



## Data Now Program (DNP) Introduction to Data Reporting

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### Key Takeaways

- Data Reporting—high level picture of data reporting using a general workflow
- Data Types—what they are, when to report, and what is needed to get started
- Data Quality—strategy and compliance programs in place to measure your data reporting performance
- **ncci.com**—where to go to access the resources you'll need, staying informed, and educating yourself on the data type you're responsible for

### Chapter 1: Data Reporting

#### Data types covered in this class:

- Policy Data
- Unit Statistical Data
- Medical Data Call
- Indemnity Data Call
- Financial Calls
- Pool Data

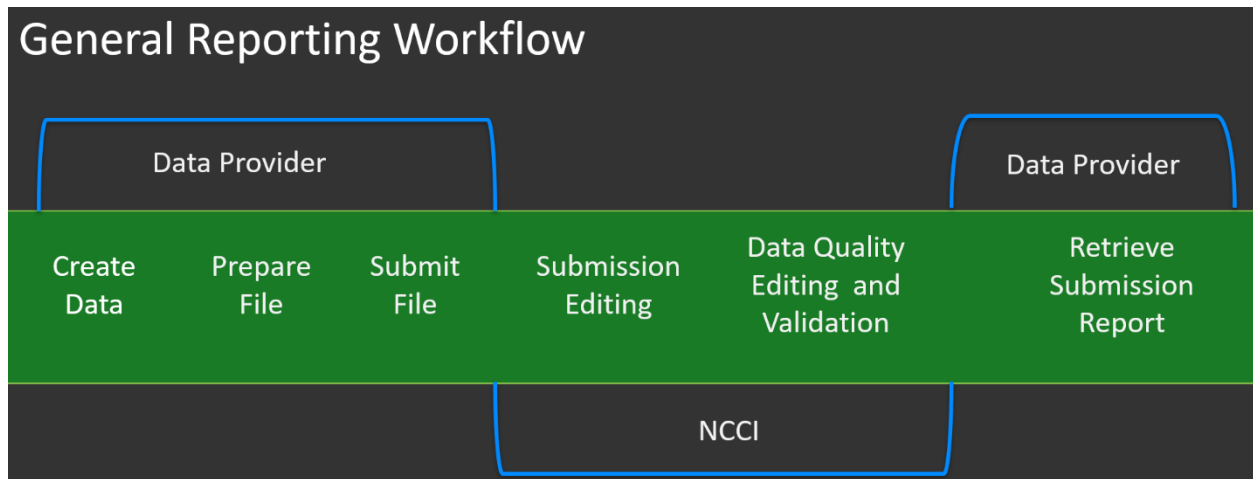
#### Data Standards

- All data types use industry standards
- Standards are rules and guidelines that provide a common framework for the exchange of data
- This framework includes the rules and guidelines for managing data elements
- Standards include:
  - Data Elements and their definitions
  - Values/Code Lists
  - Transactions
  - Business Rules/Edits



# Data Now Program (DNP) Introduction to Data Reporting

## General Reporting Workflow



- Joint effort between the data provider and NCCI
- Create the data using applicable reporting NCCI manuals and guidebooks
- Prepare the file using the appropriate record layouts found in WCIO or applicable guidebook
- Submit the data files using **Data Transfer via the Internet** or Secure FTP
  - Certification is required for most data types prior to submitting data files to production
- Submission Editing determines if the file can be processed.
  - Ensures the data follows the proper reporting requirements and standards
- Data Quality Editing and Validation determines if the data is valid, accurate, and reasonable
- Retrieve your Submission report for how edits were applied to your data
  - Edits results can also be communicated to you within respective data type tools
  - Additional Resources to assist with submission reports include:
    - Data Reports tool
    - Data Reports Guide
    - **Electronic Transmission User's Guide**
    - Edit Matrices

