



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)***



Data Now Program (DNP) Addressing Standard Unit Edits

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**

Unit Submission Results Report												Page 2 of 2			
Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY															
Submission ID: 4166138															
Cov Prvdr ID	Policy Number	Pol Eff Dt	State	Insured Name	Rpt Nbr	Corr Seq Nbr	NCCI Seq Nbr	Actual Data	Record in Error	Claim Nbr/ Class Code	Field in Error	Edit Nbr / Type Code	Reported Value	Defaulted Value	Sbmn ID
13118	CASE1	01/01/2015	45-VA	DNP 0282-20	1	1	1	25	L	CLM1	CLASSIFICATION CODE	0282-20	8742	4166138	
13118	CASE1	01/01/2015	45-VA	DNP 0282-20	1	1	1	25269A4473	2	LD	MISCELLANEOUS LINK EDITS	9900-17	Corr Type: L	4166138	
13118	CASE1	01/01/2015	45-VA	DNP 0282-20	2	0	0	25269A4472	5	L	CLM1	CLASSIFICATION CODE	0282-20	8810	4166137
Edit Message / Validation Desc: DATA IS INCONSISTENT ACROSS REPORT LEVELS															
Edit Message / Validation Desc: UNIT REPORT DATA DOES NOT MATCH POLICY DATA															
Edit Message / Validation Desc: DATA IS INCONSISTENT ACROSS REPORT LEVELS															

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.



Data Now Program (DNP) Addressing Standard Unit Edits

Research

- View the Unit Statistical Edit and Validation Matrix

UNIT STATISTICAL EDIT AND VALIDATION MATRIX—PRODUCTION (September 22, 2021 Release)												
Record Type	Edit Number/Type Code	Data Grade	Data Field	Edit Message/Validation Description	Edit Description/Validation Summary	Report Type	Edit Type	URE/Pre-URE	Applicable States	Excluded States	Change Effective Date/Changes	
5	0282-20	5	Class Code	DATA IS INCONSISTENT ACROSS REPORT LEVELS	<p>The Class Code must be reported consistently across all report levels for this claim.</p> <p>When an inconsistency exists, this edit will identify all occurrences of the claim with an error until the inconsistency is resolved.</p> <p>To resolve the inconsistency, either correct this data field on the most recently reported claim or on the earliest report level where the claim exists and is inaccurate, then work forward on subsequent report levels.</p> <p>NOTE: This edit is only applicable for Policy Effective Dates of January 1, 2006 and forward.</p> <p>Associated Relational Edit 0282-17</p>	1st Correction - Exposure and Claim/Loss, 1st Correction - Exposure, 1st Correction - Claim/Loss, Subsequent Correction (2-10)	Net	Both	All			12/15/2015—Updated the Error Message. 12/20/2012—Updated the Error Message. 09/09/2010—Additional net edit added.

- Note the instructions in the Edit Description/Validation Summary

- View History in **UDC**

Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Ini Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
	0	R ¹	CLM1	03/01/15	8810 ¹	1	1 ¹	1	0	
	5	C ¹	CLM1	03/01/15	8810 ¹	1	1 ¹	2	0	
	5	C ¹	CLM1	03/01/15	8742 ¹	2	1 ¹	1	1	

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

Correct

There are two ways we can correct this edit:

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



Data Now Program (DNP) Addressing Standard Unit Edits

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

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

Identify

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

Unit - 45856 - NCCI TRAINING COMPANY						Print		
Timelessness		Quality						
Rejects	Edits	Unmatched Units	1st Reports Not Audited	Validation				
View detail by								
View as								
<input checked="" type="radio"/> Month <input type="radio"/> Carrier <input checked="" type="radio"/> Count <input type="radio"/> Percent <input type="radio"/> Chart								
Unmatched Units Received as of 10/10/2025 01:53 AM								
	Due Year/Month	Policy Effective Month	Total (Data Grades 0-5)	Matched	Unmatched			
	2025		0	0	0			
1	2024		601	439	162			
	Dec	Apr	0	0	0			
	Nov	Mar	1	0	1			
	Oct	Feb	1	0	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			

- Click the number for details

Unit - 45856 - NCCI TRAINING COMPANY										Print	Download
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
<p>For Exposure State, take corrective action by performing the following two-step process:</p> <ul style="list-style-type: none">• 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



Data Now Program (DNP) Addressing Standard Unit Edits

Identify

- Identify edit in **UDC**

The screenshot shows the Unit Data Collection (UDC) interface. At the top, there is a search bar with the placeholder "Search ncci.com" and a magnifying glass icon. Below the search bar are links for "Contact Us", "Log Out", and "My Profile". The main menu includes "Manage My Data", "Tools and Information", and "About".

