Policy/POC Data Class	Class Description
Introduction to Policy Data Reporting	This class introduces the fundamentals for reporting Policy data and policy transactions, as referenced in the ***Policy and Proof of Coverage Reporting Guidebook***. We will review the required fields associated with the reporting of names, addresses, exposure, and premium. You will learn about data submission requirements and the recommended workflow for reporting Policy data. Another feature of the class will include reviewing and understanding edits, Policy and POC Reject and Error reports, and the impact on Data Quality.
Policy Data Collection Tool	This introductory hands-on class covers the basic functionality and features of the ***Policy Data Collection*** tool. The class will demonstrate how to enter a new policy and Proof of Coverage (POC) Notice/Binder data online. It will also include how to use the tool to view and update Policy data, identify associated edits, and make corrections.
Effective Policy Reporting for Proof of Coverage	This class addresses how NCCI’s Proof of Coverage (POC) process works. It will delve into specific policy reporting errors that affect POC, how to best use the IAIABC POC reports to identify errors, and how to report policy changes to avoid errors in the future. You will also learn how to use the policy views in ***Data Manager Dashboard*** to monitor your POC reporting.
WCPOLS (Policy) File Submission Processing and Specific Reporting Topics	This class focuses on WCPOLS data submission files and processing topics, such as acceptable types of transactions, proper sequencing of transactions, and key fields. It will also cover specific topics such as conditional fields, state vs. policy nonrenewals, extended term policies, endorsement reporting, premium rating programs, and “if any” policies.
Reporting Names and Addresses for Proof of Coverage	This class covers how to properly report names and addresses on policy transactions to ensure the accuracy of employer records and help prevent common linking errors that affect Proof of Coverage.
Proof of Coverage State-Specific Reporting	This class focuses on state-specific reporting for Proof of Coverage (POC) with highlights on data element reporting requirements. You will become familiar with the ***Proof of Coverage (POC) State Guide*** for state exceptions, impact of state reporting for POC, and any state-specific processing.
Unit Statistical Data Class	**Class Description**
Introduction to Unit Statistical Data Reporting	This class introduces the basics of Unit Statistical data reporting rules, valuations, and submission requirements. You will receive an overview of NCCI’s ***Statistical Plan***, ***Unit Statistical Reporting Guidebook***, and other resources needed for Unit Statistical data reporting. You will learn about the reporting fields required for policy header, exposure, and losses. Additional topics include the high-level workflow for reporting Unit Statistical data, various reports available to you, and an overview of editing and validation.
Unit Data Collection Tool	This hands-on introductory class includes basic functionality and features of the ***Unit Data Collection*** tool. The class covers the Unit Report Control (URC) features and how to deactivate/activate records. You will learn the basics to view and update your data and will walk through features and functions of the Unit Pre-Edit Tool, Data Extract, and Bureau Compliance Statistical Services (BCSS).

Unit Statistical Data Class	Class Description
Unit Data Validation and Notifications	This hands-on class includes an overview of NCCI's unit data validation tests, Unit Notifications, and reporting workflow. The class includes various exercises to demonstrate how to research and respond to specific suspect and error conditions using the Notification feature of the ***Unit Data Collection*** tool.
Unit Statistical Data Editing and Corrections	This hands-on class includes an overview of NCCI's editing process and edit types, including the difference between net and relational edits as well as submission reports. While working through specific edit scenarios, you will learn how to identify edits, discuss their resolutions, and make corrections using the ***Unit Data Collection*** tool.
Unit Statistical Data—Premium Rating Programs and Exposures	This class focuses on Premium Rating programs and Exposure reporting. Topics include: • Per Capita Exposures • Supplemental Disease Exposure • No Exposure Developed • Split Period Reporting • Increased Limits Charge • Premium Rating Programs • Schedule and Individual Risk Rating Plans • Deductible Credits • Audit Noncompliance Charge
Unit Statistical Data—Loss and Claim Conditions	This class focuses on specific loss and expense reporting topics, which include: • Claim conditions and claim topics (lump-sum payments) • Subrogation/Second Injury Fund loss corrections • Correction reports versus claim development • Expenses included in, or excluded from, losses • Fraudulent and Noncompensable claims • Catastrophe claims • Additional Claim Reporting Rules (reportable or nonreportable claims)
WCSTAT (Unit) Data File Submission and Processing	This class focuses on WCSTAT data submission files and processing. Topics include: • Linking and key field processing, including across report levels • Processing fields including Update Type Code and Correction Sequence Number • Exposure and loss matching • Differences between reporting a WCSTAT file versus the ***Unit Data Collection*** tool
Unit Statistical Data—State Programs and Exceptions	This class focuses on reporting requirements for state-specific programs and state exceptions. Topics include: • Deductible and Employer-Paid Programs • Aggravated Inequity Claims • Subrogation and Second Injury Fund Claim Reporting Exceptions • Individual State Rating Programs • Loss and Expense Reporting Exceptions

