Working together toward data reporting success

DCA Access® Online—Unit, URC, Notifications User's Guide

2015 Data Educational Program

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Overview

Data Overview

- Policies received by NCCI create a Unit Report Control (URC) record. URC was developed by NCCI staff and representatives of the insurance industry for its member companies to:
  - Facilitate communication between NCCI and its data providers
  - Encourage the timely submission and receipt of unit reports
  - Provide quality and timely products and services, such as experience ratings and rates/loss costs

- URC expected and overdue listings are provided to all data providers on a monthly basis. Working the URC listings ensures that NCCI receives all expected units in a timely manner.

- Losses included in the first reporting of a given policy must be valued at 18 months after the month in which the policy became effective. Subsequent reporting of loss data must be valued one year after the first valuation. Each report level must be filed no later than two months after the respective valuation date.

- Unit reports submitted to NCCI will update URC to show the units as received. Units that reject will continue to show in URC as expected or overdue. Units that receive a Data Grade 5 error will show on URC as received but not usable.

Unit Process Flow

- Unit reports are submitted electronically through the Internet

- Units are loaded to the NCCI staging database and edited

- A Submission Results Report is produced

- Unit rejects (Data Grade 9) remain in staging for 120 days, after which they are automatically purged

- Units with Data Grade 0–5 are stored on the production database

- ***DCA Access® Online*** displays both production data on the integrated database (IDB) and rejected data in staging

What Is DCA Access® Online?—General Information

- ***DCA Access® Online*** is a comprehensive Web-based tool used to easily search for and view your detailed policy, unit report, unit report control (URC), unit notifications, detailed claim information (DCI), and coverage provider information online.

- Subscribing to the update capabilities in ***DCA Access® Online*** allows you to correct policy information and to enter, correct, and update unit data including adding subsequent reports. The URC Inquiry and Update Tool allows you to update URC information at the policy, state, and report levels.

  This application also allows ***Bureau Compliance Statistical Service (BCSS)*** customers to track, update, and resubmit data to the Independent Bureaus.

DCA Access® Online—Subscriptions

- **Inquiry Feature**
  View policy, unit statistical, URC, detailed claim information, noncompliance/compliance, notifications, and coverage/data provider information.

- **Policy Entry, Correction, and Update Feature**
  Enter new, renewal, and annual rerate policies. Correct and update policy data that was processed or rejected.

- **Unit Report Entry, Correction, and Update Feature**
  Enter, correct, and update all report levels (1st–10th) of Unit data that was processed, and correct rejected data. Also, you can add subsequent unit reports.

- **Unit Report Control (URC) Update Feature**
  Update URC information at the policy and state levels. View report levels to help monitor the timely submission of unit report data.

- **Detailed Claim Information (DCI) Entry, Update, and Replacement Feature**
  Enter and update Detailed Claim Information for claims with a Reported to Insurer Date of September 2009 and later.

- **Noncompliance Correction Feature**
  Add noncompliance and compliance transactions. Correct noncompliance and compliance data**.**

- **Take-Out Credit Update Feature**
  Accept or decline take-out credits that have been issued to your company**.**

- **Unit Pre-Edit Feature**
  Submit your Unit Statistical data file to pre-edit and receive error reports to view and correct your data online prior to submitting it to production.

- **Unit Extract Feature**
  Extract your units that reside on the NCCI database using various selection criteria. The Unit file is sent in a WCSTAT format to your ***Data Transfer via the Internet (DTVI)*** mailbox.

What Is DCA Access® Online for Units and URC?

- ***DCA Access® Online*** is a comprehensive Web-based tool used to easily search and view unit report data and unit report control (URC) information.

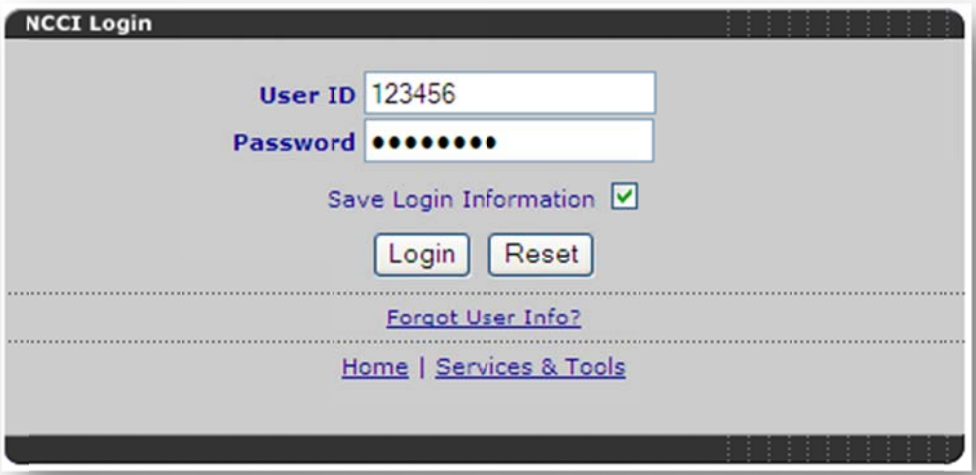
- ***DCA Access® Online*** for Unit Reports and URC enables you to:

  - Track your errors and rejects online
  - Enter, correct, and update all report levels (1st–10th)
  - Track submission of unit reports submitted electronically
  - Add additional exposure and loss records
  - Correct Rejected and Nonrejected fields online
  - Access corrected reports online within 24 hours of submission
  - Update URC information at the policy level, state level, and report level to help monitor the timely submission and receipt of unit report data

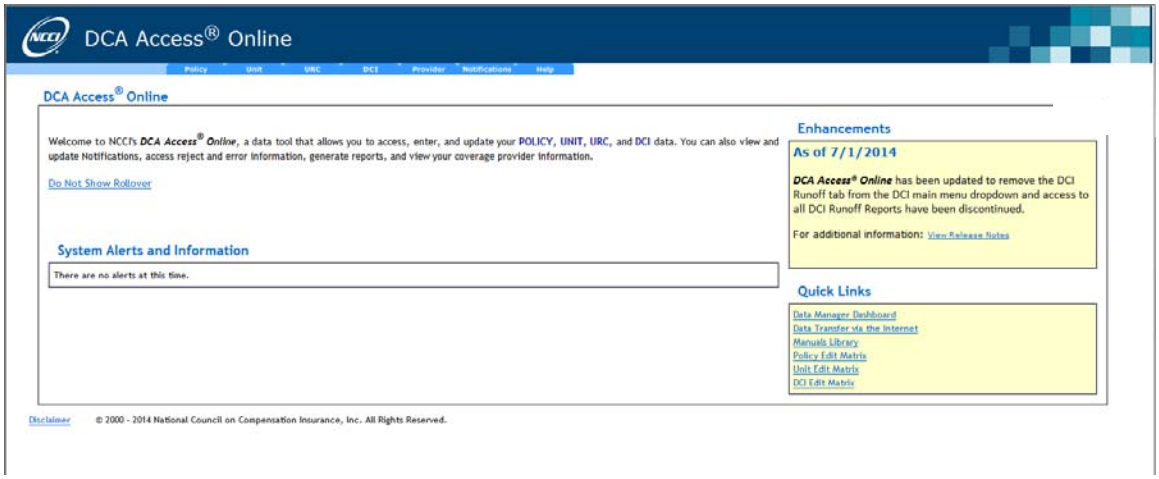
- When changes are made using ***DCA Access® Online***, you will receive an electronic WCSTAT correction file with your updates. This is sent to your ***Data Transfer via the Internet (DTVI)*** mailbox for you to retrieve and update your company's databases.

Logging Into DCA Access® Online

Enter your ***DCA Access® Online*** User ID and Password at the NCCI Login prompt.



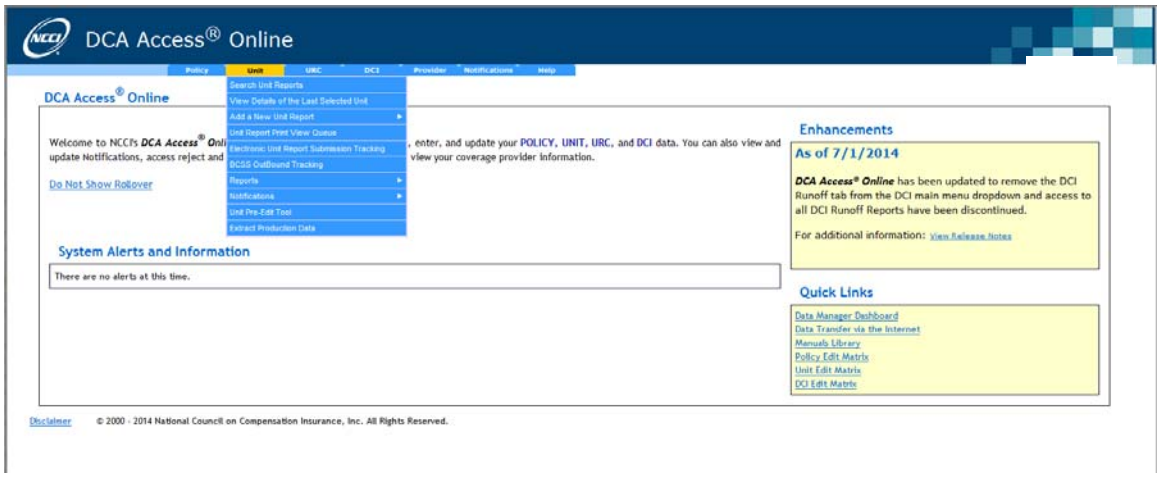
DCA Access® Online Main Page Features



- The various focus areas of ***DCA Access® Online*** are described in the **Products Description** section.
- The latest updates to ***DCA Access® Online*** can be seen under the **Enhancements** section.
- **System Alerts and Information** provides up-to-the-minute information on any current ***DCA Access® Online*** system or edit issue.
- Use **Quick Links** to be easily directed to some of NCCI's most popular applications.
- Click **Show Rollover** to display explanatory text throughout the application.
- Click **Show Rollover** to toggle to **Do Not Show Rollover** and hide the explanatory text.

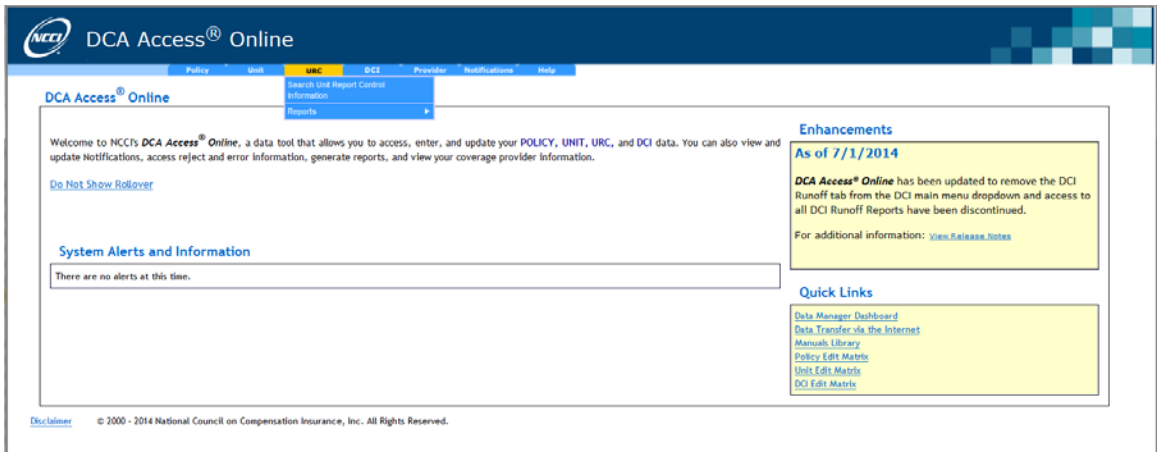
Unit Report Features

The **Unit** tab allows you to search and view unit reports and associated detailed information, including Key Field Changes. If you signed up for the update capability to make corrections, you can change the Report Header, Exposure, Claim, or Total information. The unit report component also allows you to add a new unit report.



URC Features

The **URC** menu allows you to update URC information at the policy, state, and report levels to help monitor the timely submission and receipt of unit report data.

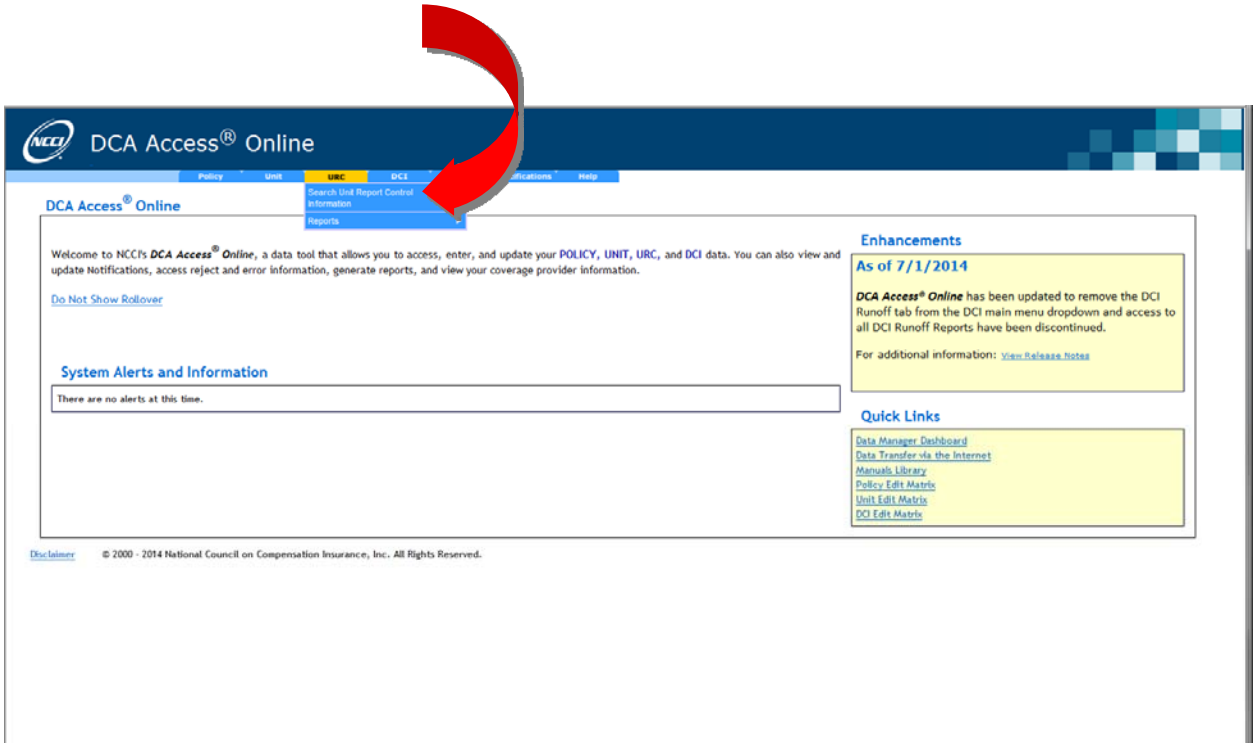


Unit Report Control

Search Unit Report Control Information

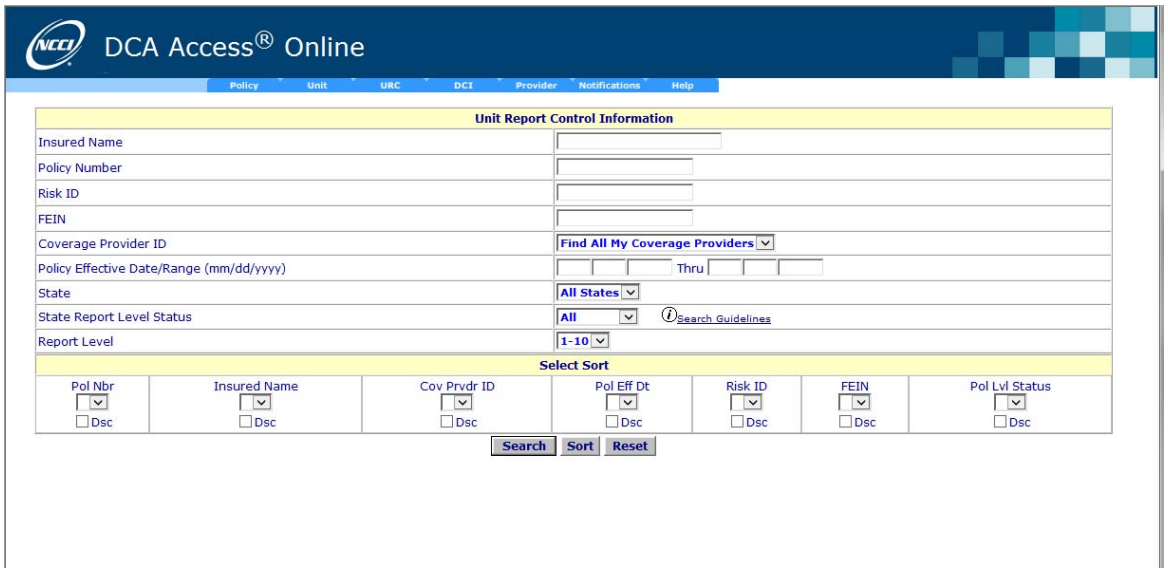
The **Search Unit Report Control (URC) Information** function allows you to locate, view, and update the current status of a policy and its associated unit reports. The URC search results provide a list of the unit reports that are expected, received, and/or overdue at each report level from 1–10. In addition, you are able to see if a URC policy and/or state records are active or inactive.

- From the ***DCA Access® Online*** main page, click the **URC** tab located at the top of the toolbar. A drop-down menu appears:



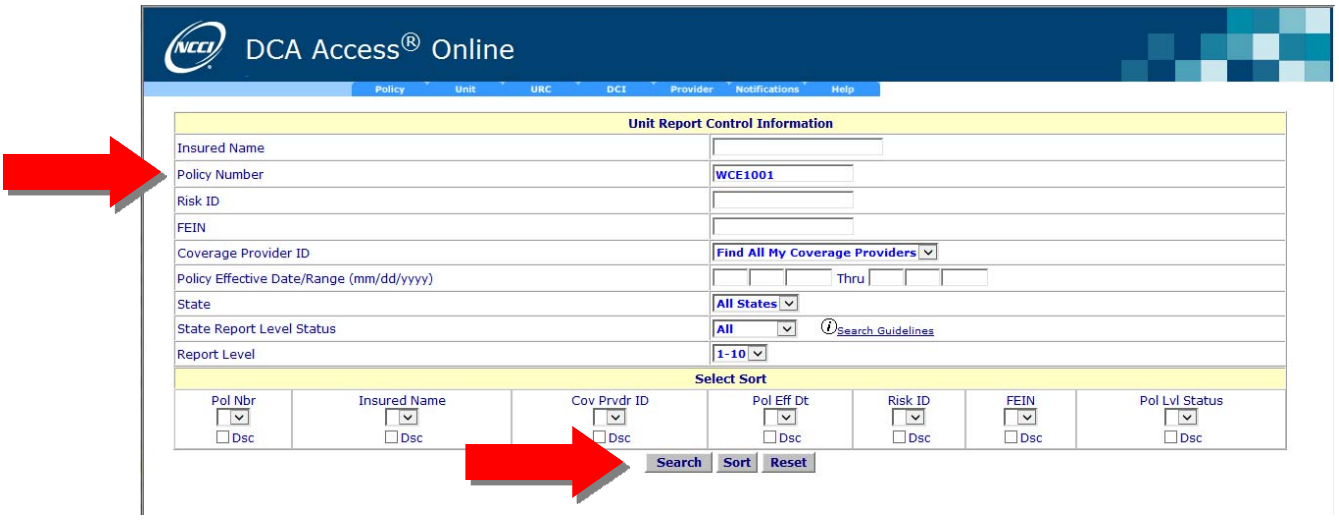
- From the URC drop-down menu, click **Search Unit Report Control Information**.

- The following search screen appears:

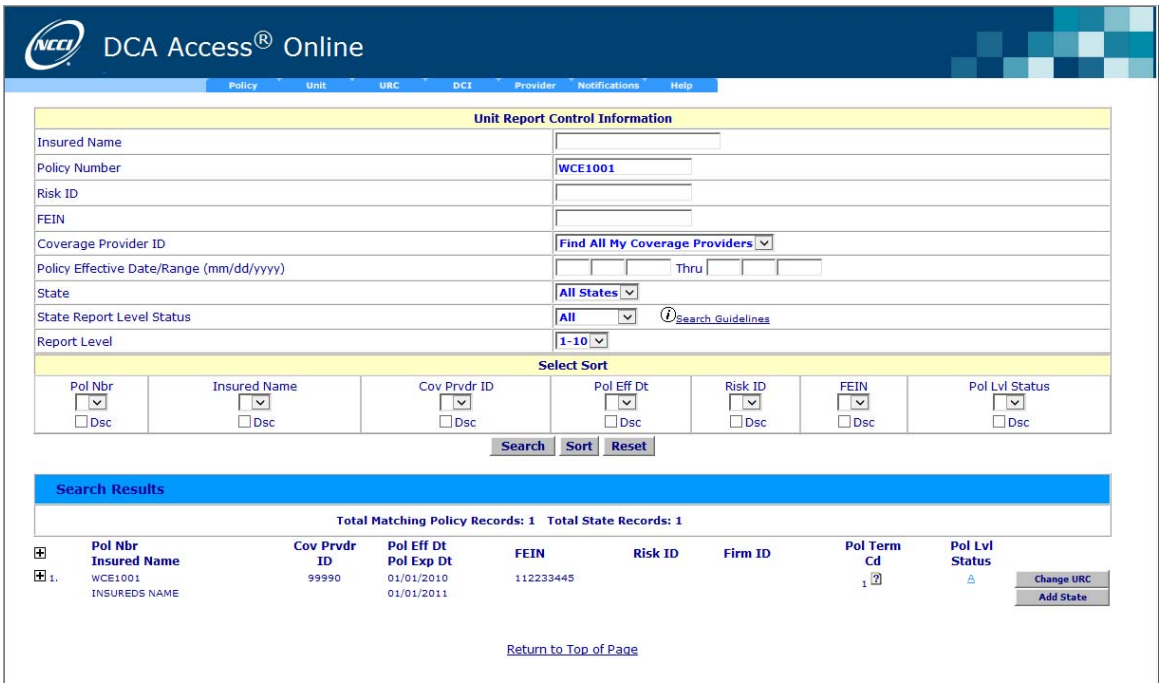


- To perform a search, input the preferred search criteria and click **Search**.

  In the example below, a search is performed on a **Policy Number**.



- After performing the search, a screen similar to the one below appears:



- From the Search Results screen, you have the following options:
  - View the URC policy information
  - View/update the URC policy level status information
  - Change URC policy information
  - View current key field change and history
  - Link to the policy
  - View the URC state information
  - View/update URC state status information
  - View all units for the specified policy (all states)
  - View all units for the specified state
  - Add a URC state

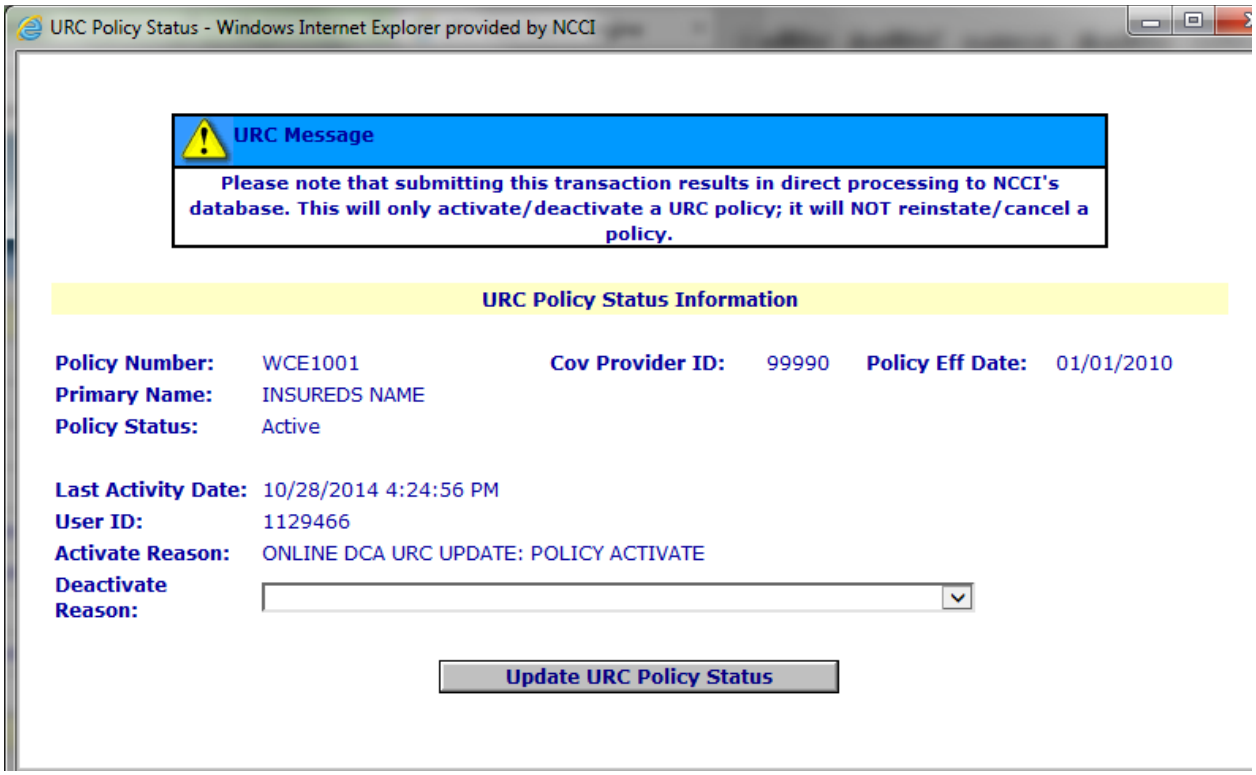
View/Update the URC Policy Level Status Information

This feature allows you to view/update the URC Policy Level Status. The status may either be active or deactive. For URC policies that are active, NCCI expects to receive unit reports for all active states associated with the policy. NCCI does not expect to receive unit reports for URC policies or states that are deactive. However, this feature does not reinstate/cancel the policy.

Note: You may only update a URC Policy Level Status after a policy has expired. In addition, updates may be made only if unit reports have not been received.

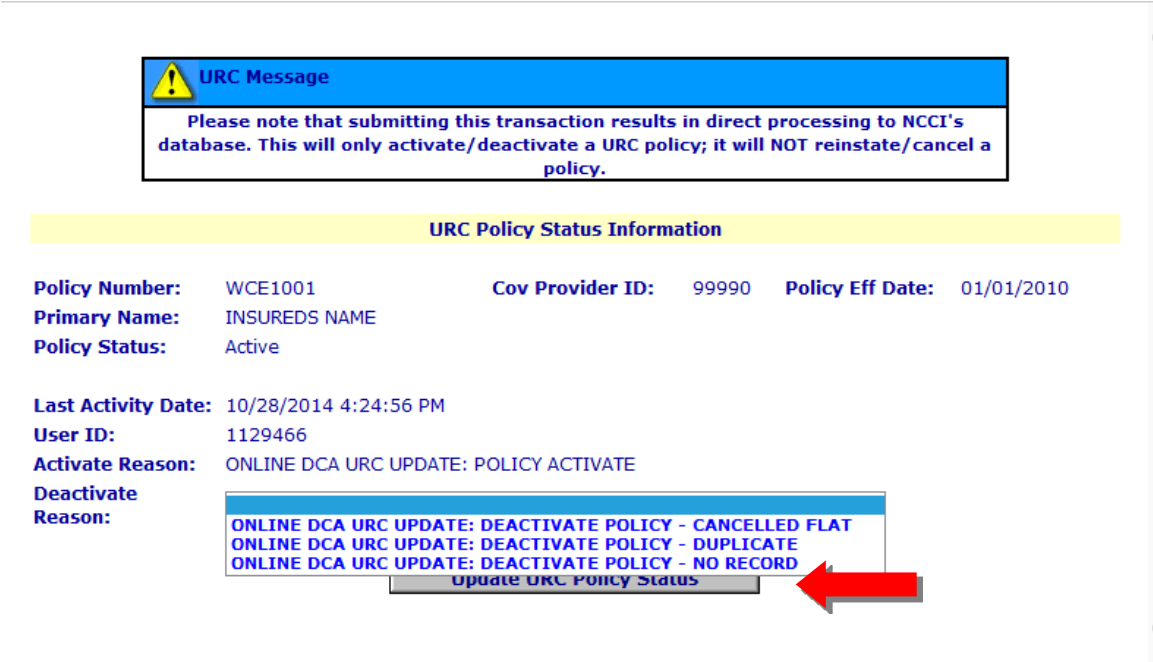
- To view/update a specific Policy Level Status, click the **Pol Lvl Status** link on the row you want to view/update.

- A pop-up window appears, displaying the detailed policy status information:



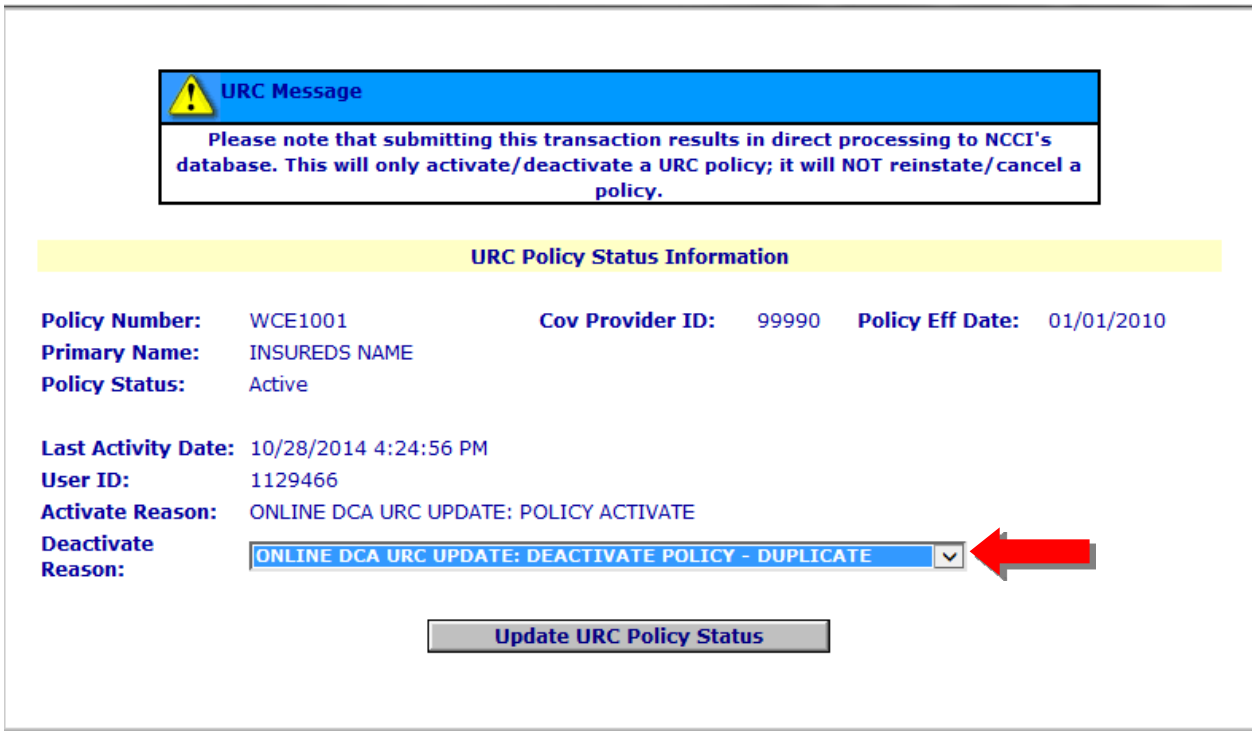
- Using the drop-down menu, select the applicable **Activate Reason** or **Deactivate Reason**.

  Note: If the URC Policy Level Status is active (**A**), you may deactivate it. If the URC Policy Level Status is deactive (**D**), you may reactivate it. If updates to the URC Policy Level Status are not allowed, the drop-down menu will not appear.

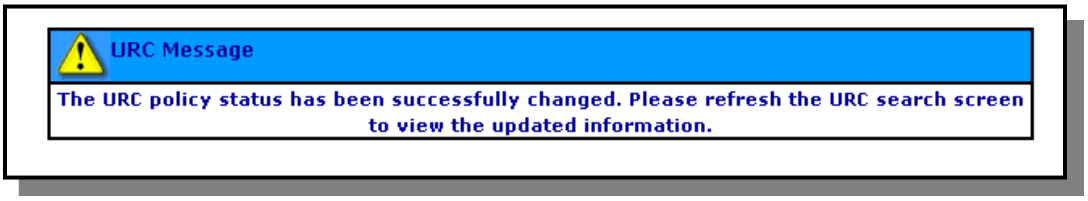


- Click **Update URC Policy Status**. Your update will be immediately processed in NCCI's database.

  Note: This only activates/deactivates a URC policy in the URC information; it does not reinstate/cancel the policy.



- After saving your changes, the following confirmation message appears:



- To view the updated information, you must refresh the URC Search screen.

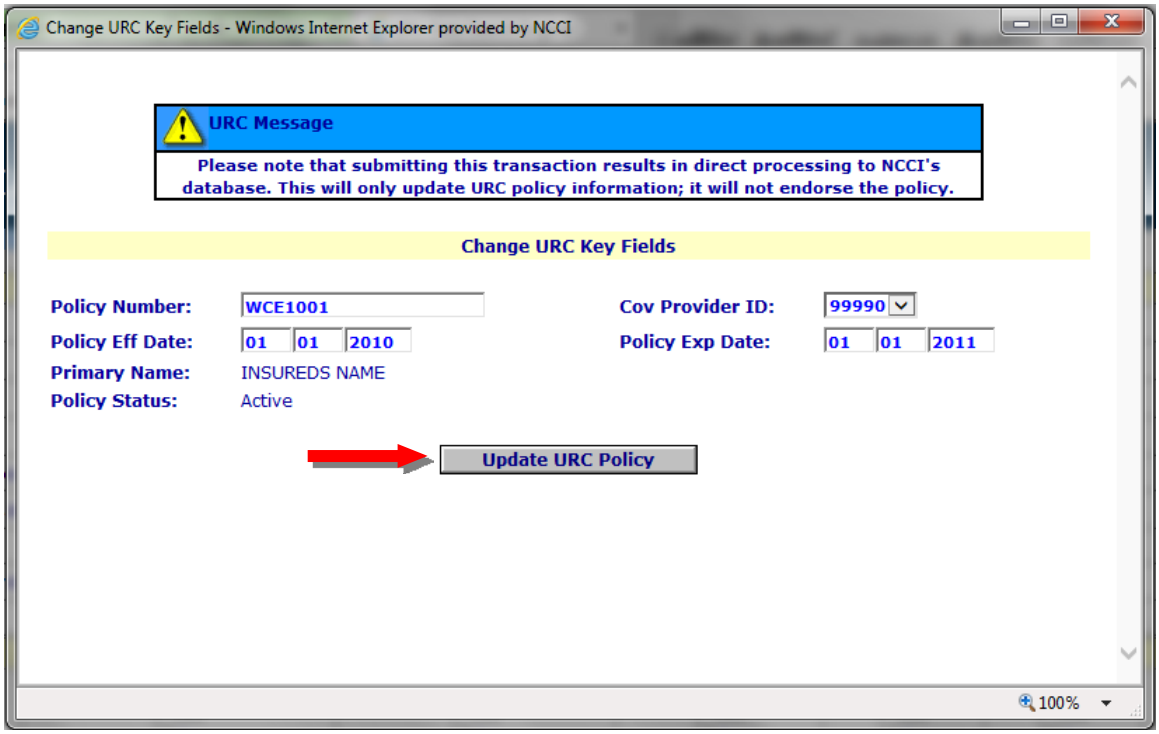
Change URC Policy Information

This feature allows you to change URC Policy Information, including the Policy Number, Policy Effective Date, Coverage Provider ID, and Policy Expiration Date. However, it will not endorse the policy.

Note: You may only change URC policy information after a policy has expired. In addition, changes may be made only if unit reports have not been received.

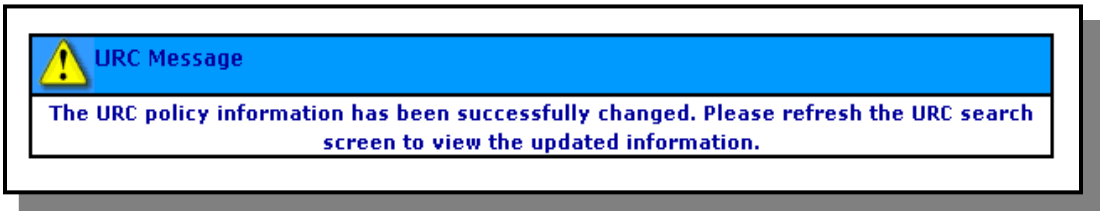
- To change URC policy information, click **Change URC** to the right of the specified row you want to change.

- A pop-up window appears, displaying the URC policy information:



- Make any necessary changes/updates and click **Update URC Policy**. Your update will be immediately processed in NCCI's database.

- After saving your changes, the following confirmation message appears:



- To view the updated information, you must refresh the URC Search screen. Once the screen is refreshed, a **Key** icon appears next to the field that was changed.

