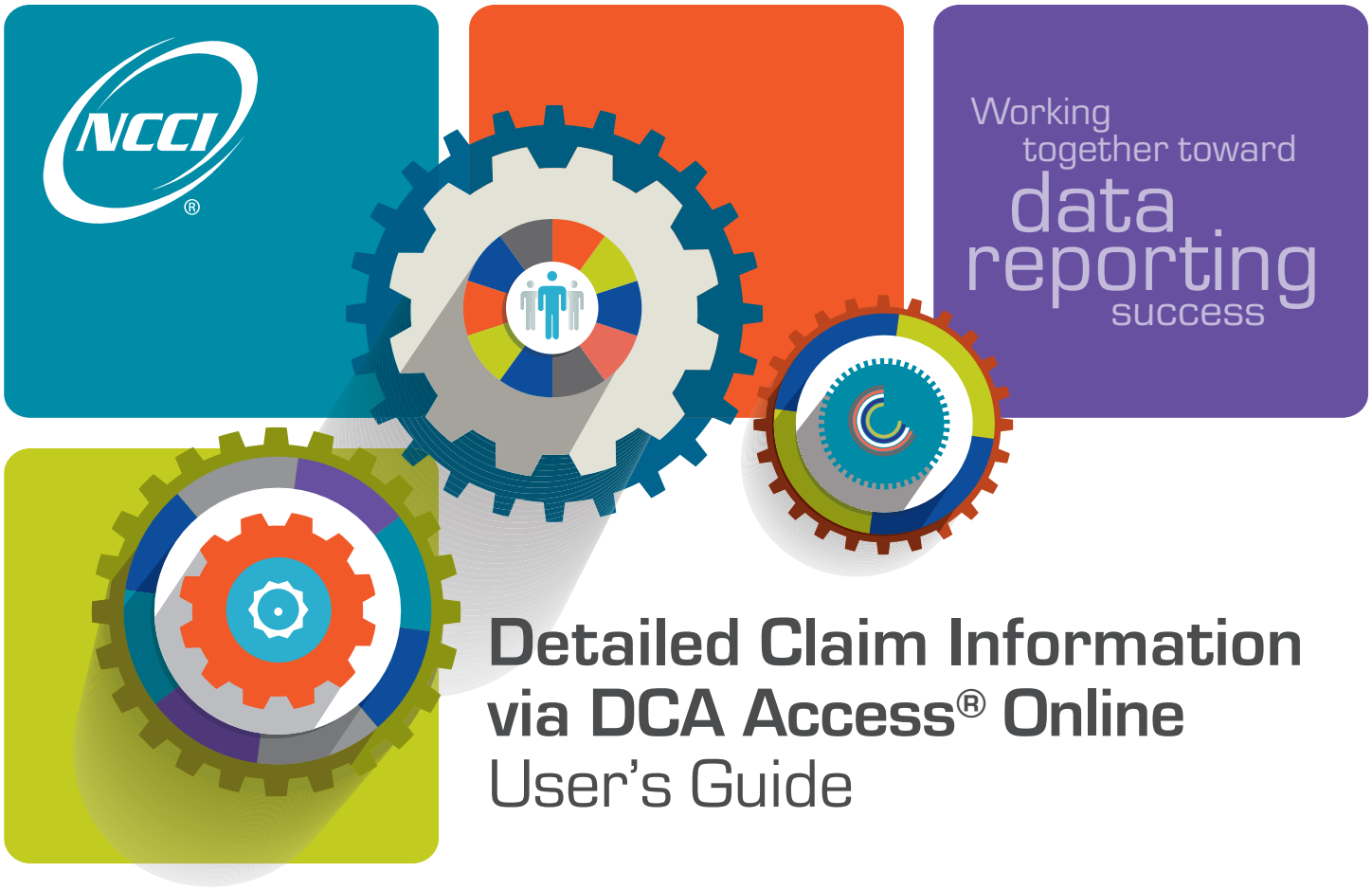

Detailed Claim Information via DCA Access® Online
User's Guide

2015 Data Educational Program

January 27–30, 2015

Palm Beach County Convention Center
West Palm Beach, FL

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Overview

Data Overview—Detailed Claim Information (DCI)

- The Call for Detailed Claim Information (DCI) is a data collection program monitored by NCCI, whereby insurance companies furnish specific information on workers compensation indemnity claims for NCCI and independent bureau states.
- Carriers are required to report all Death and Permanent Total disability claims along with a specified percentage of open and closed indemnity claims per state sampling ratio table.
- If indemnity benefits have been incurred or reserved as of loss valuation, the claim may be eligible for reporting.
- For NCCI states, the 18-month valuation report level must be sent to NCCI within 90 days after the valuation date. For Texas, the initial reporting occurs with the 6-month valuation report level.
- Subsequent valuations must take place every 12 months thereafter until the claim is closed, has reached the 138-month report level, or has been reclassified as:
  - Medical-only
  - Federal Act
  - Non-DCI jurisdiction state
- Error-Free and DCI reports containing default errors will be placed on the production database. Reports that reject continue to be expected and may be considered overdue.

DCI Process Flow

- DCI reports are submitted to NCCI.
- The claim records go through NCCI's editing process.
- DCI Submission Results Report is produced.
- DCI data that rejects remains in the staging database until the specific report is corrected and resubmitted, reaches 120 days from the submission date, or the carrier opts to delete the reject from the system.
- DCI data with default errors moves to the production database awaiting possible correction.
- ***Detailed Claim Information*** via ***DCA Access® Online*** displays both production data and rejected data.

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Detailed Claim Information via DCA Access® Online

Detailed Claim Information via ***DCA Access® Online*** is a comprehensive Web-based tool used to easily search, view, and print claims with a Reported to Insurer Date of September 2009 and later. Subscribing to the update capabilities in ***Detailed Claim Information*** via ***DCA Access® Online*** allows you to add, update, and delete DCI claims. You can:

- Add subsequent valuation report levels for NCCI states and Texas
- Pre-edit your data online prior to submitting the file to production
- Replace DCI claims online
- Update and resubmit rejected claims online
- Import DCI data files for processing

Additional benefits include:

- Available to NCCI affiliates at no charge via **ncci.com**
- Instant access to claims with a Reported to Insurer Date of September 2009 and later
- Viewing/printing DCI reports
- Online tracking of claims that have been accepted OR rejected
- Real-time processing of online submissions
- Electronic file of your transactions returned in a data file to your ***Data Transfer via the Internet*** mailbox for updating your database

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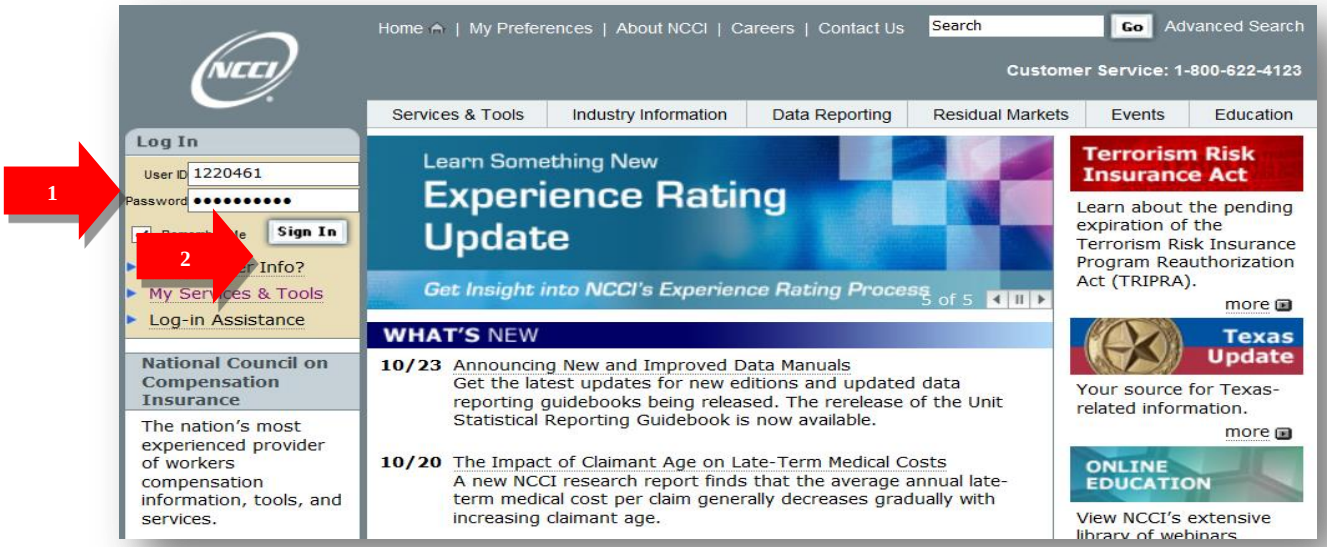
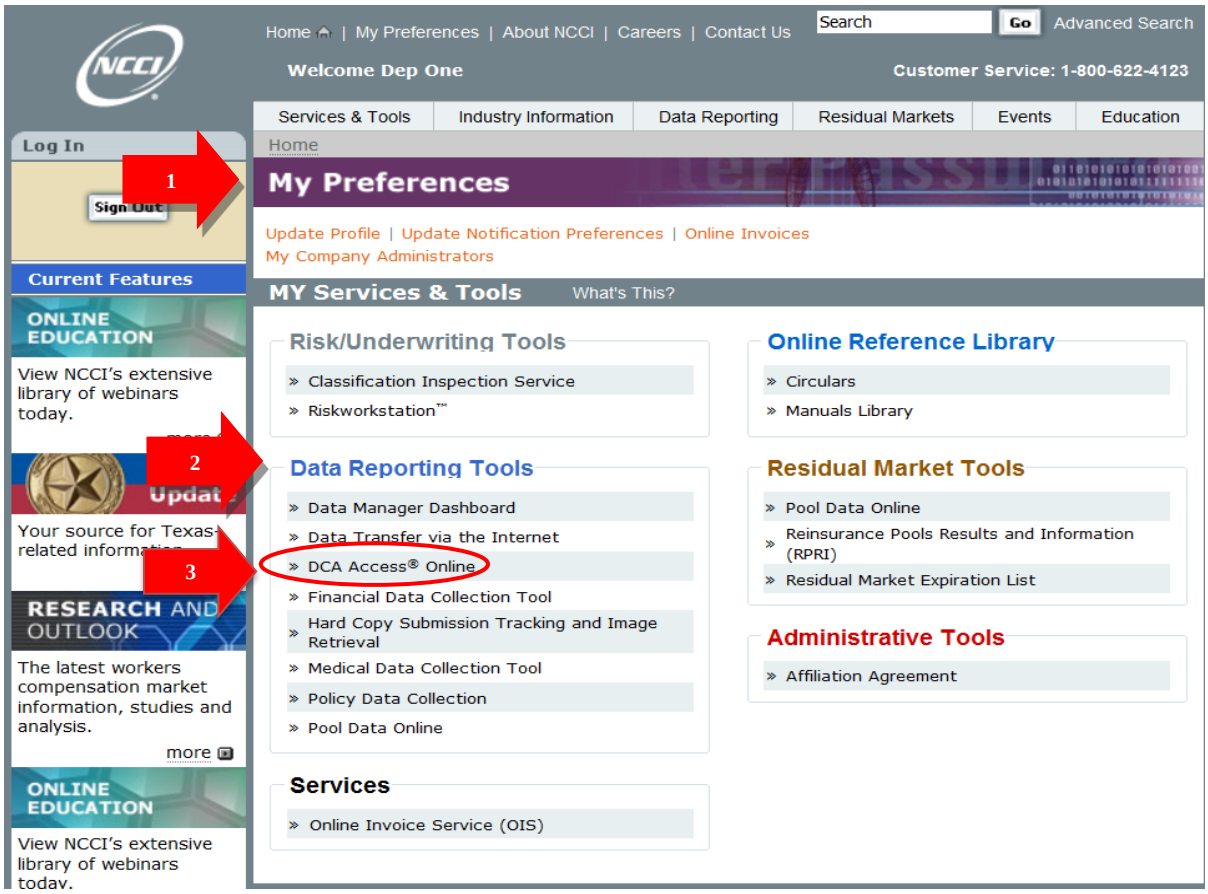
DCA Access® Online—Logging In

- From the **ncci.com** home page, enter your **User ID** and **Password** in the **Log In** box (1). Check the **Remember Me** box and click **Sign In** (2).



- To access the ***Detailed Claim Information*** tool, go to **My Preferences** (1) and, under **Data Reporting Tools** (2), click **DCA Access® Online** (3).



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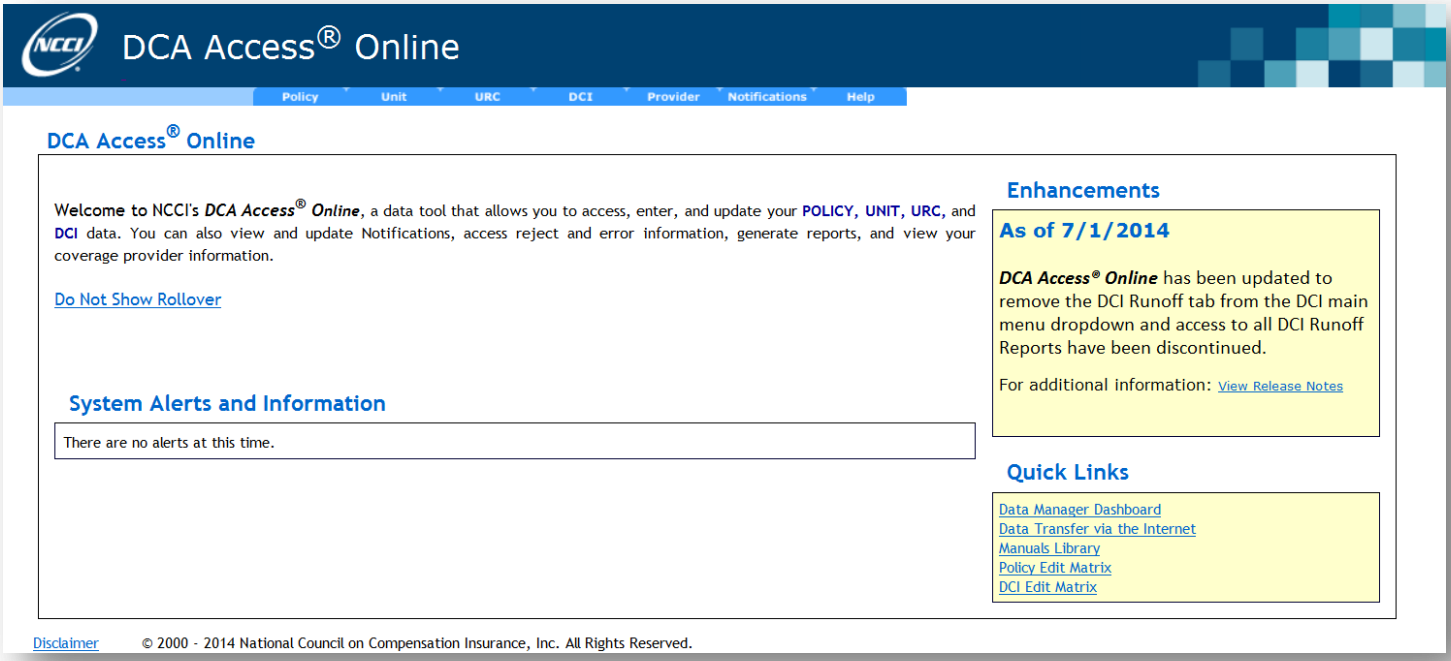
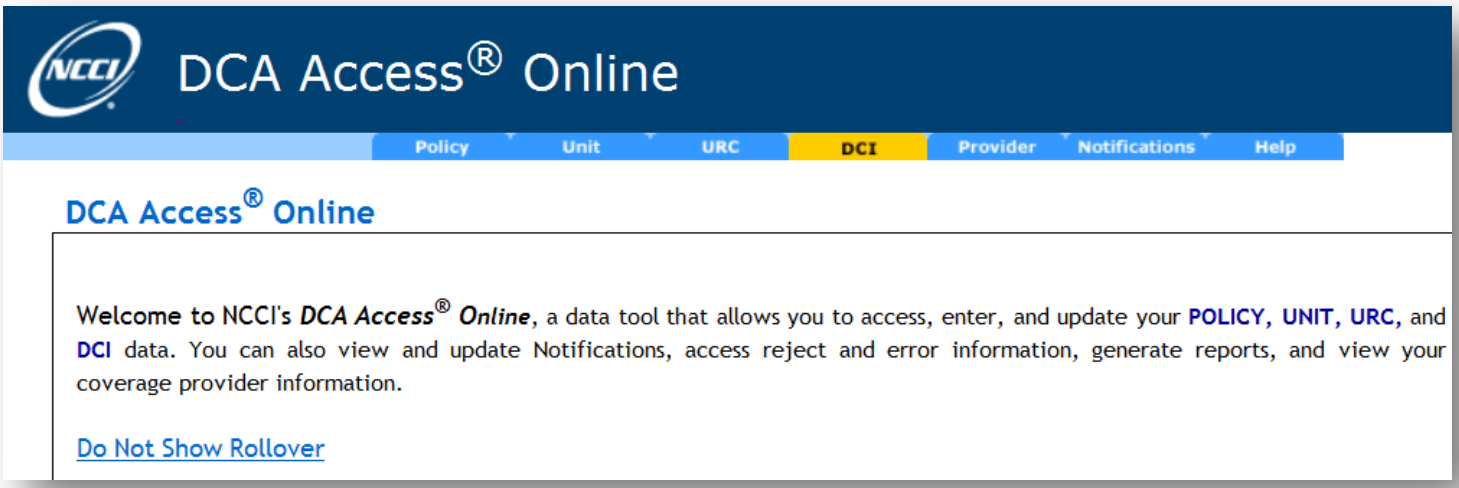
DCA Access® Online—Home Page Features

- The ***DCA Access® Online*** main page displays.



- Click the **DCI** tab.



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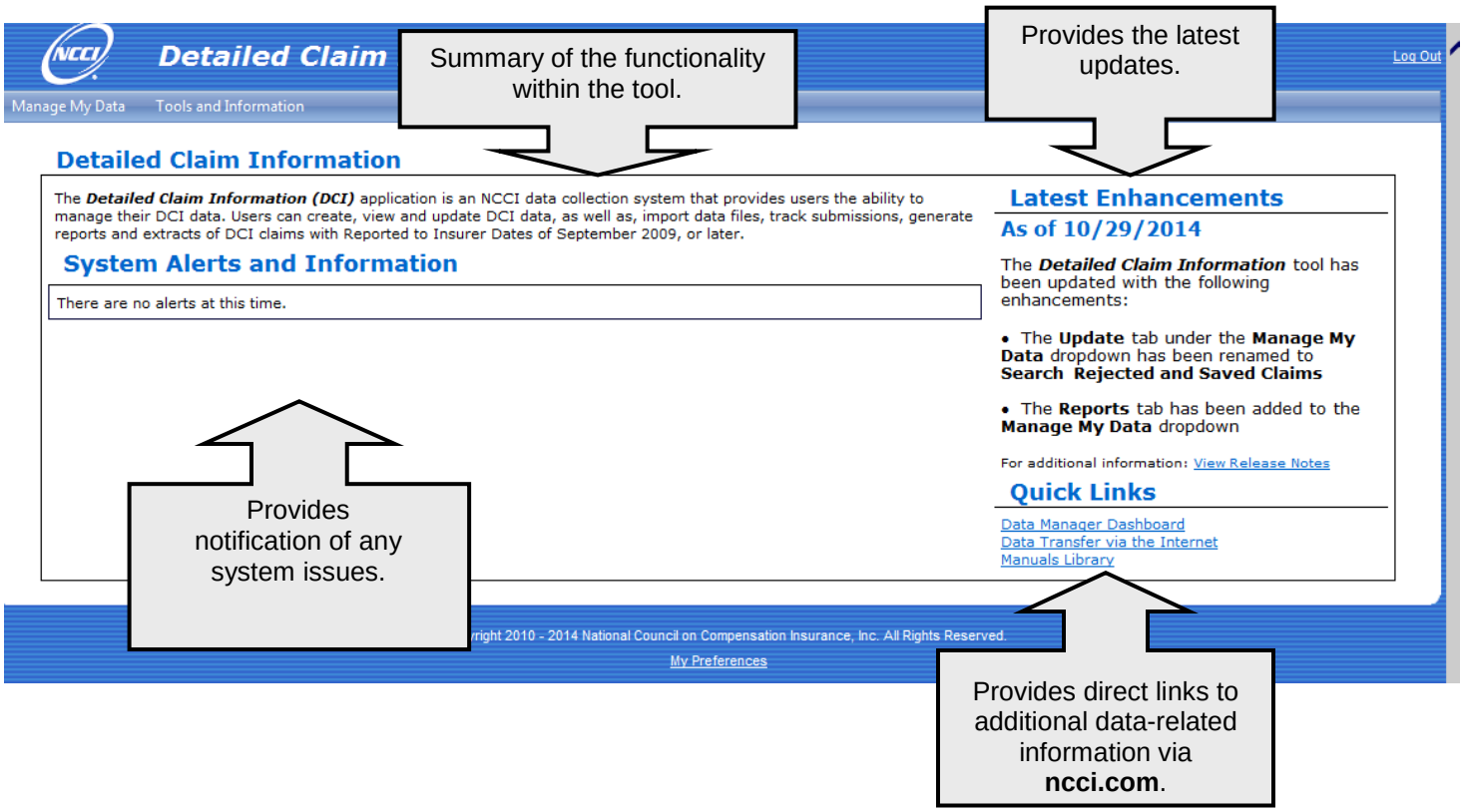
- You will be brought to the ***Detailed Claim Information*** tool.
- From this main page, you can access data for all claims with a Reported to Insurer Date of September 2009 and later.
- See below for a breakdown of each of the sections on the ***Detailed Claim Information*** tool's main page.



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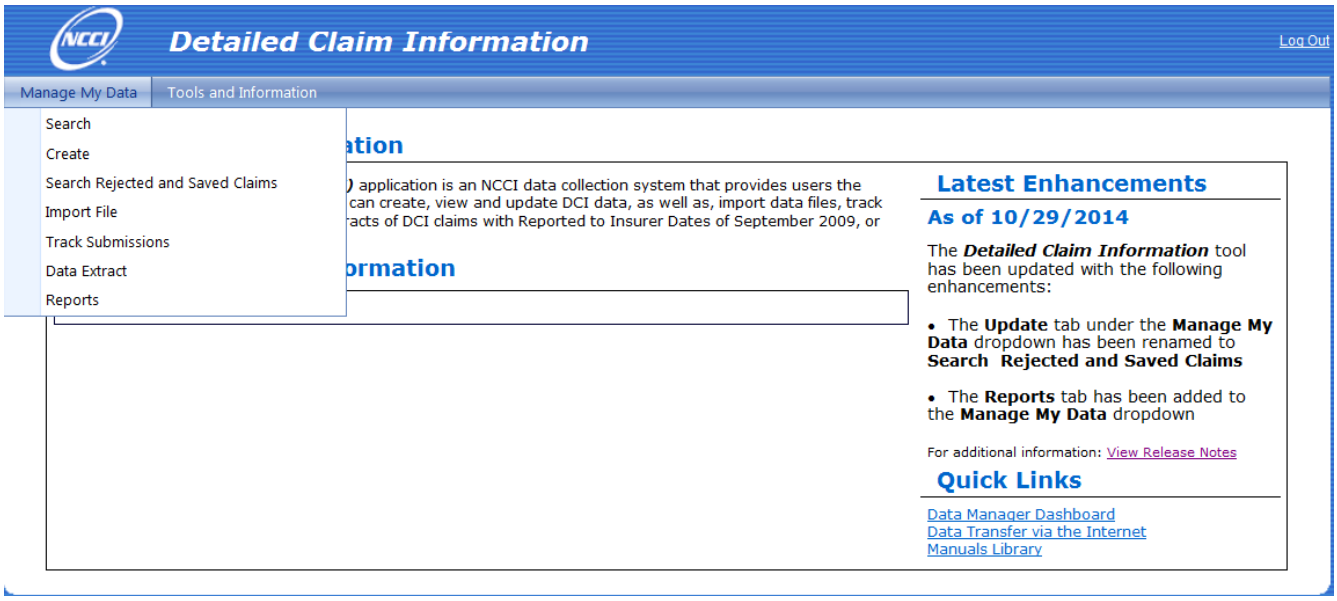
Detailed Claim Information Tool's Menu Option

The ***Detailed Claim Information*** tool's **Manage My Data** menu option allows you to search and view Detailed Claim Information that is in NCCI's production and staging databases. If you signed up for the update capability, you can create new claims, enter subsequent and replacement claims, and update and resubmit rejected data.



Manage My Data also allows you to:

- Import your DCI file through the tool (using the proper naming convention) to submit your data to production
- Pre-edit your claim data prior to submitting your production file
- Track the status of your submissions to see whether they have been accepted or rejected
- Extract claim data from our database to update your systems or to create subsequent reports
- View NCCI-Generated Reports

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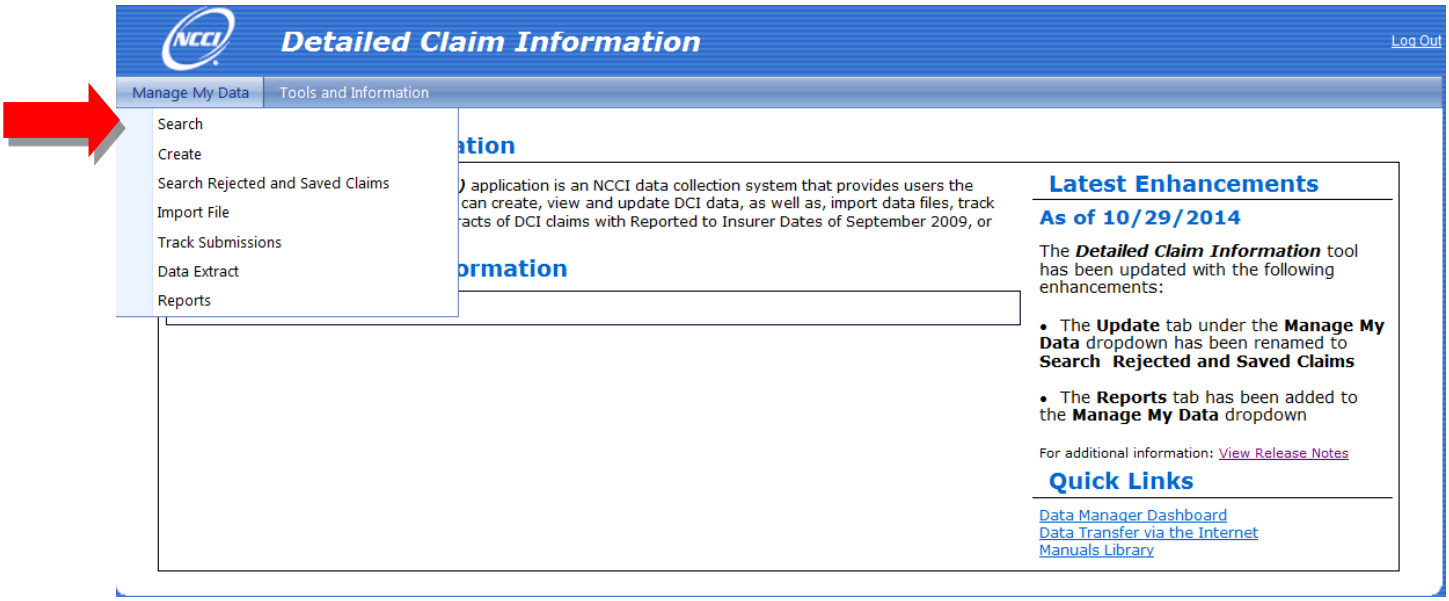
Manage My Data—Search

The **Search** option allows you to:

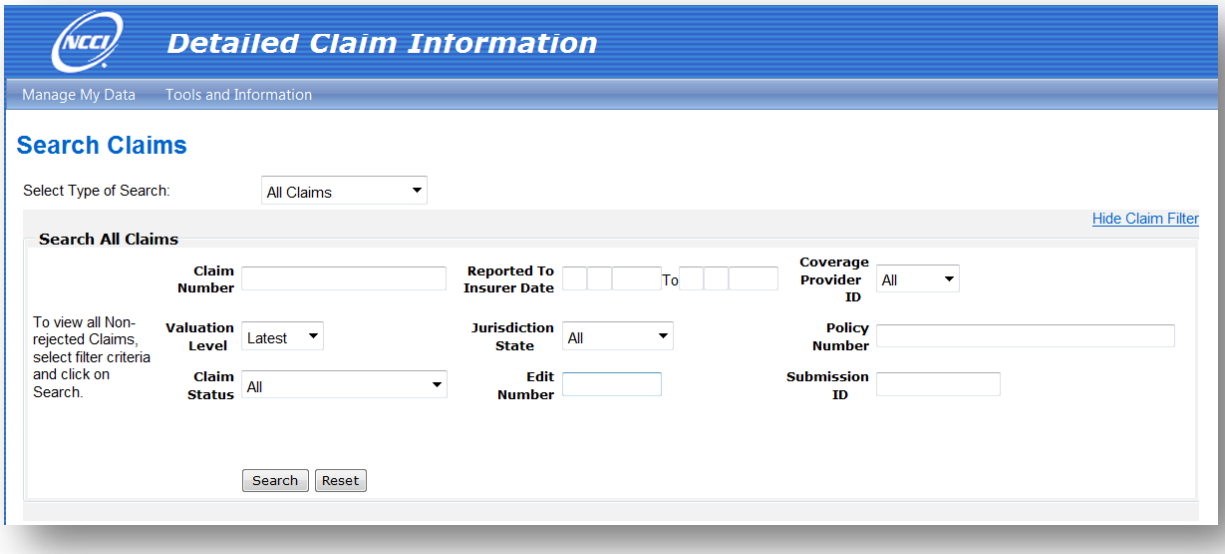
- Locate **All Claims**, **Expected Claims**, and **Overdue Claims** from NCCI's database
- View Claim Detail
- Create Subsequent Reports
- Create Replacement Reports
- Delete Claims
- Generate DCI Reports

Locating DCI Claims

- To locate claims in the ***Detailed Claim Information*** tool, select **Search** from the **Manage My Data** drop-down menu.



- The following search screen displays.



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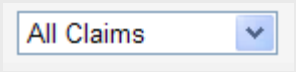
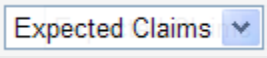
- You have several options when performing a search from the search screen:



Select **All Claims** from the drop-down menu to view all claims within a selected search criteria with an RTI date of September 2009 and later—including original, subsequent, and replacement reports—that have been accepted by NCCI.

Texas Note: Search includes all claims with an RTI date of September 2010 and later.

Select **Overdue Claims** from the drop-down menu to view subsequent reports that were due to NCCI but not received.



Select **Expected Claims** from the drop-down menu to view subsequent reports that are to be valued or are due to NCCI.

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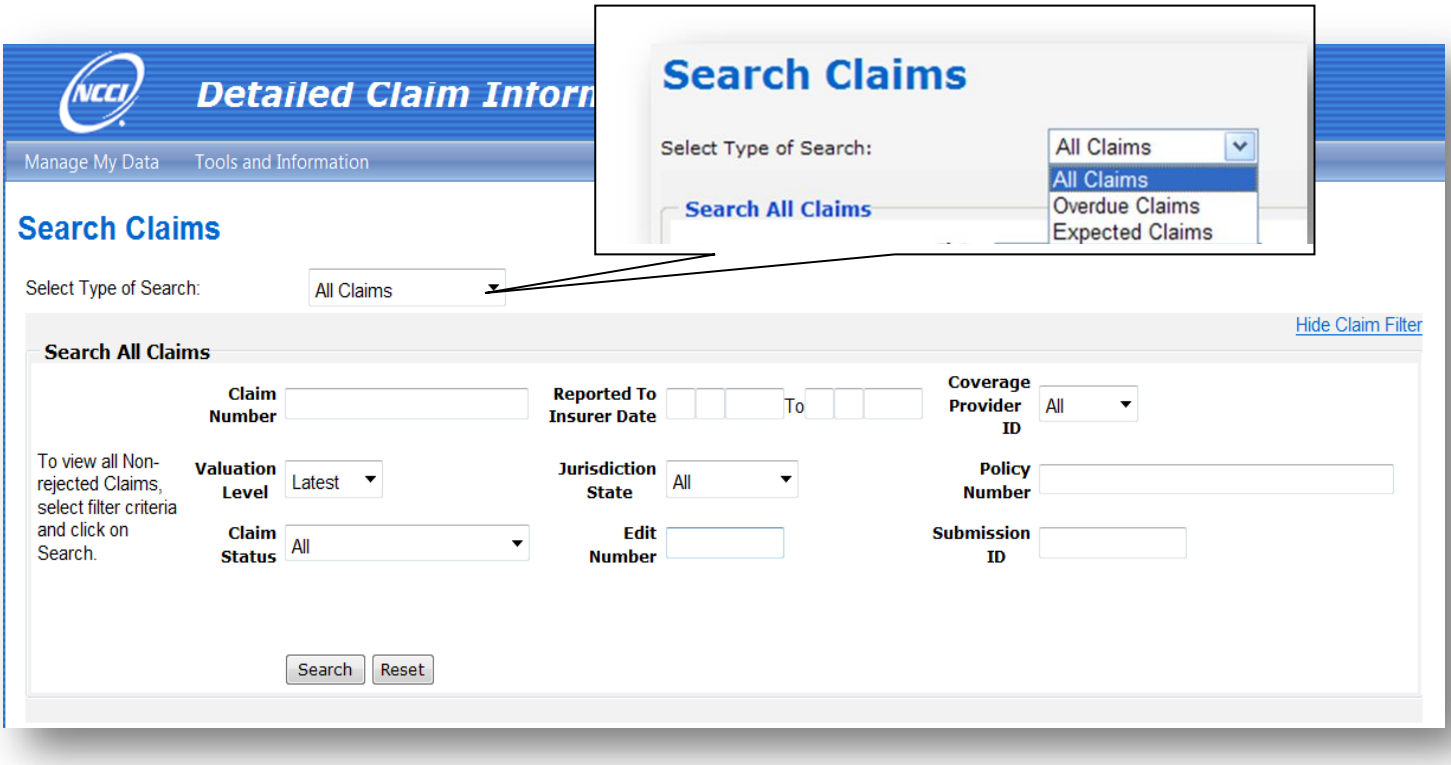
- To perform a general search, select **All Claims** from the drop-down menu.



- The Search Claims screen offers the following filter criteria:
  - Claim Number
  - Reported to Insurer Date (range)
  - Coverage Provider ID
  - Valuation Level
  - Jurisdiction State
  - Policy Number
  - Claim Status
  - Edit Number
  - Submission ID

To search using **All Claims**, enter the Claim Number, Policy Number, or Reported to Insurer Date. Additional fields are optional.

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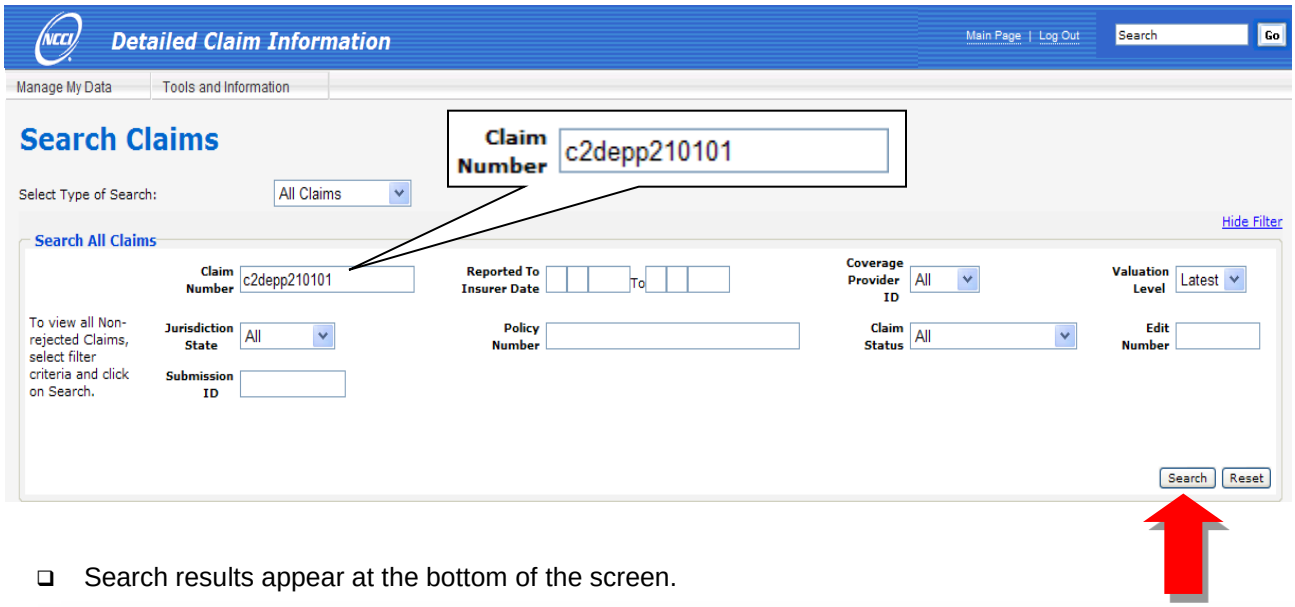
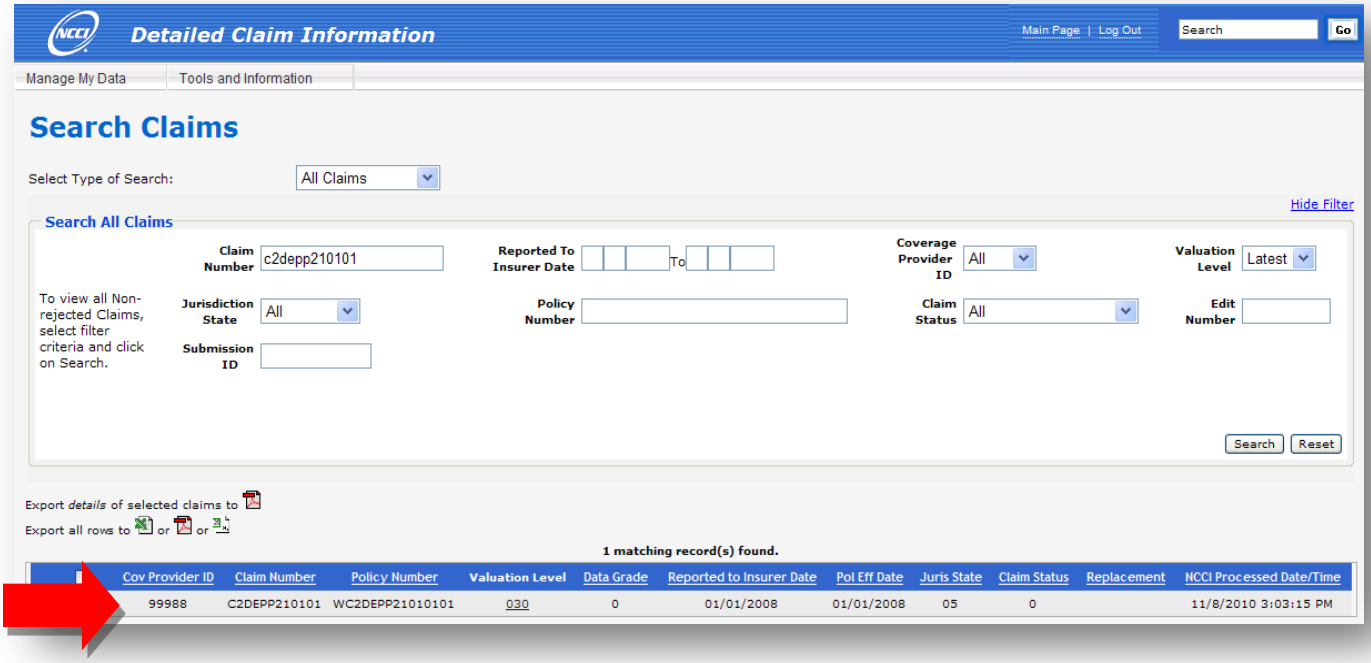
- Enter your search criteria, such as **Claim Number** (see below), and click **Search**.



