



Data Now Program (DNP)
Unit Data Collection (UDC)—Unit Edits

Key Takeaways

- Obtain excellent quality by understanding standard edits
- Use NCCI reports to detect edits
- Correct your edits using the **Unit Data Collection (UDC)** tool

Chapter 1: Understanding Standard Edits

Standard Edits

Standard edits are quality checks intended to verify the submitted data's:

- Validity
- Accuracy
- Completeness

Exercise

Match each “check” to the definition:

1. Validity

A. NCCI received required data

2. Accuracy

B. Reported values are correct

3. Completeness of the data

C. Consistent with reporting



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

The Unit Edit Matrix

Located in the *Unit Statistical Reporting Guidebook*, available on ncci.com.

Record Type	Edit Number/Type Code	Data Grade	Data Field	Edit Message/Validation Description	Edit Description/Validation Summary	Report Type	Edit Type	URE/Pre-URE	Applicable States	Excluded States	Change Effective Date/Changes
4	0037-02	9	Class Code	DATA IS INVALID	The Class Code must be a valid value.	1st Report Original, 1st Report Replacement, 1st Correction - Exposure and Claim/Loss, 1st Correction - Exposure	Field	Both	All		12/20/2012—Updated the Error Message and Edit Description. 09/01/2003—Changed Data Grade from 5 (Priority) to 9 (Reject). 04/30/2001—Edit added.

Columns from left to right:

- Record Type—identifies the record of the unit
- Edit Number/Type Code—unique identifier for each edit, signifying the data element and sequence
- Data Grade—the edit’s level of severity; higher is more severe
 - Data Grade 5 are priority/critical edits that can affect the **Data Quality Incentive Program (DQIP)**
 - Data Grade 9 causes the entire unit to reject
- Data Field—the actual field element in question
- Edit Message/Validation Description—alerts you to what is wrong with the data
- Edit Description/Validation Summary—further clarifies the edit and why it invoked
- Report Type—the reports for which the edit is applicable
 - 1st Report
 - Subsequent Reports
 - Correction Reports
- Edit Type—indicates if the edit is a:
 - Field edit—ensures that the value in the field is acceptable
 - Logical edit—verifies the data is reasonable in relation to other fields
 - Relational edit—compares data in a specific field with:
 - Another field in the same submission, or
 - A field in a corresponding unit that was previously submitted
 - Net edit—compares reported values on incoming units with data already on NCCI’s database
- URE/Pre-URE—shows if the edit is applicable to URE or Pre-URE units
- Applicable States—the states for which the edit is applicable
- Excluded States—the states for which the edit is not applicable
- Change Effective Date/Changes—a list of changes to the edit, by date of the change



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Chapter 2: Use NCCI Reports to Identify Data to Be Corrected

Available Reports

- Unit Submission Results Report
- Unit Daily Submission Results Report
- Unit Reject and Error Report

The Data Reports Guide

- Offers a complete listing of all reports.
- Available at ncci.com. Select **Data Reporting**, then **General**. You will find the guide under **Resources**.

