



Data Now Program (DNP) Introduction to Policy Data Reporting

Key Takeaways

- Understand the basic requirements of Policy data reporting
- Learn how data elements, records, and transactions relate
- Know where to find all policy reporting resource information

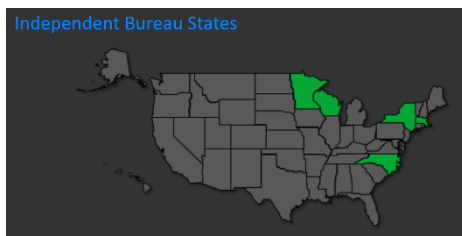
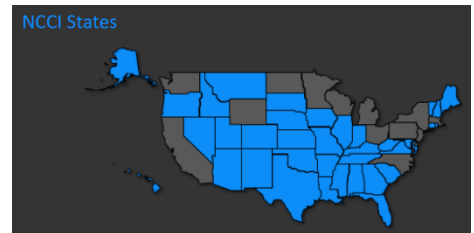
Chapter 1: Policy Overview and Resources

Uses of Policy Data

- Proof of Coverage (POC) Service
- Monitors Expected/Overdue Unit Reports
- Distribution of Experience Rating
- Actuarial Analysis
- Administration of Assigned Risk Pools
- Federal Reporting Compliance Service

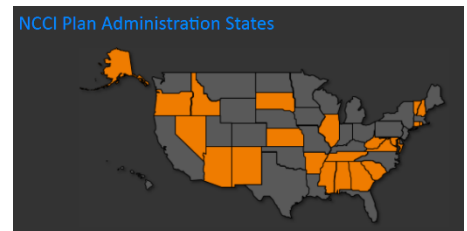
State Applicability

- A listing of the states can be found in Part 2 of the ***Policy and POC Reporting Guidebook***
 - NCCI as the Statistical Agent—NCCI’s ***Statistical Plan*** governs the reporting rules and requirements.



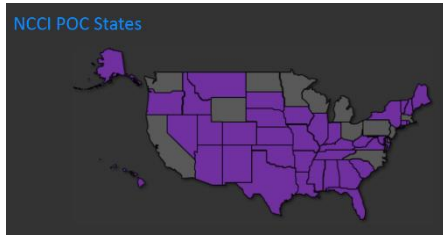
- Independent Bureau States—Policy data is required for interstate experience rating. Interstate rating is the experience rating of a risk with exposure in two or more states.

- NCCI Plan Administration States—States where NCCI is the Plan Administrator for the residual market. Assigned risk Policy data is required to be reported for these states.



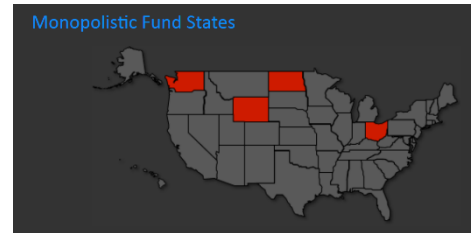


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- NCCI POC States—States where NCCI is the provider of POC data.

- Monopolistic Fund States—Policy data may be reported to NCCI for voluntary compensation, employer’s liability, and USL&HW coverage, but is not required.



Policy Reporting Due Dates

- New business, renewal, and annual rerate

Within 30 days from
Policy Effective Date

- Endorsements

Within 30 days from
Endorsement
Issuance Date

- Cancellations

30 days prior to
Cancellation
Effective Date

- Reinstatements

Within 30 days from
Reinstatement
Effective Date

- Nonrenewals

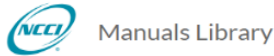
30 days prior to
Nonrenewal
Effective Date

! Some states have a more stringent requirement for reporting. Refer to the **POC State Guide** for individual state requirements.



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Policy and POC Reporting Guidebook



Located in the **Manuals Library**, it contains all the information needed to report a policy to NCCI.

- 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
- Part 13—Policy Edit Matrices
- Part 14—Policy Data Dictionary
- Part 15—Summary of Data Reporting Examples and Tips Manual in PDF Format

WCIO Workers Compensation Data Specifications Manual

Link on ncci.com:

The screenshot shows the NCCI website navigation menu. The 'RESOURCES' section is highlighted, and 'WCIO Data Specifications' is circled in green. A red arrow points from this link to a callout box on the right. The callout box contains the following text:

WCIO Data Specifications
Posted Date: November 02, 2015

Go to the [Workers Compensation Insurance Organizations \(WCIO\) website](http://Workers Compensation Insurance Organizations (WCIO) website) to access the Data Specifications Manual. The manual includes the standard formats and specifications for the electronic transmission of policy information (WCPOLS), unit statistical data (WCSTAT), Detailed Claim Information (WCCDCI), and the Medical Data Call (WCMED).