View Current Key Field Change and History

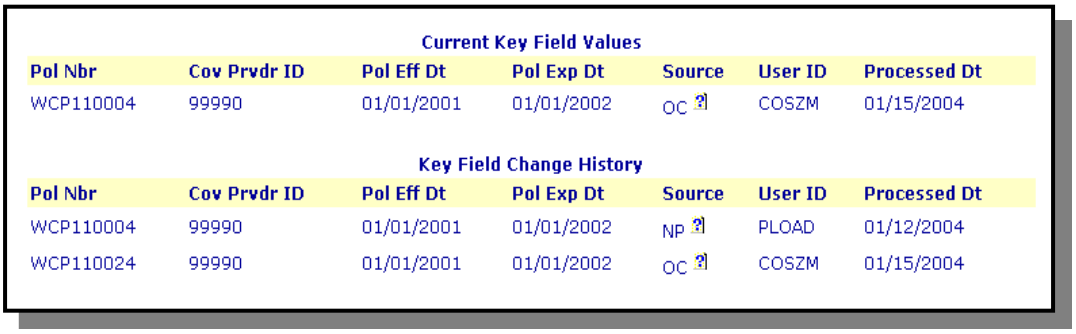
A Key Field Change (KFC) refers to changes to the key business fields that uniquely identify either a policy or unit. When a KFC occurs, all data associated with the old key values is related to the new key fields.

If there is a KFC, a graphic of a key is displayed next to the changed field (e.g., policy number, coverage provider, or policy effective date).

- To view the Key Field Change and History for a specific policy, click the **Key** icon.

- A pop-up window appears, displaying the Key Field data (Current Key Field Values and Key Field Change History).

  For multiple KFCs, the history is listed in ascending chronological order, and the last row is the most current.



Current Key Field Values

Pol Nbr	Cov Prvdr ID	Pol Eff Dt	Pol Exp Dt	Source	User ID	Processed Dt
WCP110004	99990	01/01/2001	01/01/2002	OC	COSZM	01/15/2004

Key Field Change History

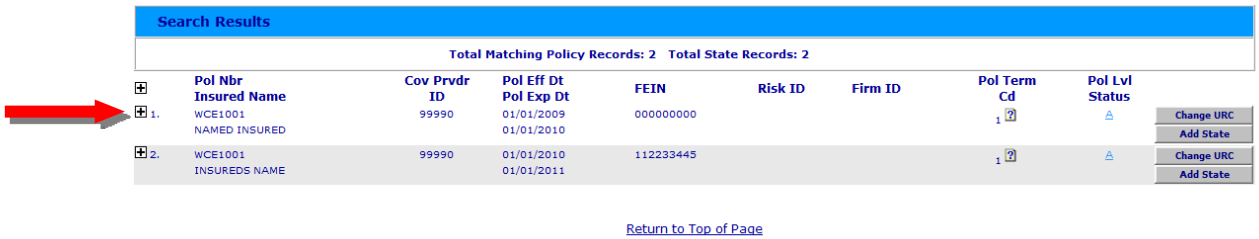
Pol Nbr	Cov Prvdr ID	Pol Eff Dt	Pol Exp Dt	Source	User ID	Processed Dt
WCP110004	99990	01/01/2001	01/01/2002	NP	PLOAD	01/12/2004
WCP110024	99990	01/01/2001	01/01/2002	OC	COSZM	01/15/2004

Note: There is no history of KFC when the unit is unmatched.

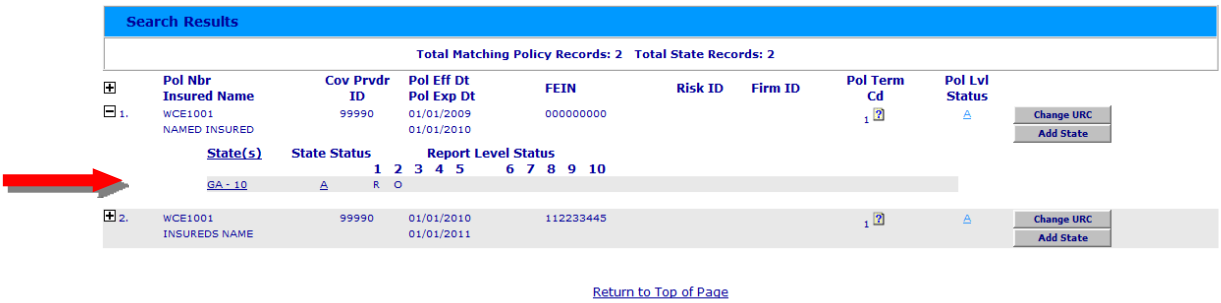
View the URC State Information

This feature allows you to view the State Information associated with a specific URC policy.

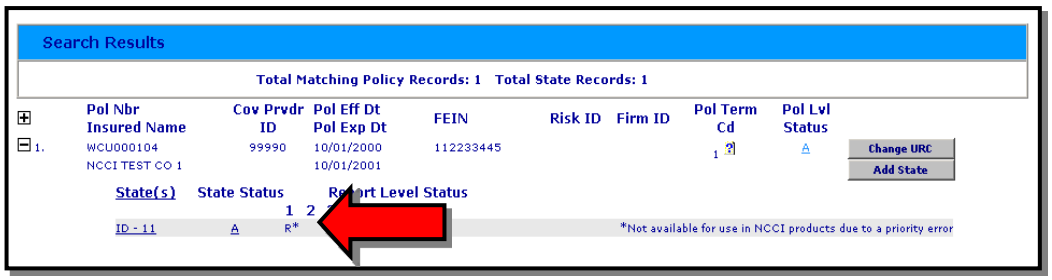
- To expand (view) state level information, click "**+**" icon next to the row you want to view.



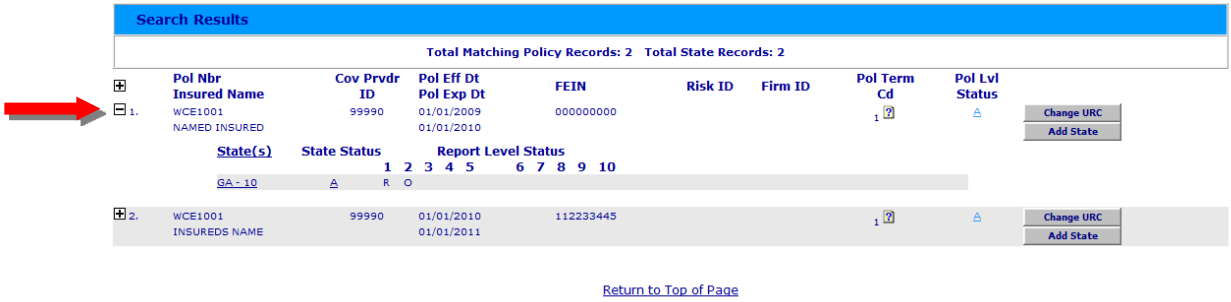
- The State(s), State Status, and Report Level Status associated with the URC policy display:



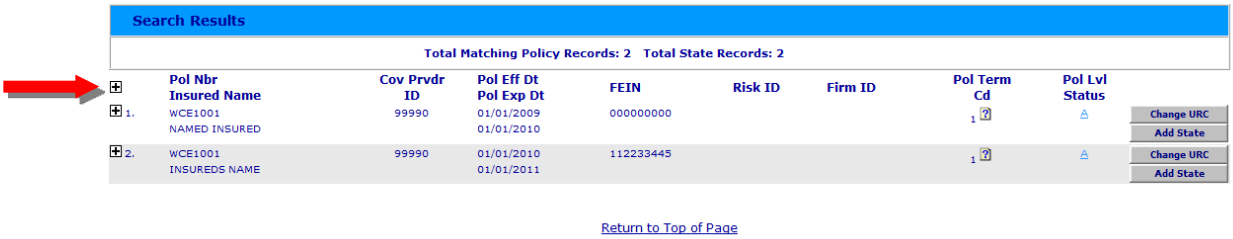
Note: If there is an asterisk (*) next to a received (R) unit report listed under the Report Level Status, it is not available for use in NCCI products due to a priority error. See the example below:



- To collapse (hide) the state level information, click "**-**" icon next to the row you want to hide.



- To expand/collapse the state level information for all rows displayed, click "**+**"icon at the top of your search results.

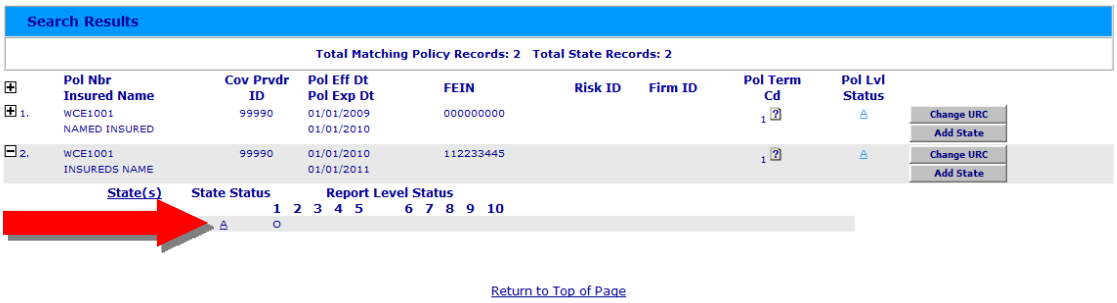


View/Update URC State Status Information

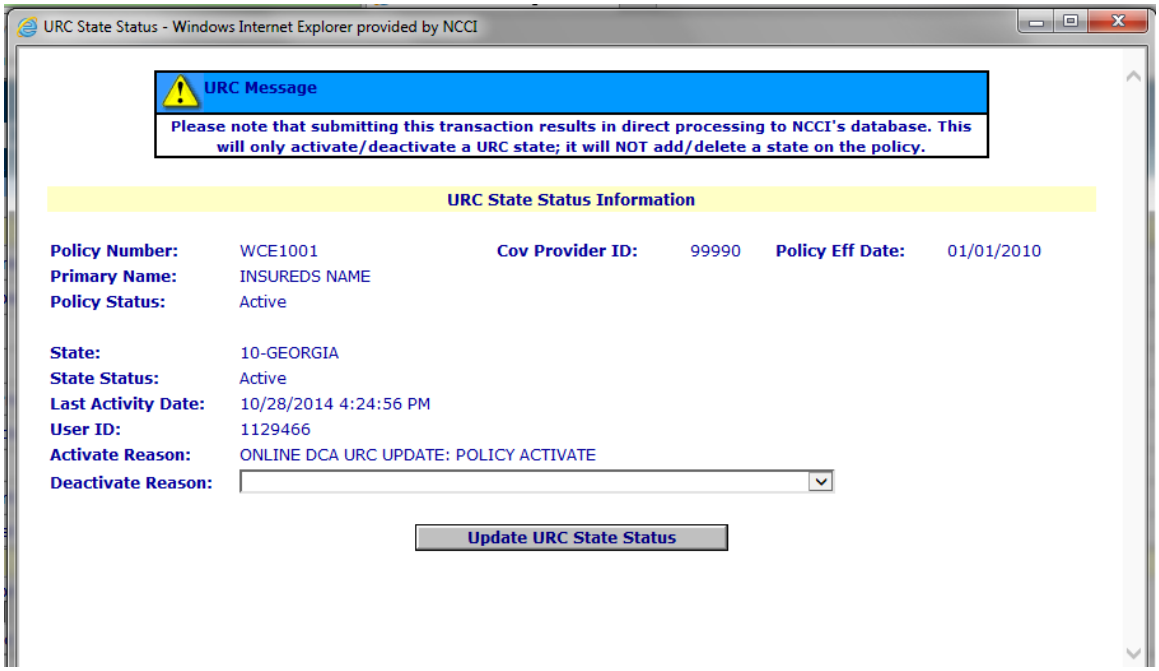
This feature allows you to view/update a URC State Level Status. The status may either be active or deactive. For URC states that are active, NCCI expects to receive unit reports. NCCI does not expect to receive unit reports for URC states that are deactive. The feature does not add/delete a state on the policy.

Note: You may only update a URC State Status to the URC information after a policy has expired. In addition, updates may be made only if unit reports have not been received for that state.

- To view/update a specific State Status, click the **State Status** link next to the applicable state.

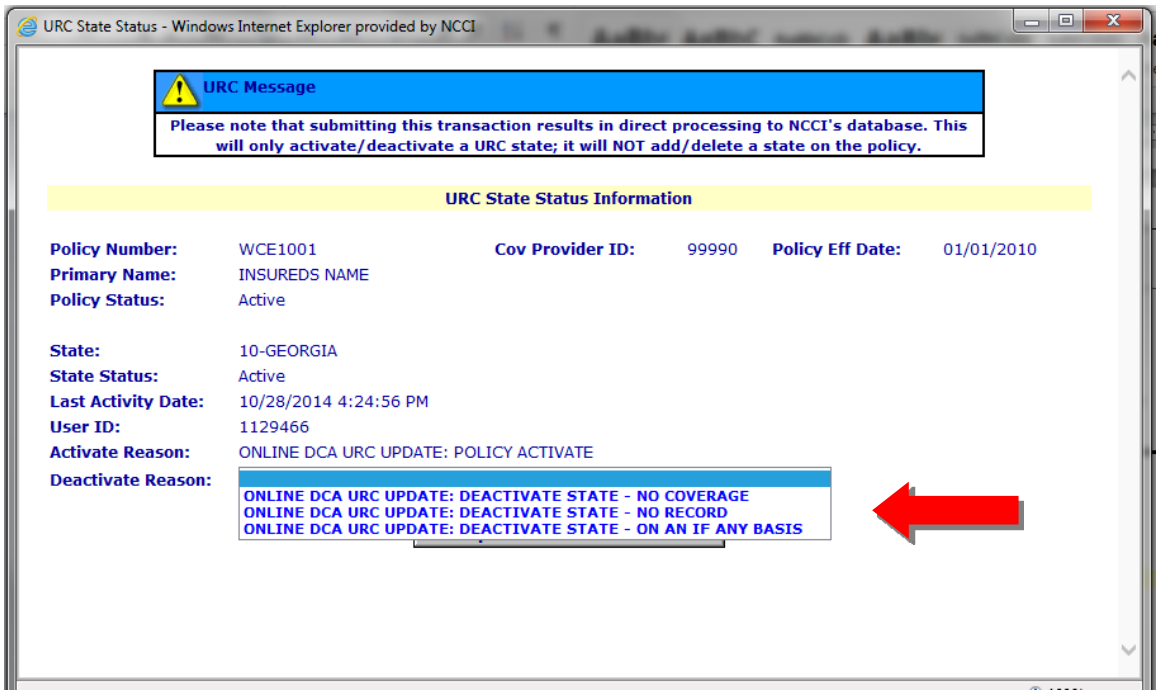


- A pop-up window appears, displaying the detailed URC State Status Information:



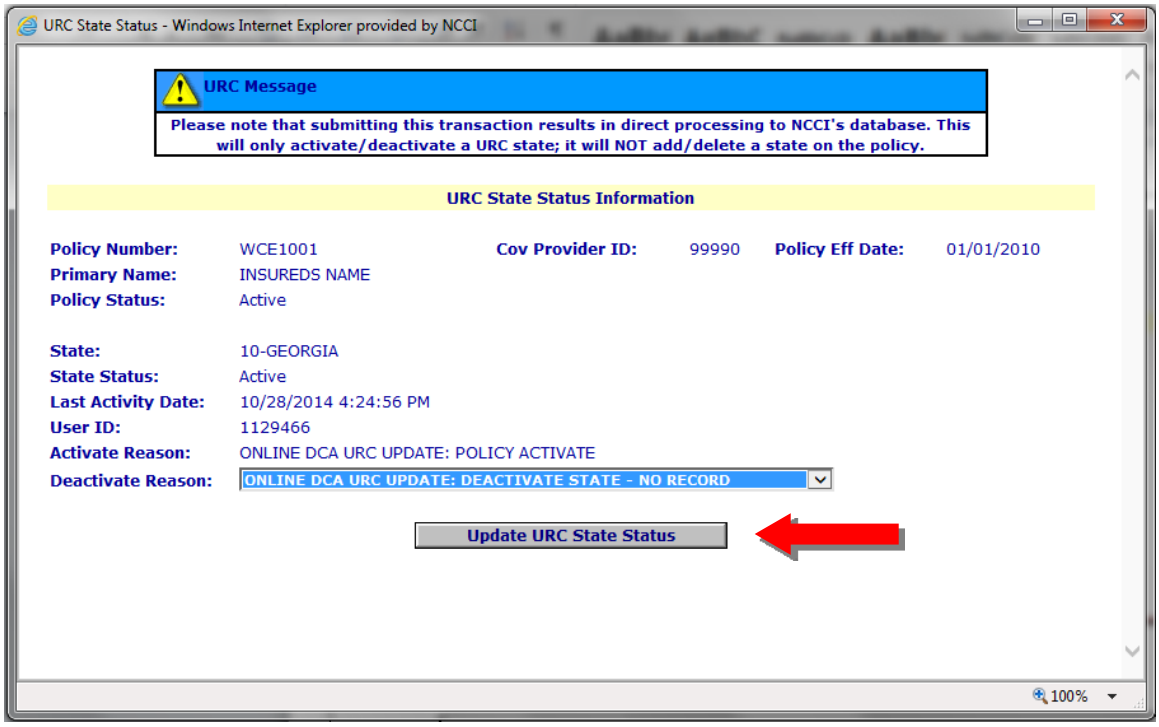
- Using the drop-down menu, select the applicable **Activate Reason** or **Deactivate Reason**.

  Note: If the URC State Status is active (**A**), you may deactivate it. If the URC State Status is deactive (**D**), you may reactivate it. If updates to the URC State Status are not allowed, the drop-down menu will not appear.

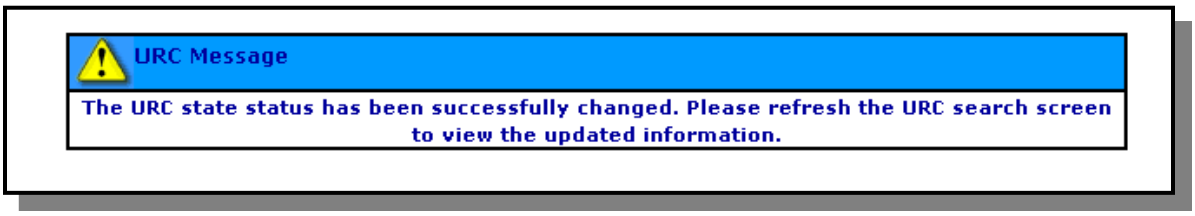


- Click **Update URC State Status**. Your update will be immediately processed in NCCI's database.

  Note: This only activates/deactivates a URC state in the URC information; it does not add/delete a state on the policy.



- After saving your changes, the following confirmation message appears:



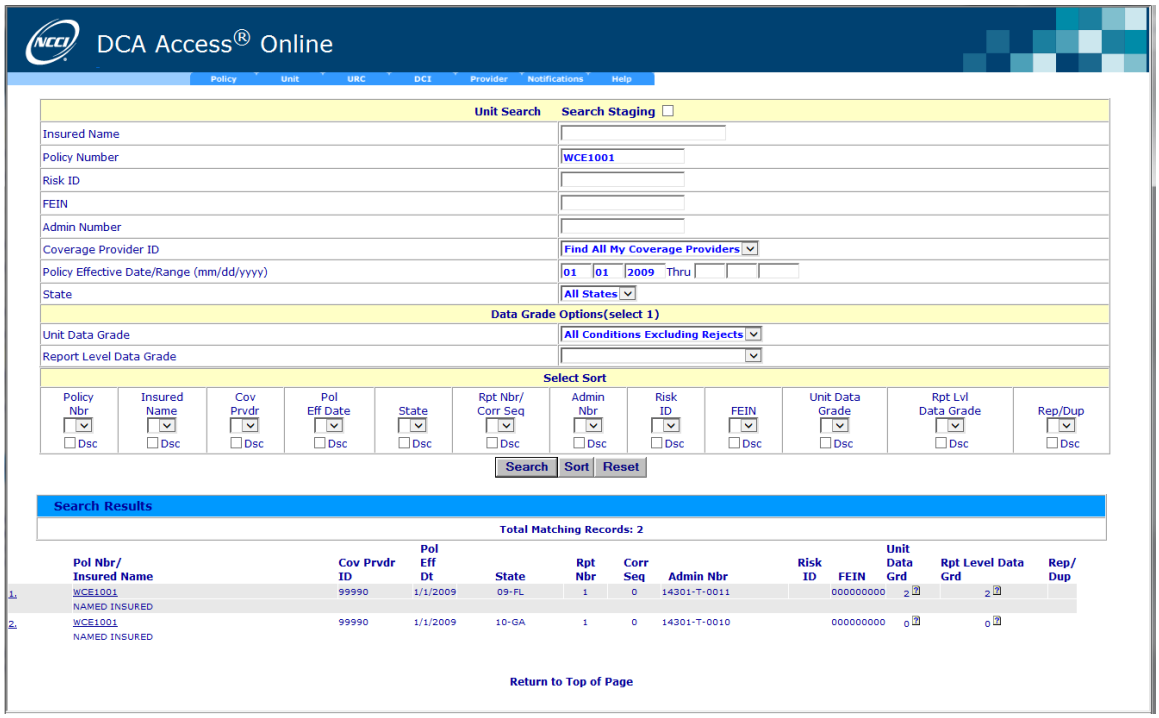
- To view the updated information, you must refresh the URC Search screen.

View All Units for the Specified Policy (All States)

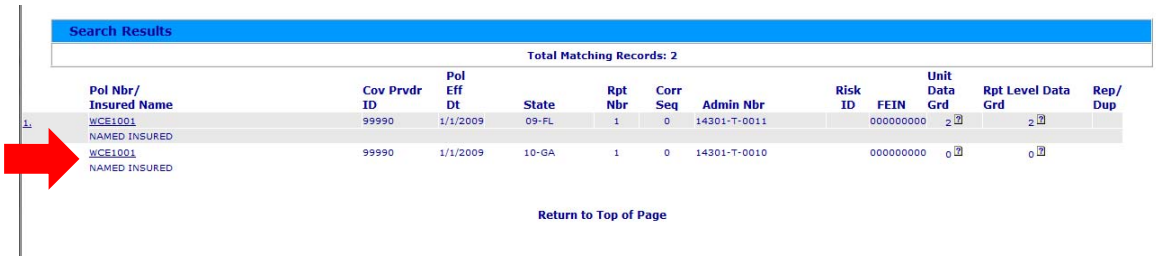
This feature allows you to access all of the units for a policy (for all states) by linking you to the Unit Report Search screen in ***DCA Access® Online***.

- To access all of the units for a specified policy, click the **State(s)** heading link.

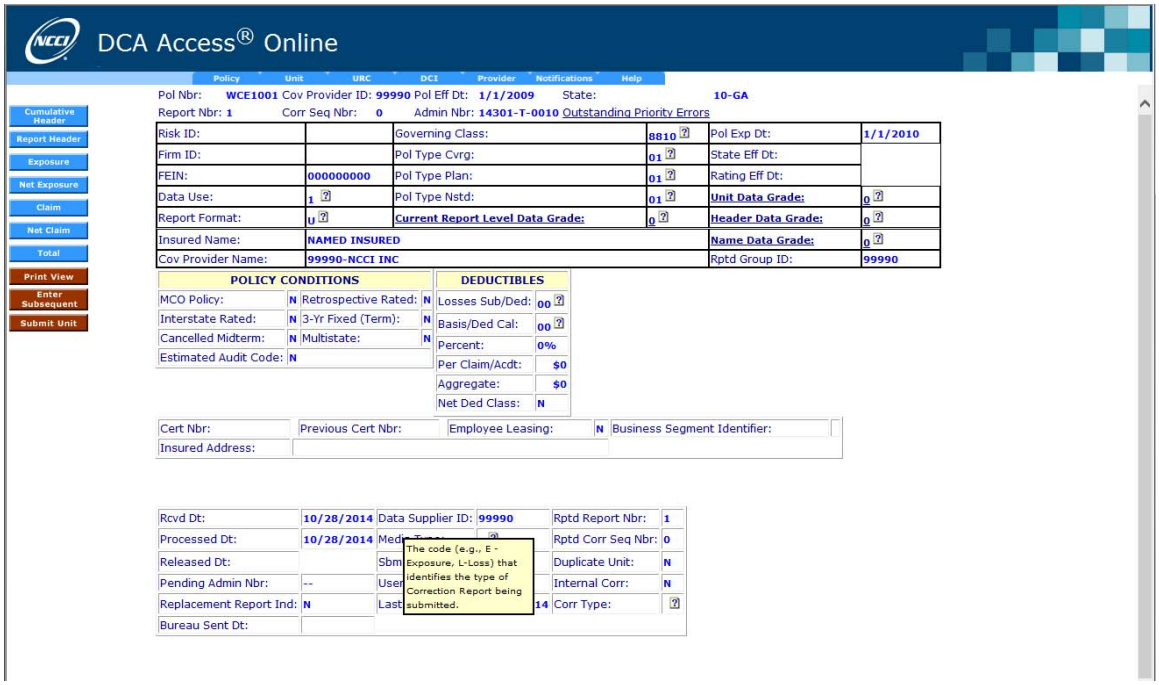
- A pop-up window appears, displaying the Unit Search screen, allowing you to view all the units (for all states) associated with that policy:



- To view a particular unit, click the corresponding underlined **Pol Nbr/Insured Name**.



- The unit's Report Header screen appears:



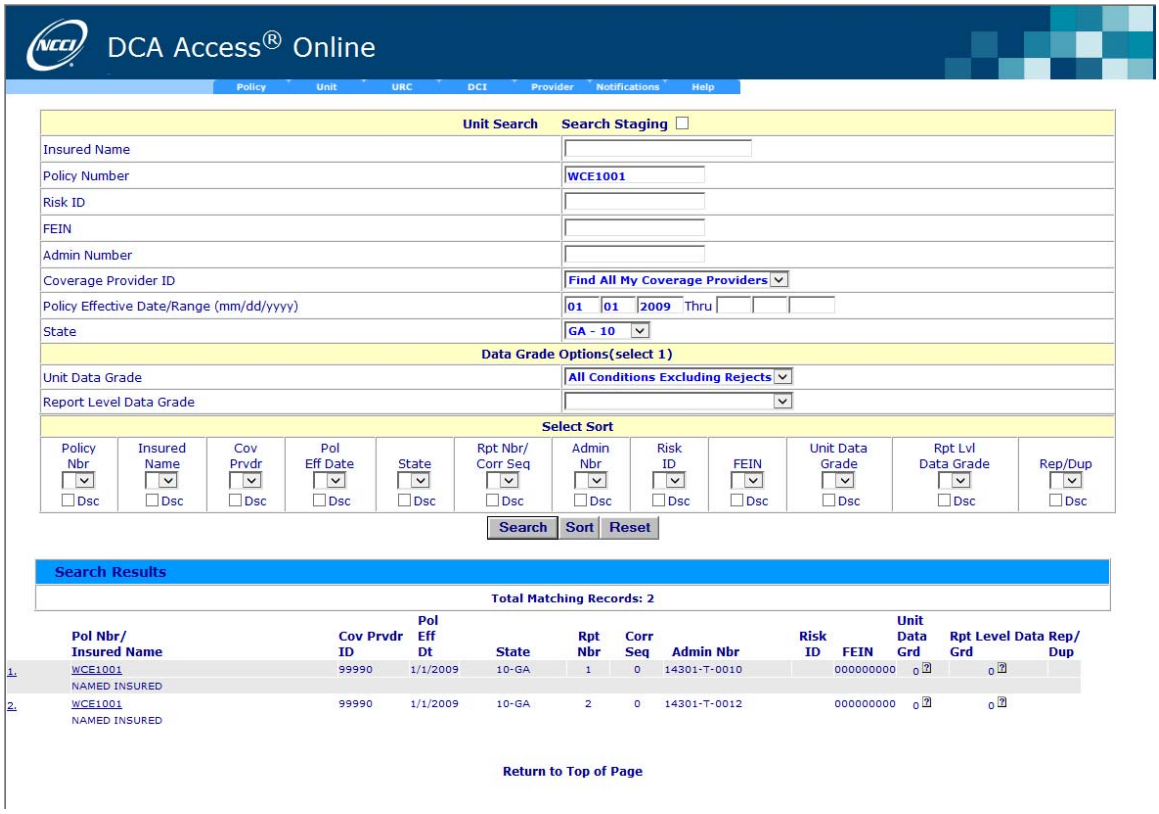
View All Units for the Specified State

This feature allows you to access all units for a particular state for a policy by linking you to the Unit Report Search screen in ***DCA Access® Online***.

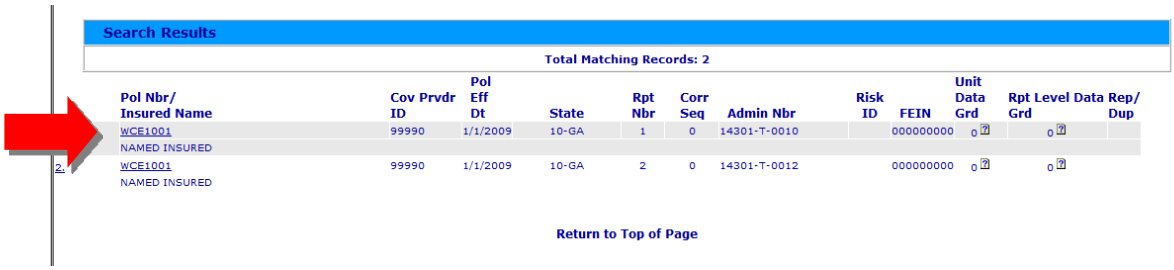
- To access the units for a specified state, click the individual **State(s)** link under the State(s) heading.

- A pop-up window appears, displaying the Unit Search screen, allowing you to view all of the units for the state associated with that policy.

  Note: When only one unit report level has been received for a state, the system automatically bypasses the Search Results screen and takes you directly to the unit's Report Header screen.



- To view a particular unit, click the corresponding underlined **Pol Nbr/Insured Name**.



- The unit's Report Header screen appears:

DCA Access® Online

Policy | Unit | URC | DCI | Provider | Notifications | Help

Cumulative Header | Report Header | Exposure | Net Exposure | Claim | Net Claim | Total | Print View | Enter Subsequent | Submit Unit

Pol Nbr: WCE1001 Cov Provider ID: 99990 Pol Eff Dt: 1/1/2009 State: 10-GA
Report Nbr: 1 Corr Seq Nbr: 0 Admin Nbr: 14301-T-0010 Outstanding Priority Errors

Risk ID:		Governing Class:	8810	Pol Exp Dt:	1/1/2010
Firm ID:		Pol Type Cvrg:	01	State Eff Dt:	
FEIN:	000000000	Pol Type Plan:	01	Rating Eff Dt:	
Data Use:	1	Pol Type Nstd:	01	Unit Data Grade:	0
Report Format:	U	Current Report Level Data Grade:	0	Header Data Grade:	0
Insured Name:	NAMED INSURED			Name Data Grade:	0
Cov Provider Name:	99990-NCCI INC			Rptd Group ID:	99990

POLICY CONDITIONS				DEDUCTIBLES	
MCO Policy:	N	Retrospective Rated:	N	Losses Sub/Ded:	00
Interstate Rated:	N	3-Yr Fixed (Term):	N	Basis/Ded Cal:	00
Cancelled Midterm:	N	Multistate:	N	Percent:	0%
Estimated Audit Code:	N			Per Claim/Acdt:	$0
				Aggregate:	$0
				Net Ded Class:	N

Cert Nbr:		Previous Cert Nbr:		Employee Leasing:	N
Business Segment Identifier:					
Insured Address:					

Rcvd Dt:	10/28/2014	Data Supplier ID:	99990	Rptd Report Nbr:	1
Processed Dt:	10/28/2014	Media Type:	E	Rptd Corr Seq Nbr:	0
Released Dt:		Sbmsn Type:	DU	Duplicate Unit:	N
Pending Admin Nbr:	--	User ID:	1129466	Internal Corr:	N
Replacement Report Ind:	N	Last Activity Dt:	10/28/2014	Corr Type:	
Bureau Sent Dt:					

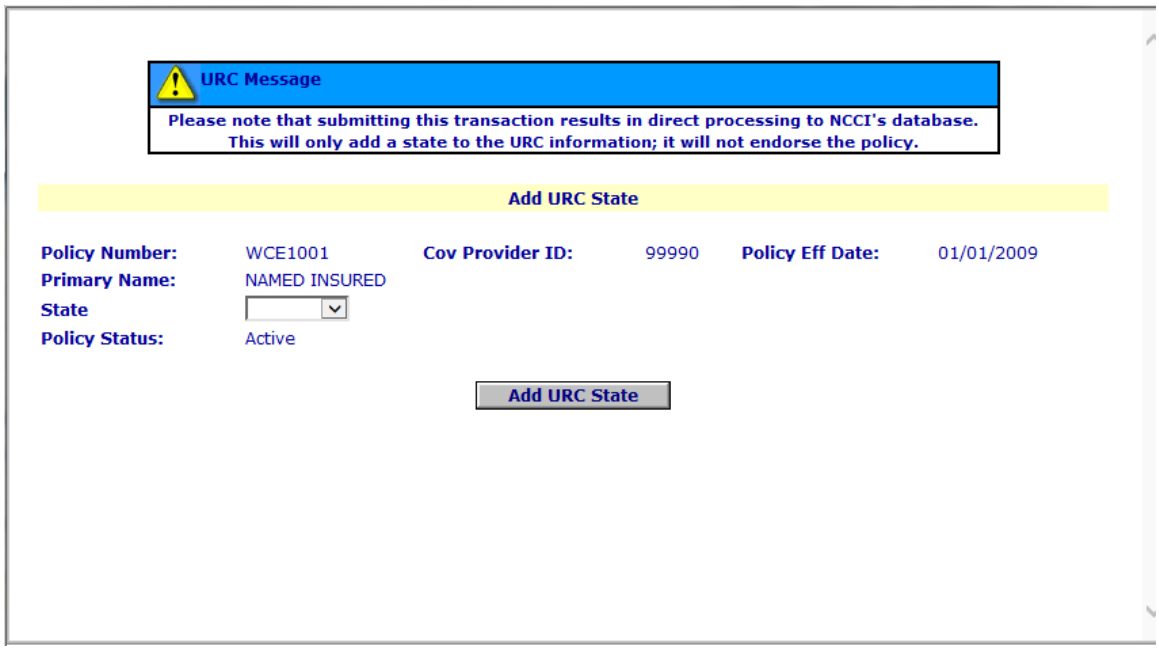
Add State Information

This feature allows you to add a state to the URC information. However, it will not endorse the policy.

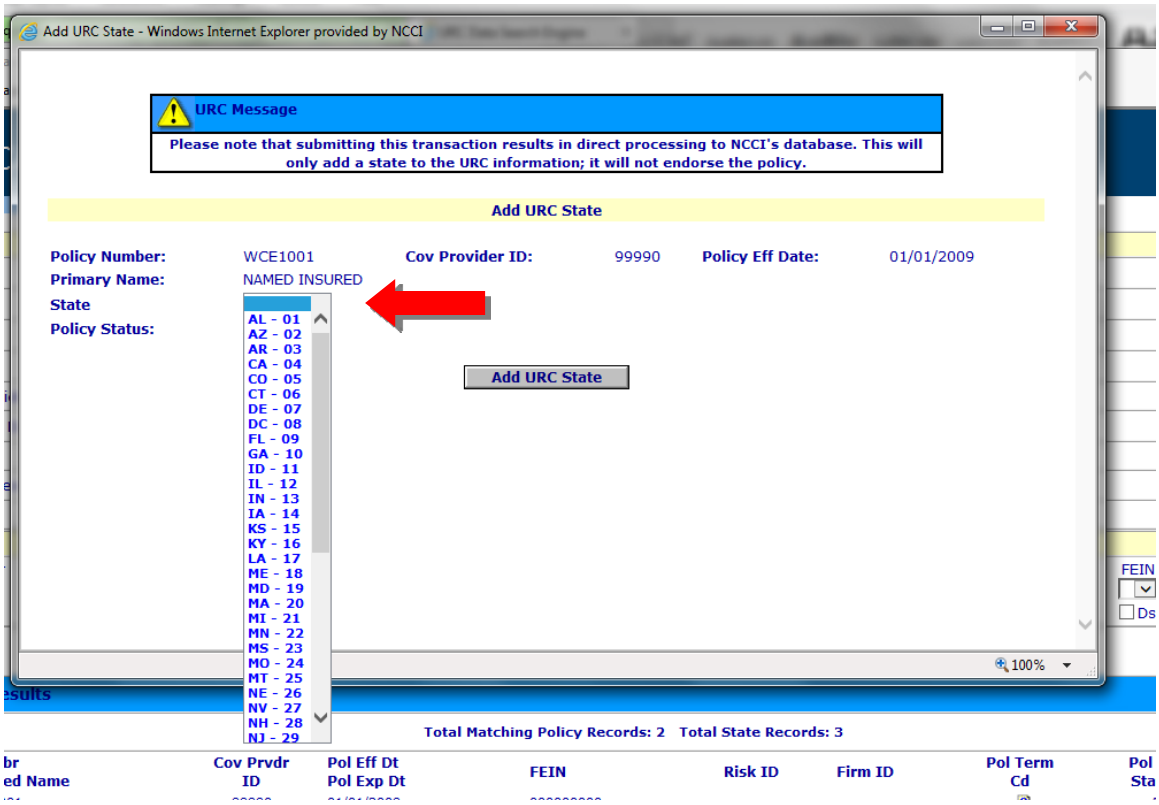
Note: You may only add a state to the URC information after a policy has expired. In addition, you may only add a state to the URC information if the state doesn't already exist.

