Key Takeaways

- Obtain excellent quality by understanding standard edits
- Utilize resources to resolve unit edits
- See the claim's complete picture with the History tab in *Unit Data Collection (UDC)*
- Use the three-step process—Identify, Research, and Correct

Chapter 1: What Are Standard Edits?

Standard Edits

Standard edits are quality checks intended to verify the submitted data:

- Validity
- Accuracy
- Completeness

Edit Types

There are four different types of standard unit edits:

- Field—Verifies that the value in a field is acceptable
- Logical—Verifies that the data is reasonable compared to other fields
- Relational—Compares a unit to data in another field in the same submission or in the NCCI database
- Net—Compares a unit to data in the NCCI database

Three-Step Process

Use the three-step process to address your edits.

1. Identify edits using resources available
   a. *Data Reports*
   b. *Data Manager Dashboard*
2. Research root cause of error
   a. You may need to review history across report levels
   b. Refer to the Unit Edit and Validation Matrix for more information on the edit
   c. If needed, refer to the *Statistical Plan* and *Unit Statistical Reporting Guidebook* for reporting rules and examples
3. Correct online or electronically
   a. Online—*Unit Pre-Edit Tool* or *Unit Data Collection (UDC)*
   b. Electronically—Submit files using *Data Transfer via the Internet* (*DTVI*)

Chapter 2: Edit 0282-20

Edit Message

- Data Is Inconsistent Across Report Levels

Scenario

Edit 0282-20 flagged on a unit for inconsistent class codes across levels. The claim looks fine at first glance, but something doesn't add up.

Clues

1. Reported Value text shows what was reported
2. The Claims tab shows two different class codes
3. Edit Matrix has details on how to fix the edit

Identify

- Identify edit using the Unit Submission Results Report
  - Note that net edits do not flag in the *Unit Pre-Edit Service*

1. Shows where we should look in *UDC*. In this case, it is a Loss edit.
2. Identifies the claim with the edit.
3. Clues 1 and 2—the Reported Value column shows what was reported. In this case, CLM1 was reported with two different Class Codes on different report levels.

Research

- View the Unit Statistical Edit and Validation Matrix

1. Note the instructions in the Edit Description/Validation Summary

- View History in *UDC*

1. The 1st and 2nd reports show Class Code 8810
2. Class Code 8742 reported on the correction to the 1st report

Correct

There are two ways we can correct this edit:

1. Change the class code on the 1st report to 8810
2. Change the class code on the 2nd report to 8742

Chapter 3: Edit 9900-01

Edit Message

- Unit Report Data Does Not Match Policy Data

Scenario

Your Unit Data doesn't match Policy Data. The unit appears to be valid, but the policy is missing. Afterwards we learned the unit was reported in error due to lack of communication.

Clues

1. List of matching fields
2. Instructions to properly logically delete
3. Per the source system, the unit should have never been reported

Identify

- Identify using the Unmatched Units tab in **Data Manager Dashboard**

Due Year/Month	Policy Effective Month	Total (Data Grades 0-5)	Matched	Unmatched	
2025		0	0	0	
2024		601	439	162	
Dec	Apr	0	0	0	
Nov	Mar	1	0	1	
Oct	Feb	1	0	1	1
Sep	Jan	520	438	82	
Aug	Dec	0	0	0	
Jul	Nov	78	1	77	
Jun	Oct	0	0	0	
May	Sep	0	0	0	

Unit - 45856 - NCCI TRAINING COMPANY

Timeliness | Quality

Rejects | Edits | Unmatched Units | 1st Reports Not Audited | Validation

View detail by: ○ Month ○ Carrier
View as: ● Count ○ Percent ○ Chart

Unmatched Units Received as of 10/10/2025 01:53 AM

1. Click the number for details

Unit - 45856 - NCCI TRAINING COMPANY

Unmatched Units Received - Unmatched as of 10/10/2025 01:53 AM

2024 - Oct

Carrier Code	Due Mo/Yr	Pol Eff Month	Pol Nbr	Pol Eff Dt	State	Rpt Nbr	Corr Seq Nbr	Risk ID	Admin Nbr
13118	10/2024	Feb	CASE2	02/01/2023	AL-01	1	0		25281A0655