- Search results appear at the bottom of the screen.



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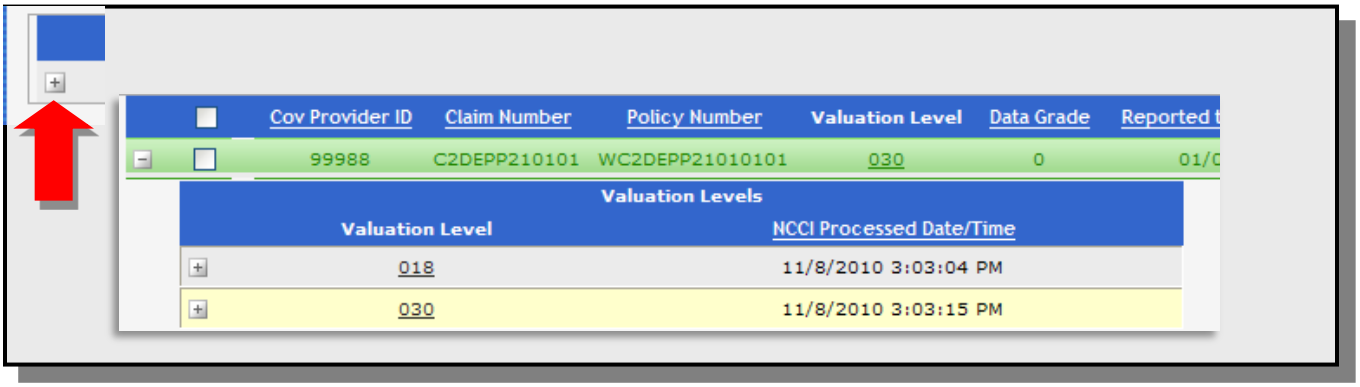
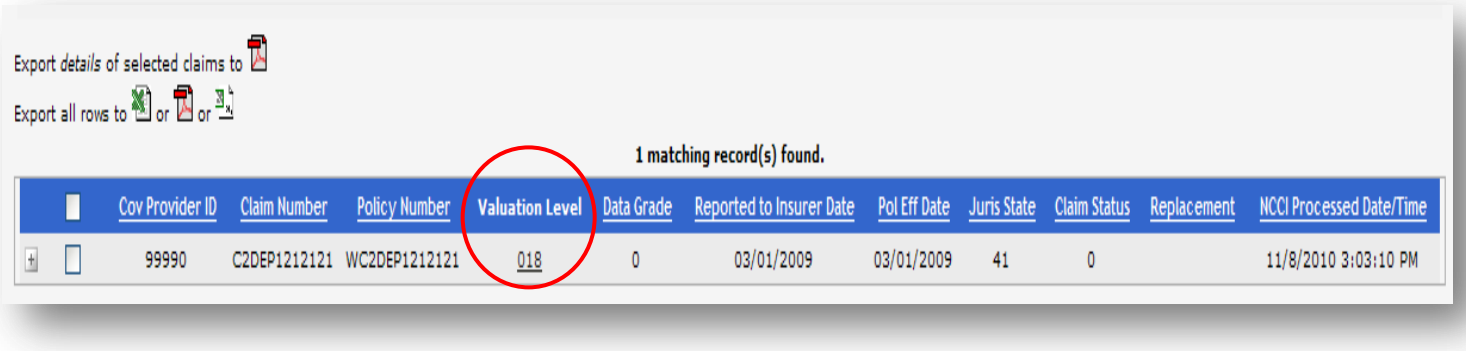
- Click the plus sign (**+**) next to the **Coverage Provider ID** to view all Valuation Levels received for a specific claim.



- To see details of a specific DCI claim valuation, click the underlined **Valuation Level** number.



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- The following claim detail screen appears.

General Claim Information

Claimant and Employer Information

Claim Expense and Payment Information

Errors received for claim

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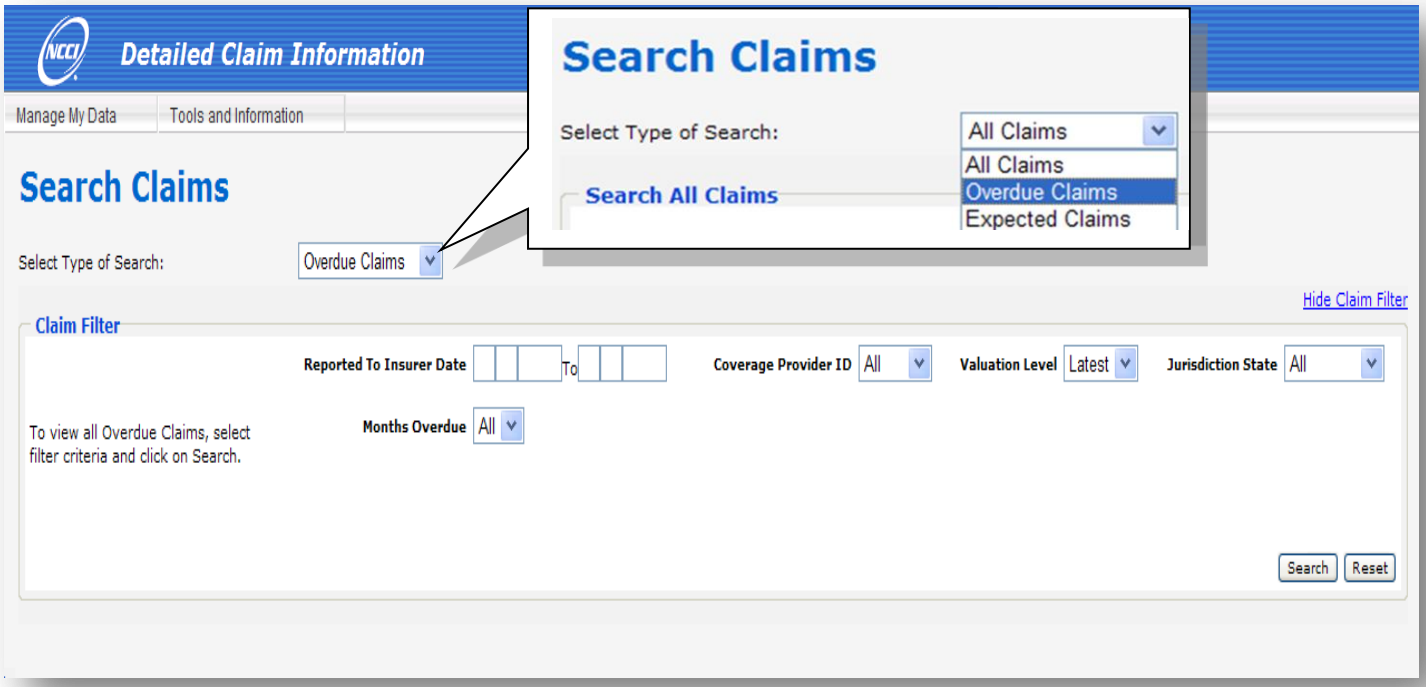
- When searching for Overdue Claims, a search filter is not required; however, using a filter will narrow your search results.

- To search for claims that were expected but not received by the due date to NCCI, select **Overdue Claims** from the drop-down menu.



- The Search Claims screen appears with the following **optional** filter criteria:
  - Reported to Insurer Date (range)
  - Coverage Provider ID
  - Valuation Level
  - Jurisdiction State

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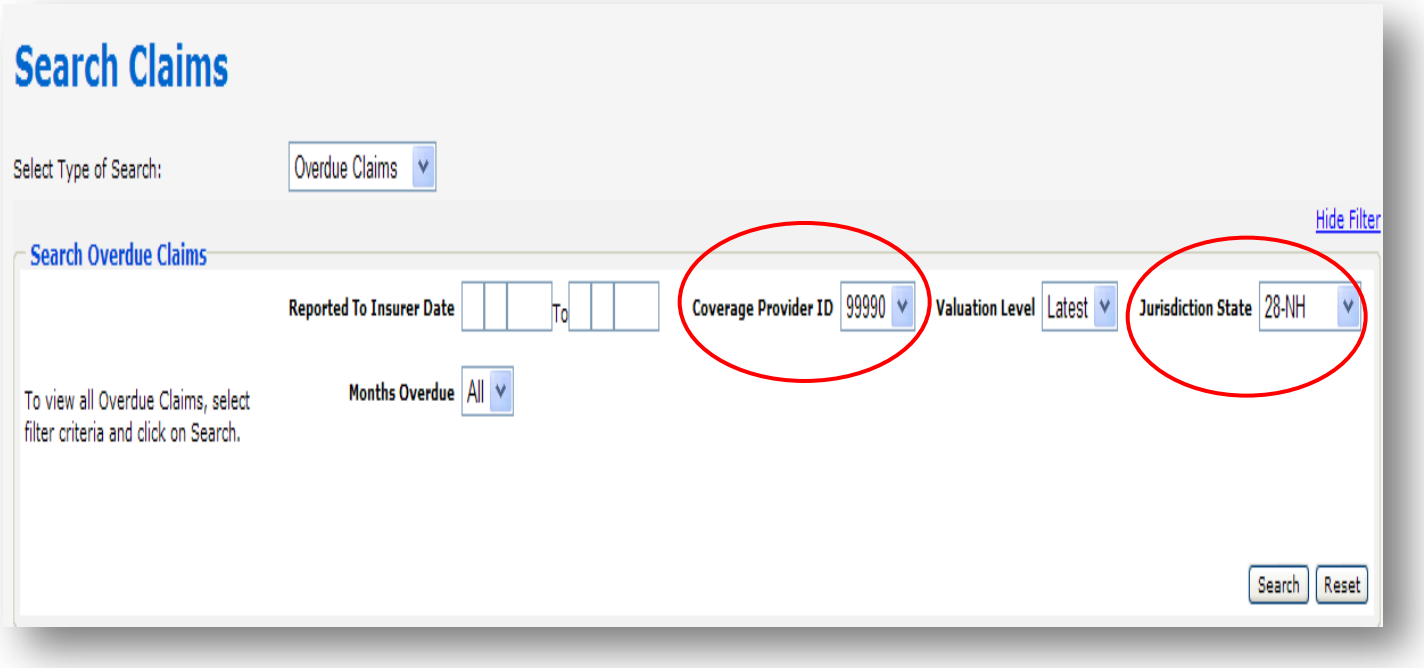
- In this example, **Coverage Provider ID** and **Jurisdiction State** are used for the search filter.



- Search results appear at the bottom of the screen.

The **Months Overdue** column lets you know how many months overdue the claim is.

The **Claim Rejected** column lets you know if the claim is overdue because it rejected and needs to be updated and resubmitted.

Export *details* of selected claims to
Export all rows to or or

16 matching record(s) found.

Cov Provider ID	Claim Number	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Months Overdue	Claim Rejected
99990	ODRJTDEP3222	WCODRJTEP3222221	030	018	05/01/2006	05/01/2006	28	21	Y
99990	ODRJTDEP3555	WCODRJTEP3555551	030	018	08/01/2006	08/01/2006	28		Y
99990	ODRJTDEP3888	WCODRJTEP3888881	030	018	11/01/2006	11/01/2006	28		Y
99990	ODRJTDEP3111	WCODRJTEP31111111	030	018					Y
99990	ODDEP2222221	WCODEP2222221	030	018					
99990	ODDEP3222221	WCODEP3222221	042	030					
99990	ODDEP4222221	WCODEP4222221	054	042	05/01/2005	05/01/2005	28	9	
99990	ODDEP5222221	WCODEP5222221	066	054	05/01/2004	05/01/2004	28	9	
99990	ODDEP2555551	WCODEP2555551	030	018	08/01/2007	08/01/2007	28	6	
99990	ODDEP3555551	WCODEP3555551	042	030	08/01/2006	08/01/2006	28	6	
99990	ODDEP4555551	WCODEP4555551	054	042	08/01/2005	08/01/2005	28	6	

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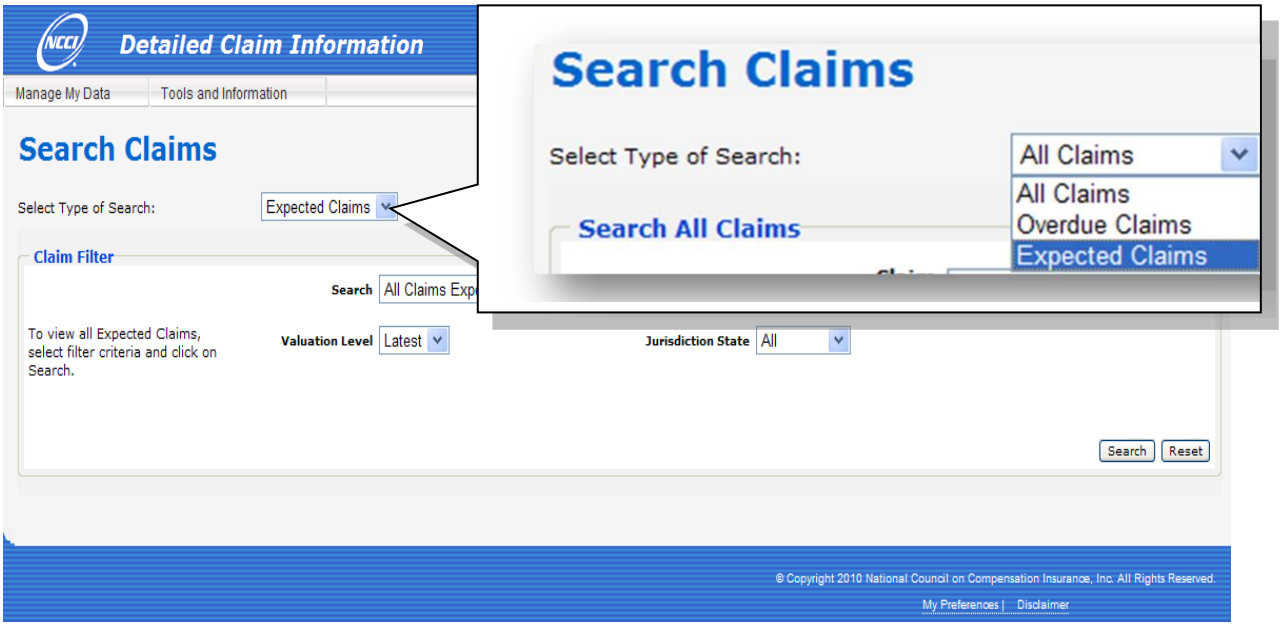
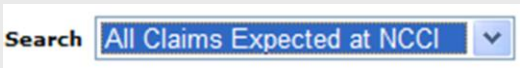
- To search for claims that NCCI is expecting to receive, select **Expected Claims** from the drop-down menu.



- The Search Claims screen appears with the following **optional** filter criteria:
  - Reported to Insurer Date (range)
  - Coverage Provider ID
  - Valuation Level
  - Jurisdiction State

The Expected Search screen has an additional search filter drop-down menu:



This option allows you to search for all claims that are expected at NCCI (with various valuation and due dates).

This option allows you to search for all claims that have already been valued and are due to NCCI within three months.

This option allows you to search for claims that will be valued within three months of the date you are in the tool.

- When searching for Expected Claims, a search filter is not required; however, using a filter will narrow your search results.

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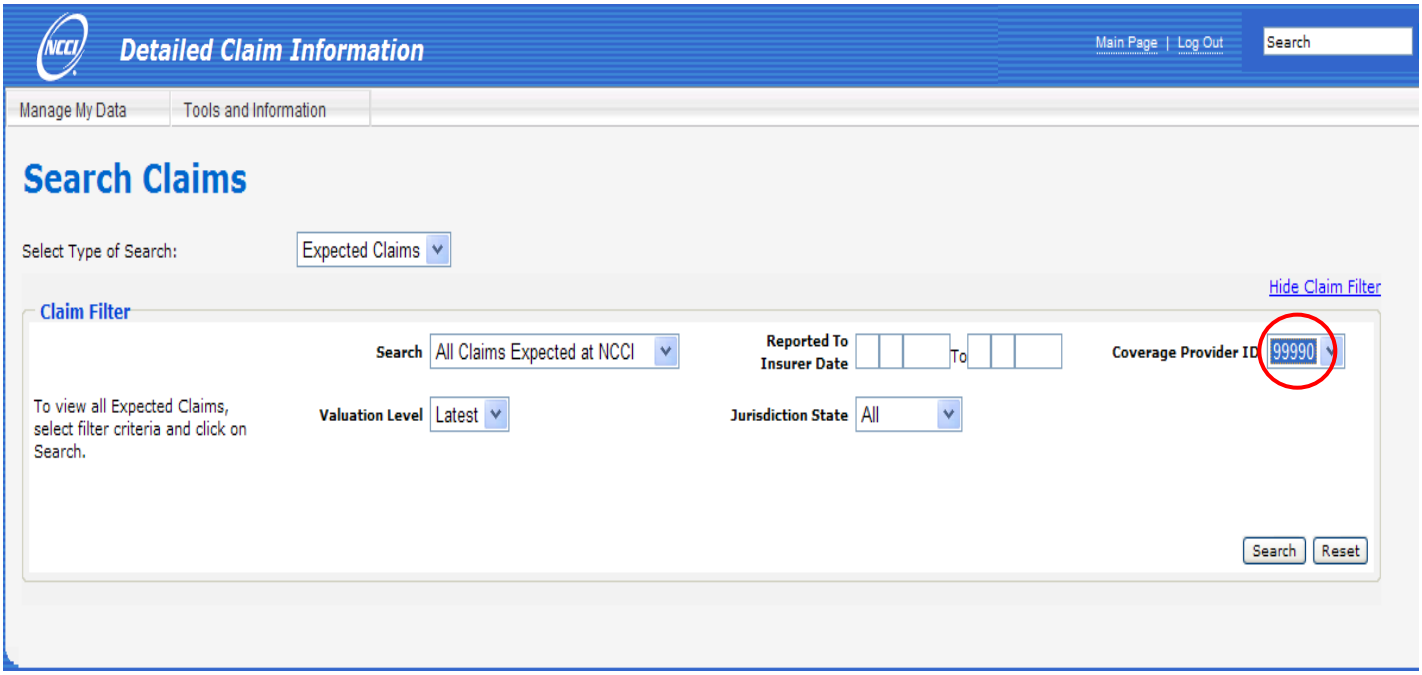
- In the following example, the search is performed by using Coverage Provider ID 99990.



- The following search results appear at the bottom of the search screen.

The **Report Due** column lets you know what month the report is due.

45 matching record(s) found.

Cov Provider ID	Claim Number	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	NCCI Processed Date/Time	Report Due	Report Valued
99990	C1DEP18R0101	WC118R10201	030	018	02/01/2008	02/01/2008	05		11/2010	08/2010
99990	ODDEP2111111	WCODEP21111111	03	018	02/01/2008	02/01/2008	28		11/20	08/2010
99990	ODDEP3111111	WCODEP31111111		030	02/01/2007	02/01/2007	28		1	08/2010
99990	ODDEP4111111	WCODEP41111111		042	02/01/2006	02/01/2006	28			08/2010
99990				054	02/01/2005	02/01/2005	28			08/2010
99990					02/15/2008	02				2010
99990					03/01/2008	03				2010
99990	ODDEP2121212	WCODEP21212121	030	018	03/01/2008	03				2010
99990	ODDEP3121212	WCODEP31212121	042	030	03/01/2007	03/01/2007	41		12/2010	09/2010
99990	ODDEP4121212	WCODEP41212121	054	042	03/01/2006	03/01/2006	41		12/2010	09/2010
99990	ODDEP5121212	WCODEP51212121	066	054	03/01/2005	03/01/2005	41		12/2010	09/2010
99990	C1DEPKFC0101	WC1KFC10301	030	018	03/15/2008	03/01/2008	05		12/2010	09/2010
99990	ODDEP2111111	WCODEP2111111	030	018	04/01/2008	04/01/2008	05		01/2011	10/2010
99990	ODDEP3111111	WCODEP3111111	042	030	04/01/2007	04/01/2007	05		01/2011	10/2010

Valuation Level Due is the valuation level NCCI is expecting to receive.

The **Report Valued** column lets you know what month the claim should be valued.

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Regardless of the type of search selected, once you are at the DCI Claim Detail screen, you have the option of being able to create a subsequent, create a replacement, or delete a claim.

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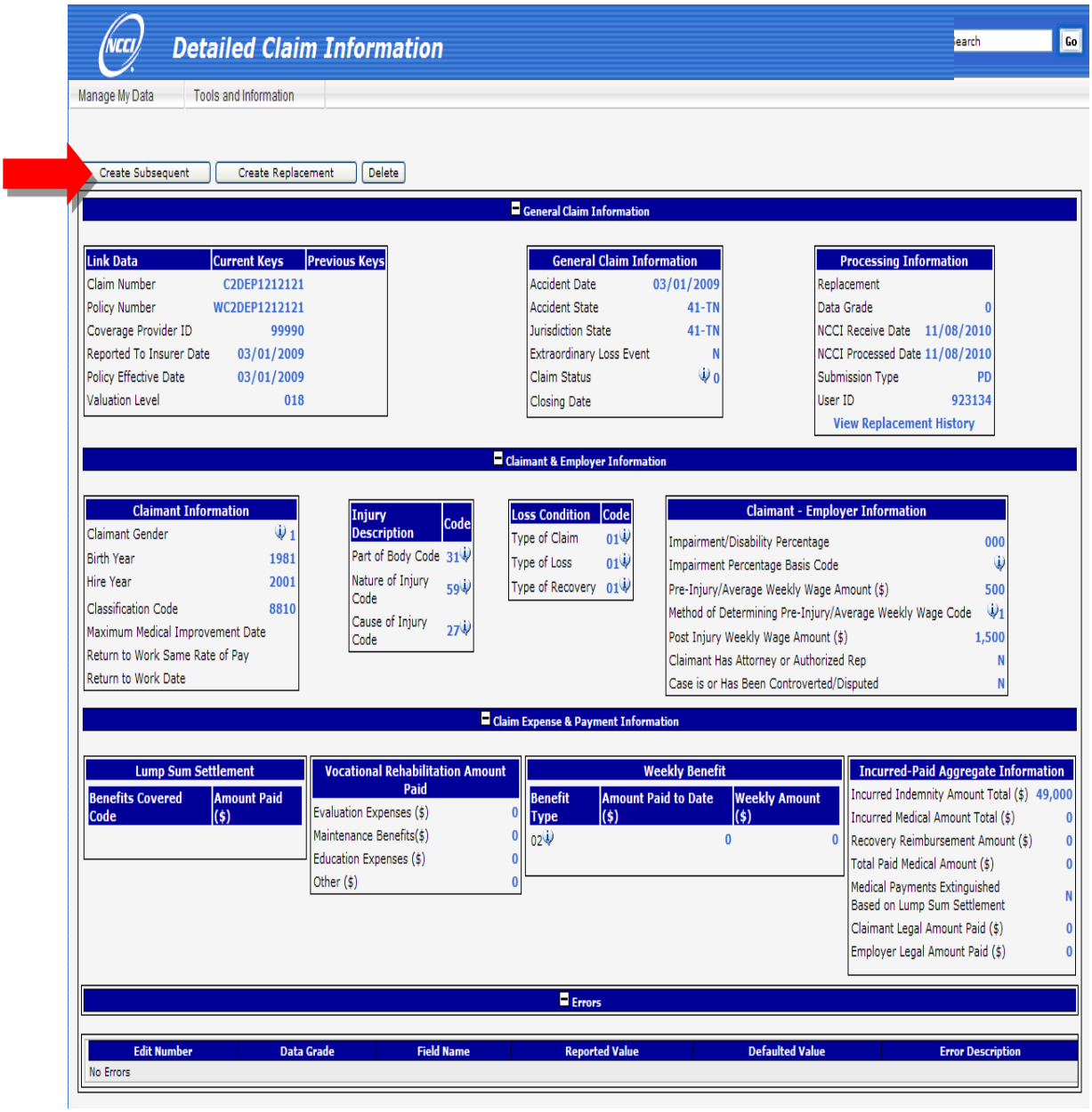
Creating a Subsequent Report

- To create a subsequent report, click **Create Subsequent**.



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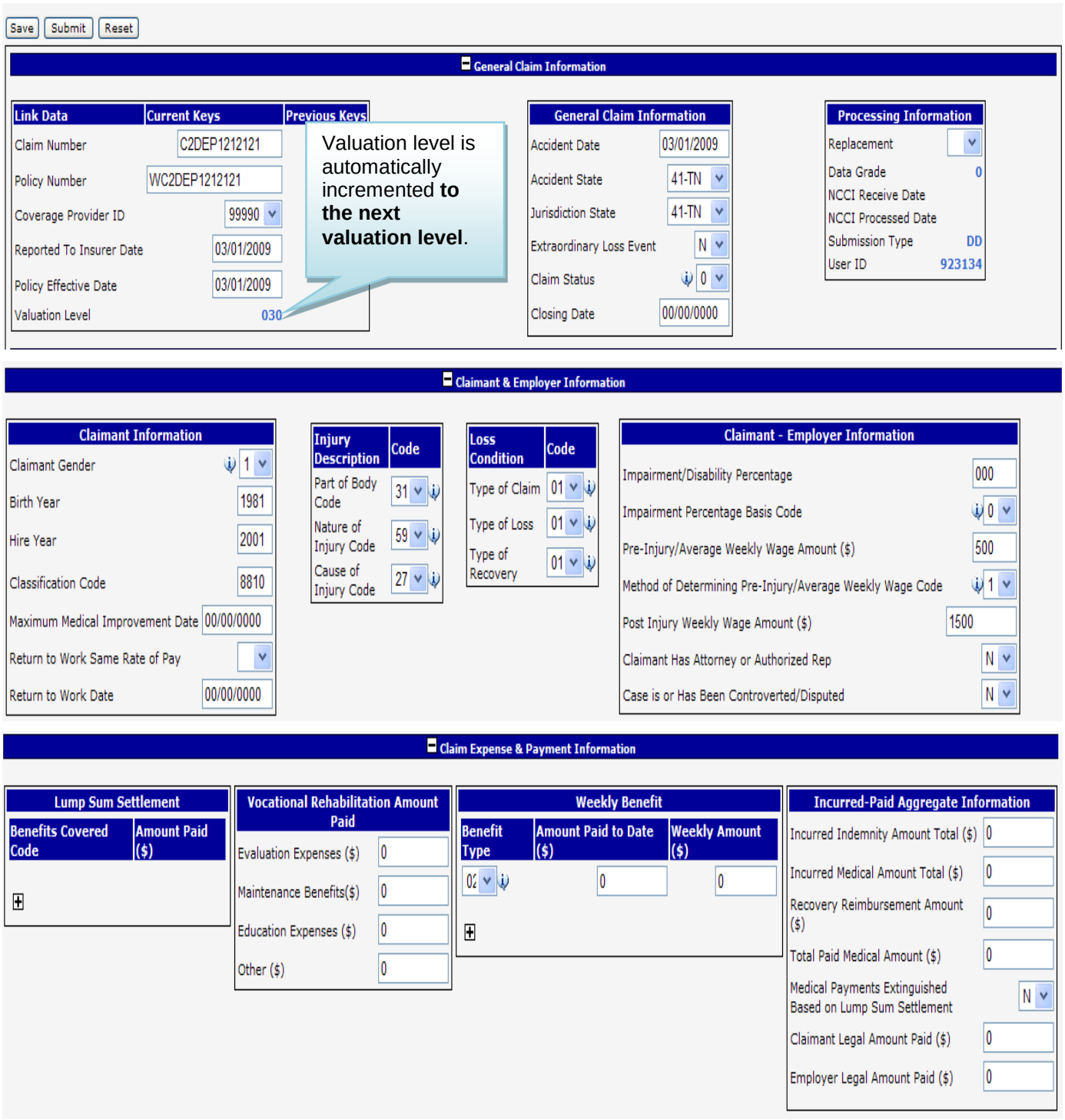
- The Subsequent Report template displays with certain fields prepopulated from the previous valuation.



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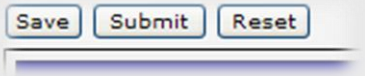
- Ensure that all fields are valued correctly and select **Submit**.

Once you've entered your subsequent claim information, you have three options:

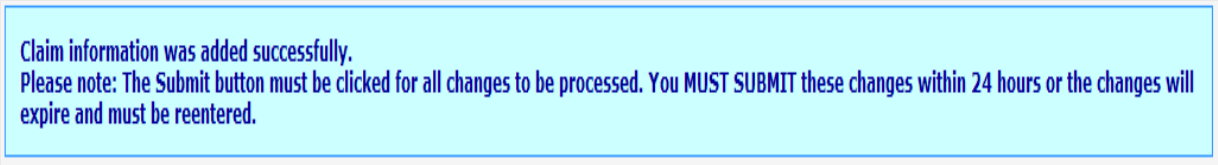


If you are unable to submit the claim immediately, you can **Save** your work for up to 24 hours.

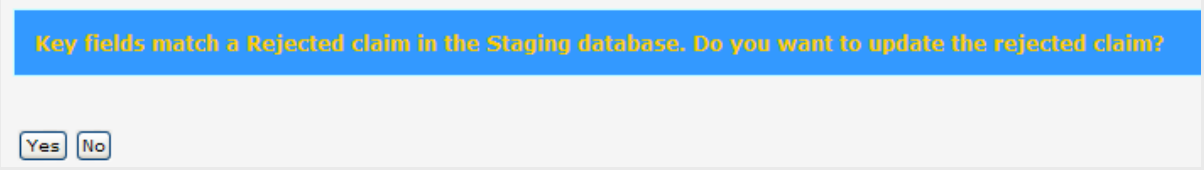
Once you've completed all your updates, you can **Submit** your claim to production.

To clear all your changes, you can **Reset** the page and start over.

If you choose to save your entry, the following message appears:



If you submit a claim that has been rejected in our database, the following message appears:



If you select **Yes**, a screen to update the rejected fields displays.

If you select **No**, the claim displays.

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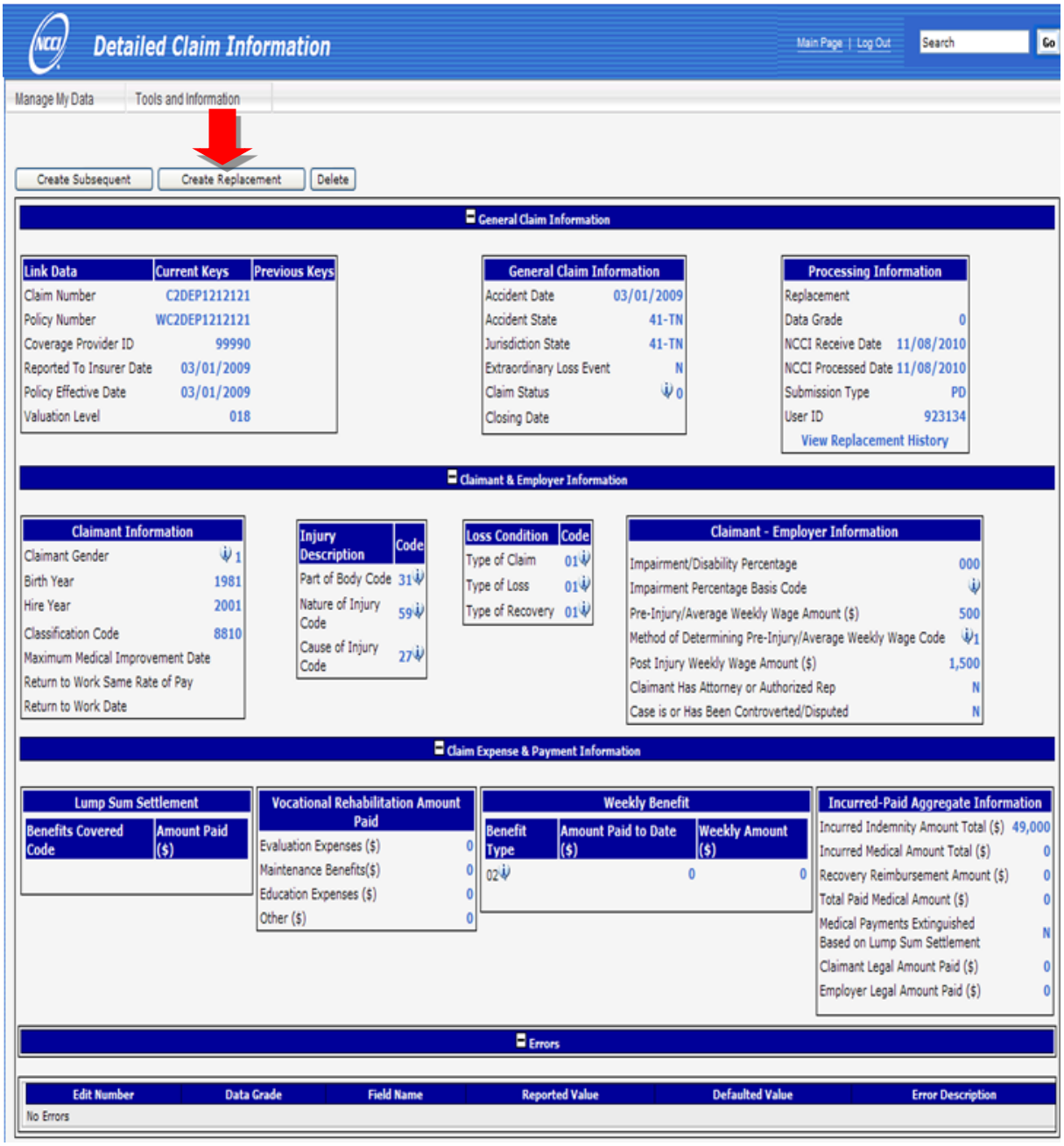
Creating a Replacement Report

- To create a replacement report, click **Create Replacement**.



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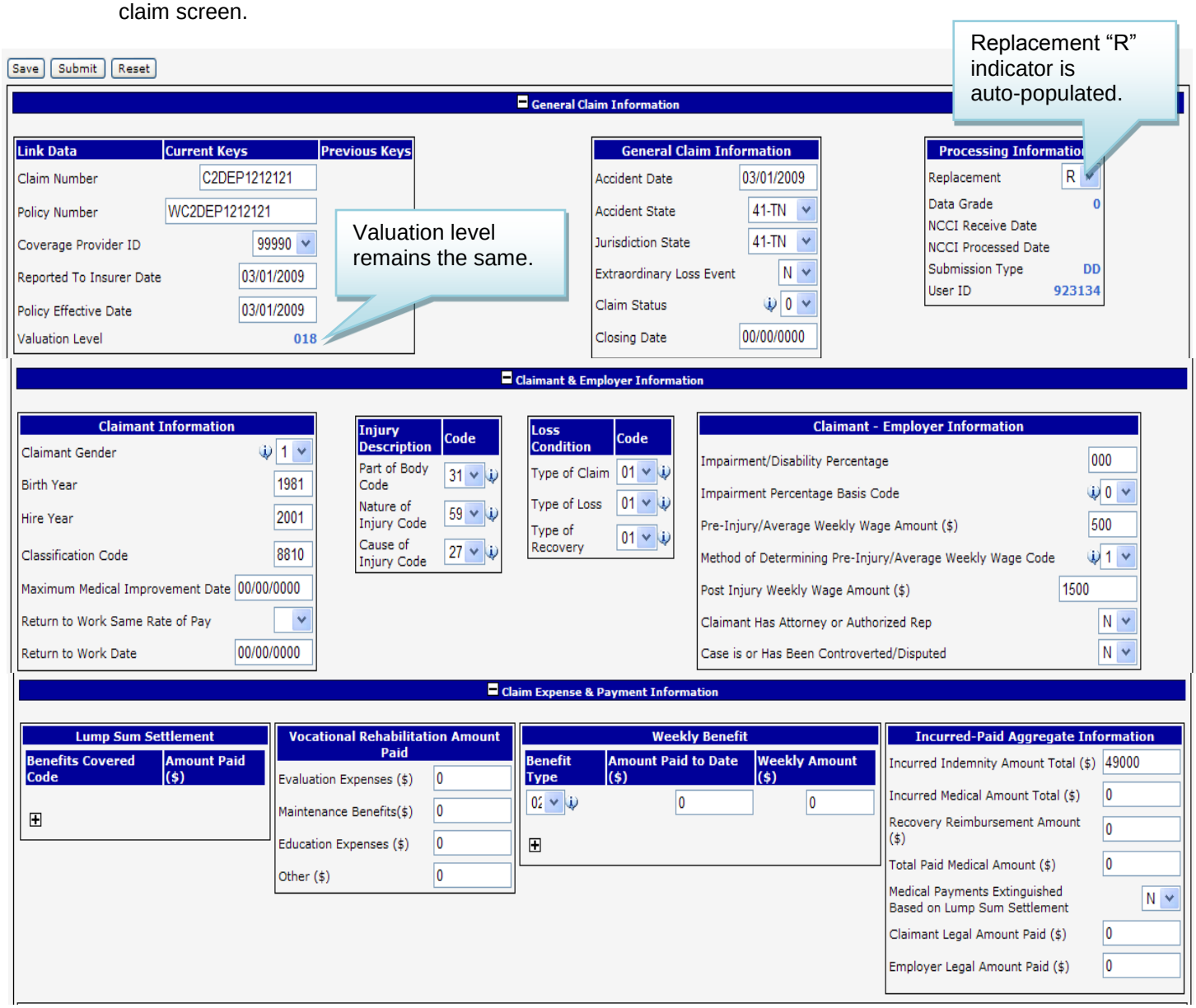
- The Replacement Report template displays with certain fields prepopulated from the previous claim screen.