- To add a state, click **Add State** to the right of the specified row.

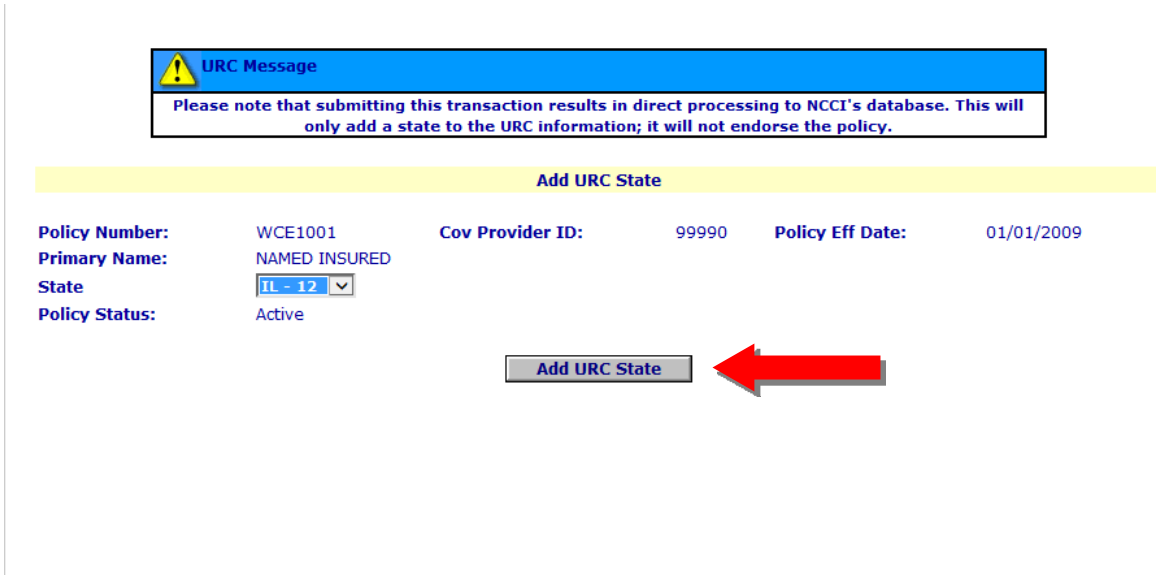
- A pop-up window appears:



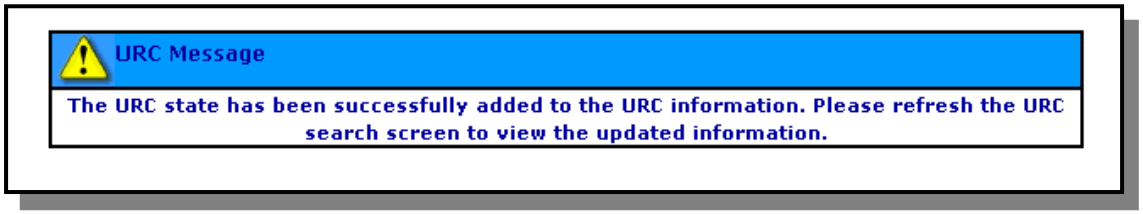
- Using the drop-down menu, choose the state you want to add.



- Save your addition by clicking **Add URC State**. Your update will be immediately processed in NCCI's database.



- After saving your changes, the following confirmation message appears:



- To view the updated information, you must refresh the URC Search screen.

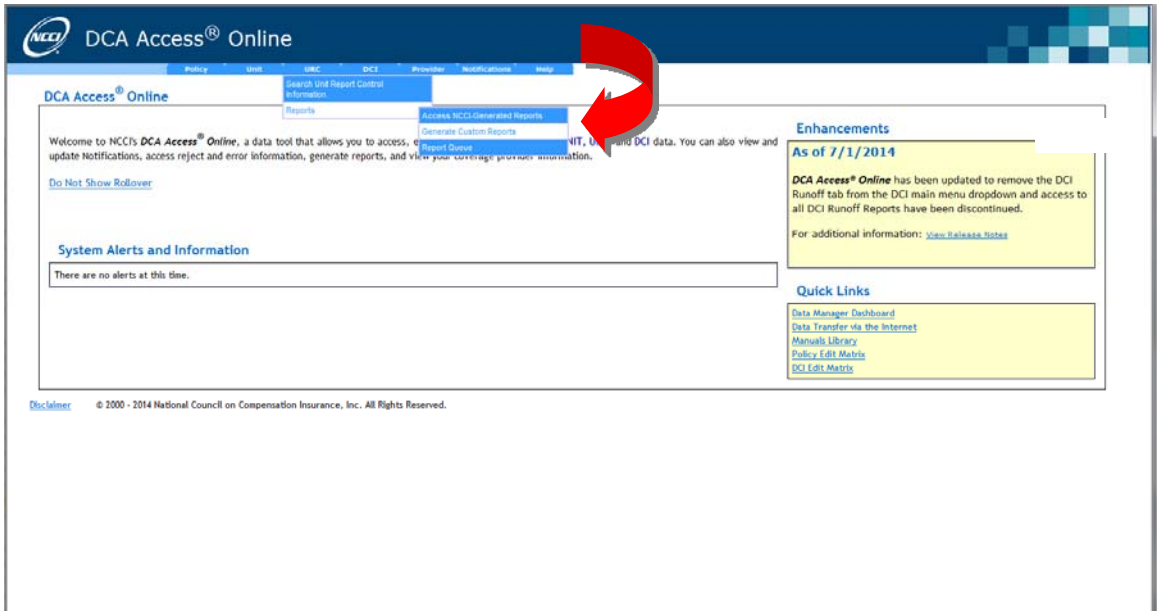
Generate URC Reports

This function allows you to generate URC reports if you have access to the ***Data Transfer via the Internet (DTVI)*** tool. The reports are then delivered to your electronic mailbox.

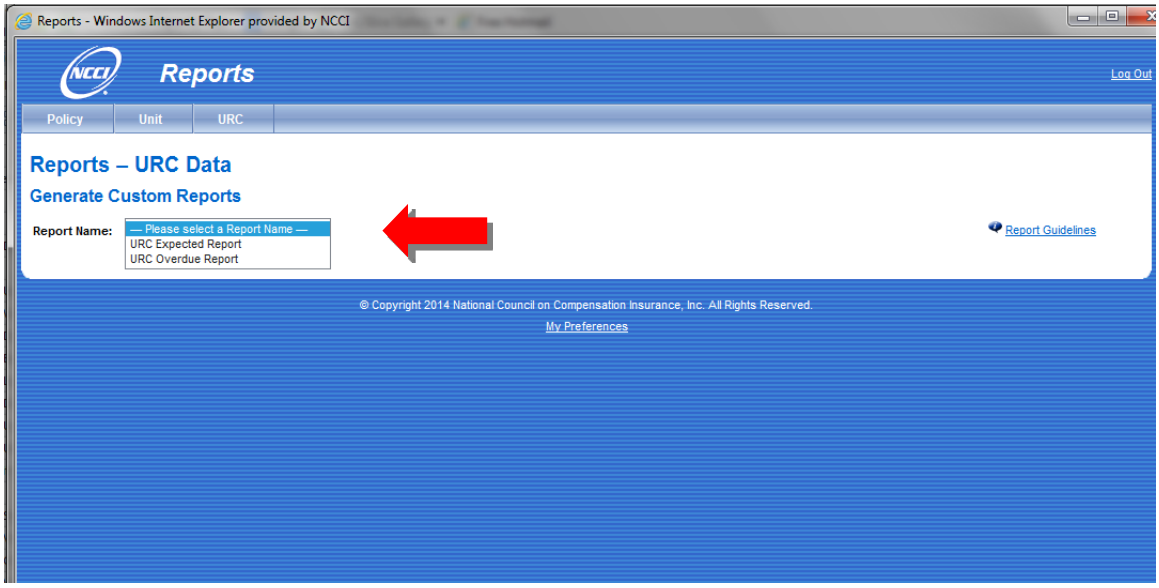
The following URC reports are offered:

Expected Report	This report includes a list of unit reports that are expected, but not yet due, at NCCI, based on policy and/or prior unit report data on NCCI's database.
Overdue Report	This report includes a list of unit reports that were expected and have not been received by their due month at NCCI, based on policy and/or prior unit report data on NCCI's database.

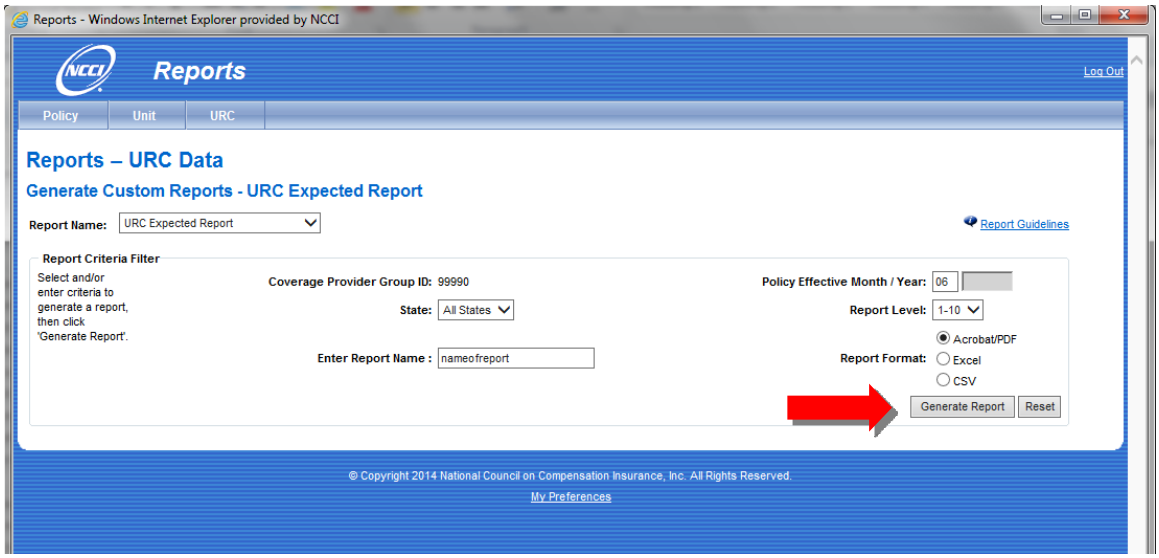
- To generate a URC report, click the **URC** tab, hover over **Reports**, and then click **Generate Custom Reports**.



- A new browser opens with the Reports tool, which lets you run a URC Expected Report or a URC Overdue Report. Click the **Report Name** drop-down menu, and select the report you want to generate:

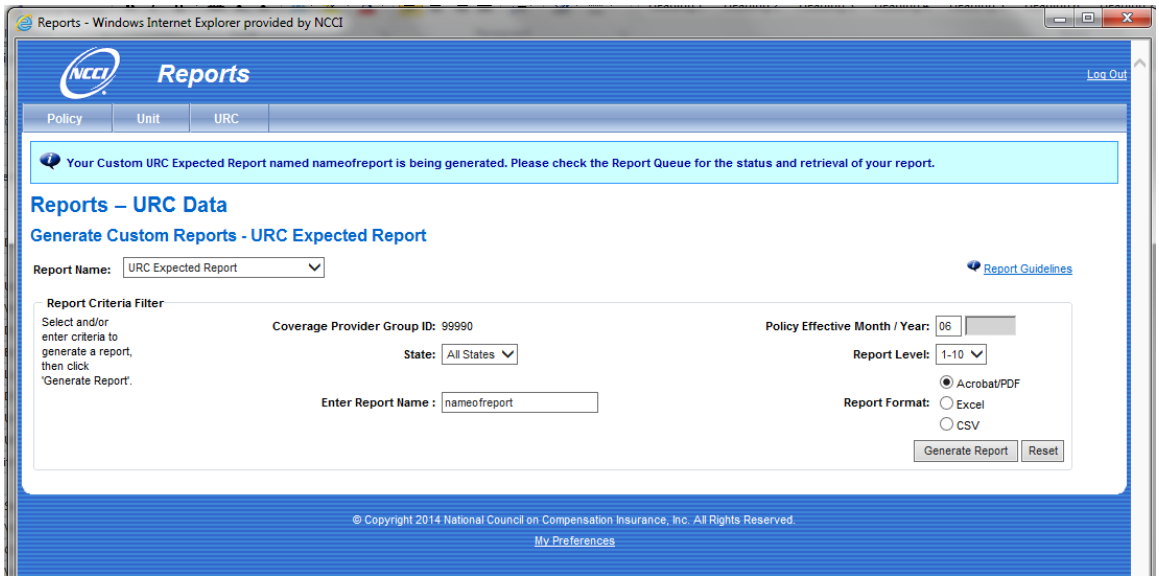


- Once you have selected the report the following screen will appear. Enter your search criteria, select a report format, enter a report name, and click **Generate Report**.

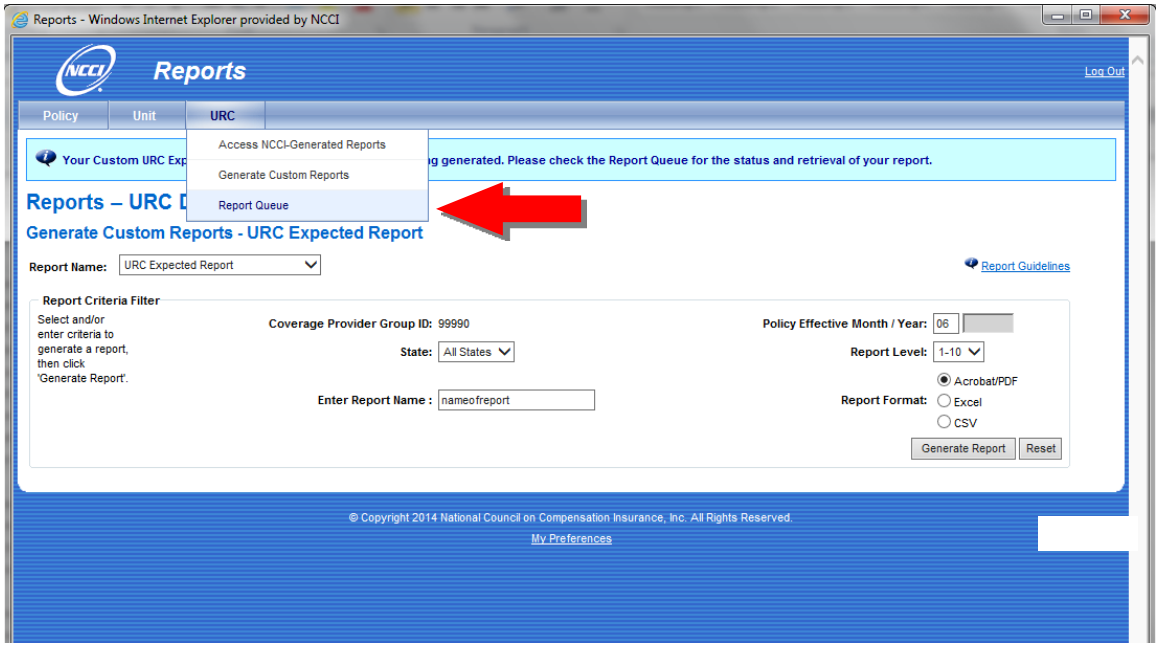


- The report will appear on your screen immediately or go to your Report Queue, depending on how long it takes to generate the report. If the report goes to the queue, a message will appear directing you to go to your Report Queue.

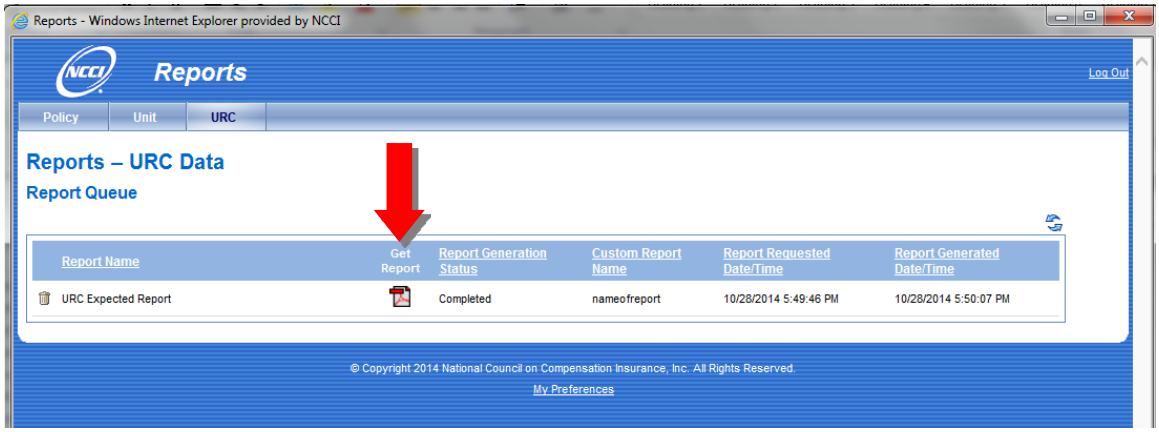
  Note: If the report is sent to the Report Queue, an email notification will be sent to the individual who requested the report.



- To access customer-generated reports, hover over the **URC** tab and click **Report Queue**.



- Click the icon under **Get Report**, to launch the report you want to review.

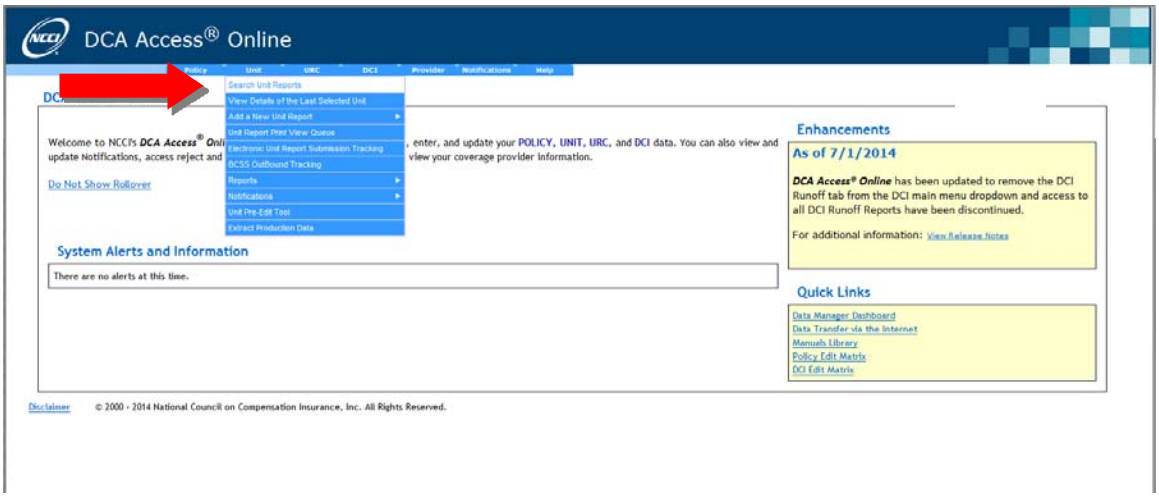


Unit Reports

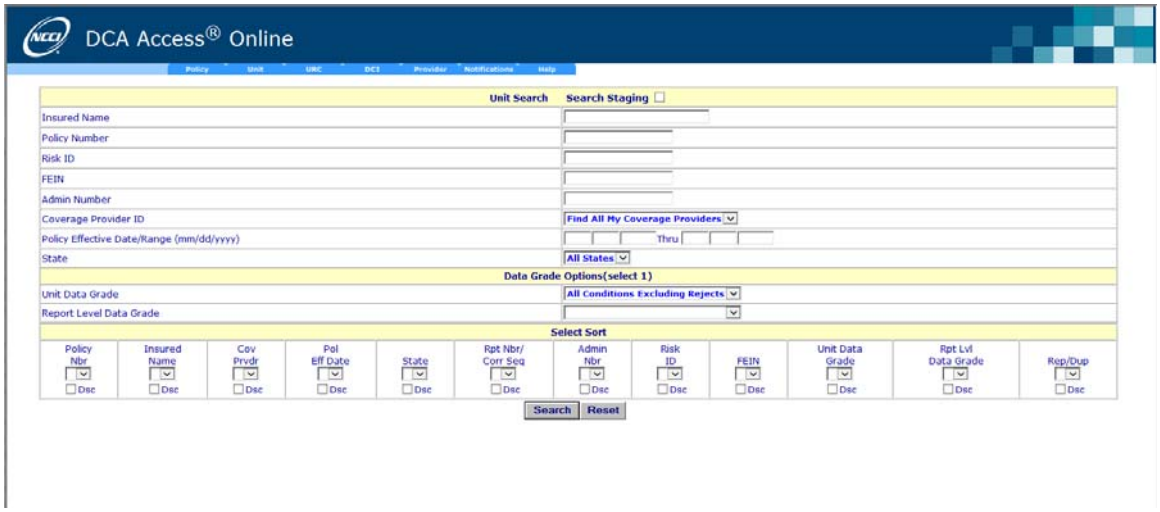
Search Unit Reports

The **Search Unit Reports** component allows you to locate unit reports and associated information, including key field changes.

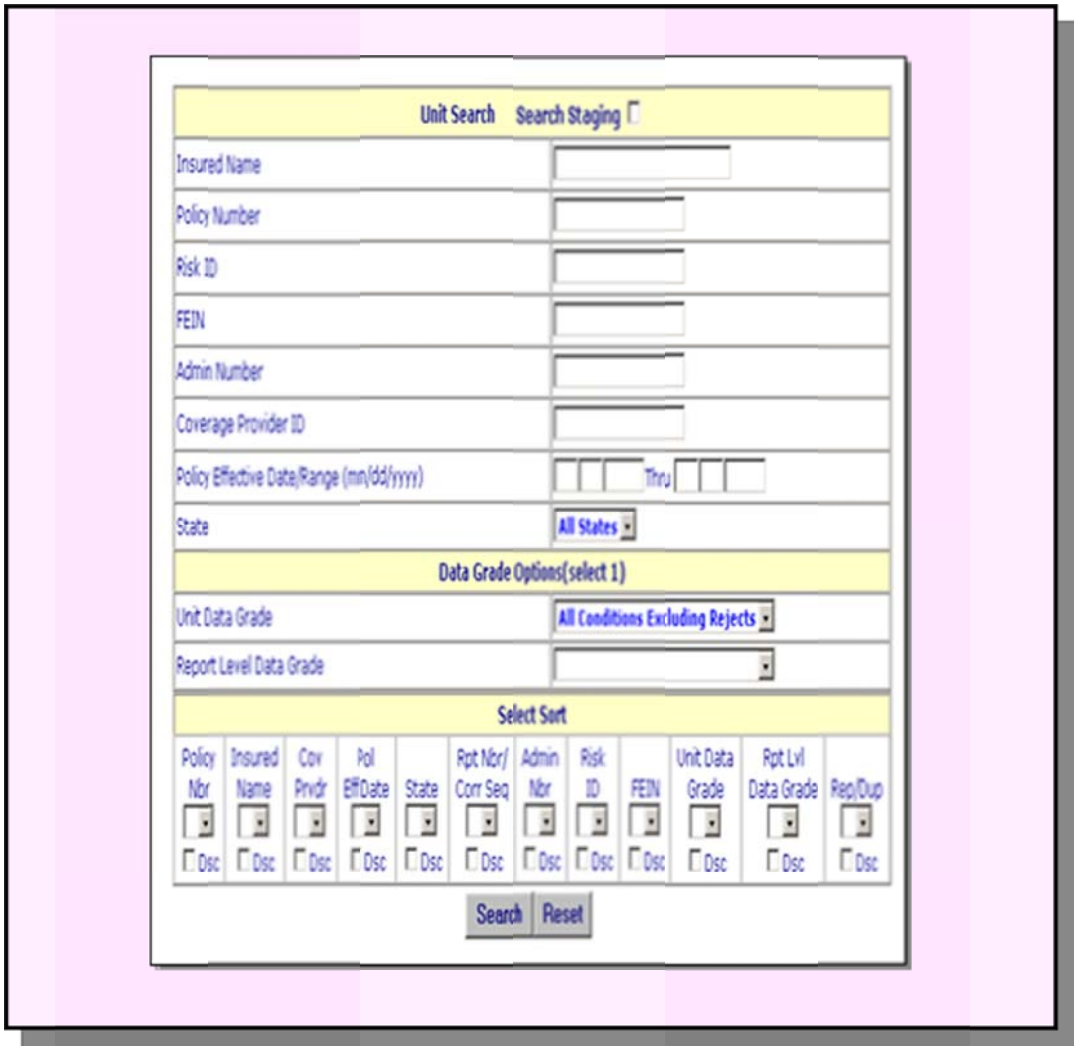
- To locate unit reports in ***DCA Access® Online***, select **Search Unit Reports** from the **Unit** drop-down menu.



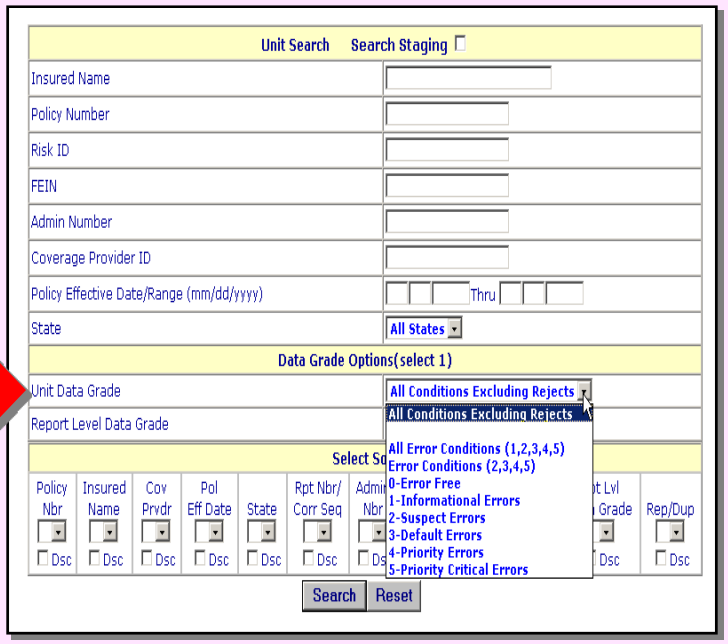
- The following Unit Search screen appears:



- You have several options when performing a search from the Unit Search screen.

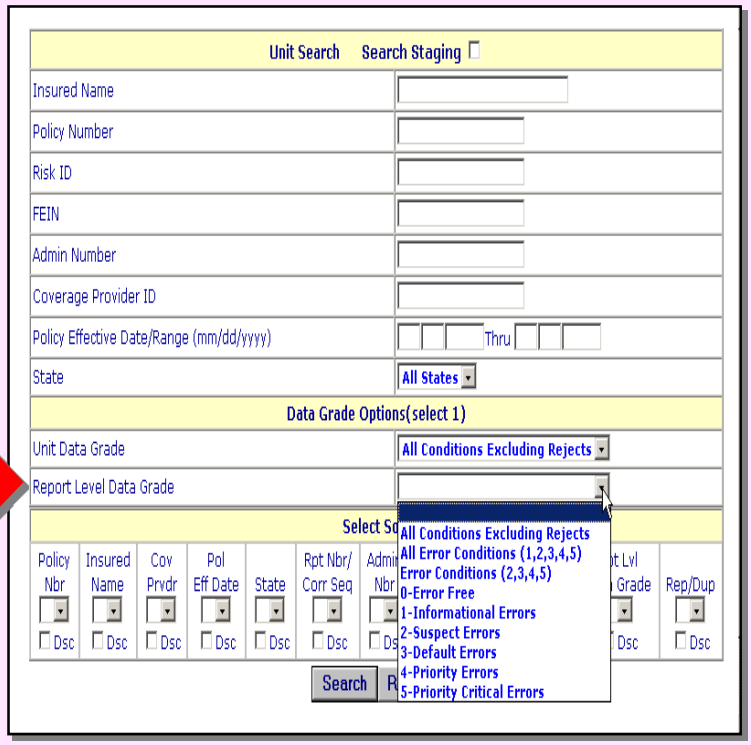


Unit Data Grade



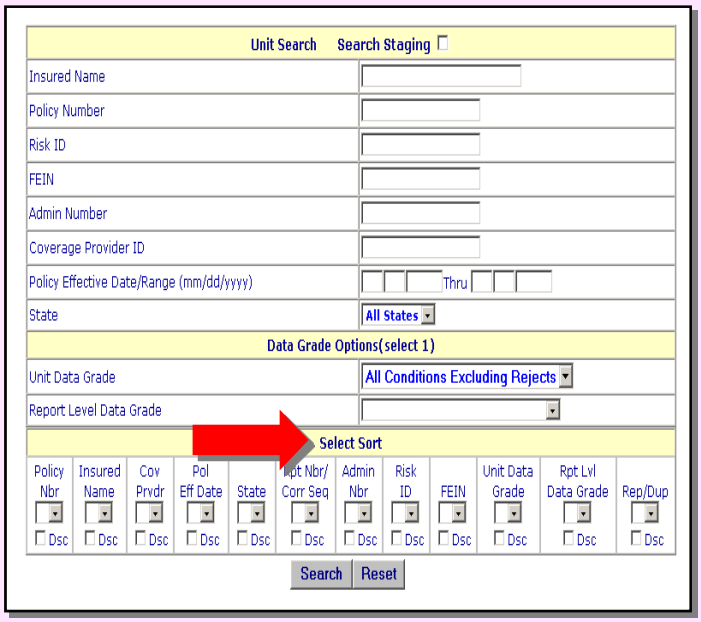
- You may also perform a search on a specific **Unit Data Grade**.
- Unit data grades are assigned to individual records (e.g., Unit: Header, Name, Address, Exposure, Claim (Loss), and Total) on the unit report as well as the unit report level. When multiple errors occur, the most severe data grade is recorded at the respective record and unit levels.

Report Level Data Grade



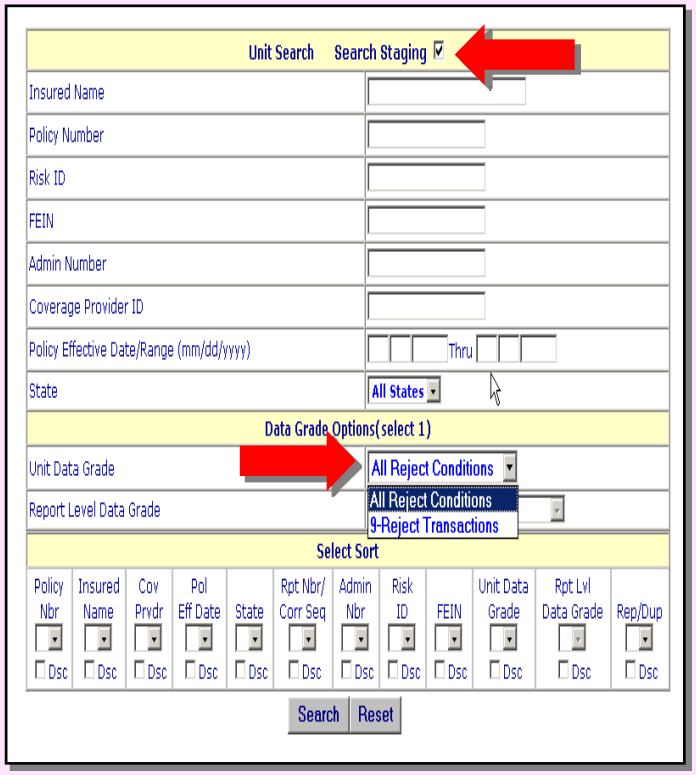
- You may also perform a search by a specific **Report Level Data Grade**.
- The Report Level Data Grade is a code that reflects the most severe data grade among the latest reported records for a given unit report level (e.g., 1st report original, 1C1, 1C2).
- The Report Level Data Grades display if the **Search Staging** option is not checked at the top of Unit Search screen.

Sort Criteria



- The **Select Sort** features allow you to prioritize your search results.
- You may also display your results in descending order by clicking the **Dsc** box.
- Unless sort criteria are chosen, search results will default to Coverage Provider ID, Policy Number, Policy Effective Date, State Code, Report Number, and Correction Sequence Number.

Searching for Rejected Unit Reports

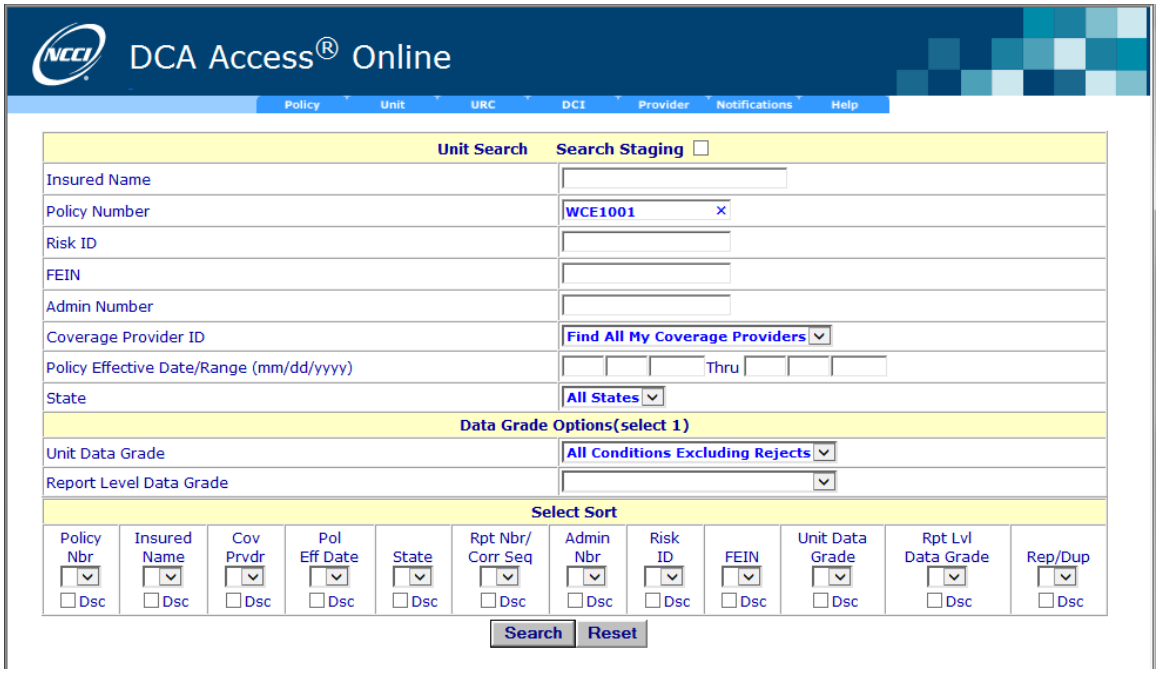


- To search for rejected unit reports, check the **Search Staging** box, then select the **9-Reject Transactions** within the **Unit Data Grade** field.

  Note: The 9-Reject Transactions will not display unless the **Search Staging** option is checked.
- If the **Search Staging** box is checked, the Report Level Data Grade function is inoperable. Units that make it to the IDB will not display.

- To perform a unit search, input the preferred search criteria and click **Search**.

  In the example below, a search is performed by policy number:



Notes:

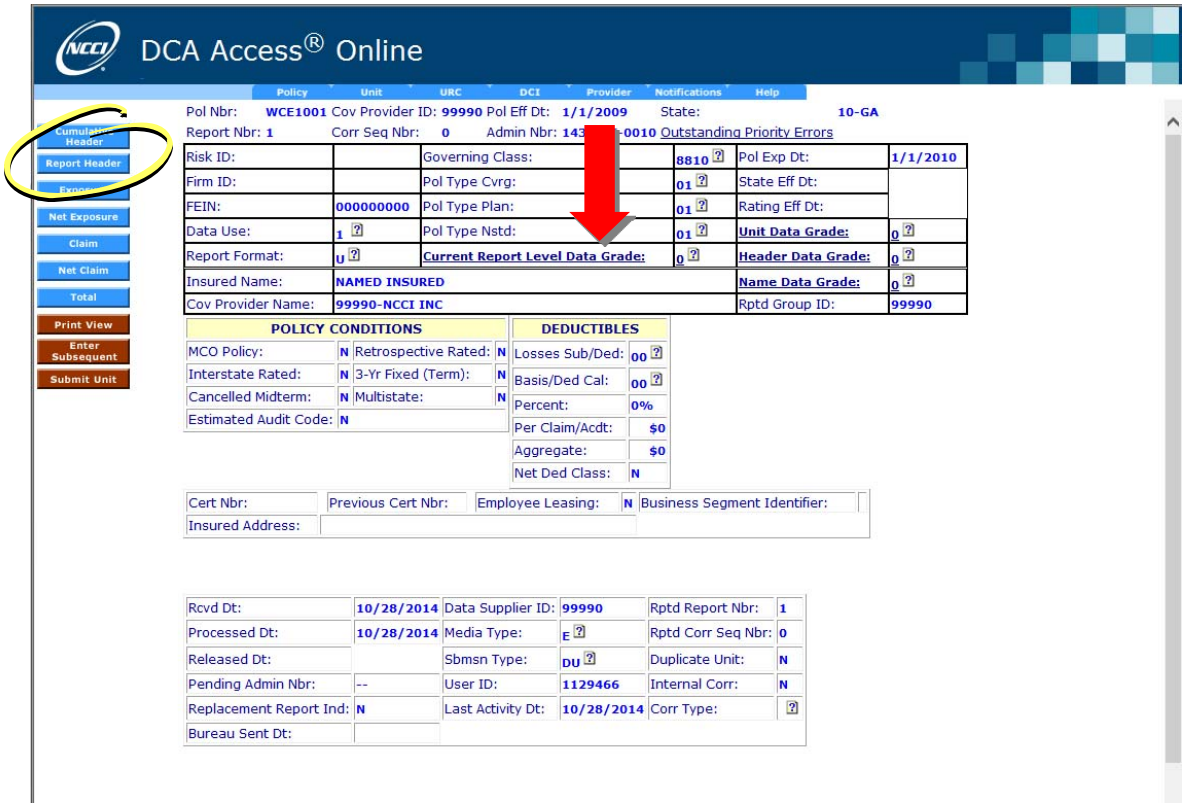
- Search results display a maximum of 200 records. To review or revise this, click any policy number.