Policy reporting is based on the *WCIO Workers Compensation Data Specifications Manual—WCPOLS*:

The screenshot shows the WCIO website's 'Data Specifications Manual' page. The 'Workers Compensation Policy Reporting Specifications (WCPOLS)' link is highlighted in green. The page contains the following text:

WCIO Information | **Data Specifications Manual**

The WCIO Workers Compensation Data Specifications Manual is a compilation of several sets of electronic and hard copy specifications developed under the direction of the managers of various DCOs. The objective of these specifications is to provide standardized formats for exchanging information electronically to all DCOs and their members. Standardization eliminates the need for insurers to develop a separate system for each DCO.

WCIO SearchPoint is an interactive application that features content from the WCIO Workers Compensation Data Specifications Manuals, Data Dictionary and Codes Lists all in one central location. To view the Data Specifications Manual via the new application, select **WCIO SearchPoint** from the Quick Launch located on the left.

NOTE: To open files in a new window, right-click on the link and select "Open in New Window".

- [Electronic Transmittal Record Specifications \(ETR\)](#)
- [Workers Compensation Policy Reporting Specifications \(WCPOLS\)](#)
- [Workers Compensation Statistical Reporting Specifications \(WCSSTAT\)](#)
- [Workers Compensation Control Listings Electronic Specifications \(WCCENTL\)](#)
- [Workers Compensation Call for Detailed Claims Information \(WCCDCI\)](#)
- [Workers Compensation Experience Modification, Classification Code Electronic Specifications \(WCMODS\)](#)
- [Workers Compensation Classes and Rates \(WCRATE\)](#)
- [Workers Compensation Experience Modification/Merit Adjustment Electronic Rating Specifications \(WCMERIT\)](#)
- [Workers Compensation Notice Of Assesment Reporting Specifications \(WCMNOA\)](#)
- [Workers Compensation Criticalism Information \(WCCRIIT\)](#)
- [Workers Compensation Notification Reporting Specifications \(WCNOTIFY\)](#)
- [Workers Compensation Medical Data \(WCMED\) - WCMED Note](#)
- [Workers Compensation Indemnity Data Call \(WCIND\)](#)



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Data Specifications sample layout:

WCIO Workers Compensation Data Specifications Manual
Effective May 10, 2017
Page 91

WCPOLS
Record 03

Field No.	Field Title/Description	Class	Position	Bytes
17	INDUSTRY CODE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NJ, NY, PA, WI</i>	AN	203-208	6

Report the appropriate Industry Code (Standard Industry Code [SIC] or the North American Industry Classification System [NAICS], code) representing the nature of the employer's business, which is contained in the SIC Manual or NAICS Manual published by the Federal Office of Management and Budget.

The Industry Code must be reported for each Address Record and for the corresponding name this address is linked to (via the Name Link Identifier and State Code Link fields of this Address Record).

If reporting SIC, carriers must add "SC" suffix to code.

Applicability is subject to the individual DCO, IAABC POC state rules, and/or to states with independent DCOs where policy data is required for interstate experience ratings. Contact your DCO or IAABC POC vendor if further clarification is needed.

Includes applicability to certain data elements; some may be required by one bureau and not applicable to another.

For NCCI specific requirements, use the **Policy and POC Reporting Guidebook**.

Data Transmission Options

- Secure Browser Mailbox (DTVI)
 - Web-based tool for reporting data
 - Transmits data quickly and securely
 - Notification when data is received and processed
 - Files retained for eight calendar days
- Secure FTP Software
 - Manual or automatic transmission of your file
 - Defines directories to retrieve and store files
 - Set up a transmission schedule
 - NCCI does not offer the Secure FTP software

Data Transfer via the Internet

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My Mailbox File Tracking Tools and Information About

