



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

Key Takeaways

- Use the Validation Search as a starting point to identify all your Validation conditions
- Review the data by selecting the **Details** option, which will direct you to the
 - Specific record or
 - Validation Tab
- Resolve your validation edit by correcting the data or providing a response using the **Explanation Journal**

Chapter 1: Understanding Validation Edits

Validation Edits

- Validation edits are intended to further improve the quality of data used in state loss cost and rate filings as well as in the production of experience ratings
- Each validation edit is assigned a Type Code, a unique identifier that leads with a letter:
 - “E” for exposure validation edits (e.g., E133)
 - “L” for loss validation edits (e.g., L108)
 - “C” for combined edits
 - “A” for all header validation edits
- Each validation edit is assigned a Data Grade 2 (Suspect)

The Unit Edit and Validation Matrix

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



UNIT STATISTICAL EDIT AND VALIDATION MATRIX—PRODUCTION (September 22, 2021 Release)

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
5	L112	2	Validation Loss Conditions	CLAIMS ARE ASSIGNED TO A CLASS WITH LOW PAYROLL	<p>Claims were found to be assigned to classes exhibiting low payroll amounts.</p> <p>If claims are incorrectly classified, please submit corrections to reassign them to the appropriate class at all applicable report levels.</p> <p>NOTE: If claims are correctly classified, corrections may be required to revise the payroll amount in the affected class to support the claim count.</p> <p>This edit operates for MA, MN, and NY on Interstate Units only.</p>	All But Exposure Corrections	Relational/Net	URE	All others	CA, DE, MI, ND, NJ, OH, PA, WA, WI, WY	06/01/2019—New unit validation edit (converted it from unit validation test L112).
5	L183	2	Validation Loss Conditions	MAXIMUM AGGREGATES/LARGE LOSSES	<p>NCCI is requesting a verification or correction of the claim.</p> <p>Please review the NCCI comment in the Explanation Journal for issue details.</p>	All But Exposure Corrections	Post	URE/Pre-URE	All others	CA, DE, MA, MI, MN, ND, NJ, NY, OH, PA, WA, WI, WY	10/19/2019—New unit validation edit (converted it from unit validation test L183).

Columns from left to right:

- Type Code—unique identifier for each edit that starts with a letter
- Data Grade—Each validation edit is assigned a Data Grade Level 2 (Suspect)



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

- Edit Type—indicates if the edit is a
 - 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
 - Post edit—run against previously submitted Unit Statistical data that has been compiled in a state's classification ratemaking data set

Types of Validation Edits

- Submission
 - Automatically identifies suspect data upon receipt
 - Edit Types = Relational/Net
- Post-Submission
 - NCCI validators identify suspect data while reviewing unit data that has already been received
 - Edit Type = Post



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

Chapter 2: Where to Identify Validation Edits

Available Reports/Emails

Reports for Submission Validation Edits Only

- Unit Submission Results Report—generated upon submission

Unit Submission Results Report														Page 2 of 10		
Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY																
Submission ID: 3274834																
Cov Prvdr ID	Policy Number	Pol Eff Dt	State	Insured Name	Rpt Nbr	Corr Seq Nbr	NCCI Corr Seq Nbr	Admin Nbr	Data Grade	Record in Error	Claim Nbr/ Class Code	Field in Error	Edit Nbr / Type Code	Reported Value	Defaulted Value	Sbmn ID
45856	LM000C821A00030	01/01/2016	02-AZ	NCCI DEMO	1	0	0	21167B1768	2	E	7403	VALIDATION EXPOSURE CONDITIONS	E132	Match Nbr 2573		3274834
Edit Message / Validation Desc:		UNITS FOR DIFFERENT POLICIES HAVE THE SAME STATE EFFECTIVE DATE AND MATCHING EXPOSURE SUMS AND APPEAR TO BE DUPLICATES OF ONE ANOTHER														
45856	LM000C821A00030	01/01/2016	02-AZ	NCCI DEMO	1	0	0	21167B1768	2	E	7229	VALIDATION EXPOSURE CONDITIONS	E132	Match Nbr 2573		3274834
Edit Message / Validation Desc:		UNITS FOR DIFFERENT POLICIES HAVE THE SAME STATE EFFECTIVE DATE AND MATCHING EXPOSURE SUMS AND APPEAR TO BE DUPLICATES OF ONE ANOTHER														
45856	LM000C821A00030	01/01/2016	02-AZ	NCCI DEMO	1	0	0	21167B1768	2	E	9740	VALIDATION EXPOSURE CONDITIONS	E132	Match Nbr 2573		3274834
Edit Message / Validation Desc:		UNITS FOR DIFFERENT POLICIES HAVE THE SAME STATE EFFECTIVE DATE AND MATCHING EXPOSURE SUMS AND APPEAR TO BE DUPLICATES OF ONE ANOTHER														

