



Data Now Program (DNP)
Researching and Correcting Policy Edits

Chapter 1: NCCI Policy Edit Strategy

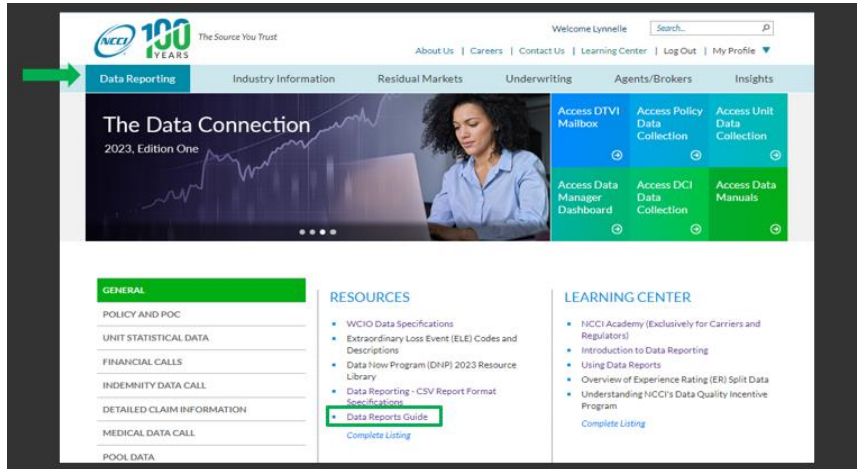
- Policy Data is used by NCCI in downstream processes:
 - Proof of Coverage Service
 - Monitors Expected/Overdue Unit Reports
 - Distribution of Experience Rating
 - Administration of Residual Market
 - Actuarial Analysis
 - Federal Reporting Compliance Service
- All Policy Data goes through the editing process
- Identified issues are communicated via data reports



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Chapter 2: Data Reports Guide Navigation

NCCI's Data Reports Guide is a complete listing of all NCCI-generated and customer-generated data reports. Navigating to the Data Reports Guide is easy from the **ncci.com** home page. Select Data Reporting option on the NCCI home page and then select Data Reports Guide under Resources.



The Data Reports Guide is organized by data types:

- Policy
- Proof of Coverage (POC)
- Unit
- Unit Report Control (URC)
- Detailed Claim Information (DCI)
- Financial Calls, Pool, and Medical
- Experience Rating (ER) Split Data

For each report, the guide provides the following information:

- Report name
- Description of what the report entails.
- Production schedule describing when the report is available
- Available formats you can select to download the report (PDF, Excel, and CSV)
- Who receives email notification (carrier's main policy contact, the file submitter, or if no emails are distributed)

You can access all reports through Data Reports, Policy Data Collection, or Unit Data Collection tools.

Two types of Policy Data reports available:

- **NCCI-Generated Policy Reports**
 - Distributed on a production schedule
 - Emailed notification will be sent to the file submitter or the data reporting contact on file when the report is ready



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- **Customer-Generated Policy Reports**
 - Requested by the data provider using defined parameters
 - Available to view immediately on-screen

The following are NCCI-Generated Policy Reports:

- Policy Submission Results Report
 - Created upon a file submission and includes edit information on all policy transactions or records in that submission
- Policy Daily Submission Results Report
 - Daily report that includes all policy transactions or records that were submitted the prior day that remain rejected
- Policy Monthly Outstanding Data Grade 7 Report
 - Monthly report that includes policy transactions where one or more records have an outstanding Data Grade 7 edit
- Policy Pre-Edit Service Submission Results Report
 - Includes results of pre-edit file submission to help make any necessary adjustments to your data prior to submitting in production

The following are Customer-Generated Policy Reports

- Policy Reject & Error Report
 - Identifies rejects and errors resulting from customized criteria
- Policy Risk ID Report
 - Provides a list of policies with associated Risk ID

Chapter 3: Data Reports Tool Navigation

The **Data Reports** tool can be accessed in multiple ways:

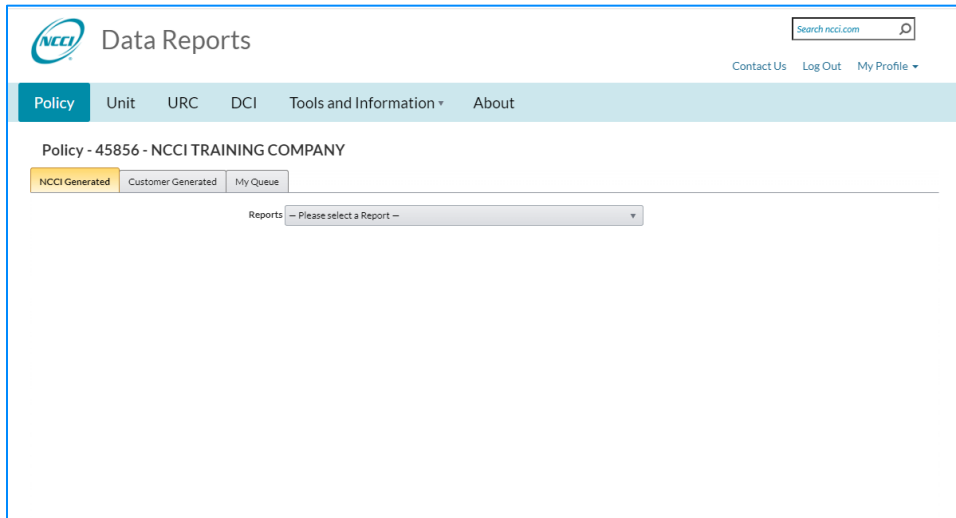
- Data Reporting Page
- Policy and POC → Tools → Data Reports
- Unit Statistical Data → Tools → Data Reports

- Data Reporting Tools
- **Policy Data Collection** → Manage My Data → Data Reports
- **Unit Data Collection** → Manage My Data → Data Reports