Mailbox for DEP TWO TRAINER (1219238) 45856 NCCI TRAINING COMPANY

Send File

Select File Upload Recent

File List

File Type	File Name	Mailbox	Transfer Type	Transfer Date	Byte Count	Download
Policy	prepolcredit2_20180928_122554462523079.txt		Send	09/28/2018 12:25:54 PM	7,919	
Policy	POLICYCERT1_20180928_12243127849440.txt		Send	09/28/2018 12:24:31 PM	7,852	
Policy	prepolcredit1_20180928_122033642169463.txt		Send	09/28/2018 12:20:33 PM	7,919	
Policy	policyprod2_20180928_121510258067463.txt		Send	09/28/2018 12:15:10 PM	7,919	
Policy	policyprod1_20180928_121353640450292.txt		Send	09/28/2018 12:13:53 PM	7,852	



Customer Service Center

- Provides credentials for access to:
 - Manuals
 - Circulars
 - Tools, and
 - Your source for answers.

Contact Us

Customer Service:
800-622-4123

Business hours are Monday through Friday 8:00 a.m. to 8:00 p.m. E.T.
If outside normal business hours, please email Customer Service.

At NCCI, we're committed to our customers. Call us, email us, or access our Office Directory for Company Information and branch office information.

Email: Customer Service One-Day Response
Fax: 514-973-1191

Affiliate Services Executives: Primary executive contacts for NCCI-affiliated insurance companies.

External and Government Affairs Executives: Responsible for establishing and maintaining positive, productive relationships with the regulatory community, legislators, insurance trade associations and employer-employee groups.

Regulatory Executives: Senior management responsible for national and state regulatory relationships.

Media Contacts: NCCI's media relations personnel are always available and ready to assist members of the press.



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Proof of Coverage State Guide

Available on [ncci.com](https://www.ncci.com):

Provides:

- State contact information
- Filing requirements
- Any state-specific processing rules, and
- does not require a user ID to access.

GENERAL
POLICY AND POC
UNIT STATISTICAL DATA
FINANCIAL CALLS
INDEMNITY DATA CALL
DETAILED CLAIM INFORMATION
MEDICAL DATA CALL
POOL DATA

TOOLS

- Circulars
- Class Look-Up
- Data Manager Dashboard
- Data Reports
- Data Transfer via the Internet
- Manuals Library
- Policy Data Collection
- Proof of Coverage Inquiry
- Riskworkstation™
- State Insight

RESOURCES

- **Proof of Coverage State Guide *Updated***
- Policy Data Collection Tool User's Guide (PDF)
- Professional Employer Organizations (PEO) - Guide to State-Specific Requirements
- Policy Edit Matrix
- Professional Employer Organizations (PEO) Complete Listing

LEARNING CENTER

- Policy Data Collection—Overview
- Introduction to Policy Data Reporting
- Name and Address Linking
- Researching and Correcting POC Edits
- Effective Policy Reporting for POC

PUBLICATIONS / REPORTS

- Policy and Proof of Coverage Data Tools and Resources Guide (PDF)



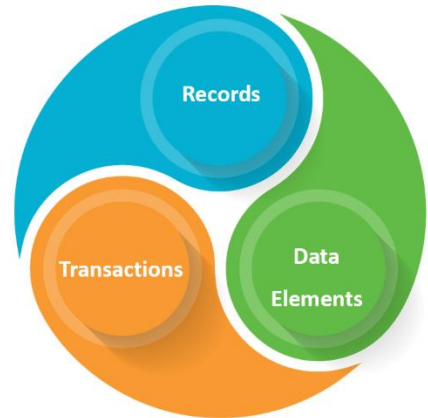
Data Now Program (DNP) Introduction to Policy Data Reporting

Chapter 2: Data Elements and Records

Policy Components

Data Elements

- Individual pieces of information
- Submitted to NCCI as codes and values
- Examples:
 - Policy Number,
 - Carrier Code, and
 - Name information



Records

- Collection of related data, such as name information
- Identified with a two-digit numeric code:
 - 02—Name Record
 - 03—Address Record
 - 05—Exposure Record



Transactions

- A single record or groups of records that identifies the type of data being reported to NCCI
- Identified with a two-digit numeric code:
 - 01—New Business
 - 03—Endorsement
 - 05—Cancellation



Link Data and Key Fields

- Elements reported consistently within each record to link all records of a single transaction
- A subset of link data reported consistently across all transactions

<ul style="list-style-type: none"> ○ Carrier Code ○ Policy Number ○ Policy Effective Date 	}	Must be reported the same across all transactions
<ul style="list-style-type: none"> ○ Transaction Issue Date ○ Transaction Code 	}	Additional elements used to link Policy data

