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: Understanding Standard Edits

Standard Edits

Standard edits are quality checks intended to verify submitted data's:

- Validity
- Accuracy
- Completeness

Edit Type

There are four different types of standard unit edits:

- Field—verify the value in a field is acceptable
- Logical—verify 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 on the NCCI database

Data Grades

Data grades represent the severity of the error on a unit.

Data Grade	Severity	Description
9	Reject	Not used at NCCI or loaded to the NCCI database
5	Priority Critical Error	Loaded to the NCCI database. Not used in core products or services.
4	Priority Error	Loaded to the NCCI database. Used in core products or services.
3	Default Error	NCCI corrects data with defaulted value.
2	Suspect Error	May or may not be reported incorrectly.

Reports

Use NCCI's data reports to identify errors and their severity, conduct research, and make necessary corrections.

Prior to Loading to Database	After Loading to Database
Pre-Edit Service Submission Results Report Load individual files to fix errors before loading to database.	**Unit Submission Results Report** Load individual files to database.
Pre-Edit Tool Submission Results Report Load individual files and edit online before loading to database.	**Unit Daily Submission Results Report.** Delivered once a day including online and electronic submissions.
	Customer-Generated Reject and Error Report On demand report run with selected criteria.
	Monthly Outstanding Error Report Delivered once a month including outstanding data grade 4 (Priority) and 5 (Priority Critical) errors.

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—*Pre-Edit Tool* or *Unit Data Collection* (*UDC*)
   b. Electronically—submit files using *Data Transfer via the Internet* (*DTVI*)

Chapter 2: Edit 0084-01

Edit Message

- FEIN Is Not Numeric

Identify

- Identify edit using the Unit Pre-Edit Service Submission Results Report

1. Edit 0084-01 flagged
2. FEIN defaults to all zeroes because NCCI cannot load alphabetic characters to a numeric field

- No action needed unless the defaulted value is incorrect

Chapter 3: Edit 0286-05

Edit Message

- Previously Reported Data Must Find Existing Matching Fields

Identify

- Identify edit using the Unit Submission Results Report

Unit Submission Results Report — Page 2 of 49
Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY
Submission ID: 3736280

Cov Prvdr ID	Policy Nu...	Pol Eff Dt	State	Insured Name	Rpt Nbr	Corr Seq Nbr	NCCI Corr Seq Nbr	Admin Nbr	Data Grade	Record in Error	Claim Nbr/ Class Code	...ror ...TYPE	Edit Nbr / Type Code	Reported Value	Defaulted Value	Sbmn ID
45856	DNPEXAM...	01/01/2015	12-IL	DNP 0286-05	2	0	0	23321A7209	9	L	CLM1		0286-05 C			3736280

Edit Message / Validation Desc: PREVIOUSLY REPORTED DATA MUST FIND EXISTING MATCHING FIELDS

1. Edit flags because the Loss matching fields on the P or D record for the correction report do not match those that were previously reported
2. Note the state and Policy Effective Date—Illinois and 1/1/2015
3. Note the claim number in error—CLM1

Research

- Need to gather more information from the *Unit Statistical Reporting Guidebook*
- Note matching fields are Claim Number and Accident Date

All States Except MD and VA **TX—Policies Effective 01/01/15 and Subsequent**	• Claim Number • Accident Date
MD and VA Only—Policies Effective 06/01/14 and Subsequent	• Claim Number • Accident Date • Loss Condition Code: Type of Claim—Only used for Code 05—Excess Benefits
TX—Policies Effective 10/01/08 Through 12/31/14	• Claim Number • Accident Date • Loss Condition Code: Act • Loss Condition Code: Type of Claim
MD and VA Only—Policies Effective 10/01/08 Through 05/31/14	• Claim Number • Accident Date • Loss Condition Code: Type of Claim
MD, TX, and VA—Policies Effective Prior to 10/01/08	• Claim Number • Accident Date • Loss Condition Code: Act • Loss Condition Code: Type of Loss • Loss Condition Code: Type of Recovery • Loss Condition Code: Type of Claim • Vocational Rehabilitation Indicator • Jurisdiction State Code (required only if different from the exposure state)

- Confirm if criteria are met for matching fields

Pol Nbr	Pol Eff	State	Rpt Nbr	Curr DG
DNPEXAMPLE2A0	01/01/2015	IL-12 ⊕ URC	1	0
Carrier				
45856-NCCI TRAINING COMPANY				