The "Search Units" section contains a search form with fields for "Pol Nbr" (set to "CASE3"), "Pol Eff From" (mm/dd/yyyy), "Pol Eff To" (mm/dd/yyyy), "Unit DG" (set to "9 - Reject"), and "State" (set to "All States"). There is also a "Show Advanced Search" link and a search button.

The search results table has columns: Go To, Pol Nbr, Pol Eff, State, Rpt Nbr, Corr Seq, Open Claim, DG, Status, Days Remain, and Delete. One row is visible, showing "CASE3", "06/01/2014", "AL-01", "1", "1", "", "9", "REJ", "120", and a delete checkbox.

A detailed view of the record "0179-02" is shown below, with columns: Record DG, Record Type, Rpt Nbr, Corr Seq, Field Name, Edit Nbr/Type Code, Edit Msg/Validation Desc, Reported Value, and Defaulted Value. The "Edit Msg/Validation Desc" field contains the text "UNIT REPORT MUST HAVE A COMPLETE SET OF RECORDS". The "Reported Value" field shows "Corr Type: T" with a red box and the number "1" in it. The "Defaulted Value" field is empty.

At the bottom of the table, there are navigation buttons (back, forward, first, last) and a status message "1 - 1 of 1 items".

- The reported value text indicates a Total Correction was submitted



Data Now Program (DNP) Addressing Standard Unit Edits

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

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)



Data Now Program (DNP) Addressing Standard Unit Edits

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

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

Identify

- Identify edit using the Unit Submission Results Report.

Unit Submission Results Report											Page 2 of 2			
Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY														
Submission ID: 4176359														
Cov Prvdr ID	Policy Number	Pol Eff Dt	State	Insured Name	Rpt Nbr	Corr Seq	NCII Seq Nbr	Admin Nbr	Data Grade	Record In Error	Claim Nbr/ Class Code	Field in Error		
13118	CASE4	01/01/2015	32-NC	DNP 0266-05	1	1	1	25311A0331	9	E	8810	UPDATE TYPE		
Edit Message / Validation Desc:					PREVIOUSLY REPORTED DATA MUST FIND EXISTING MATCHING FIELDS									
Edit Nbr / Type Code											Reported Value	Stbm ID		
0266-05											P	4176359		

- State is North Carolina
- 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.	<ul style="list-style-type: none">Classification CodeExposure Act/Exposure Coverage CodeExperience Modification Effective DateRate Effective Date
Exposure Record Matching Fields for the following conditions: MI and NC—Applies to all classification and statistical codes	<ul style="list-style-type: none">Classification CodeExposure Act/Exposure Coverage CodeExperience Modification Effective DateRate Effective DateManual RatePremium Amount

- Note that Manual Rate and Premium Amount are additional matching fields



Data Now Program (DNP) Addressing Standard Unit Edits

- 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
<input type="checkbox"/>		0	A	01	8742	Y	50,120	0002.500	1,253	1.000	01/01/15	01/01/15	0	0	
<input type="checkbox"/>		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
<input type="checkbox"/>		9	P	01	8810	Y	62,498	0003.200	2,000	1.000	01/01/15	01/01/15	0	1	
<input type="checkbox"/>		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

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



Data Now Program (DNP) Addressing Standard Unit Edits

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 EXPOSURE, MANUAL RATE, OR PREMIUM AMOUNT IS INCORRECT	1 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			

- Note affected Class Code
- 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.				

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



**Data Now Program (DNP)
Addressing Standard Unit Edits**

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

PART 4			Unit Statistical Reporting Guidebook																																																				
Page 12			Issued November 22, 2024																																																				
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 <i>Basic Manual</i> .																																																							
<table border="1"><thead><tr><th colspan="3">Duration of Coverage</th><th>Exposure Amount Reported In WCSTAT Exposure Record (assumed decimal before last position is not reported)</th></tr></thead><tbody><tr><td>1 day</td><td>to</td><td>52 days</td><td>0000000001*</td></tr><tr><td>53 days</td><td>to</td><td>89 days</td><td>0000000002*</td></tr><tr><td>90 days</td><td>to</td><td>125 days</td><td>0000000003</td></tr><tr><td>126 days</td><td>to</td><td>162 days</td><td>0000000004</td></tr><tr><td>163 days</td><td>to</td><td>198 days</td><td>0000000005</td></tr><tr><td>199 days</td><td>to</td><td>235 days</td><td>0000000006</td></tr><tr><td>236 days</td><td>to</td><td>271 days</td><td>0000000007</td></tr><tr><td>272 days</td><td>to</td><td>308 days</td><td>0000000008</td></tr><tr><td>309 days</td><td>to</td><td>344 days</td><td>0000000009</td></tr><tr><td>345 days</td><td>to</td><td>381 days (1 year and 16 days)</td><td>0000000010</td></tr><tr><td>382 days</td><td>to</td><td>417 days</td><td>0000000011</td></tr><tr><td colspan="3">Continue the above pattern for sequential durations of coverage</td><td>Continue the above pattern for sequential Exposure Amounts reported</td></tr></tbody></table>				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	382 days	to	417 days	0000000011	Continue the above pattern for sequential durations of coverage			Continue the above pattern for sequential Exposure Amounts reported
Duration of Coverage			Exposure Amount Reported In WCSTAT Exposure Record (assumed decimal before last position is not reported)																																																				
1 day	to	52 days	0000000001*																																																				
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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																																																				
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 <i>Basic Manual</i> 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