Required fields to complete the following types of replacement transactions:

- **Key Field Replacements—**Enter the new current key(s); previous keys are auto-populated
- **Non-Key Field Replacements—**Enter all fields that are changing

- Once all updates are complete, click **Submit**.

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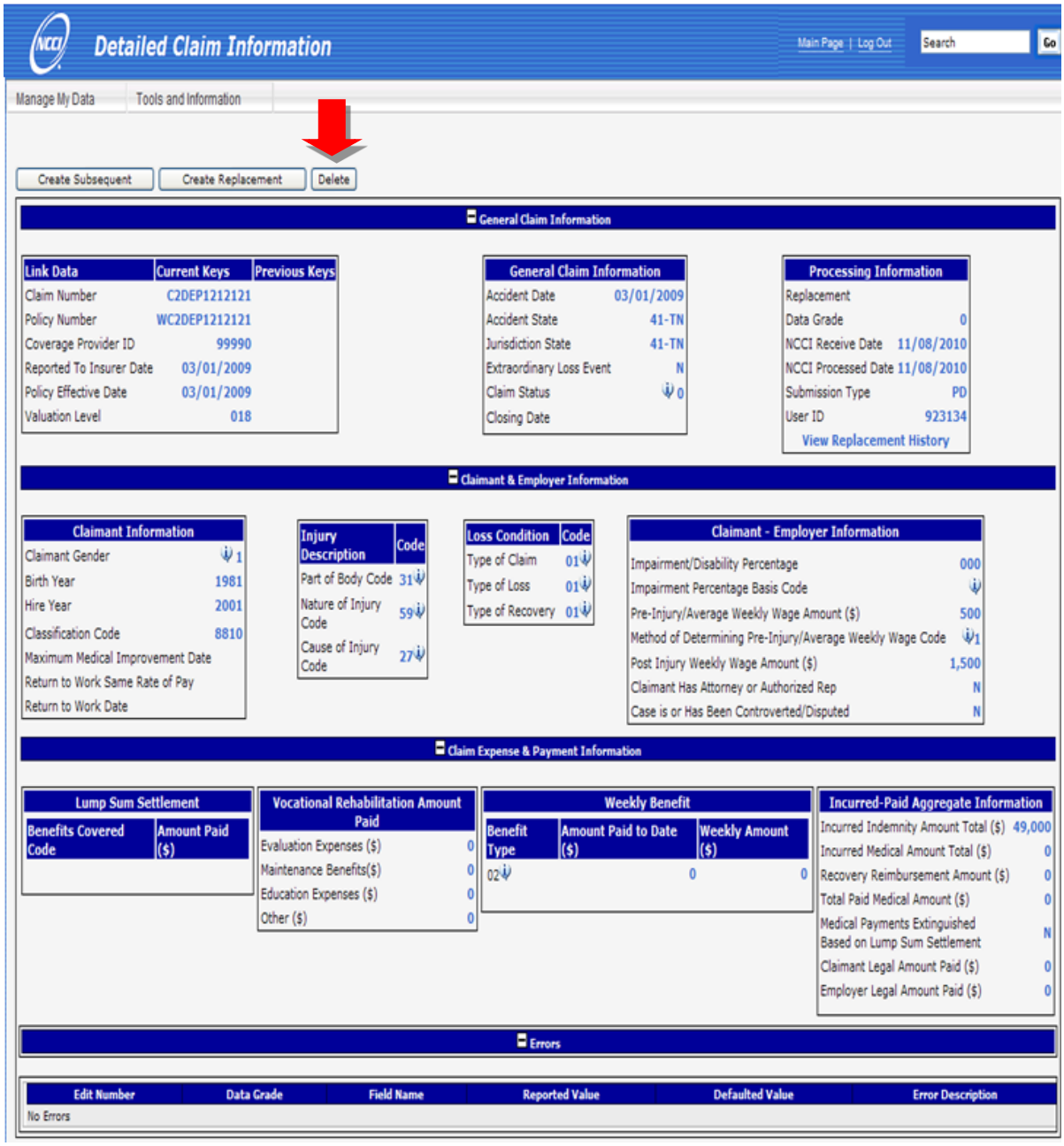
Deleting a Claim

- To delete a claim, click **Delete**.



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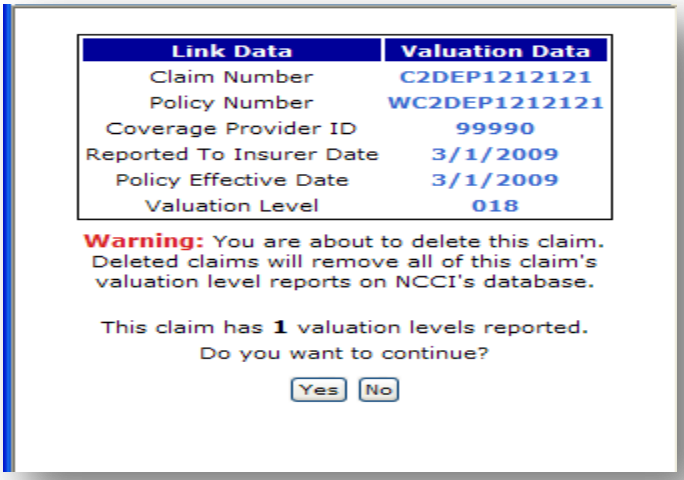
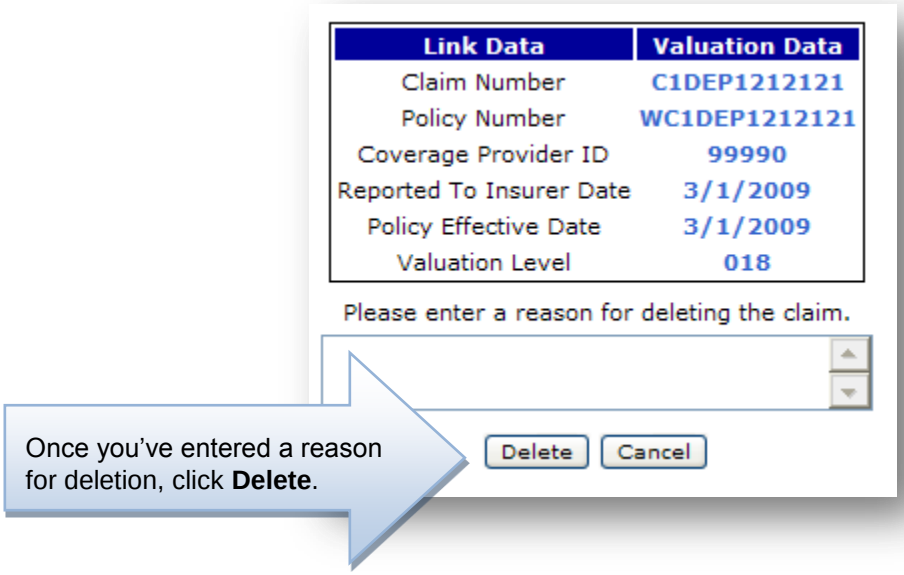
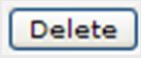
- The following pop-up window displays:



- If you choose to continue, the following pop-up window will appear requesting a reason for the deletion:





Caution: Be careful using the delete transaction!

When you submit a delete transaction, you are not simply deleting the specific valuation level; you are actually deleting the **entire** claim (all valuation levels) from our database.

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Generating a Report

- This function allows you to generate the following types of reports at your convenience:
  - DCI Reject Report
  - DCI Expected Subsequents Report
  - DCI Overdue Subsequents Report
  - DCI Saved Claims Report
  - Claim Detail image
  - Customized reports for specific claim criteria

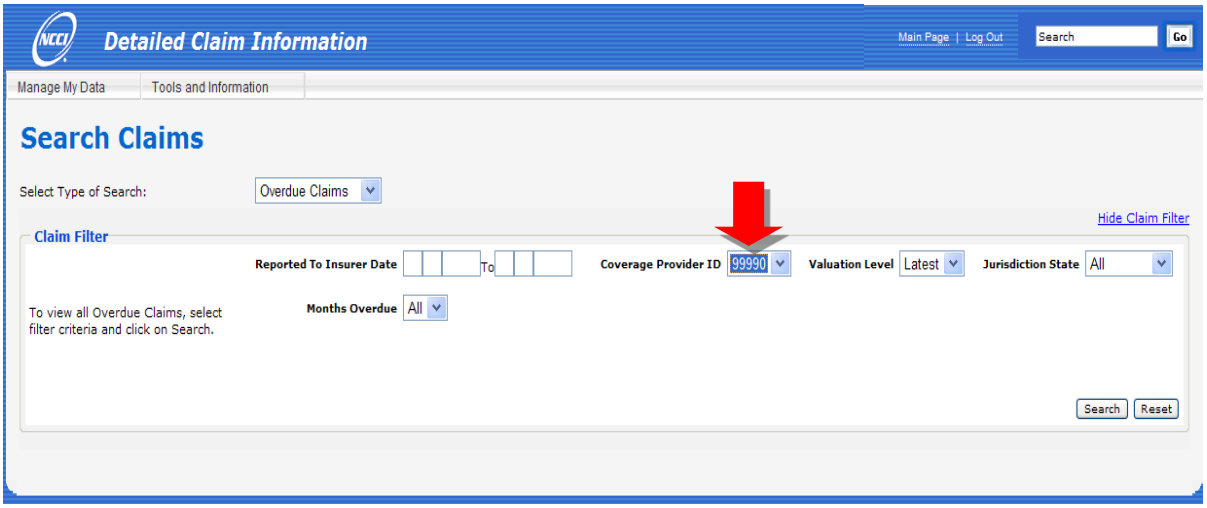
Reports are available in the following formats: Adobe® PDF, Microsoft® Excel, and CSV

Each search gives you the option to:

- **Export details of an individual claim to a PDF:** Export *details* of selected claims to
- **Export a list of all claim rows to Microsoft® Excel, PDF, or CSV:** Export all rows to or or

- The steps for generating a report are the same from any search results screen. In the example below, an Overdue Report in all three formats is generated.

- Enter your search criteria and click **Search** (in this example, Coverage Provider ID 99990 was selected).



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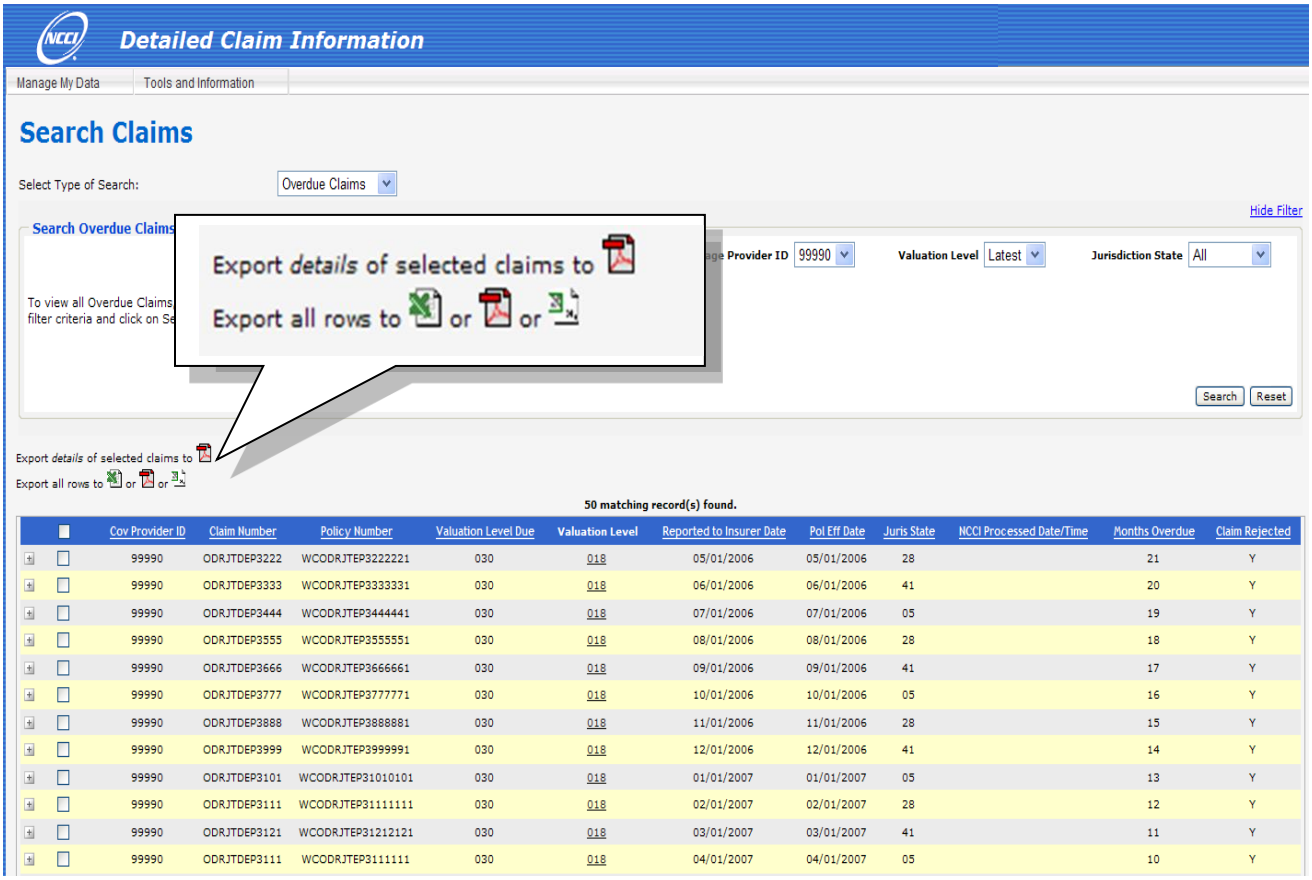
- Once your results are present, select which format you'd like to use to export your report.



	Cov Provider ID	Claim Number	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	NCCI Processed Date/Time	Months Overdue	Claim Rejected
	99990	ODRJTDEP3222	WCODRJTEP3222221	030	018	05/01/2006	05/01/2006	28		21	Y
	99990	ODRJTDEP3333	WCODRJTEP3333331	030	018	06/01/2006	06/01/2006	41		20	Y
	99990	ODRJTDEP3444	WCODRJTEP3444441	030	018	07/01/2006	07/01/2006	05		19	Y
	99990	ODRJTDEP3555	WCODRJTEP3555551	030	018	08/01/2006	08/01/2006	28		18	Y
	99990	ODRJTDEP3666	WCODRJTEP3666661	030	018	09/01/2006	09/01/2006	41		17	Y
	99990	ODRJTDEP3777	WCODRJTEP3777771	030	018	10/01/2006	10/01/2006	05		16	Y
	99990	ODRJTDEP3888	WCODRJTEP3888881	030	018	11/01/2006	11/01/2006	28		15	Y
	99990	ODRJTDEP3999	WCODRJTEP3999991	030	018	12/01/2006	12/01/2006	41		14	Y
	99990	ODRJTDEP3101	WCODRJTEP31010101	030	018	01/01/2007	01/01/2007	05		13	Y
	99990	ODRJTDEP3111	WCODRJTEP31111111	030	018	02/01/2007	02/01/2007	28		12	Y
	99990	ODRJTDEP3121	WCODRJTEP31212121	030	018	03/01/2007	03/01/2007	41		11	Y
	99990	ODRJTDEP3111	WCODRJTEP3111111	030	018	04/01/2007	04/01/2007	05		10	Y

TIP:

To sort your results, click the underlined header name that you want to sort by and you'll notice an arrow appear next to the header name.

Example: Policy Number

The sort will default to descending order. If you'd like to change it to ascending order, click the arrow.

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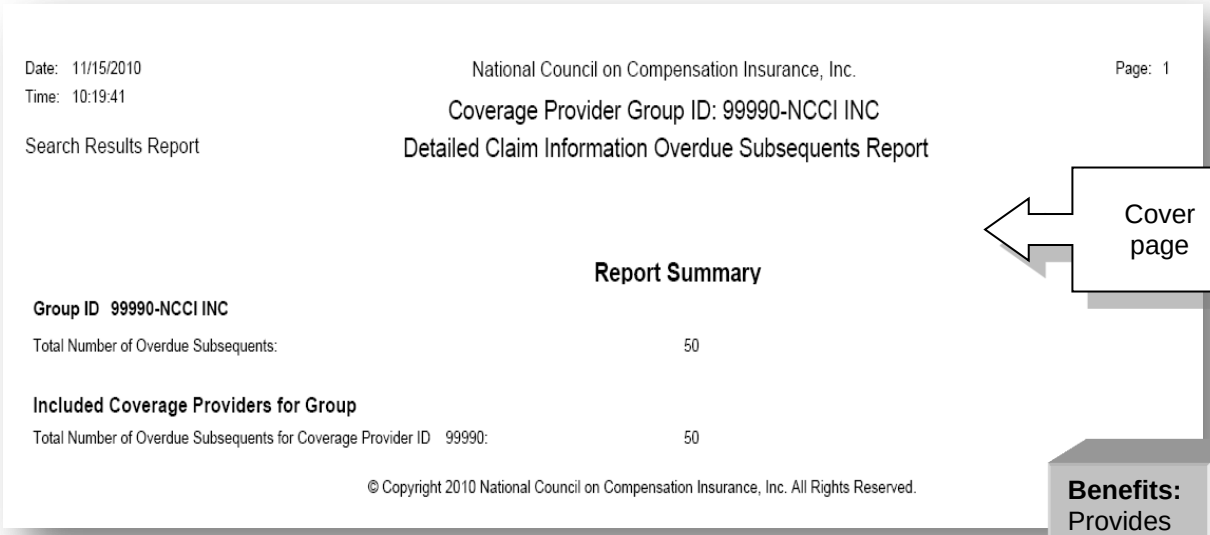
- The following is an example of the report being exported as a PDF.



Date: 11/15/2010
Time: 10:19:41

National Council on Compensation Insurance, Inc.

Page: 1

Search Results Report

Coverage Provider Group ID: 99990-NCCI INC
Detailed Claim Information Overdue Subsequents Report

Report Summary

Group ID 99990-NCCI INC

Total Number of Overdue Subsequents: 50

Included Coverage Providers for Group

Total Number of Overdue Subsequents for Coverage Provider ID 99990: 50

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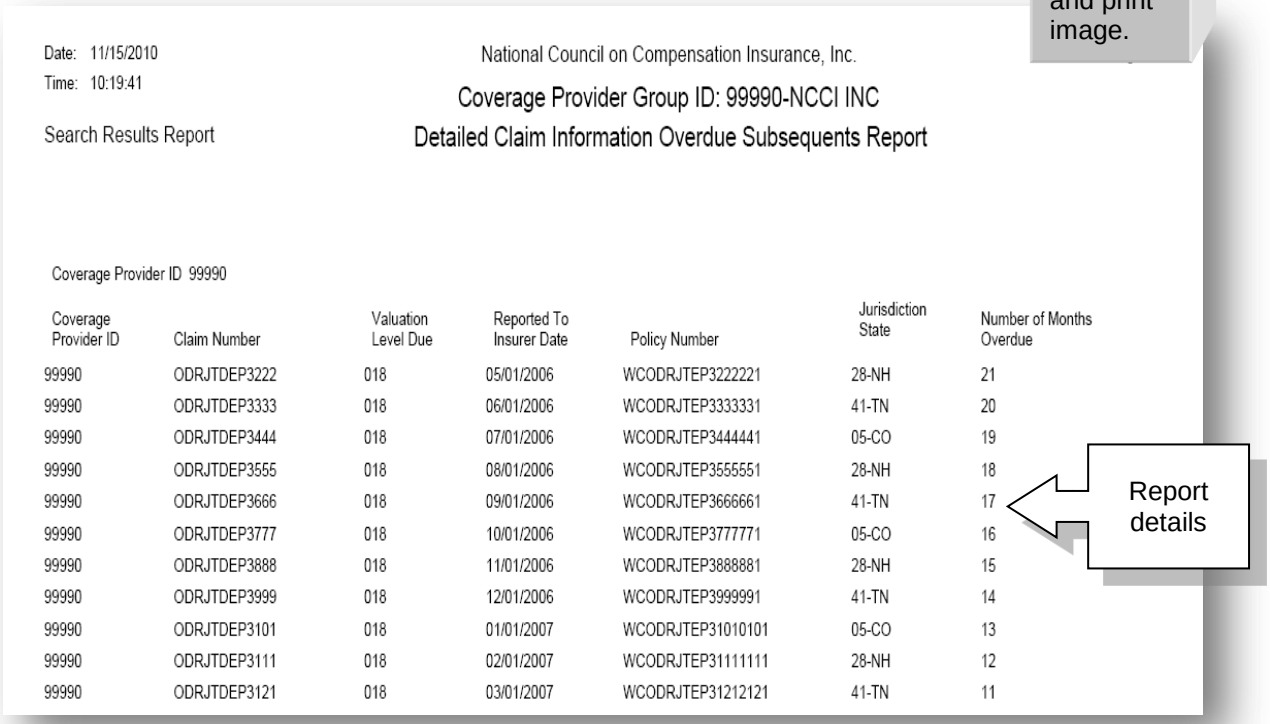
Cover page

Benefits: Provides summary results and print image.



Date: 11/15/2010
Time: 10:19:41

National Council on Compensation Insurance, Inc.

Search Results Report

Coverage Provider Group ID: 99990-NCCI INC
Detailed Claim Information Overdue Subsequents Report

Coverage Provider ID 99990

Coverage Provider ID	Claim Number	Valuation Level Due	Reported To Insurer Date	Policy Number	Jurisdiction State	Number of Months Overdue
99990	ODRJTDEP3222	018	05/01/2006	WCODRJTEP3222221	28-NH	21
99990	ODRJTDEP3333	018	06/01/2006	WCODRJTEP3333331	41-TN	20
99990	ODRJTDEP3444	018	07/01/2006	WCODRJTEP3444441	05-CO	19
99990	ODRJTDEP3555	018	08/01/2006	WCODRJTEP3555551	28-NH	18
99990	ODRJTDEP3666	018	09/01/2006	WCODRJTEP3666661	41-TN	17
99990	ODRJTDEP3777	018	10/01/2006	WCODRJTEP3777771	05-CO	16
99990	ODRJTDEP3888	018	11/01/2006	WCODRJTEP3888881	28-NH	15
99990	ODRJTDEP3999	018	12/01/2006	WCODRJTEP3999991	41-TN	14
99990	ODRJTDEP3101	018	01/01/2007	WCODRJTEP31010101	05-CO	13
99990	ODRJTDEP3111	018	02/01/2007	WCODRJTEP31111111	28-NH	12
99990	ODRJTDEP3121	018	03/01/2007	WCODRJTEP31212121	41-TN	11

Report details

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- The following is an example of the report being exported as a Microsoft® Excel spreadsheet.

Date: 11/15/2010	National Council on Compensation Insurance, Inc.					
Time: 10:28:57	Coverage Provider Group ID: 99990-NCCI INC					
Search Results Report	Detailed Claim Information Overdue Subsequents Report					
Coverage Provider ID	**Claim Number**	**Valuation Level Due**	**Reported To Insurer Date**	**Policy Number**	**Jurisdiction State**	**Number of Months Overdue**
99990	ODRJTDEP3222	030	05/01/2006	WCODRJTEP3222221	28-NH	21
99990	ODRJTDEP3333	030	06/01/2006	WCODRJTEP3333331	41-TN	20
99990	ODRJTDEP3444	030	07/01/2006	WCODRJTEP3444441	05-CO	19
99990	ODRJTDEP3555	030	08/01/2006	WCODRJTEP3555551	28-NH	18
99990	ODRJTDEP3666	030	09/01/2006	WCODRJTEP3666661	41-TN	17
99990	ODRJTDEP3777	030	10/01/2006	WCODRJTEP3777771	05-CO	16
99990	ODRJTDEP3888	030	11/01/2006	WCODRJTEP3888881	28-NH	
99990	ODRJTDEP3999	030	12/01/2006	WCODRJTEP3999991	41-TN	
99990	ODRJTDEP3101	030	01/01/2007	WCODRJTEP31010101	05-CO	
99990	ODRJTDEP3111	030	02/01/2007	WCODRJTEP31111111	28-NH	
99990	ODRJTDEP3121	030	03/01/2007	WCODRJTEP31212121	41-TN	
99990	ODRJTDEP3111	030	04/01/2007	WCODRJTEP3111111	05-CO	
99990	ODDEP2222221	030	05/01/2007	WCODEP2222221	28-NH	
99990	ODDEP3222221	042	05/01/2006	WCODEP3222221	28-NH	
99990	ODDEP4222221	054	05/01/2005	WCODEP4222221	28-NH	9
99990	ODDEP5222221	066	05/01/2004	WCODEP5222221	28-NH	9
99990	ODDEP2333331	030	06/01/2007	WCODEP2333331	41-TN	8
99990	ODDEP3333331	042	06/01/2006	WCODEP3333331	41-TN	8
99990	ODDEP4333331	054	06/01/2005	WCODEP4333331	41-TN	8

Benefits: Provides sorting and filtering capabilities.

- The following is an example of the report being exported as a CSV file.

MyExcel[1].csv

	A	B	C	D	E	F	G	H	I
1	National C	Inc.							
2	Coverage Provider Group ID: 99990-NCCI INC								
3	Detailed Claim Information Overdue Subsequents Report								
4	Coverage	Claim Nur	Valuation	Reported	Policy Nu	Jurisdictic	Number of Months Overdue		
5	99990	ODRJTDEP	30	5/1/2006	WCODRJT	28-NH	21		
6	99990	ODRJTDEP	30	6/1/2006	WCODRJT	41-TN	20		
7	99990	ODRJTDEP	30	7/1/2006	WCODRJT	05-CO	19		
8	99990	ODRJTDEP	30	8/1/2006	WCODRJT	28-NH	18		
9	99990	ODRJTDEP	30	9/1/2006	WCODRJT	41-TN	17		
10	99990	ODRJTDEP	30	9/1/2006	WCODRJT	05-CO	16		
11	99990	ODRJTDEP	30	9/1/2006	WCODRJT	28-NH	15		
12	99990	ODRJTDEP	30	9/1/2006	WCODRJT	41-TN	14		
13	99990	ODRJTDEP	30	1/1/2007	WCODRJT	05-CO	13		
14	99990	ODRJTDEP	30	2/1/2007	WCODRJT	28-NH	12		
15	99990	ODRJTDEP	30	3/1/2007	WCODRJT	41-TN	11		
16	99990	ODRJTDEP	30	4/1/2007	WCODRJT	05-CO	10		
17	99990	ODDEP222	30	5/1/2007	WCODEP2	28-NH	9		
18	99990	ODDEP322	42	5/1/2006	WCODEP3	28-NH	9		
19	99990	ODDEP422	54	5/1/2005	WCODEP4	28-NH	9		
20	99990	ODDEP522	66	5/1/2004	WCODEP5	28-NH	9		
21	99990	ODDEP233	30	6/1/2007	WCODEP2	41-TN	8		
22	99990	ODDEP333	42	6/1/2006	WCODEP3	41-TN	8		
23	99990	ODDEP433	54	6/1/2005	WCODEP4	41-TN	8		
24	99990	ODDEP533	66	6/1/2004	WCODEP5	41-TN	8		
25	99990	ODDEP244	30	7/1/2007	WCODEP2	05-CO	7		
26	99990	ODDEP344	42	7/1/2006	WCODEP3	05-CO	7		
27	99990	ODDEP444	54	7/1/2005	WCODEP4	05-CO	7		
28	99990	ODDEP544	66	7/1/2004	WCODEP5	05-CO	7		
29	99990	ODDEP255	30	8/1/2007	WCODEP2	28-NH	6		
30	99990	ODDEP355	42	8/1/2006	WCODEP3	28-NH	6		

Benefits: Can be uploaded into your system.

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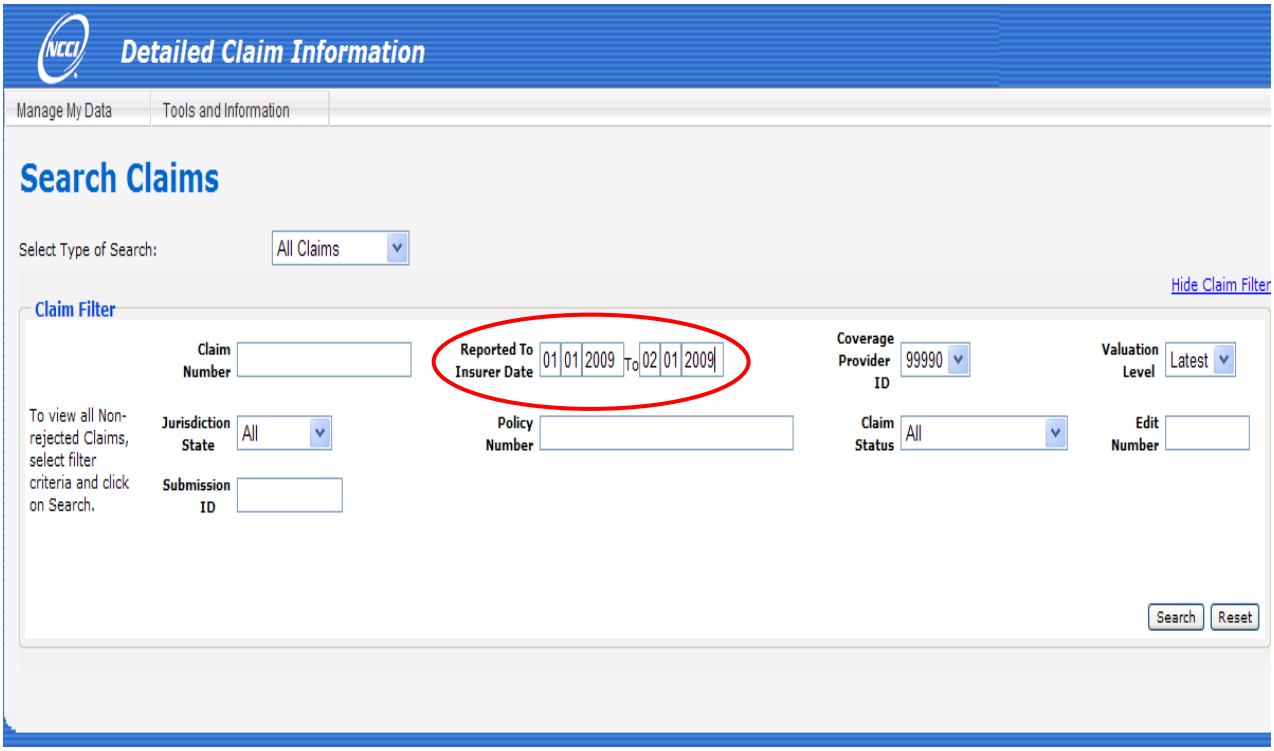
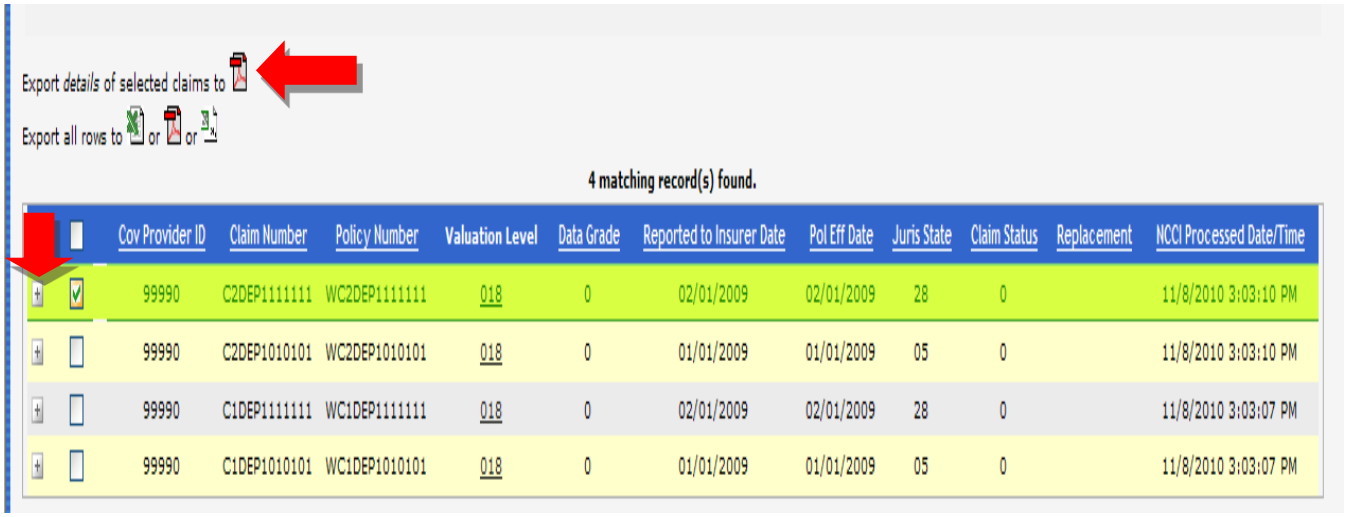
- You can export the details of a claim from any search results screen.
- For this example, Coverage Provider ID 99990 was selected with an RTI range of 01/01/2009 to 02/01/2009.



- To export details of a particular claim, place a check mark next to the claim and select the Adobe® PDF icon.



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- The print image of the detail screen for the claim appears.

Claim Detail Information

General Claim Information

Link Data	Current Keys	Previous Keys
Claim Number	C2DEP1111111	
Policy Number	WC2DEP1111111	
Coverage Provider ID	99990	
Reported To Insurer Date	02/01/2009	
Policy Effective Date	02/01/2009	
Valuation Level Code	018	

General Claim Information	
Accident Date	02/01/2009
Accident State	28-NH
Jurisdiction State	28-NH
Extraordinary Loss Event	N
Claim Status	0
Closing Date	
Not Applicable	

Processing Information	
Replacement	
Data Grade	0
NCCI Received Date	11/08/2010
NCCI Processed Date	11/08/2010
Submission Type	PD
User ID	923134

Claimant and Employer Information

Claimant Information	
Claimant Gender	1
Birth Year	1981
Hire Year	2001
Not Applicable	
Classification Code	8742
Maximum Medical Improvement Date	
Return To Work Same Rate of Pay	
Return To Work Date	

Injury Description	Code
Part of Body	31
Nature of Injury	59
Cause of Injury	27

Loss Condition	Code
Type of Claim	01
Type of Loss	01
Type of Recovery	01

Claimant - Employer Information	
Not Applicable	
Not Applicable	
Impairment/Disability Percentage	000
Impairment Percentage Basis	
Pre-Injury/Average Weekly Wage Amount	500
Not Applicable	
Post Injury Weekly Wage Amount	1,500
Claimant Has Attorney or Authorized Rep	N
Claim Is or Has Been Controverted/Disputed	N

Claim Expense & Payment Information

Lump Sum Settlement

Benefits Covered Code	Amount Paid

Vocational Rehabilitation	Amount Paid
Evaluation Expenses	0
Maintenance Expenses	0
Education Expenses	0
Other	0

Weekly Benefit

Benefit Type	Amount Paid To Date	Weekly Amount
02	0	0

Incurred-Paid Aggregate Information	
Incurred Indemnity Amount	49,000
Incurred Medical Amount	0
Recovery Reimbursement Amount	0
Total Paid Medical Amount	0
Medical Payments Extinguished Based On Lump Sum Settlement	N
Claimant Legal Amount Paid	0
Not Applicable	
Not Applicable	
Employer Legal Amount Paid	0

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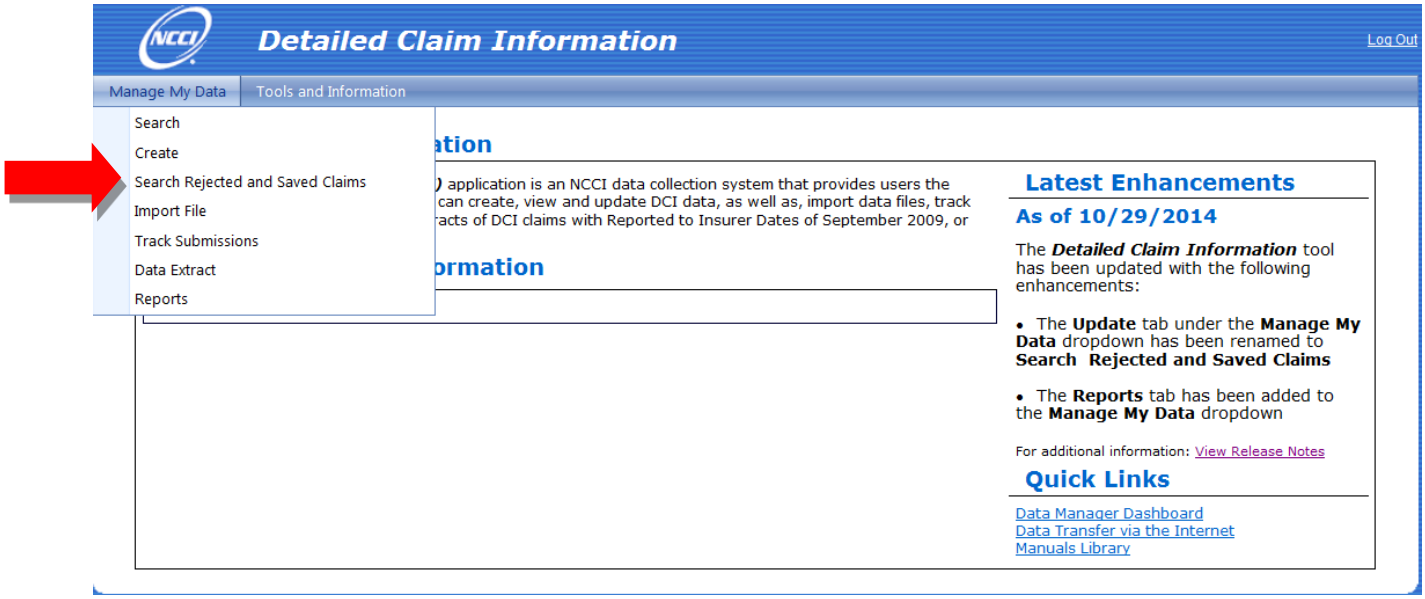
Manage My Data—Create

With update capability, you can use the **Create** option from the ***Detailed Claim Information*** tool's menu to enter an original 18-month valuation claim into NCCI's production database. For Texas claims, you can enter an original 6-month valuation claim.