- If you checked the **Search Staging** box to display Reject Conditions, and if you do not plan to resubmit or correct a rejected unit report and want to delete it from the reject search results, click the applicable **Delete** button in the **Unit Data Grade** column. A confirmation prompt will appear, asking if you want to delete. Click **OK**, and the screen will refresh and the record will be deleted.

- When you search on a record and there is only one search result, the system automatically bypasses the Search Results screen and takes you directly to the unit's Report Header screen.

Report Header

The **Report Header** function allows you to view Unit Report Header information.



From the Report Header screen, you can click links to access the Report Level Data Grade, Unit Data Grade, Header Data Grade, and Name Data Grade.

- Click **Current Report Level Data Grade** to view all of the errors for the selected unit.

The following error screen appears:

Pol Nbr: **WC000104** Cov Provider ID: **99990** Pol Eff Dt: **10/1/2000** State: **11-ID**
Report Nbr: **1** Corr Seq Nbr: **0** Admin Nbr: **04026-A-0011**

HEADER ERRORS

Error	Edit Nbr	Int/Ext	Data Grade	Error Description	Error Expln
0070	9900-01	EXT	2	UNIT REPORT DOES NOT MATCH POLICY - MISCELLANEOUS LINK EDITS	Last User: Last Act:

Rptd Value: WC000104

NO NAME ERRORS

NO EXPOSURE ERRORS

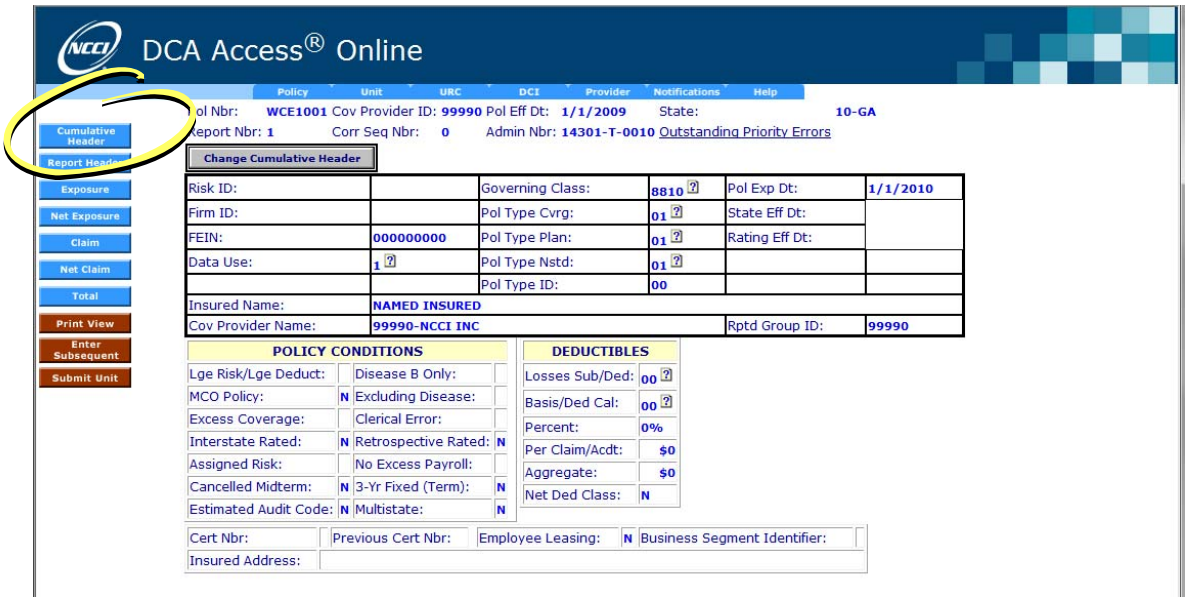
CLAIM ERRORS

Error	Edit Nbr	Int/Ext	Data Grade	Claim Nbr	Acdt Dt	Class	Updt Type	Act Cd	Inj Type	Error Expln
0028	0100-02	EXT	4	0001	10/2/2000	1701	R	01	06	
Error Description: INVALID VALUE PER TABLE - INJURY NATURE CODE										
Rptd Value: 98										
0066	0101-04	EXT	5	0001	10/2/2000	1701	R	01	06	
Error Description: MED ONLY INJURY TYPE HAS INDEMNITY AMOUNT > 0 - INJURY TYPE CODE										
Rptd Value: 06										
5023	0092-04	EXT	2	0001	10/2/2000	1701	R	01	06	Last User: Last Act:
Error Description: OUTSIDE OF RANGE PER TABLE / STATE / IN TYPE CODE - INCURRED INDEMNITY AMOUNT										
Rptd Value: 000000121										
0028	0100-02	EXT	4	0002	10/5/2000	1701	R	01	06	
Error Description: INVALID VALUE PER TABLE - INJURY NATURE CODE										
Rptd Value: 98										
0028	0100-02	EXT	4	0003	10/17/2000	1701	R	01	06	
Error Description: INVALID VALUE PER TABLE - INJURY NATURE CODE										
Rptd Value: 98										
0028	0098-02	EXT	4	0003	10/17/2000	1701	R	01	06	
Error Description: INVALID VALUE PER TABLE - INJURY BODY PART CODE										
Rptd Value: 99										
0028	0098-02	EXT	4	0005	11/12/2000	1701	R	01	06	
Error Description: INVALID VALUE PER TABLE - INJURY BODY PART CODE										
Rptd Value: 99										
0028	0100-02	EXT	4	0005	11/12/2000	1701	R	01	06	
Error Description: INVALID VALUE PER TABLE - INJURY NATURE CODE										
Rptd Value: 98										

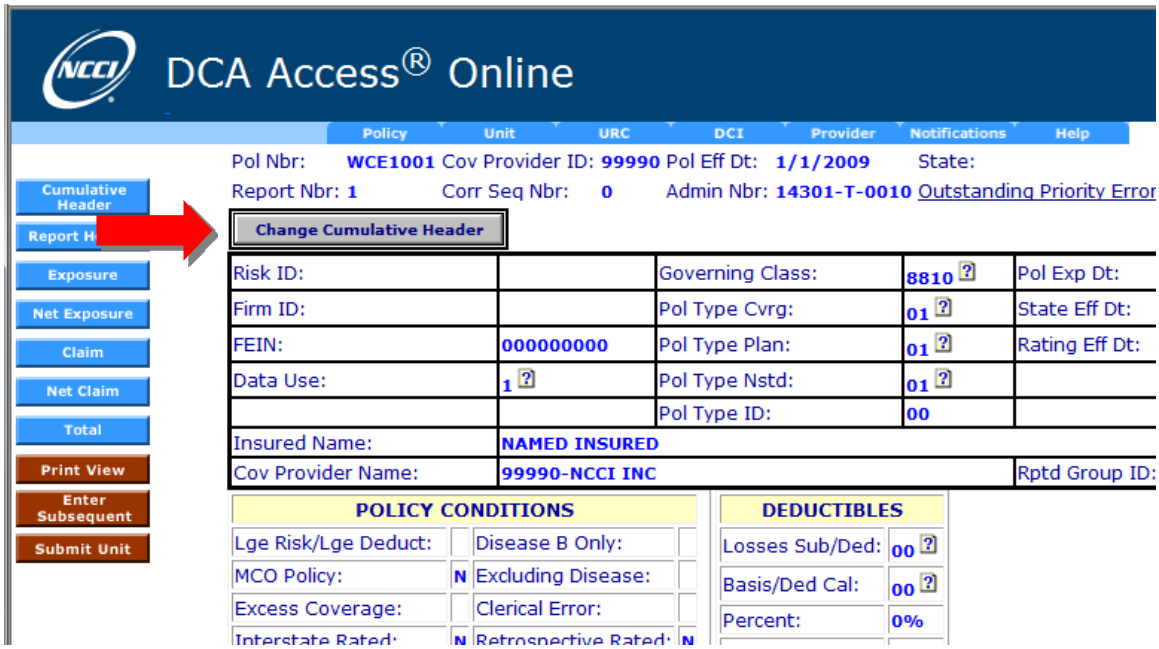
NO TOTAL ERRORS

Cumulative Header

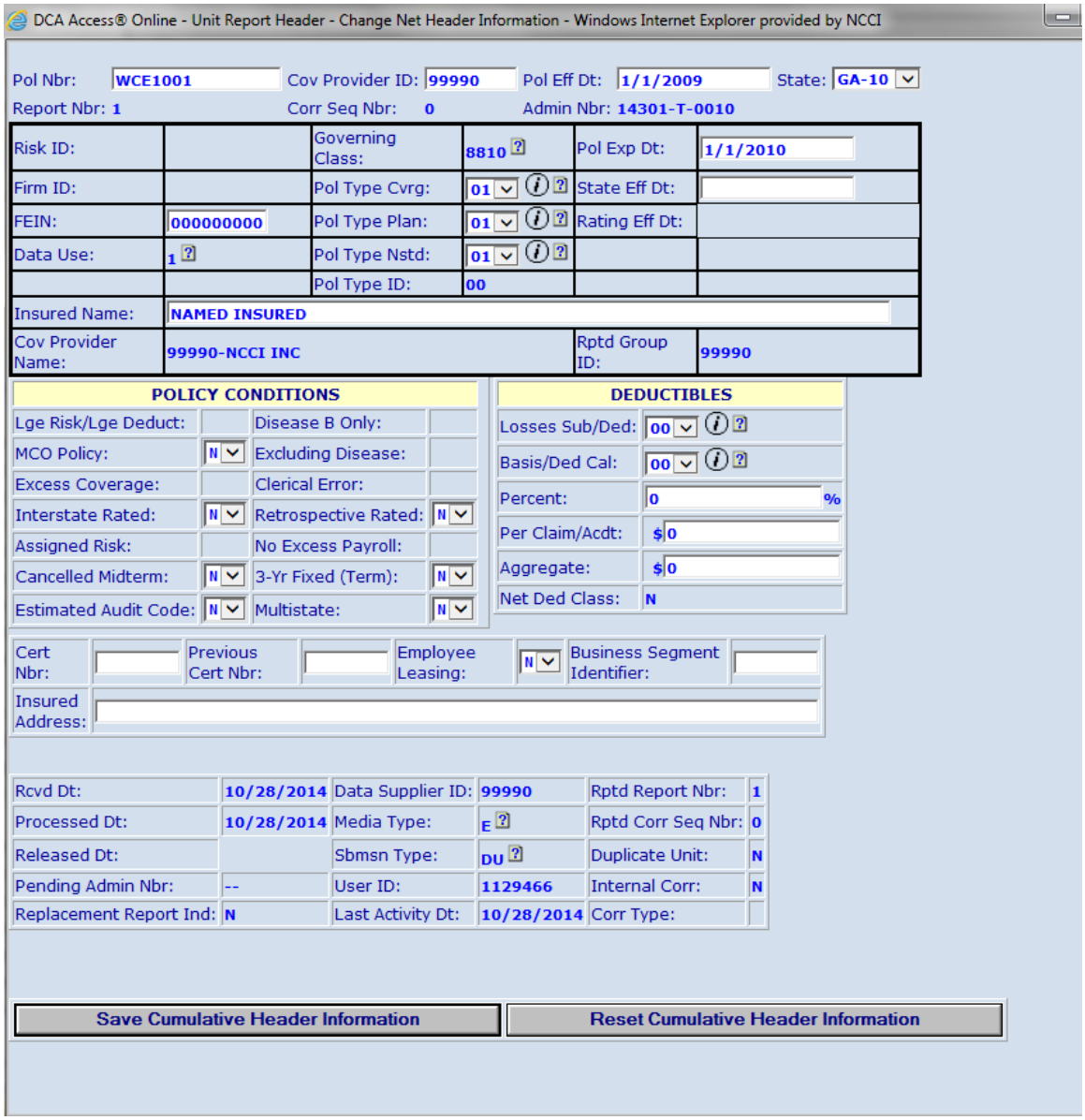
The **Cumulative Header** allows you to view Unit Report Cumulative Header information as it has been adjusted. If you signed up for the update capability to make corrections, you can change the Unit Report Cumulative Header information for a nonrejected report.



- To change Cumulative Header information, click the **Change Cumulative Header** button.



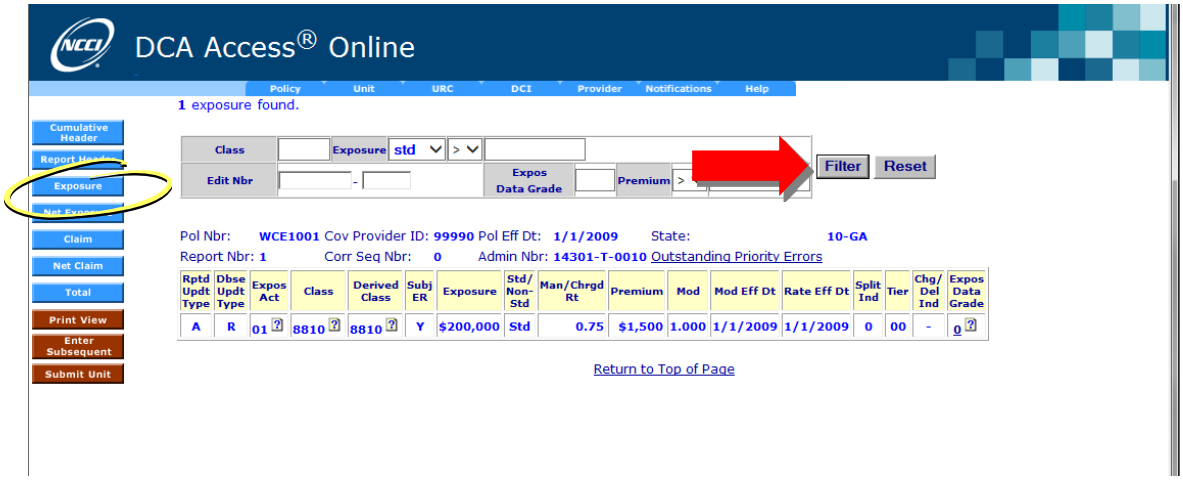
- The following screen appears:



- Enter the necessary changes in the pop-up window.
- Click **Save Cumulative Header Information**. A message appears indicating that the request has been successfully saved.
- You must then submit your changes within 24 hours, or your changes will be lost. To submit your changes, click **Submit Unit** on the left-hand menu.

Exposure Details

The **Exposure Details** function allows you to view exposure information.

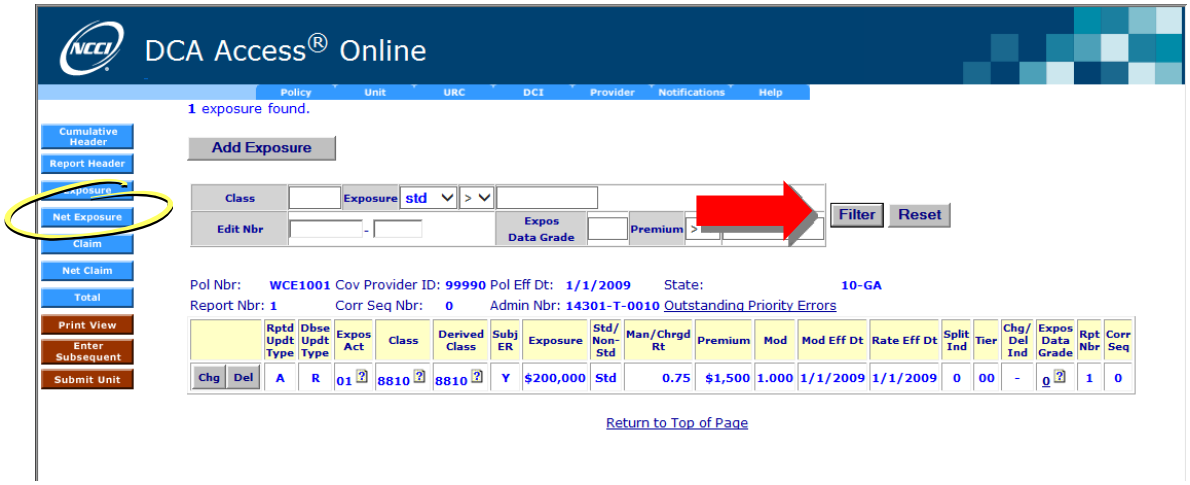


- To limit the result set and retrieve only the exposures that you are interested in viewing, use the **Filter** function. Enter any of the following criteria in the **Filter** fields (Class, Exposure, Exposure Data Grade, and Premium), then click **Filter**.

Net Exposure Details

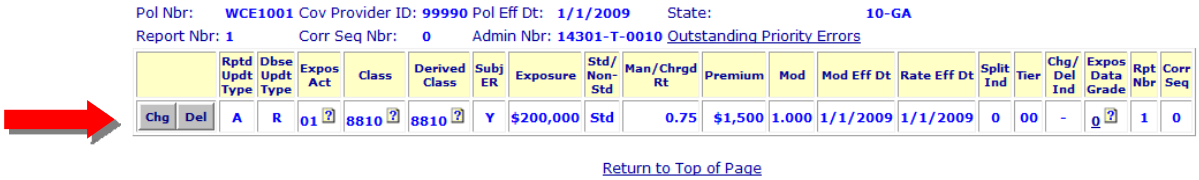
The **Net Exposure** function shows the latest reported information for each exposure at the 1st report level.

Note: Exposure records are only reported at a 1st report level. If you signed up for the updated capability to make corrections, you can view, add, change, or delete net exposure information for a unit report through the net exposure view.

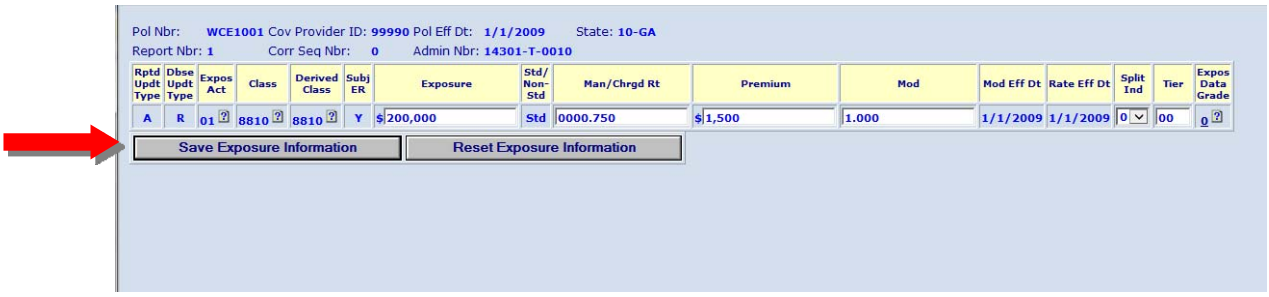


- To limit the result set and retrieve only the exposures that you are interested in viewing, use the **Filter** function. Enter any of the following criteria in the Filter fields (Class, Exposure, Exposure Data Grade, and Premium), then click **Filter**.

- To change exposure information, click **Chg**, located beside the exposure you want to change.



- The following pop-up window appears:



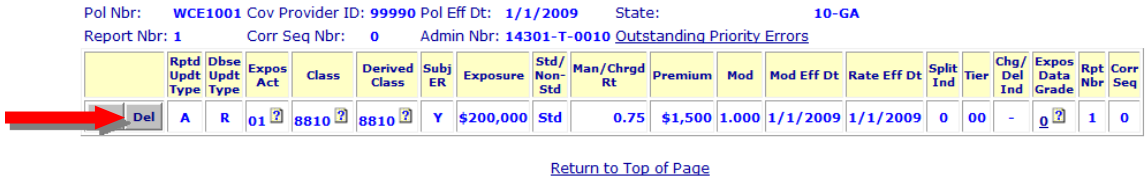
- Enter the necessary changes in the pop-up window.

  Note: The calculation for premium is automatically performed when values are entered for Class Code, Exposure Amount, and Manual Rate fields.

- Click **Save Exposure Information** at the bottom of the screen to save the changes.

- You must then submit your changes within 24 hours, or your changes will be lost. To submit your changes, click **Submit Unit** on the left-hand menu.

- To delete exposure information, click **Del**, located beside the exposure you want to delete.

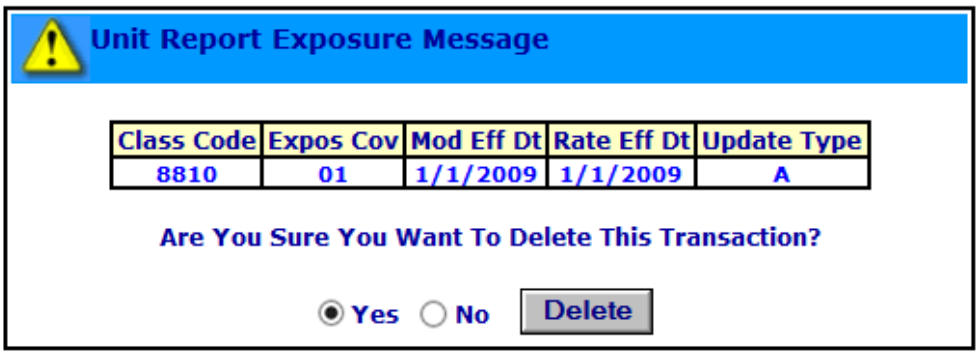


Pol Nbr: WCE1001 Cov Provider ID: 99990 Pol Eff Dt: 1/1/2009 State: 10-GA
Report Nbr: 1 Corr Seq Nbr: 0 Admin Nbr: 14301-T-0010 Outstanding Priority Errors

	Rptd Updt Type	Dbse Updt Type	Expos Act	Class	Derived Class	Subj ER	Exposure	Std/ Non-Std	Man/Chrgd Rt	Premium	Mod	Mod Eff Dt	Rate Eff Dt	Split Ind	Tier	Chg/ Del Ind	Expos Data Grade	Rpt Nbr	Corr Seq
Del	A	R	01	8810	8810	Y	$200,000	Std	0.75	$1,500	1.000	1/1/2009	1/1/2009	0	00	-	0	1	0

Return to Top of Page

- The following pop-up window appears:



Unit Report Exposure Message

Class Code	Expos Cov	Mod Eff Dt	Rate Eff Dt	Update Type
8810	01	1/1/2009	1/1/2009	A

Are You Sure You Want To Delete This Transaction?

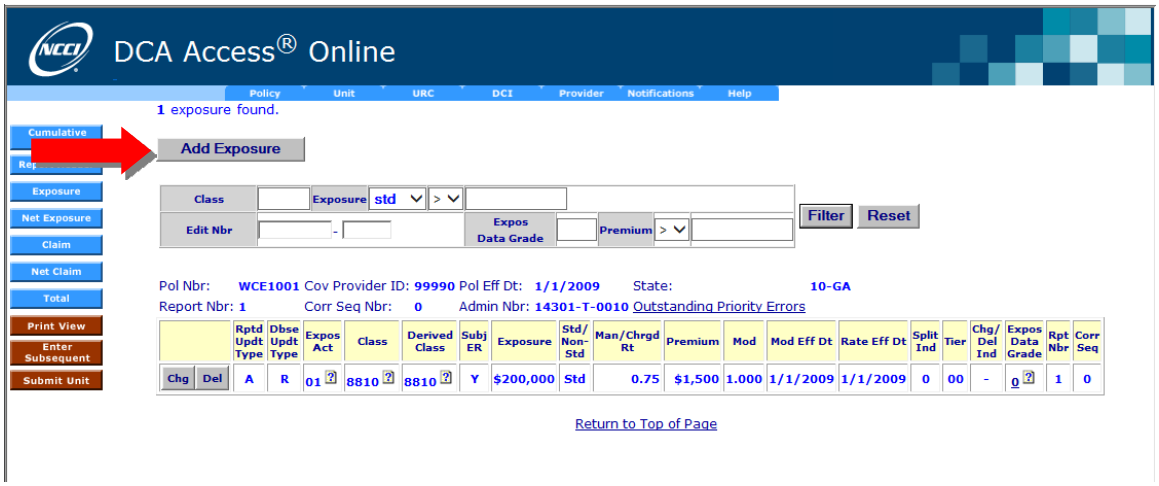
Yes No Delete

- Click **Yes** and **Delete**.

A message appears indicating that the request has been successfully saved.

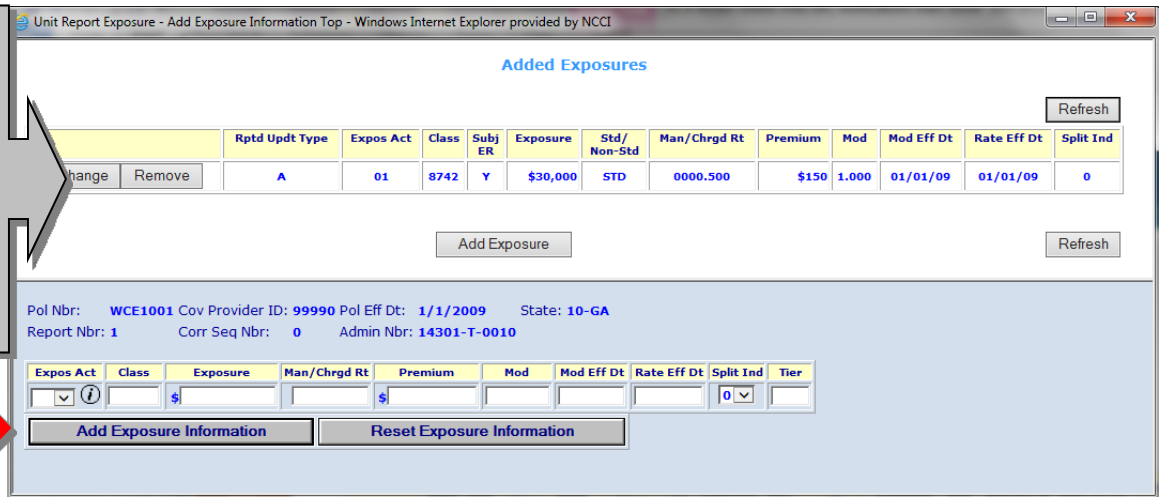
- You must then submit your changes within 24 hours, or your changes will be lost. To submit your changes, click **Submit Unit** on the left-hand menu.

- To add exposure information to a policy, click **Add Exposure**.



- The following pop-up window appears:

If there are saved exposures that have not been submitted, you will see a list of them at the top of the screen.



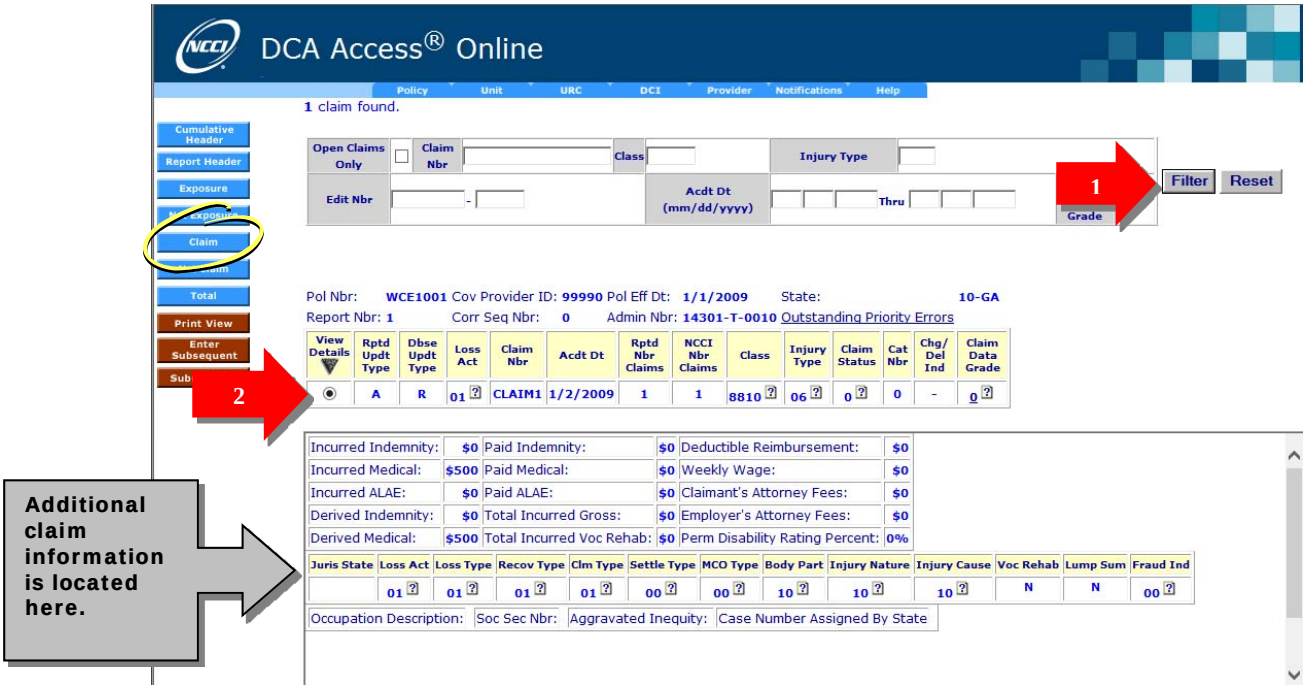
- To add a new Exposure Record, enter the information on the bottom of the pop-up window. The calculation for premium is automatically performed when values are entered for Exposure Amount and Manual Rate fields.

- Click **Add Exposure Information**.

- You must then submit your changes within 24 hours, or your changes will be lost. To submit your changes, click **Submit Unit** on the left-hand menu.

Claim Details

The **Claim** function allows you to view claim information.



- To limit the result set and retrieve only the claims that you are interested in viewing, use the **Filter** function. Enter any of the following criteria in the **Filter** fields: Open Claims Only, Claim Number, Class, Inquiry Type, Accident Date, and Claim Data Grade. Click **Filter** (1).

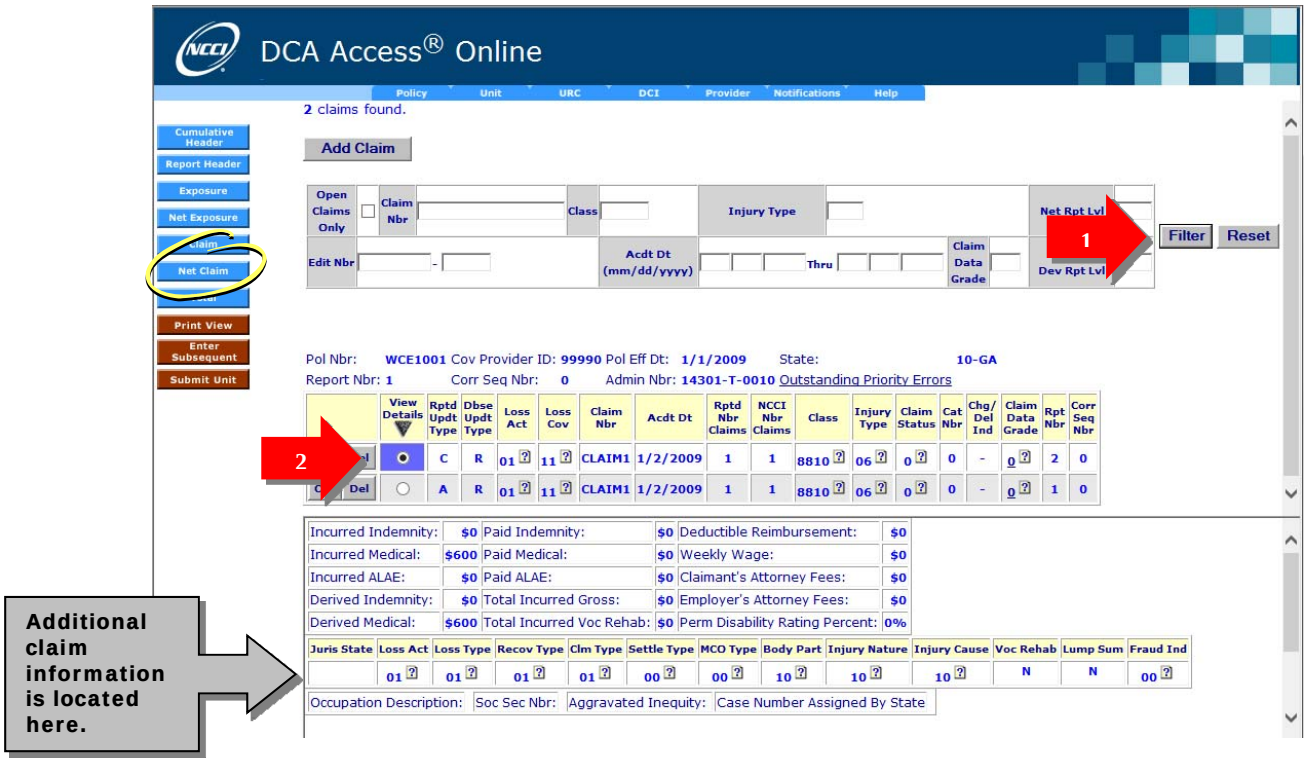
- To view additional claim data (e.g., indemnity, medical, ALAE, attorney fees), click the applicable radio button under **View Details** (2). Use the vertical scroll bars to view all information.

Net Claim Details

The **Net Claim** view shows the latest reported information for each claim at a given report level (e.g., 1, 1C1, and 1C2).

Note: Claims may be reported at all report levels (e.g., 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, or 10th Report) and will display the latest information for each claim at each report level.

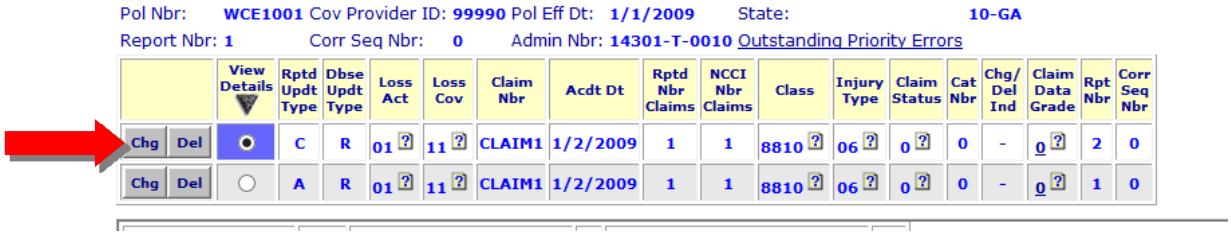
If you signed up for the update capability to make corrections, you can view, add, change, or delete net claim information for a unit report through the Net Claim view.



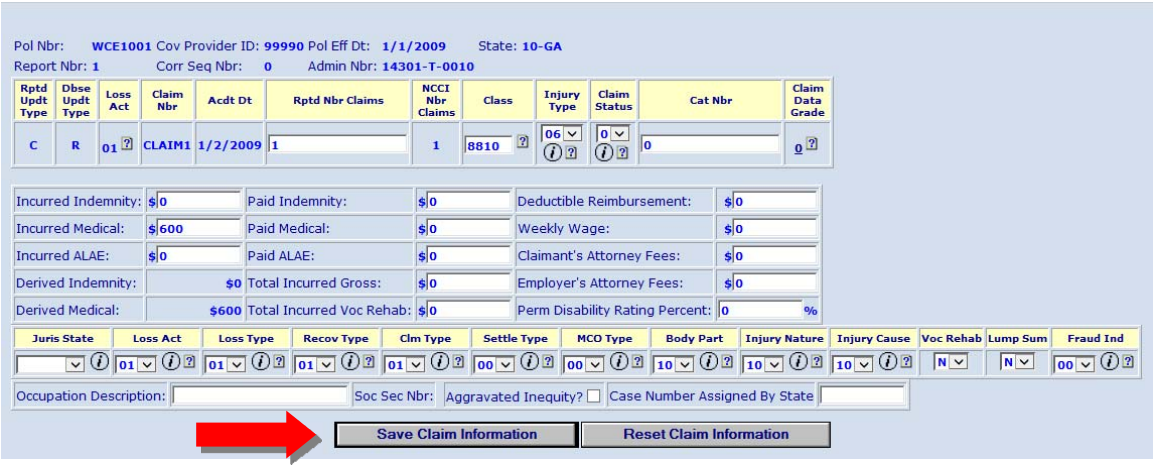
- To limit the result set and retrieve only the claims that you are interested in viewing, use the **Filter** function. Enter any of the following criteria in the **Filter** fields: Open Claims Only, Claim Number, Class, Inquiry Type, Net Report Level, Accident Date, Claim Data Grade, and Fully Developed Claim Level. Click **Filter** (1).

- To view additional claim data (indemnity, medical, ALAE, attorney fees, etc.), click the applicable radio button under **View Details** (2). Use the vertical scroll bars to view all information.

- To change claim information, click **Chg**, located beside the claim you want to change.