The screenshot shows the NCCI website interface. At the top, there is a navigation bar with the NCCI logo and the tagline "The Source You Trust". The user is logged in as "Kevin". The main navigation menu includes "Data Reporting", "Industry Information", "Residual Markets", "Underwriting", "Agents/Brokers", and "Insights". The "Data Reporting" tab is highlighted in red. Below the navigation bar, there is a banner for "COVID-19 and Workers Compensation: What You Need to Know" with a "RESOURCE CENTER Now Available" button. To the right of the banner are several links: "Access DTVI Mailbox", "Access Policy Data Collection", "Access Unit Data Collection", "Access Data Manager Dashboard", "Access DCI Data Collection", and "Access Data Manuals". Below the banner, there are three main sections: "GENERAL", "PUBLICATIONS / REPORTS", and "LEARNING CENTER". The "GENERAL" section is highlighted in red and contains a list of categories: "POLICY AND POC", "UNIT STATISTICAL DATA", "FINANCIAL CALLS", "INDEMNITY DATA CALL", "DETAILED CLAIM INFORMATION", "MEDICAL DATA CALL", and "POOL DATA". The "PUBLICATIONS / REPORTS" section contains a list of items, including "View Your Claim Linking With Data Manager Dashboard", "Welcome to NCCI's Data Now Program (DNP) 2021", "The Data Connection - 2nd Edition", "Solutions", and "Data Managers Tools and Resources (PDF)". The "RESOURCES" section is highlighted in red and contains a list of items, including "Data Now Program 2021 (DNP) Resource Library", "Data Manager Dashboard Tool User's Guide (PDF)", "Data Reports Guide", "Extraordinary Loss Event (ELE) Codes and Descriptions", and "WCIO Data Specifications". The "LEARNING CENTER" section contains a list of items, including "Data Transfer via the Internet (DTVI) Overview", "Overview of Experience Rating (ER) Split Data", "Understanding NCCI's Data Quality Incentive Program", and "Manuals Library". The "EXPERIENCE RATING SPLIT DATA" section contains a list of items, including "Experience Rating - Request for Separate Experience Data", "Experience Rating (ER) Split Data Reporting Template", and "PEO - Employee Leasing Forms".



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Chapter 3: Unit Data Collection

Search Units

Select Search Units option from the Manage My Data drop-down menu.

Unit Data Collection

Search ncci.com

Contact Us Log Out My Profile

Manage My Data Tools and Information About

Search Units

Pol Nbr Pol Eff From Pol Eff To Unit DG State

Equals mm/dd/yyyy mm/dd/yyyy All Data Grades All States

Show Advanced Search

Search Clear Search

1. Show Advanced Search—expands search options to include additional fields
2. Information icon—lists acceptable search combinations



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Search Results

Search for policy number that begins with STATUS.

Show me how											Export Results	Delete
Go To	Pol Nbr	Pol Eff	State	Rpt Nbr	Corr Seq	Open Claim	DG	Status	Days Remain	Delete		
1	STATUS1	01/01/2012	AL-01	1	0	N	2	CURR				
	Insured DEP INSURED		Carrier 45856		Risk ID		FEIN 000000000					
2	STATUS2	01/01/2012	AL-01	1		N		CHG	4	5		
	Insured DEP INSURED		Carrier 45856		Risk ID		FEIN 000000000					
3	STATUS3	01/01/2012	AL-01	1		N	9	CHG-REJ	4			
	Insured DEP INSURED		Carrier 45856		Risk ID		FEIN 000000000					
4	STATUS4	01/01/2012	AL-01	1	0			ADD	4	6		
	Insured DNP TEST		Carrier 45856		Risk ID		FEIN 000000000					
5	STATUS5	01/01/2011	AL-01	1	0		9	ADD-REJ	4			
	Insured DNP TEST		Carrier 45856		Risk ID		FEIN 000000000					
6	STATUS6	01/01/2012	GA-10	1	0		9	REJ	120			
	Insured DEP INSURED		Carrier 45856		Risk ID		FEIN 000000000					

1 - 6 of 6 items

1. Go To menu—go to a specific Record Type for a unit
 - History option allows you to view all reported units
2. Unit information
3. DG—Data Grade
4. Status
 - CURR—Current view.
 - CHG—Change. A correction was started but not submitted.
 - CHG-REJ—Change-Reject. Correction submitted but it contains Data Grade 9 edits.
 - ADD—Add. A unit was added but not submitted.
 - ADD-REJ—Add-Reject. A unit was added and submitted but contains Data Grade 9 edits.
 - REJ—Reject. Unit submitted via **DTV** contains Data Grade 9 edits.
5. Days Remain—number of days before changes are removed
 - Changes initiated in **UDC** saved for 4 days
 - Reject units saved for 120 days
6. Delete—only applicable to units that are not in our Production database

Exercise

Select the three statuses that you can delete.