## Chapter 2: Data Types

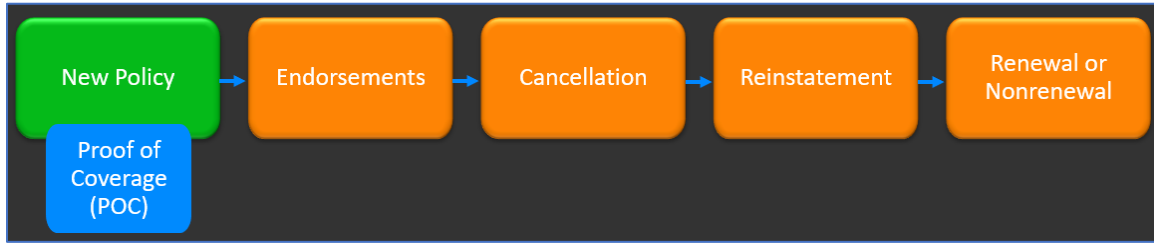
### Policy

- What is Policy Data?
  - Contract between insurer and insured
  - Workers compensation voluntary or assigned risk coverage
  - Single-state or multistate
  - Additional coverage may apply
  - Estimated exposure and premium



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- Cycle



- New Policy to establish coverage
- Proof of Coverage (POC) Data is a subset of Policy Data that provides employers’ coverage information to regulators
- Endorsements are used to update the policy
- Cancellations and reinstatements are used to change the status of the policy
- Renewal—used to renew the policy another term
- Nonrenewal is used to let NCCI know you will not be renewing the policy
- Refer to the ***Policy and POC Reporting Guidebook*** for more information on which states use nonrenewals

- Policy Data Reporting Timing

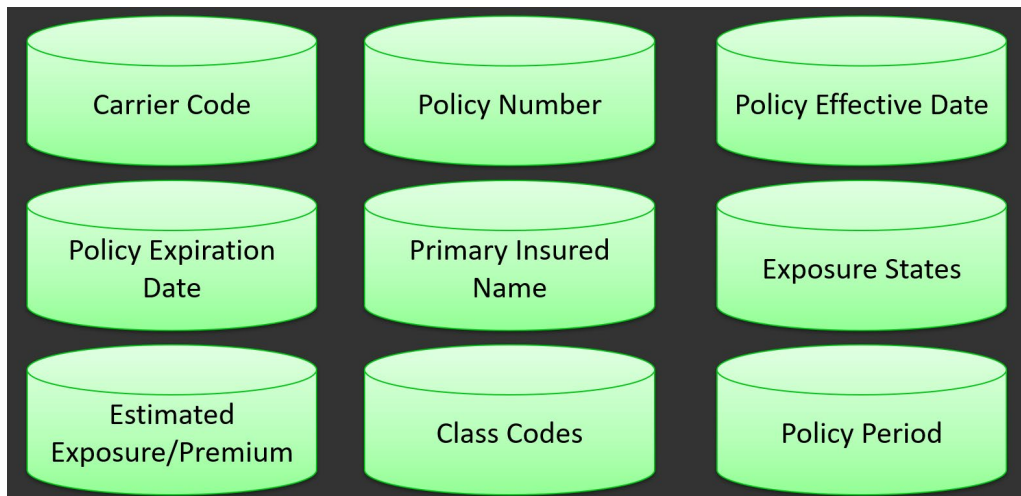
NCCI Timeliness Requirements	
<b>New or Renewal</b>	Within 30 days of Policy Effective Date (PED)
<b>Endorsement</b>	Within 30 days of Endorsement Issuance Date
<b>Cancellation/ Nonrenewal</b>	Within 30 days prior to Cancellation/Nonrenewal Effective Date
<b>Reinstatement</b>	Within 30 days of Reinstatement Effective Date

- Policy Data timeliness requirements can be different depending on the transaction type being reported
- If a state’s requirements are different, then they supersede NCCI’s requirements primarily for POC
- Refer to the ***POC State Guide*** for requirements by state



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- Policy References and Tools
  - ***Policy and POC Reporting Guidebook***
  - ***Proof of Coverage State Guide***
  - ***Statistical Plan***
  - ***Policy Data Collection*** tool
  - ***Data Transfer via the Internet***
  - ***Data Manager Dashboard***
  - ***Data Quality Guidebook***
- Additional Policy References and Tools
  - ***Experience Rating Plan Manual***
  - ***Basic Manual***
  - ***Forms Manual***
- Sample Policy Data Elements