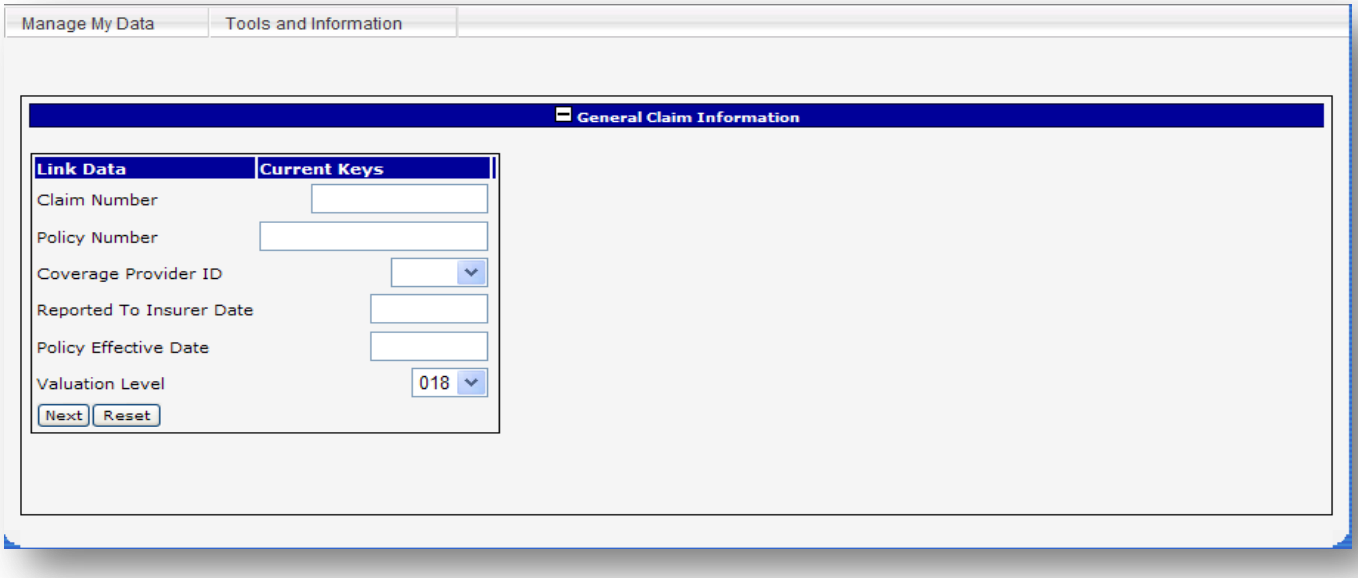
Once an 18- (or 6-) month valuation report (original, updated, or replaced) is in the database for a particular claim, a subsequent report can be submitted via that valuation report level.

Creating DCI Claims

- To create a claim in the ***Detailed Claim Information*** tool, select **Create** from the **Manage My Data** drop-down menu.



- The following screen displays.



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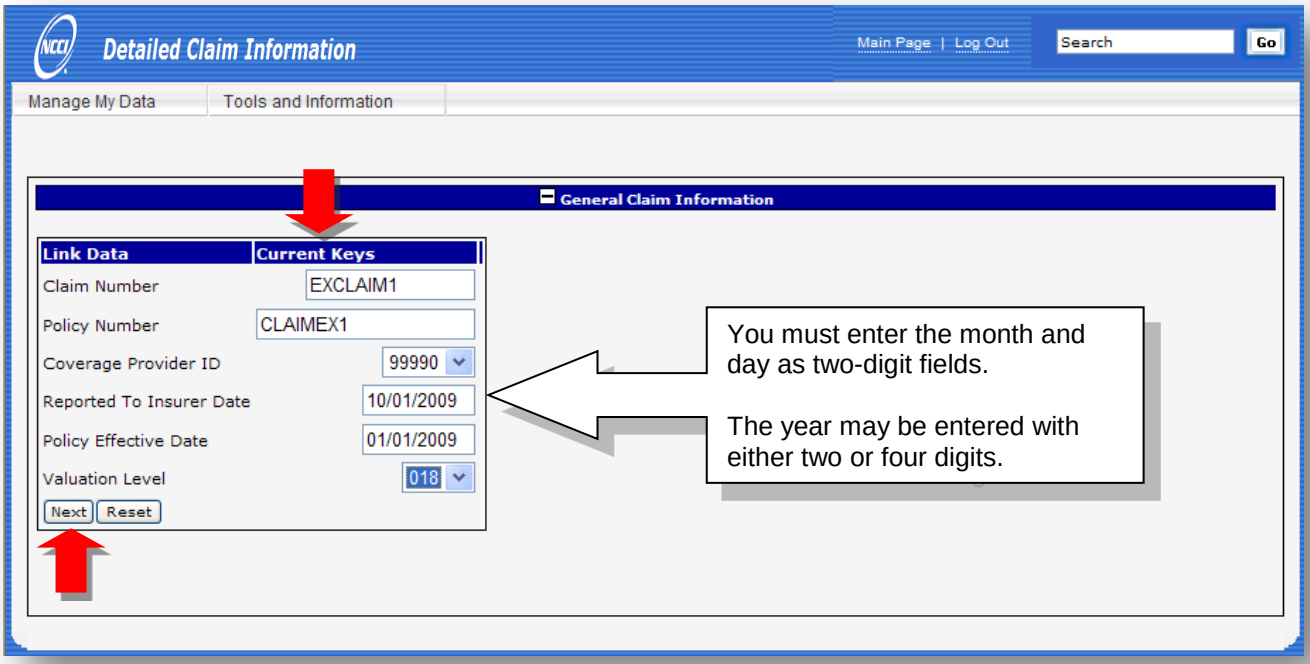
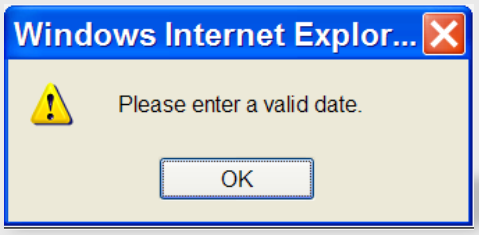
- In the open fields under **Current Keys**, enter the link data for the claim and click **Next**.



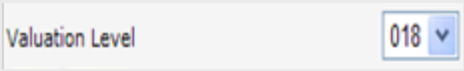
Points to Remember:

Date fields are strictly numeric and should not include dashes (-) or slashes (/). The tool automatically updates the date field when either of those marks is used.

Entering the data incorrectly displays the following error message:



The default value for the **Valuation Level** field is 018. If you are entering a Texas claim, be sure to change the valuation level from 018 to 06.



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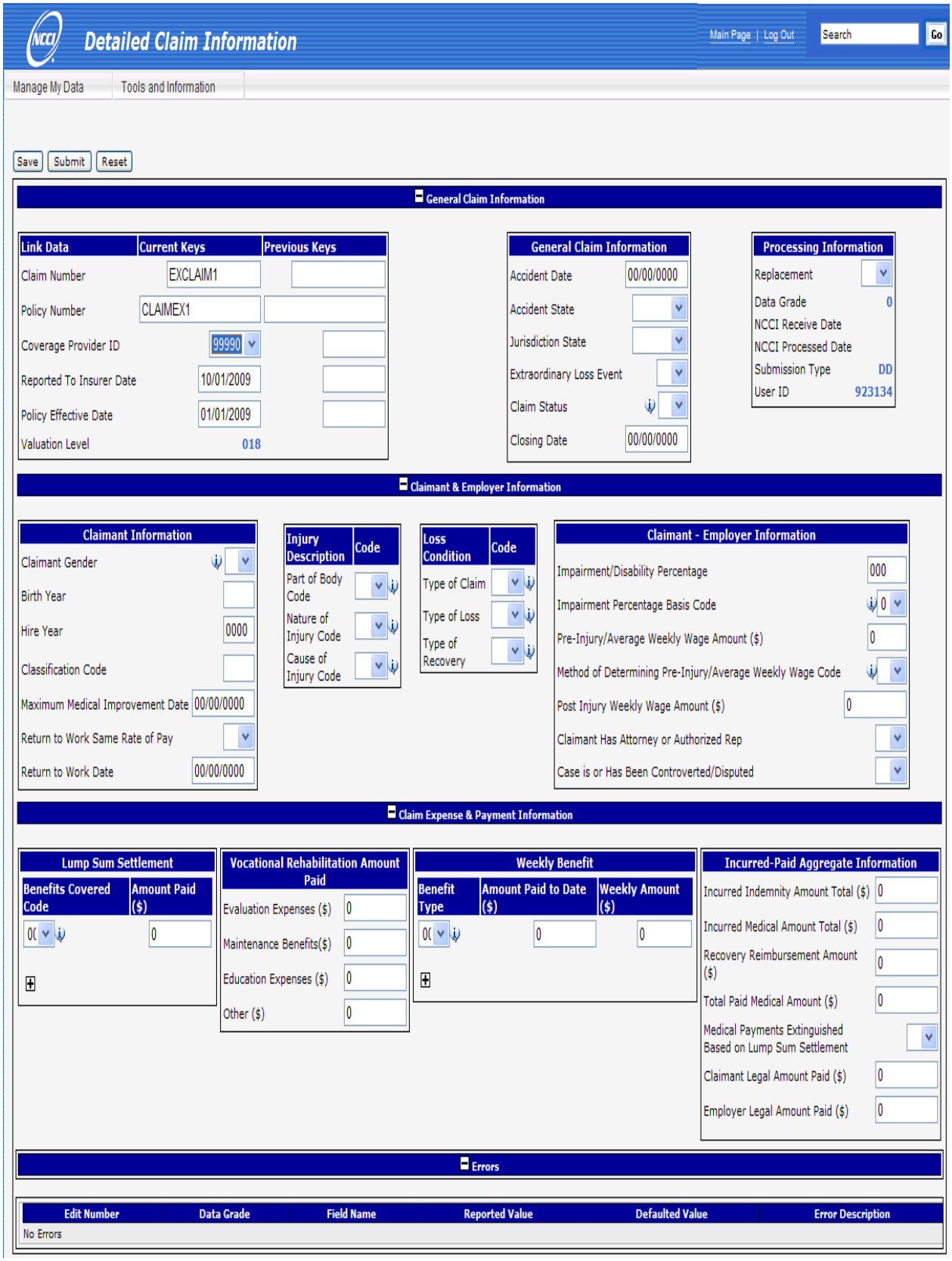
- The following claim detail screen displays for data entry:



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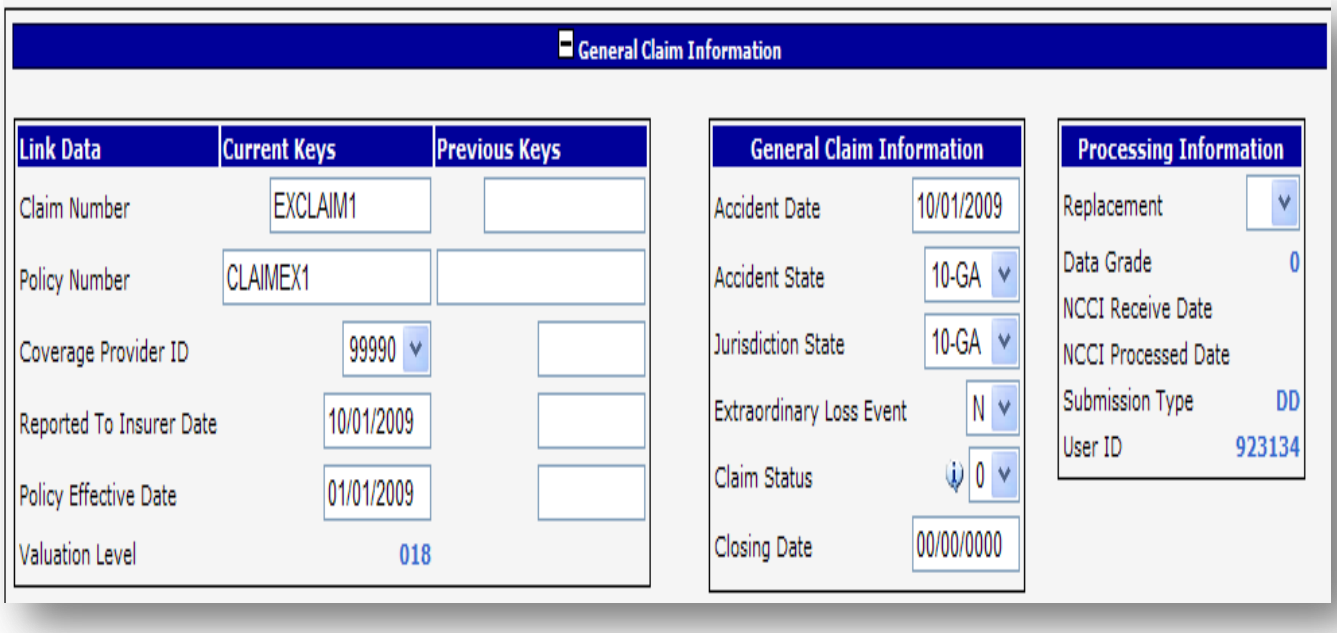
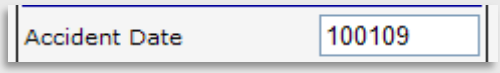
- Enter the necessary information in the **General Claim Information** section.



Helpful Hints When Entering:

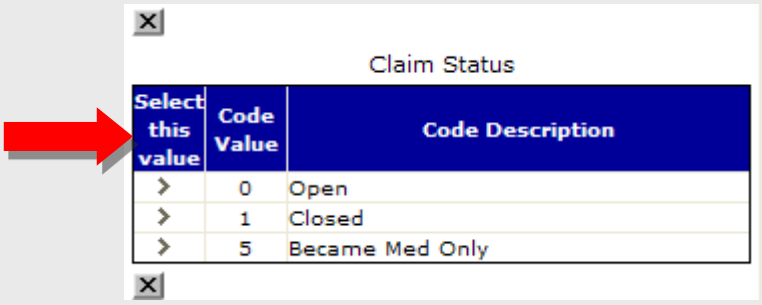
Accident Date and Closing Date—These fields are automatically defaulted to 00/00/0000. When updating this field, remember to omit dashes from the date:

Example:



Drop-down menu—Contains the code values for each of the fields for you to choose from.

Look-up information icon —Displays a pop-up window of the Look-Up Table with a description of the code value. To select your choice, click the arrow in the **Select this value** column next to the applicable value.



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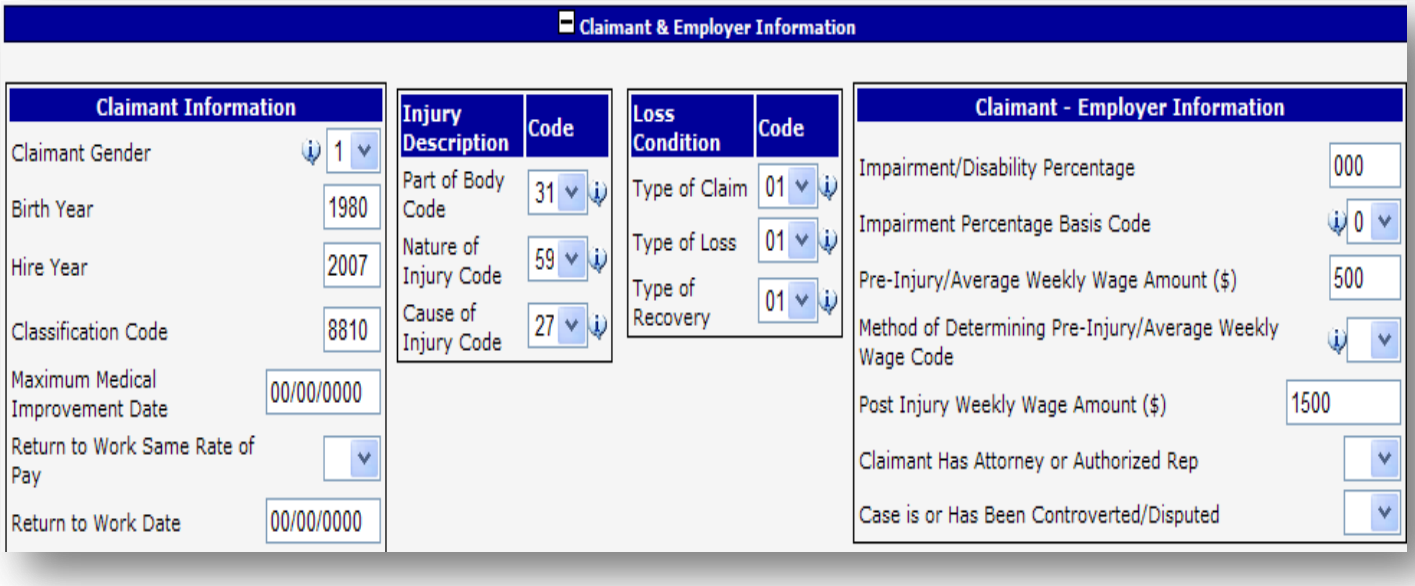
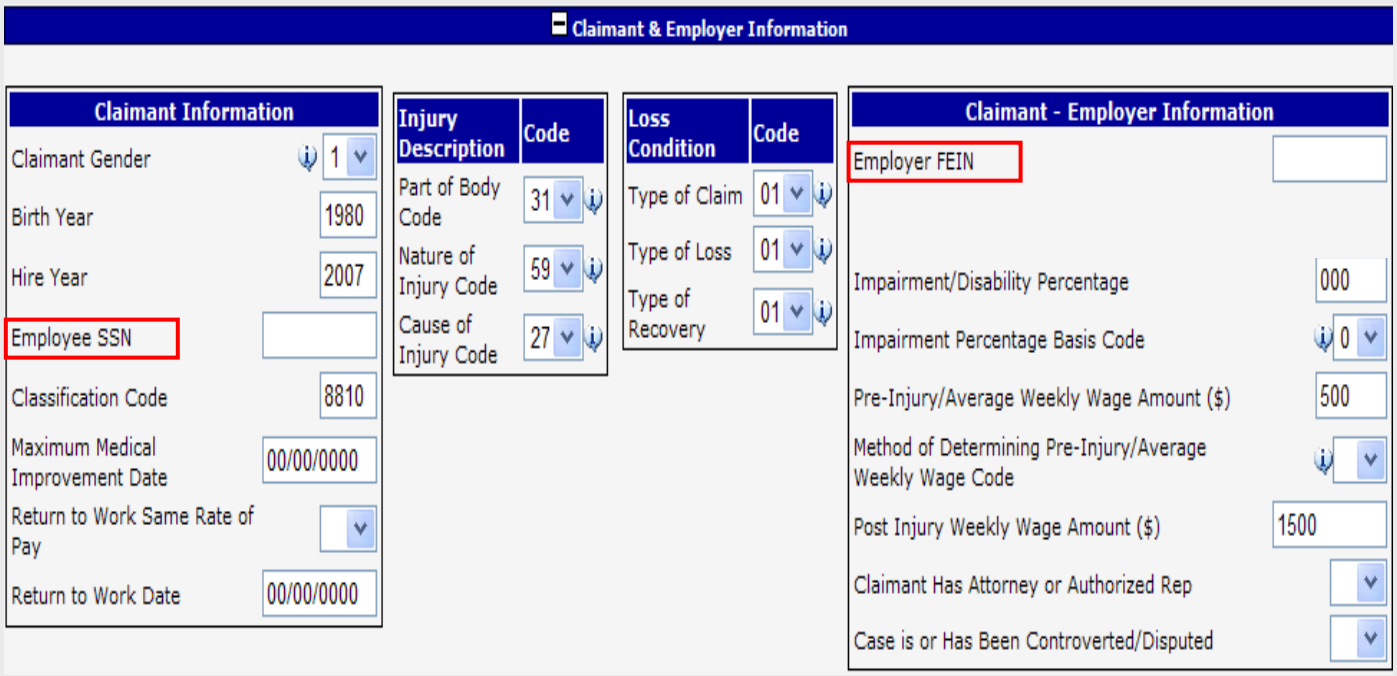
- Enter the necessary information in the **Claimant & Employer Information** section.



Helpful Hints When Entering:

Fields with values that have been defaulted to zero should be updated as necessary. (In some cases, you may not have a value to enter here.)

If the Jurisdiction State is Texas, this section will display additional Texas-only fields to be populated:



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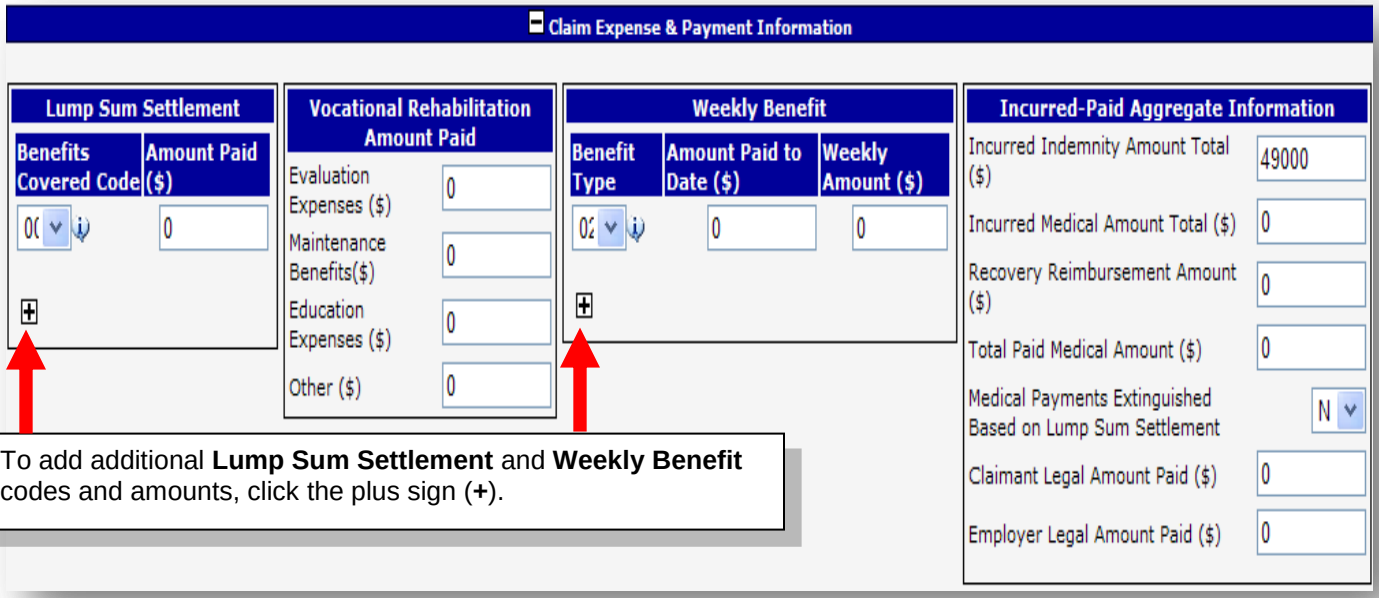
- Enter the necessary information in the **Claim Expense & Payment Information** section.

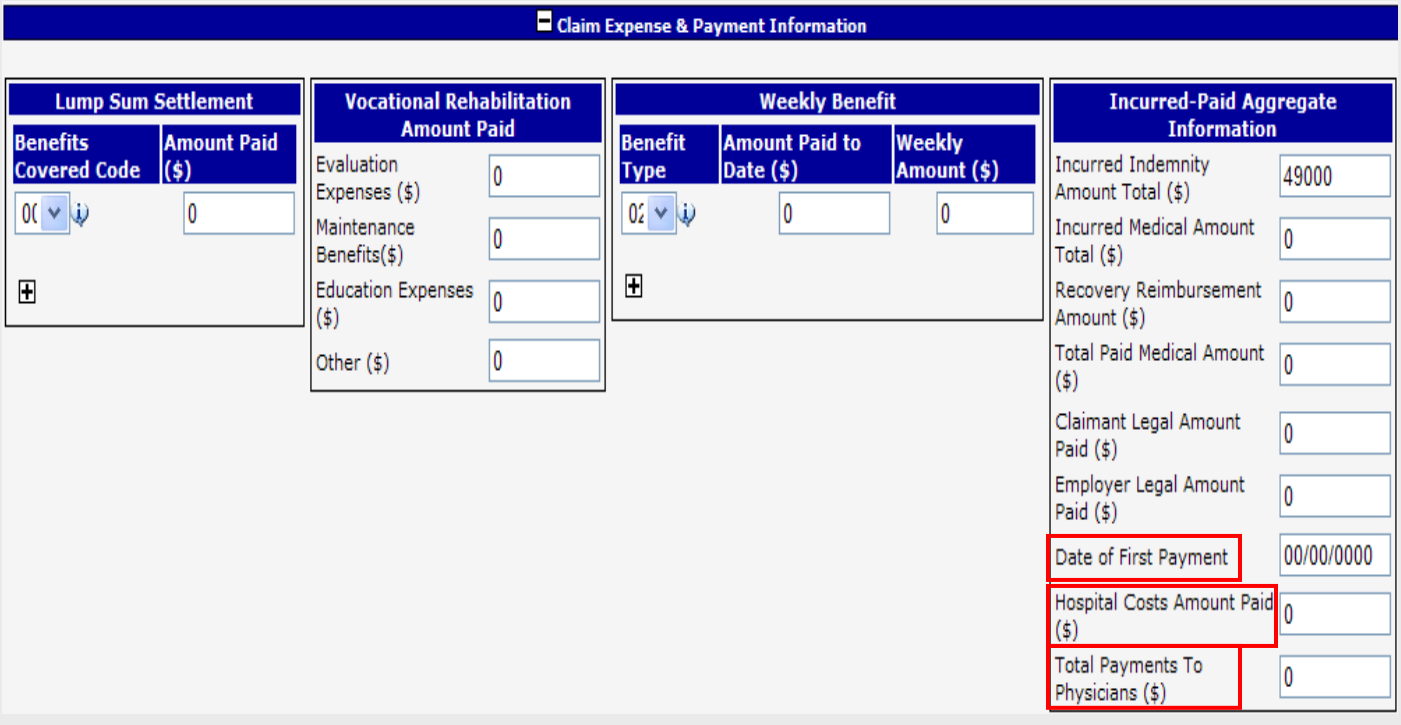


To add additional **Lump Sum Settlement** and **Weekly Benefit** codes and amounts, click the plus sign (**+**).

Helpful Hints:

Fields with values that have been defaulted to zero should be updated as necessary. (In some cases, you may not have a value to enter here.)

If the Jurisdiction State is Texas, the fields in this section will display differently, with additional fields to be populated.



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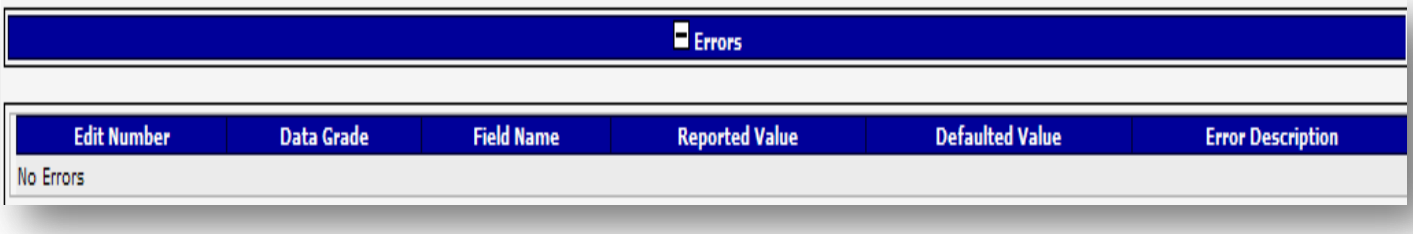
- After all the necessary information has been entered, click **Submit**.

- If there are any default errors, or if this claim rejected, they would appear at the bottom of your screen under the following section.



Note:
If you find that you are not able to submit the data at the time of entering it into the tool, you always have the option to save your information and return within 24 hours to submit it.

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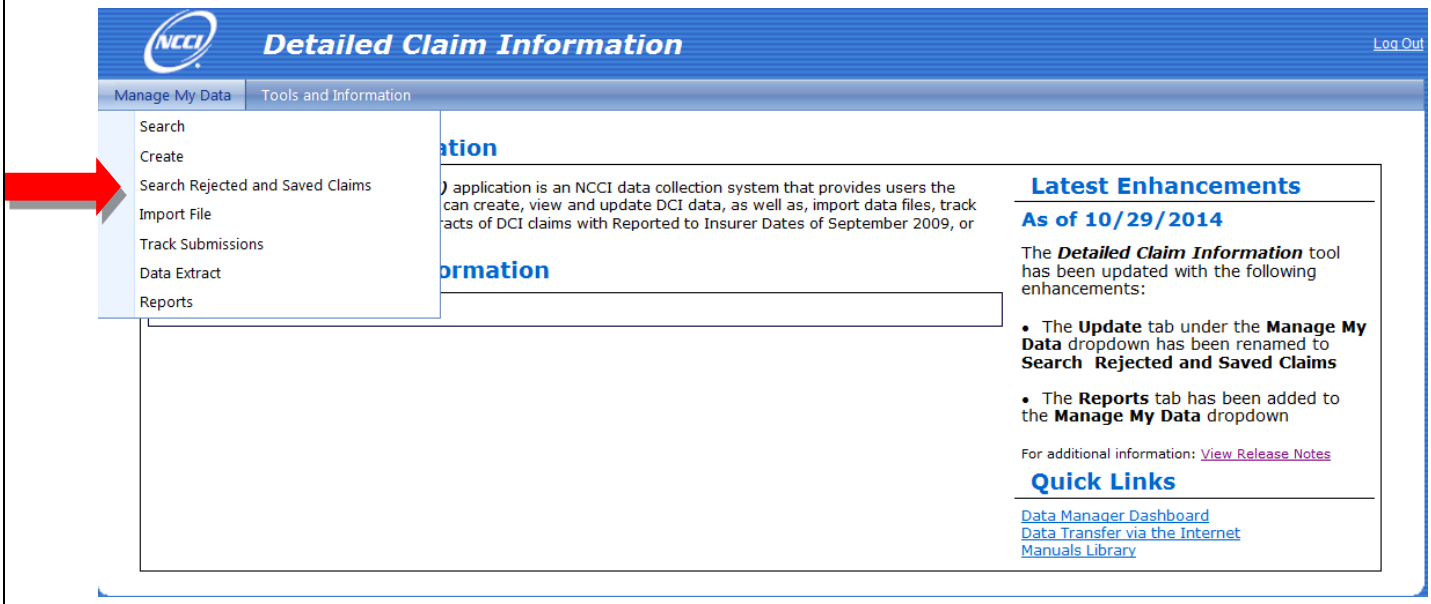
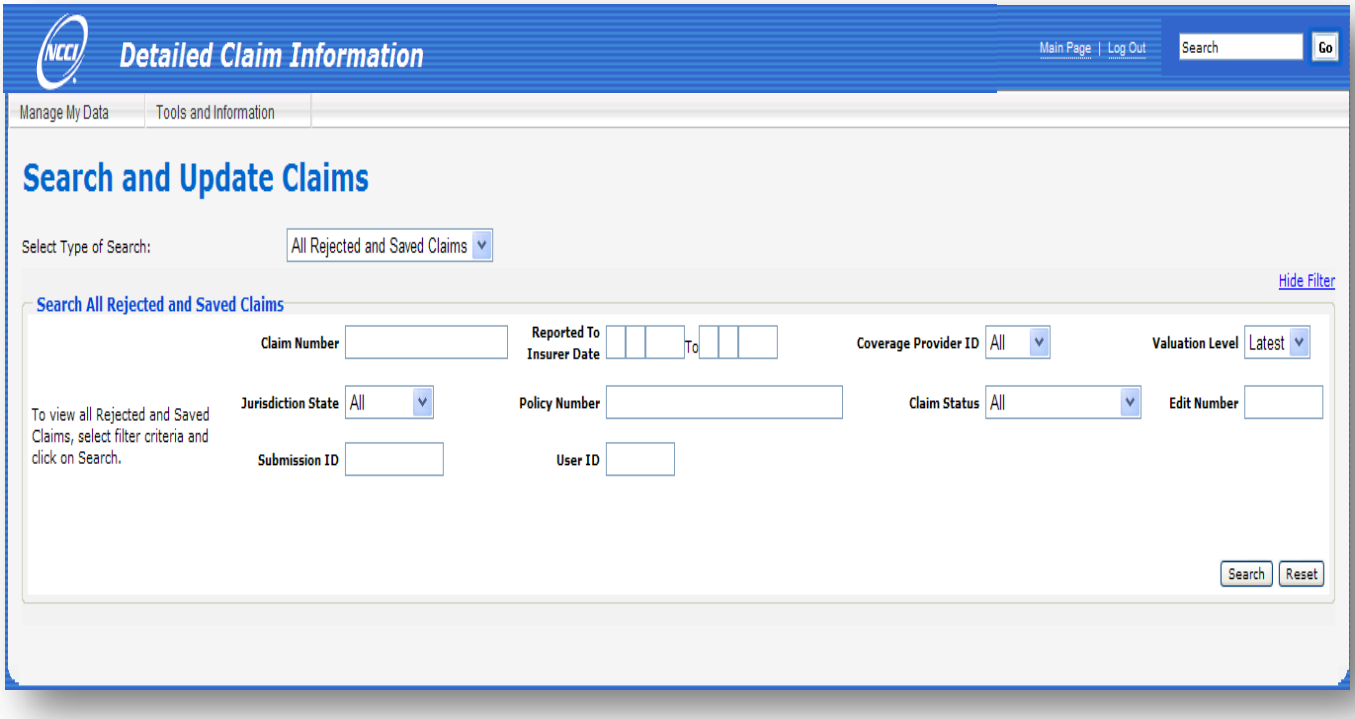
Manage My Data—Search Rejected and Saved Claims

You can use the **Search Rejected and Saved Claims** option from the ***Detailed Claim Information*** tool's menu to search for claims that either rejected or were saved but not submitted.

- To access these claims, go to **Manage My Data** and select the **Search Rejected and Saved Claims** option from the drop-down menu.



- The following screen displays.



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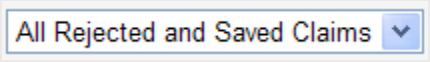
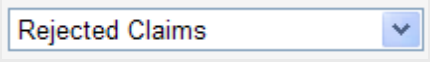
Helpful Hints:

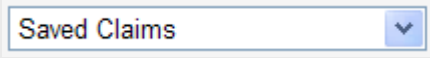
The search and update screen has three types of searches that you can choose from:



This option allows you to search for all claims that have been rejected and saved but not submitted.