File Example

Carrier Code	999902020WCPOLSDEP1	1901011900114
	999902020WCPOLSDEP1	1901011900114
	999902020WCPOLSDEP1	1901011900114
Policy Number	999902020WCPOLSDEP1	1901011900114
	999902020WCPOLSDEP1	1901011900114
	999902020WCPOLSDEP1	1901011900114
Policy Effective Date	999902020WCPOLSDEP1	1901011900114
	999902020WCPOLSDEP1	1901011900114
	999902020WCPOLSDEP1	1901011900114
Transaction Issue Date	999902020WCPOLSDEP1	1901011900114
	999902020WCPOLSDEP1	1901011900114
	999902020WCPOLSDEP1	1901011900114
Transaction Code	999902020WCPOLSDEP1	1901011900114
	999902020WCPOLSDEP1	1901011900114
	999902020WCPOLSDEP1	1901011900114

Key Field and Link Data are the first 43 positions of every record.



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Record Type Codes and Descriptions

Header—Record Type Code 01

- Applies to the entire policy

Note: Each unique Policy Number, Effective Date, and Transaction Code in the file will have one Header Record.

Name—Record Type Code 02

- Legal name of the insured
- Must have a least one, but may have several

Exception: Transaction Codes 03, 05, and 17—no Header Record is reported.

Address—Record Type Code 03

- Various types of address information of the insured, carrier, and agent or producer
- Must include the insured mailing address and carrier address
- Additional addresses may be reported

Name and Address Linking

Four Data Elements for POC Linking	
On Name Record (02)	On Address Record (03)
Name Link ID (001)	Name Link ID (001)
Continuation Sequence Number (001)	
Name Link Counter ID (00)	Name Link Counter ID (00)
	State Code Link (09)

- Names and addresses reported on separate records
- For Proof of Coverage, four data elements are used to link names and addresses together to create locations

Data Element	Reported on Record	Reporting Information
Name Link Identifier	Name Record (02) Address Record (03)	<ul style="list-style-type: none"> • Three-digit field—Identifies different employers reported on a policy. • Must be the same on the records to link a name to an address.
Continuation Sequence Number	Name Record (02)	Three-digit field—Links multiple name records for employers with multiple names and different FEINs.
Name Link Counter Identifier	Name Record (02) Address Record (03)	<ul style="list-style-type: none"> • Two-digit field—Populated with 00 or 01 when a policy has more than 999 names • Use 00 for first 999 names, 01 for subsequent names
State Code Link	Address Record (03)	Two-digit State Code—Only reported to POC jurisdictions where the employer has an Address Type 6 (No Specific Location) or out-of-state address.



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Name and Address Linking Rules

For proper name and address linking, you must:

1. Assign a new Name Link Identifier and Name Link Counter Identifier for each distinct employer on a policy
2. Each location that belongs to a name should be linked using the same Name Link Identifier and Name Link Counter Identifier
3. NCCI identifies the primary name on policy when these three elements are reported as:
 - a. Name Link Identifier = 001
 - b. Name Link Counter Identifier = 00
 - c. Continuation Sequence Number = 001

State Premium Record—Record Type Code 04

- Reports by state:
 - Premium
 - Loss constant
 - Expense constant, and
 - Experience modification information
- A separate state premium record is required for each state on the policy
- Only one record per state

Exposure Record—Record Type Code 05

- Reports:
 - Classification codes
 - Statistical codes
 - Manual/charged rates
 - Estimated exposure (payroll), and
 - Estimated premium information
- Must have at least one exposure record with a valid classification code for each state on the policy
- May have multiple exposure records per state

Endorsement Identification Record—Record Type Code 07

- Report all endorsements listed on the policy
- Up to 11 endorsements on one Endorsement Identification Record
- If more than 11 endorsements, report multiple Endorsement Identification Records
- Report only state code and endorsement number, no detail information
- State Code 00 for all states
- Report both NCCI standard and modified version of endorsement numbers

Cancellation/Reinstatement Record—Record Type Code 08

Used to report:

- A cancellation, reinstatement, or a nonrenewal for the *entire policy*
- A nonrenewal or reinstatement for a *single state or a multistate policy*
- Record Type Code 08 will be the only record on a Transaction 05



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Experience Rating Mod Change—Record Type Code 10

Detailed endorsement information:

- Experience rating modification factor
- Modification effective date, and
- State(s) to which the mod applies

Policy Period—Record Type Code 13

- Report policy periods for extended-term policies
- Extended term = policies periods greater than one year and 16 days, but less than three years

Contingent Experience Rating Mod—Record Type Code 42

- Report Contingent Experience Rating Modification Factors and the associated modification effective dates

Deductible Endorsement—Record Type Code 43

- Must be reported for each state with a deductible program



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Introduction to Policy Data Reporting

Policy Information Page Change Endorsement—Record Type Code 87

- Report changes to the policy information page data elements
- Must be reported with a Transaction 03 only

Policy Data Elements	Endorsement Numbers
Policy Number Identifier	WC890302
Policy Effective Date	WC890603
Carrier Code	WC890619
Policy Expiration Date	WC890604
Name of Producer	WC890607
Legal Nature of Insured	WC890610

Note: A separate record is required for each data element changed.

Example: making multiple Key Field changes may require multiple change endorsement records.

- Do not use to report changes to:
 - Names
 - Addresses
 - Premiums
 - Classification code
 - Statistical codes

Noncompliance/Compliance—Record Type Code Z1

- Report noncompliance and compliance detail
- Only reported with Transaction Code 17

File Control Record—Record Type Code 99

- Reports information about the submission file, including:
 - Total number of data records (excluding the File Control Record)
 - Number of Header Records
- One File Control Record required per submission
- Must be last record in submission file
- Value reported must match the count in the file—if the numbers do not match, the file will reject



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Chapter 3: Transactions

Transaction Types

Record or Group of Records that identify the type of data being reported to NCCI

16	<p>Proof of Coverage (POC) Notice/Binder</p>	<p>Tips for Transaction 16:</p> <ul style="list-style-type: none"> For reporting coverage when not all information is available for an Establishing Transaction NCCI does not require—for proof of coverage reporting only Must be replaced with an Establishing Transaction within 30 days of Policy Effective Date Not accepted in Hawaii, Idaho, and Maine; these states require an establishing policy 	<p>Required Records:</p> <ul style="list-style-type: none"> Header Record (01) Name Record (02) Address Record (03) State Premium Record (04) Exposure Record (05) <p>Optional Records:</p> <ul style="list-style-type: none"> Endorsement Record (07) Deductible Endorsement Record (43)
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01	02	04
New Policy	Renewal	Annual Rerate
Report a policy issued for the first time	Report a policy that has been continued for another term	Report the second and third years of a three-year variable rate policy

<p>Tips for Establishing Transactions:</p> <ul style="list-style-type: none"> Transaction 01—Reporting policy issued for the first time Transaction 02—Renewal—Coverage continued for an additional term; must include Prior Policy Number on Header Record to indicate which policy is being renewed Transaction 04—Report second and third years of a three-year variable rate policy (first year reported as a Transaction 01 or 02) 	<p>Required Records:</p> <ul style="list-style-type: none"> Header Record (01) Name Record (02) Address Record (03) <ul style="list-style-type: none"> Insured Mailing Address Issuing Carrier Address State Premium Record (04) Exposure Record (05) <p>Optional Records:</p> <ul style="list-style-type: none"> Additional Applicable Records <p>Example: Endorsement Record (07)</p>
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03

Tips for Endorsement Transactions:

- Used for reporting endorsements having a specific record layout
- Before reporting Transaction 03, policy must be established on NCCI’s database
- Detailed information is captured for each of these endorsement records

Endorsement

Reported on Transaction 03 or any Establishing or Full Policy Replacement Transactions	
Record Type Code	Record Type Name
10	Experience Rating Modification Change Endorsement
13	Policy Period Endorsement
42	Contingent Experience Rating Modification Factor Endorsement
43	Deductible Endorsement
Reported on Transaction 03 Only	
87	Policy Information Page Data Element(s) Change Endorsement

For Full Policy Replacement Transactions, replace previously reported data.