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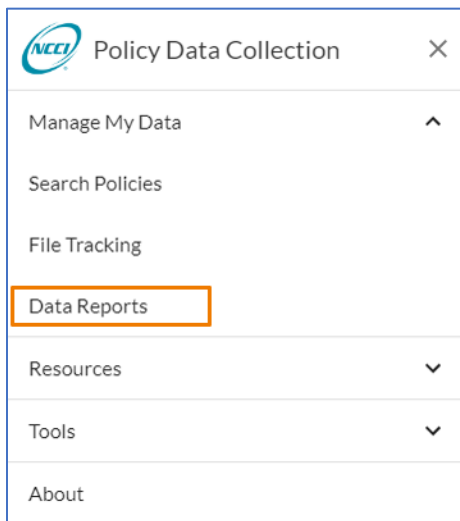
Data Reports Tool



Use a single portal to:

- Access all NCCI-Generated Reports for Policy, POC, Unit Statistical, and Unit Report Control (URC) data
- Create Customer-Generated Reports on request
- Use as a companion product to the **Policy Data Collection** and **Unit Data Collection** tools

Access through the policy data Collection tool:



NCCI-Generated Reports

The list of available NCCI generated Policy Reports can be viewed by clicking on the NCCI Generated Tab and then clicking on the Reports drop down.



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The screenshot shows the NCCI Data Reports web application. At the top left is the NCCI logo and the text "Data Reports". To the right is a search bar with "Search ncci.com" and a magnifying glass icon. Below the search bar are links for "Contact Us", "Log Out", and "My Profile". A navigation bar contains "Policy" (highlighted), "Unit", "URC", "DCI", "Tools and Information", and "About". The main content area is titled "Policy - 45856 - NCCI TRAINING COMPANY" and has three tabs: "NCCI Generated" (selected), "Customer Generated", and "My Queue". A "Reports" dropdown menu is open, displaying a list of report names in alphabetical order:

- Assigned Risk Binder Number Report
- IAIABC POC Coverage Provider Accepted Report
- IAIABC POC Coverage Provider Monthly Outstanding Reject Report
- IAIABC POC Coverage Provider Reject & Error Report
- Monthly Outstanding Noncompliance Report
- Noncompliance/Compliance Reject Report
- Policy Certification Submission Results Report
- Policy Daily Submission Results Report
- Policy Monthly Outstanding Data Grade 7 Report
- Policy Pre-Edit Service Submission Results Report
- Policy Submission Results Report

You'll find a list of available NCCI-Generated Reports in alphabetical order.

This is a close-up of the "Reports" dropdown menu from the previous screenshot. The menu is open, showing the following list of reports in alphabetical order:

- Assigned Risk Binder Number Report
- IAIABC POC Coverage Provider Accepted Report
- IAIABC POC Coverage Provider Monthly Outstanding Reject Report
- IAIABC POC Coverage Provider Reject & Error Report
- Monthly Outstanding Noncompliance Report
- Noncompliance/Compliance Reject Report
- Policy Certification Submission Results Report
- Policy Daily Submission Results Report
- Policy Monthly Outstanding Data Grade 7 Report
- Policy Pre-Edit Service Submission Results Report
- Policy Submission Results Report



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NCCI-Generated Policy Data Reports

Data Reports Search ncci.com

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Policy - 45856 - NCCI TRAINING COMPANY

NCCI Generated Customer Generated My Queue

Reports Policy Submission Results Report ▾

Report Name	PDF	Excel	CSV	Create Date/Time
Policy Submission Results Report - Submission ID: 3594191				09/28/2022 11:32 AM
Policy Submission Results Report - Submission ID: 3589578				09/14/2022 04:17 PM

* Due to volume, some reports may only be available in the .csv format

- Displays copies of reports that fall into the retention period
- Three-month retention for all daily and upon-submission reports
- Generates reports in PDF, Excel, or CSV formats
- When generated, customer receives an email notification

Customer-Generated Policy Data Reports

There are two policy Customer-Generated Reports:

- Policy Reject and Error Report—displays policy reject and error data based on user-defined parameters.
- Policy Risk ID Report—provides a list of policies with associated risk IDs based on the selected Policy Effective Month and Year. **Note:** Correct risk IDs ensure proper billing and distribution of Experience Rating worksheets.

Data Reports Search ncci.com

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Policy - 45856 - NCCI TRAINING COMPANY

NCCI Generated Customer Generated My Queue

Reports Please select a Report -- ▾

- Please select a Report –
- POC Transaction Report
- Policy Reject and Error Report
- Policy Risk ID Report



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Customer Generated Reports allow users to refine in on a specific scenario and then validate what still needs to be addressed.

Customer-Generated Policy Data Reports

The screenshot shows a web form for generating reports. It includes the following fields and options:

- 1. Carrier Code: All Carrier Codes (dropdown)
- 2. Data Grade Conditions: All Edit Conditions (1,3,4,6,7) (dropdown)
- 3. Transaction Type: All Transaction Types (dropdown)
- 4. Date Type: Policy Effective Date (selected), Received Date (radio button)
- 5. Policy Effective Date Range: MM/DD/YYYY thru 9/29/2022 (calendar pickers)
- 6. Insured Name, Policy Number, FEIN, Risk ID (text input fields)
- 7. Report Name: (text input field)
- 8. Report Format: Acrobat/PDF (selected), Excel/XLS, Comma D delimited/CSV (radio buttons)
- 9. Generate Report, Reset Criteria (buttons)

1. Carrier Code—Pick all carriers within your group or a specific carrier.
2. Data Grade Conditions—Select all or a specific data condition.
3. Transaction Type—Select all or a specific transaction type from the menu.
4. Date Type—Select either Policy Effective Date or Received Date.
5. Policy Effective Date or Received Date range is based on the selection of Date Type.
6. Narrow your report results, available only if Date Type is Policy Effective Date.
7. Report Name—give your report a name you will recognize in your queue.
8. Choose your report format.
9. Click Generate Report or Reset Criteria.

Once the report is generated, a confirmation message is displayed.

The screenshot shows a confirmation message in a green box: "Policy Reject and Error Report (SEPT 2022 EDITS) has been created." Below the message, there is a "Required" label and a dropdown menu for "Reports" with "Policy Reject and Error Report" selected.

