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 (DTVl)** 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:

  ![URC Policy Status Information](image)

  **URC Message**

  Please note that submitting this transaction results in direct processing to NCCI's database. This will only activate/deactivate a URC policy; it will NOT reinstate/cancel a policy.

  **URC Policy Status Information**

  - **Policy Number:** WCE1001
  - **Cov Provider ID:** 99990
  - **Policy Eff Date:** 01/01/2010
  - **Primary Name:** INSUREDS NAME
  - **Policy Status:** Active
  - **Last Activity Date:** 10/28/2014 4:24:56 PM
  - **User ID:** 1129466
  - **Activate Reason:** ONLINE DCA URC UPDATE, POLICY ACTIVATE
  - **Deactivate Reason:**

  ![Update URC Policy Status](image)
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:

The URC policy status has been successfully changed. Please refresh the URC search screen to view the updated information.

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:

  ![Change URC Key Fields](image)

  - 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:

![URC Message]

The URC policy information has been successfully changed. Please refresh the URC search screen to view the updated information.

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.

**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.

<table>
<thead>
<tr>
<th>State(s)</th>
<th>State Status</th>
<th>Report Level Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Pol Nbr</th>
<th>Insured Name</th>
<th>Cov Povdr ID</th>
<th>Cov Eff Dt</th>
<th>Pol Eff Dt</th>
<th>Pol Exp Dt</th>
<th>FEIN</th>
<th>Risk ID</th>
<th>Firm ID</th>
<th>Pol Term Cd</th>
<th>Pol Lvl Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WCX:001</td>
<td>99990</td>
<td>01/01/2000</td>
<td>01/01/2010</td>
<td>000000000</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pol Nbr</th>
<th>Insured Name</th>
<th>Cov Povdr ID</th>
<th>Cov Eff Dt</th>
<th>Pol Eff Dt</th>
<th>Pol Exp Dt</th>
<th>FEIN</th>
<th>Risk ID</th>
<th>Firm ID</th>
<th>Pol Term Cd</th>
<th>Pol Lvl Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>WCX:001</td>
<td>99990</td>
<td>01/01/2010</td>
<td>01/01/2010</td>
<td>11233445</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
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:

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](image_url)

**Policy Conditions**

- MCO Policy: N
- Retrospective Rated: N
- Interstate Rated: N
- 3-Yr Fixed (Term): N
- Multistate: N
- Estimated Audit Code: N

**Deductibles**

- Losses Sub/Ded: 00
- Basis/Ded Cal: 00
- Percent: 0%
- Per Claim/Event: 00
- Aggregate: 00
- Net Ded Class: N

**Submitted On**

- 10/20/2014

**Processed On**

- 10/20/2014

**Released On**

- 10/20/2014

**Pending Admin Nbr**

- 1129466

**Replacement Report Nbr**

- N

**Bureau Sent On**

- 10/20/2014

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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:

  ![URC Message]

  Please note that submitting this transaction results in direct processing to NCCI’s database. This will only add a state to the URC information; it will not endorse the policy.
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:

![URC Message]

The URC state has been successfully added to the URC information. Please refresh the URC search screen to view the updated information.

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:

<table>
<thead>
<tr>
<th>Expected Report</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overdue Report</td>
<td>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.</td>
</tr>
</tbody>
</table>

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:

![Unit Search Screen]

Enhancements

As of 7/1/2014

DCA Access® Online has been updated to remove the DDI Runoff tab from the DDI main menu drop-down and access to all DDI Runoff Reports have been discontinued. For additional information: www.henate.com

Quick Links

- How to Download
- User Support Questions
- Training on the Internet
- Manual Library
- Submit Unit Data
- Unit Data Status
- My Unit Data

Select Part

- Policy Year
- Insured Name
- Cov. Period
- Peril Event
- Name
- Unit Data
- Unit Data
- Multi-Year
- Multi-Year

[Additional information on how to use the Unit Search screen provided here]
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.
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:
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.
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.

The following pop-up window appears:

![Unit Report Exposure Message]

Are You Sure You Want To Delete This Transaction?