- Unit Daily Submission Results Report—generated daily

Unit Daily Submission Results Report - September 16, 2021																	Page 2 of 3
Coverage Provider Group ID: 45856 - NCCI TRAINING COMPANY																	
Cov Prvdr ID	Policy Number	Pol Eff Dt	State	Insured Name	Rpt Nbr	Corr Seq Nbr	NCCI Corr Seq Nbr	Admin Nbr	Data Grade	Record in Error	Claim Nbr/ Class Code	Field in Error	Edit Nbr / Type Code	Reported Value	Defaulted Value	Sbmn ID	
45856	017902EXAMPLE	01/01/2013	01-AL	DNP	2	0	0	21258A8511	9	LD		RECORD TYPE	0179-02			3304110	
Edit Message / Validation Desc:		UNIT REPORT MUST HAVE A COMPLETE SET OF RECORDS															
45856	011505EXAMPLE	01/01/2013	01-AL	DNP	1	1	1	21258A8516	5	L	CLAIM2	LOSS CONDITION - RECOVERY TYPE	0115-05	03		3304144	
Edit Message / Validation Desc:		RECOVERY TYPE CODE CHANGE IS NOT VALID															
45856	011505EXAMPLE	01/01/2013	01-AL	DNP	2	0	0	21258A8509	5	L	CLAIM2	LOSS CONDITION - RECOVERY TYPE	0115-05	01		3304110	
Edit Message / Validation Desc:		RECOVERY TYPE CODE CHANGE IS NOT VALID															
45856	007503EXAMPLE1	01/01/2014	01-AL	E DNP	1	0	0	21258A8506	2	E	8742	VALIDATION EXPOSURE CONDITIONS	E132	Match Nbr 4561		3304110	
Edit Message / Validation Desc:		UNITS FOR DIFFERENT POLICIES HAVE THE SAME STATE EFFECTIVE DATE AND MATCHING EXPOSURE SUMS AND APPEAR TO BE DUPLICATES OF ONE ANOTHER															
45856	007503EXAMPLE1	01/01/2014	01-AL	E DNP	1	0	0	21258A8506	2	E	8033	VALIDATION EXPOSURE CONDITIONS	E132	Match Nbr 4561		3304110	
Edit Message / Validation Desc:		UNITS FOR DIFFERENT POLICIES HAVE THE SAME STATE EFFECTIVE DATE AND MATCHING EXPOSURE SUMS AND APPEAR TO BE DUPLICATES OF ONE ANOTHER															
45856	007503EXAMPLE1	01/01/2014	01-AL	E DNP	1	0	0	21258A8506	2	E	8810	VALIDATION EXPOSURE CONDITIONS	E132	Match Nbr 4561		3304110	
Edit Message / Validation Desc:		UNITS FOR DIFFERENT POLICIES HAVE THE SAME STATE EFFECTIVE DATE AND MATCHING EXPOSURE SUMS AND APPEAR TO BE DUPLICATES OF ONE ANOTHER															
45856	007503EXAMPLE2	01/01/2014	01-AL	DNP	1	0	0	21258A8507	2	E	8742	VALIDATION EXPOSURE CONDITIONS	E132	Match Nbr 4561		3304110	




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

Reports for Submission and Post-Submission Validation Edits

- Rejected Suspect Condition Explanations—generated the day after a validator rejects a condition

To: NCCI's Main Unit Data Reporting Contact
Subject: ACTION NEEDED - Your Rejected Unit Validation Suspect Conditions Explanations from NCCI for Carrier 99990

 The Source You Trust

Rejected Explanations

[Action Needed - You have explanations that have been rejected for Unit Validation Suspect Conditions. Please click here to access them for Carrier 99990.](#)


SUBSCRIPTION INFORMATION

Please do not respond to this system generated e-mail. If you have questions or feel you have received this e-mail in error, please contact Customer Service at [800-622-4123](tel:800-622-4123).