Research

- Identify the matching fields—Carrier Code, Policy Number, Policy Effective Date, Exposure State
- Compare unit and policy fields

Policy	Unit(s)
Not reported	Carrier Code 13118
	Policy Number CASE2
	Policy Effective Date 02/01/2023
	State: AL

Correct

- The source system shows that this unit should not have been reported and should be deleted
- How to logically delete a unit:

The following table displays how to correct the Exposure State:

Key Field(s) Corrective Action	Previous Key Field(s) Corrective Action
For Exposure State, take corrective action by performing the following two-step process: • First, delete all exposure and loss records on the incorrect unit at the appropriate report levels on NCCI's database • Next, submit a new original report(s) with the corrected Exposure State and all other fields	Zero-fill all numeric previous key fields and space-fill all alphanumeric previous key fields.

- If the unit should have been reported, address the unit by submitting a matching policy

Chapter 4: Edit 0179-02

Edit Message

- Unit Report Must Have A Complete Set Of Records

Scenario

A file submitted was missing required records. The loss record shouldn't be there, but it is. Edit 0179-02 flagged as a result.

Clues

1. List of Required Record Types
2. Unit Type is a Total Correction
3. Records included: Header, Name, Address, Loss, and Total

Identify

- Identify edit in *UDC*

1. The reported value text indicates a Total Correction was submitted

Research

- Note the record requirements from the *Unit Statistical Reporting Guidebook*

The following Unit Report Record Set Chart displays the Record Type requirements for each Unit Report Type:

Unit Report Type	Header Record (Type 1)	Name Record (Type 2)	Address Record (Type 3)	Exposure Record (Type 4)	Loss Record (Type 5)	Total Record (Type 6)
Original Reports:						
1st Reports	Must have only 1	Must have only 1	Optional (If reported, no more than 1)	Must have at least 1	Required when there is a loss(es)	Optional (If reported, no more than 1)
1st Replacement Reports	Must have only 1	Must have only 1	Optional (If reported, no more than 1)	Must have at least 1	Required when there is a loss(es)	Optional (If reported, no more than 1)
Subsequent Reports	Must have only 1	Must have only 1	Optional (If reported, no more than 1)	None allowed	Required	Optional (If reported, no more than 1)
Correction Reports:						
Header Record (Correction Type H)	Must have only 1	Optional (If reported, no more than 1)	Optional (If reported, no more than 1)	None allowed	None allowed	Optional (If reported, no more than 1)
Exposure Record (Correction Type E)	Must have only 1	Must have only 1	Optional (If reported, no more than 1)	Required	None allowed	Optional (If reported, no more than 1)
Loss Record (Correction Type L)	Must have only 1	Must have only 1	Optional (If reported, no more than 1)	None allowed	Required	Optional (If reported, no more than 1)
Multiple Record (Correction Type M)	Must have only 1	Must have only 1	Optional (If reported, no more than 1)	Required when correcting exposure(s)	Required when correcting loss(es)	Optional (If reported, no more than 1)
Total Record (Correction Type T)	Must have only 1	Must have only 1	Optional (If reported, no more than 1)	None allowed	None allowed	Must have only 1

1. A Total Correction must only have one Header, Name and Total record. Address is optional. Exposure and Loss records are not allowed.

Correct

There are two ways to correct this edit:

- Delete the Loss record
- Change the Correction Type to M (multiple)

Chapter 5: Edit 0266-05

Edit Message

- Previously Reported Data Must Find Existing Matching Fields

Scenario

A duplicate exposure record was flagged. Matching fields seem fine, but the claim didn't link. Edit 0266-05 flagged on the unit.

Clues

1. Exposure Matching Fields
2. State is NC
3. 1st report values—P on correction, must match R on original

Identify

- Identify edit using the Unit Submission Results Report.