- Example of Policy Reject and Error Report below
- Report name is customized
- Report layout is similar to previously reviewed reports



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Customer-Generated Policy Reject and Error Report
Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY
Report Name: SEPT 2022 EDITS

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Cov Prvtr ID	NCCI Branch Code	Insured Name	Policy Number	Pol Eff Dt	Rev Dt	Trans Issue Dt	Trans Code	Record Type Code	Edit Nbr	Data Grade	Field in Error	Supporting Fields	Reported Value	Defaulted Value
45856	000	TEST CO	BESTPEP1001B	05/01/2014	09/28/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000	
<i>Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS</i>														
45856	000	TEST CO	BESTPEP1002B	05/01/2014	09/28/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000	
<i>Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS</i>														
45856	000	TEST CO	BESTPEP1003B	05/01/2014	09/28/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000	
<i>Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS</i>														
45856	000	TEST CO	BESTPEP1004B	05/01/2014	09/28/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000	
<i>Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS</i>														
45856	000	TEST CO	BESTPEP1005B	05/01/2014	09/28/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000	
<i>Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS</i>														
45856	000	TEST CO	BESTPEP1006B	05/01/2014	09/28/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000	
<i>Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS</i>														
45856	000	TEST CO	BESTPEP1007B	05/01/2014	09/28/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000	
<i>Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS</i>														
45856	000	TEST CO	BESTPEP1008B	05/01/2014	09/28/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000	
<i>Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS</i>														

Same information as NCCI-Generated—
allows you to customize the details

My Queue

My Queue is available for reports that may take a bit longer to generate. Most times you will have the report immediately.

Data Reports

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Unit
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Policy - 45856 - NCCI TRAINING COMPANY

NCCI Generated
Customer Generated
My Queue

Delete Selected
1 - 1 of 1 items

◀ 1 ▶

Delete	Data Type	Report Name	Get Report	Status	Custom Report Name	Requested Date/Time	Completed Date/Time
<input type="checkbox"/>	Policy	Policy Reject and Error Report		Completed	DEP	10/17/2016 02:07 PM	10/17/2016 02:07 PM

◀ 1 ▶
1 - 1 of 1 items

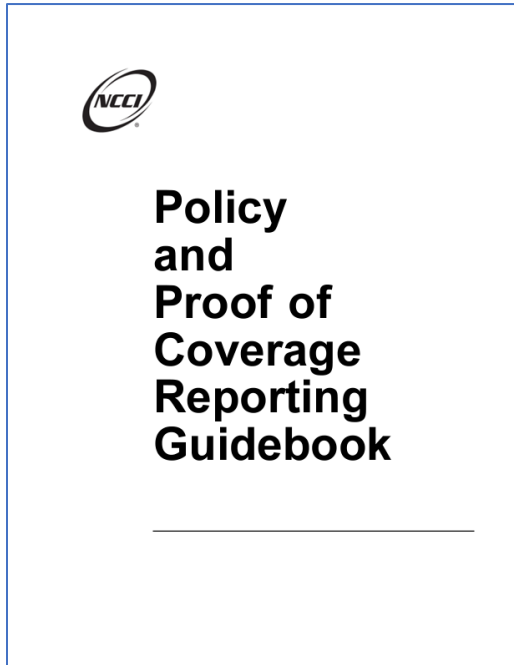
* Due to volume, some reports may only be available in the .csv format

Chapter 4: Policy and POC Reporting Guidebook

In addition to the Data Reports Guide, additional information about policy reports is in the **Policy and Proof of Coverage Reporting Guidebook**. The Editing and Data Quality part has a section on Policy Reports.



Data Now Program (DNP) Researching and Correcting Policy Edits



- Policy and POC Reporting Guidebook
 - Change Tracking Guide
 - Part 1—Guidebook Overview
 - Part 2—General Reporting Requirements
 - Part 3—Policy Data Reporting
 - Part 4—Data Element Requirements by Record and Transaction Type
 - Part 5—Additional Policy Data Reporting Requirements
 - Part 6—Name and Address Reporting Requirements
 - Part 7—PEO Employee Leasing Policies
 - Part 8—Assigned Risk Policies
 - Part 9—Unit Report Control (URC) Program
 - Part 10—Proof of Coverage (POC)
 - Part 11—Federal Reporting Compliance Service
 - Part 12—Editing and Data Quality
 - A. Purpose
 - B. Editing
 - C. Online Editing Tools
 - D. Policy Reports**
 - E. Data Quality Compliance Programs
 - Part 13—Policy Edit Matrices
 - Part 14—Policy Data Dictionary
 - Part 15—Summary of Data Reporting Examples and Tips

Policy Reports—Name, Description, and Use of Report

D. POLICY REPORTS

Refer to the Data Reports Guide available on ncci.com for a complete listing of policy and POC reports. The following are the policy NCCI-Generated and Customer-Generated reports:

Report Name	Report Description	Use of Report
Policy Submission Results Report	Generated upon data file submission, this NCCI-Generated report includes information on policy transactions or records that were submitted by file and either rejected (Data Grades 8 and 9) or accepted with errors (Data Grades 3, 4, 6, and 7).	<p>Review the report and make appropriate corrections and resubmit files rejected for Data Grades 8 or 9.</p> <p>For files accepted with errors (Data Grades 3, 4, 6, and 7), review submitted data and make appropriate corrections.</p> <p>Rejected noncompliance transactions (Transaction Code 17) are excluded from this report; however, they are displayed in the Noncompliance/Compliance Reject Report.</p>

The **Policy and Proof of Coverage Reporting Guidebook** provides report names, descriptions, and information on the use of general policy reports. This example of the Policy Submission Results Report indicates that you should review your data, make appropriate corrections, and resubmit data for rejected files.