Financial Call Class	Class Description
Introduction to Financial Call Data Reporting	This class introduces the basics of Financial Call reporting rules, data requirements, how to use the ***Financial Call Reporting Guidebook***, and the other resources needed for reporting Financial Calls. You will learn about Financial Call types and the Recommended Financial Data Reporting Workflow. The 2017 reporting season will be covered.
Financial Calls—Designated Statistical Reporting Level Premium	This class provides you with an overview of Designated Statistical Reporting (DSR) Level Premium and the importance of deviation history. Topics include instructions on the different methods of deriving DSR Level Premium (average deviation and extending exposures) and the validation of this premium.
Financial Call Data Validation	This class provides you with an overview of NCCI's validation of Financial Call data. You will work through various reporting scenarios and ***Financial Data Collection*** tool edits. Topics include Call relationships and resolving actuarial interrogatories.
Financial Data Collection Tool	This hands-on introductory class will focus on the basic features and functionality of the ***Financial Data Collection*** tool. We will also discuss how to use the tool as part of the Financial Data Reporting Workflow.
Financial Calls—Data File Creation and Import	This hands-on class focuses on the process of creating your data files using the import record layouts found in the ***Financial Call Reporting Guidebook***. We will walk you through the process from file creation to importing your Financial Call data in the ***Financial Data Collection*** tool.
Financial Calls—Aggregate Data Quality Incentive Program	This class provides you with an overview of the ***Aggregate Data Quality Incentive Program*** (***ADQIP***) and its components, applicability, assessments, and the 2017 program changes. You will learn how to view information related to ***ADQIP*** in the ***Data Manager Dashboard***. The class also covers an overview of the carrier ***Report Card*** with a focus on its financial data component and its 2017 program changes.
Financial Data Comparisons and Additional Topics	This class provides you with an overview of the Financial Call to Unit Statistical data comparisons, with a focus on the Fin/Stat, DSR Level Premium, and large loss analyses. Additional topics and examples related to premium and loss components will be covered to assist in addressing data comparisons and discrepancies.

DCI Class	Class Description
Introduction to Detailed Claim Information Reporting	This class introduces the basic reporting rules, valuations, and field requirements for Detailed Claim Information (DCI). It includes an overview of the ***DCI Data Reporting Guidebook*** and other resources needed to report DCI data elements. You will learn about sampling requirements, edits, with a focus on benefit arrays, and identifying and resolving errors. The class also covers expected DCI claims and the ***Data Quality Incentive Program***, with a focus on its DCI data component.

DCI Class	Class Description
DCI Data Validation and Quality Issues	This class addresses Detailed Claim Information (DCI) validation and quality reporting concepts. Topics include: • Carrier Outreach Process • State Statutes and DCI Benefit • Lump-Sum Settlement vs. Lump-Sum Payments • Pre-Injury Weekly Wage, Post Injury Weekly Wage, Return to Work (RTW) Date, and RTW Rate of Pay Indicator • Impairment Percentage and Impairment Basis Code • Maximum Medical Improvement Date • Medical Extinguish Flag and Outstanding Medical Reserve • Attorney Fees • Updates to the ***DCI Data Reporting Guidebook***
DCI Submission Process and Edit Corrections	This hands-on class provides you with an overview of Detailed Claim Information (DCI) submission and editing process. It includes linking and key field processing across report levels and transactions. While working through specific edit scenarios, you will learn how to utilize the ***DCI Data Collection*** tool and reports for researching and resolving specific edit conditions. Additionally, we will cover the overall functionality of the tool, including updating, replacing, and creating claims.
DCI Data Quality Observation View	This class focuses on DCI Data Quality Observations and how to use the new feature in the ***DCI Data Collection*** tool. Topics include: • Reason for the initiative • Relationship to quarterly DQ outreach • Data Element Observations • PPD Benefit Type Payment Distributions by State • Attorney Flag by State, by Open and Closed