Data Now Program (DNP) Addressing Standard Unit Edits

Identify

- Identify edit using the Unit Submission Results Report

Unit Submission Results Report												Page 2 of 2									
Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY																					
Submission ID: 4171406																					
Cov Prvdr ID	Policy Number	Pol Eff Dt	State	Insured Name	Rpt Nbr	Corr Seq Nbr	NCCI Corr Seq Nbr	Admin	1	0	0	2528384	1	Record in Error	Claim Nbr/ Class Code	2	Error TYPE	Edit Nbr / Type Code	Reported Value	Defaulted Value	Sbm ID
13118	CASE6	01/01/2018	01-AL	DNP 0101-04										L	CLAIM1		0101-04	Inj Type: 06 Incur Indem: 000005439 Pd Indem: 000000000			4171406
Edit Message / Validation Desc: MEDICAL ONLY CLAIM CANNOT HAVE INDEMNITY LOSSES																					

- Note that this is a Loss edit
- The edit flagged on CLAIM1

Research

- Review the claim's details in **UDC**

Claim Information									
1	Update Type R 1	Claim Nbr CLAIM1	Accident 01/01/18	Class Cd 8810	Rpt Nbr 1				
	Ini Type 06	Claim Status 0	Claim Count 1	Cat Nbr 0	Jur St				
	Fraud Ind 00	MCO Type 00	Voc Rehab N	Lump Sum Ind N	Occupation Desc OCCUPATIONDESCRIPTION				
Amounts									
2	Incur Indem 5439	Pd Indem 0	Derived Incur Indem 5,439	Incur Med 2500	Pd Med 1532				
	Derived Incur Med 2,500	Ded Reimburse 0	Incur ALAE 5555	Pd ALAE 5555	Clinmt Atty Fees 0				
	Emplr Atty Fees 3333								

- Injury Type 06 is Medical Only
- 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.



Data Now Program (DNP) Addressing Standard Unit Edits

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**.

Show me how											Export Results	Delete
	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	1	<input type="checkbox"/>

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
<i>Effective 01 Jan 2013 12:00:01</i>
G. Subsequent Reports
1. Reporting Rules
(Exceptions: VA)
Subsequent reports (2nd–10th reports) must be filed when:
<ul style="list-style-type: none">• 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.



Data Now Program (DNP) Addressing Standard Unit Edits

- 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* does not permit 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



Data Now Program (DNP) Addressing Standard Unit Edits

Identify

- Identify edit using the Unit Submission Results Report

Unit Submission Results Report
Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY
Submission ID: 4171807

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Cov Prvdr ID	Policy Number	Poi Eff Dt	State	Insured Name	Rpt Nbr	Corr Seq Nbr	NCCI Corr Seq Nbr	Record In Error	Claim Nbr/ Class Code	Edit Nbr / Type Code	Reported Value	Defaulted Value	Sbmnn ID	
13118	CASE8	01/01/2018	01-AL	9905-12 DELETE AT MIDDLE REPOR	2	1	1	25286	L CLAIM1	1	2	9905-12 NEDUS (NM) EDI	000001000 000000500 Med 000000500 Update Type D	4171807

Edit Message / Validation Desc: 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

- Note that this is a Loss edit
- 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.



Data Now Program (DNP) Addressing Standard Unit Edits

- 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	<p>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 <u>on both report levels</u>.</p> <p>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.</p> <p>This edit is only applicable to units with Policy Effective Dates of July 1, 2012, and after.</p> <p>This edit is only applicable to Texas for units with Policy Effective Dates of January 1, 2015, and after.</p> <p>This edit is only applicable to Maryland and Virginia for units with Policy Effective Dates of June 1, 2014, and after.</p> <p>Associated Net Edit 9905-13</p>	Subsequent Report Original (2-10), Subsequent Correction (2-10)
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- 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
<input type="checkbox"/>				0	A	CLAIM1		02/01/18	8810	05	1	1	0	
					2	D	CLAIM1	02/01/18	8810	05	0	2	1	
<input type="checkbox"/>				0	R	CLAIM1		02/01/18	8810	05	0	3	0	

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