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- Outstanding Suspect Conditions Report—generated once a week on Fridays

To: NCCI's Main Unit Data Reporting Contact
Subject: ACTION NEEDED - Your Outstanding Unit Validation Suspect Conditions from NCCI for Carrier 99990

 The Source You Trust

Outstanding Suspect Conditions

[Action Needed - You have Outstanding Unit Validation Suspect Conditions. Please click here to access them for Carrier 99990.](#)

NCCI has stored the following file in your mailbox. This file will remain in your mailbox for eight (8) days after this notice was sent to you.

File Name: val_out_rpt_99990_MMDDYYYY.csv

To access your Data Transfer via the Internet mailbox, go to: <https://www.ncci.com/DTVI/>

SUBSCRIPTION INFORMATION

Please do not respond to this system generated e-mail. If you have questions or feel you have received this e-mail in error, please contact Customer Service at [800-622-4123](tel:800-622-4123).

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

Reports for Post-Submission Validation Edits Only

- Post-Submission Suspect Conditions Report—generated overnight after a validator creates a suspect condition

To: NCCI's Main Unit Data Reporting Contact

Subject: ACTION NEEDED – You have Post Submission Suspect Conditions from NCCI for Carrier 99990



The Source You Trust

Post Submission Suspect Conditions

[Action Needed – You have Post Submission Suspect Conditions. Please click here to access them for Carrier 99990.](#)

NCCI has stored the following file in your mailbox. This file will remain in your mailbox for eight (8) days after this notice was sent to you.

File Name: val_post_rpt_99990_MMDDYYYY.csv

To access your Data Transfer via the Internet mailbox, go to: <https://www.ncci.com/DTV/>

SUBSCRIPTION INFORMATION

Please do not respond to this system generated e-mail. If you have questions or feel you have received this e-mail in error, please contact Customer Service at [800-622-4123](tel:800-622-4123).

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Using the Validation Feature in Unit Data Collection

This will be the focus of the remainder of the course.



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

Chapter 3: 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

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 main navigation menu includes "Data Reporting" (highlighted with a red box), "Industry Information", "Residual Markets", "Underwriting", "Agents/Brokers", and "Insights". Below the navigation bar, there is a "Resource Library Available Now" section featuring a banner for "NCCI's DATA NOW PROGRAM 2021". To the right of the banner are several quick access buttons: "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 content areas: "GENERAL" (with sub-sections like "POLICY AND POC", "FINANCIAL CALLS", etc.), "TOOLS" (listing items like "Circulars", "Class Look-Up", "Data Manager Dashboard", etc.), and "LEARNING CENTER" (listing articles about unit validation suspect conditions). At the bottom, there are "RESOURCES" and "PUBLICATIONS / REPORTS" sections. In the "RESOURCES" section, the link "Unit Data Collection Tool User's Guide (PDF)" is highlighted with a red box. In the "PUBLICATIONS / REPORTS" section, there are links for "Unit Pre-Edit Tool Enhancements Are Here!" and "Unit Statistical Data Tools and Resources (PDF)".



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

Chapter 4: Validation Feature—Search

Key Search Options

- Key search options include:
 - Type Code—unique identifier for validation edits.
 - Condition Status—indicates the stage in the process of resolving the edit. Statuses include:

Condition Status	Description	Data Provider Action Required
Open	The edit is still outstanding and waiting to be addressed.	Provide either a <ul style="list-style-type: none"> • correction or • detailed explanation.
Rejected	NCCI validators have reviewed the detailed explanation or correction and found that it did not resolve the edit. These edits are still outstanding and must be re-addressed.	Provide either an additional <ul style="list-style-type: none"> • correction or • detailed explanation.
Pending at NCCI	An NCCI validator is reviewing the edit because <ul style="list-style-type: none"> • a detailed explanation has been submitted • a correction or subsequent report has been submitted for a unit with a previously accepted explanation to a submission edit, or • a correction or subsequent report has been submitted for a unit with an outstanding post-submission edit. 	None
Accepted	An NCCI validator acknowledges that <ul style="list-style-type: none"> • a detailed explanation has resolved the edit or • a correction has resolved the post-submission edit. 	None
Cleared	For submission edits only. The correction has resolved the edit.	None
Unresolved	For post-submission edits only. The edit was not resolved by the Due Date and has been closed by NCCI validators.	No action possible