- Yes
- No

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:

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.

Additional claim information is located here.
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:

![Unit Report Claim Message]

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:

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.

#### EXPOSURE Totals

<table>
<thead>
<tr>
<th>PREVIOUS:</th>
<th>REVISED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Exposure:</td>
<td>$0</td>
</tr>
<tr>
<td>Non-Standard Exposure:</td>
<td>$0</td>
</tr>
<tr>
<td>Subject Premium:</td>
<td>$0</td>
</tr>
<tr>
<td>Standard Premium:</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### CLAIM Totals

<table>
<thead>
<tr>
<th>PREVIOUS:</th>
<th>REVISED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Claims:</td>
<td>3</td>
</tr>
<tr>
<td>Incurred Indemnity:</td>
<td>$0</td>
</tr>
<tr>
<td>Incurred Medical:</td>
<td>$0</td>
</tr>
<tr>
<td>Incurred ALE:</td>
<td>$0</td>
</tr>
<tr>
<td>Paid Indemnity:</td>
<td>$0</td>
</tr>
<tr>
<td>Paid Medical:</td>
<td>$0</td>
</tr>
<tr>
<td>Paid ALE:</td>
<td>$0</td>
</tr>
<tr>
<td>Claimant’s Atty Fees:</td>
<td>$0</td>
</tr>
<tr>
<td>Employer’s Atty Fees:</td>
<td>$0</td>
</tr>
</tbody>
</table>

Total Nbr of Records: 0  Total Data Grade: 6  Total Nbr of Records: 6
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 Errors** link.

The following pop-up window appears:

---

<table>
<thead>
<tr>
<th>Report Nbr:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Data Grade 4 Errors:</td>
<td>0</td>
</tr>
<tr>
<td>Total Number of Data Grade 5 Errors:</td>
<td>2</td>
</tr>
</tbody>
</table>

**CLAIM ERRORS**

<table>
<thead>
<tr>
<th>Error</th>
<th>Edit Nbr</th>
<th>Int/Ext</th>
<th>Data Grade</th>
<th>Claim Nbr</th>
<th>Acct Dt</th>
<th>Class</th>
<th>Updt Type</th>
<th>Act Cl</th>
<th>Inj Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0041</td>
<td>0001-02</td>
<td>INT</td>
<td>5</td>
<td>CLAIM2C</td>
<td>1/2/2011</td>
<td>8742</td>
<td>A</td>
<td>01</td>
<td>06</td>
</tr>
</tbody>
</table>

**Error Description:** Date must be greater than or equal to the policy effective date and less than or equal to the policy expiration date - accident date

**Rptd Value:** 20110102

<table>
<thead>
<tr>
<th>Error</th>
<th>Edit Nbr</th>
<th>Int/Ext</th>
<th>Data Grade</th>
<th>Claim Nbr</th>
<th>Acct Dt</th>
<th>Class</th>
<th>Updt Type</th>
<th>Act Cl</th>
<th>Inj Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>0360-54</td>
<td>EXT</td>
<td>5</td>
<td>CLAIM2C</td>
<td>1/2/2011</td>
<td>8742</td>
<td>A</td>
<td>01</td>
<td>06</td>
</tr>
</tbody>
</table>

**Error Description:** Corresponding exposure class code is missing for this loss record - class code

**Rptd Value:** 8742
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.

**Unit Message**

**Header Information Has Been Successfully Added**

Please note: Submit button must be clicked for all changes to be processed. You MUST SUBMIT these changes within 24 hours or the changes will expire and must be reentered.
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 ExpDt, 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.

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

```
Please enter a valid name to identify the report.

Submit  Cancel
```

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

```
A printable version of this Unit Report is already available in the Unit Report Print View Queue under the 'UNIT' menu.
```
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:

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:

```
Electronic Unit Submission Search
Processed Date/Range: (mm/dd/yyyy)
Coverage Provider Group

Select Sort
Received Date Asc Desc
Processed Date Asc Desc

Search Reset
```
• 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.
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.
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.