1. CURR
2. CHG
3. CHG-REJ
4. ADD
5. ADD-REJ
6. REJ



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Correct Your Edits—Example 1

This example shows you how to correct a unit in **UDC**.

Identify the Edits

Search for Pol # DNPUDC2.

Search Units

Search Units

Pol Nbr: Starts With Pol Eff From: Pol Eff To: Unit DG: State:

Carrier: FEIN: Risk ID: Admin Nbr:

Insured:

[Hide Advanced Search](#)

Show me how

Go To	Pol Nbr	Pol Eff	State	Rpt Nbr	Corr Seq	Open Claim	DG	Status	Days Remain	Delete	
	DNPUDC2	01/01/2012	AL-01	1	0	Y	5	CURR			
Insured		INSURED NAME		Carrier		45856		Risk ID		FEIN 000000000	
Record DG	Record Type	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc		Reported Value	Defaulted Value		
5		1	0	CLASSIFICATION CODE	0282-14	Claim Nbr: CLAIMB Accident: 01/01/12 CORRESPONDING EXPOSURE CLASSIFICATION CODE IS MISSING FOR THIS LOSS RECORD OR THE EXPOSURE AMOUNT CONTAINS ALL ZEROS		8742			

- Data Grade column shows edit severity
 - Data Grade 5 is critical. Correct as quickly as possible.
- Click triangle to display edits that invoke



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Edit Information

Record DG	Record Type	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc	Reported Value	Defaulted Value
5	L	1	0	CLASSIFICATION CODE	0282-14	Claim Nbr: CLAIMB Accident: 01/01/12 CORRESPONDING EXPOSURE CLASSIFICATION CODE IS MISSING FOR THIS LOSS RECORD OR THE EXPOSURE AMOUNT CONTAINS ALL ZEROS	8742	

1. Record DG—Data Grade of specific edit
2. Record Type—link typically takes you directly to the record that needs correction
3. Edit Number—use to look it up in the Edit Matrix
4. Edit Message—describes the issue
 - For Loss edits, Claim Number and Accident Date are listed above message

Accessing the Data

There are different methods you can use to access the data.

Go To	Pol Nbr	Pol Eff	State	Rpt Nbr	Corr Seq	Open Claim	DG	Status	Days Remain	Delete
DNPUDC2		01/01/2012	AL-01	1	0	Y	5	CURR		
Insured INSURED NAME Carrier 45856 Risk ID FEIN 000000000										

Record DG	Record Type	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc	Reported Value	Defaulted Value
	L	1	0	CLASSIFICATION CODE	0282-14	Claim Nbr: CLAIMB Accident: 01/01/12 CORRESPONDING EXPOSURE CLASSIFICATION CODE IS MISSING FOR THIS LOSS RECORD OR THE EXPOSURE AMOUNT CONTAINS ALL ZEROS	8742	

1. You can select the **Go To** menu
2. Select the link under the Record type

Current View

Once you access the unit, you are in Current View.

Unit Details - Current View					
Change Search					
INSURED NAME					
Pol Nbr	Pol Eff	State	Rpt Nbr	Curr DG	
DNPUDC2	01/01/2012	AL-01 URC	1	5	
Carrier 45856-NCCI TRAINING COMPANY					

1. Shows that status is Current View
2. Change Search expands to show the Search menu
3. Blue box shows Unit keys



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Exposure Information

Go to the Exposure tab to research.