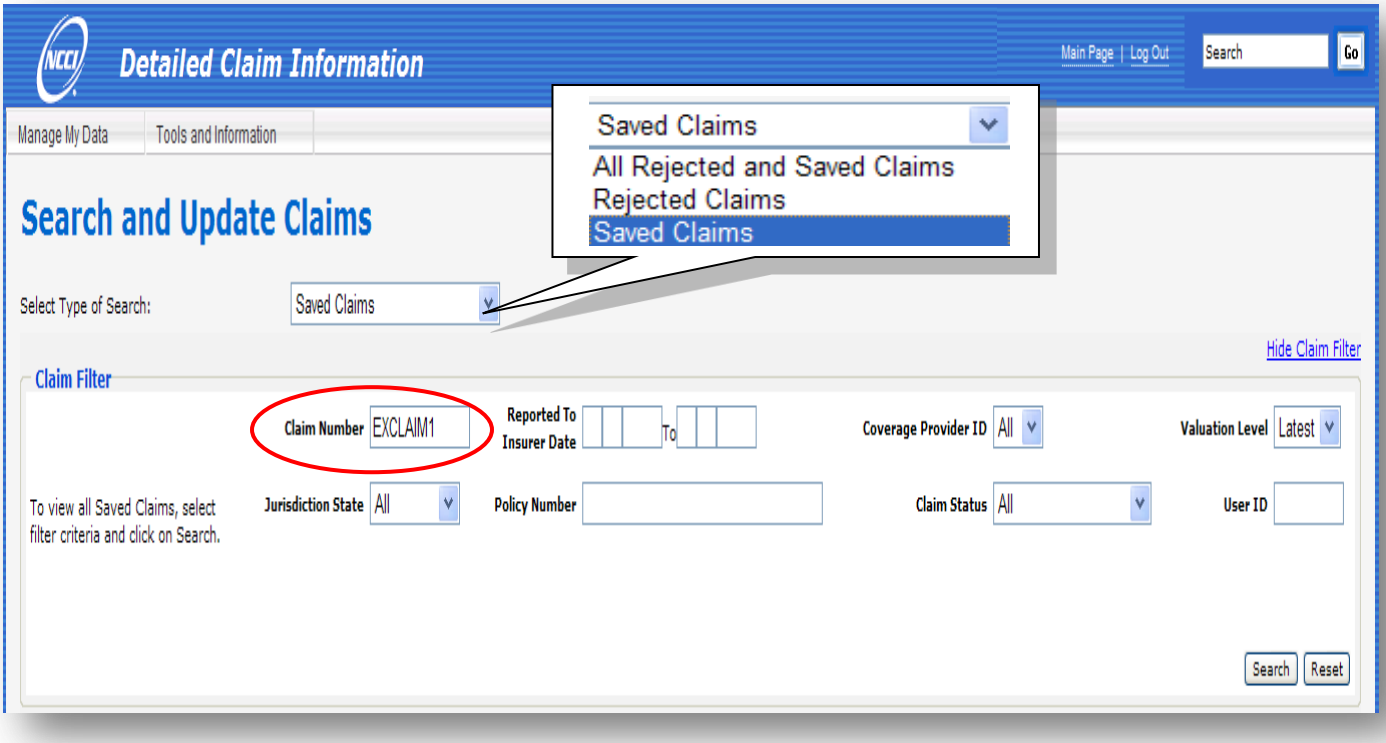
This option allows you to search for only claims that have been rejected.



This option allows you to search for only claims that have been saved within the last 24 hours but have not yet been submitted.

Saved Claims

- To resume working on a claim that has been saved but not submitted, select **Saved Claims** from the drop-down menu and enter your filter criteria.
- In this example, the claim number was used.



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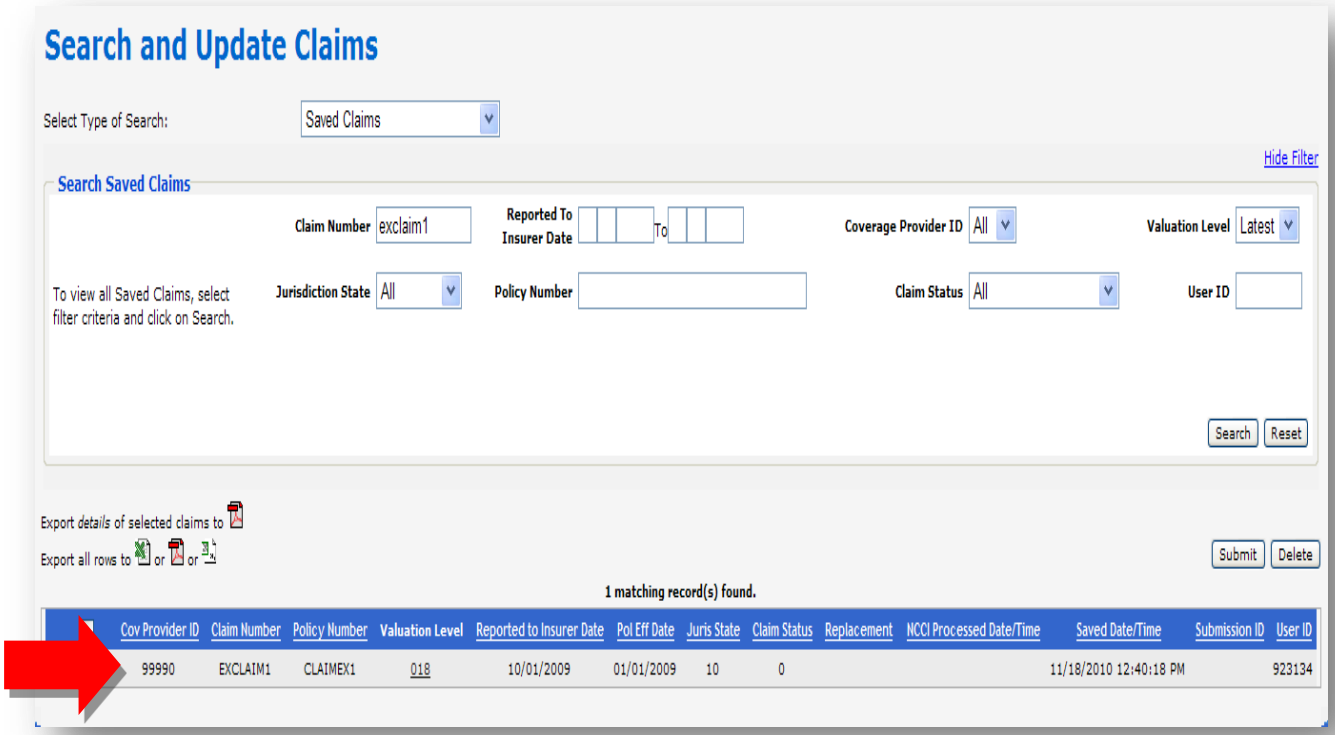
- Search results appear at the bottom of the screen.



- If nothing needs to be updated, place a check mark in the box and click **Submit**.

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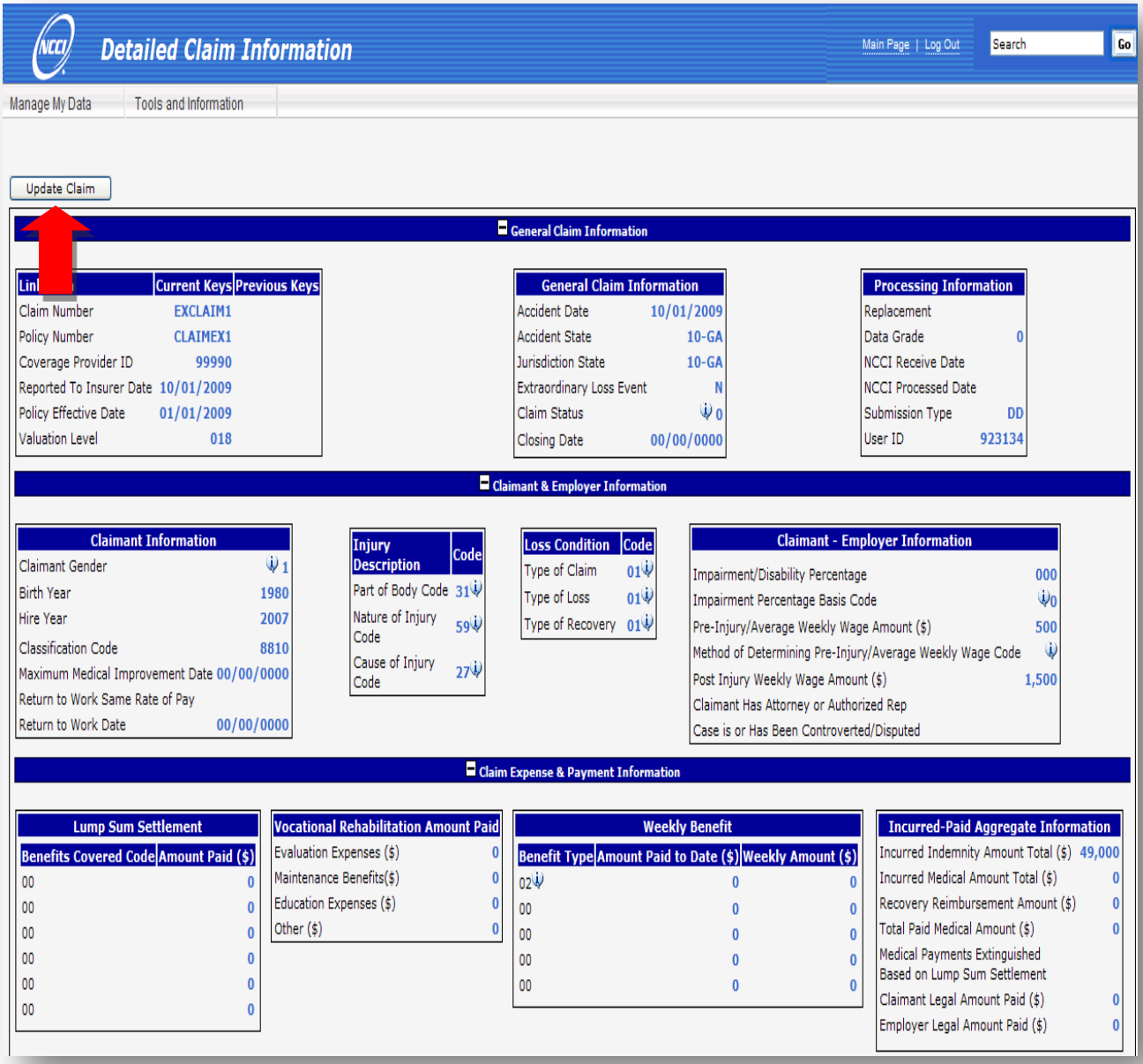
- If you need to return to the claim to make updates, click the underlined **Valuation Level** number.

- The following screen appears with previous claim data displayed.
- To make updates, click **Update Claim**.



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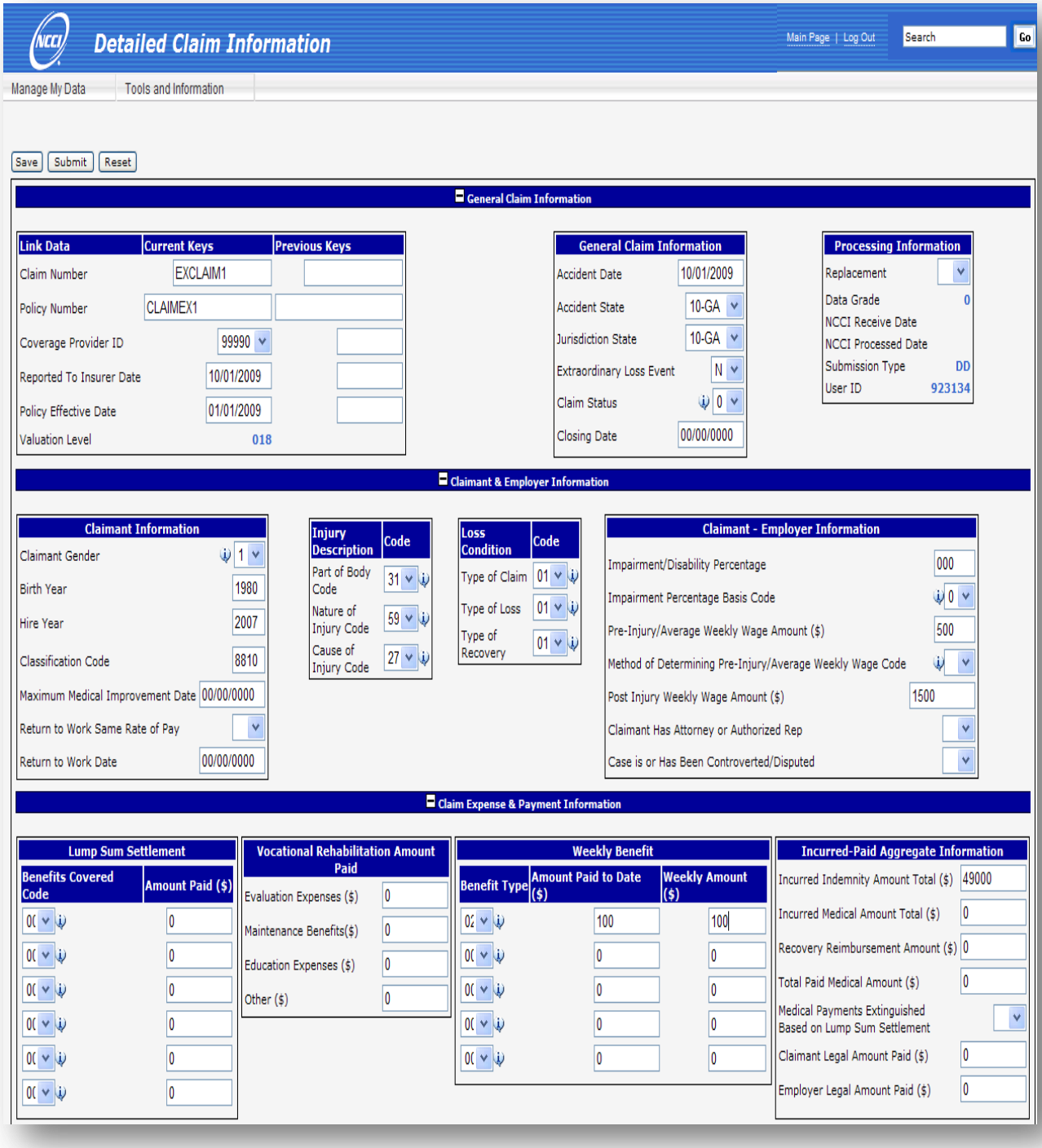
- The following screen appears with open white boxes where data can be entered:



- When you've completed your updates, click **Submit**.

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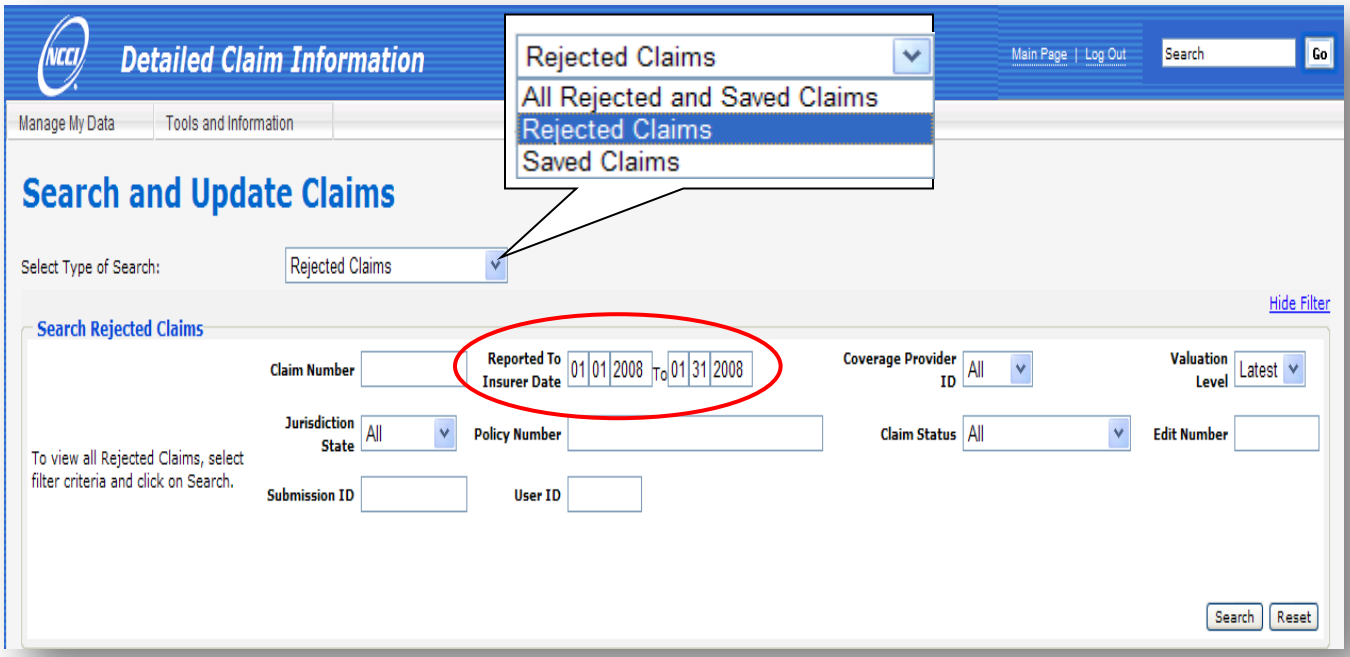
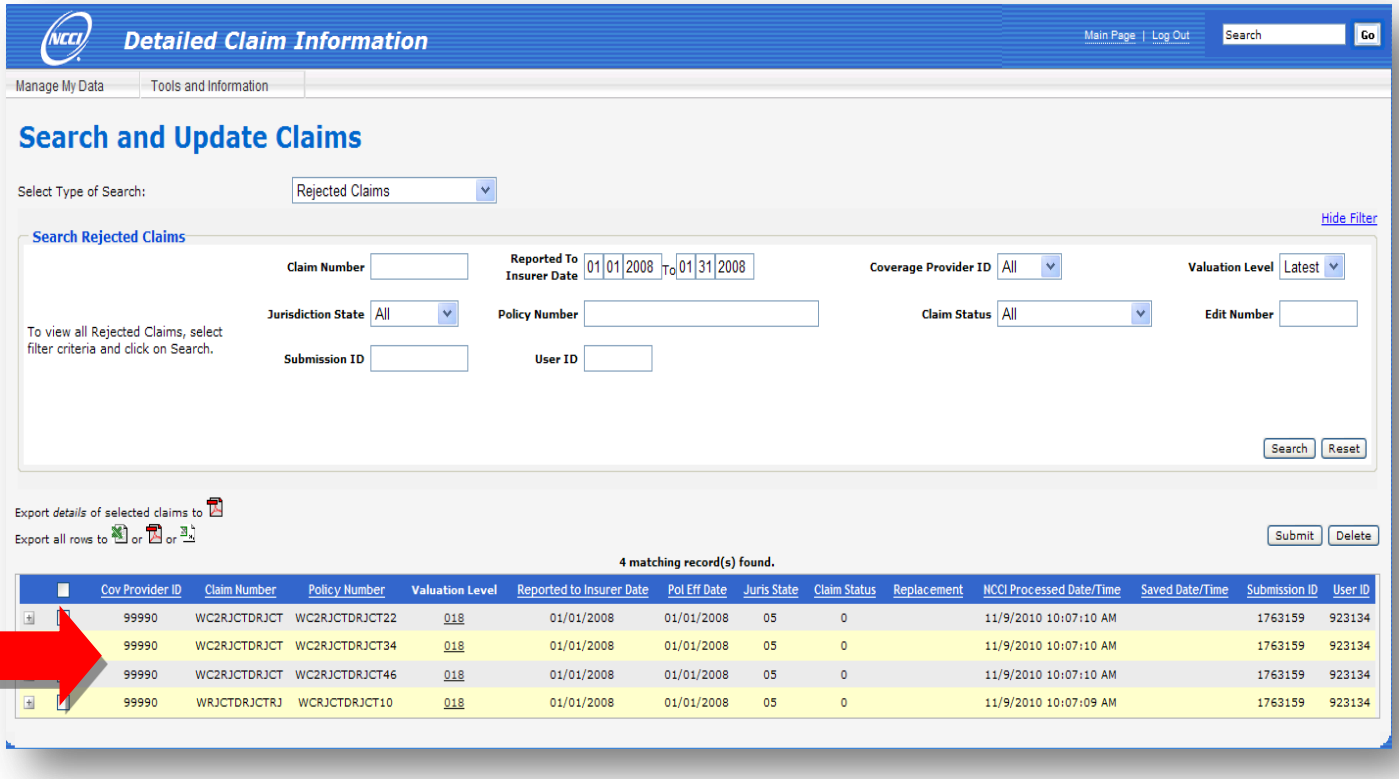
Rejected Claims

- To find a claim that has been rejected, select **Rejected Claims** from the drop-down menu.
- In this example, the optional filter criterion of **Reported to Insurer Date** range was used.



- Search results appear at the bottom of the screen.



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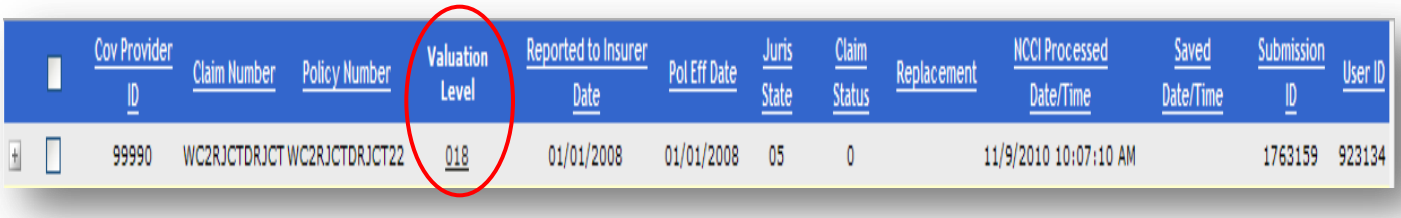
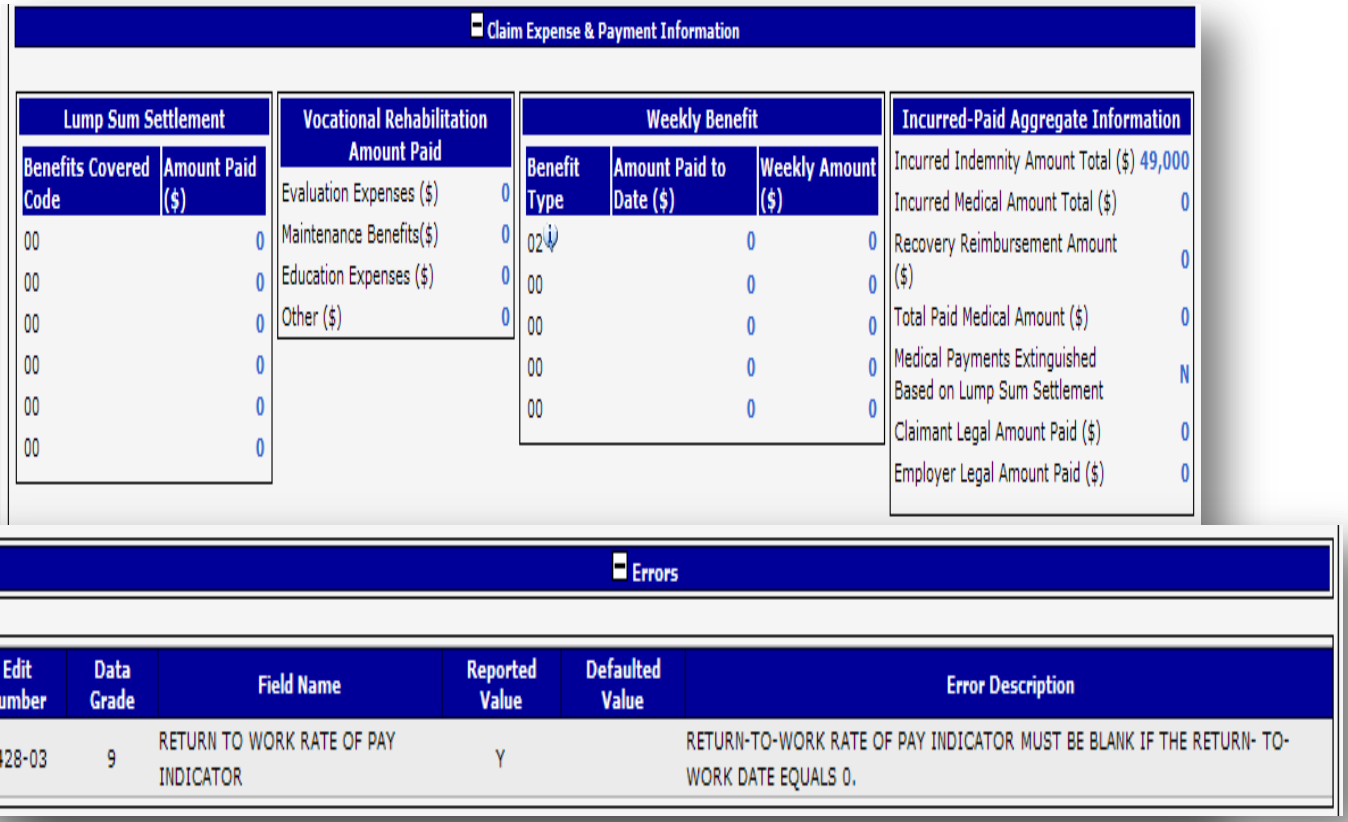
- To view the rejected claim**,** click the underlined **Valuation Level** number.



Cov Provider ID	Claim Number	Policy Number	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time	Saved Date/Time	Submission ID	User ID
99990	WC2RJCTDRJCT	WC2RJCTDRJCT22	018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134

- The errors for the claim appear at the bottom of the screen.



Claim Expense & Payment Information

Lump Sum Settlement

Benefits Covered Code	Amount Paid ($)
00	0
00	0
00	0
00	0
00	0
00	0

Vocational Rehabilitation Amount Paid

Evaluation Expenses ($)	0
Maintenance Benefits($)	0
Education Expenses ($)	0
Other ($)	0

Weekly Benefit

Benefit Type	Amount Paid to Date ($)	Weekly Amount ($)
02	0	0
00	0	0
00	0	0
00	0	0
00	0	0

Incurred-Paid Aggregate Information

Incurred Indemnity Amount Total ($)	49,000
Incurred Medical Amount Total ($)	0
Recovery Reimbursement Amount ($)	0
Total Paid Medical Amount ($)	0
Medical Payments Extinguished Based on Lump Sum Settlement	N
Claimant Legal Amount Paid ($)	0
Employer Legal Amount Paid ($)	0

Errors

Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
0428-03	9	RETURN TO WORK RATE OF PAY INDICATOR	Y		RETURN-TO-WORK RATE OF PAY INDICATOR MUST BE BLANK IF THE RETURN- TO-WORK DATE EQUALS 0.

Note:

- The Errors section of the screen provides complete details of the edit(s) that the claim received during the editing process.
- **Field Name** displays what element received the edit.
- **Error Description** gives you detail on why the error was received.
- For more information about the edit, you can look up the **Edit Number** in the DCI Edit Matrix.

- Once the error(s) have been corrected, click **Submit**.

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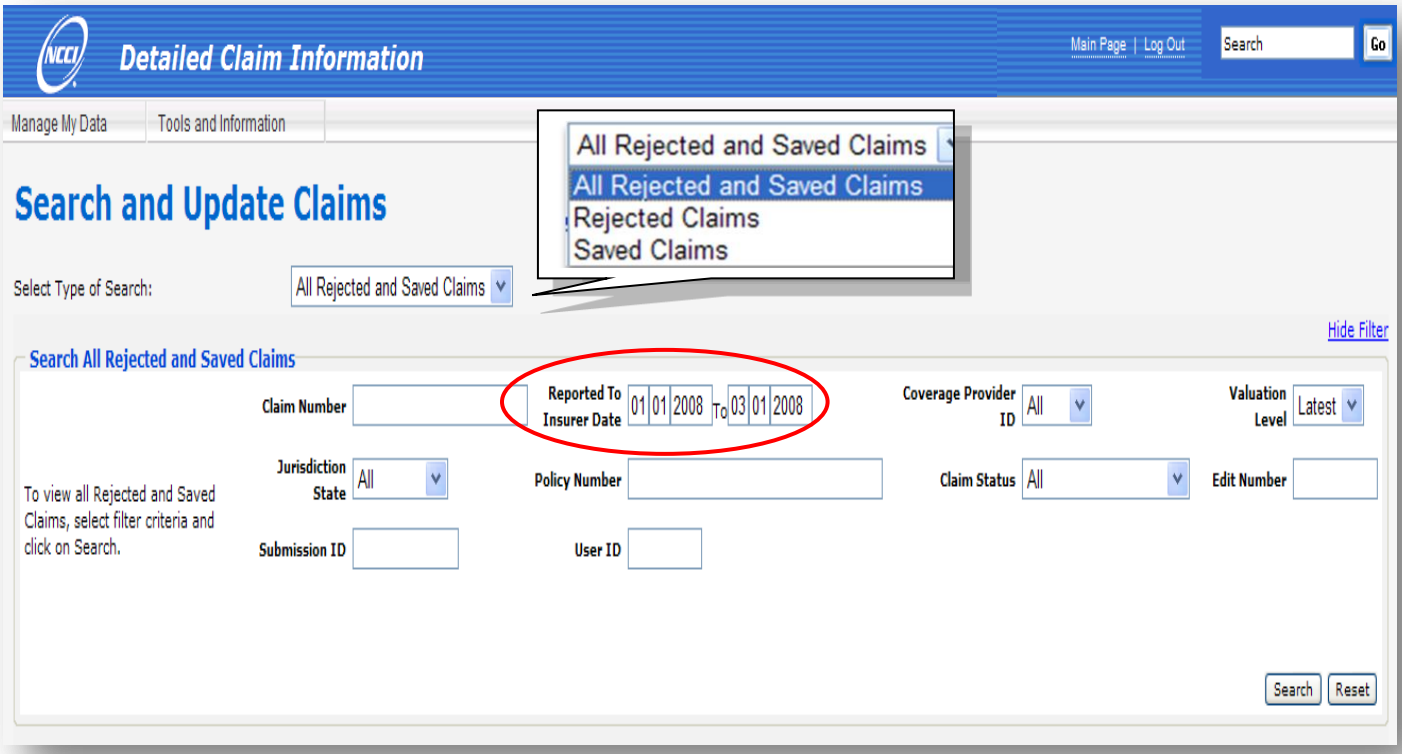
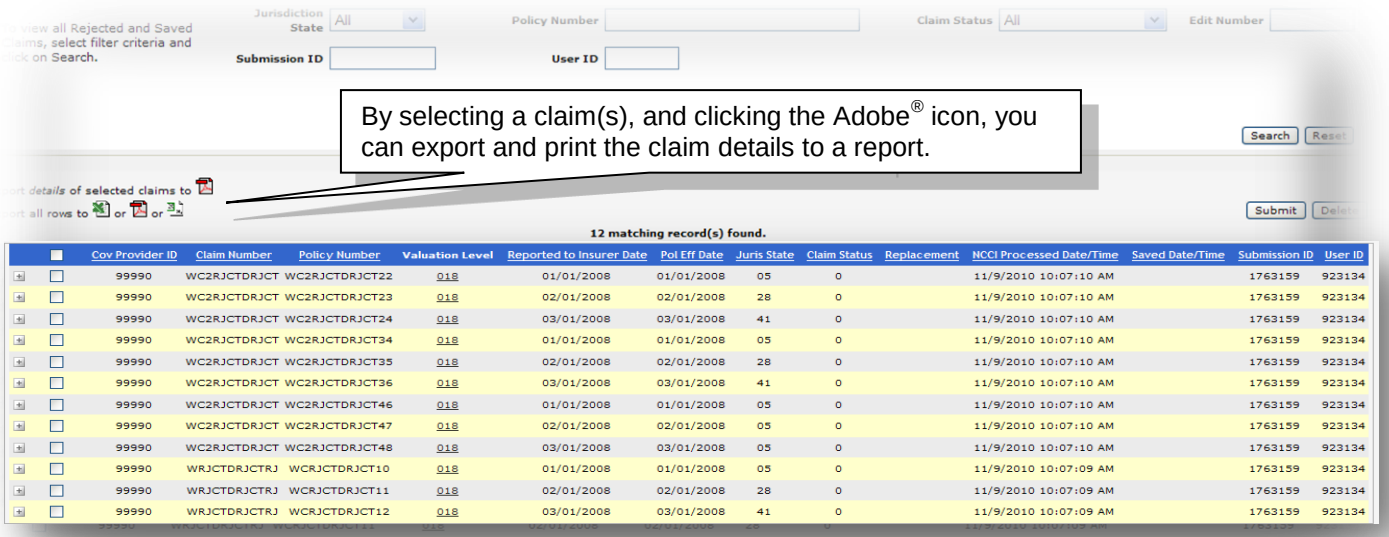
All Rejected and Saved Claims

- To see all claims that have been rejected or saved but not submitted at once, select **All Rejected and Saved Claims** from the drop-down menu**.**
- In this example, the **Reported to Insurer Date** range was used.
- Click **Search**.



- All claims within that date range appear in the search results portion of the screen.



Cov Provider ID	Claim Number	Policy Number	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time	Saved Date/Time	Submission ID	User ID
99990	WC2RJCTDRJCT	WC2RJCTDRJCT22	018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WC2RJCTDRJCT	WC2RJCTDRJCT23	018	02/01/2008	02/01/2008	28	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WC2RJCTDRJCT	WC2RJCTDRJCT24	018	03/01/2008	03/01/2008	41	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WC2RJCTDRJCT	WC2RJCTDRJCT34	018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WC2RJCTDRJCT	WC2RJCTDRJCT35	018	02/01/2008	02/01/2008	28	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WC2RJCTDRJCT	WC2RJCTDRJCT36	018	03/01/2008	03/01/2008	41	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WC2RJCTDRJCT	WC2RJCTDRJCT46	018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WC2RJCTDRJCT	WC2RJCTDRJCT47	018	02/01/2008	02/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WC2RJCTDRJCT	WC2RJCTDRJCT48	018	03/01/2008	03/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WRJCTDRJCTRJ	WCRJCTDRJCT10	018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:09 AM		1763159	923134
99990	WRJCTDRJCTRJ	WCRJCTDRJCT11	018	02/01/2008	02/01/2008	28	0		11/9/2010 10:07:09 AM		1763159	923134
99990	WRJCTDRJCTRJ	WCRJCTDRJCT12	018	03/01/2008	03/01/2008	41	0		11/9/2010 10:07:09 AM		1763159	923134

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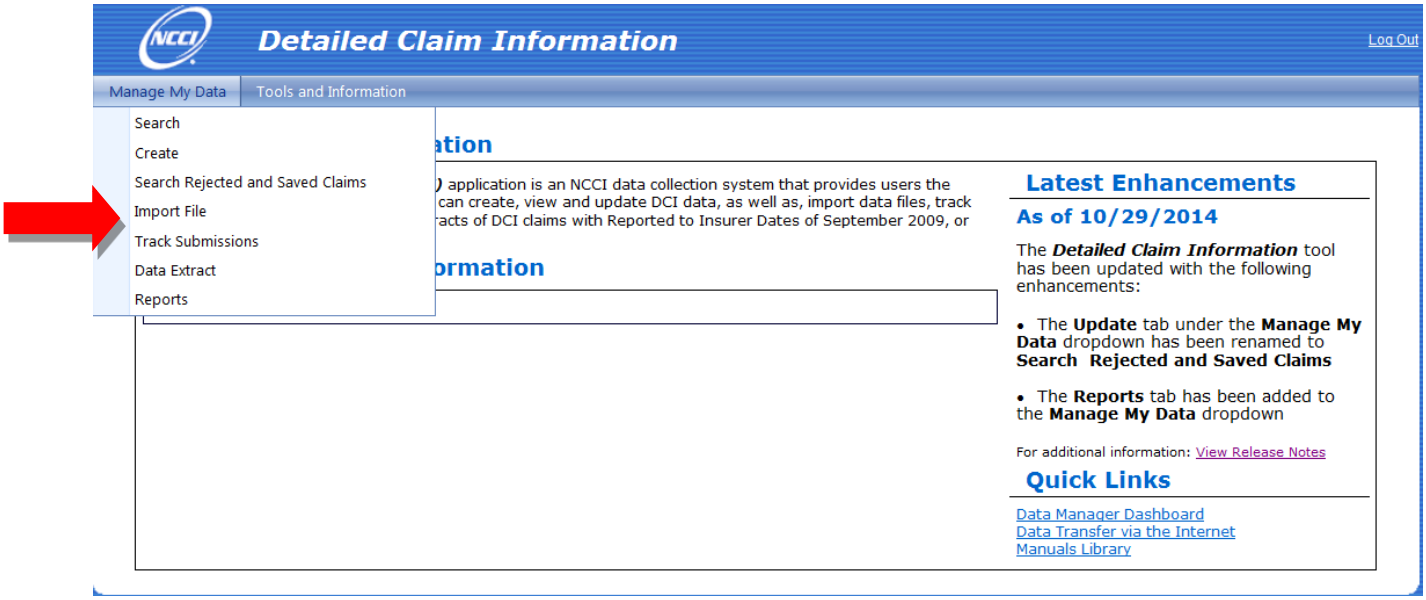
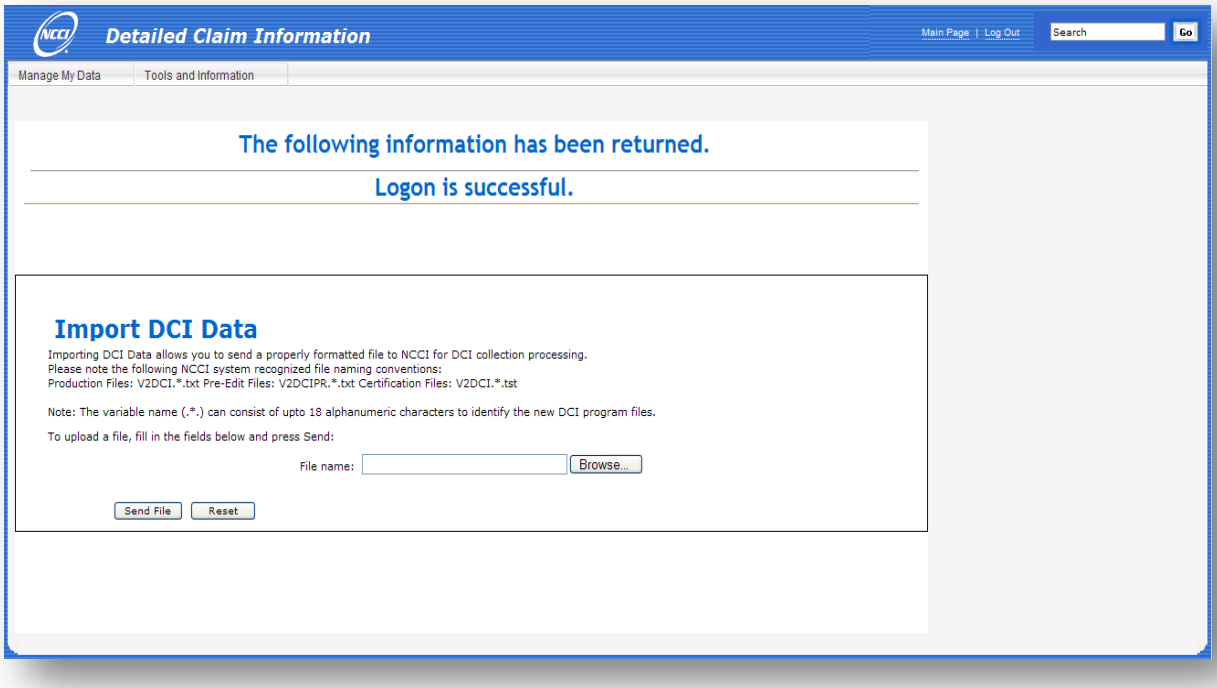
Manage My Data—Import File

The import feature allows you to import data files for purposes of certification, production, and pre-editing your data. The import feature can be accessed from the **Manage My Data** tab.