### Policy Data Uses:

- Proof of Coverage Service
- Workers Compensation Coverage Verification
- Experience Rating
- Federal Coverage Service
- Monitors Expected/Overdue Unit Reports
- Actuarial Analysis
- Administration of Assigned Risk Pool



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### Unit Statistical Data

- What is Unit Statistical Data?
  - Audited exposure, premium, and loss information for a policy
  - Reported separately for each Exposure state covered on the policy

- Cycle



- Starts with a policy and sets up the URC record
  - 1st reports are submitted with the audited payroll and loss information
  - Subsequent reports are submitted for any open claims until the claim is closed or reaches the 10th valuation
  - Correction reports are submitted in between valuations as needed
- Unit Statistical Data Reporting Timing

Data is initially valued 18 months after the Policy Effective Date.

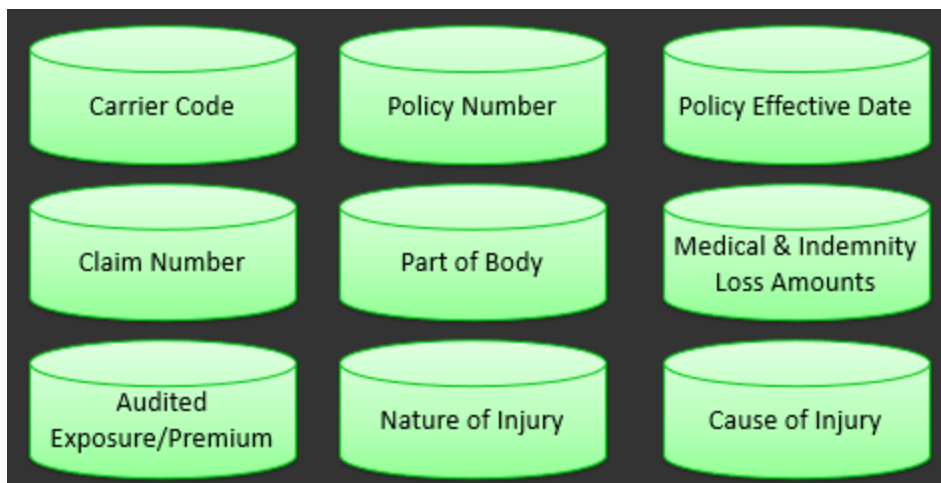
The first report is due 18 to 20 months after the Policy Effective Date.

Subsequent reports for open, reopened, and newly arising claims are due in 12-month intervals, with up to a total of 10 report levels required.



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- Unit Statistical Data References and Tools
  - **Statistical Plan**
  - **Unit Statistical Reporting Guidebook**
  - **Unit Data Collection** tool
  - **Data Transfer via the Internet**
  - **Data Manager Dashboard**
  - **Data Quality Guidebook**
- Sample Unit Statistical Data Elements



Unit Statistical Data Uses:

- Class Ratemaking
- Experience Modification
- Actuarial Analysis

### Review

- What do you call the concept of having rules/guidelines that allow companies to exchange data? \_\_\_\_\_
- What is an example of data standards? \_\_\_\_\_
- Which data type is associated with estimated exposure? \_\_\_\_\_
- What is the subset of Policy data? \_\_\_\_\_
- Which data type is associated with audited payroll and losses? \_\_\_\_\_