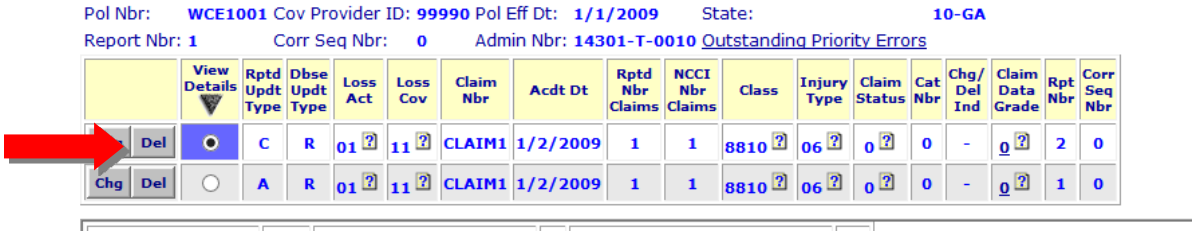


- The following pop-up window appears:

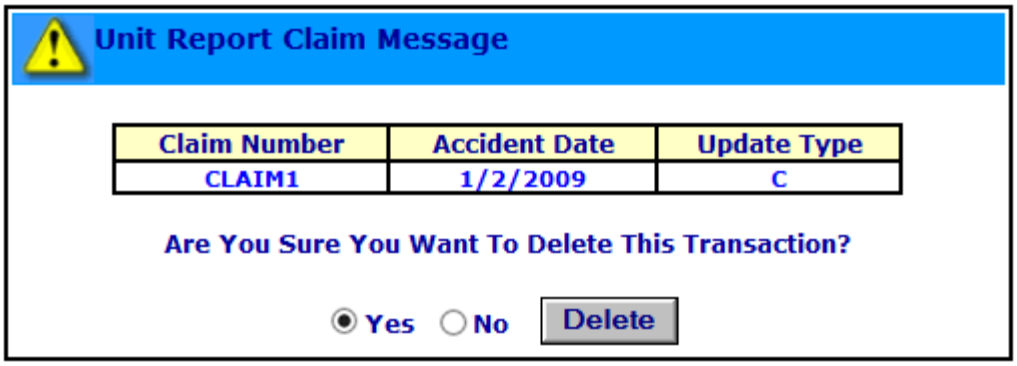


- Enter the necessary changes in the pop-up window.
- Click **Save Claim Information** at the bottom of the screen to save the changes.
- You must then submit your changes within 24 hours, or your changes will be lost. To submit your changes, click **Submit Unit** on the left-hand menu.

- To delete claim information, click **Del**, located beside the claim you want to delete.



- The following pop-up window appears:

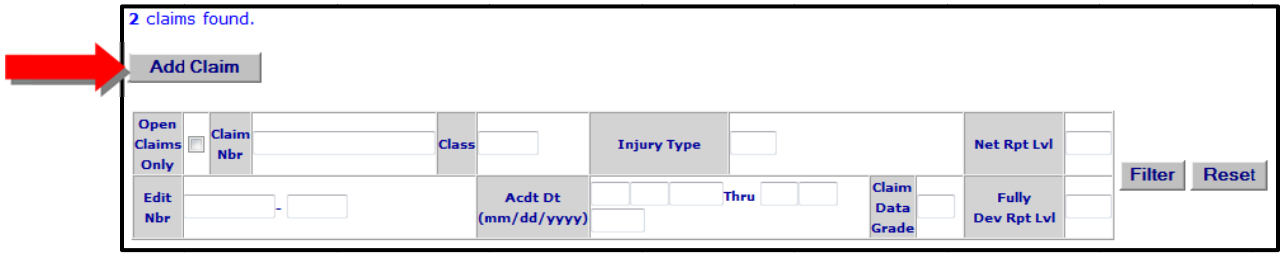


- Click **Yes** and **Delete**.

A message appears indicating that the request has been successfully saved.

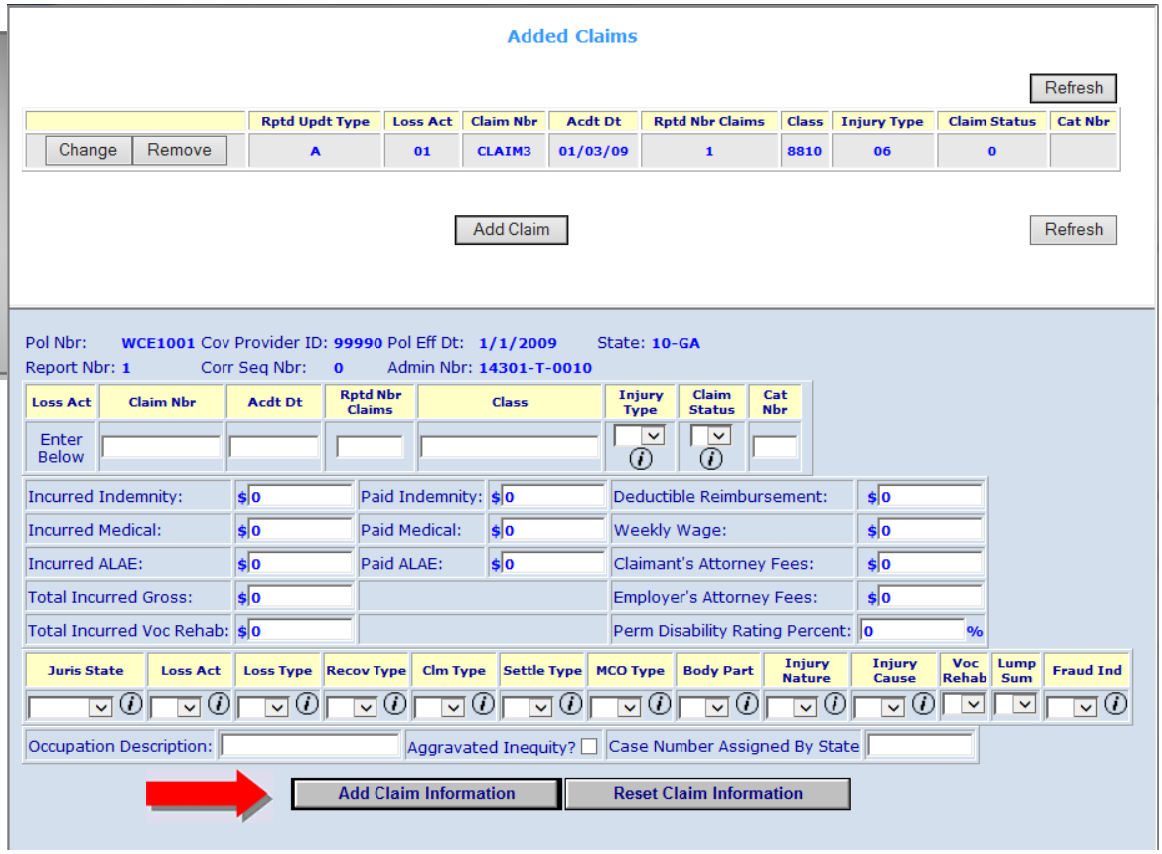
- You must then submit your changes within 24 hours, or your changes will be lost. To submit your changes, click **Submit Unit** on the left-hand menu.

- To add claim information to a policy, click **Add Claim**.

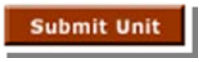


- The following pop-up window appears:

If there are saved claims that have not been submitted, you will see a list of them at the top of the screen.

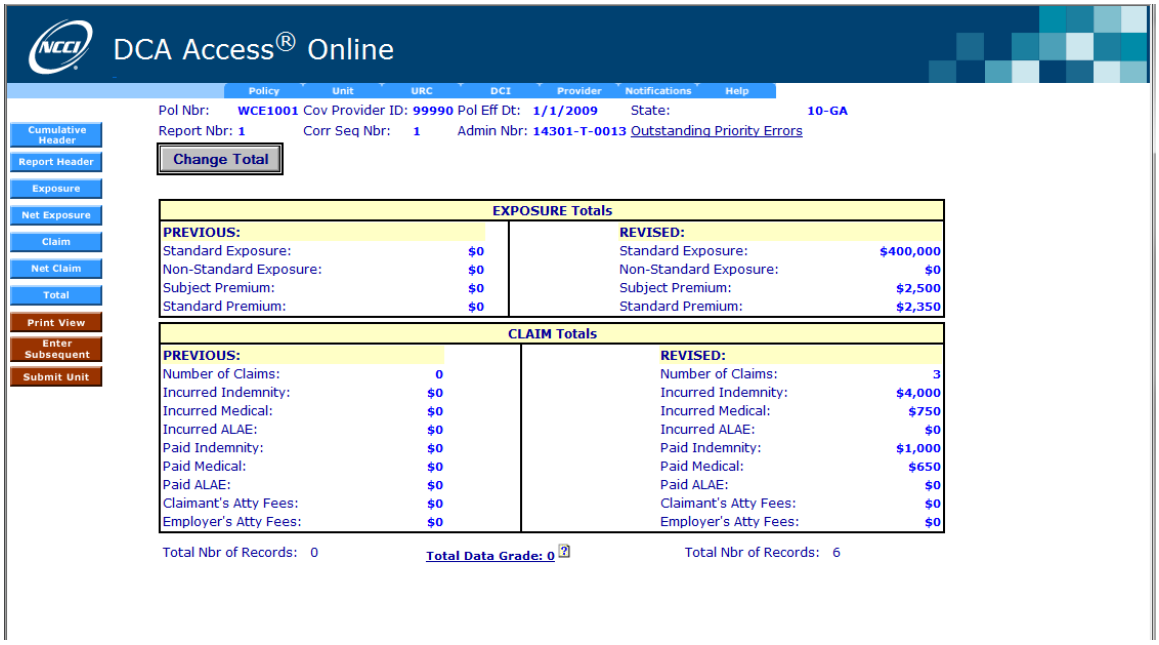


- To add a new claim record, enter the information on the bottom of the pop-up window.
- Click **Add Claim Information**.
- You must then submit your changes within 24 hours, or your changes will be lost. To submit your changes, click **Submit Unit** on the left-hand menu.



Total Details

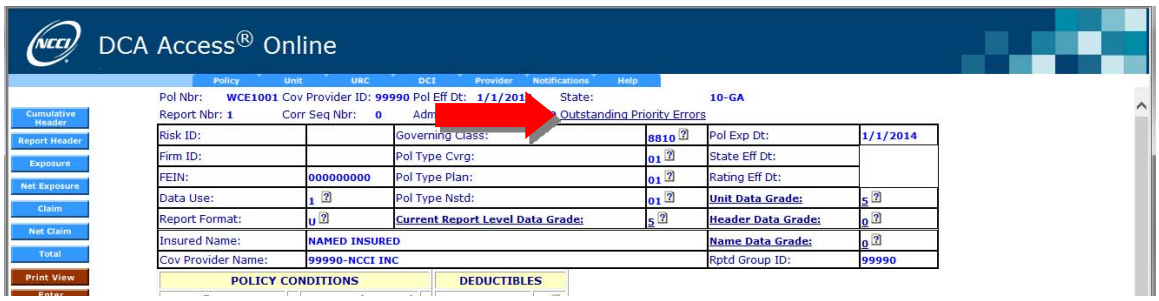
The **Total** function allows you to view the previously reported and revised unit total records.



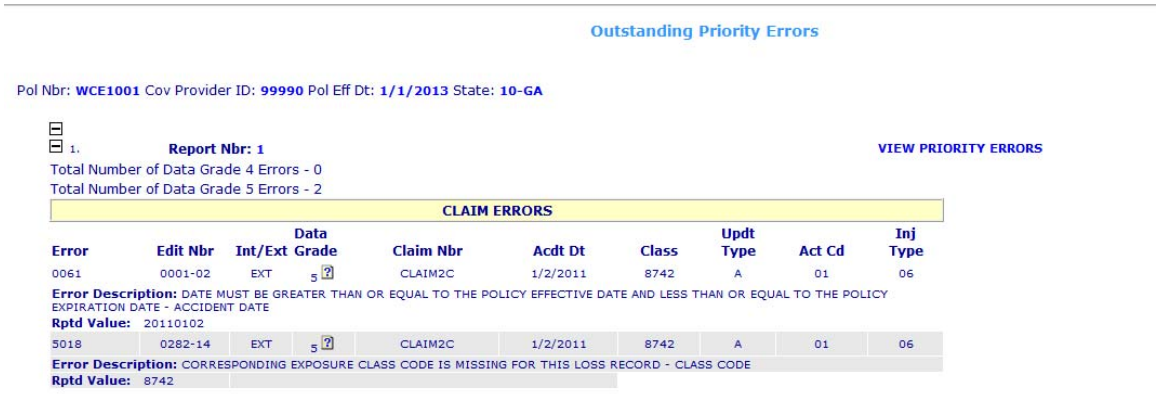
Outstanding Priority Errors

The **Outstanding Priority Errors** function provides you with the ability to view all outstanding unit report priority errors (Data Grades 4 and 5) at all report levels without having to search each individual report level. Report levels are 1 through 10, with corresponding corrections to each report if applicable (e.g., 1-0 original 1st report, 1-1 first correction to a 1st report, 1-2 second correction to a 1st report). In addition, if you have update capability, you will have the ability to enter a correction to the records that appear on the Outstanding Priority Errors screen.

- To view the outstanding Priority Errors, click the **Outstanding Priority Error**s link.



- The following pop-up window appears:



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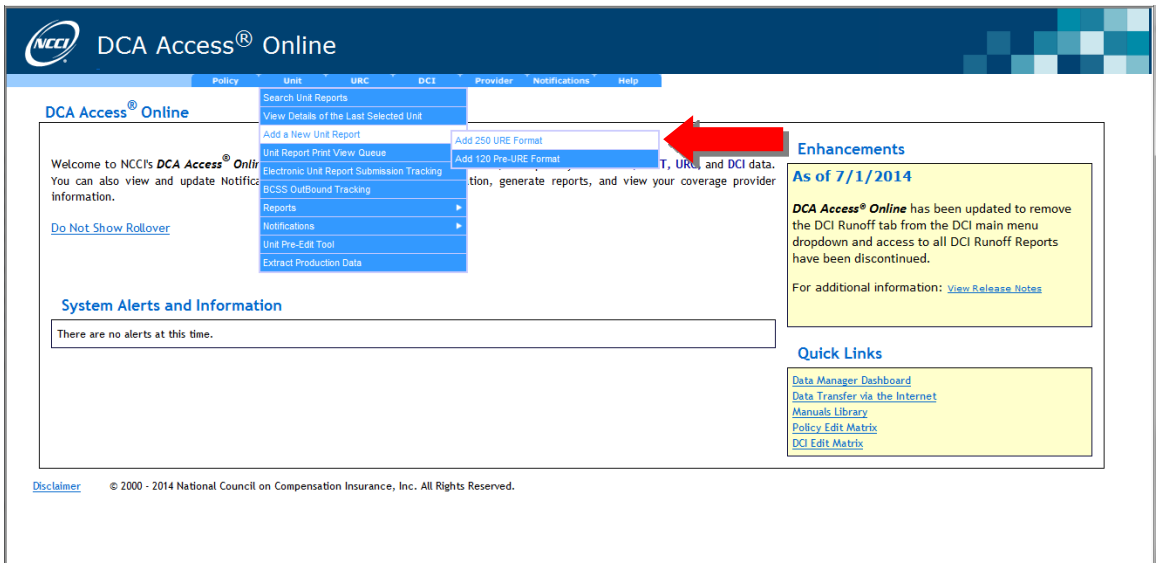
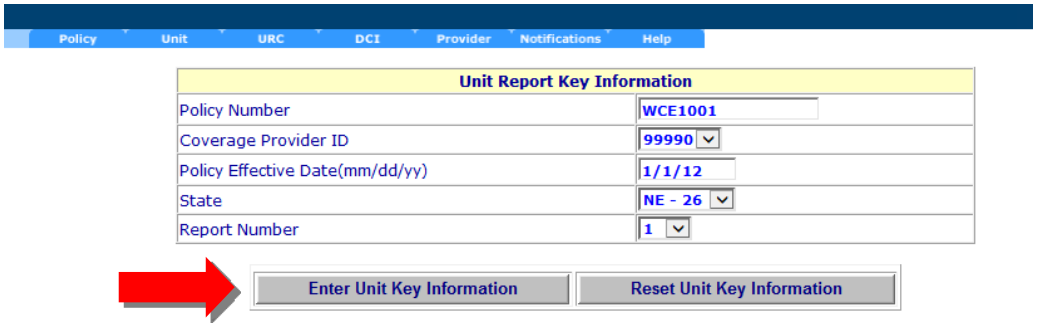
Add a New Unit Report

This function allows you to add a new 1st unit report and electronically submit it to NCCI in either 250 URE format or, where applicable, in 120 Pre-URE format.

- From the **Unit** tab, hover over **Add a New Unit Report**, then select **Add 250 URE Format**.

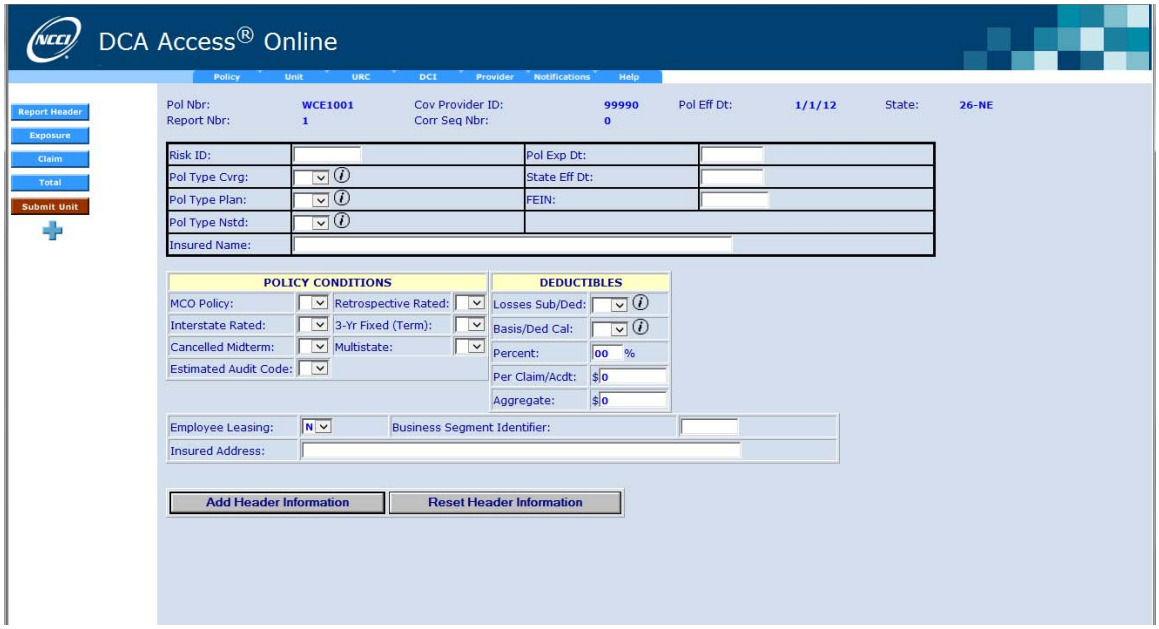


- The following screen appears:



- Enter the required information and click **Enter Unit Key Information**.

- The following screen appears:

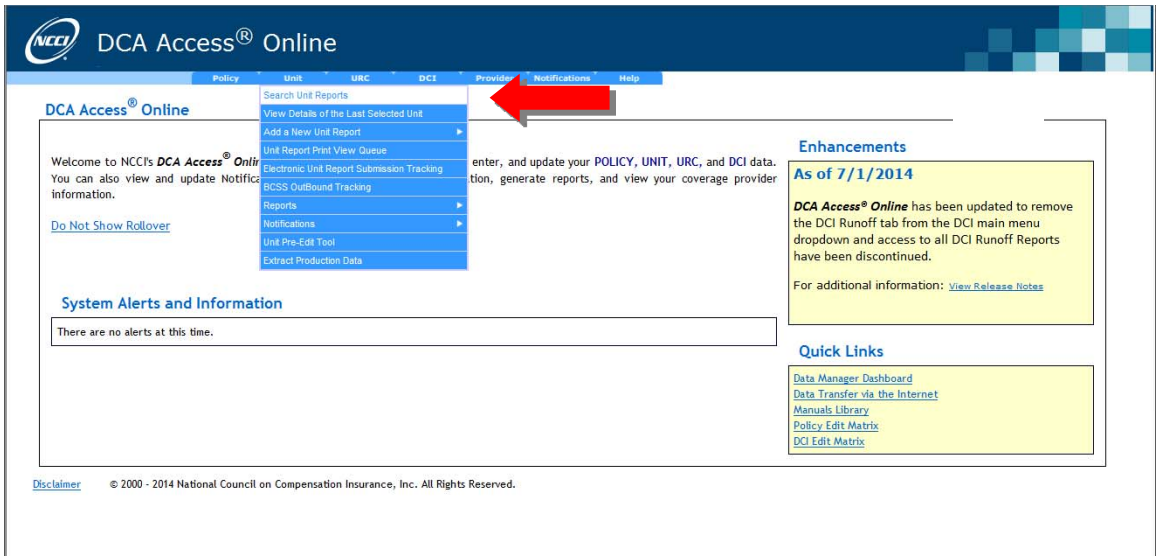


- Enter the report header information in the necessary fields. Click **Add Header Information**, and a message appears indicating that the header information has been successfully saved.
- Click **Exposure** on the left side of your screen, and the Exposure screen appears.
- Enter the required unit report exposure information. Click **Add Exposure Information**, and a message appears indicating that the exposure information has been successfully added.
- Click **Claim** on the left side of your screen, and the Claim screen appears.
- Enter the unit report claim information. Click **Add Claim Information**, and a message appears indicating that the claim information has been successfully added.
- Click **Total** on the left side of your screen, and the Total screen appears.
- Enter the necessary total information. Click **Add Total Information**, and a message appears indicating that the total information has been successfully added.
- Submit your changes by clicking **Submit Unit**.

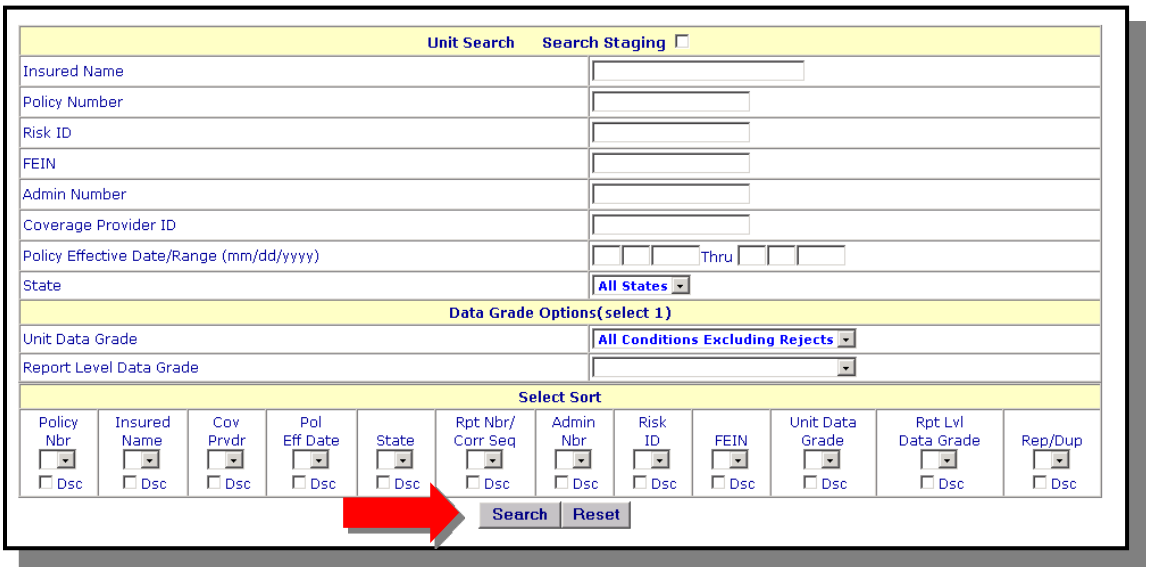
Adding Subsequent Unit Reports

This function allows you to create Subsequent Unit Reports and electronically submit them to NCCI.

- From the **Unit** tab, click **Search Unit Reports**.

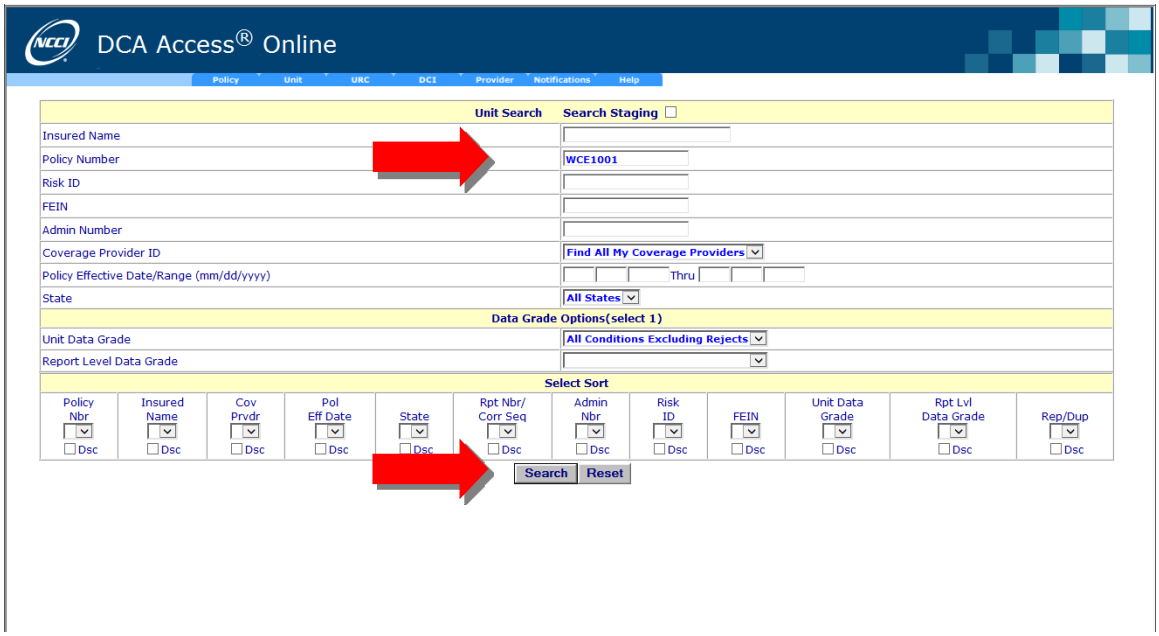


- The Unit Search screen appears:



- To perform a unit search, input the preferred search criteria and click **Search**.

- In the example below, a search is performed by Policy Number:

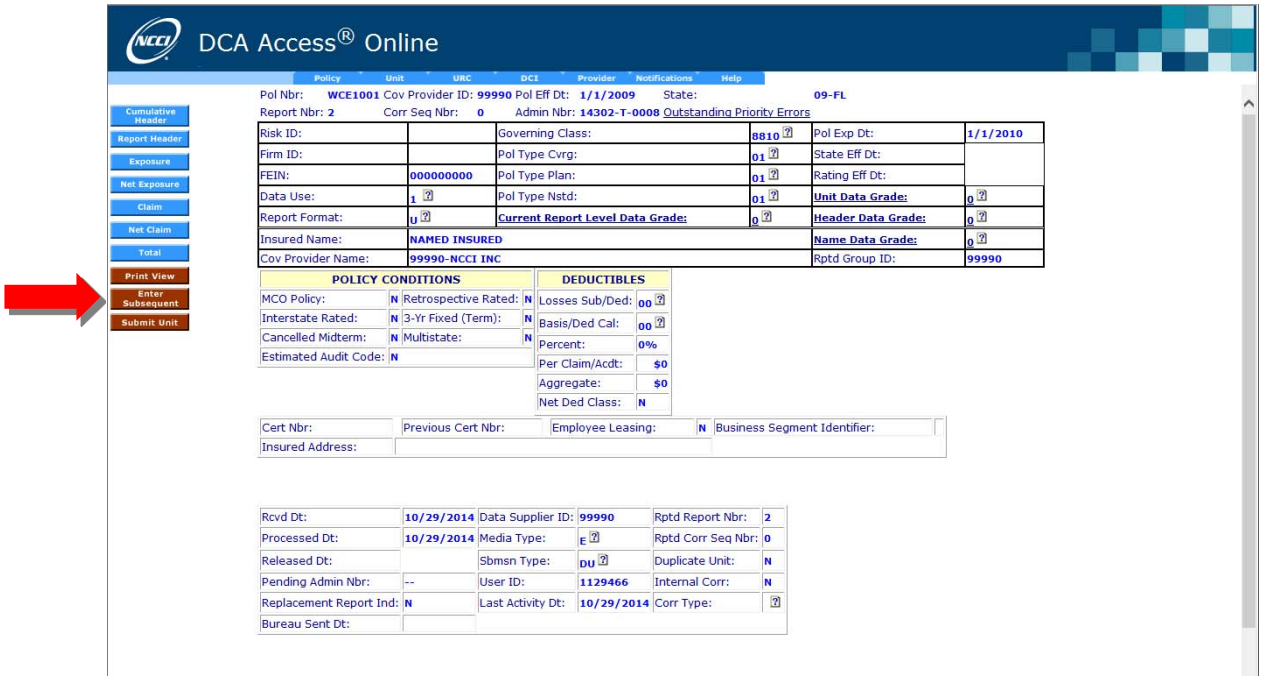


- Once the search results appear, click the applicable unit to add a subsequent unit report.

Notes:

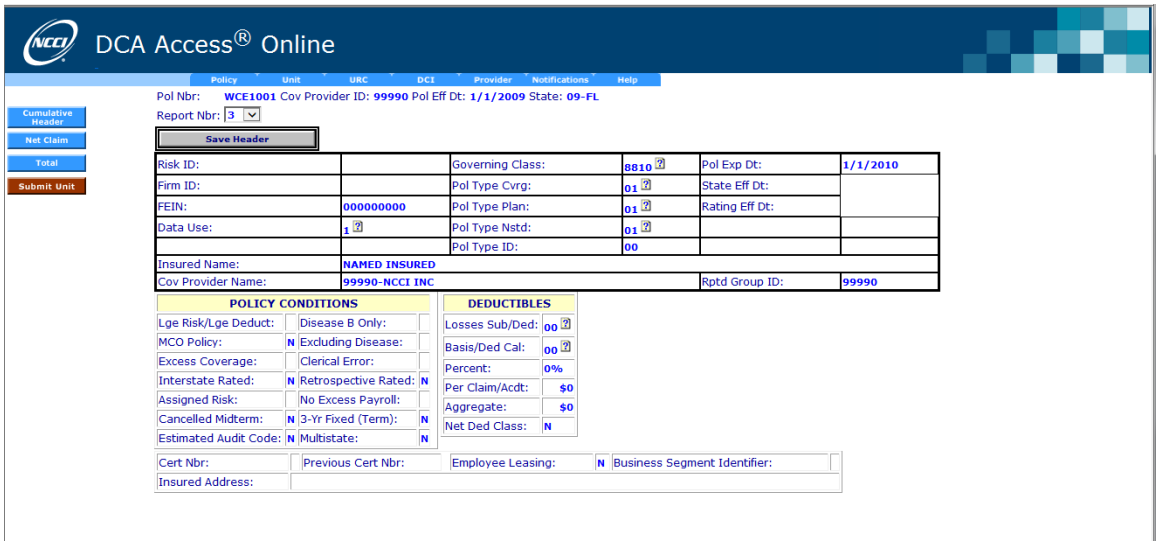
- You should select the unit with the *latest* Report Number. Otherwise, the system will not allow a subsequent unit report to be added.
- When you search on a record and there is only one search result, the system automatically bypasses the Search Results screen and takes you directly to the unit's Report Header screen.

- The Report Header for the specified unit appears.



- To enter a subsequent unit report, click **Enter Subsequent** on the left side of the screen.

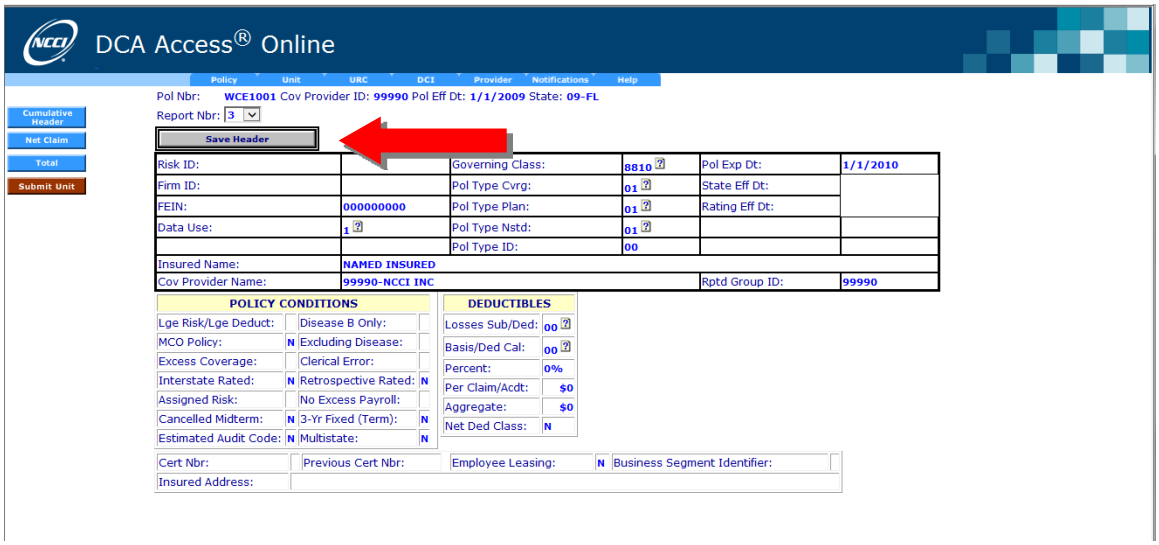
- The Cumulative Header screen appears. The system automatically updates the Report Number to the next report level and fills in the appropriate key field information based on the previous report.



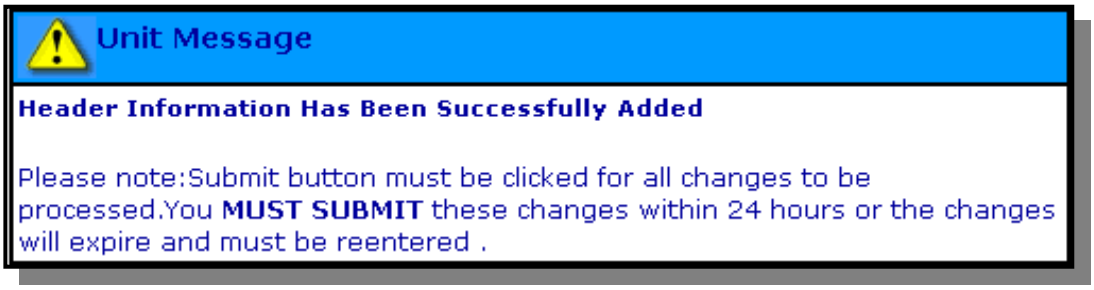
- If necessary, you may override the Report Number by selecting another number from the drop-down menu.

Note: You may not add a subsequent unit report with a report level less than the latest report level received. For example, if a 1st, 2nd, and 4th report already exist, you will not be able to add the 3rd report.

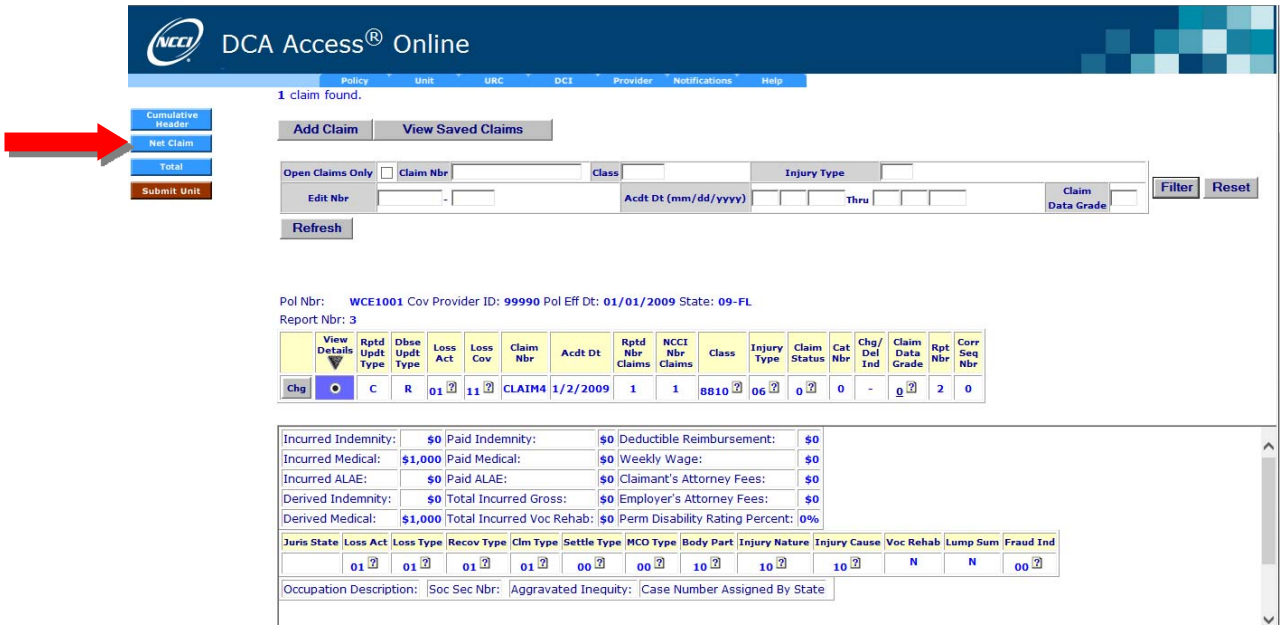
- Click the **Save Header** button to save the Header record.