1. State is North Carolina
2. The exposure was reported with a P (for Previous, which acts like a Delete), but it did not match a previously reported exposure

Research

- Identify the matching fields for North Carolina

Exposure Record Matching Fields—All States except for the conditions below.	• Classification Code • Exposure Act/Exposure Coverage Code • Experience Modification Effective Date • Rate Effective Date
Exposure Record Matching Fields for the following conditions: **MI and NC—Applies to all classification and statistical codes**	• Classification Code • Exposure Act/Exposure Coverage Code • Experience Modification Effective Date • Rate Effective Date • Manual Rate • Premium Amount

1. Note that Manual Rate and Premium Amount are additional matching fields

- Compare Exposure on the original and correction

Original (1-0)

Delete	Edit	DG	Update Type	Expos Act	Class Cd	Subj ER	Expos Amt	Manual Rate	Prem Amt	Exp Mod	Mod Eff	Rate Eff	Split Period	Corr Seq	Activity Status
☐	✏	0	A ⓘ	01 ⓘ	8742 ⓘ	Y	50,120	0002.500	1,253	1.000	01/01/15	01/01/15	0	0	
☐	✏	0	A ⓘ	01 ⓘ	8810 ⓘ	Y	62,387	0003.100	1,934	1.000	01/01/15	01/01/15	0	0	

Correction (1-1)

Delete	Edit	DG	Update Type	Expos Act	Class Cd	Subj ER	Expos Amt	Manual Rate	Prem Amt	Exp Mod	Mod Eff	Rate Eff	Split Period	Corr Seq	Activity Status
☐	✏	9	P ⓘ	01 ⓘ	8810 ⓘ	Y	62,498	0003.200	2,000	1.000	01/01/15	01/01/15	0	1	
☐	✏	0	R ⓘ	01 ⓘ	8810 ⓘ	Y	62,498	0003.200	2,000	1.000	01/01/15	01/01/15	0	1	

- For Class Code 8810, the Manual Rate and Premium for the P record on the correction differs from the record on the original. They must match.

Correct

- Revise the Manual Rate and Premium Amount on the correction's P record to match the original

Chapter 6: Edit 0162-04

Edit Message

- Exposure, Manual Rate, or Premium Amount Is Incorrect

Scenario

The Premium calculation is off. The Class Code is non-payroll (per capita), and the numbers don't make sense. Edit 0162-04 flagged on the unit.

Clues

1. WCSTAT Layout Exposure field
2. *USRG* rules for reporting per capita
3. Per source system, duration is 350 days for 1 full-time worker

Identify

- Identify edit using the ***Unit Pre-Edit Tool***

	Outstanding Unit Edit / Validation View					▲
Record DG	**Record Type** ▼	**Field Name** ▼	**Edit Nbr/Type Code** ▼	**Edit Msg/Validation Desc**	**Reported Value**	**Defaulted Value**
5	E	PREMIUM AMOUNT	0162-04	Class Cd:0913 1 EXPOSURE, MANUAL RATE, OR PREMIUM AMOUNT IS INCORRECT	Expos Amt: 1, Manual Rate: 545.000, Prem Amt: 545 2	
2	H	MISCELLANEOUS LINK EDITS	9900-01	UNIT REPORT DATA DOES NOT MATCH POLICY DATA		

1. Note affected Class Code
2. Note Exposure details in Reported Value

Research

- Review the layout for the Exposure Amount field in the WCSTAT manual

9   **EXPOSURE AMOUNT**   N   67-76   10

Report the amount that represents the basis for determining premium on a per classification level.

Exposure amount is normally on a payroll basis. Exceptions include per capita, seat surcharge, etc.

Refer to Statistical Plans for classification code exceptions.

For Payroll Exposure Amount, report the entire whole dollar exposure amount for each classification assigned to the policy to the nearest whole dollar amount.

For Non-Payroll Exposure, report non-payroll exposure amounts to the nearest tenth of a unit, omitting the decimal point.