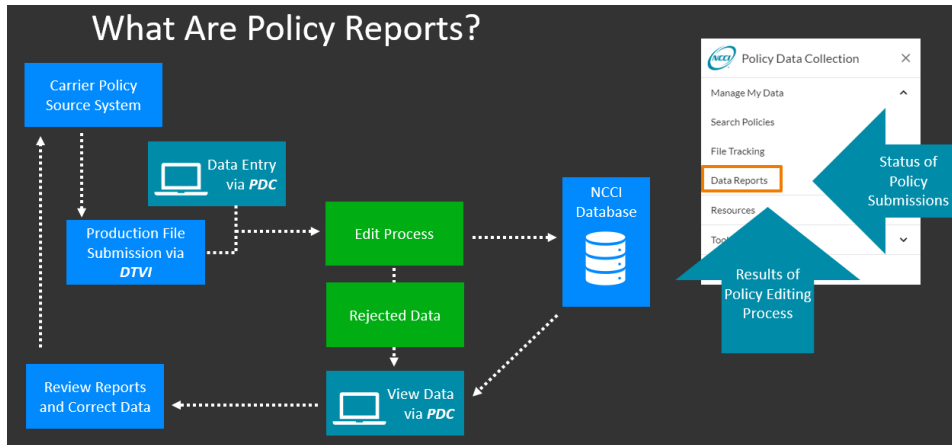


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Chapter 5: Reports—Policy

What Are Policy reports?

NCCI creates reports to communicate the results of the editing process.



Policy reports provide key details about the status of policy submissions, rejects, and errors that may require corrective action.

Policy Submission Results—Summary

Policy Submission Results Report
Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY
Submission ID: 2531686 Page 1 of 101

The **Policy Submission Results Report** includes information on policy transactions or records that were rejected (Data Grades 8 and 9) or accepted with errors (Data Grades 3, 4, 6 and 7).

Rejected Noncompliance transactions (Transaction Code 17) are excluded from this report. They are displayed in the **Noncompliance/Compliance Reject Report**.

The NCCI Branch Code listed for each reject or error identifies the address of the insurer issuing office (Type of Address Code 3 in the Address Record) submitted for each policy.

Refer to the **Policy and POC Reporting Guidebook** for information on correcting rejects and errors.

For questions, refer to NCCI's Customer Service Center at 800-NCCI-123.

Submission Summary										Record in Edit Legend
Submission ID	Submission Received Date	Submission Processed Date/Time	Nbr of Headers Submitted	Nbr of Headers Processed	Nbr of Records Submitted	Nbr of Records Processed	Nbr of DG9s	Nbr of DG8s	Nbr of DGs 3, 4, 6 & 7	
2531686	11/14/2017	11/14/2017 04:51:13 PM	1,056	1,056	12,321	12,320	24	28	1,054	00 Link Data
										01 Header
										02 Name
										03 Address
										04 State
										05 Exposure
										07 Endorsement
										08 Cancellation/Reinstatement
										10 Experience Rating Mod Change
										13 Policy Period
										42 Contingent Experience Rating Modification
										43 Deductibles
										87 Policy Information Page Data Elements Change
										Z1 Noncompliance of Policy Terms and Conditions

- An advantage of generating the PDF format is that a submission summary page is generated
- The report includes:
 - Submission ID, Received Date, and a Date/Time stamp
 - Total number of headers and records submitted and processed, along with Data Grade received
 - Record in Edit Legend, which is a helpful reference when reviewing your report



Data Now Program (DNP) Researching and Correcting Policy Edits

Policy Submission Results—Details

Policy Submission Results Report													Page 2 of 2	
Coverage Provider Group ID: 99990 - NCCI INC														
Submission ID: 3730775														
Cov Prvdr ID	NCCI Branch Code	Insured Name	Policy Number	Pol Eff Dt	Rcv Dt	Trans Issue Dt	Trans Code	Record Type Code	Edit Nbr	Data Grade	Field in Error	Supporting Fields	Reported Value	Defaulted Value
99988	000	EDIT0270-04	SCENARIO2	11/09/2021	11/03/2023	10/02/2021	01	00	0159-06	9	POLICY TRANSACTION CODE		01	
Edit Message: DUPLICATE TRANSACTIONS														
99988	000	EDIT0270-04	SCENARIO2	11/09/2021	11/03/2023	10/02/2021	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000006336	
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS														
99992	000	EDIT0270-04	SCENARIO1	11/03/2021	11/03/2023	10/04/2021	01	00	0159-06	9	POLICY TRANSACTION CODE		01	
Edit Message: DUPLICATE TRANSACTIONS														
99992	000	EDIT0270-04	SCENARIO1	11/03/2021	11/03/2023	10/04/2021	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000006336	
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS														
99996	000	EDIT0270-04	SCENARIO1	11/03/2021	11/03/2023	10/02/2021	01	00	0179-21	9	RECORD TYPE			
Edit Message: NO VALID STATE PREMIUM RECORD REMAINING														
99996	000	EDIT0270-04	SCENARIO1	11/03/2021	11/03/2023	10/02/2021	01	04	0270-04	9	STATE PREMIUM-CARRIER St Cd= 12 CODE		99988	

View the error details such as

- Insured Name
- Policy Number
- Policy Effective Date
- Received Date
 - The Received Date is the date the policy data was received by NCCI. Refer to the POC State Guide to verify how each state determines timeliness reporting requirements for the Transaction Received Date.
- Transaction Issue Date
- Transaction Code
- Record Type Code in error
- Edit Number
- Data Grade
- Field in Error
- Edit Description
- Supporting Fields
- Reported Value
- Defaulted Value



Data Now Program (DNP) Researching and Correcting Policy Edits

Create Date: 09/29/2022 Create Time: 03:00:21 AM		National Council on Compensation Insurance, Inc. Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY Noncompliance/Compliance Reject Report - September 29, 2022												
Cov Prvdr ID	NCCI Branch Code	Insured Name	Policy Number	Pol Eff Dt	Rcv Dt	Trans Issue Dt	Trans Code	Record Type Code	Edit Nbr	Data Grade	Edit Message	Field in Error	Reported Value	Sbmn ID
45856	000	NO PRIMARY NAME AVAILABLE	DEP12381K53592321	08/06/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12381K59221121	09/12/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12381K89453821	03/18/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12384N32082421	04/15/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12384N42057121	05/31/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12384N68238621	11/02/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12384N92384421	05/06/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12385N04503321	07/23/2021	09/28/2022	09/22/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12385N05294021	07/24/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12385R76427622	03/03/2022	09/28/2022	09/22/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12385R81450021	03/30/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12385R83832522	04/20/2022	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12385R84528121	04/21/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12385R90937721	05/29/2021	09/28/2022	09/23/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868
45856	000	NO PRIMARY NAME AVAILABLE	DEP12385R99748921	08/06/2021	09/28/2022	09/22/2022	17	Z1	0159-08	9	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	POLICY TRANSACTION CODE	17	3593868

Rejected noncompliance transactions (Transaction Code 17) are excluded from the Policy Submission Results Report; however, they are displayed in the Noncompliance/Compliance Reject Report.