06

Tips for Key Field Change Transactions:

- Used to report a replacement policy to change one or more of the Key Fields.
- Changes must be effective as of the Policy Effective Date.
- Benefits of this transaction is that you can change additional data elements on the policy if they are effective as of the Policy Effective Date.
- Key fields are used to link the submitted transaction to a previously submitted transaction.
- The Policy Effective Date can be changed to a date that’s up to 61 days later than the original Policy Effective Date (except in FL and KY).
- To change the Policy Effective Date in FL and KY, you must flat cancel the policy and issue a new policy with the new Policy Effective Date (important for POC processing)

Key Field Change

Example: Changing Policy Number and Carrier Code

Original Key Fields:		Key Field Change Transaction 06	
Policy Number:	WC112912	Carrier Code	99990
Policy Eff Date:	01/01/2021	Policy Number	WCPOLS854
Carrier Code:	12367	Policy Effective Date*	01/01/2021
Changed Key Fields:		Original Carrier Code	12367
Policy Number:	WCPOLS854	Original Policy Number	WC112912
Carrier Code:	99990	Original Policy Effective Date	01/01/2021

* The Policy Effective Date can be changed to a date that’s up to 61 days later than the original Policy Effective Date (except in FL and KY).



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Tips for Policy Replacement Transactions:

08

10

14

- Used to report a full policy replacement to modify a policy
- Must report **ALL** data elements and endorsements that apply to the policy—missing data will be deleted
- If applicable names or addresses are not reported on replacement transaction; will cause an informal delete which impacts POC processing
- Only one Transaction Code 08, 10, or 14 may be submitted per policy with the same Transaction Issue Date in the same data submission file

Tips for Add/Delete State Transaction:

15

Add/Delete
State

- Used to add or delete a state
- Can report updates to other data elements, except Key Fields
- Deleting a state using Transaction 15 does not cancel the policy; use cancellation transaction (Transaction Code 05) to cancel the entire policy
- If submitting a full policy replacement transaction after deleting a state, do not resubmit the deleted state
- Only one Transaction Code 15 may be submitted per policy with the same Transaction Issue Date in the same data submission file

14

VS.

15

Full Policy Replacement vs. Add/Delete State Transaction:

- Transactions *not* interchangeable; each serves a specific purpose
- Use Transaction 15 to add or delete a state; this transaction includes the State Add/Delete Indicator



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Establishing Transaction Code 15



Tips for Establishing Transaction 15:

Considered an establishing transaction when adding an NCCI state to an independent bureau policy

Establishing Transaction 15—Example:

Wisconsin is reported in the originating transaction. Wisconsin is not an NCCI state; Policy data is not required to be reported to NCCI. A new location of Georgia is being added to policy. Use Transaction 15 to report Wisconsin and Georgia locations to NCCI. The Transaction 15 establishes the policy with NCCI.

State Premium Record Type Code 04			
State	State/Add Delete Code	Pol. Chg. Eff. Date	Pol. Chg. Exp. Date
48 (WI)	Blank	00/00/00	00/00/00
10 (GA)	A	03/01/21	00/00/00

Tips for Cancellation/Reinstatement Transaction:



**Cancellation/
Reinstatement**

Transaction Type	Report to ...
Cancellation	Terminate the entire policy
Nonrenewal	Terminate the whole policy or a single state on a multistate policy as of the Policy Expiration Date
Reinstatement	Reinstate the whole policy or a single state on a multistate policy

Nonrenewal transactions are required in continuous coverage states.



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Refer to the *POC State Guide* for state requirements

POC Timeliness Reporting Requirements	
Transaction Received Date	Kentucky does not recognize NCCI's received date. The received date is determined by the state's acceptance of the transaction.
Policies	Due within 10 days after the Policy Effective Date. POC Notices may be submitted if the policy will not be issued within 10 days after the Policy Effective Date. This does not eliminate the need to submit the policy. The binder will automatically cancel 90 days after the effective date if a full policy has not been accepted.
Cancellations	Cancellations must not be received by the Kentucky DWC more than 75 days prior to the effective date of the cancellation.
Reinstatements	Due within 10 days after the Reinstatement Effective Date. The Reinstatement Effective Date must fall between the Policy Effective Date and the Cancellation Effective Date—no lapse of coverage allowed.
Nonrenewals	Kentucky is a continuous coverage state. Nonrenewals are required and must not be received by the Kentucky DWC more than 75 days prior to the effective date of the nonrenewal.

Cancellation Types	Description
Flat	A policy that is terminated as of the Policy Effective Date resulting in no coverage and no premium charged
Pro Rata	A policy that is terminated prior to the expiration date with the premium charge adjusted in proportion to the time the coverage was in force
Short Rate	A policy that is terminated prior to the expiration date at the request of the insured

Refer to Part 3 of the *Policy and POC Reporting Guidebook*.