- A message appears indicating that the information has been successfully saved.



- Click **Net Claim** to add or view claim information. All open claims from the previous report display.



Notes:

- The **Open Claims Only** checkbox on the filter will default to checked (filtered by). To reopen or change a previously closed claim, you can use the filter to search for the desired claim and click the **Chg** button alongside that claim record to change the data.

- All open claims must be updated prior to submitting the unit.

- If you are reporting a unit in one of the following states, you must enter the **Total** information before submitting the unit: NC, WI, and Independent Bureau states (CA, DE, MA, MI, MN, NJ, NY, and PA).

- If you are not one of the above states, the total information is not required and you can proceed to submit the unit.

DCA Notifications

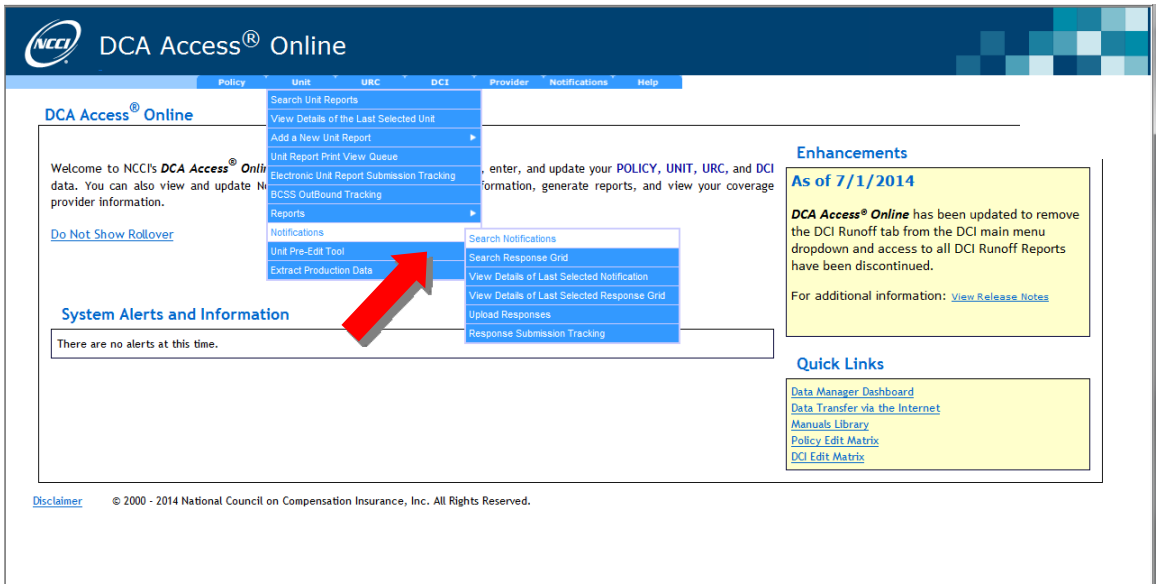
DCA Access® Online Notifications Overview

- ***DCA Access® Online***'s Notifications feature is the mechanism for communication between NCCI and data reporting customers in regard to the timeliness, accuracy, and completeness of Unit Statistical data, Policy data, and Detailed Claim Information (DCI).
- This feature is the central source for accessing, tracking, and responding to data quality and timeliness issues or questions that NCCI has identified through data analyses, data validation, and other NCCI data quality processes.

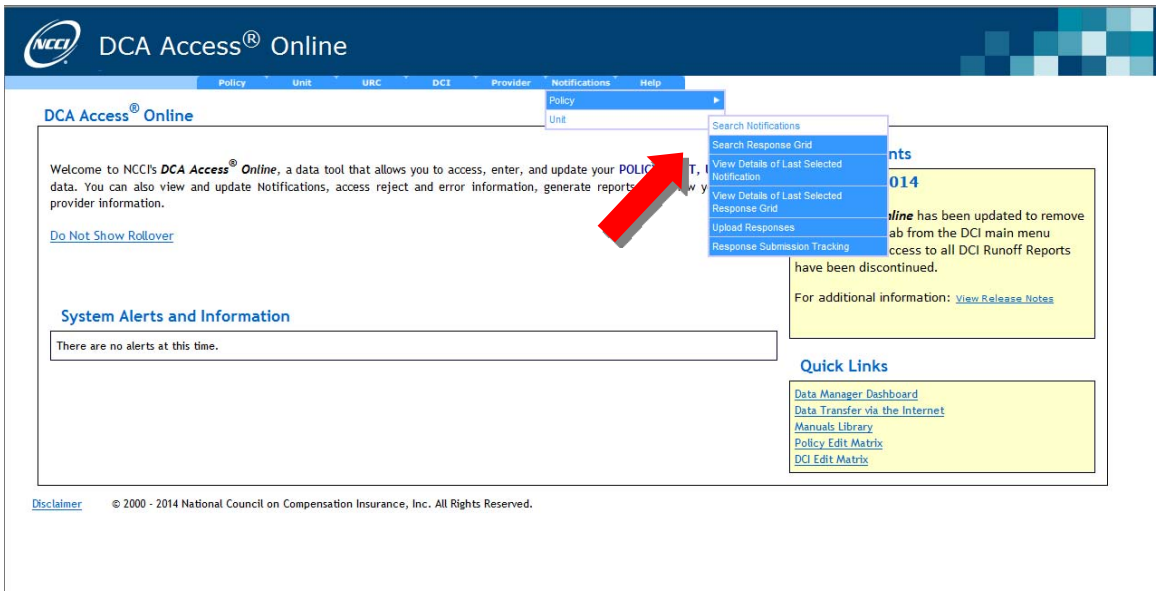
How to Access Unit Notifications From DCA Access® Online

There are two ways to access Notifications for Unit data through ***DCA Access® Online***. You can search through the **Unit** tab or the **Notifications** tab.

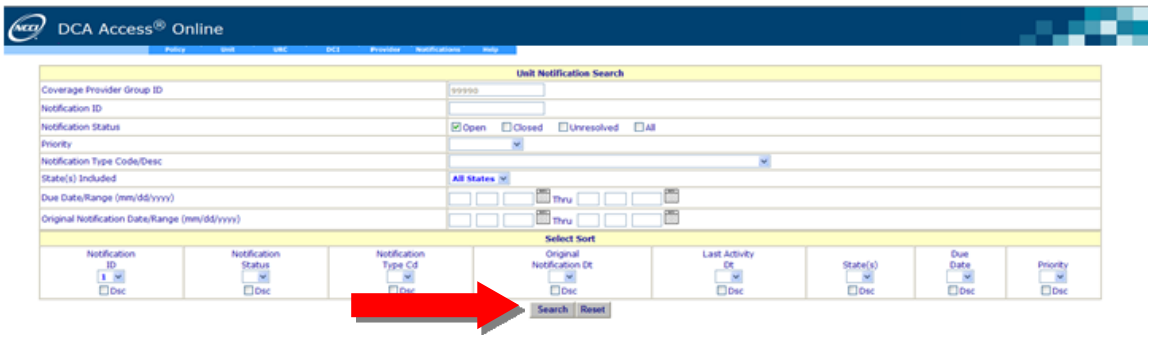
- To access the **Notifications** function through the **Unit** tab, click **Unit**, highlight **Notifications**, and select **Search Notifications**.



- To access the **Notifications** function through the **Notifications** tab, click **Notifications**, highlight **Unit**, and select **Search Notifications**.

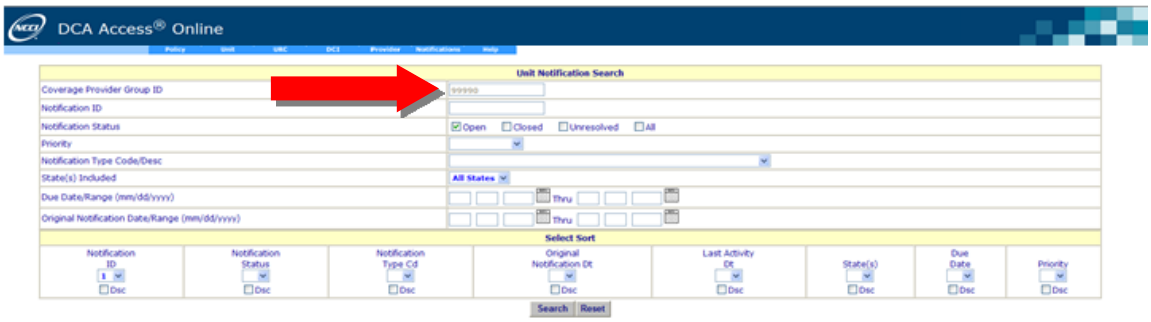


- The **Unit Notification Search** screen appears:

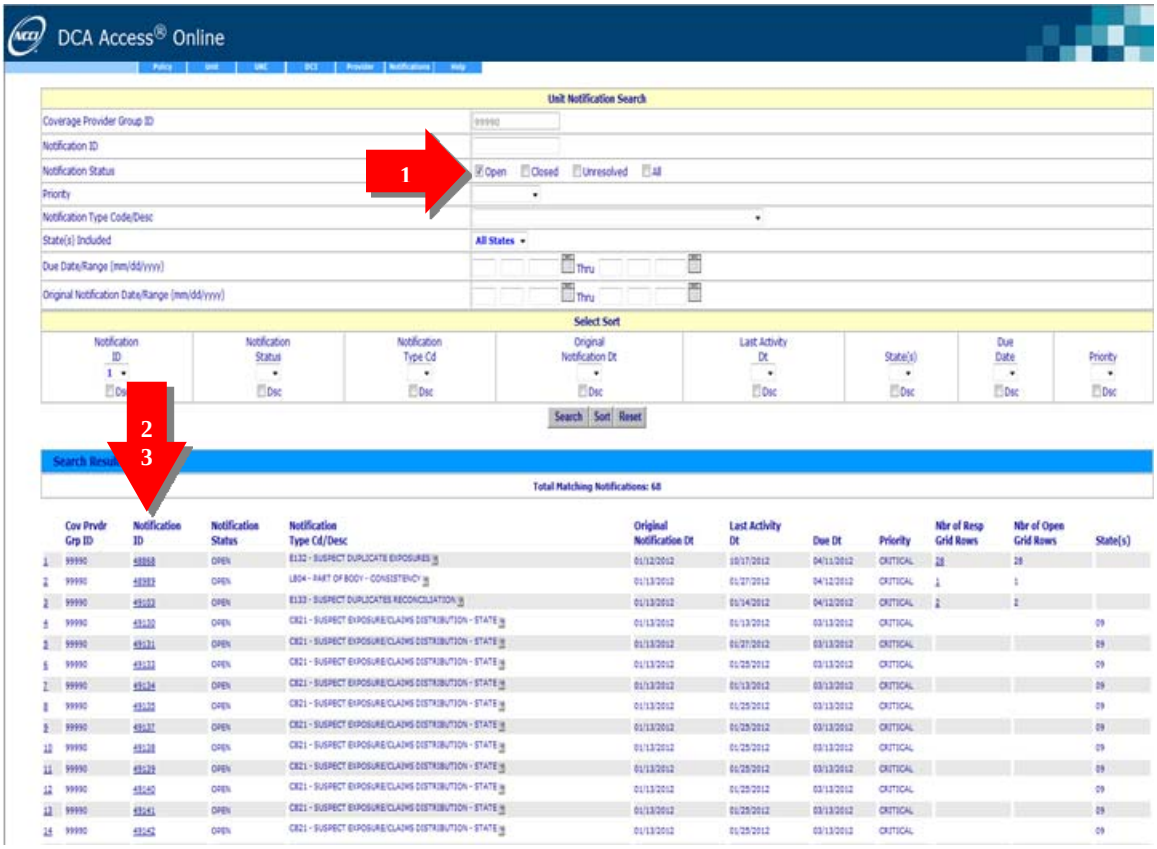


- To perform a search, input the preferred search criteria and click **Search**.

  In the example below, a search is performed on a **Coverage Provider Group ID**.



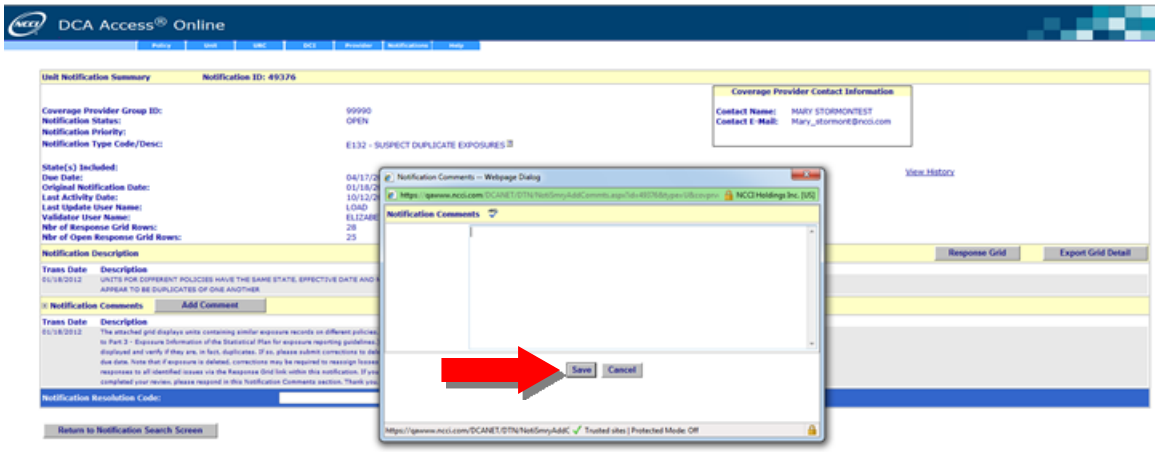
- After performing the search, a screen similar to the one below appears.
- You are able to customize your search request to look for Open, Closed, Unresolved, or All response grids (1).
- To view a notification, click the **Notification ID** link (2).



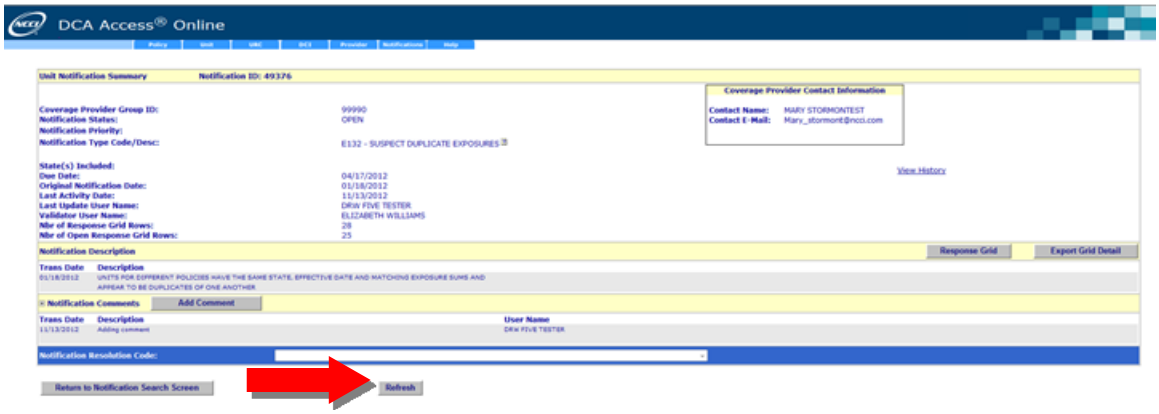
- After selecting the notification, a screen similar to the one below appears.

- To add a comment, click **Add Comment**.

- A pop-up window appears. Type in your comment and click **Save**. (You will receive a message indicating that your comments have been saved.)



- To view your comments, click **Refresh**.



- The following screen appears. To view all of the comments on the notification, click "**+**" next to **Notifications Comments** to expand the view.

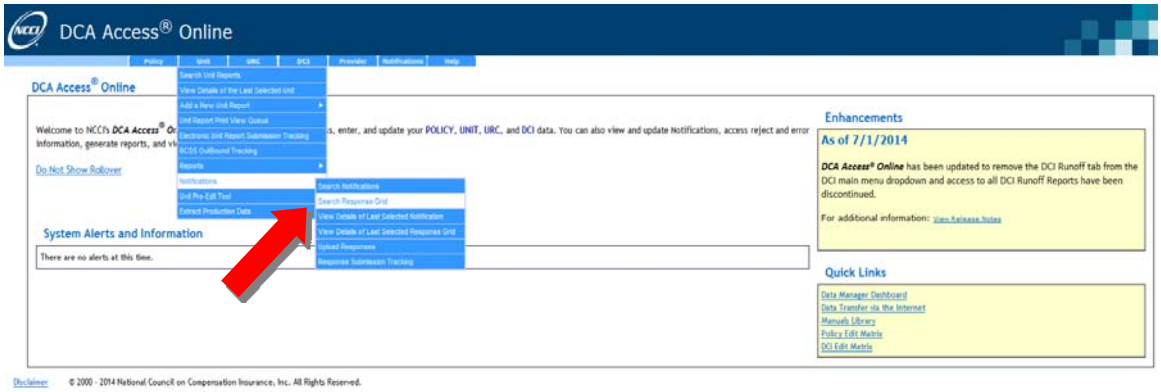
- The following screen appears:

Response Grid Search

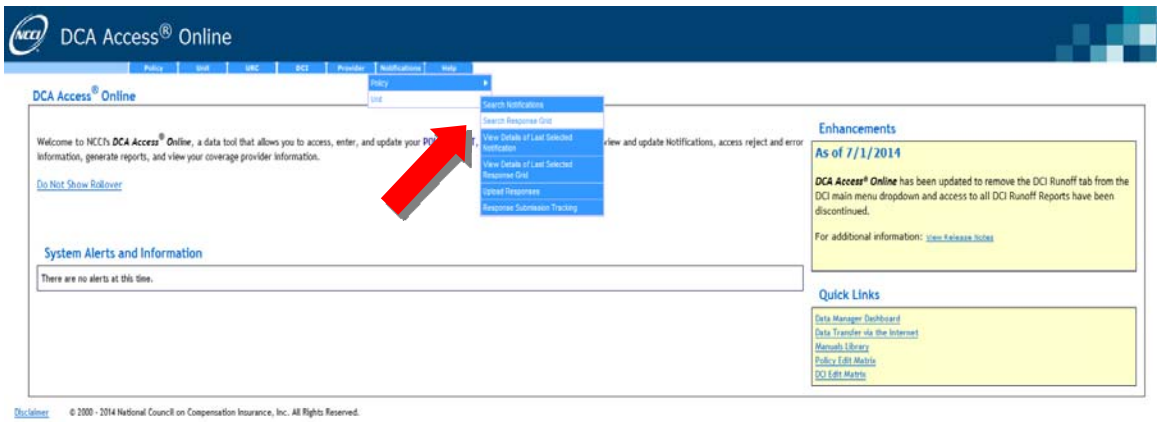
There are multiple ways to access the Response Grid data. You can search through the **Unit** tab or the **Notifications** tab, or you can access the response grid from a selected notification.

Using the **Search Response Grid** function:

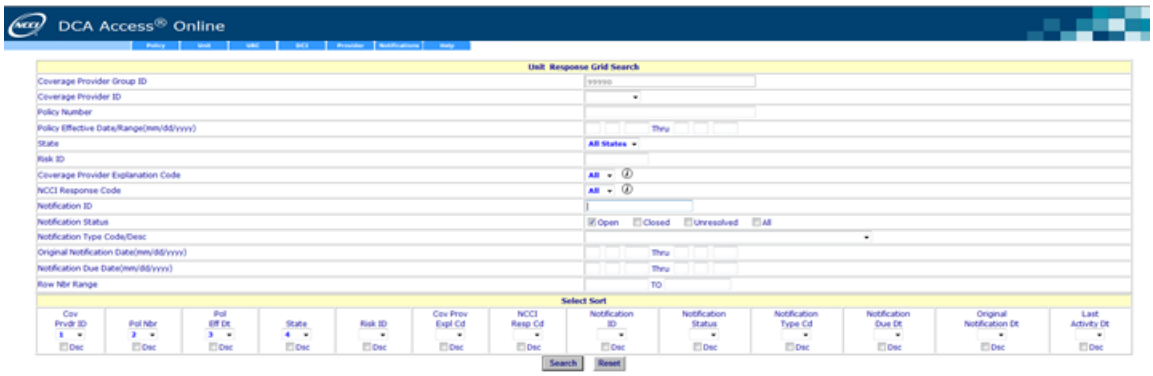
- To access the **Notifications** function through the **Unit** tab, click **Unit**, highlight **Notifications**, and select **Search Response Grid**.



- To access the **Notifications** function through the **Notifications** tab, click **Notifications**, highlight **Unit**, and select **Search Response Grid**.

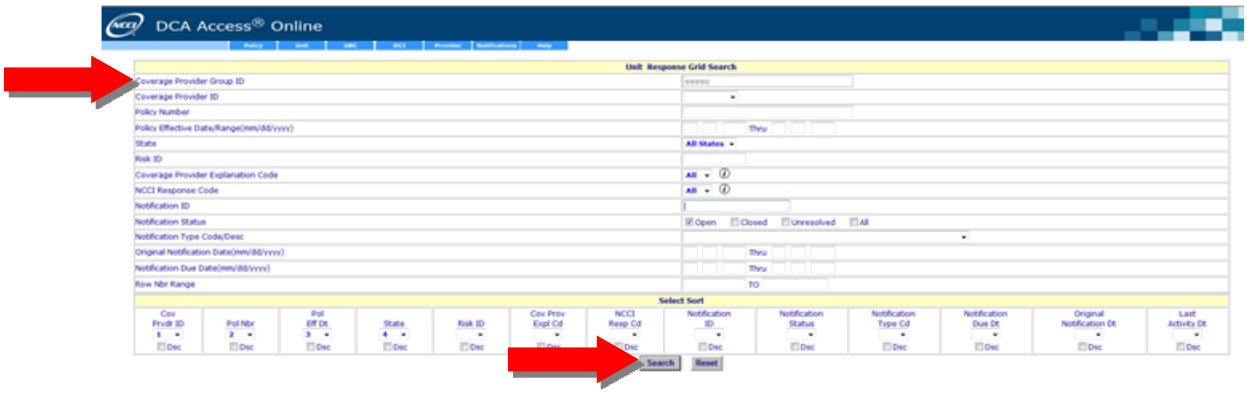


- The following Response Grid Search screen appears:



- To perform a search, input the preferred search criteria and click **Search**.

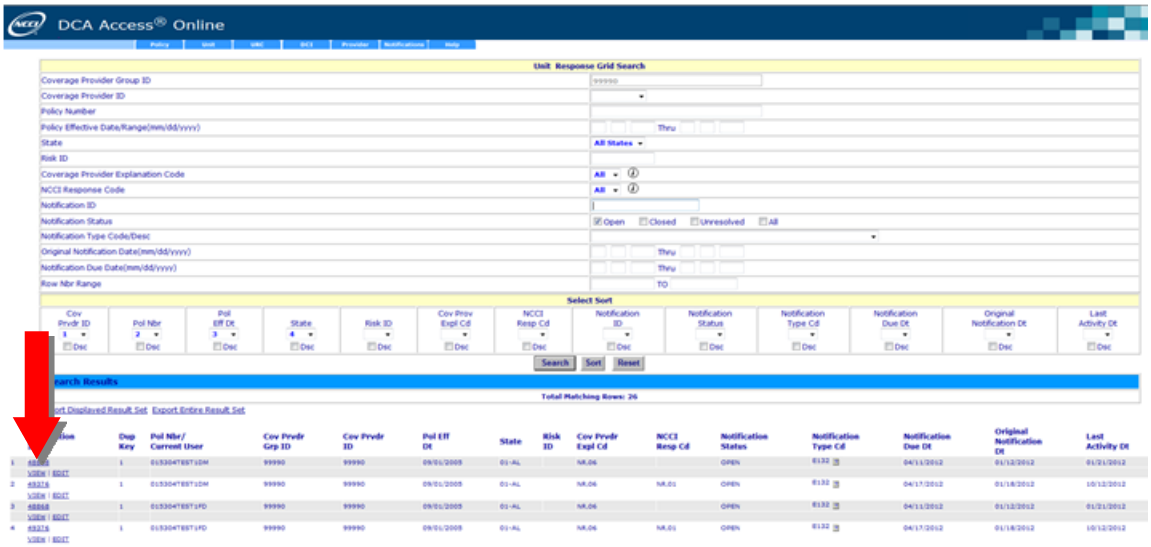
  In the example below, a search is performed on a **Coverage Provider Group ID**.



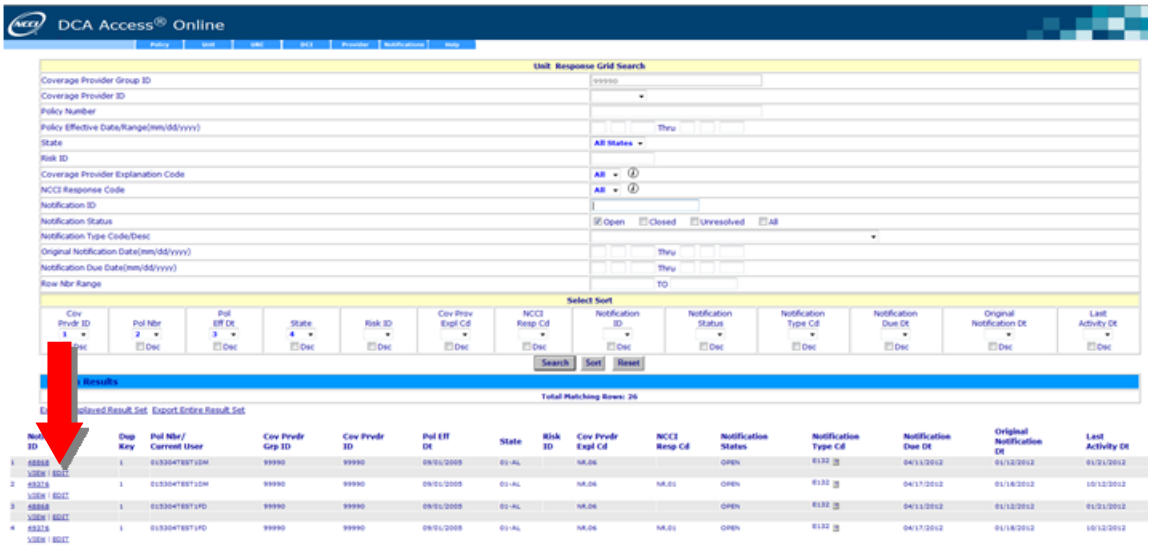
- You are able to customize your search request to look for:
  - Open, Closed, Unresolved, or All response grids
  - Original Notification Date
  - Notification Due Date
  - Coverage Provider Explanation Code and/or NCCI Response Code
    - When an update (correction or subsequent) is submitted to a unit with an open grid row without an explanation, NCCI's system will populate the Cov Prvdr Expl Cd with "06 – CORRECTION(S) SUBMITTED"
    - When an update (correction or subsequent) is submitted to a unit with an open grid row with an explanation, NCCI's system will populate Cov Prvdr Expl Cd and pull forward the most recent explanation dependent upon the previous with:
      - "11 – CORRECT AS REPORTED"
      - "12 – CORRECTION(S) SUBMITTED"
      - "13 – NEED ADDITIONAL INFORMATION"
      - "14 – IN REVIEW"
      - "15 – OTHER"

- You will not be able to update explanations for Closed or Unresolved response grids.

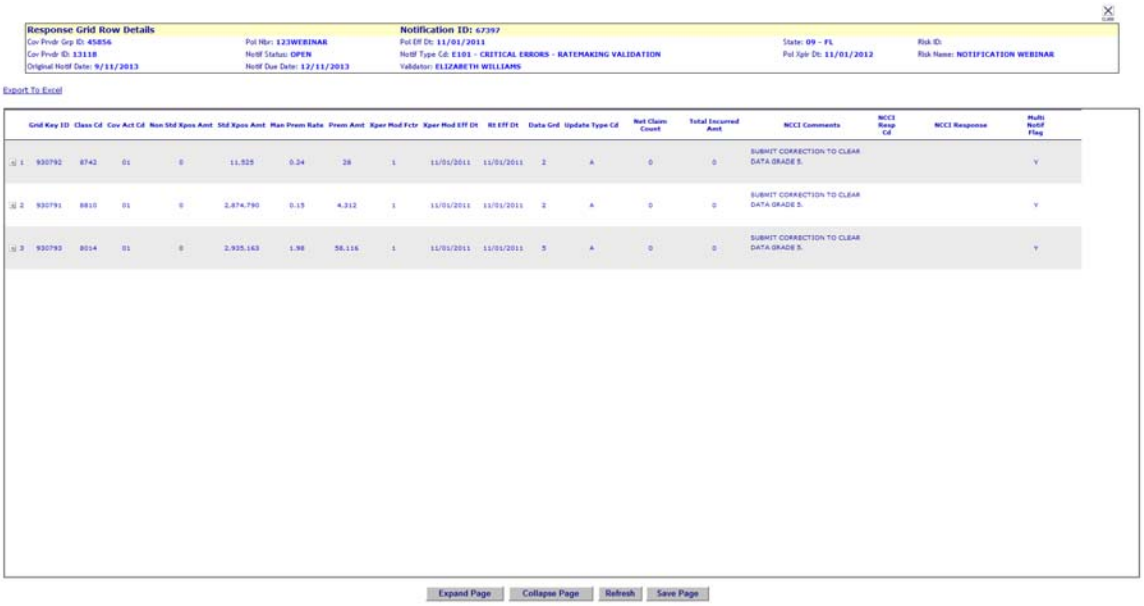
- To view a response grid, click the **View** link, which accesses the response history but does not allow updates to the response grid.



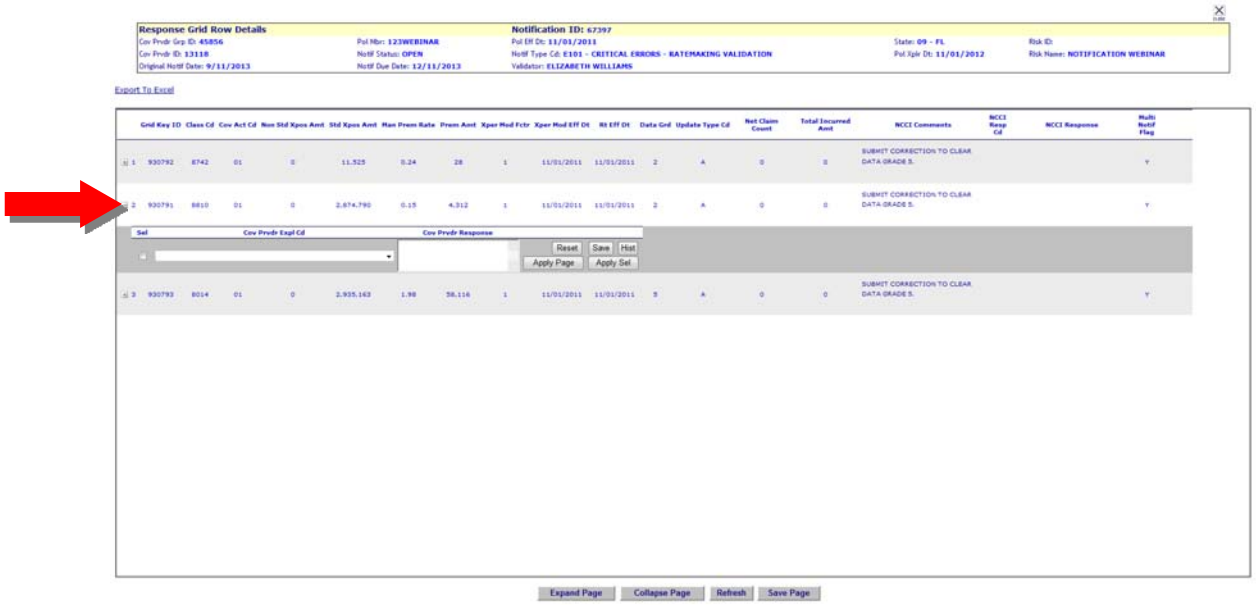
- To update a response grid, click the **Edit** link.



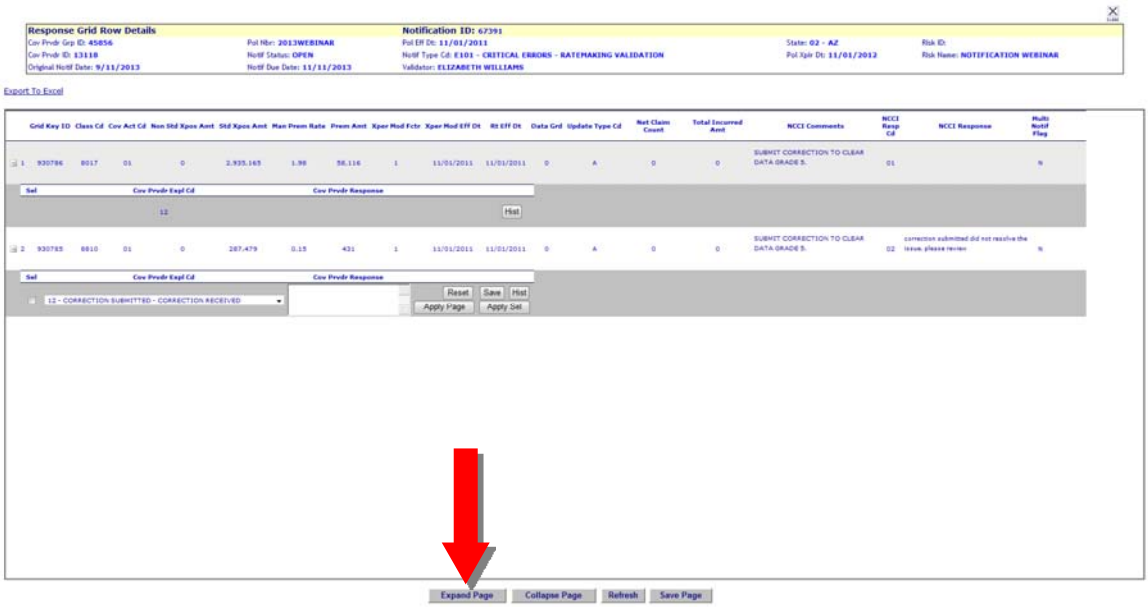
- After selecting a response grid, a screen similar to the one below appears. Each response grid row will be identified with a unique Grid Key ID.



- To view a single response grid, click "**+**" next to its **Grid Key ID** to expand the view.

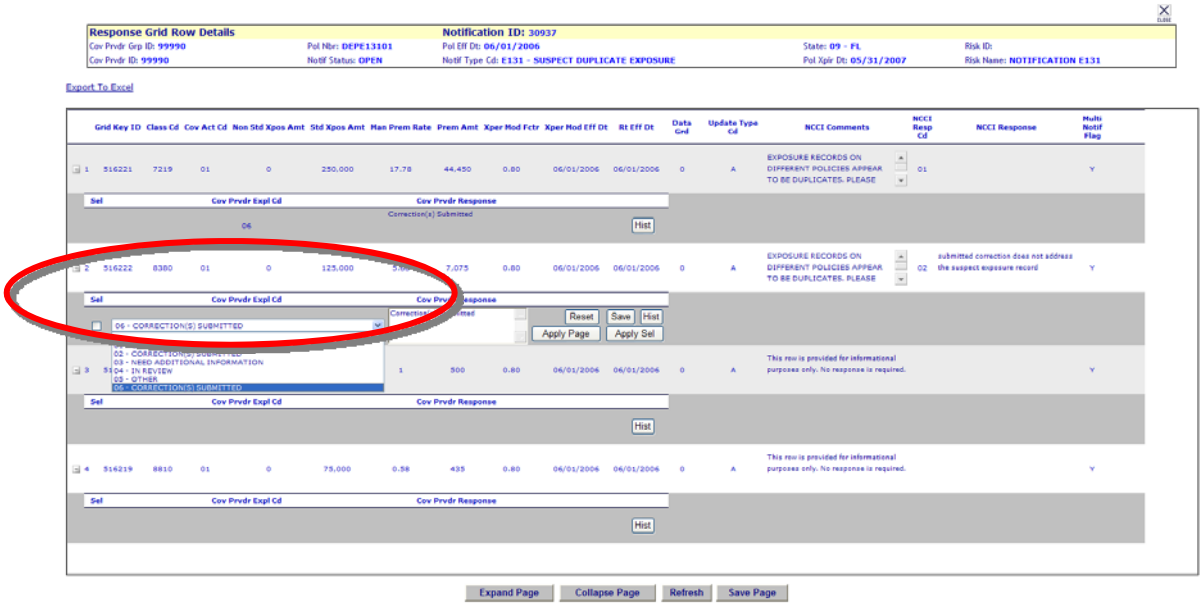


- To view multiple response grid rows, click **Expand Page**.



Note: Some response grid rows are provided for informational purposes only; these rows cannot be updated/edited.