The Policy Daily Submission Results Report includes information on all policy transactions or records which were submitted the prior day (by file or through the **Policy Data Collection** tool) that remain rejected or in error. When the report is generated in a PDF format it will contain a submission summary page, that is not contained in the CSV or Excel formats.

Create Date: 09/29/2022 Create Time: 03:00:21 AM		National Council on Compensation Insurance, Inc. Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY Policy Daily Submission Results Report - September 15, 2022													
Cov Prvdr ID	NCCI Branch Code	Insured Name	Policy Number	Pol Eff Dt	Rcv Dt	Trans Issue Dt	Trans Code	Record Type Code	Edit Nbr	Data Grade	Field in Error	Supporting Fields	Reported Value	Defaulted Value	Sbmn ID
45856	000	TEST CO	TESTDEP1001B	05/01/2014	09/14/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000		3589578
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS															
45856	000	TEST CO	TESTDEP1002B	05/01/2014	09/14/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000		3589578
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS															
45856	000	TEST CO	TESTDEP1003B	05/01/2014	09/14/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000		3589578
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS															
45856	000	TEST CO	TESTDEP1004B	05/01/2014	09/14/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000		3589578
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS															
45856	000	TEST CO	TESTDEP1005B	05/01/2014	09/14/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000		3589578
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS															
45856	000	TEST CO	TESTDEP1006B	05/01/2014	09/14/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000		3589578
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS															
45856	000	TEST CO	TESTDEP1007B	05/01/2014	09/14/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000		3589578
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS															
45856	000	TEST CO	TESTDEP1008B	05/01/2014	09/14/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000		3589578
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS															
45856	000	TEST CO	TESTDEP1009B	05/01/2014	09/14/2022	01/20/2013	01	01	0253-03	4	POLICY EST STANDARD PREM TOTAL		0000004000		3589578
Edit Message: POL PREM MUST = SUM OF ALL STATE RECORDS															

There can be different ways to address the reports:

- may work on each of the Policy Submission Results Reports when they are generated.
- may wait until the Policy Daily Submission Results Report is received the next day.



Data Now Program (DNP) Researching and Correcting Policy Edits

Note: Any submissions made through the NCCI online tools will only be shown in the Policy Daily Submission Results Reports. And any issues detailed in the policy Submission Results Report that are corrected the same day, will not appear on the Policy Daily Submission Results Report.

Create Date: 09/01/2022 Create Time: 06:00:22 AM		National Council on Compensation Insurance, Inc. Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY Policy Monthly Outstanding Data Grade 7 Report - September 2022													
Cov Prvdr ID	NCCI Branch Code	Insured Name	Policy Number	Pol Eff Dt	Rev Dt	Trans Issue Dt	Trans Code	Record Type Code	Edit Nbr	Edit Message	Field in Error	Supporting Fields	Reported Value	Defaulted Value	Nbr of Days In Error
45856	020	FUTLER TILL MEDIA SERVICES INC	DEP01VE CAB6	06/27/2021	05/30/2022	05/25/2022	08	03	0126-05	ADDRESS NOT LINKED TO A NAME	NAME LINK IDENTIFIER	Nm Lnk Cd+ 003 Add+ 126 N SALINA ST STE 400	003		94
45856	020	DOWNSTATE GENERAL CONSTRUCTION	DEP01VE CAB9	12/07/2020	04/27/2022	04/20/2022	10	03	0126-05	ADDRESS NOT LINKED TO A NAME	NAME LINK IDENTIFIER	Nm Lnk Cd+ 004 Add+ 249 SHERMAN ST UNIT C1	004		127
45856	020	ABS96 LLC	DEP01VE CAC1	04/01/2022	08/15/2022	08/11/2022	10	03	0126-05	ADDRESS NOT LINKED TO A NAME	NAME LINK IDENTIFIER	Nm Lnk Cd+ 002 Add+ 108 ODELL AVE	002		17
45856	020	P & C BANK CORP	DEP01VE CAC2	06/01/2022	07/22/2022	07/20/2022	14	02	0316-01	EMPLOYER IS MISSING A REQUIRED UI STATE CODE AND/OR ASSOCIATED STATE UNEMPLOYMENT NUMBER	STATE UNEMPLOYMENT NUMBER	Nm Lnk Cd+ 072 Cont Seq Nbr+ 001 Nm+ PEOPLES UNITED ADVISORS INC			41
45856	020	CALLA TREVE EDUCATIONAL CONSULT	DEP01VE CAA3	07/13/2021	08/29/2022	08/25/2022	15	03	0126-05	ADDRESS NOT LINKED TO A NAME	NAME LINK IDENTIFIER	Nm Lnk Cd+ 002 Add+ 153 MAIN ST	002		3
45856	020	PHEGH CORP LLC	DEP01VE CAA7	01/30/2021	04/08/2022	03/29/2022	10	03	0126-05	ADDRESS NOT LINKED TO A NAME	NAME LINK IDENTIFIER	Nm Lnk Cd+ 002 Add+ 439 LAFAYETTE ST APT 5B	002		146
45856	020	LEFTS HEALTH PLAN INC	DEP01VE CAA8	01/01/2021	04/12/2022	04/01/2022	15	03	0126-05	ADDRESS NOT LINKED TO A NAME	NAME LINK IDENTIFIER	Nm Lnk Cd+ 005 Add+ 100 VALL ST STE 2502	005		142
45856	020	LOCATION PET VETERINARY OF	DEP01VE CBB9	06/16/2022	05/16/2022	05/07/2022	02	00	0126-07	ALL NAMES HAVE THE SAME NAME LINK IDENTIFIER AND ALL LOCATIONS ARE LINKED TO ONLY ONE NAME IN A SINGLE STATE	NAME LINK IDENTIFIER	Nm Lnk Cd+ 001 Add+ 8822 RIDGELINE BLVD STE 260			108

The Policy Monthly Outstanding Data Grade 7 Report includes policy transactions where one or more records have an outstanding Data Grade 7 (POC Critical Error).