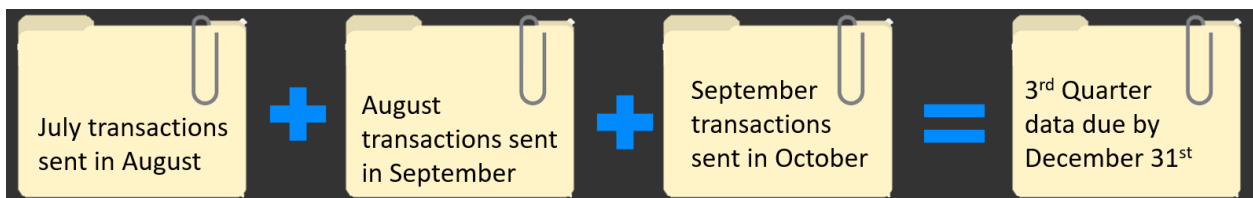


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- Which organization site provides you with the record layout for most of the data types? \_\_\_\_\_
- What two data types are not included on the WCIO website? \_\_\_\_\_
- What type of fields link transactions either within the data type or across data types? \_\_\_\_\_
- Which resource provides you with additional information about the edits? \_\_\_\_\_
- What program serves as timekeeper for the units? \_\_\_\_\_

### Medical Data Call

- What is Medical Call data?
  - Bill line detail of workers compensation medical payment transactions
  - Based on the claim jurisdiction state
  - Participation based on market share
- Medical Data Call Reporting Timing
  - Report all medical transactions occurring within a specific quarter in that that quarter's submission
  - Based on Transaction Date
  - Due by the end of the following quarter
  - Option to report Quarterly or Monthly
- Medical Data Call Reporting Example:

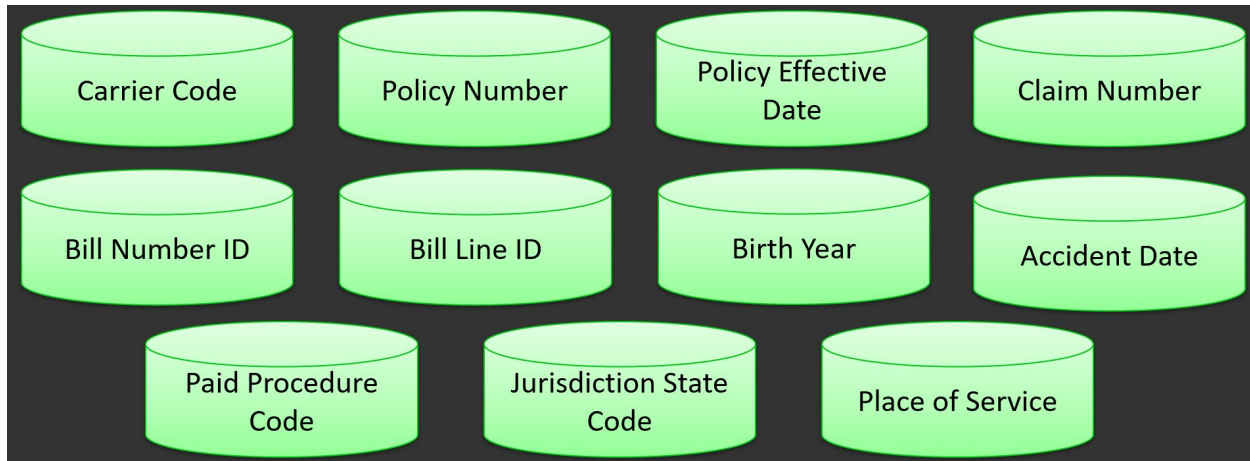


- Medical Data Call References and Tools
  - **Medical Data Call Reporting Guidebook**
  - **Statistical Plan**
  - **Medical Data Collection** tool
  - **Data Transfer via the Internet**
  - **Data Manager Dashboard**
  - **Data Quality Guidebook**



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- Sample Medical Data Call Elements



Medical Data Call Uses:

- Supports Legislative Pricing Focused on Medical Benefits
- Research Projects

### Indemnity Data Call

- What is Indemnity data?
  - Indemnity claim activity
  - Includes all workers compensation claims for which an indemnity payment has been made or indemnity reserve established
  - Compensation or the lost time from work portion of the claim, based on the jurisdiction state
- Indemnity Data Call Records
  - Transactional Records—Indemnity benefit payments or transactions for a specific claim that occurred in a given quarter
  - Quarterly Records—Inception-to-date aggregated reporting of an indemnity claim





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- Indemnity Data Call Reporting Timing