For non-payroll exposure amounts, there is an assumed decimal point between positions 75 and 76.   1

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1. Note that for non-payroll exposure, there is an assumed decimal point

- Use the Duration of Coverage chart in the **USRG** to determine the applicable exposure amount

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The Duration of Coverage Chart provides ranges of the number of days of coverage and their corresponding exposure amounts. These ranges and amounts are based on the number of days and ratios displayed in the Pro Rata Cancellation Table in NCCI's *Basic Manual*.

Duration of Coverage			Exposure Amount Reported In WCSTAT Exposure Record (assumed decimal before last position is not reported)
1 day	to	52 days	0000000001*
53 days	to	89 days	0000000002*
90 days	to	125 days	0000000003
126 days	to	162 days	0000000004
163 days	to	198 days	0000000005
199 days	to	235 days	0000000006
236 days	to	271 days	0000000007
272 days	to	308 days	0000000008
309 days	to	344 days	0000000009
345 days	to	381 days (1 year and 16 days)	0000000010 ◀ 1
382 days	to	417 days	0000000011
Continue the above pattern for sequential durations of coverage			Continue the above pattern for sequential Exposure Amounts reported

*Pro rata exposure amounts represented as 0.1 or 0.2 should only apply to short-term or cancelled policies eligible to be pro-rated based on NCCI's *Basic Manual* rules.

1. The exposure amount for a duration of coverage of 350 days reported as 0000000010. This represents 1 worker.

Correct

- Revise the exposure amount to 0000000010

Chapter 7: Edit 0101-04

Edit Message

- Medical-Only Claim Cannot Have Indemnity Losses

Scenario

Indemnity losses were reported with a Medical-Only Injury Type. Something doesn't match. Edit 0101-04 flagged on the unit.

Clues

1. Injury Type 06 Reported
2. Source system shows clerical error—wrong Injury Type Reported

Identify

- Identify edit using the Unit Submission Results Report

1. Note that this is a Loss edit
2. The edit flagged on CLAIM1

Research

- Review the claim's details in *UDC*

1. Injury Type 06 is Medical Only
2. There are losses in Indemnity

Correct

- Revise the Injury Type to an Indemnity Injury Type

Chapter 8: Edit 9900-18

Edit Message

- Subsequent Unit Report Submitted For A Previously Reported Closed Claim Without Any Loss Development Changes

Scenario

A subsequent report was submitted but rejected. Why was it sent? Edit 9900-18 flagged on the unit.

Clues

1. **Statistical Plan**, Part 4-G, rules for Subsequent Reports
2. Circular UNITS-2025-01
3. Field that changed: Occupation Description

Identify

- Identify edit in **UDC**.

	Go To	Pol Nbr	Pol Eff	State	Rpt Nbr	Corr Seq	Open Claim	DG	Status	Days Remain	Delete
▸ ☰		CASE7	02/01/2020	AL-01	2	0		9	REJ	119	☐
		Insured DNP 9900-18			Carrier 13118		Risk ID		FEIN 000000000		

(Show me how   Export Results   Delete)

1. Note that the 2nd report was rejected

Research

- Check the **Statistical Plan** for the rules on when subsequent reports are needed

> **Statistical Plan—2008 Edition**
>
> **Part 4—Loss and Expense Information**
>
> *Effective 01 Jan 2013 12:00:01*
>
> **G. Subsequent Reports**
>
> **1. Reporting Rules**
>
> **(Exceptions: VA)**
>
> Subsequent reports (2nd–10th reports) must be filed when:
>
> - There are open or reopened claims as of the last report submitted, regardless of whether or not there are changes to the loss data
> - There are claims indicated as closed on a previous report that are reopened
> - There are newly arising claims as of the current valuation date
> - There are changes in losses valued from the prior to the current valuation period, yet claims were closed in both valuation periods
>
> Losses are valued 12 months after the valuation date of the preceding report level. Refer to Part 1—General Rules for additional instructions on valuation and filing.