1 Outstanding Unit Edit / Validation View ▲

Record DG	Record Type	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc	Reported Value	Defaulted Value	Explanation Journal
5	L	1	0	CLASSIFICATION CODE	0282-14	Claim Nbr: CLAIMB Accident: 01/01/12 CORRESPONDING EXPOSURE CLASSIFICATION CODE IS MISSING FOR THIS LOSS RECORD OR THE EXPOSURE AMOUNT CONTAINS ALL ZEROS	8742		

Header/Name	Exposure	Claim	Total	History
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2
3

+ Add Exposure		x Delete Exposure(s)														
Delete	Edit	DG	Update Type	Expos Act	Class Cd	Subj ER	Expos Amt	Manual Rate	Prem Amt	Exp Mod	Mod Eff	Rate Eff	Split Period	Corr Seq	Activity Status	
<input type="checkbox"/>		0	A	01	8810	Y	21,100	0111.000	23,421	1.000	01/01/12	01/01/12	0	0		

4
Note: Changes submitted on this screen will be applied at the first report level. 1 - 1 of 1 items

1. Outstanding Unit Edit / Validation View—click to see any edits that invoke
2. Options to Add or Delete a Class Code
 - To Delete, select the square in the Delete column, then click the button
3. Class code reported will display in the grid
4. Click the pencil icon to edit the record



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Claim Information

Go to the Claim tab to research.

Note that there are four sections to a claim:

- Claim information
- Amounts
- Loss Conditions
- Injury Description Codes

Steps to Address the Example Edit

Record DG	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc	Reported Value	Defaulted Value	Explanation Journal
5	1	0	CLASSIFICATION CODE	0282-14	Claim Nbr: CLAIMB Accident: 01/01/12 CORRESPONDING EXPOSURE CLASSIFICATION CODE IS MISSING FOR THIS LOSS RECORD OR THE EXPOSURE AMOUNT CONTAINS ALL ZEROS	8742		

All Claim(s) View

2

Claim DG 5	Corr Seq 0	Activity Status
---------------	---------------	-----------------

Claim Information					
Update Type A	Claim Nbr CLAIMB	Accident 01/01/12	Class Cd 8742	Rpt Nbr 1	
Inj Type 06	Claim Status 0	Claim Count 1	Cat Nbr 0	Jur St ▼	
Fraud Ind 00	MCO Type 00	Voc Rehab N	Lump Sum Ind N	Occupation Desc 	

1. Update the class code from 8742 to 8810
2. Click **Save**



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Upon saving the change, UDC indicates that a correction is in progress.

1 Unit information has been successfully saved. Changes were saved but not submitted for 1 or more records, it must be submitted within four days or it will be deleted.

Unit Details - Change 2

INSURED NAME

Pol Nbr DNPUDC2	Pol Eff 01/01/2012	State AL-01 URC	Rpt Nbr 1	Curr DG
Carrier 45856-NCCI TRAINING COMPANY				

Outstanding Unit Edit / Validation View

Header/Name	Exposure	Claim	Total	History								
<input type="button" value="+ Add Claim"/> <input type="button" value="x Delete Claim(s)"/> View Claim(s)												
Delete	Edit	Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
<input type="checkbox"/>			0	A i	CLAIMA	02/01/12	8810 i	05 i	0 i	1	0	
<input type="checkbox"/>			5	C i	CLAIMB	01/01/12	8810 i	06 i	0 i	1	1	C 3

1 - 2 of 2 Items

Indications include:

1. Blue message that a change was saved but not submitted
2. Status went from CURR to CHANGE
3. Activity status went from blank to C

Then submit the change.

Outstanding Unit Edit / Validation View

1

Header/Name	Exposure	Claim	Total	History
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1. Click **Submit**

Submit x

Are you sure you would like to Submit this Unit?

Note: Depending on the updates, successful submission could result in corrections to multiple report levels

2

2. From the pop-up, click **OK**



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Correct Your Edits—Example 2

An example of correcting multiple edits on a unit using *UDC*.

Identify the Edits

Search for Pol # DNPUDC0002.

Two edits invoke.