1. Claim number and Date on 2-0 where error occurred.

Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq
CLM1	01/03/15	8810 ❶	05 ❶	1 ❶	2	0

- Confirm 2nd report (2-0) report to original 1st (1-0) report in *Unit Data Collection*

1-0:

Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq
CLM1	03/01/15	8810 ❶	05 ❶	1 ❶	1	0

1. The Accident Dates at the 1st and 2nd reports are not consistent

Correct

- What values should we report on the correction?
  - Accident Date = [enter value]

Chapter 4: Edit 0282-20

Edit Message

- Data Is Inconsistent Across Report Levels

Identify

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

1. Class Code 8742 was reported at 1st report and Class Code 8810 at 2nd report
2. Note Claim Number in error (CLM1)

Research

- View the Unit Statistical Edit and Validation Matrix

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

- View History in *Unit Data Collection (UDC)*

Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
🖶	0	R ⓘ	CLM1	03/01/15	8810 ⓘ **1**		1 ⓘ	1	0	

Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
🖶	5	C ⓘ	CLM1	03/01/15	8810 ⓘ **1**		1 ⓘ	2	0	

Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
🖶	5	C ⓘ	CLM1	03/01/15	8742 ⓘ **2**		1 ⓘ	1	1	

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

Correct

- Which claim needs to be corrected? [Enter answer here]
- Name two ways we can correct this edit
  - [Enter answer here]
  - [Enter answer here]

Chapter 5: Edit 0282-14

Edit Message

- Corresponding Exposure Classification Code Is Missing for This Loss Record or the Exposure Contains All Zeroes

Purpose

- Identifies inconsistent Class Code between Loss and Exposure records

Identify

- Identify edit using the Unit Pre-Edit Tool Submission Results Report

1. Note the Claim Number with the edit CLM1.
2. Note reported value 8742.

Research

- Review Exposure and Loss records

1. Class Code on Exposure is 8810
2. But Class Code on Loss is 8742

Correct

- Name two ways we can correct this edit
    1. Change Class Code to [enter Class Code] on the [select exposure or claim]
    2. Change Class Code to [enter Class Code] on the [select exposure or claim]

Chapter 6: 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

Purpose

- Suspect edit—identifies data that may or may not be correct
- This edit flags when claims are potentially deleted incorrectly at a report level

Identify

- Identify edit using the Customer-Generated Unit Reject and Error Report

Unit Submission Results Report
Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY
Submission ID: 3736281
Page 30 of 47

Cov Prvdr ID	Policy Number	Pol Eff Dt	State	Insured Name	Rpt Nbr	Corr Seq Nbr	NCCI Corr Seq Nbr	Admin Nbr	Claim Nbr/ Class Code	Field in Error	Edit Nbr / Type Code	Reported Value	Defaulted Value	Sbmn ID
45856	DNPEXAMPLE5A0	01/01/2016	12-IL	DNP 9905-12	3	1	1	23321A8449	CLAIM1	MISCELLANEOUS LOSS (CLAIM) EDI	9905-12	Incur Indem 000001000 Incur Med 000000500 Update Type D		3736281

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

1. Note specific Claim Number with an edit
2. Note the report level on which the edit occurred

Research

- Review the claim details for each report level
- Two situations will cause this edit to flag
  - Deleting the claim at a single report level
  - Reducing the Incurred Losses to $0
- General rule of thumb: If there are losses reported at other report levels, the behavior is expected to be consistent across report levels
  - Exceptions:
    - Some type of non-compensable settlement
    - Or the claim is declared fully fraudulent

- In this case, the claim was deleted only at the 3rd report level on a correction

DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq
0	A	CLAIM1	02/01/16	8810	05	0	1	0
0	C	CLAIM1	02/01/16	8810	05	1	2	0
2	D	CLAIM1	02/01/16	8810	05	1	3	1
0	C	CLAIM1	02/01/16	8810	05	0	4	0
0	C	CLAIM1	02/01/16	8810	05	0	5	0

Correct

- Name two ways we can correct this edit
1. [Enter first way]
2. [Enter second method]

Chapter 7: Edit 0075-03

Edit Message

- Experience Modification Factor Inconsistent for the Same Modification Effective Date

Identify

- Identify using the Unit Submission Results Report

1. Experience Modification Factor differs for Class Code 8810

   Note: Modification Factor must be the same for all Class Codes subject to experience rating with the same Modification Effective Date.