These records were either not sent to, or were rejected by, the POC state(s) covered on the policy. Errors remain on the report for up to six months or until they are corrected. The retention of this monthly report in NCCI's system is also six months.

Chapter 6: Editing Process

Policy Data and Proof of Coverage Policy Edits

- NCCI Policy Data Edits
 - Performed on all Policy Data
 - Indicates if corrective action is needed
- State Proof of Coverage (POC) Edits—determined by the POC states
 - Specific data elements
 - Compliance issues

Reminder: Policy Data edits can lead to a POC reject.



Data Now Program (DNP) Researching and Correcting Policy Edits

Policy and Proof of Coverage Reporting Guidebook— Editing and Data Quality

Policy and Proof of Coverage Reporting Guidebook Editing and Data Quality

Issued 28 Oct 2016 12:00:01

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A. Purpose

Because policy information serves as the cornerstone for many NCCI products and services, such as Proof of Coverage and experience rating, NCCI's editing process is critical to ensuring that the data submitted is consistent with reporting requirements and meets quality standards.

Edits are performed on all Policy data submitted to NCCI and indicate if corrective action is required to accurately process the data. Issues identified during the editing process are communicated to the insurer on the Policy Submission Results Report and the Policy Daily Submission Results Report. **NCCI-generated reports** for Policy data can be accessed via the **Data Reports** feature in **Policy Data Collection**. These reports will only be produced if data has been submitted within the applicable time frame for the report. **NCCI-generated reports** are produced on a monthly basis and are available on the first day of the month. They are accessible for up to six months. All other reports are accessible for up to three months.

Carriers are required to review edit results and submit corrected data when applicable. NCCI requires edits to be corrected within 60 days of notification.

Note: South Dakota—Carrier must provide satisfactory evidence of the correction of any error or omission, identified through NCCI's policy reports, within 60 days.

Refer to the [Data Reports Guide](#) available on [ncci.com](#) for details on policy reports.

Policy and Proof of Coverage Reporting Guidebook— Policy Edit Matrices

Policy and Proof of Coverage Reporting Guidebook Policy Edit Matrices

Issued 31 Oct 2017 12:00:01

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A. Policy Edit Matrix—Production

This Policy Edit Matrix lists all edits and includes details such as Edit Number, Edit Message, and field applicability. This matrix is the most comprehensive resource for information on NCCI's policy editing and should be used when reviewing policy reports. It is updated to provide the most current editing information.

[View, print, or download](#) the Policy Edit Matrix—Production (downloadable Microsoft® Word doc).

Issued 30 Oct 2019 12:00:01

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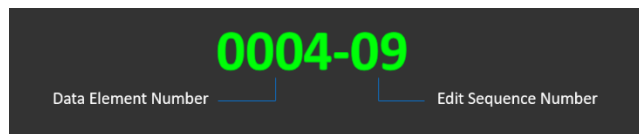
B. Policy Edit Matrix—Future Enhancements

This matrix lists all edits scheduled for future implementation. It includes details such as Edit number, Edit message, and field applicability. It provides lead time and projected implementation dates for planned changes to policy editing. This lead time can be used for planning purposes.

[View, print, or download](#) the Policy Edit Matrix—Future Enhancements (PDF).

Edit Number—unique six-digit identifier NCCI assigns to each edit

- Data Element Number
- Edit Sequence Number



Edit 0004-09 is one of the most common edits that invokes on the Address Record in WCPOLS. This edit will invoke when you report the same address for the mailing address (Address Type 1) and a location of operation (Address Type 2), linking both to the primary name record on the policy. Only one mailing address (Address Type 1) is allowed per policy.

Edit Types

- Field—ensures that the value in each field is acceptable according to submission guidelines
 - Example: **The Deductible Amount Per Claim/Accident field is blank or contains nonnumeric characters (0052-01).**



Data Now Program (DNP) Researching and Correcting Policy Edits

- Logical—verifies that the data is reasonable in relation to one or more other fields
 - Example: **The Basis of Deductible Calculation Code is 01, 02, 07, 08, 09, 10, or 11 and the Deductible Amount Per Claim/Accident is not greater than zero (0052-02).**
- Relational—compares the data in a specific field with another field contained in the same submission and/or previously submitted data
 - Example: **The Estimated Exposure Amount field is missing or zero while the Estimated Premium Amount field is greater than zero (0067-05).**

Data Grades

Determine whether the transaction or record will be accepted or rejected. Applicable Policy Data Grades:

Data Grade	Impact on Processing
9	Entire transaction has been rejected. Note: Rejected transactions are retained in NCCI’s database for 90 days.
8	Only the invalid record has been rejected. Note: Rejected records are retained in NCCI’s database for 8 days for informational purposes only. If the record needs to be resubmitted, resubmit a new transaction with the updated record.
7	POC Critical Error—Transaction/record has been processed by NCCI and the data has been captured as submitted. NCCI will send the data, but the POC state may reject it and impose fines for missing or inaccurate information. You will not be in compliance for these records in the POC state(s) until they are corrected.
6	POC Error—A POC data element was reported incorrectly and is in error. The data has been captured on NCCI’s database as submitted. These errors may result in compliance issues with the POC state.
4	A data element was reported incorrectly and is in error. The data has been captured on NCCI’s database as submitted. Some Data Grade 4 edits may have POC implications.
3	A data element was reported incorrectly, and NCCI substituted an assumed correct default value for this data element.
2	A data element may have been reported incorrectly and may contain an error.
0	Error Free

With Date Grades 7 through 2, the Data Grade will remain until it is corrected.