Transactional Records	Quarter	Transaction Date Range	Due By Date
	1st	01/01-03/31	06/30
	2nd	04/01-06/30	09/30
	3rd	07/01-09/30	12/31
	4th	10/01-12/31	03/31 (following year)

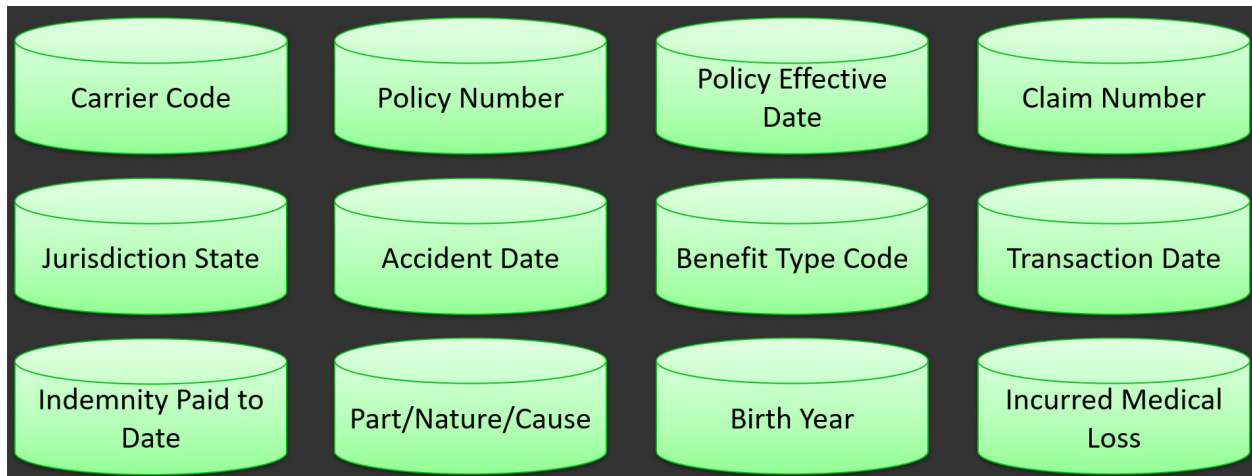
Quarterly Records	Quarter	Claim Valuation Date	Due By Date
	1st	01/01-03/31	06/30
	2nd	04/01-06/30	09/30
	3rd	07/01-09/30	12/31
	4th	10/01-12/31	03/31 (following year)

- Claim Valuation Date = date of valuation
  - Claim Valuation Date is the date that the values are to be determined for each quarterly record element
  - Refer to Record Layouts in the ***Indemnity Data Call Reporting Guidebook*** for more details
- Indemnity Data Call References and Tools
    - ***Indemnity Data Call Reporting Guidebook***
    - ***Statistical Plan***
    - ***Indemnity Data Collection*** tool
    - ***Data Transfer via the Internet***
    - ***Data Manager Dashboard***
    - ***Data Quality Guidebook***



## Data Now Program (DNP) Introduction to Data Reporting

- Sample Indemnity Data Call Elements



### Indemnity Data Uses:

- Supports Legislative Pricing
- Research Projects

### Review

- When are medical transactions due? \_\_\_\_\_
- What month would 3rd Quarter medical transactions be due? \_\_\_\_\_
- What month would October medical transactions be due? \_\_\_\_\_
- Is the timing for indemnity transactions the same or different from medical transactions? \_\_\_\_\_

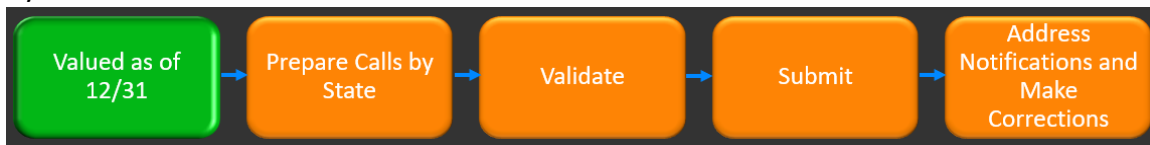
### Financial Call Data

- What is Financial Call data?
  - Aggregated workers compensation premium, loss, expense, and claim count information
  - Collected on an aggregated policy year, calendar-accident year, and calendar year basis
  - Supports primary and supplemental ratemaking