Research

- Review the exposures in *Unit Data Collection*

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
4	R	01	8033	Y	4,000,100	0001.000	40,001	0.890	01/01/14	01/01/14	0	0	
4	R	01	8742	Y	3,000,100	0001.000	30,001	0.890	01/01/14	01/01/14	0	0	
4	R	01	8810	Y	5,000,100	0001.000		0.990	01/01/14	01/01/14	0	0	

1. All three class codes have the same Modification Effective Date
2. Class Code 8810 has a different experience modification

Correct

- Name three ways we can correct this edit

Fill in the corrected values:

Class Cd	Method 1 [Enter field to change]	Method 2 [Enter field to change]	Method 3 [Enter field to change]
8033			
8742			
8810			

Chapter 8: Edit 0029-15

Edit Message

- Accident Date Is Invalid for Extraordinary Loss Event Catastrophe Number

Identify

- Let's use the Data Manager Dashboard to identify our errors

									✕
Unit - 45856 - NCCI TRAINING COMPANY								Print	Download
Outstanding Critical Edits - Data Grade 5 (Priority/Critical Edits) as of 10/06/2023 12:40 AM									
Sep 2023									
Carrier Code	Pol Nbr	Pol Eff Dt	State	Rpt Nbr	Corr Seq Nbr	Risk ID	Admin Nbr	Rcv'd Dt	Edit Nbr
45856	DNPEXAMPLE8A	11/22/2019	TX-42	1	0		23249C6267	09/06/2023	0029-15
Edit Message - Accident date is invalid for extraordinary loss event catastrophe number									

Research

- Review Edit Matrix for information on where to find a list of valid codes

5	0029-15	5	Catastrophe Number	ACCIDENT DATE IS INVALID FOR EXTRAORDINARY LOSS EVENT CATASTROPHE NUMBER	The Accident Date for the reported extraordinary loss event Catastrophe Number and Exposure and/or Jurisdiction State is invalid. Refer to the **Unit Statistical Reporting Guidebook**, Part 5-R, for extraordinary loss event Catastrophe Numbers and the corresponding Accident Date ranges. **NOTE:** Applies to Accident Dates December 1, 2019, and after.

- Review manual to see a list of valid codes

2. Extraordinary Loss Events

a. Instructions

An Extraordinary Loss Event (ELE) catastrophe is a significant loss event (accident) defined for workers compensation. An ELE catastrophe is determined by NCCI on a case-by-case basis.

When a catastrophe has been determined to be an ELE, NCCI issues a specific catastrophe number and outlines the qualifications and parameters for claims reported with the specific Catastrophe Number.,

A single claim can qualify under an ELE and ELE claims can span across multiple policies and multiple insureds, whereas non-ELE claims occur from an accident resulting in two or more reportable claims.

b. Codes and Descriptions

Extraordinary Loss Event codes and descriptions are as follows:

ELE Code	Description
	2021
13	Identifies claims attributable to the tornadoes and severe storms that occurred on December 10 and December 11, 2021, in Arkansas, Illinois, Kentucky, Mississippi, Missouri, and Tennessee. The Accident Date range for eligible claims is December 10 through December 16, 2021. The reason for this range is to identify losses sustained on the days of the event and any claims for the rescue, recovery, and cleanup efforts attributed to the event. See Circular DR-2021-01 for a reporting overview.
	2019
12	Identifies claims attributable to COVID-19 (coronavirus) with an Accident Date range of December 1, 2019, through June 30, 2023, except for Florida. **Florida exception:** Identifies claims attributable to COVID-19 (coronavirus) with Accident Dates of December 1, 2019, and subsequent. At this time, the ending Accident Date has not yet been established. See Circular DR-2020-01 for a reporting overview.
	2017
11	Identifies claims resulting from Hurricane Harvey, which made landfall in Texas on August 25, 2017. Include claims attributable to this hurricane with an Accident Date range of August 23, 2017, through August 23, 2020. See Circular DR-2017-01 for a reporting overview. See Circular DR-2022-01 for ending Accident Date determination.

