that are in PDF only)
3. **Circulars Library** (all circulars)

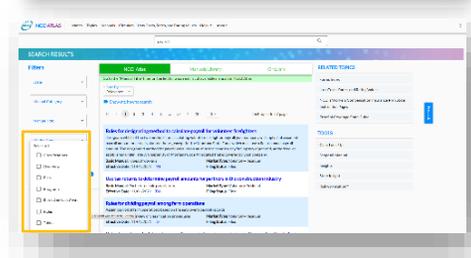
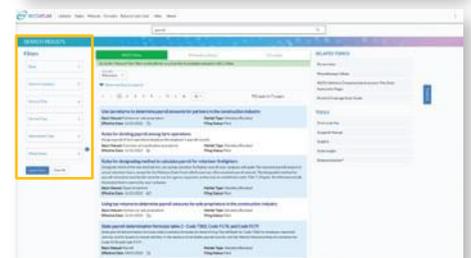
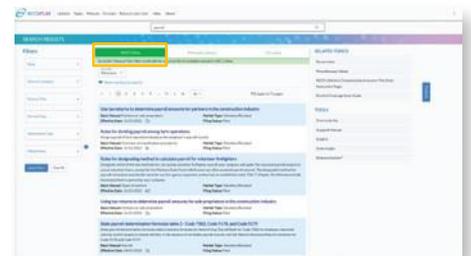
NCCI Atlas

The **NCCI Atlas** category searches manual content that NCCI has transformed and is available in HTML. All manual content will ultimately be added to this search category.

Leverage filters

There are five filter categories to refine your search results:

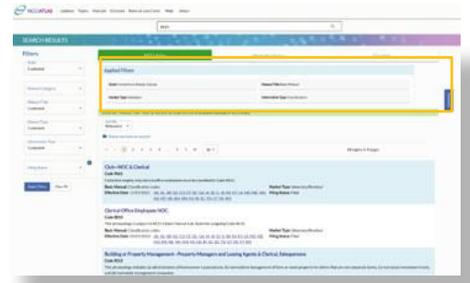
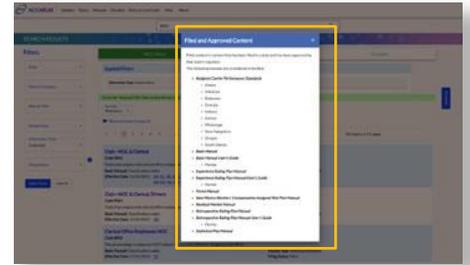
- State—Select one, multiple, or all available NCCI states.
- Manual Category—Select from Data, Residual Market, or Underwriting.
- Manual Title—Currently, select from the **Basic Manual**, **Residual Market Manual**, and **Experience Rating Plan Manual**. This list will grow over time.
- Market Type—Select from Residual or Voluntary.
- Information Type—Select from
 - Classifications
 - Overview
 - Plan
 - Programs
 - Rates and Loss Costs
 - Rules, and
 - Tables.



Use additional filter features

There are two additional filter features to enhance your **NCCI Atlas** search results.

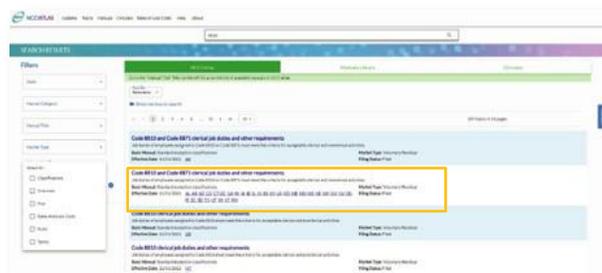
- Information icon—View all filed manuals.
- Applied Filters—View a summary of your selected filters.



Search results

Each search result displays several components, including

- Topic title
 - Click the topic title name to be redirected to the topic within the multistate manual.
 - Click a state abbreviation to be redirected to the topic within the single-state manual.
- Topic rule/phraseology—View a brief description of the topic.
- Manual name—View the manual source of the topic.
- Effective date—View the effective date of the topic.
- Market type—View the applicable market for the topic.
- Filing status—View filed and approved manuals where the topic can be found.

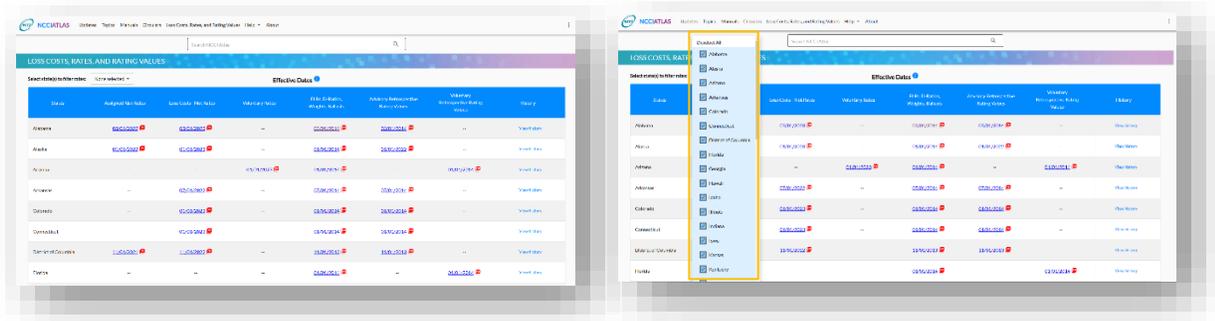


Navigation insights—Loss Costs, Rates, and Rating Values

The Loss Costs, Rates, and Rating Values page displays the most recent loss costs, rates, and rating values by state and effective date. Additional features include a state drop-down menu and a View history option.

Select from state drop-down menu

- Select a single state, multiple states, or all states to review the content you need.



View history

- Select from current, previous, or archived loss costs and rates.