Chapter 7: Reviewing and Correcting Policy Edits

New Edits:

Edit 0004-10

- 0004-10—Address -Street
- **Address Record is reported with an Address Type 2 for a Location of Operation’s Address with an invalid value such as “Various Locations.”**
- Date Grade 4 on Address Record (Record Type 03) *
- Implemented: Fourth Quarter 2023

* In Second Quarter 2024, Edit 0004-10 will be modified to a Data Grade 8 edit for all transactions with a Policy Effective Date of July 1, 2024, and forward.

NCCI and NCCI POC States require valid addresses. If there is no physical location in the state, you should report either an Address Type 6 or an out of state address linked to the state.

Consult the POC State Guide to determine if the state accepts an Address Type 6 or an out of state address, or both.

Edit 0037-18

- 0037-18—Exposure
- **An Exposure Record is reported with a nonratable element statistical code and is missing the corresponding ratable element class code.**
- Data Grade 4 on Exposure Record (Record Type 05)
- Example: Class Code 4771 and Stat Code 0771
- Implemented: Fourth Quarter 2023



Data Now Program (DNP)
Researching and Correcting Policy Edits

Edit 0037-18

Example: Class Code 4771 and Stat Code 0771

<u>State</u>	<u>Class Code</u>	<u>Expos Act/Expos Cov</u>
FL-09	0771 - NON-RATABLE PORTION OF RATE FOR CLASSIFICATION CODE 4771	00 - FOR USE WITH STATISTICAL CODES ONLY
<u>State</u>	<u>Class Code</u>	<u>Expos Act/Expos Cov</u>
FL-09	4771 - EXPLOSIVES MFG. EXPLOSIVES MFG. NOC & DRIVERS	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT

Edit 0056-02

- 0056-02—Basis of Deductible Calculation Code
- **A Record Type 43—Deductible Endorsement Record is reported with the Basis of Deductible Calculation Code of 00 (No Deductible) but the Deductible Percent, Deductible Amount per Claim/Accident, and/or the Deductible Amount Aggregate fields are not reported as zero.**
- Data Grade 8 on Deductible Record (Record Type 43)
- Implementation: Second Quarter 2024

The deductible amounts are numeric and cannot be left blank. If there is no applicable value, then you should report all zeroes to avoid a rejected record.



Modified edits:

Edit 0037-11

- Existing Edit 0037-11—Class Code
- **A deductible statistical code credit amount was reported, and the transaction does not include a Record Type 43—Deductible Endorsement Record.**
- Modifying Data Grade 4 to 8 on Exposure Record (Record Type 05)
- Implementation: Second Quarter 2024

Edit 0037-11

Deductible Statistical Codes

- 9664—Deductible Reporting—Subject to Experience Modification Factor
- 9663—Deductible Reporting—Not Subject to Experience Modification Factor
- 9657—Deductible Reporting—Not Part of Standard Premium



Data Now Program (DNP)
Researching and Correcting Policy Edits

Edit 0051-01

- Existing Edit 0051-01—Deductible Aggregate Amount
- **A Record Type 43—Deductible Endorsement Record is reported, and the Deductible Aggregate Amount is blank or contains nonnumeric characters.**
- Modifying from Data Grade 3 to 8 on Deductible Record (Record Type 43)
- Implementation: Second Quarter 2024

Existing Edits:

Edit 0037-14

- 0037-14—Statistical Code 1111
- **Statistical Code 1111 (No Exposure Developed) is not reportable on Policy Data**
- Data Grade 8 on Exposure Record (Record Type 05)
- State Record will reject if no other class code is reported for the state
- Existing Edit

Statistical code 1111—No Exposure Developed is only reportable on Unit Data.



Data Now Program (DNP)
Researching and Correcting Policy Edits

Edit 0234-03

- 0234-03 Industry Code
- **Industry Code is missing or invalid**
- Standard Industrial Classification (SIC)—No Longer Accepted
- Address Record (Record Type 03)
- Data Grade 4

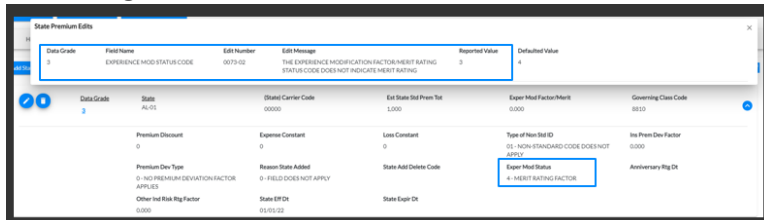
Current NAICS codes can be found on [census.gov/naics](https://www.census.gov/naics).

Edit 0073-02

- 0073-02 Experience Rating Modification Factor/Merit Rating Factor Status Code
- **When Statistical Codes 9680, 9884, 9885, 9886, or 9896 are reported and premium amount is greater than 0, then the Experience Modification Factor/Merit Rating Status Code must equal Code 4**
- State Premium Record (Record Type 04)
- Data Grade 3 (Default to Status Code 4)

Edit 0073-02: This edit will default the Experience Modification Factor/Merit Rating Status Code to a 4 when Merit Rating Statistical Codes 9680, 9884, 9885, 9886, or 9896 are reported and the premium amount is greater than 0.

Reviewing 0073-02



In this example, Code 3 was reported in the Experience Modification Factor/Merit Rating Factor field. NCCI changed this to Code 4 because a merit rating factor was reported on the State Premium Record.



Data Now Program (DNP) Researching and Correcting Policy Edits

Edit 0037-13

- 0037-13 Class Code
- **A Federal Class Code (F-class) or Maritime Class Code must be reported with Exposure Act Code 02 or 08**
- Exposure Record (Record Type 05)
- Data Grade 4

0037-13: This edit looks at the Class Codes reported on the Exposure Records to determine whether they are F-classifications (for exposure under the United States Longshore and Harbor Workers' Act) or Maritime Classifications Program II—USL&H Act Benefits and, if so, NCCI expects to also see their corresponding Exposure Act/Exposure Coverage Code.