- Due Date—Date by which the suspect condition must be resolved.
- Validation Category—Select Submission or Post-Submission edits.
- Recommended search is the default—Open and Rejected.



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

Validation Search Results

- Search results are ordered by Due Date, from oldest to newest.
- **Details** option—select this option to review the unit data. It takes you to a specific record or to the Validation Tab.
- Explanation Journal—select this option to add a detailed explanation.



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

Chapter 5: Correcting a Submission Edit

Validation Search

- Search for defaulted values with Policy Number DNPOPEN005
- Select the **Details** option to review the data

Exposure Tab

- The **Details** option takes you directly to the specific record to review

[Return to Validation](#)

Outstanding Unit Edit / Validation View

Add Subsequent [Show me how](#)

Header/Name **Exposure** Claim Total History

+ Add Exposure × 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"/>		2	A	01	8810	Y	55,555	0003.330	1,850	1.000	06/01/14	01/01/15	0	0	
<input type="checkbox"/>		2	A	01	8810	Y	55,555	0003.330	1,850	1.000	01/01/15	06/01/15	0	0	

Note: Changes submitted on this screen will be applied at the first report level. 1 - 2 of 2 Items

- Notice that the Modification and Rate Effective Dates are different, but the exposure amounts are the same
- After identifying the issue, verify the data against your source system

Resolve the Edit by Correcting the Data

- You can correct the data in the **UDC** tool



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

Chapter 6: Explaining a Submission Edit

Validation Search

- Search for defaulted values with Policy Number DNPTTEST005
- Select the Explanation Journal icon

Resolve the Edit by Adding a Detailed Explanation

- You can provide a detailed explanation in the Explanation Journal.

Explanation Journal Pol Nbr: E301EXAMPLE Pol Eff: 01/01/17 State: AL-01

① Explanation has been saved.

Rpt Nbr 1	Corr Seq 0	Class Cd N/A
Type Code E301 - UNDER REPORTED LOSSES		

Current Status of Suspect Condition - PENDING AT NCCI

Current Explanation
Detailed Explanation

Enter a detailed explanation to support the accuracy of reporting. (2,000 character limit)

✓ Save Explanation ✕ Clear

[Show me how - Copy](#)

Copy	Condition Status	Rpt Nbr	Corr Seq	Date	Explanations	User
1	PENDING AT NCCI	1	0	10/21/2021 1:17:26 PM	Detailed Explanation	Data Provider

10 Items per page 1 - 1 of 1 items

- The Explanation displays once an explanation is saved. It keeps track of your conversation with NCCI.



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

Chapter 7: Using the Validation Tab

- The Validation Tab is only applicable to Validation edits E992, C811, C821

Validation Search

- Search for defaulted values with Policy Number DNPNCI001
- Select the **Details** option to review the data

Validation Tab

- The **Details** option takes you to the Validation Tab for the unit

Header/Name	Exposure	Claim	Total	History	Validation										
C811	C821											Export Results			
- Condition Created												»Collapse All		3	
Carrier	Pol Nbr	Pol Eff	Class Code	Expos Amt	Premium Amt	Indem Claim Count	Med Claim Count	NCCI Comments	Status	Due ¹	Explanation Journal				
Condition Created: 10/04/21 Status: OPEN															
45856	DNPNCI0001	07/01/17	7403	45,925	657	0	0	THE AMOUNT OF PAYROLL REPORTED IN CC7403 HAS SIGNIFICANTLY DECREASED FROM THE 2016 TO 2017 POLICIES. PLEASE PROVIDE A DETAILED EXPLANATION FOR THE IDENTIFIED SUSPECT REPORTING ON THE 2017 POLICY, OR S ¹	OPEN	03/03/22					
45856	DNPNCI0001	07/01/17	7421	270,125	4,511	0	0	THE AMOUNT OF PAYROLL REPORTED IN CC7421 HAS SIGNIFICANTLY DECREASED FROM THE 2016 TO 2017 POLICIES. PLEASE PROVIDE A DETAILED EXPLANATION FOR THE IDENTIFIED SUSPECT REPORTING ON THE 2017 POLICY, OR S ¹	PENDING AT NCCI	03/03/22					
45856	DNPNCI0001	07/01/16	7403	572,923	8,193	0	0	Informational Only							
45856	DNPNCI0001	07/01/16	7421	5,270,119	88,011	0	0	Informational Only							