- Circular UNITS-2025-01 states when subsequent reports are *not* permitted

BACKGROUND	NCCI's *Statistical Plan* provides national reporting rules for subsequent reports under Part 4-G, subject to state-specific rules or exceptions—such as those in Virginia. Subsequent reports are required when: • There are open or reopened claims as of the last report submitted, regardless of whether there are changes to the loss data • There are claims indicated as closed on a previous report that are reopened • There are newly arising claims as of the current valuation date • There are changes in losses valued from the prior to the current valuation period, yet claims were closed in both valuation periods NCCI's *Statistical Plan* <u>does not permit</u> subsequent reports for previously closed claims if the claims: • Have no development changes in the loss amounts or claim values from the prior valuation to the current valuation period, and • Remain closed.

- A review of the source system shows that only the Occupation Description changed

Correct

- Delete the rejected unit
- Submit a correction to the 1st report to update the Occupation Description

Chapter 9: Edit 9905-12

Edit Message

- A Claim Has Been Deleted Or Reduced To $0 But Not At All Report Levels; Either Delete The Claim Or Ensure An Update Type Code Of A, C, Or R Exists For This Claim At All Report Levels

Scenario

A claim was deleted at what appears to be at the wrong report level. Something's off. Edit 9905-12 flagged on the claim.

Clues

1. *USRG,* Part 5-E
2. Unit Edit and Validation Matrix
3. Source system shows that the claim belongs on a different unit

Identify

- Identify edit using the Unit Submission Results Report

1. Note that this is a Loss edit
2. The edit flagged on CLAIM1

Research

- Per the *USRG*, the claim should technically be deleted from all report levels. There are exceptions, but is this one?

Unit Statistical Reporting Guidebook

Part 5—Loss and Expense Information and Examples

Issued 23 Oct 2014 12:00:01

E. Deleting Claims

1. Instructions

When a claim has been erroneously reported (such as to the wrong exposure state) or the loss matching fields (Claim Number and Accident Date) are incorrect, the claim must be deleted on all applicable report levels. Claim deletions are handled via Loss Record corrections. Correction report requirements are as follows:

- Report the Claim Number and Accident Date as previously reported, and do not change the value of any other data element previously reported.
- Report the Update Type Code "P" (Previous) only. Do not report a Revised Record.

- Check the Unit Edit and Validation Matrix

| 5 | 9905-12 | 2 | Miscellaneous Loss Edits | A CLAIM HAS BEEN DELETED OR REDUCED TO $0 BUT NOT AT ALL REPORT LEVELS; EITHER DELETE THE CLAIM OR ENSURE AN UPDATE TYPE CODE OF A, C, OR R EXISTS FOR THIS CLAIM AT ALL REPORT LEVELS | This claim has either been deleted or reduced to $0 at this report level or the prior report level for which this claim was reported but has not been deleted on both report levels. If it is your intent to delete this claim, please do so at all report levels. If it is not, research to ensure a revised (R), add (A), or change (C) Update Type Code exists for this claim at all report levels. This edit is only applicable to units with Policy Effective Dates of July 1, 2012, and after. This edit is only applicable to Texas for units with Policy Effective Dates of January 1, 2015, and after. This edit is only applicable to Maryland and Virginia for units with Policy Effective Dates of June 1, 2014, and after. Associated Net Edit 9905-13 | Subsequent Report Original (2–10), Subsequent Correction (2–10) |

`1` ◄

1. The edit notes that if the intent was to delete a claim, it should be done at all report levels

Correct

- The claim was deleted on the 2nd report. Delete it on the 1st and 3rd reports as well.

Delete	Edit	Copy	Details	DG ▼	Update Type	Claim Nbr ▼	Accident ▼	Class Cd ▼	Inj Type ▼	Claim Status ▼	Rpt Nbr ▲ ▼	Corr Seq	Activity Status
☐	✎	▤	⎙	0	A ❶	CLAIM1	02/01/18	8810 ❶	05 ❶	1 ❶	1	0	
		▤	⎙	2	D ❶	CLAIM1	02/01/18	8810 ❶	05 ❶	0 ❶	2	1	
☐	✎	▤	⎙	0	R ❶	CLAIM1	02/01/18	8810 ❶	05 ❶	0 ❶	3	0	