- From the **Manage My Data** drop-down menu, select **Import File**.



- Once you've selected the **Import File** option, the following screen displays, letting you know that you've successfully logged on.



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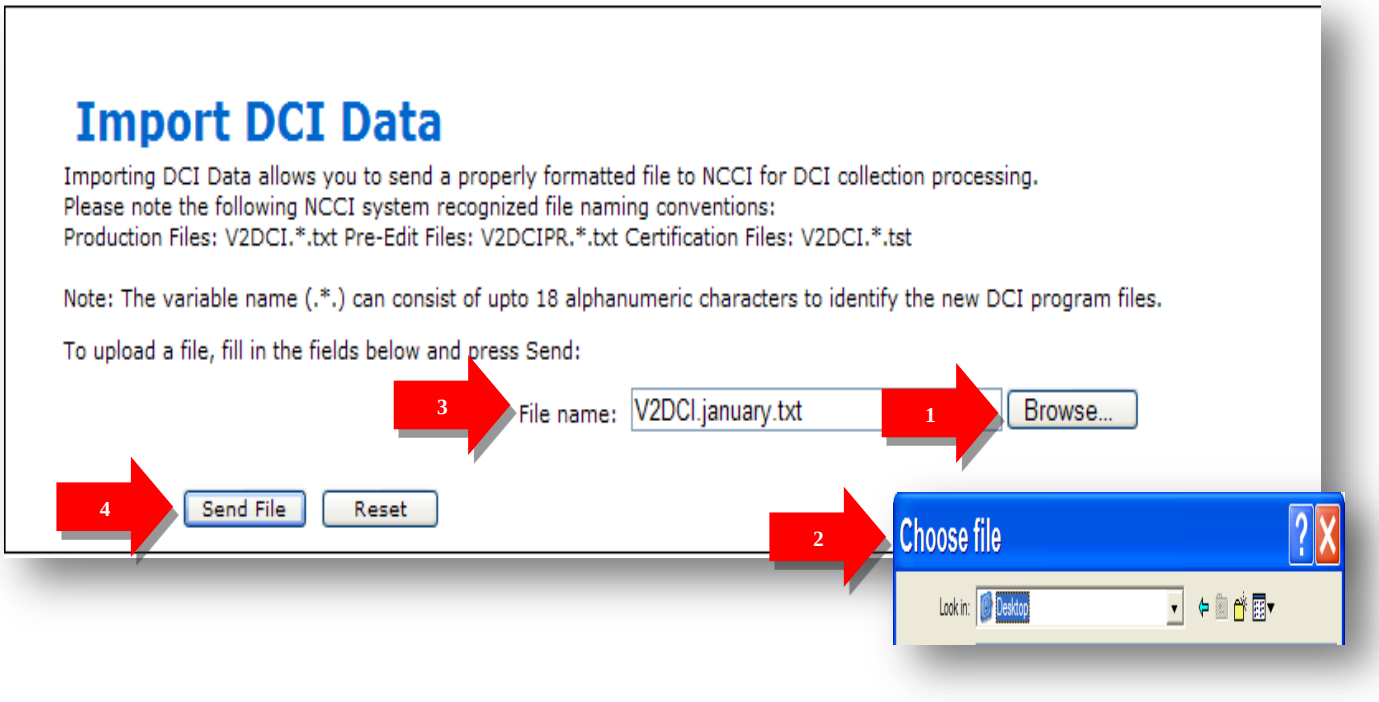
Importing a File Into Detailed Claim Information via DCA Access® Online

To import a file into ***Detailed Claim Information*** via ***DCA Access® Online***:

- Click **Browse** (1).
- Search and select the correct file to submit (2).
- Make sure the correct file name and extension appear in the **File name** box (3).
- Click **Send File** (4).



Note:

This screen functions very similarly to another data reporting tool on **ncci.com—*Data Transfer via the Internet***.

In order to submit any files to NCCI using the Import Files option, you must follow the proper file-naming convention or else the file will not be recognized.

Production Files: V2DCI.*.txt

Certification Files: V2DCI.*.tst

Pre-Edit Files: V2DCIPR.*.txt

You must be certified to submit production files prior to being allowed to submit pre-edit files.

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Pre-Editing Your Data

- Once you've been certified to submit production files to NCCI, you will have the ability to submit DCI pre-edit files.
- This functionality allows you to submit a DCI data file to pre-edit so that you have the opportunity to view rejects and errors, and correct the source system prior to submitting the file to production.
- After your file has been submitted to production, you will receive a data file of your submission.

Remember, when submitting pre-edit files, you must use the V2DCIPR.*.txt file-naming convention.

Certification Files

- Certification is a process that must occur prior to submitting any new data types.
- Certification is also recommended whenever you have made any changes within your company's reporting system. This helps to ensure that your changes have not affected your DCI reporting elements.

Remember, when submitting certification files, you must use the V2DCI.*.tst file-naming convention

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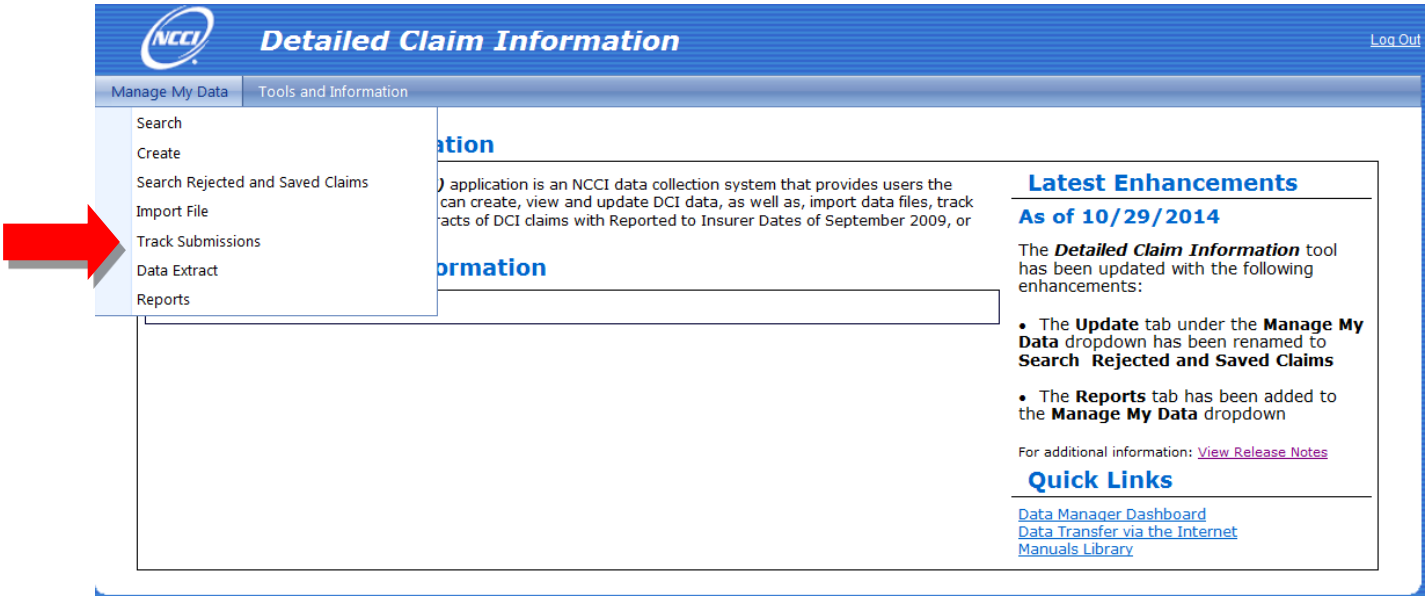
Manage My Data—Track Submissions

The **Track Submissions** option allows you to track submissions previously sent to NCCI's ***Detailed Claim Information*** tool. Data providers can:

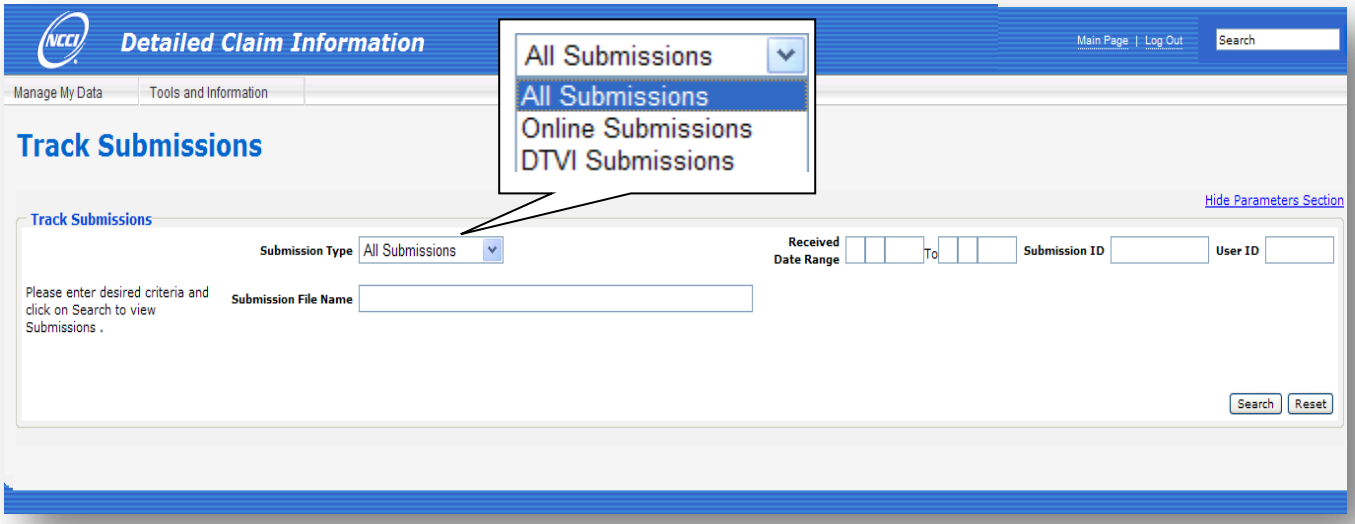
- Monitor the electronic and ***Detailed Claim Information*** via ***DCA Access® Online*** submissions that they submit to NCCI.
- Verify that the amount of records submitted is equal to the amount of records processed.
- View the status of their submissions.
- Search and view data submissions using all electronic media types.

Using Track Submissions

- From the **Manage My Data** tab, click **Track Submissions**.



- The following screen displays.



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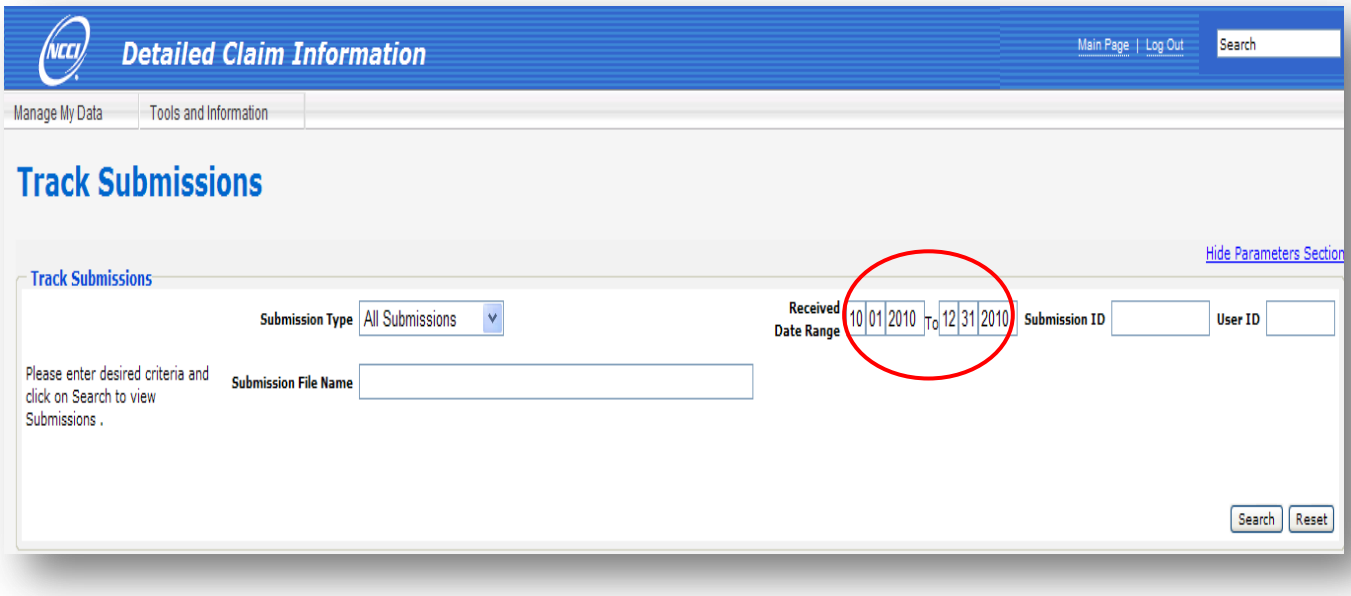
- Input the preferred search criteria and click **Search**. In this example, we are searching for all submissions sent to NCCI from 10/01/2010 to 12/31/2010.



- A screen similar to the one below displays.

Export all rows to

19 matching record(s) found.

Coverage Provider Group ID	NCCI Received DTM	NCCI Processed DTM	Submission Status	Records Submitted	Records Rejected	Records Rejected With Default Errors	Records With Default Errors	Records Error Free	Media Type	Submission ID	Submission File Name
99990	11/18/2010 12:26:04 PM	11/18/2010 12:26:04 PM	In Progress						Online	1763403	
99990	11/9/2010 10:05:00 AM	11/9/2010 10:07:42 AM	Completed	72	60	0	0	12	DTVI	1763159	v2dci.deprjct.txt
99990	11/9/2010 8:39:16 AM	11/9/2010 8:41:08 AM	Completed	48	48	0	0	0	DTVI	1763151	v2dci.deprjct.txt
99990	11/8/2010 3:56:22 PM	11/8/2010 3:58:05 PM	Completed	36	36	0	0	0	DTVI	1763137	v2dci.deprjct.txt
99990	11/8/2010 2:55:29 PM	11/8/2010 3:09:56 PM	Completed	27	0	0	0	27	DTVI	1763129	v2dci.deprkfc.txt
99990	11/8/2010 2:55:10 PM	11/8/2010 3:08:46 PM	Completed	240	0	0	240	0	DTVI	1763128	v2dci.depod.txt
99990	11/8/2010 2:54:53 PM	11/8/2010 3:03:38 PM	Completed	714	0	0	0	714	DTVI	1763126	v2dci.depall.txt
99990	11/8/2010 12:04:53 PM	11/8/2010 12:06:55 PM	Rejected						DTVI	1763084	v2dci.tst91pup.txt
99990	11/8/2010 10:36:45 AM	11/8/2010 11:39:50 AM	Rejected						DTVI	1763057	v2dci.tst91grp.txt

- The example above indicates that there were 19 submissions found for Coverage Provider Group ID 99990 in the fourth quarter of 2010.

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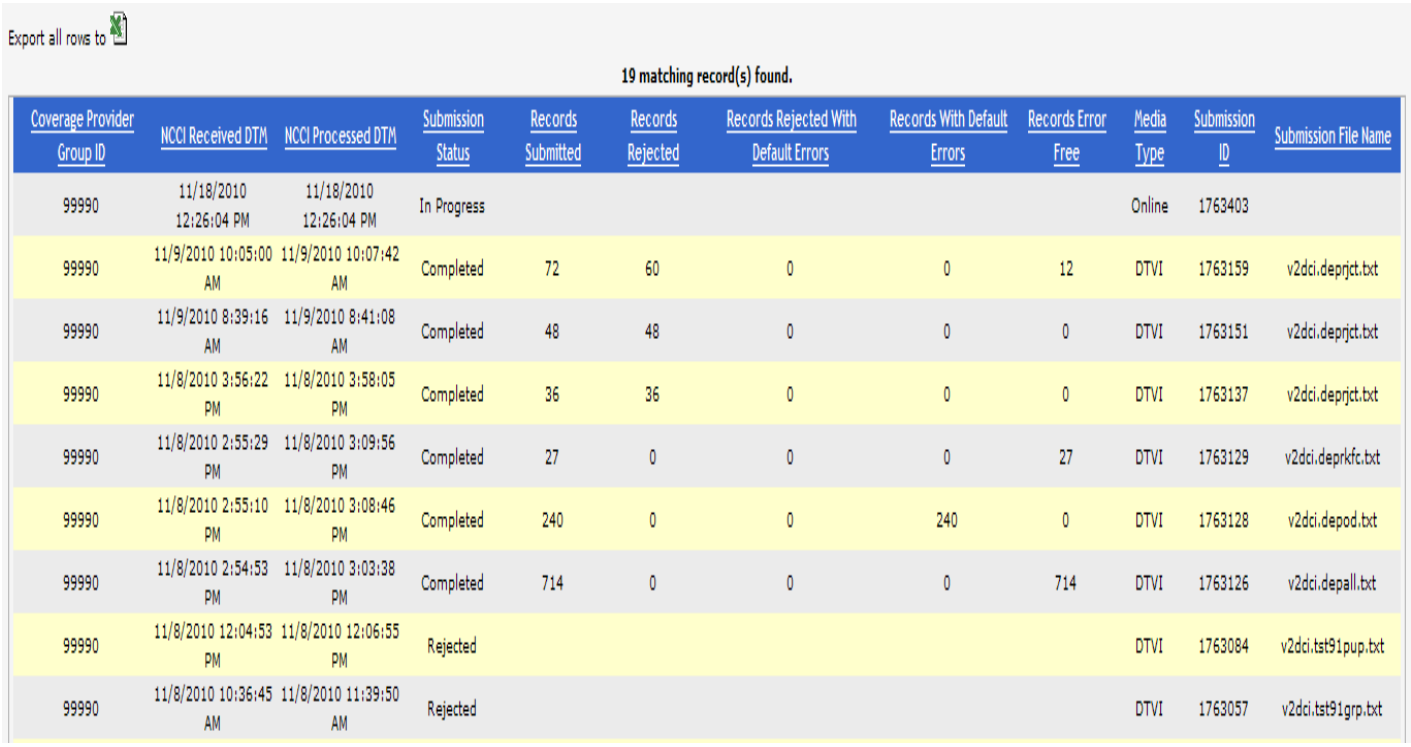

Export all rows to

19 matching record(s) found.

Coverage Provider Group ID	NCCI Received DTM	NCCI Processed DTM	Submission Status	Records Submitted	Records Rejected	Records Rejected With Default Errors	Records With Default Errors	Records Error Free	Media Type	Submission ID	Submission File Name
99990	11/18/2010 12:26:04 PM	11/18/2010 12:26:04 PM	In Progress						Online	1763403	
99990	11/9/2010 10:05:00 AM	11/9/2010 10:07:42 AM	Completed	72	60	0	0	12	DTVI	1763159	v2dci.deprjct.txt
99990	11/9/2010 8:39:16 AM	11/9/2010 8:41:08 AM	Completed	48	48	0	0	0	DTVI	1763151	v2dci.deprjct.txt
99990	11/8/2010 3:56:22 PM	11/8/2010 3:58:05 PM	Completed	36	36	0	0	0	DTVI	1763137	v2dci.deprjct.txt
99990	11/8/2010 2:55:29 PM	11/8/2010 3:09:56 PM	Completed	27	0	0	0	27	DTVI	1763129	v2dci.deprkfc.txt
99990	11/8/2010 2:55:10 PM	11/8/2010 3:08:46 PM	Completed	240	0	0	240	0	DTVI	1763128	v2dci.depod.txt
99990	11/8/2010 2:54:53 PM	11/8/2010 3:03:38 PM	Completed	714	0	0	0	714	DTVI	1763126	v2dci.depall.txt
99990	11/8/2010 12:04:53 PM	11/8/2010 12:06:55 PM	Rejected						DTVI	1763084	v2dci.tst91pup.txt
99990	11/8/2010 10:36:45 AM	11/8/2010 11:39:50 AM	Rejected						DTVI	1763057	v2dci.tst91grp.txt

The screen above provides a snapshot of some key information regarding the DCI submissions received:

- **NCCI Received and Processed Dates**—Lets you know when we received your data and completed the editing
- **Submission Status**—Tells you whether the file completed processing or rejected
- **Records Submitted**—Provides the total number of records in the file
- **Records Rejected**—Provides the total number of records within the file that rejected
- **Records With Default Errors and Records Error Free**—Tells you how many records were loaded into our production database
- **Media Type**—Lists what data tool was used to submit the file
- **Submission ID**—Assigned number that allows you to identify your submission file in our system and when performing a search using the tool
- **Submission File Name**—File name you used to send your data to NCCI (name will match what you have stored in your system)

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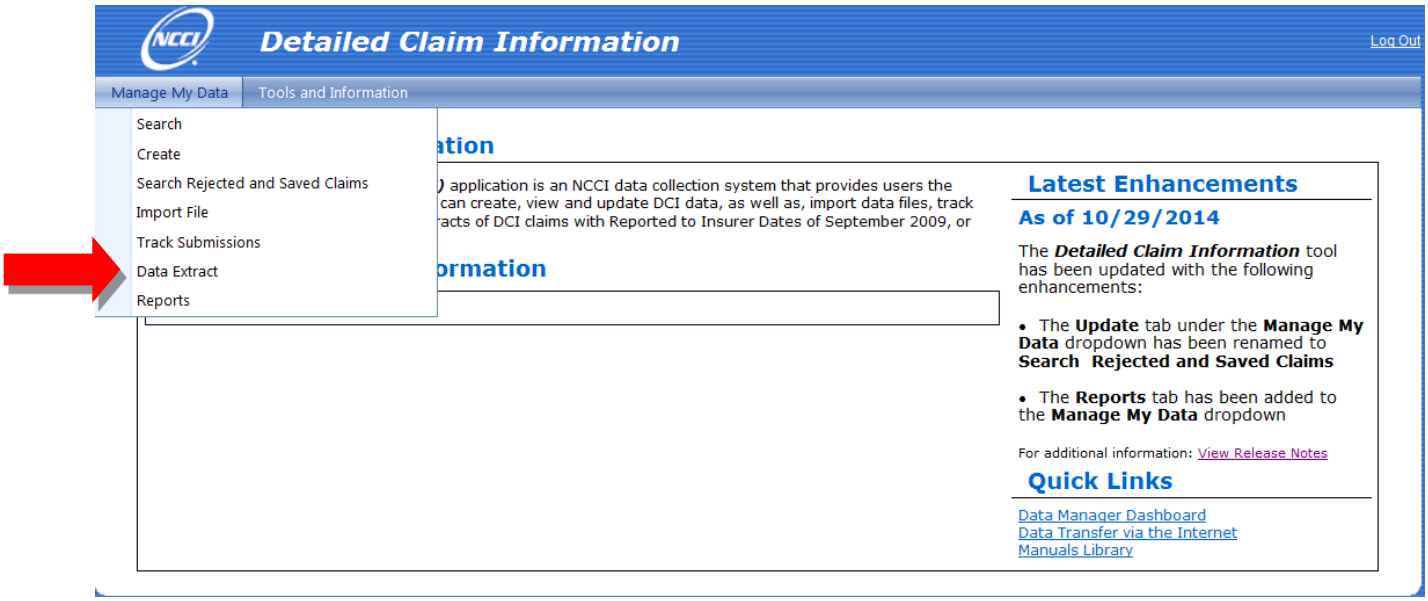
Manage My Data—Data Extract

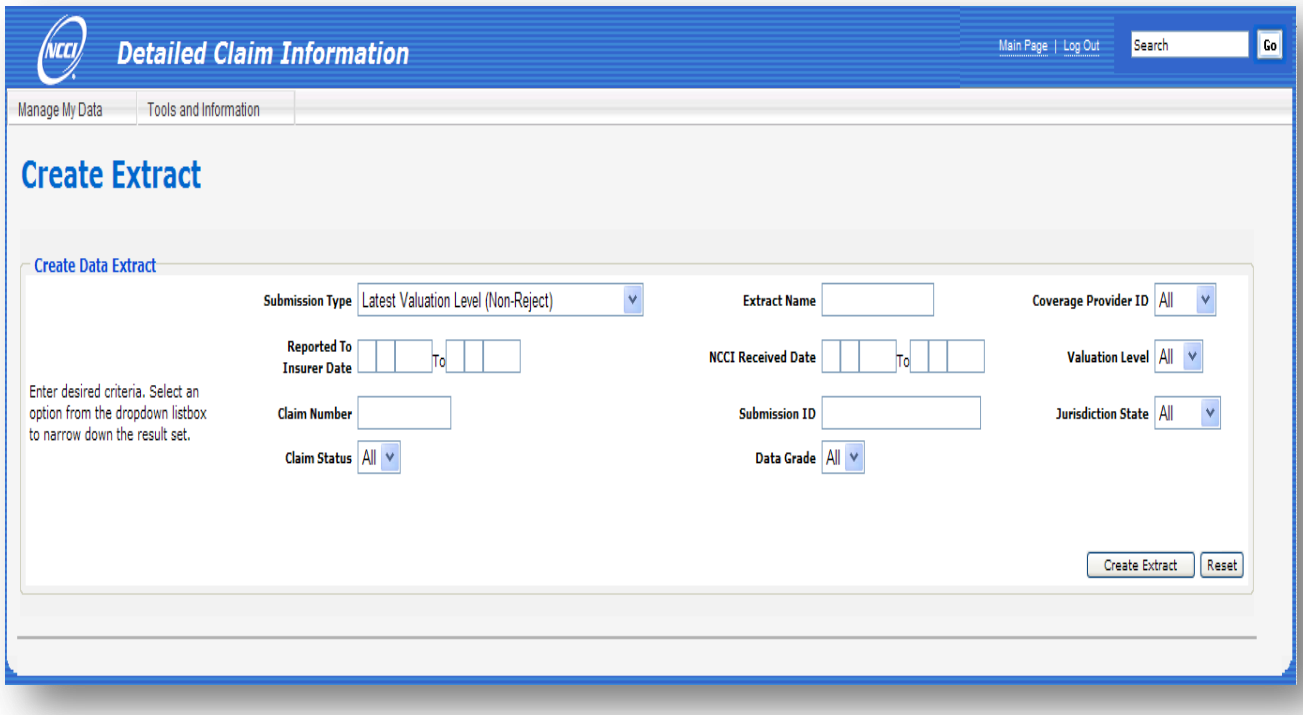
This function allows you to search and extract claim data from our database to help you update your system or create subsequent report files to submit to NCCI.

Using the Data Extract Feature

- From the **Manage My Data** drop-down menu, select **Data Extract**.



- The following screen displays.



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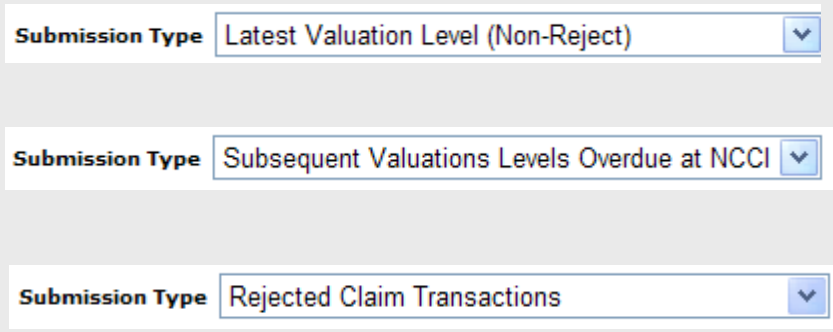
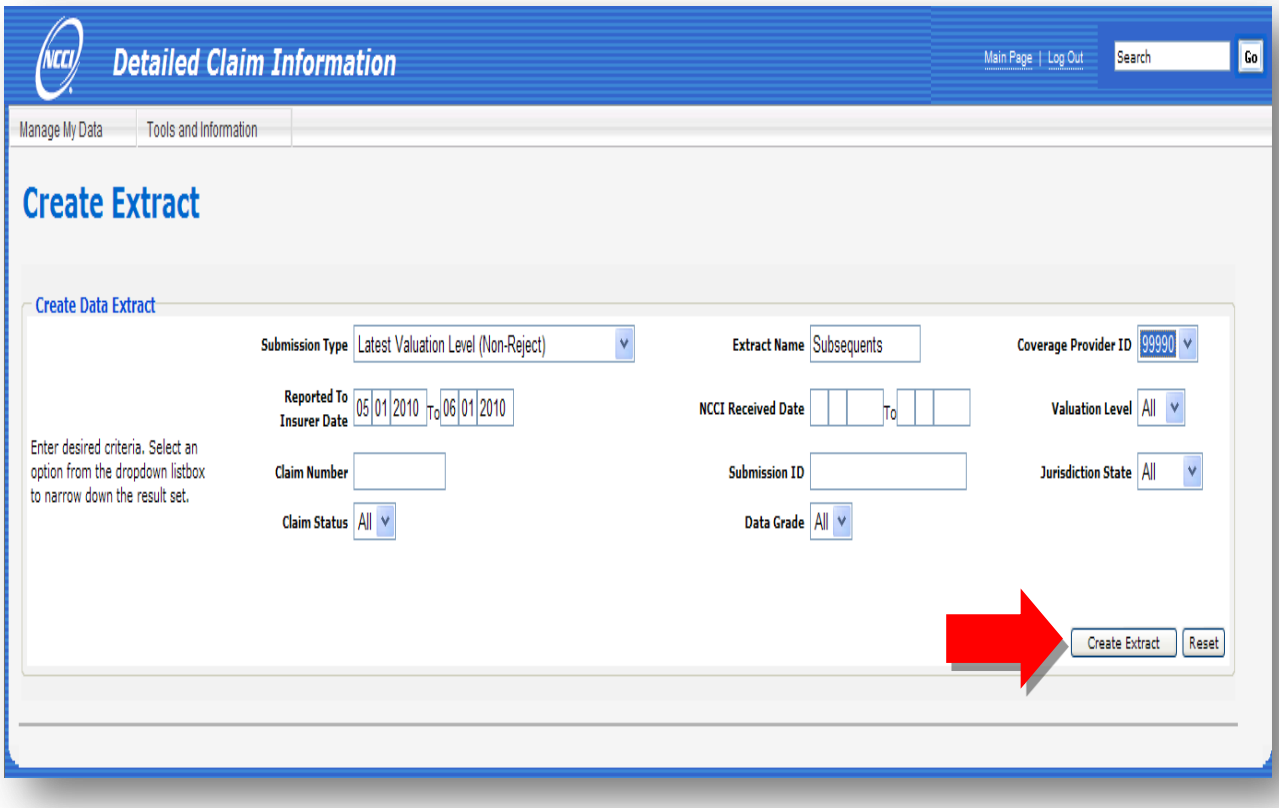
You have three options to choose from when creating your Data Extract:



- To create your extract, use the following fields: **Extract Name**, **Coverage Provider ID**, and **Reported to Insurer Date** range (additional fields are optional).
- Click **Create Extract**.



Once you've submitted your extract request, the following message displays:

Your extract file was successfully sent to your DTVI Mailbox.

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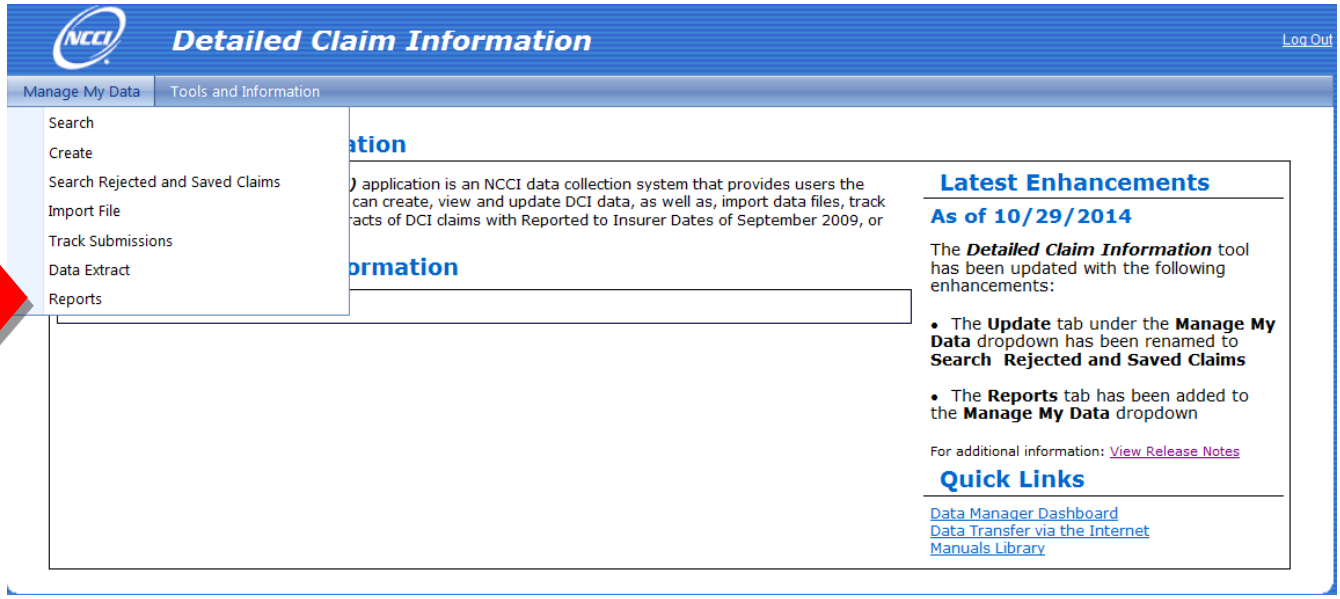
Manage My Data—Reports

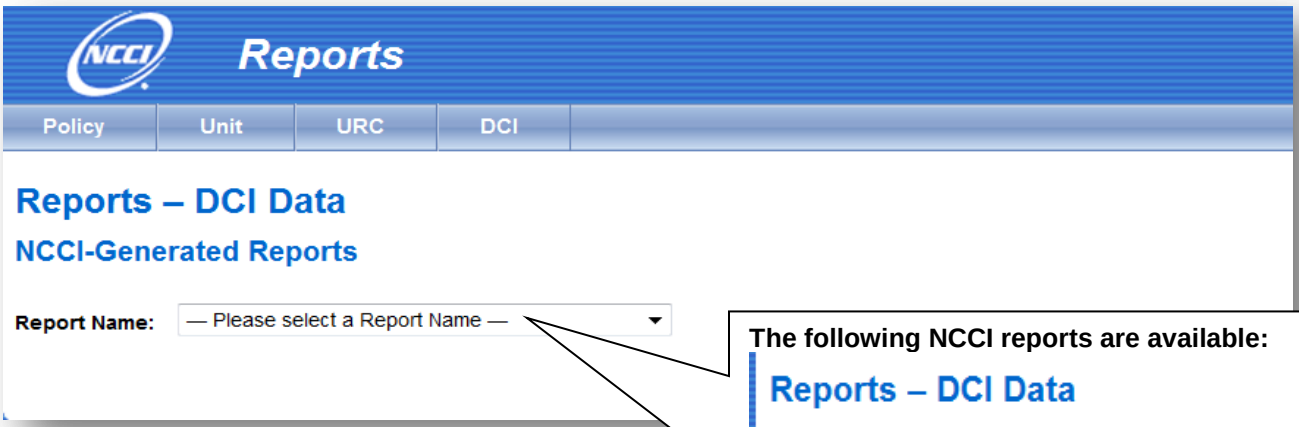
NCCI-Generated Reports are automatically created and distributed on a production schedule by NCCI. Each of these reports is available in the ***Detailed Claim Information*** tool.

Accessing NCCI-Generated Reports

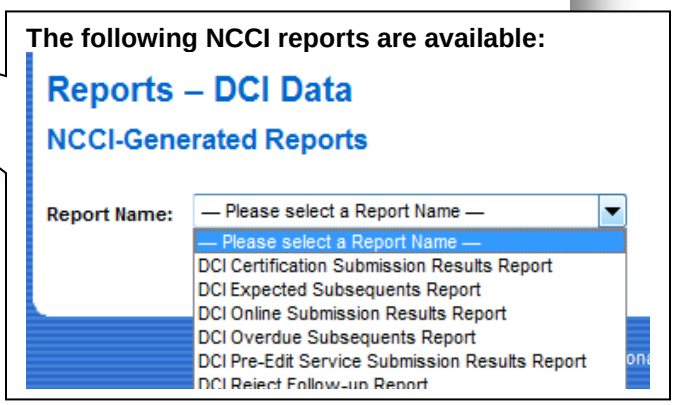
- From the **Manage My Data** drop-down menu, select **Reports**.



- The following reports screen appears.