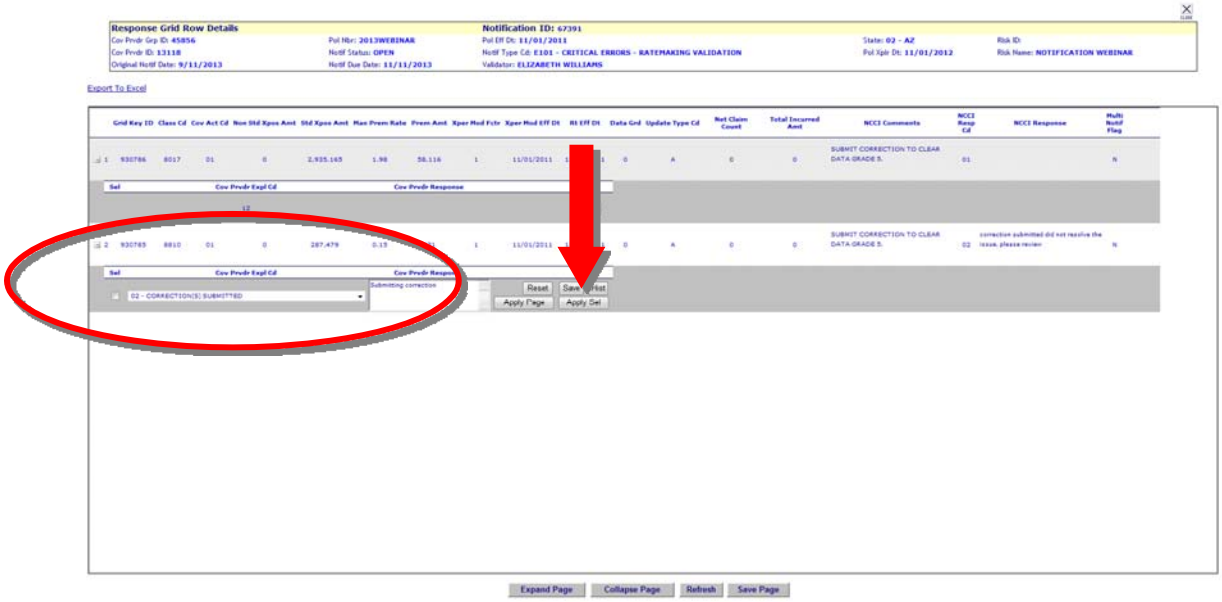
- To update a single grid row under **Cov Prvdr Expl Cd**, select the code from a drop-down menu:



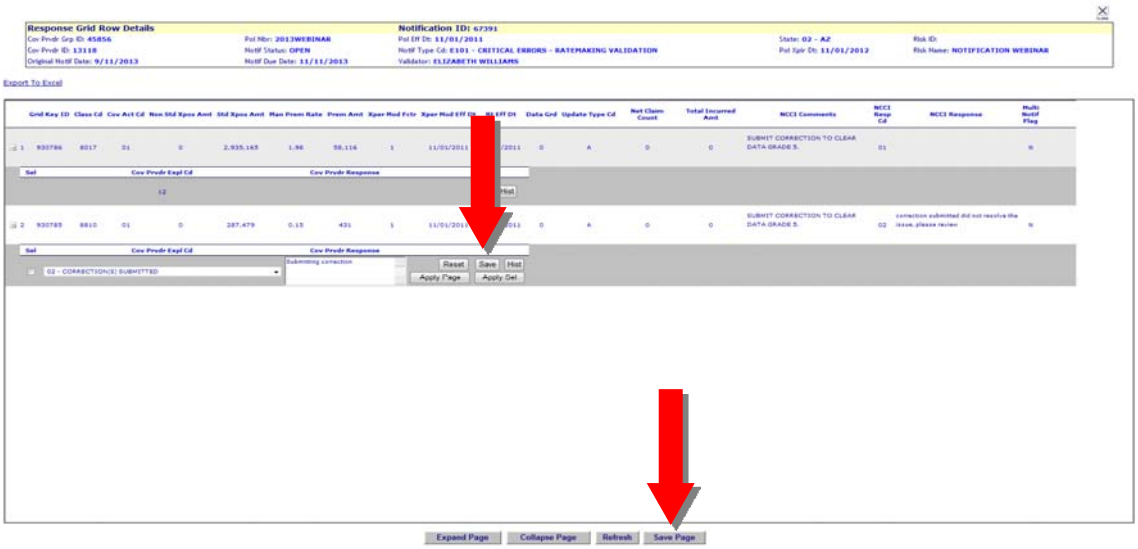
Note: Coverage Provider Response comments are required when the following Coverage Provider Explanation Codes are selected:

- 01 - CORRECT AS REPORTED
- 03 - NEED ADDITIONAL INFORMATION
- 05 - OTHER

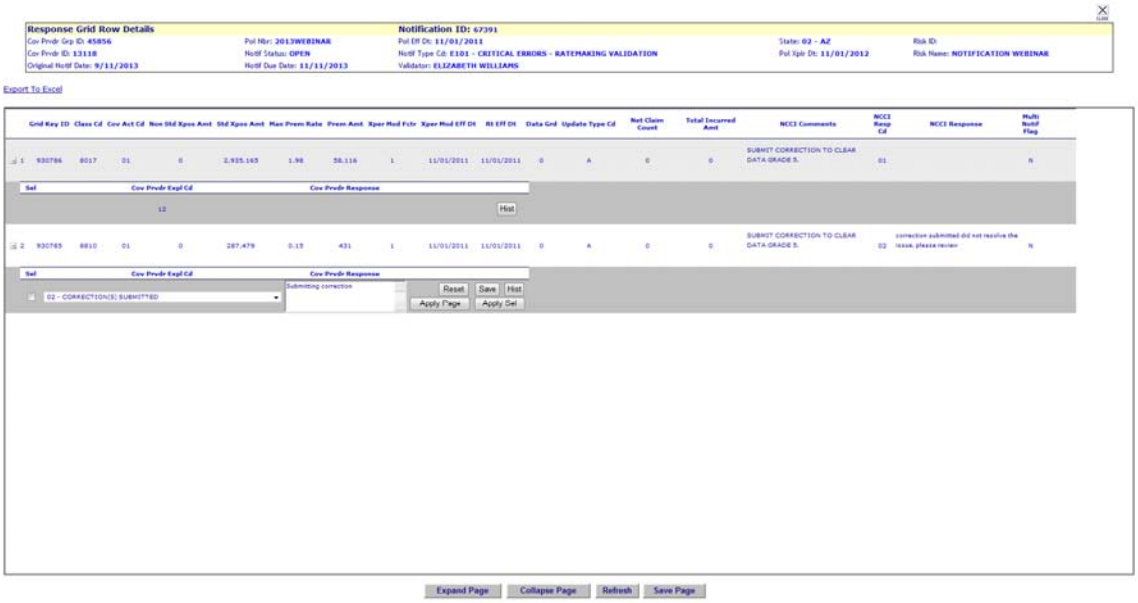
- Applying the same explanation to multiple rows, select the explanation code and, if applicable, update the response comment, check the **Sel** box for all applicable rows, then click **Apply Sel** on the grid row with updates.



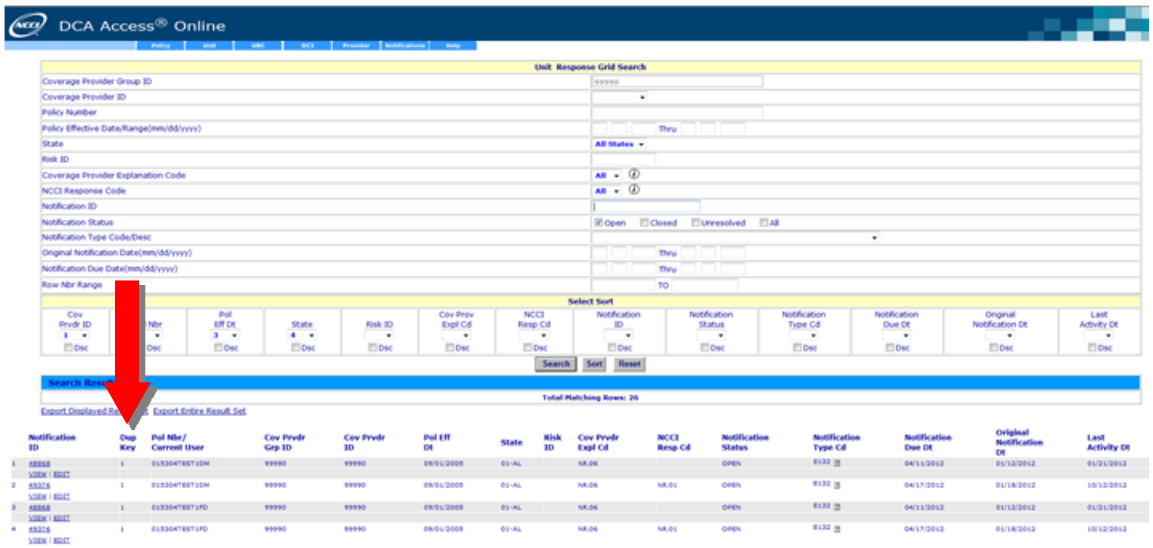
- To save an explanation, either click **Save** to save the individual row or **Save Page** to save multiple updates. Save Page only saves open (expanded) grid rows. Updates must be saved prior to exiting the response grid to retain updates.



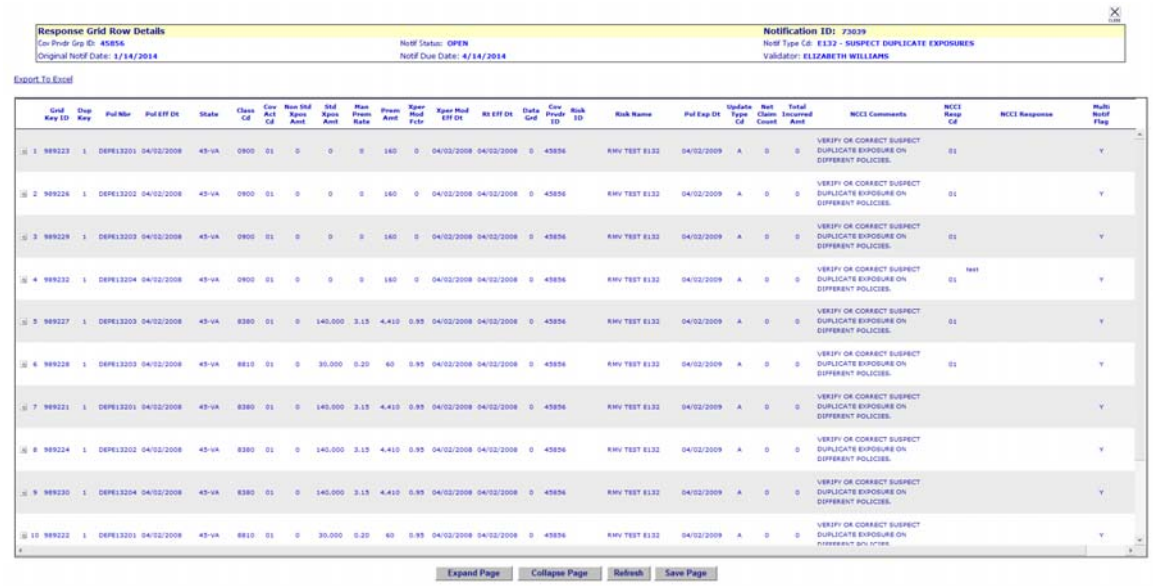
- If it is determined that the same explanation/comments should be applied to the entire page, click **Expand Page**, select the explanation code, and enter the appropriate response comment; then click **Apply Page** and **Save Page**.
- To exit, click the **close** box (**X**) at the top right corner above the notification ribbon.
- Exiting the response grid without clicking the close box will result in the response grid being locked—and NCCI will not be able to update the grid.



- If the **Dup Key** field has a populated value, when the **View** or **Edit** link is clicked, the response grid layout will identify the suspect duplicate rows.



- After selecting a response grid, a screen similar to the one below appears. Each response grid row will be identified with a unique Grid Key ID. The duplicate data will be tagged with the same Dup Key value.



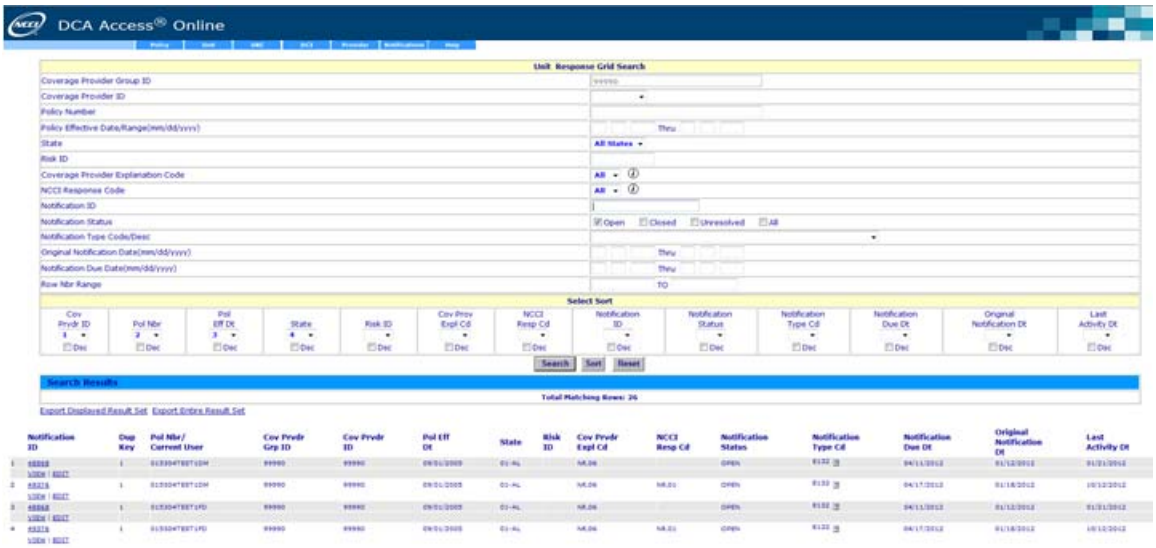
- The response grid header includes Notification ID, Cov Prvdr Grp ID, Original Notif Date, Notif Status, Notif Due Date, Notif Type Cd, and Validator.

- The Response Grid Row Detail includes Cov Prvdr ID, Pol Nbr, Pol Eff Dt, State, Pol Exp Dt, Risk ID, and Risk Name.

When accessing a response grid from a notification:

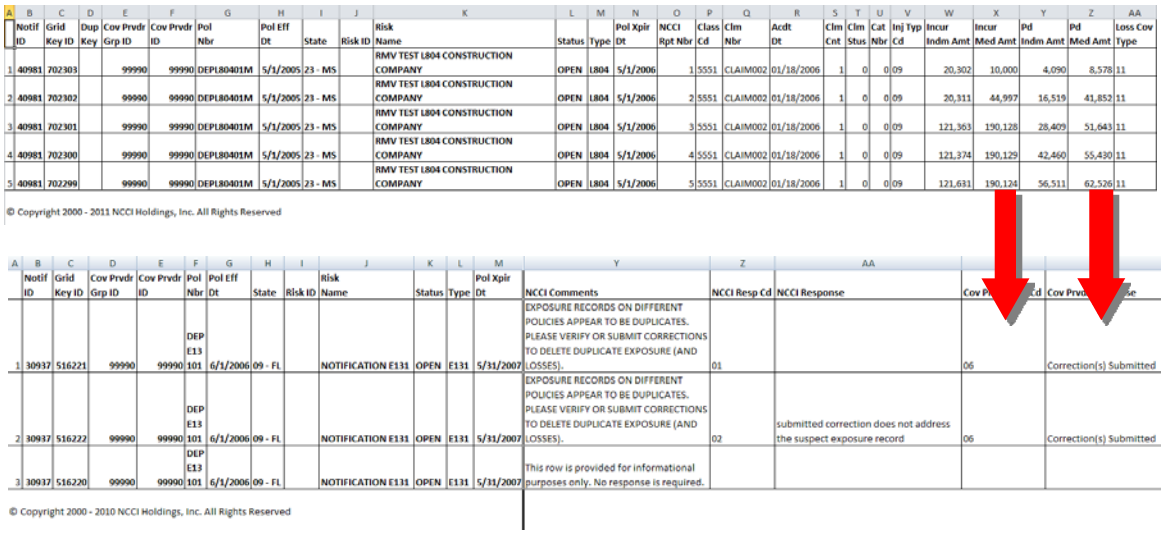
- To view the associated response grid, click **Response Grid**.

- The screen defaults to the response grid.



- The **Export Grid Detail** function allows you to export the entire response grid into a Microsoft® Excel spreadsheet.

- The resulting spreadsheet includes all columns associated with the response grid.



	Notif ID	Grid Key ID	Dup Key	Cov Prvdr Grp ID	Cov Prvdr ID	Pol Nbr	Pol Eff Dt	State	Risk ID	Risk Name	Status	Type	Pol Xpir Dt	NCCI Rpt Nbr	Class Cd	Clm Nbr	Acdt Dt	Clm Cnt	Clm Stus	Cat Nbr	Inj Typ Cd	Incur Indm Amt	Incur Med Amt	Pd Indm Amt	Pd Med Amt	Loss Cov Type
1	40981	702303		99990	99990	DEPL80401M	5/1/2005	23 - MS		RMV TEST L804 CONSTRUCTION COMPANY	OPEN	L804	5/1/2006	1	5551	CLAIM002	01/18/2006	1	0	0	09	20,302	10,000	4,090	8,578	11
2	40981	702302		99990	99990	DEPL80401M	5/1/2005	23 - MS		RMV TEST L804 CONSTRUCTION COMPANY	OPEN	L804	5/1/2006	2	5551	CLAIM002	01/18/2006	1	0	0	09	20,311	44,997	16,519	41,852	11
3	40981	702301		99990	99990	DEPL80401M	5/1/2005	23 - MS		RMV TEST L804 CONSTRUCTION COMPANY	OPEN	L804	5/1/2006	3	5551	CLAIM002	01/18/2006	1	0	0	09	121,363	190,128	28,409	51,643	11
4	40981	702300		99990	99990	DEPL80401M	5/1/2005	23 - MS		RMV TEST L804 CONSTRUCTION COMPANY	OPEN	L804	5/1/2006	4	5551	CLAIM002	01/18/2006	1	0	0	09	121,374	190,129	42,460	55,430	11
5	40981	702299		99990	99990	DEPL80401M	5/1/2005	23 - MS		RMV TEST L804 CONSTRUCTION COMPANY	OPEN	L804	5/1/2006	5	5551	CLAIM002	01/18/2006	1	0	0	09	121,631	190,124	56,511	62,526	11

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	Notif ID	Grid Key ID	Cov Prvdr Grp ID	Cov Prvdr ID	Pol Nbr	Pol Eff Dt	State	Risk ID	Risk Name	Status	Type	Pol Xpir Dt	NCCI Comments	NCCI Resp Cd	NCCI Response	Cov Prvdr Expl Cd	Cov Prvdr Response
1	30937	516221	99990	99990	DEPE13101	6/1/2006	09 - FL		NOTIFICATION E131	OPEN	E131	5/31/2007	EXPOSURE RECORDS ON DIFFERENT POLICIES APPEAR TO BE DUPLICATES. PLEASE VERIFY OR SUBMIT CORRECTIONS TO DELETE DUPLICATE EXPOSURE (AND LOSSES).	01		06	Correction(s) Submitted
2	30937	516222	99990	99990	DEPE13101	6/1/2006	09 - FL		NOTIFICATION E131	OPEN	E131	5/31/2007	EXPOSURE RECORDS ON DIFFERENT POLICIES APPEAR TO BE DUPLICATES. PLEASE VERIFY OR SUBMIT CORRECTIONS TO DELETE DUPLICATE EXPOSURE (AND LOSSES).	02	submitted correction does not address the suspect exposure record	06	Correction(s) Submitted
3	30937	516220	99990	99990	DEPE13101	6/1/2006	09 - FL		NOTIFICATION E131	OPEN	E131	5/31/2007	This row is provided for informational purposes only. No response is required.				

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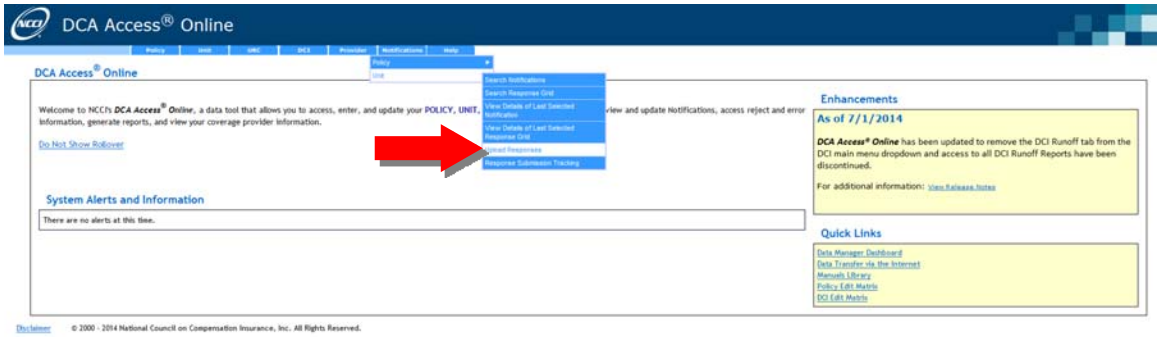
- Update **Cov Prvdr Expl Cd** with valid coverage provider explanation codes, and populate **Cov Prvdr Response** comments as needed.

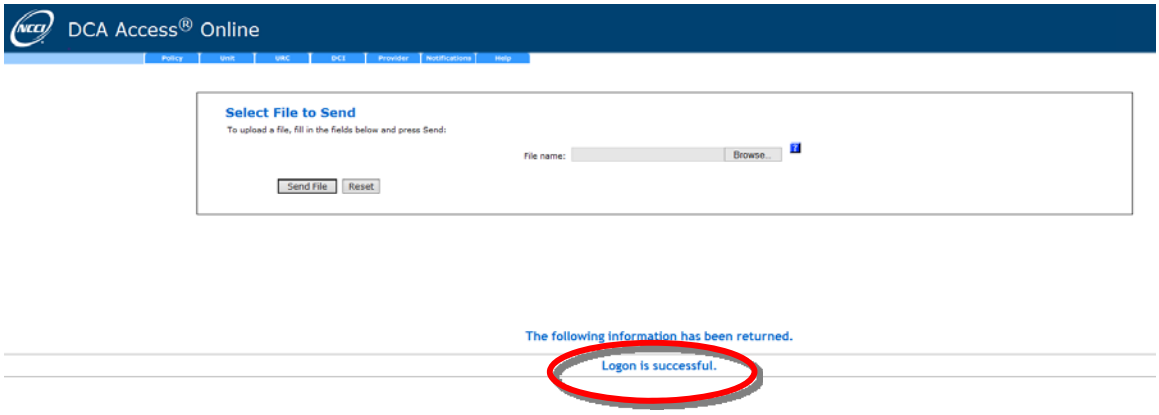
- Save the updated file name beginning with "NTF" in CSV format.

- Spreadsheet tips:
  - It's OK to hide columns
  - Do not move, delete, or insert columns into the spreadsheet nor revise any of the populated columns
  - Remove any rows provided for informational purposes or previously accepted by NCCI
  - If submitting a portion of a spreadsheet, remove rows previously submitted

- To apply updates from the spreadsheet, access the **Upload Response** function through the **Notifications** tab, click **Notifications**, highlight **Unit**, and select **Upload Response**. In order to use this function, you must be authorized to submit files.



- The following screen appears:

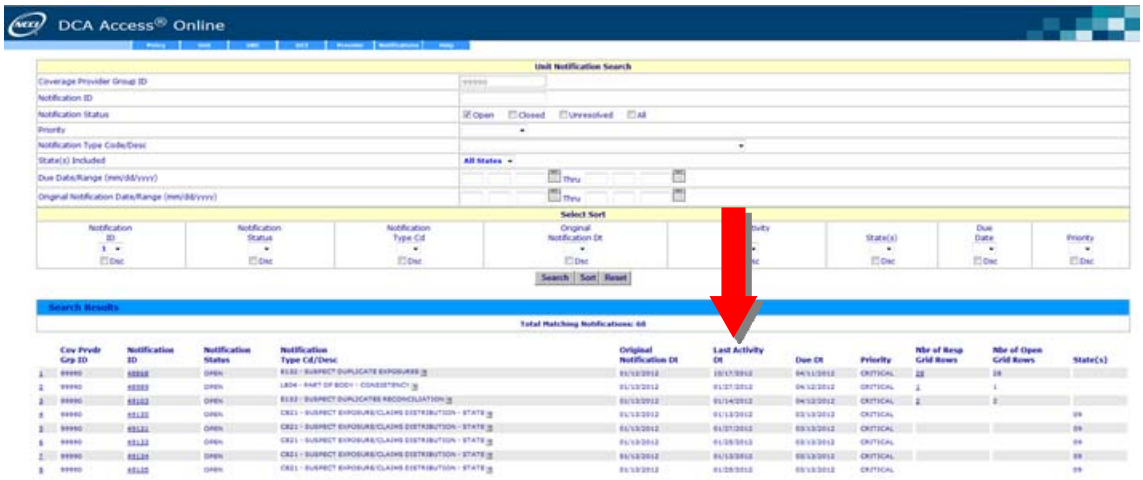


- Verify that the logon is successful.
- Click **Browse** and select your updated file.
- Click **Send File**.
- When the file has been transmitted, you will receive an email.

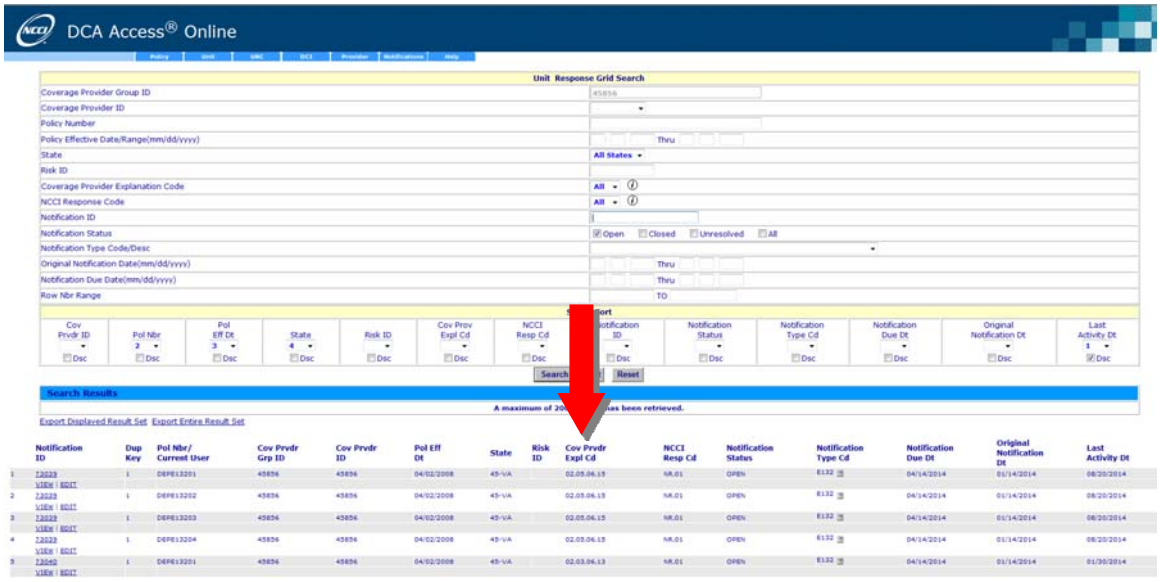
From: Customer Service
To: Elizabeth Williams
Cc:
Subject: DEV - 1 - Successful Transmission

```
*** DEV TESTING, PLEASE DISREGARD ***


Thank you for submitting your file to NCCI. Your file has been successfully transmitted to your mailbox.
Mailbox:  623492
File Name:  ntf.upload.demo.csv
Carrier group:  1
File Size:  1566
ELIZABETH WILLIAMS
Thu Sep 23 13:55:01 EDT 2010

If you have any questions, please contact NCCI Customer Service-
1-800-NCCI-123 or Customer Service@NCCI.com
```

- An error/reject report will be sent to your ***DTVI*** mailbox for your review.
- The Last Activity Date on the Unit Notification Search screen will be updated to reflect the latest activity.



- The Response Grid Search screen will display the updated explanation code.



- Additional Resources
  - Unit Notification Tracking Report—Provides a snapshot of the coverage provider's notification status

Unit Notification Tracking Report - as of 6/24/2010

Coverage Provider Group: 99990 - NCCI INC

Notifications Issued 8/01/2009 to 7/31/2010

All Notified Suspect Unit Data

							Number of Notified Suspect Unit Data Condtions					
Notification ID Number	Notification Type Code/Description	Notification Type Code Evaluated by DQIP	Notification Status *	Due Date	Not Resolved Within 30 Days Past Due Date	Original Notification Date	Total	Resolved < 30 Days Past Due	Resolved >= 30 Days Past Due	Not Resolved < 30 Days Past Due	Not Resolved >= 30 Days Past Due	Pending NCCI Review
10696	E121 - SUSPECT EXPERIENCE MODIFICATION FACTOR	Y	Closed	30-Sep-09	30-Oct-09	01-Aug-09	2	2	0	0	0	0
11013	E100 - SUSPECT EXPOSURE SUITE	N	Unresolved	06-Dec-09	05-Jan-10	07-Sep-09	177	2	33	0	142	0
11341	L112 - LOSSES REPORTED WITH LOW PAYROLL	Y	Unresolved	11-Dec-09	10-Jan-10	12-Sep-09	440	257	16	0	167	0
11594	L226 - INCONSISTENT LOSS ACT REPORTING	Y	Closed	13-Dec-09	12-Jan-10	14-Sep-09	52	52	0	0	0	0
11717	E133 - SUSPECT DUPLICATES RECONCILIATION	Y	Closed	13-Dec-09	12-Jan-10	14-Sep-09	2	2	0	0	0	0
16957	L251 - INCONSISTENT CATASTROPHE NUMBERS	Y	Closed	19-Apr-10	19-May-10	19-Jan-10	83	83	0	0	0	0
17774	L501 - DELETED CLAIMS ON SUBSEQUENT REPORTS	Y	Closed	19-Apr-10	19-May-10	19-Jan-10	1	1	0	0	0	0
17962	L427 - DELETED CLAIMS ON SUB RPTS - MD, TX, VA	Y	Closed	03-Jun-10	03-Jul-10	05-Mar-10	11	11	0	0	0	0
17974	L201 - SUSPECT DEATH CLAIMS - LOW INDEMNITY	Y	Closed	03-Jun-10	03-Jul-10	05-Mar-10	47	47	0	0	0	0
18599	L802 - PART OF BODY - SUSPECT DEATH CLAIMS	Y	Closed	03-Jun-10	03-Jul-10	05-Mar-10	2,782	2,782	0	0	0	0
18698	L224 - OPEN CLAIMS NOT ADDRESSED ON SUBSEQUENT REPORTS	Y	Closed	30-Aug-10	29-Sep-10	01-Jun-10	6	6	0	0	0	0
19352	L304 - SUSPECT PERMANENT TOTAL INJURY TYPE REASSIGNMENT	Y	Closed	30-Aug-10	29-Sep-10	01-Jun-10	4	4	0	0	0	0
19451	L426 - INCONSISTENT LOSS ACT REPORTING - MD, TX, VA	Y	Open	30-Aug-10	29-Sep-10	01-Jun-10	8	6	0	2	0	0

* Notifications are typically closed as unresolved 30 days after the Due Date. Suspect unit data conditions for unresolved notifications cannot be worked.

  - Unit Notification Matrix—Provides the Unit Notification description/summary by notification type

UNIT STATISTICAL VALIDATION MATRIX—ALL VALIDATION TESTS IN PRODUCTION (July 11, 2014 Release)

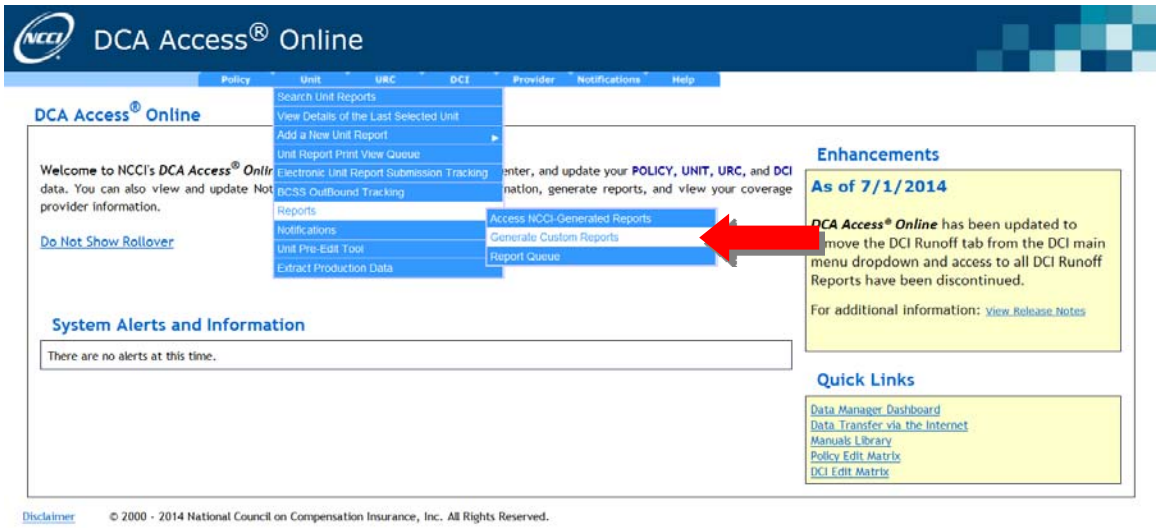
Validation Type Code	Validation Type	Validation Description	Validation Summary	Countrywide or State	Change Date	Changes
Audit Validation Tests						
A103	QUARTERLY TEST AUDIT PREMIUM DIFFERENCES	THE TOTAL PREMIUM REPORTED BY THE CARRIER DIFFERS FROM THE NCCI TEST AUDIT PREMIUM BY $2,500 OR MORE	The attached spreadsheet displays total reported premium amounts differing by $2,500 or more from NCCI test audit premium amounts. Please verify the premium based on your company records or submit corrections by the due date.	Countrywide		
A601	OUTLIER HEADER	OUTLIER HEADER	The unit(s) identified on the attached spreadsheet displays an unusually high/low percentage of suspect header field coding. Details are provided within the NCCI **Comments** field on the spreadsheet. Please verify the header fields based on your company records, and provide a detailed explanation to support the accuracy of reporting, or submit corrections by the due date.	Countrywide	3rd Qtr. 2011	Added validation test.
Combined Exposure and Loss Validation Tests						
C811	SUSPECT EXPOSURE/ CLAIMS DISTRIBUTION—COUNTRYWIDE	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	The unit(s) identified on the attached spreadsheet displays unusually low claim counts in comparison to the reported high exposure/premium or unusually high claim counts in comparison to low reported exposure/premium in a given class. The inaccurate distribution of exposure and claims across states or within a state may result in overstated loss costs/rates in some classes and understated loss costs/rates in others. Please verify the exposure and loss reporting in the affected class based on your company records and provide a detailed explanation to support the accuracy of reporting, or submit corrections to reassign exposure and/or losses to the appropriate classes by the due date.	Countrywide	3rd Qtr. 2011	Clarified Validation Summary.
C821	SUSPECT EXPOSURE/ CLAIMS DISTRIBUTION—STATE	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	The unit(s) identified on the attached spreadsheet displays unusually low claim counts in comparison to the reported high exposure/premium or unusually high claim counts in comparison to low reported exposure/premium in a given class. The inaccurate distribution of exposure and claims across states or within a state may result in overstated loss costs/rates in some classes and understated loss costs/rates in others. Please verify the exposure and loss reporting in the affected class based on your company records and provide a detailed explanation to support the accuracy of reporting, or submit corrections to reassign exposure and/or losses to the appropriate classes by the due date.	State	3rd Qtr. 2011	Clarified Validation Summary.

Underline = Most recent updates

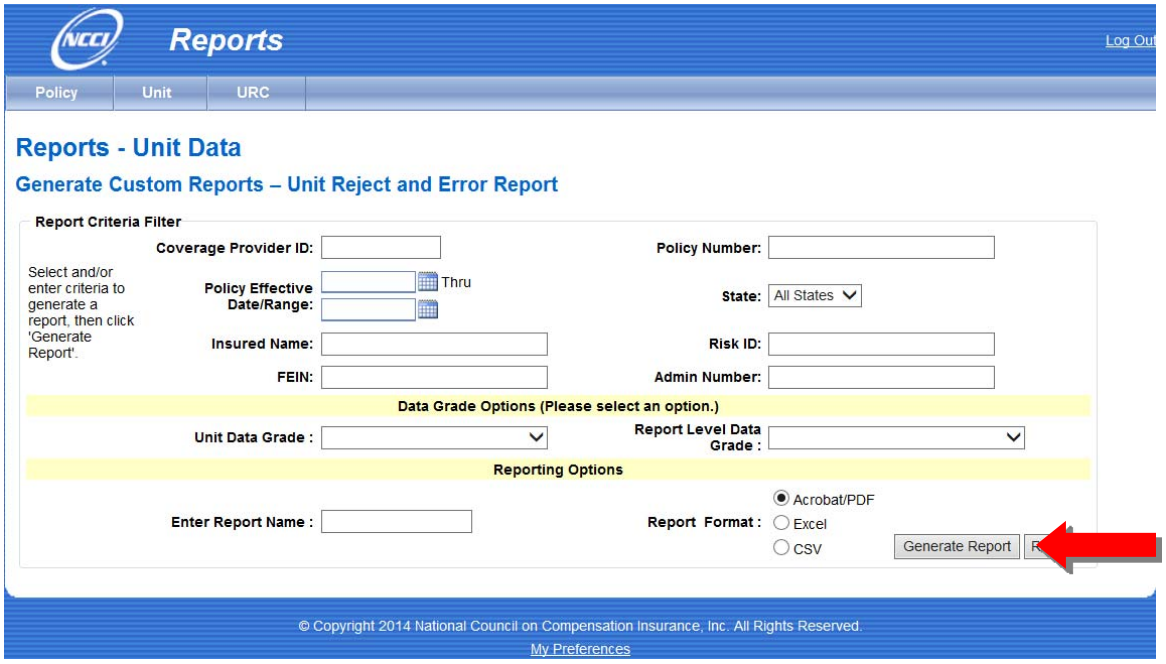
Page 1 of 21

Customer-Generated Reports

- To generate a custom report, click the **Unit** tab on the menu bar, hover over **Reports**, and select **Generate Custom Reports**.