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- Cycle



- Financial Calls reporting follows a workflow
  - All Calls are valued annually as of December 31
  - Prepared by state using either a template or the **Financial Data Collection** tool
  - Validate your Calls using the **Financial Data Collection** tool
  - Submit your Calls once your data is clear of initial edits
  - Address any notifications issued by the Financial team representatives and make your corrections after your data has been sent to production
  - Refer to the **Financial Call Reporting Guidebook** for the full recommended workflow
- Financial Call Data Reporting Timing

Financial Call data is valued as of December 31 annually.

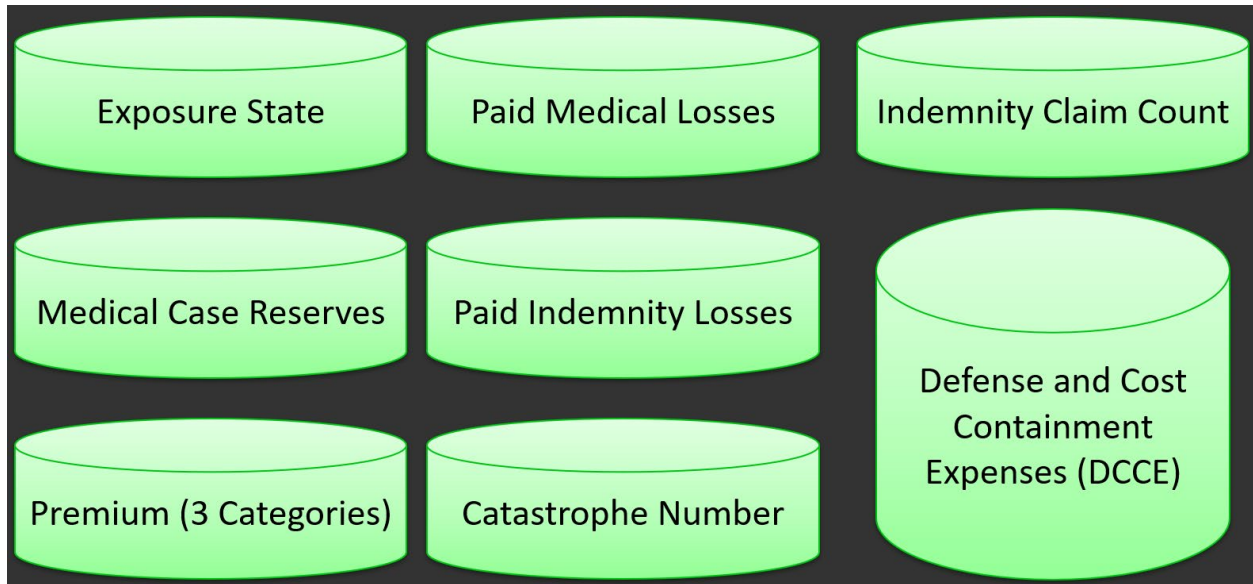
Most Calls are due by April 1 of the following year.

- Financial Call References and Tools
  - **Financial Call Reporting Guidebook**
  - **Statistical Plan**
  - **Financial Data Collection** tool
  - **Data Transfer via the Internet**
  - **Data Manager Dashboard**
  - **Data Quality Guidebook**



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- Sample Financial Call Data Elements

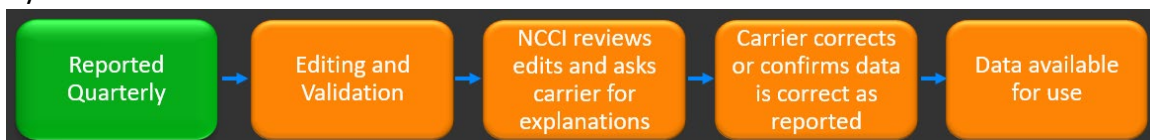


Financial Data Uses:

- Supports Market Analysis
- Supports Primary and Supplemental Ratemaking
- Research Analysis