The following NCCI reports are available:



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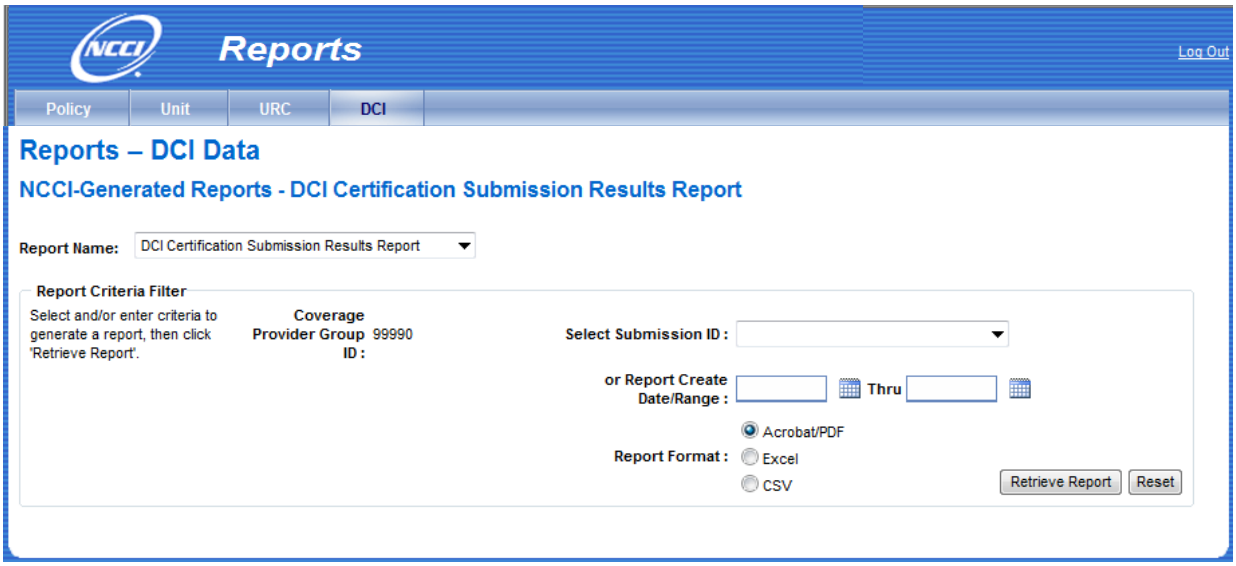
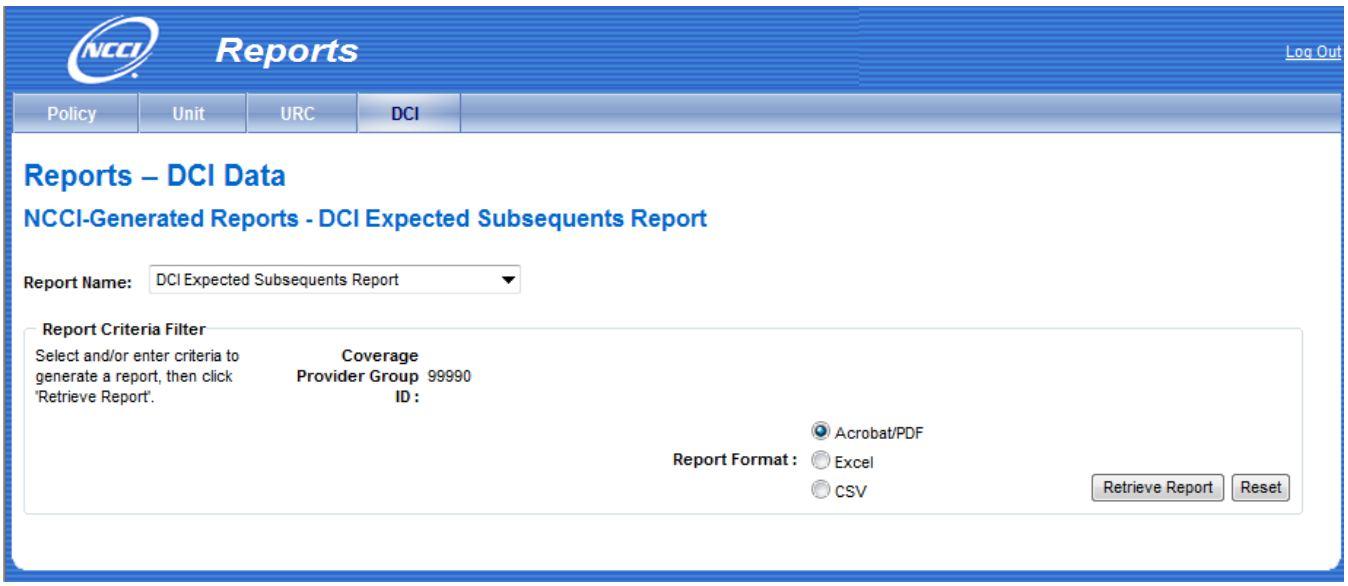
- Each search screen allows you to input specific filter criteria to look up **NCCI-Generated Reports**.

DCI Certification Submission Results Report



DCI Expected Subsequents Report



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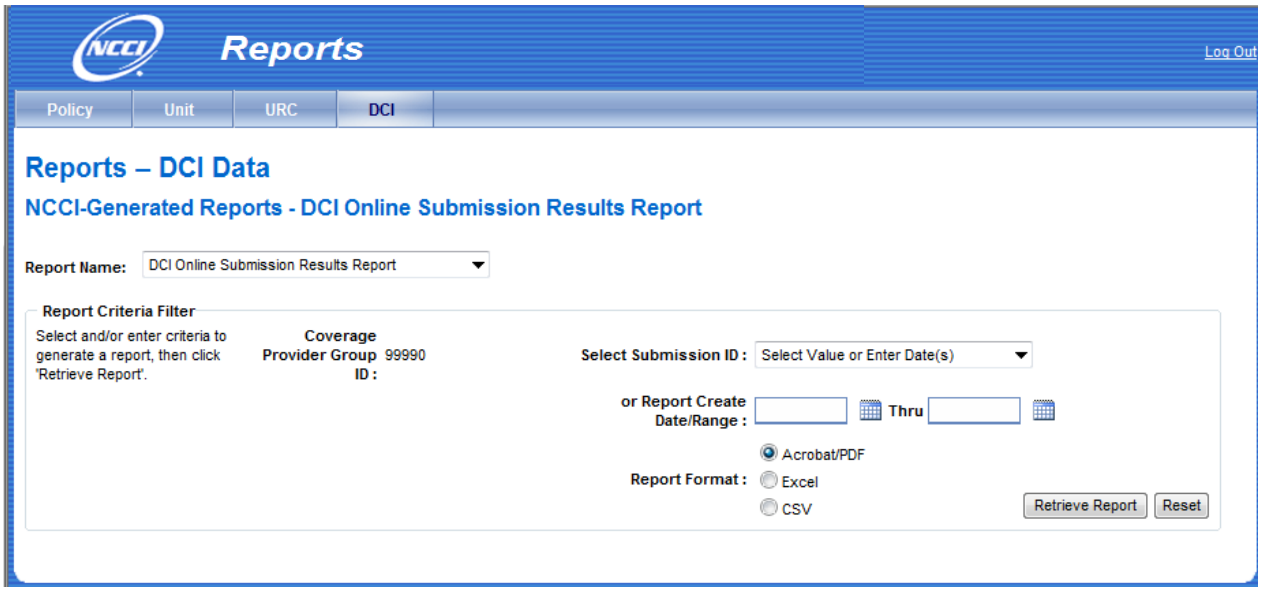
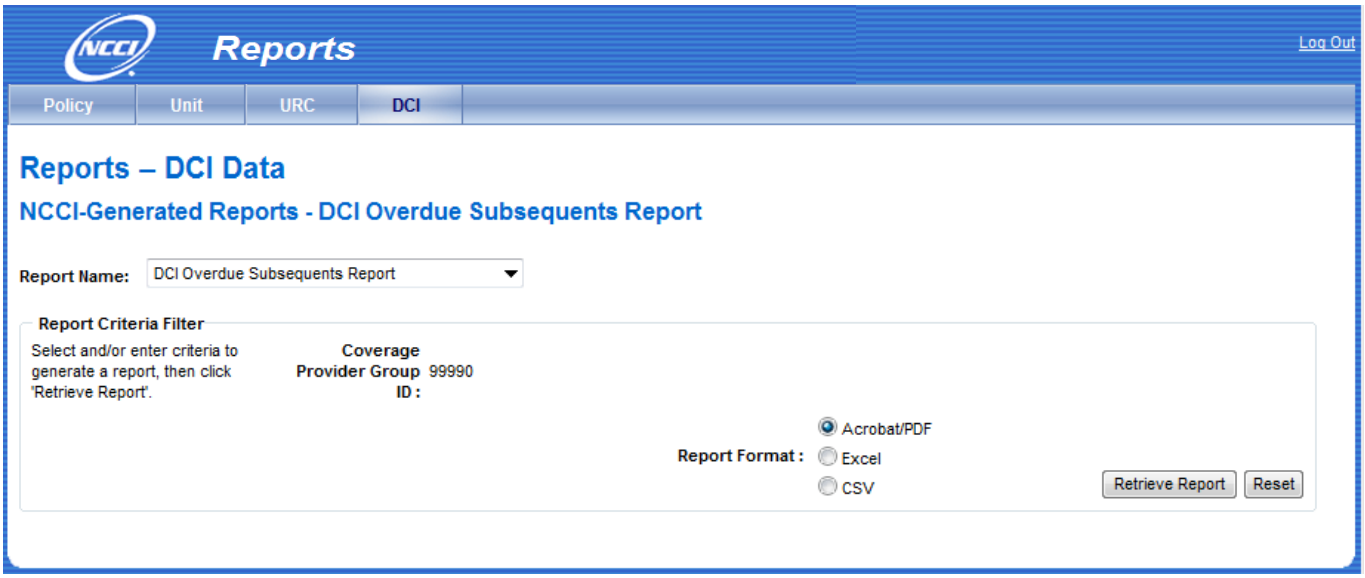
DCI Online Submission Results Report



DCI Overdue Subsequents Report



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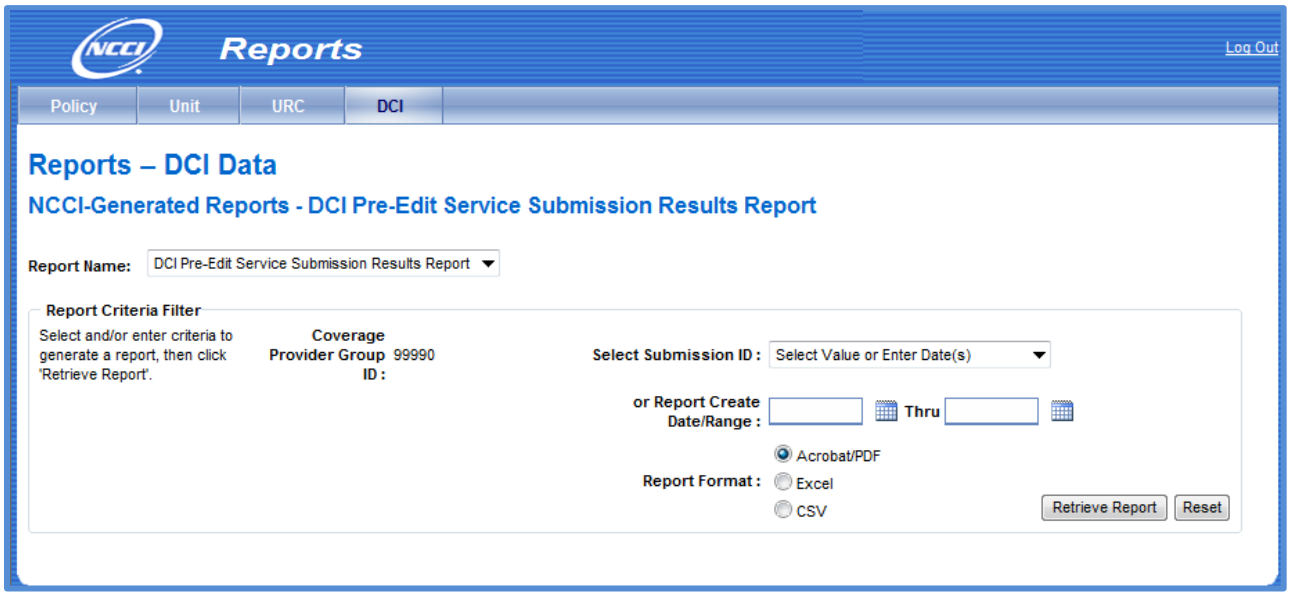
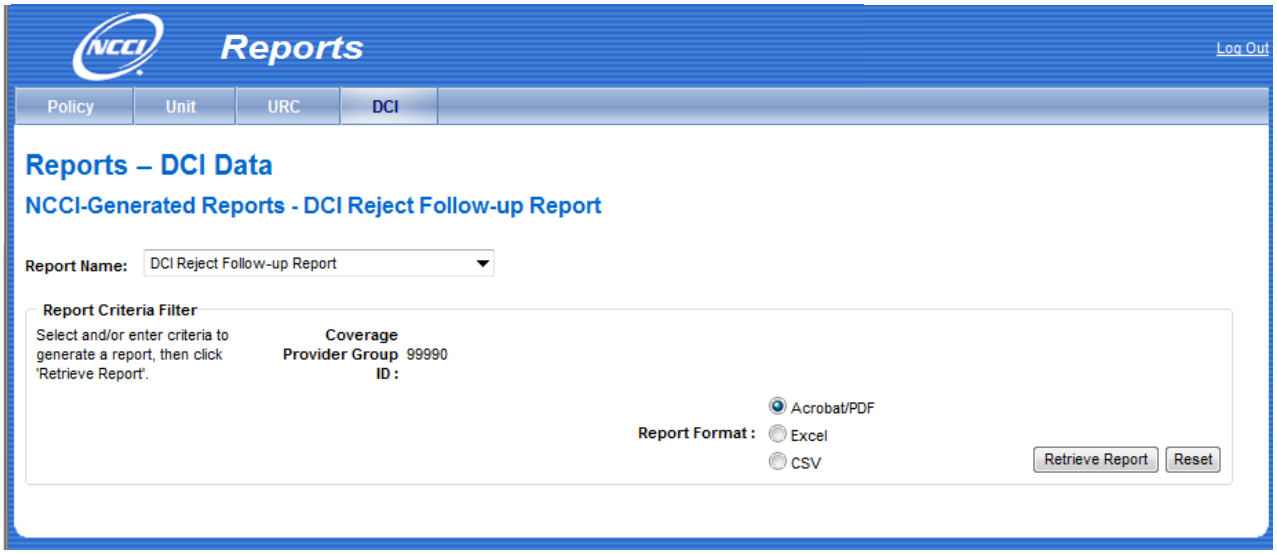
DCI Pre-Edit Service Submission Results Report



DCI Reject Follow-Up Report



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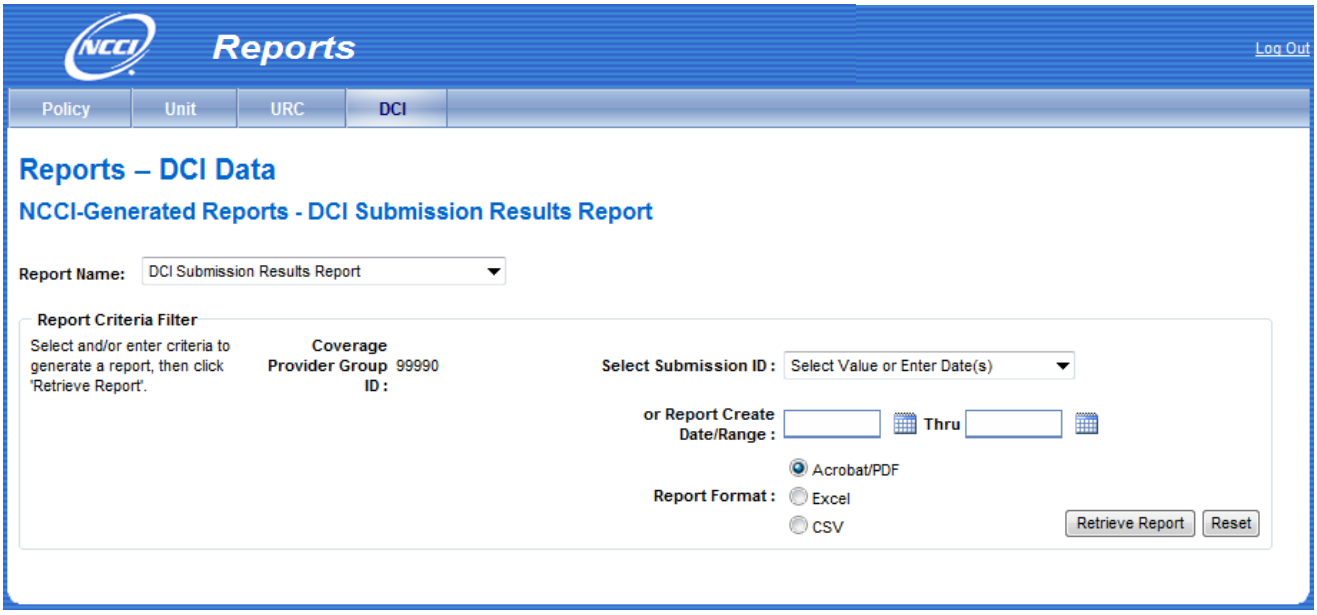
DCI Submission Results Report



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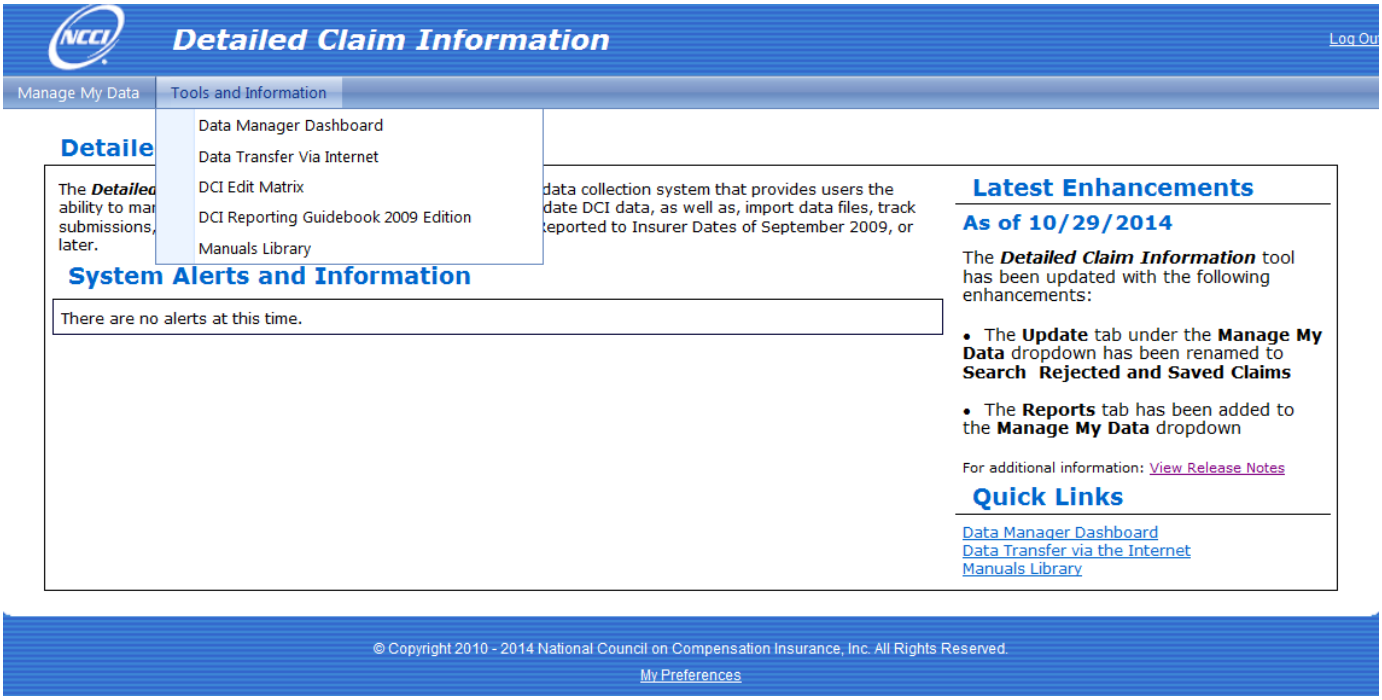
Detailed Claim Information—Tools and Information

The **Tools and Information** tab provides a path for accessing additional tools for reporting DCI data.

- Click **Tools and Information** and the following drop-down menu appears.
- To access the main page of any of the tools listed, click the respective drop-down option.



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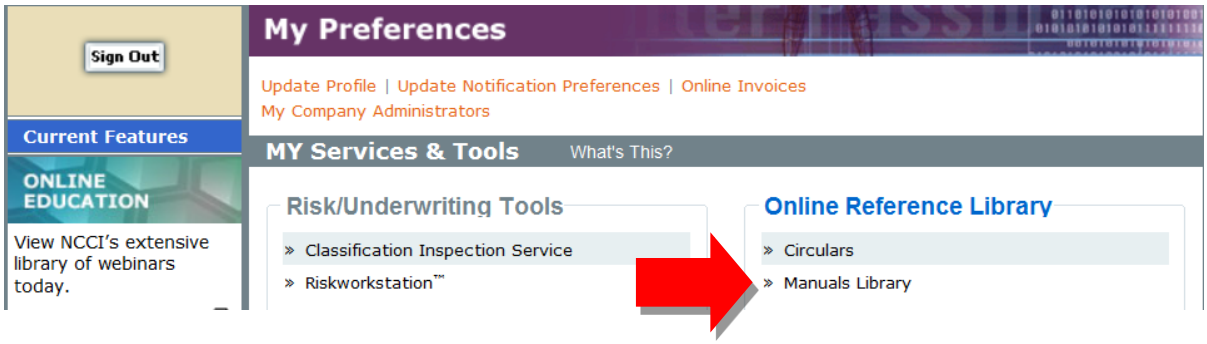
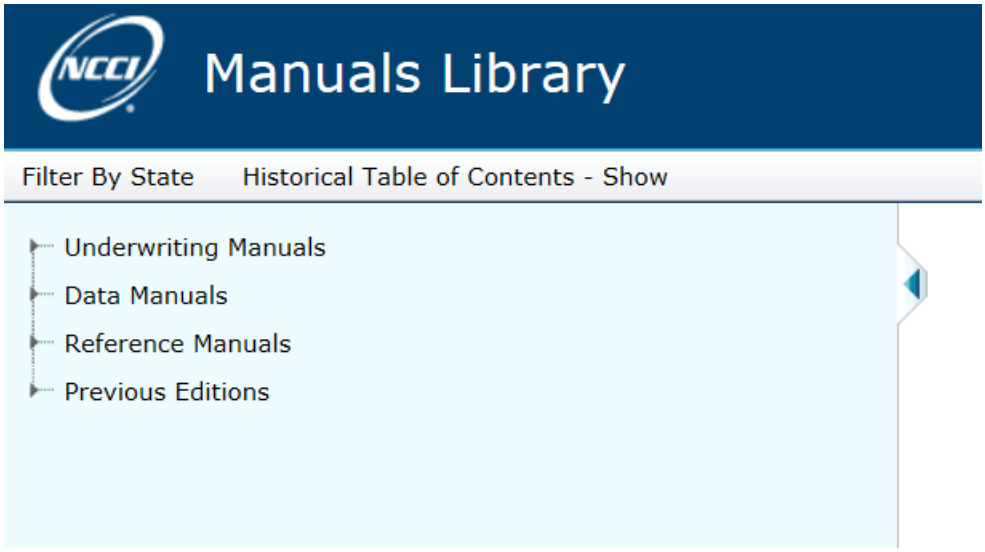
DCI Edit Matrix

The DCI edit matrix can be found in the ***DCI Reporting Guidebook***.

- To access the guidebook, go to **ncci.com** and log in.
- Once logged in, click the **Manuals Library** link under **Online Reference Library**.



- In the **Manuals Library**, you will see the following options:



  - Expand the **Data Manuals** option and select **DCI Reporting Guidebook 2009 Edition**.

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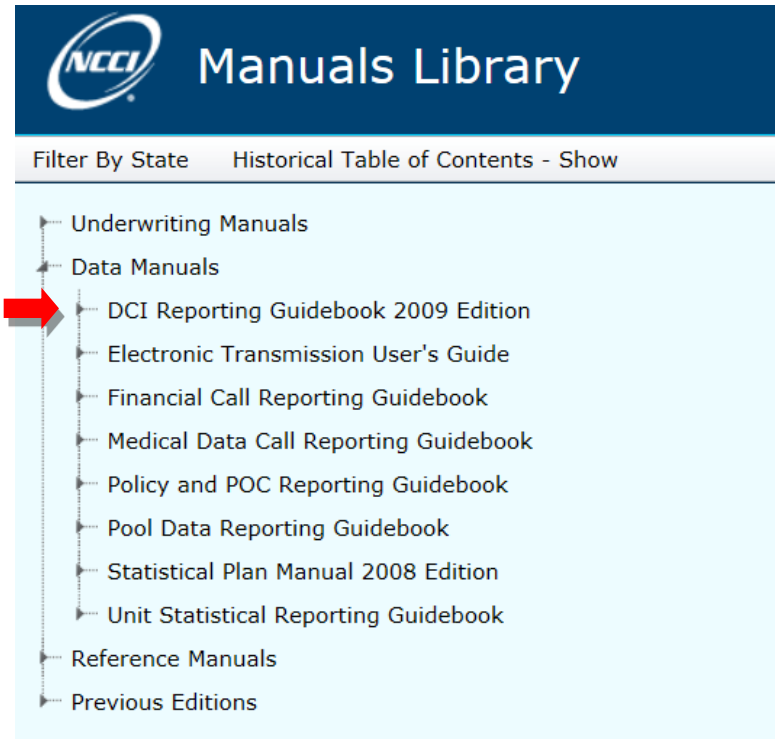
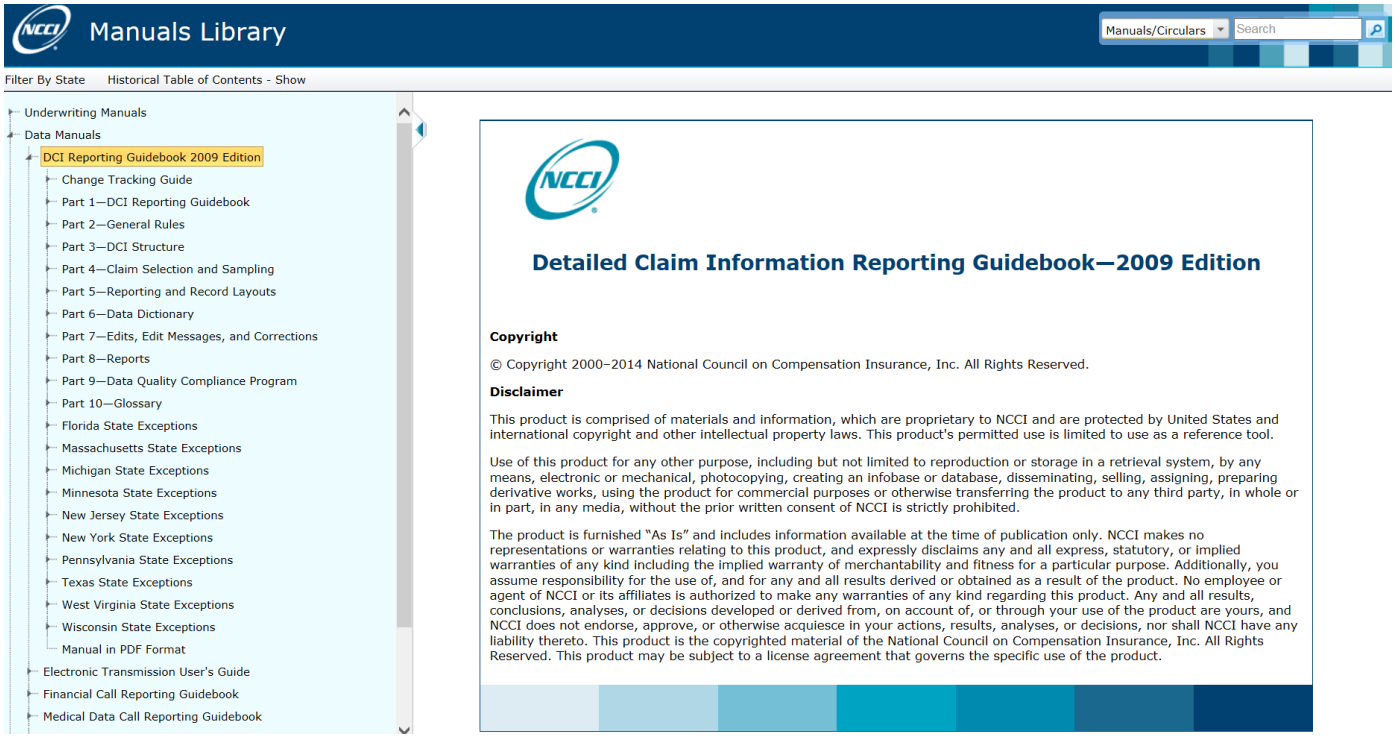


- Once your selection has been made, the Table of Contents will appear to the left of the screen and the guidebook will appear to the right.



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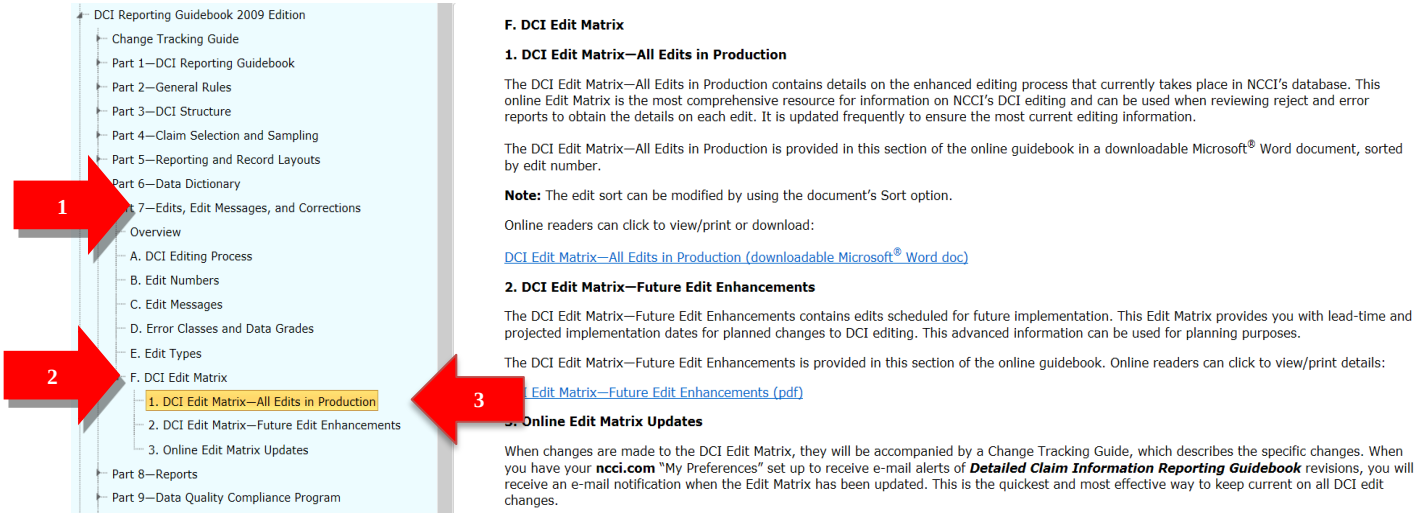
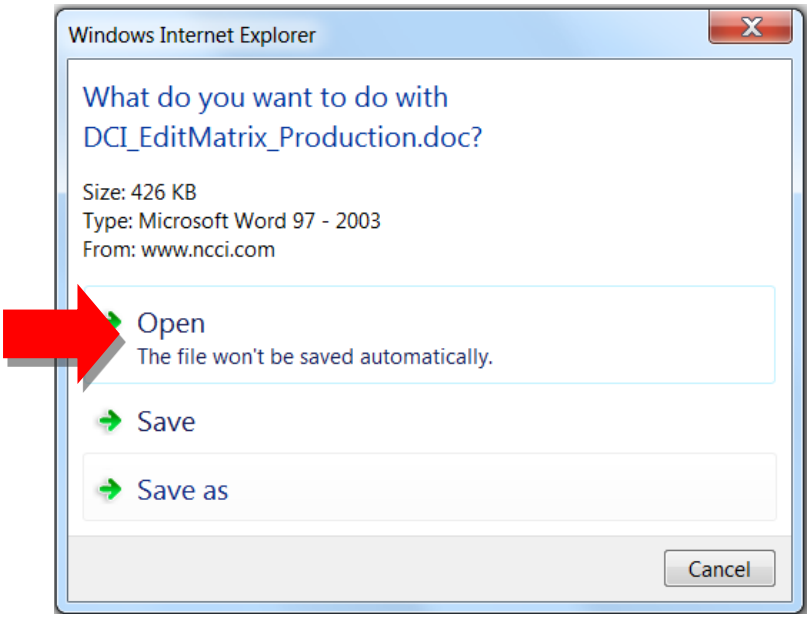
Expand **Part 7—Edits, Edit Messages, and Corrections** (1), select Section **F. DCI Edit Matrix** (2), and click **DCI Edit Matrix—All Edits in Production**.



- A pop-up window will display, asking you what you'd like to do with the matrix. To open the file, select the first option—**Open**.



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- The Edit Matrix (in production) displays.

DETAILED CLAIM INFORMATION EDIT MATRIX—ALL EDITS IN PRODUCTION (April 10, 2014 Release)

Record Type	Edit Number	Data Grade	Data Field	Edit Message	Report Type	Edit Type	Applic-able States	Ex-cluded States	Effective Date	Edit Change
1	0001-01	9	Accident Date	Must be a valid date.	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0033-01	9	Claim Number Identifier	Must not equal: • All blanks • All zeros • Any combination of just zero(s) and blank(s) • All punctuation marks • All special characters	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0033-02	3	Claim Number Identifier	Must contain only alphabetic and/or numeric characters and must not contain embedded spaces, punctuation marks, or special characters. Default Value: Compressed Claim Number Identifier	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0034-01	9	Claim Status Code	Must be valid per table.	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0034-02	9	Claim Status Code	Must be Open or Closed for the first valuation level report.	Original	L	All		03/11/11 10/01/10	Updated Edit Message to remove redundancy between Data Field and Edit Message. Added edit.

- The DCI Edit Matrix gives you a more detailed explanation of the edit by edit number and edit message.

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Supplemental Information

What Is DCA Access® Online?—General Information

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

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

- ***DCA Access® Online*** 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 statistical data that was processed, and correct rejected unit statistical data. Also, you can now 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. Link from URC records to corresponding policies and unit reports for viewing and making changes to that data.