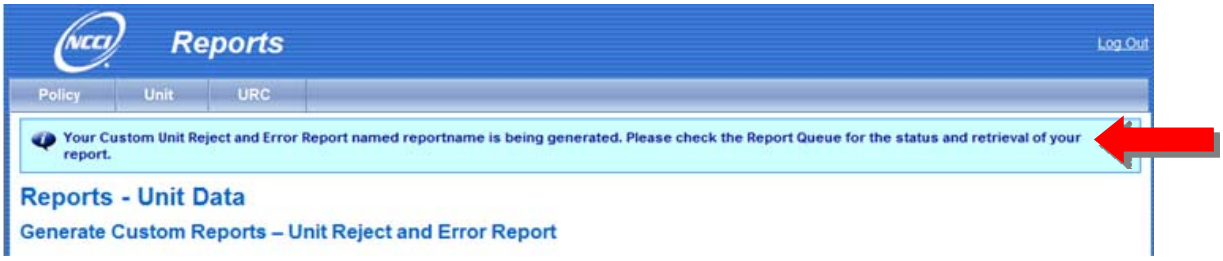


- A new browser opens with the Reports tool, which enables you to run a Unit Reject and Error Report.
- Input the search criteria.
- Enter a report name, select a report format, and click **Generate Report**.

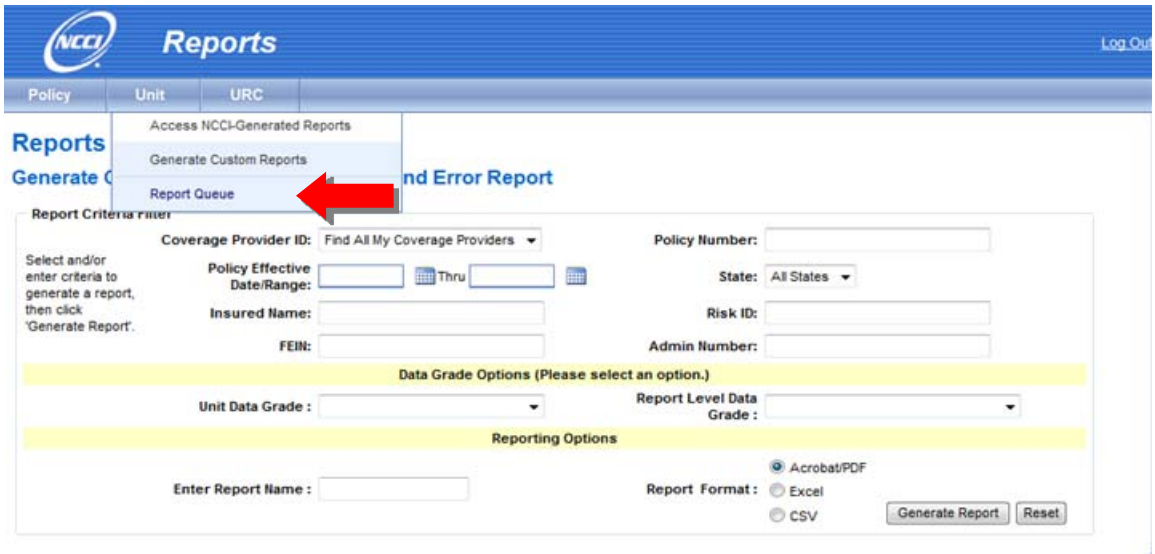


- The report will appear on your screen immediately or go to your Report Queue, depending on how long it takes to generate the report. If the report goes to the queue, a message will appear directing you to go to your Report Queue.

Note: If the report is sent to the Report Queue, an email notification will be sent to the individual who requested the report.



- To access your report, hover over the **Unit** tab and click **Report Queue**.



- To launch the report you want to review, click the icon under **Get Report**.

Additional Features

Print View

The **Unit Report Print/View Queue** feature provides a list of unit reports that you requested to view and/or print, along with the status of each. The Print Status values include Pending, Running, Complete, or Aborted.

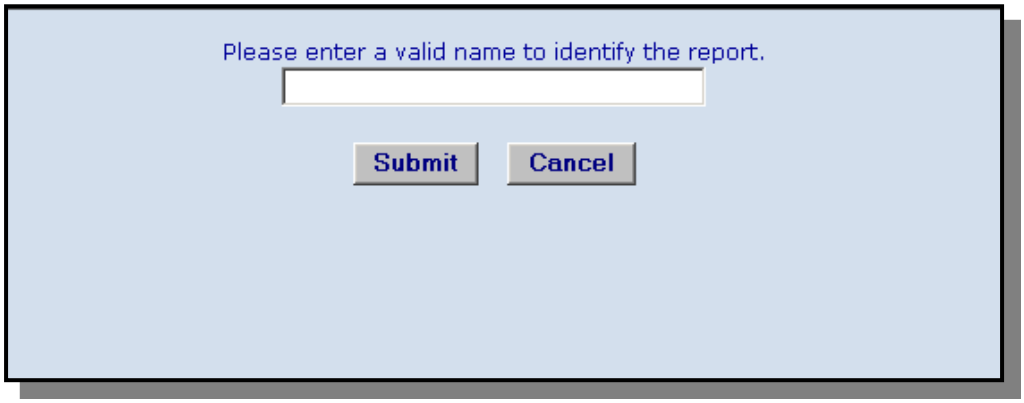
Note: The Unit Report Print/View Queue is purged after one day.

While in a specific unit, you can create an entry in the **Unit Report Print/View Queue** through the **Print View** option on the left side of the screen. You then have the ability to view and/or print the unit report. You can also save the unit report locally and open it later without using a browser.

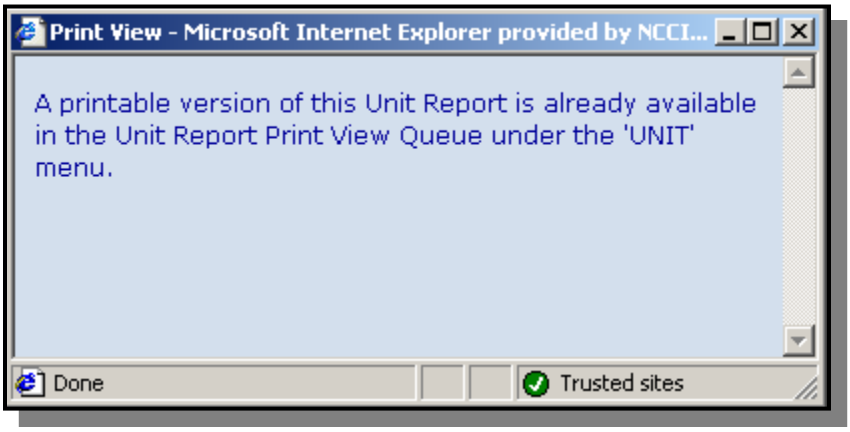
Note: You must have access to Adobe® Acrobat® Reader software to view or print in PDF format.

- Click **Print View** on the left side of the screen.

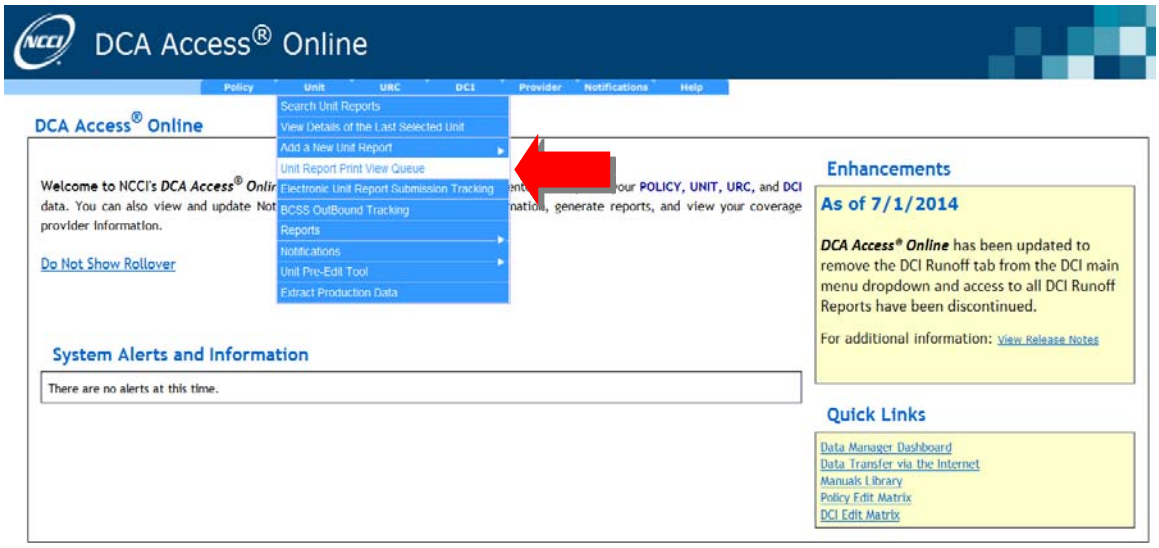
- The following pop-up window appears:



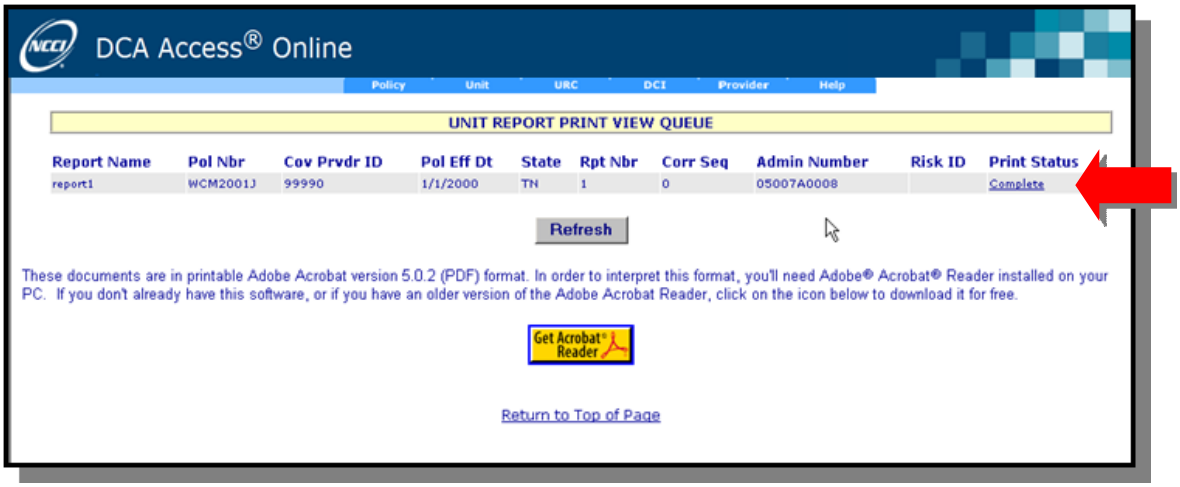
- Type in a report name and click **Submit**.
- The following message appears:



- Click **Unit** on the menu bar.
- Select **Unit Report Print View Queue** from the drop-down menu to view a list of unit reports requested for viewing and/or printing.

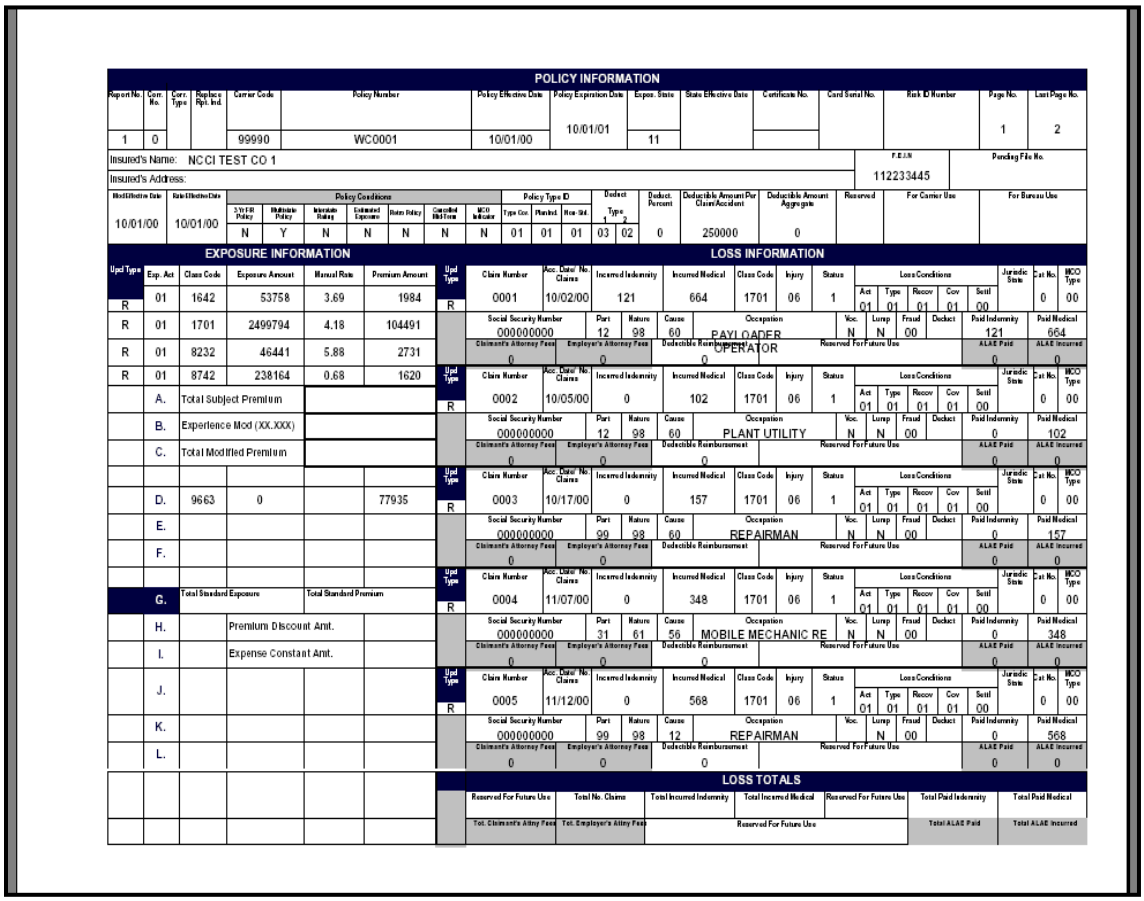


- The list of requested unit reports appears:



- To view and/or print a specific unit report, click **Complete** in the applicable row of the **Print Status** column.

- A pop-up window appears with the selected unit report:



POLICY INFORMATION

Report No.	Corr. No.	Corr. Type	Replace Rpt. Ind.	Carrier Code	Policy Number	Policy Effective Date	Policy Expiration Date	Expos. State	State Effective Date	Certificate No.	Card Serial No.	Rank ID Number	Page No.	Last Page No.
1	0			99990	WC0001	10/01/00	10/01/01	11					1	2

Insured's Name: NCCI TEST CO 1
Insured's Address:
F.E.I.N 112233445
Pending File No.

Mod Effective Date	Rate Effective Date	Policy Conditions: 3-Yr FR Policy	Multistate Policy	Interstate Rating	Estimated Exposure	Rates Policy	Cancelled Mod Form	MCO Indicator	Policy Type ID: Type Cov	Plan Ind.	Rice-Shd.	Deduct Type 1	Deduct Type 2	Deduct. Percent	Deductible Amount Per Claim/Accident	Deductible Amount Aggregate	Reserved	For Carrier Use	For Bureau Use
10/01/00	10/01/00	N	Y	N	N	N	N	N	01	01	01	03	02	0	250000	0			

EXPOSURE INFORMATION

Upd Type	Exp. Act	Class Code	Exposure Amount	Manual Rate	Premium Amount
R	01	1642	53758	3.69	1984
R	01	1701	2499794	4.18	104491
R	01	8232	46441	5.88	2731
R	01	8742	238164	0.68	1620
	A.	Total Subject Premium			
	B.	Experience Mod (XX.XXX)			
	C.	Total Modified Premium			
	D.	9663	0		77935
	E.				
	F.				
	G.	Total Standard Exposure		Total Standard Premium	
	H.		Premium Discount Amt.		
	I.		Expense Constant Amt.		
	J.				
	K.				
	L.				

LOSS INFORMATION

Upd Type	Claim Number	Acc. Date/ No. Claims	Incurred Indemnity	Incurred Medical	Class Code	Injury	Status	Loss Conditions: Act	Type	Recov	Cov	Settl	Juridic State	Cat No.	MCO Type
R	0001	10/02/00	121	664	1701	06	1	01	01	01	01	00		0	00
R	0002	10/05/00	0	102	1701	06	1	01	01	01	01	00		0	00
R	0003	10/17/00	0	157	1701	06	1	01	01	01	01	00		0	00
R	0004	11/07/00	0	348	1701	06	1	01	01	01	01	00		0	00
R	0005	11/12/00	0	568	1701	06	1	01	01	01	01	00		0	00

Claim Number	Social Security Number	Part	Nature	Cause	Occupation	Voc.	Lump	Fraud	Deduct	Paid Indemnity	Paid Medical
0001	000000000	12	98	60	PAYLOADER OPERATOR	N	N	00		121	664
0002	000000000	12	98	60	PLANT UTILITY	N	N	00		0	102
0003	000000000	99	98	60	REPAIRMAN	N	N	00		0	157
0004	000000000	31	61	56	MOBILE MECHANIC RE	N	N	00		0	348
0005	000000000	99	98	12	REPAIRMAN		N	00		0	568

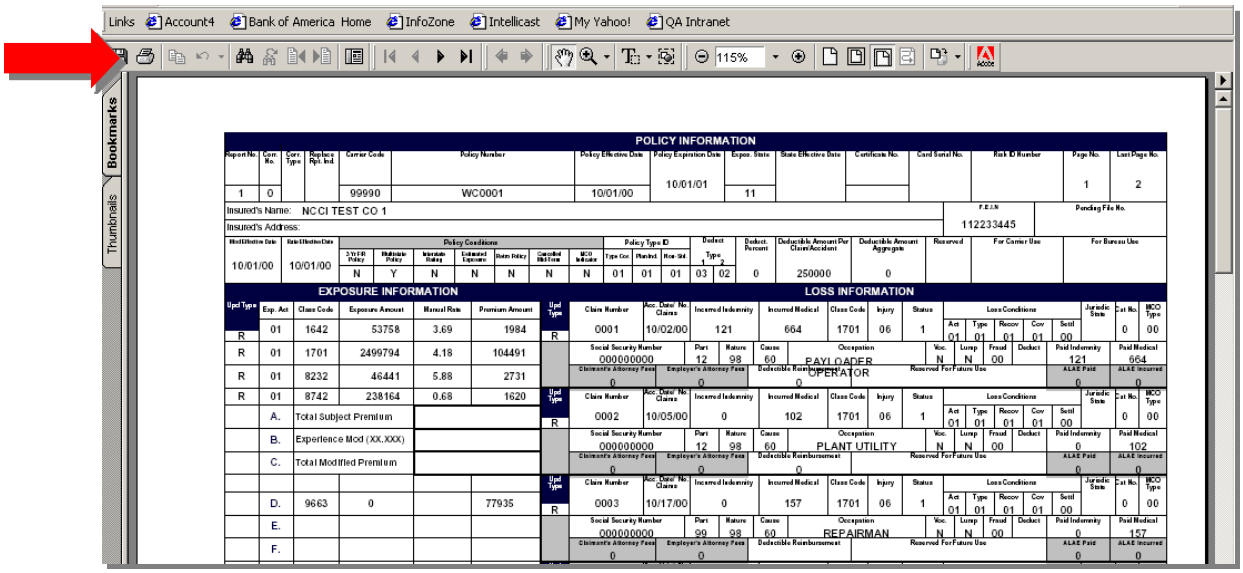
Claim Number	Claimant's Attorney Fees	Employer's Attorney Fees	Deductible Reimbursement	Reserved For Future Use	ALAE Paid	ALAE Incurred
0001	0	0	0		0	0
0002	0	0	0		0	0
0003	0	0	0		0	0
0004	0	0	0		0	0
0005	0	0	0		0	0

LOSS TOTALS

Reserved For Future Use	Total No. Claims	Total Incurred Indemnity	Total Incurred Medical	Reserved For Future Use	Total Paid Indemnity	Total Paid Medical

Tot. Claimant's Attny Fees	Tot. Employer's Attny Fees	Reserved For Future Use	Total ALAE Paid	Total ALAE Incurred

- You can print a copy of the unit report using the print option at the top of the screen.

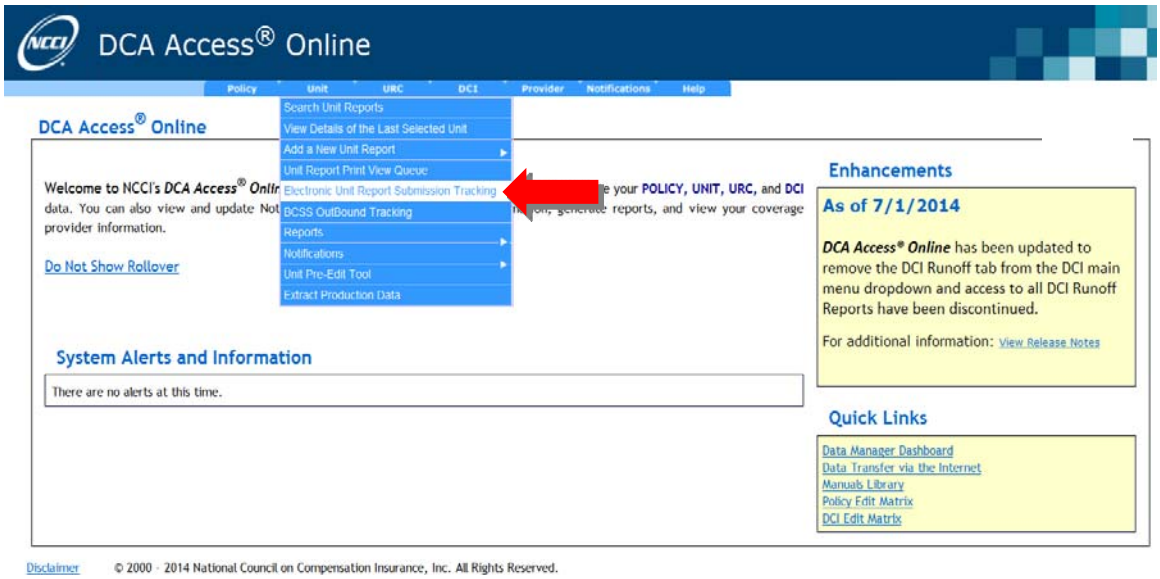


Electronic Unit Report Submission Tracking

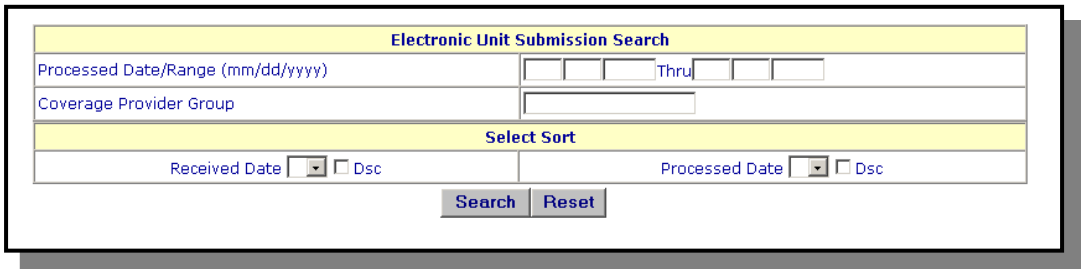
The **Electronic Unit Report Submission Tracking** option allows you to search for Electronic Unit Report Submission(s) based on a date range and to retrieve information about each submission.

Note: Electronic Submission Tracking information is only available for submissions processed on or after April 30, 2001.

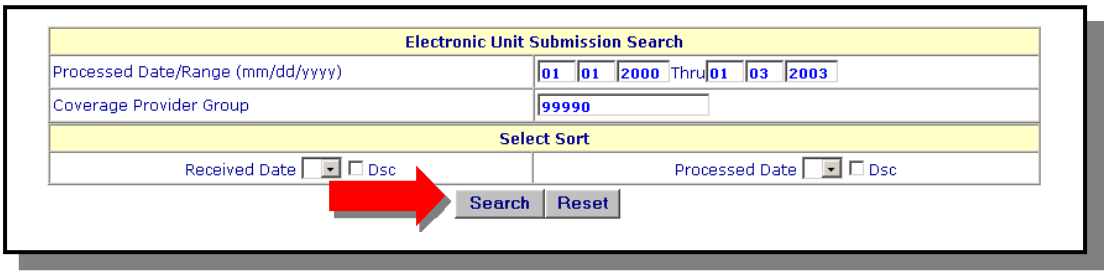
- From the **Unit** tab located at the top of the tool bar, click **Electronic Unit Report Submission Tracking**.



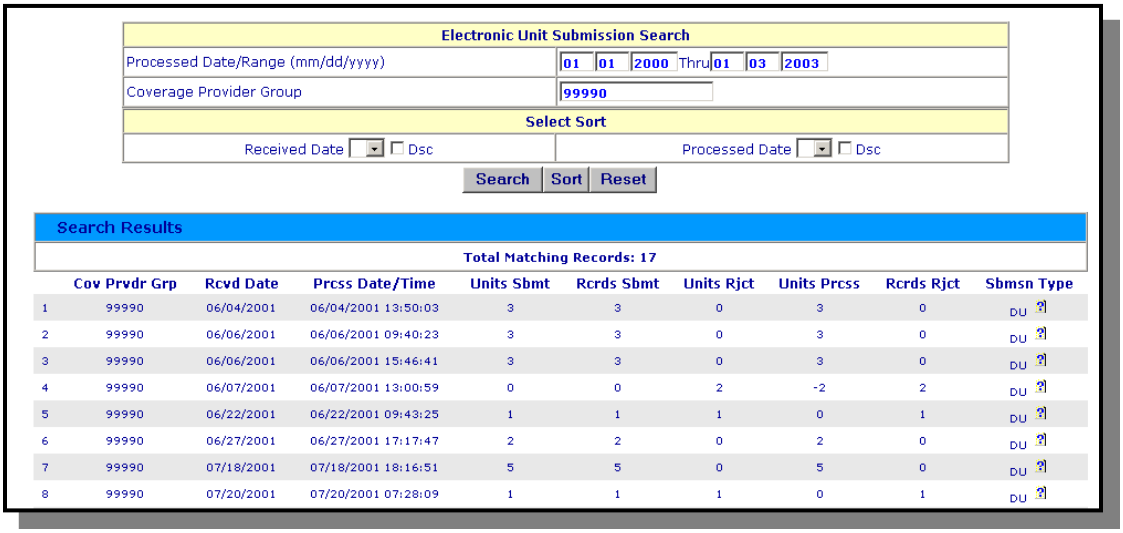
- The following screen appears:



- Input the preferred search criteria and click **Search**.



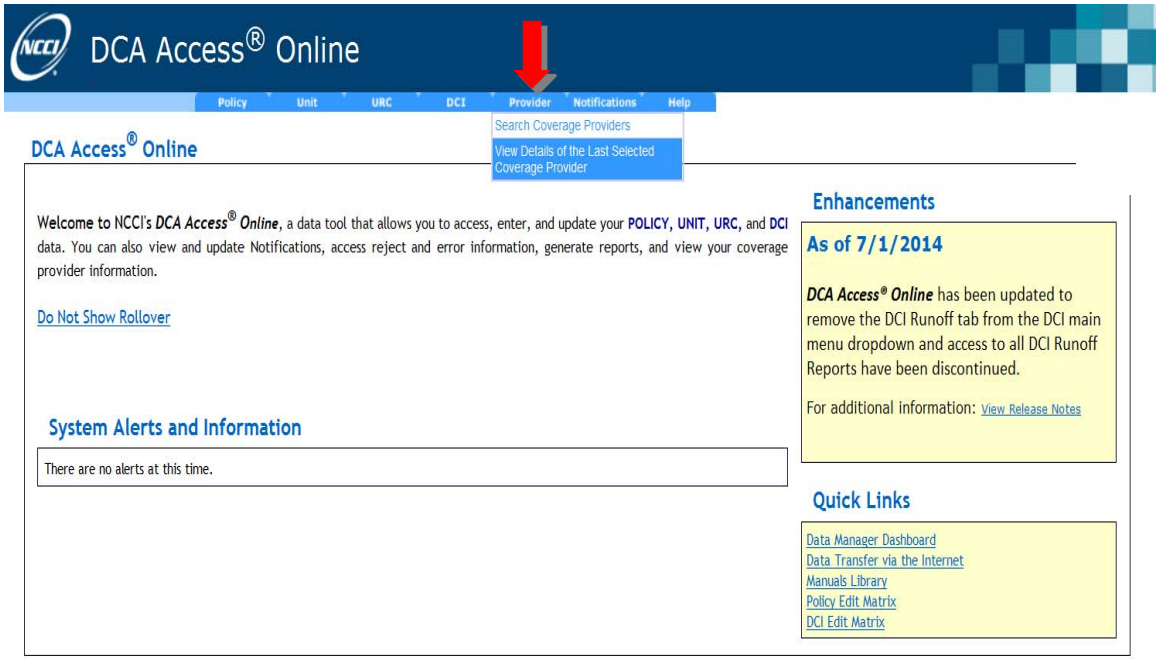
- A screen similar to the one below displays the submissions that NCCI received for a given time period and carrier.



	Cov Prvdr Grp	Rcvd Date	Prcss Date/Time	Units Sbmt	Rcrds Sbmt	Units Rjct	Units Prcss	Rcrds Rjct	Sbmsn Type
1	99990	06/04/2001	06/04/2001 13:50:03	3	3	0	3	0	DU
2	99990	06/06/2001	06/06/2001 09:40:23	3	3	0	3	0	DU
3	99990	06/06/2001	06/06/2001 15:46:41	3	3	0	3	0	DU
4	99990	06/07/2001	06/07/2001 13:00:59	0	0	2	-2	2	DU
5	99990	06/22/2001	06/22/2001 09:43:25	1	1	1	0	1	DU
6	99990	06/27/2001	06/27/2001 17:17:47	2	2	0	2	0	DU
7	99990	07/18/2001	07/18/2001 18:16:51	5	5	0	5	0	DU
8	99990	07/20/2001	07/20/2001 07:28:09	1	1	1	0	1	DU

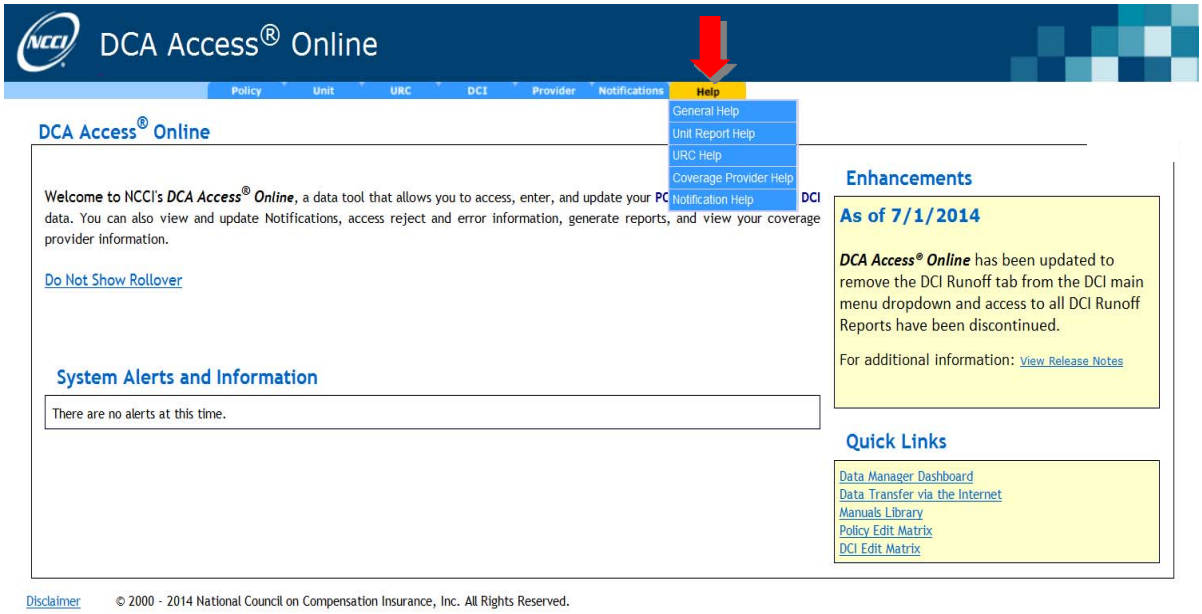
Coverage Provider Features

The **Provider** tab allows you to view coverage providers and associated detailed information.

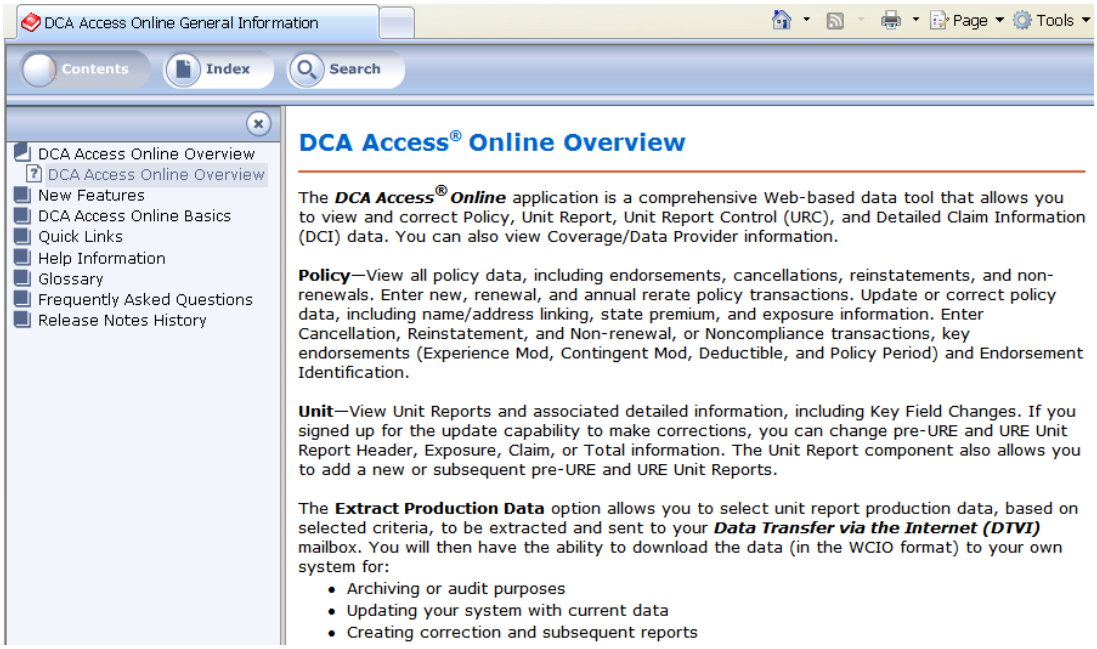


Help—General Help

Help is accessible throughout the ***DCA Access® Online*** application through the **Help** button, located at the top of your screen.



- After clicking **General Help**, the following screen appears:



- The **Help** menu allows you to view product information, frequently asked questions, and a 300-term glossary.

Notes

Supplemental Information

Presenter Biographies

Elizabeth Williams has worked at NCCI for 27 years, currently in the Data Validation Department of the Data Resources Division. Her primary role as a lead data analyst is to assist coworkers with system-related issues as well as coordinate the creation, implementation, and testing of ***DCA Access® Online***—Unit Notifications and Ratemaking Validation Access (RMV) enhancements.

During her tenure at NCCI, Liz has also held positions in Customer Operations and Experience Rating.

Karen Lancaster has 19 years of experience in the insurance industry, including 6 years of insurance company experience and 13 years with NCCI. Her primary role as lead data analyst for the Unit Validation Team is to ensure the availability of quality data for use in NCCI loss cost and rate filings.

During her tenure at NCCI, Karen has also held positions in Customer Operations and Experience Rating.

Randy Bloom has worked at NCCI for 29 years, currently in the Data Collection Department of the Data Resources Division. His primary role is as ***DCA Access® Online*** lead, ***Financial Data Collection*** project lead, and unit production support, which entails assisting coworkers with ***DCA Access® Online*** and unit system issues as well as coordinating the creation, implementation, and testing of ***DCA Access® Online*** and ***Financial Data Collection*** enhancements and unit edit enhancement and fixes.

During his tenure at NCCI, Randy has also held positions in Customer Operations, Human Resources, Finance, Marketing, and Underwriting Support.

Sylva Ghazarian has worked at NCCI for 25 years and is currently with the Data Operations Department of NCCI's Data Resources Division. Sylva's primary role is unit production lead, and her responsibilities include resolving unit system issues as well as coordinating the creation, implementation, and testing of unit edit enhancements and fixes.

During her tenure at NCCI, Sylva has held positions in Residual Markets, Customer Operations, and Data Resources.