### Pool Data

- What is Pool Data?
  - Quarterly financial and actuarial data for the residual market
  - Premium, loss, and expenses by policy year for the assigned risk market
  - Reported by servicing carriers participating in the five residual market pools that NCCI manages
- Cycle



- Every quarter, create and submit data using **Data Transfer via the Internet** or within the **Pool Data Financial Data Collection** tool.
- Editing and validation takes place after the data is received at NCCI
- Validators review the edits and assist the carrier with interpreting them
- Correct or confirm the data is correct as reported



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- Data is available for use once cleared of edits
- Pool Data Timing

Quarter	Quarter-End Date	Data must be authorized by the Pool Data Due Date
First	3/31/YYYY	5/15/YYYY
Second	6/30/ YYYY	8/15/YYYY
Third	9/30/YYYY	11/15/YYYY
Fourth	12/31/YYYY	2/15/YYYY +1

- Pool Data References and Tools
  - ***Pool Data Reporting Guidebook***
  - ***Servicing Carrier Reference Guide***
  - ***Reinsurance Pools Results and Information***
  - ***Pool Financial Data Collection*** tool
  - ***Data Transfer via the Internet***
  - ***Data Manager Dashboard***
- Pool Data Uses:
  - Estimate Reserves
  - Calculate Cash Settlements to Servicing Carriers
  - Generate Financial Statements for Pool Reinsurance Agreements

## Chapter 3: Data Quality

### Data Quality

- Initial level of Data Quality Editing and Validation begins when the data is received and processed
- Next level of data quality considers the timing of data received and the rules of reporting and compare that to the data on the database
  - Next level of data quality is completed through NCCI's Data Quality Compliance Programs

### Purpose

- NCCI's data quality strategy involves using comprehensive data quality processes to evaluate incoming data on the basis of accuracy, validity, completeness, reasonability, and timeliness of data



## Data Now Program (DNP) Introduction to Data Reporting

- Ensure that NCCI produces and delivers accurate and timely products back to the workers compensation Industry

### Data Quality Compliance Programs' Objectives

- Improve Data Availability
- Provide Data Reporting Results
- Assure Timely Receipt of Quality Data
- Address Regulatory Expectations
- Target Extremes

### Data Quality Compliance Programs

- Encourages improvements in data availability
- Programs that apply monetary incentives through fines, or debits/credits to fees are:
  - **Data Quality Incentive Program (DQIP)**
  - **Aggregate Data Quality Incentive Program (ADQIP)**
  - **Medical Incentive Program**
  - **Indemnity Incentive Program**
  - Pool Data Quality and Compliance
- Programs that inform state regulators when the data reporting performance of data providers don't meet reporting standards are:
  - **Carrier Data Quality Report Program (Carrier Report Card)**
  - **Regulator Exception Program**
  - **Data Quality Remediation Program**
- Refer to the **Data Quality Guidebook** for details on all programs (except for Pool)
- Refer to the **Pool Data Reporting Guidebook** for details on Pool Data Quality and Compliance

### Review

- Which data type is associated with settlements to Servicing Carriers in the Residual Market? \_\_\_\_\_
- When are most Financial Calls due? \_\_\_\_\_
- Name a method NCCI uses to encourage improvements in data availability  
\_\_\_\_\_



## Data Now Program (DNP) Introduction to Data Reporting

### Chapter 4: [ncci.com](#)

A few notes regarding [ncci.com](#):

- It has all the information you need to meet your data reporting needs
- NCCI's data reporting tools, manuals, and circulars require a User ID and Password
  - Contact customer service for assistance with setup if needed
- Public items such as training and web articles are accessible without a User ID

### Data Reporting Pages

- Broken out by data type
- Information applicable to two or more data types are located on the General page
- Each page contains these main categories:
  - Tools—includes links to items such as the reporting tools applicable to your data type, circulars, data reports tool, etc.
  - Resources—includes items such links to guides, forms, and edit matrices
  - Publications/Reports—includes links to data tool user guides and web articles
  - Learning Center—includes webinars and videos