Show me how											Export Results	Delete
Go To	Pol Nbr	Pol Eff	State	Rpt Nbr	Corr Seq	Open Claim	DG	Status	Days Remain	Delete		
	DNPUDC0002	01/01/2012	AL-01	1	0	Y	5	CURR				
Insured		INSURED NAME		Carrier		45856	Risk ID		FEIN 000000000			
Record DG	Record Type	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc				Reported Value	Defaulted Value	
1	L	1	0	INJURY TYPE CODE	0101-06	Claim Nbr: CLAIM123 Accident: 01/01/12 INDEMNITY CLAIM REPORTED WITHOUT INCURRED INDEMNITY AMOUNT				05		
2	H	1	0	ESTIMATED EXPOSURE INDICATOR	0068-02	CORRECTION REPORT WITH AUDITED EXPOSURE IS REQUIRED				Y		

1. Data Grade 5 edit—review this one first
2. Data Grade 2 edit



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Claim Information

Research by going to the claim's details.

After you select L, the claim opens in Edit Mode.

Steps to Address the Loss Edit

Notice that only Incurred Medical values were reported.

Record DG	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc	Reported Value	Defaulted Value	Explanation Journal
5	1	0	INJURY TYPE CODE	0101-06	Claim Nbr: CLAIM123 Accident: 01/01/12 INDEMNITY CLAIM REPORTED WITHOUT INCURRED INDEMNITY AMOUNT	05		

All Claim(s) View

2

Save Cancel

Claim DG 5	Corr Seq 0	Activity Status		
Claim Information				
Update Type A	Claim Nbr CLAIM123	Accident 01/01/12	Class Cd 8742	Rpt Nbr 1
Inj Type 05	Claim Status 0	Claim Count 1	Cat Nbr 0	Jur St ▼
Fraud Ind 00	MCO Type 00	Voc Rehab N	Lump Sum Ind N	Occupation Desc
Amounts				
Incur Indem 0	Pd Indem 0	Derived Incur Indem 0	Incur Med 67767	Pd Med 0
Derived Incur Med 67,767	Ded Reimburse 0	Incur ALAE 0	Pd ALAE 0	Clmnt Atty Fees 0
Emplr Atty Fees 0				

1. Update the loss amounts for the claim
2. Save the change

Note: Some Edits clear when you SAVE the record, and others clear when you SUBMIT.



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Header Information

Research by going to the header.

Note that there are four sections to the header:

- Policy Information
- Policy Condition Indicators
- Policy Type Codes
- Deductibles

Steps to Address the Header Edit

The field in question is the Estimated Audit Indicator.

Record DG	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc	Reported Value	Defaulted Value	Explanation Journal
2	1	0	ESTIMATED EXPOSURE INDICATOR	0068-02	CORRECTION REPORT WITH AUDITED EXPOSURE IS REQUIRED	Y		

2

NOTE: Changes submitted on this screen will be applied at the first report level.

Header DG: 2 Name DG: 0 Activity Status:

Policy Information

Pol Nbr: DNPUDC0002 Pol Eff: 01/01/12 Pol Expir: 01/01/13 State: AL-01 Rpt Nbr: 1
 Carrier: 45856 Group: 45856 Risk ID: FEIN: 000000000 State Eff: mm/dd/yy
 Unit Format: U
 Insured: INSURED NAME
 Insured Address: 123 MAIN

Policy Condition Indicators

3-Yr Fixed: N Multistate: N Interstate Rated: N **Est Audit: Y** Retro Rated: N
 Canc Midterm: N MCO: N

1. Update the Estimated Audit Indicator
2. Save the change

Remember to submit the changes.



Data Now Program (DNP) Unit Data Collection (UDC)—Unit Edits

Appendix: Unit Data Collection User's Guide

The **Unit Data Collection User's Guide** provides an overview of the layout of the **UDC** tool and instructions on navigation. Refer to the *User's Guide* for details on the screens and functionality covered in today's demonstration.

Accessing the Unit Data Collection User's Guide

You can access the *User's Guide* with either of these methods:

- Click on the link in the **Resource** window of this session's ON24 console
- Go to ncci.com, select **Data Reporting**, then **Unit Statistical Data**

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