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

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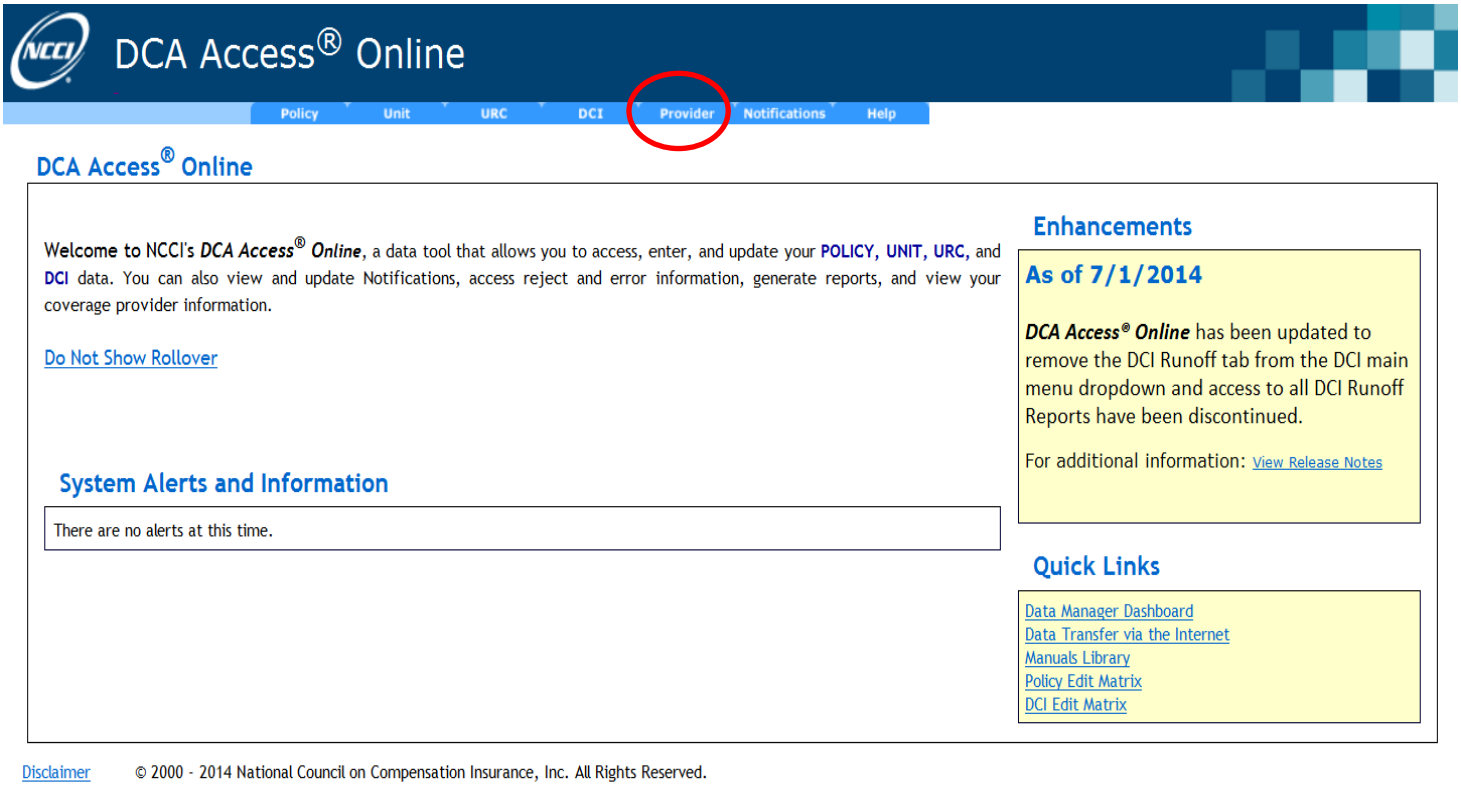
Coverage Provider Features

The **Provider** tab allows you to view detailed information for all coverage providers associated with your specific Coverage Provider Group ID. Detailed information includes:

- The Coverage Provider's Group ID
- The Coverage Provider's ID
- The Coverage Provider's Name
- Any Buyout/Runoff Information for the Coverage Provider
- The Coverage Provider's FEIN



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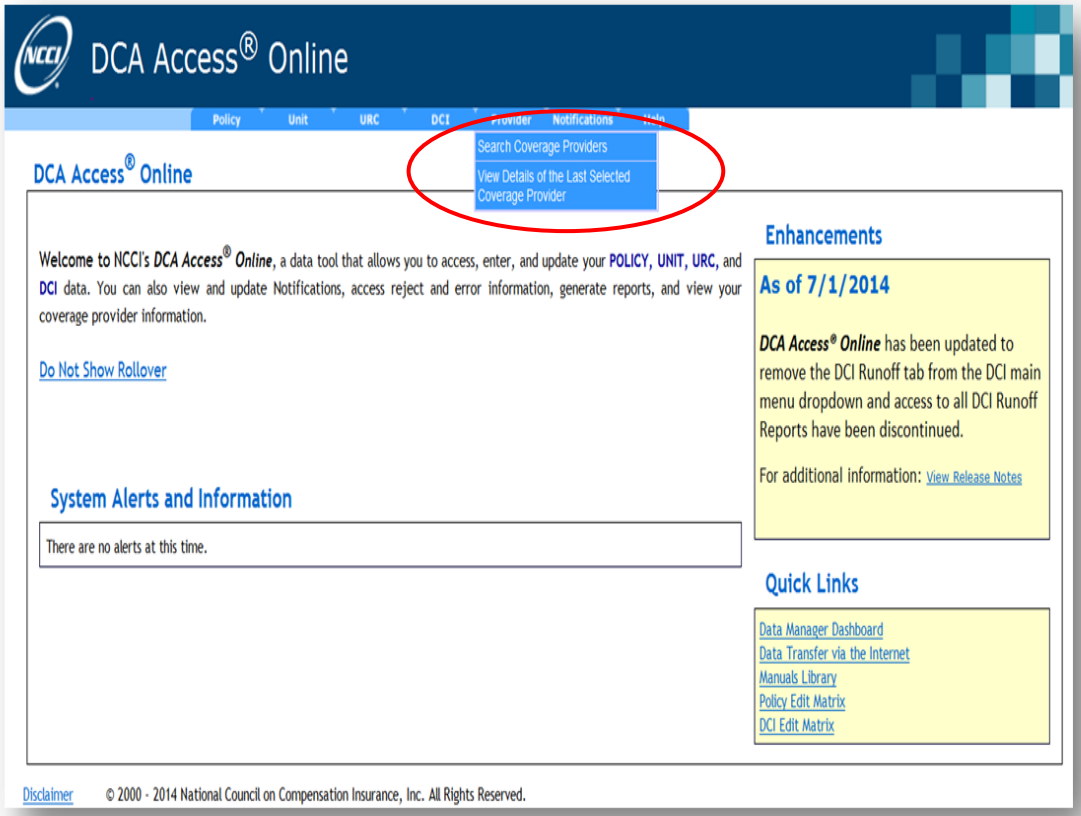
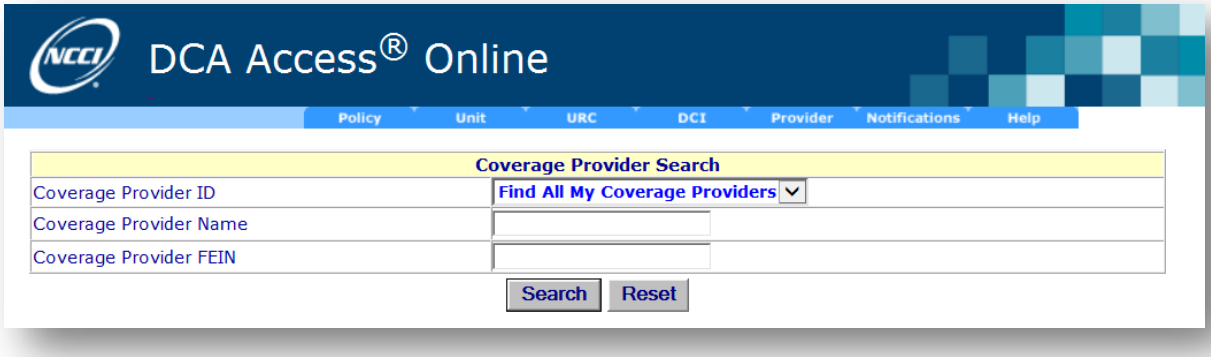
- To view details of a specific Coverage Provider Group, click the **Provider** tab and select **Search Coverage Providers** from the drop-down menu.



- A screen similar to the one below appears.



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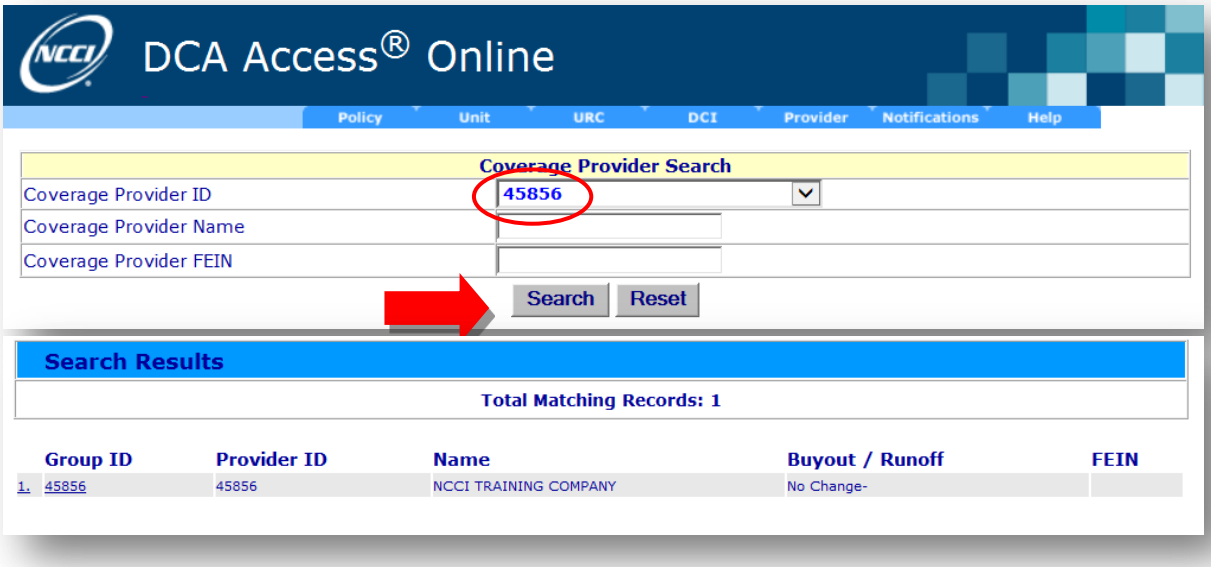
- From the Coverage Provider ID drop-down menu, select a coverage provider and click **Search**.



- Click the **Group ID** link to see further details for this Coverage Provider Group ID (e.g., Coverage Provider Type; Affiliation Type; POC Participation).

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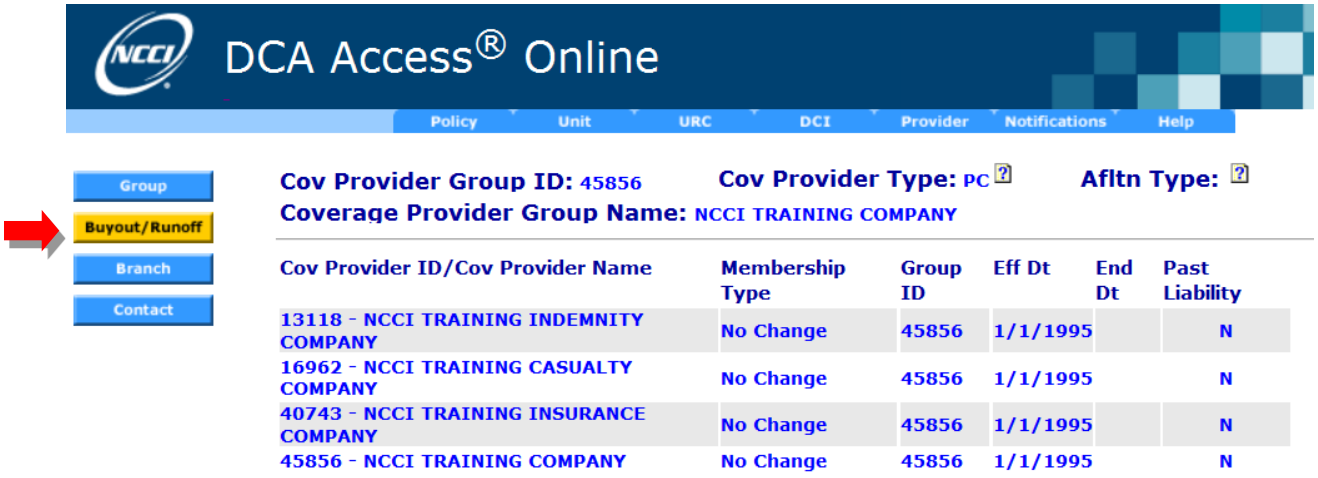
- Click the **Buyout/Runoff** button to see more buyout and/or runoff details for the Coverage Provider Group ID.



Cov Provider ID/Cov Provider Name	Membership Type	Group ID	Eff Dt	End Dt	Past Liability
13118 - NCCI TRAINING INDEMNITY COMPANY	No Change	45856	1/1/1995		N
16962 - NCCI TRAINING CASUALTY COMPANY	No Change	45856	1/1/1995		N
40743 - NCCI TRAINING INSURANCE COMPANY	No Change	45856	1/1/1995		N
45856 - NCCI TRAINING COMPANY	No Change	45856	1/1/1995		N

- Click the **Branch** button to see details for each branch location for the Coverage Provider Group ID.

Cov Provider Branch	Branch	Address
000	N	901 PENINSULA CORPORATE CIR BOCA RATON, FL 334871339
001	N	CRESTWOOD PLAZA BUILDING 2400 CRESTWOOD ROAD SUITE 207 NORTH LITTLE ROCK, AR 72116
002	N	30501 AGOURA ROAD SUITE 201 AGOURA HILLS, CA 91301
003	N	1001 BISHOP STREET SUITE 1550 AMERICAN SAVINGS BANK BUILDING HONOLULU, HI 96813
004	N	11430 GRAVOIS ROAD SAINT LOUIS, MO 63126
005	N	111 RIVER STREET SUITE 1202 HOBOKEN, NJ 07030
006	N	THE CITADEL 6301 INDIAN SCHOOL ROAD SUITE 990 ALBUQUERQUE, NM 87110
007	N	1 LINCOLN CENTER 10300 SW GREENBURG ROAD SUITE 550 PORTLAND, OR 97223
008	N	987 OLD EAGLE SCHOOL ROAD SUITE 711 WAYNE, PA 19087
009	N	204 CAUGHMAN FARM LANE SUITE 303 LEXINGTON, SC 29072
010	N	444 NORTH CAPITOL STREET NW SUITE 203 WASHINGTON, DC 20001

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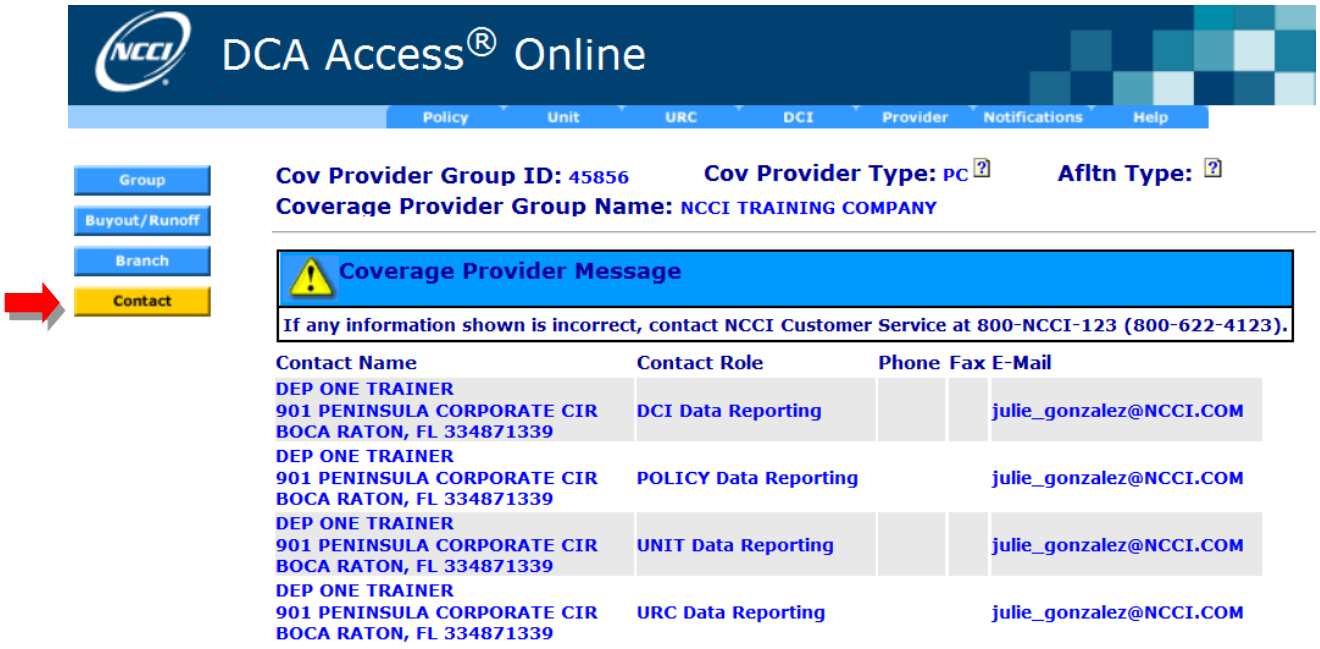
- Click the **Contact** button to see contact details for each data type for the Coverage Provider Group ID.



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Reports

NCCI provides reports to inform data providers about the results of data submissions for all data types, including the data expected to be reported to NCCI. The reports provide key details about data that may require corrective action as identified during the editing process. The reports are distributed through a variety of delivery mechanisms and are available in PDF, Microsoft® Excel, and CSV formats.

NCCI Reports are accessible as NCCI-Generated or Customer-Generated.

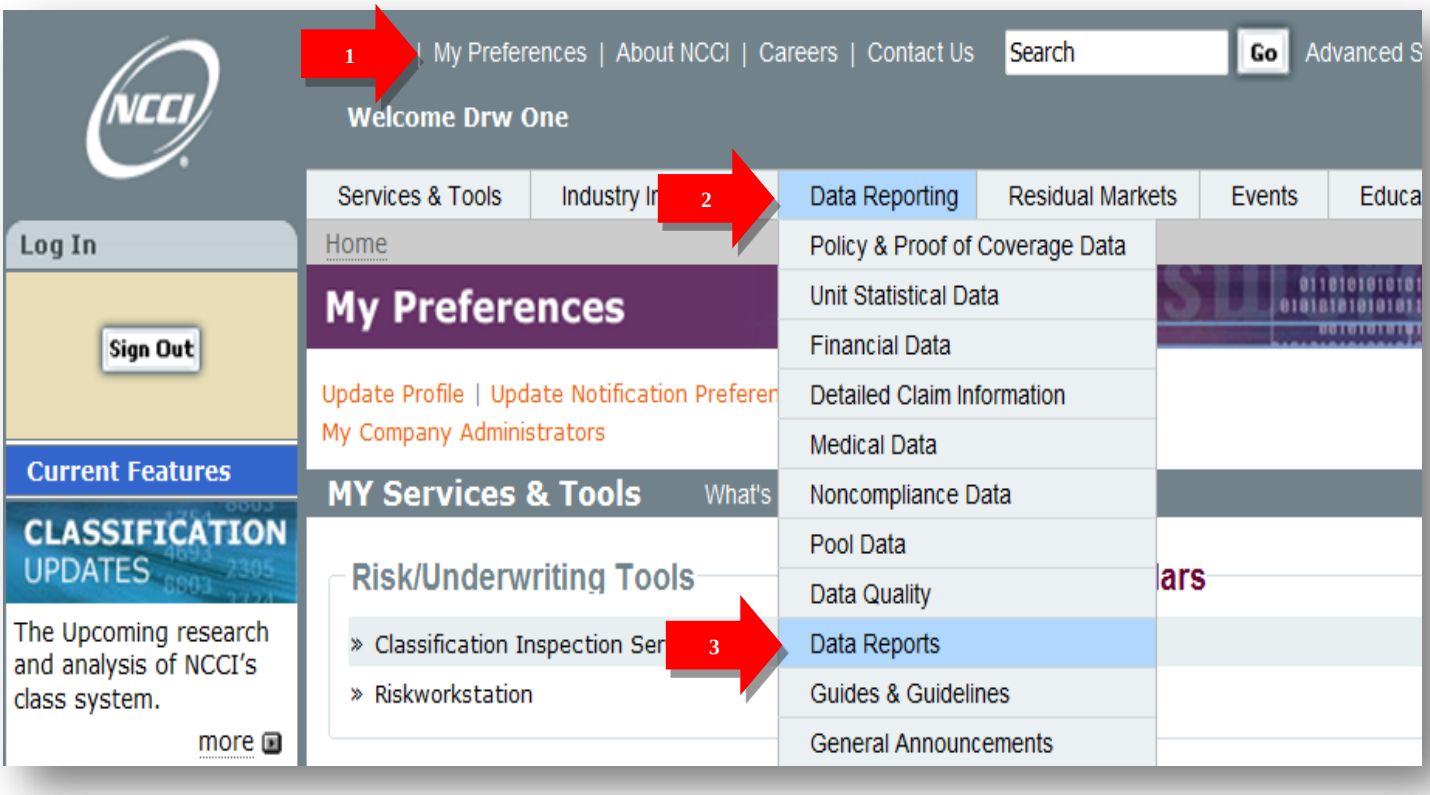
NCCI-Generated Reports are automatically created and distributed on a production schedule by NCCI. An email will be sent to you indicating that the report is available via ***DCA Access® Online***.

Customer-Generated Reports are requested by you using defined parameters within the ***Detailed Claim Information*** tool. Most reports will be available to view immediately on the screen.

Data Reports Guide

For information on each of our reports, NCCI has a Data Reports Guide to assist you. This guide provides you with a complete listing of all NCCI-Generated and Customer-Generated data reports, including the report names, descriptions, schedule, and available formats.

- To access the Data Reports Guide, go to **My Preferences** (1) and, under **Data Reporting** (2), click **Data Reports** (3).



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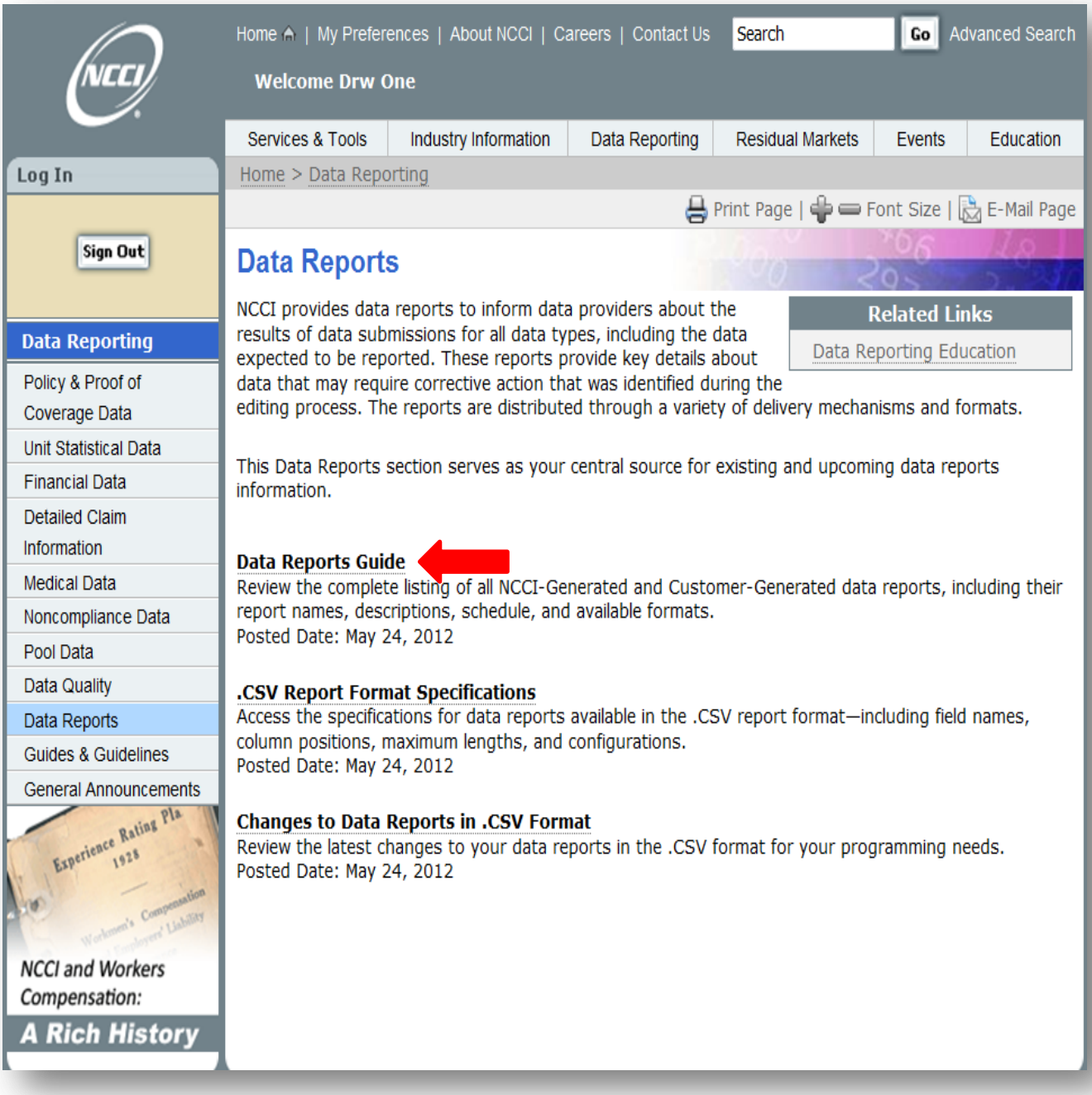
- The **Data Reports** Web section displays with links to a variety of report information resources.
- Click **Data Reports Guide**.



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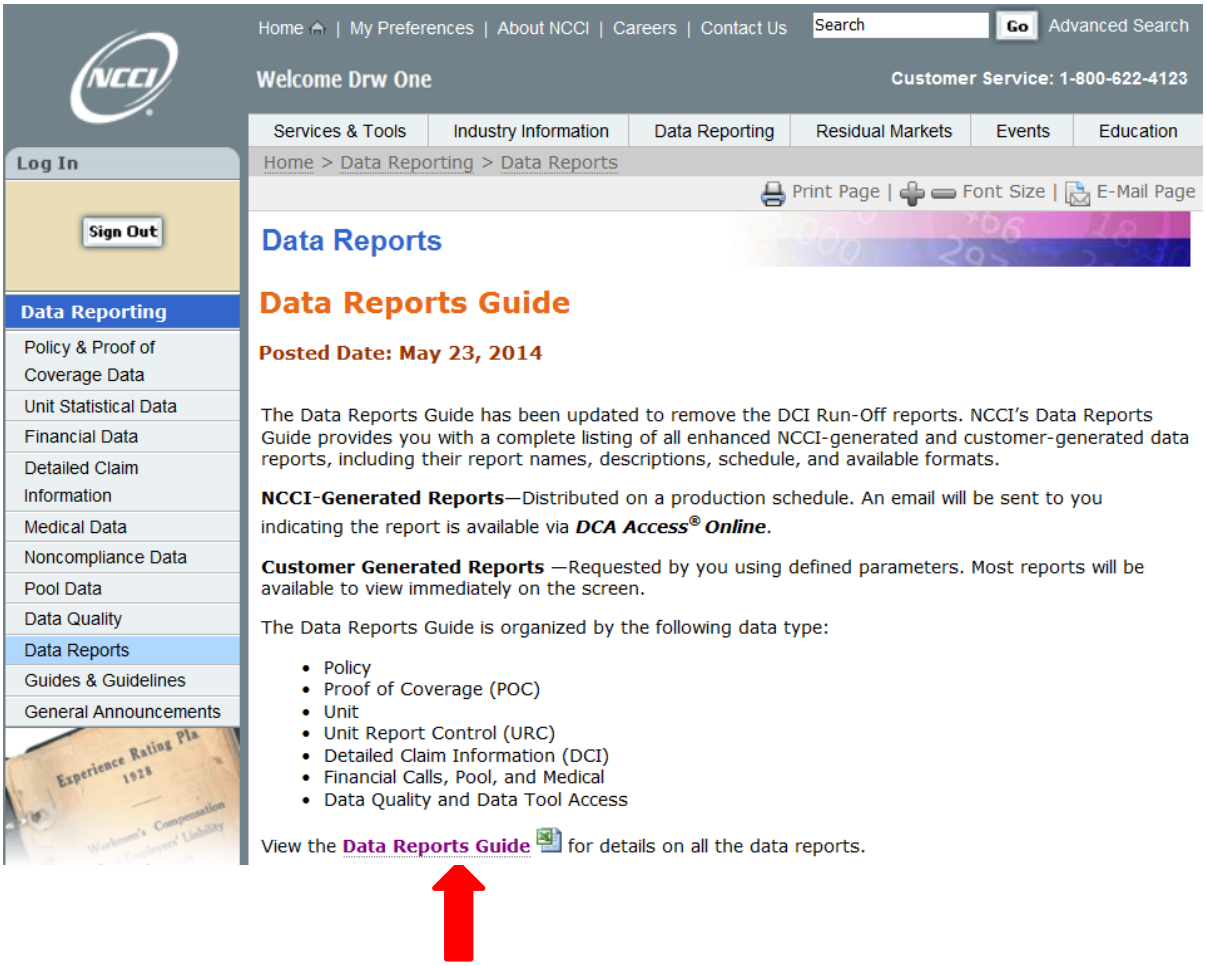
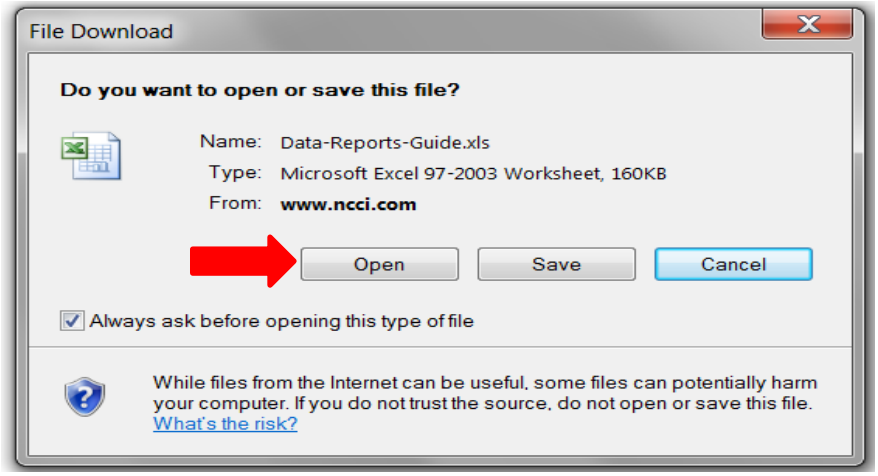
- The **Data Reports Guide** Web section displays.



- Click the **Data Reports Guide** link, and a pop-up window will display asking if you would like to open or save the file. Click **Open**.



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- The **Data Reports Guide** will display in Microsoft® Excel format.
- To find a listing of the available DCI Reports, select **DCI** from the tabs at the bottom of the screen.

NCCI Data Reports Guide*

Detailed Claim Information (DCI)

NCCI-Generated Reports

Report Name	Report Description	Schedule	Available Formats	Email Notification Sent to:
DCI Submission Results Report	This report contains Detailed Claim records that have been submitted and have either completely rejected from NCCI's database or have been accepted with default errors.	Upon Submission	PDF Excel CSV	File Submitter
DCI Online Submission Results Report	This report contains Detailed Claim records that have been submitted and have either completely rejected from NCCI's database or have been accepted with default errors. **Note:** The report will include all online submissions per day for Group.	Daily	PDF Excel CSV	Online Submitter
DCI Certification Submission Results Report	This report includes the results of your test file submission.	Upon Submission	PDF Excel CSV	File Submitter
DCI Pre-Edit Submission Results Report	This report includes the results of your file submission that was pre-edited via NCCI's editing process.	Upon Submission	PDF Excel CSV	File Submitter
DCI Reject Follow-Up Report	This report contains Detailed Claim records that were rejected from NCCI's database and remain uncorrected.	Monthly	PDF Excel CSV	DCI Main Contact on file
DCI Expected Subsequents Report	This report notifies Coverage Providers of Detailed Claims for which NCCI is expecting subsequent valuations. This report only requests subsequent information for Detailed Claims in which the prior valuation level was successfully processed onto NCCI's database.	Monthly	PDF Excel CSV	DCI Main Contact on file

POLICY | IAIABC POC | UNIT | URC | DCI | FINANCIAL & POOL | DATA QUALITY & TOOL ACCESS

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- Scroll down the page for a listing of all DCI reports available in the ***Detailed Claim Information*** tool.

NCCI Data Reports Guide*

Detailed Claim Information (DCI)

NCCI-Generated Reports

Report Name	Report Description	Schedule	Available Formats	Email Notification Sent to:
DCI Submission Results Report	This report contains Detailed Claim records that have been processed and have either completely rejected from NCCI's database or have been accepted with errors.	Upon Submission	PDF Excel CSV	File Submitter
DCI Online Submission Results Report	This report contains Detailed Claim records that have been processed and have either completely rejected from NCCI's database or have been accepted with errors. **Note:** The report will include all online submissions per day for Group.	Daily	PDF Excel CSV	Online Submitter
DCI Certification Submission Results Report	This report includes the results of your test file submission.	Upon Submission	PDF Excel CSV	File Submitter
DCI Pre-Edit Submission Results Report	This report includes the results of your file submission that was pre-edited via NCCI's editing process.	Upon Submission	PDF Excel CSV	File Submitter
DCI Reject Follow-Up Report	This report contains Detailed Claim records that were rejected from NCCI's database and remain uncorrected.	Monthly	PDF Excel CSV	DCI Main Contact on file
DCI Expected Subsequents Report	This report notifies Coverage Providers of Detailed Claims for which NCCI is expecting subsequent valuations. This report only requests subsequent information for Detailed Claims in which the prior valuation level was successfully processed onto NCCI's database.	Monthly	PDF Excel CSV	DCI Main Contact on file
DCI Overdue Subsequents Report	This report notifies Coverage Providers of Detailed Claims for which subsequent valuations are past due. This report only requests subsequent information for Detailed Claims in which the prior valuation level was successfully processed onto NCCI's database.	Monthly	PDF Excel CSV	DCI Main Contact on file

Customer-Generated Reports via *DCA Access® Online*

Report Name	Report Description	Schedule	Available Formats	Email Notification Sent to:
DCI Reject Report	This report will list Detailed Claim records that were rejected from NCCI's database and remain uncorrected.	Upon Request	PDF Excel CSV	No emails distributed
DCI Expected Subsequents Report	This report will list Detailed Claim records for which NCCI is expecting subsequent valuations.	Upon Request	PDF Excel CSV	No emails distributed
DCI Overdue Subsequents Report	This report will list Detailed Claim records for which subsequent valuations are past due.	Upon Request	PDF Excel CSV	No emails distributed
DCI Saved Claims Report	This report will list Detailed Claims that have been saved but not submitted to NCCI's database via ***DCA Access® Online***.	Upon Request	PDF Excel CSV	No emails distributed

Customer-Generated Reports via *Data Manager Dashboard*

Report Name	Report Description	Schedule	Available Formats	Email Notification Sent to:
DCI First Validation Report	This report contains the counts of First Valuations expected, received, and missing.	Upon Request	HTML CSV	Report Requestor
DCI Overdue Subsequent Report	This report contains a list of overdue subsequent valuations that are 1 or 2 months past due.	Upon Request	HTML CSV	Report Requestor
Top 5 Outstanding DCI Reject Reasons	This report contains the top 5 reject reasons for rejected claims.	Upon Request	HTML CSV	Report Requestor

***Report Availability:**
NCCI-Generated Reports will only be produced if data has been submitted within the applicable time frame for the report. NCCI-Generated Reports produced on a monthly basis are available for up to 6 months. All other reports are available for up to 3 months. Monthly reports will be available on the first Monday of the month.

Customer-Generated Reports created in ***DCA Access® Online*** for DCI Run-Off are located in the Report Queue and are available for up to 10 calendar days.
NOTE: Some Customer-Generated Reports will be viewable immediately upon execution instead of being retrieved from the Report Queue. This depends upon the volume of data produced on the report, in addition to the time it takes for the report to generate.

Customer-Generated Reports created in ***Data Manager Dashboard*** are available via ***Data Transfer via the Internet*** for up to 8 calendar days.

NOTE: Customer-Generated Reports created in ***DCA Access® Online*** and ***Data Manager Dashboard*** that appear on your screen are not automatically saved.

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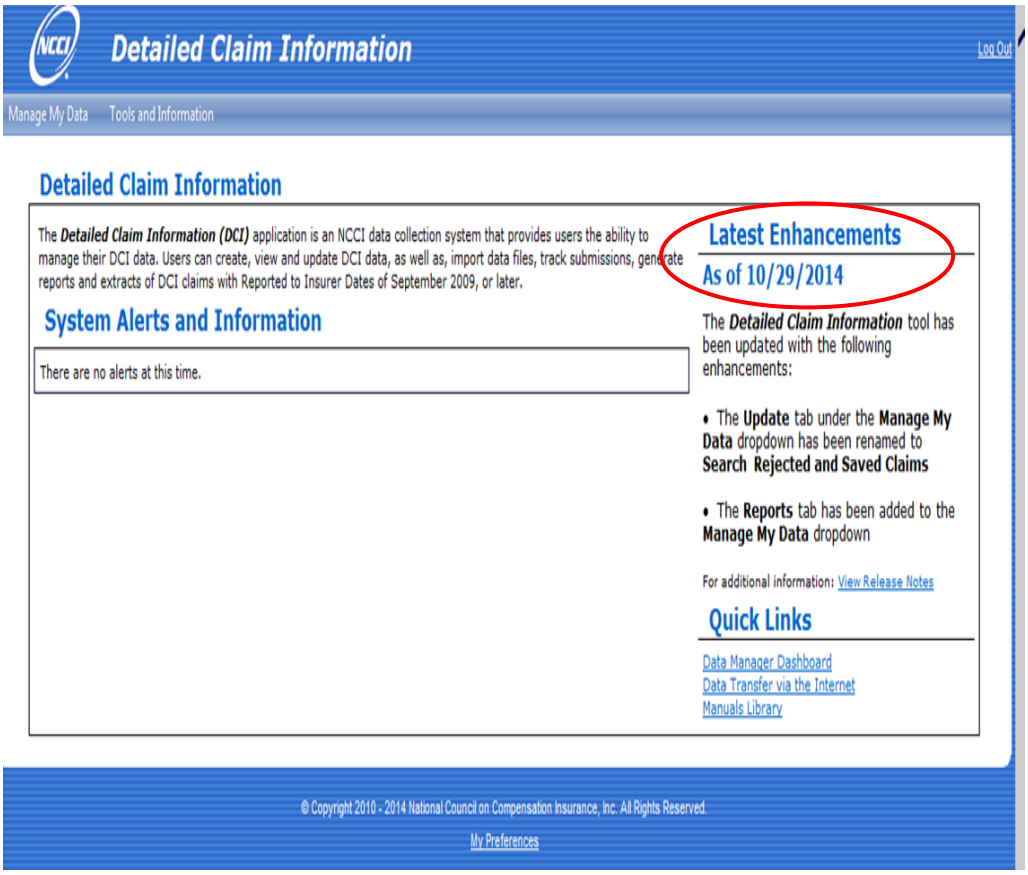
Release Notes

Release Notes provide the latest information on updates made to the tool and are accessible through the **Latest Enhancements** section of the main page of ***Detailed Claim Information*** via ***DCA Access® Online***.



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Notes

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Supplemental Information

Presenter Biographies

Jacqueline Ganthier has worked at NCCI for 17 years and is a senior data analyst in the Data Services Department within NCCI's Data Resources Division. Jacqueline has held positions in Customer Operations and Data Resources, including customer service analyst, operational lead of the Bureau Compliance Statistical Service, and New York Policy Services. She was also responsible for carrier certification.

Presently, her responsibilities include product support, data reporting compliance and external training, and focusing on NCCI's Webinars on Demand modules. Jacqueline also contributes as a technical writer to NCCI's data reporting communications and guidebooks.

Jacqueline holds a bachelor of science degree in business management from Florida Atlantic University.

Lory Mills has worked throughout NCCI in her 20 years of employment, with positions in the Assigned Risk, Regulatory, Underwriting/Classification, and Plan/Pool Administration Departments.

As a lead data analyst in NCCI's Data Collection Department, Lory was the project lead in the design, implementation, training, and enhancements for the ***Detailed Claim Information*** tool. Previous projects led by Lory include the ***Data Quality Incentive Program***, ***Carrier Report Card***, and related online tools.