Medical Call Class	Class Description
Introduction to Medical Data Call Reporting	This class introduces the basic reporting rules and requirements for the Medical Data Call, including the record layout and call structure. You will receive an overview of the ***Medical Data Call Reporting Guidebook*** and other resources needed to report the Medical Data Call.
Medical Data Call Validation	This class focuses on NCCI's validation of the Medical Data Call and how the Medical Data Call relates to other data types. It also covers the effect of data issues on data usage. We will address NCCI's approach to identifying data reporting outliers, carrier outreach, and expectations for corrective action.
Medical Data Collection Tool	This hands-on class will focus on the features and functionality of the ***Medical Data Collection*** tool. You will learn how to use the ***Medical Data Collection*** tool to monitor the quality and completeness of your submissions.
Medical Incentive Program	This class provides details of the ***Medical Incentive Program***, including the program components and assessments, criteria, and ways to monitor your reporting performance using the ***Medical Data Collection*** tool.

General Class	Class Description
Data Manager Dashboard—Monitoring Data Quality & Compliance	This hands-on class presents topics that include: • How to monitor your data reporting performance using ***Data Manager Dashboard*** • How to navigate through the data type screens and view and retrieve summarized and detailed data reporting results • Ways to identify opportunities for corrective action for both timeliness and quality performance • The criteria and components that make up each of the data quality compliance programs • How to view and monitor each program's measurements **Note**: This class will not cover the ***Medical Incentive Program*** or the ***Aggregate Data Quality Incentive Program***. These topics will be covered separately in the Medical Incentive Program and Financial Calls—Aggregate Data Quality Incentive Program classes.
Experience Rating (ER) Split Data and Reporting	The class provides an overview of Experience Rating (ER) Split Data and its reporting requirements, submission options, and formats related to: • Former clients of Professional Employer Organizations (PEOs) or employee leasing companies • Ownership changes The class will include details on the new electronic reporting option for ER Split Data using the new record layout, report types, and reporting rules. It also includes an overview of the data used in Experience Rating and the revisions of modification factors.
Professional Employer Organization/Employee Leasing Policies	This class provides an overview of the rules for Professional Employer Organization (PEO)/Employee Leasing policies related to policy issuance. It includes reporting requirements for experience rating and Proof of Coverage (POC) compliance. The class covers the required data elements for policy and unit reporting, including experience rating as well as state exceptions and regulatory requirements for these policies. The class also includes recent state legislation, filings, and emerging issues.
Overview of NCCI Data Reporting	This class provides a high-level overview of reporting data to NCCI and insight on available resources by data type. You will learn how to use NCCI's website (**ncci.com**) and learn about NCCI's suite of data tools and services. We will also show you how to use and search the online data manuals and circular and how to set up your email notifications for manual and website updates.

General Class	Class Description
Niche Programs and Unique Reporting Topics	This class provides underwriting rules, forms, and reporting requirements for policies that cover niche programs. It includes a discussion of reporting rules across multiple data types and associated edits and validation for the following topics: • Deductible Programs • Voluntary Compensation • Foreign Voluntary Compensation • Employers Liability (E/L) Insurance • Retrospective Rated Policies • Wrap-Up Construction Project • TRIA Coverage • Audit Noncompliance • Consent to Rate • Salary in lieu of benefits • Excess Policies • Anniversary Rating Date and Multiple Rating Dates • Ratable/Nonratable Groups • Supplemental Disease Exposures • Settlements including Lump-Sum Settlements • Subrogation • Medicare Secondary Payer (MSP) or Set-Asides (MSA) • Missouri Mesothelioma • West Virginia Deliberate Intent Coverage • MD and VA Excess Benefits
Federal Act Coverages and Reporting	This class provides underwriting rules, forms, and reporting requirements for policies that cover federal acts. It includes a discussion of reporting rules across multiple data types and associated edits and validation for the following topics: • State versus Federal Coverage • United States Longshore and Harbor Workers' (USL&HW) Compensation Act • USL&HW Extensions • Defense Base Act (DBA) • Admiralty Law (Jones Act) • Federal Employers Liability Act (FELA) • Federal Mine Safety and Health Act (Black Lung Disease) • Federal Coverage Service • Texas Classes for Oil and Gas Industry • National Defense Projects Rating Plan • Atomic Energy • Terrorism Risk Insurance Coverage