Correcting 0037-13

The screenshot shows the 'Edit Exposure Information' form. At the top, there is a 'Review Edits' section with a table:

Data Grade	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
4	CLASSIFICATION CODE	0037-13	F-CLASS OR MARITIME CODE MUST BE REPORTED WITH EXPOSURE COVERAGE ACT CODE 02 OR 08	6845	

Below this table, the form fields are displayed:

- State: FL-09
- Class Code: 6845
- Expos Act/Expos Cov: 02 - USL&H F OR USL (highlighted with a blue box)
- Expos Prd Eff Dt: mm/dd/yy
- Pol Chng Eff Dt: mm/dd/yy
- Pol Chng Expir Dt: mm/dd/yy
- Est Expos: 200000
- Man/Chrgd Rt: 000000.5000
- Est Prem Amt: 1000

A 'Calculate Pre-Plan' button is located between the 'Man/Chrgd Rt' and 'Est Prem Amt' fields. A 'Save' button is at the bottom left.

To correct Data Grade 4, the Exposure Act/Exposure Coverage needs to be reported to reflect the USL&H Exposure Act. Changing the Exposure Act/Exposure Coverage Code to 02 or 08 will clear the edit and Data Grade.



Data Now Program (DNP) Researching and Correcting Policy Edits

Edit 0253-03

- Policy Estimated Standard Premium Total
- **Policy Estimated Standard Premium Total must equal the sum of all Estimated State Standard Premium Totals reported on the State Premium Records**
- Header Record (Record Type 01)
- Data Grade 4

Edit 0253-03: This edit will invoke when the Policy Estimated Standard Premium Total on the Header Record does not equal the sum of all Estimated State Standard Premium Totals reported on the State Premium Records.

Correcting Edit 0253-03

There are two state premium records reported. The sum of the Estimated State Standard Premium Total does not equal what has been reported in the Header Record.

Data Grade	Rate	State Carrier Code	Est State Std Prem Tot	Exptd Wafd Factor/Mark	Governing Class Code
0	PL-04	0000	1,010,000	1.000	1410
0	VA-45	0000	111,000	1.000	0017

To correct, determine which amount needs to be changed, either the Header Record or state premium fields.

Additional State Premium Records may need to be reported, if they are missing, to equal the Policy Estimated Standard Premium Total.

Edit 0066-09

- 0066-09 Endorsement Number/Carrier Version Identifier
- **Both the Endorsement Number field and the Carrier Version Identifier field are blank**
- Deductible Endorsement Record (Record Type 43)
- Data Grade 4



Data Now Program (DNP) Researching and Correcting Policy Edits

Edit 0066-09: Either the Endorsement Number or the Carrier Version Identifier on the Deductible Endorsement Record (Record Type 43) needs to be populated.

Correcting 0066-09

Header	Names	Addresses	Status	Exposures	Endorsements	Canc/Retain/NonRenew	Noncompliance/Compliance	History
Add Endorsement	View	1 of 3 Items						
Data Grade: 0	Record Type: 07 - ENDORSEMENT IDENTIFICATION	Endorse Num: WC06603	Bureau Ver ID:	Carrier Ver ID:	State: 00 - 00	Per Chng Eff Dt:		
Data Grade: 4	Record Type: 43 - DEDUCTIBLE ENDORSEMENT	Endorse Num:	Bureau Ver ID:	Carrier Ver ID:	State: FL - 09	Ends Eff Dt: 01/01/22		
Losses Sub/Ded: 01 - MEDICAL LOSSES ONLY	Basic/Ded Cat: 00 - NO DEDUCTIBLE	Ded %: 10	Ded Per Claim/Acc: 100	Ded Pkg: 12				

Both the Endorsement Number and Carrier Version Identifier fields are blank.

To correct, report the endorsement number applicable to the policy—either NCCI standard Deductible Endorsement Number WC00603 or the carrier-filed jurisdictionally approved Endorsement Number.

Edit 0004-06

- 0004-06 Address—Street
- **An Address Type 2 or 6 with the same fields—Address (Street, City, State, Zip Code), Type of Address, Name Link Identifier, Name Link Counter Identifier, and State Code Link—is reported more than once in the same submission**
- Address Record (Record Type 03)
- Data Grade 8

Edit 0004-06: This edit will invoke when an Address Type 2 or 6 with the same fields—Address (Street, City, State, Zip Code), Type of Address, Name Link Identifier, Name Link Counter Identifier, and State Code Link—is reported more than once in the same submission. One of the records will be kept, and the remaining record(s) will be rejected.

Reviewing Edit 0004-06

Header	Names	Addresses	Status	Exposures	Endorsements	Canc/Retain/NonRenew	Noncompliance/Compliance	History
Add Address	View	1 of 3 Items						
Data Grade: 0	Address: 900 PENINSULA CORPORATE CIR BOCA RATON FL 334871339	Address Type Code: 1 - MAILING ADDRESS OF INSURED	St Code Link: FL - 09	Name Link ID: 001	Name Link Counter ID: 00			
Data Grade: 0	Address: 12345 CLINT MOORE RD BOCA RATON FL 33478	Address Type Code: 2 - ADDRESS OF ALLOCATION OF OPERATIONS	St Code Link: FL - 09	Name Link ID: 002	Name Link Counter ID: 00			

Data Grade	Record Type	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
8	00	ADDRESS - STREET	0004-06	DUPLICATE RECORDS	12345 CLINT MOORE RD	

Two address records with the same information have been reported for the state of Florida.

One address is retained. The duplicate record is rejected with a Data Grade 8.

No correction is required, but we encourage you to review your source system and determine if any changes may be needed.



Data Now Program (DNP) Researching and Correcting Policy Edits

Key Takeaways

- Policy Data is used in a variety of downstream processes at NCCI
- The editing process is essential to maintain the quality and availability of Policy Data
- Data reports help you research and make the appropriate corrections to your data
- Ensure that any policy corrections made to data in NCCI's system is also reflected in your source system

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