### Learning Opportunities

- Accessible from Data Reporting Page and Quick Links within the footer of the main [ncci.com](#) page
- Choose from two experiences:
  - Standard Learning Center—available to everyone
  - NCCI Academy—available only to NCCI carriers and regulators
    - The course selection is here more curriculum based and allows you to earn certificates as you complete the programs

#### QUICK LINKS

[Events and Programs](#)  
[Learning Center](#)  
[Online Invoice Service \(View/Pay My Invoice\)](#)  
[Services & Tools Catalog](#)  
[Solutions](#)



# Data Now Program (DNP) Introduction to Data Reporting

## My Profile

### My Email Notifications

- Signing up for this option keeps you informed of updates made to any areas of our website
- Choose from:
  - **NCCI**—for updates on the following areas of our website:
 

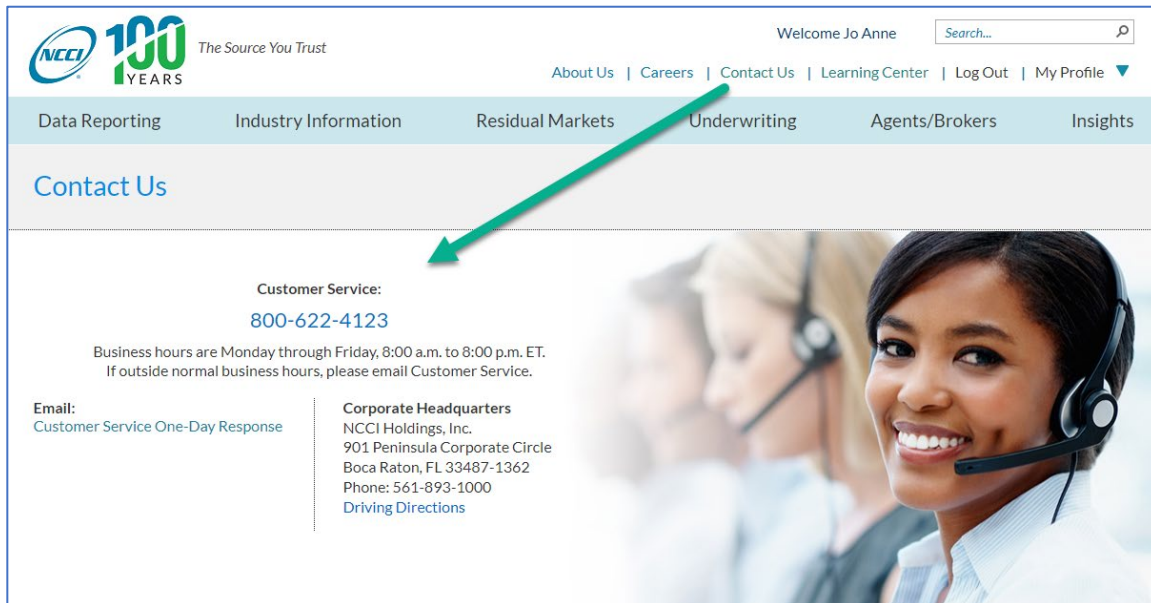
Data Reporting	Residual	Insights
Industry	Markets	About Us
Information	Underwriting	Events
	Agents/Brokers	Learning Center
  - **Manuals/Industry Tools**—for updates on data and underwriting manuals
  - **Circulars**—for updates on all circulars issued by NCCI
- To make your selections:
  - Select the appropriate area: NCCI, Manuals/Industry Tools, or Circulars
  - Place a checkmark next to items you want to receive notifications for
  - Click **Save** to lock in your selections





# Data Now Program (DNP) Introduction to Data Reporting

## Customer Support



- Select **Contact Us** and you'll see your options for reaching us:
  - Phone
  - Email

## Recap

- Data reporting standards are critical
- Each of NCCI's data types are unique yet share common fields that should be reported consistently
- Report data on time and in the right format using each of their specific resources
- Data reporting performance is measured through our data quality programs
- Stay informed by setting up your notifications
- Make use of your resources on **ncci.com**

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