- Look at what was reported

Record DG	Record Type	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc	Reported Value	Defaulted Value
5	L	1	0	CATASTROPHE NUMBER	0029-15	Claim Nbr: TEST2 Accident: 12/01/19 ACCIDENT DATE IS INVALID FOR EXTRAORDINARY LOSS EVENT CATASTROPHE NUMBER	11	
5	L	1	0	CATASTROPHE NUMBER	0029-15	Claim Nbr: TEST2 Accident: 08/23/20 ACCIDENT DATE IS INVALID FOR EXTRAORDINARY LOSS EVENT CATASTROPHE NUMBER	11	

1. ELE Code 11 was reported

Correct
1. Change the reported ELE Code to an applicable code for the reported Accident Date

Chapter 9: Edit 0179-02

Edit Message

- Unit Report Must Have a Complete Set of Records

Identify

- Identify using the Unit Submission Results Report

1. Note that this is a subsequent report level

Research

- View Edit Matrix for direction on where to access required fields by record type

All	0179-02	9	Record Type	UNIT REPORT MUST HAVE A COMPLETE SET OF RECORDS	Unit Report must have a complete set of records in accordance with the Unit Report Record Requirements for Electronic Submissions as found in the *Unit Statistical Reporting Guidebook*.

- Use the ***Unit Statistical Reporting Guidebook*** to identify required fields

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	Must have at least 1	Required when there is a loss(es)	Optional
1st Replacement Reports	Must have only 1	Must have only 1	Optional	Must have at least 1	Required when there is a loss(es)	Optional
Subsequent Reports	Must have only 1	Must have only 1	Optional	None allowed	Required when there is a loss(es)	Optional
Correction Reports:						
Header Record (Correction Type H)	Must have only 1	Optional	None allowed	None allowed	None allowed	None allowed
Exposure Record (Correction Type E)	Must have only 1	Must have only 1	None allowed	Required	None allowed	Optional
Loss Record (Correction Type L)	Must have only 1	Must have only 1	None allowed	None allowed	Required	Optional
Multiple Record (Correction Type M)	Must have only 1	Must have only 1	None allowed	Required when correcting exposure(s)	Required when correcting loss(es)	Optional
Total Record (Correction Type T)	Must have only 1	Must have only 1	None allowed	None allowed	None allowed	Must have only 1
Loss Record Corrections Due to Aggravated Inequity (Correction Type A)	Must have only 1	Must have only 1	None allowed	None allowed	Required	Optional

1. An Exposure record is not allowed on subsequent reports

- Look closer that the data in *UDC*

1. Exposure was added to the 2nd report

Correct

1. Delete exposure from Subsequent
2. Submit correction

Test Your Knowledge

- If you did want to change an exposure, what report level would you do this at? [Enter answer here]
- What records are required on a subsequent report level? [Enter answer here]

Chapter 10: Edit 9901-07

Edit Message

- All Open Claims Were Not Updated on This Report

Identify

- Identify edit using the Unit Submission Results Report

1. CLAIM1 identified
2. Error happened at 2nd report level

Research

- Review claims.

1. Note that CLAIM1 was only reported at the 1st report
2. It is still open and does not exist on 2nd report

Correct

- There are two possible ways to correct the error
  1. Submit a correction to the 2nd report to add CLAIM1
  2. Or change CLAIM1's Claim Status to closed on the 1st report

Chapter 11: Edit 0115-05

Edit Message

- Type of Recovery Code Change is Inconsistent Across Report Levels

Identify

- Identify edit using the Unit Submission Results Report

1. Note that the Type of Recovery Code changed from 03 (Subrogation) on the 2-1 to 01 (No recovery) on the 3-0. This is an invalid change

Research

- Review **Unit Data Collection** to view the Type of Recovery Code reported on the Loss Record for CLAIM1 at each report level with the error

2nd Report Level or 2-3 Report Level:

3rd Report Level or 3-0 Report Level:

1. Determine which report level has the incorrect Type of Recovery Code

Correct

- Correct the Recovery Type Code field, either 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

Appendix: Resources

Refer to these resources for more information on unit reporting and standard edits:

- NCCI's ***Statistical Plan Manual***
- NCCI's ***Unit Statistical Reporting Guidebook***
- Unit Edit and Validation Matrix
- NCCI Webinars on Demand
    - Addressing Standard Unit Edits
    - Addressing Unit Validation Edits
    - Advanced Unit Reporting