17

Noncompliance/ Compliance

Tips for Noncompliance/Compliance Transaction 17:

- Assigned carriers that participate in the Plan are *required* to report Undisputed Premium Obligations (UPN) and Noncompliance (NCN) data to NCCI
- Recommended reporting for voluntary policy noncompliance issues
- Must only use Record Type Code Z1 (Noncompliance/Compliance of Policy Terms and Conditions Record)
- Transaction 17 does NOT cancel a policy
- If insured becomes compliant, must report a new Transaction 17



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Chapter 4: Editing

Why Do We Edit Data?

- Policy data is the cornerstone for NCCI’s products and services
- Ensures that data submitted is consistent with reporting requirements and meets quality standards

Policy Data Grades

Indicates overall impact of an edit to the data

Refer to Part 12 of the *Policy and POC Reporting Guidebook*

Data Grade	Error Class	Impact on Processing
9	Transaction Reject	<ul style="list-style-type: none"> • Entire transaction is rejected • Stays in database for 90 days • May be viewed or updated in <i>Policy Data Collection (PDC)</i> tool
8	Record Reject	<ul style="list-style-type: none"> • Record Rejected • Stays in database for 8 days • May be viewed in <i>PDC</i> • If the record needs to be resubmitted, must submit a full policy replacement transaction
7	POC Critical Error	<ul style="list-style-type: none"> • Transaction/record has been processed by NCCI • Data has been captured on NCCI’s database as submitted • NCCI will send data to the POC State • POC State may reject data and impose fines for missing or inaccurate information
6	POC Error	<ul style="list-style-type: none"> • 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	Priority Error	<ul style="list-style-type: none"> • A 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
3	Default Error	A data element was reported incorrectly and NCCI substituted an assumed correct default value.
2	Suspect Error	A data element may have been reported incorrectly and may contain an error.



Data Now Program (DNP) Introduction to Policy Data Reporting

Policy Edit Matrices

The Policy Edit Matrix provides a comprehensive listing of all edits performed on Policy data submissions. Refer to Part 13 of the *Policy and POC Reporting Guidebook*.

Policy and Proof of Coverage Reporting Guidebook Issued October 30, 2019 **PART 13**
Page 1

PART 13—POLICY EDIT MATRICES

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).

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 Matrix

Provides details such as the Record Type, Edit Number, Data Grade, Data Field, Edit Message, Edit Description, Transaction Code, and Change Effective Date/Changes (history of changes). This information is displayed on policy reports.



POLICY EDIT MATRIX—PRODUCTION (April 19, 2019 Release)

Record Type	Edit Number	Data Grade	Data Field	Edit Message	Edit Description	Transaction Code	Change Effective Date/Changes
05	0162-01	3	Estimated Premium Amount	FIELD IS NOT NUMERIC	The Estimated Premium Amount field is blank or contains nonnumeric characters. Default: 0	01, 02, 04, 06, 08, 10, 14, 15	07/12/2018—Changed Data Grade from 4 to 3 and added a default value of 0 to the Edit Description. 11/14/2017—Clarified the Edit Description. 01/01/2016—Removed reference to hard copy under Transaction Code. 05/27/2010—Specified the Transaction Codes [Trans Code]. 05/03/2004—This edit has been modified to exclude compliance transactions. 10/31/2000—Edit added.
05	0162-02	4	Estimated Premium Amount	FIELD IS NOT GREATER THAN ZERO FOR CORRESPONDING CLASS CODE AND EXPOSURE REPORTED	The Estimated Premium Amount field is missing or zero while the Estimated Exposure Amount field is equal to or greater than \$5,000.	01, 02, 04, 06, 08, 10, 14, 15	04/10/2018—Edit added.

Edits in Policy Data Collection

The same edit information displays in the *PDC* tool:

☰
Policy Data Collection

🔍
Policy Number

Policy Effective

Policy Expiration

Carrier

APOLICYTSTDEP001
01/01/20
01/01/21
45856 - NCCI TRAINING COMPANY

🔍
Insured

FEIN

Status

Carrier Group

EDUCATION CONNECTION LLC
313432340
ACTIVE
45856 - NCCI TRAINING COMPANY

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View All Edits

Data Grade	Record Type	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
4	01	TOTAL EST STANDARD PREM AMOUNT	0253-03	POL PREM MUST = SUM OF ALL STATE RECORDS	0000003015	