1 - 8 of 8 items

- Note that payroll amounts decreased significantly
- Informational Only rows help with research
- Must correct or have an explanation accepted by the Due Date

Resolve the Edit

- Resolve the edit as with the prior examples. You must either
 - submit a correction or
 - add a detailed explanation.



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

Chapter 8: Additional Features

Apply Response to Selected

- Allows you to apply the same explanation to multiple conditions

The screenshot shows the search and filter interface for the Data Now Program. It includes several filter sections: Type Code (set to L245-OPEN INDEMNITY CLAIMS ARE R...), Condition Status (set to OPEN and REJECTED), Claim Nbr, Pol Nbr, Pol Eff, State, Carrier, Risk ID, Condition Created From, Condition Created To, Due, and Validation Category. A 'Search' button is located below the filters. Below the filters is a table with columns: Select, Details, Carrier, Pol Nbr, Pol Eff, State, Risk ID, Claim Nbr, Class Code, Rpt Nbr, Type Code, Status, Condition Created, Due, Explanation Journal, and Last Updated. The table contains five rows of data. A 'Show me how - Grouping' link is visible above the table. A red callout '1' points to the search filters, '2' points to the table, and '3' points to the 'Apply Response to Selected' button.

Select	Details	Carrier	Pol Nbr	Pol Eff	State	Risk ID	Claim Nbr	Class Code	Rpt Nbr	Type Code	Status	Condition Created	Due	Explanation Journal	Last Updated
<input type="checkbox"/>		45856	WEBINARMULTI1	01/01/15	AL-01		CLAIM1	N/A	2	L245	OPEN	10/21/21	12/31/21		Data Provider (On: 10/21/21)
<input type="checkbox"/>		45856	WEBINARMULTI1	01/01/15	ID-11		CLAIM4	N/A	2	L245	OPEN	10/21/21	01/29/22		Data Provider (On: 10/21/21)
<input type="checkbox"/>		45856	WEBINARMULTI1	01/01/15	GA-10		CLAIM3	N/A	2	L245	OPEN	10/21/21	01/31/22		Data Provider (On: 10/21/21)
<input type="checkbox"/>		45856	WEBINARMULTI1	01/01/15	AZ-02		CLAIM2	N/A	2	L245	OPEN	10/21/21	02/18/22		Data Provider (On: 10/21/21)
<input type="checkbox"/>		45856	WEBINARMULTI1	01/01/15	DC-08		CLAIM5	N/A	2	L245	OPEN	10/21/21	02/18/22		Data Provider (On: 10/21/21)

1. Select a Type Code
2. Select the conditions that should have the same response or select all
3. Select the **Apply Response to Selected** button

The screenshot shows the 'Multiple' dialog box. It has a title bar with 'Multiple' and standard window controls. The main area contains a text input field with the placeholder text 'Enter a detailed explanation to support the accuracy of reporting. (2,000 character limit)'. Below the text field are two buttons: 'Save Multiple' and 'Clear'. A red callout '4' points to the text input field, and '5' points to the 'Save Multiple' button.

4. Enter your explanation
5. Click **Save Multiple**



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

Match Number

- Only applicable to these edits
 - Submission Edits E132 and E134
 - Post-Submission Edits C811 and C821
- Helps you identify the same suspect condition across different units
- Displayed in Validation Search results when searching by Type Code

Show me how - Grouping
Apply Response to Selected
Export Results

Match Number
»Collapse All

	Details	Carrier	Pol Nbr	Pol Eff	State	Risk ID	Claim Nbr	Class Code	Rpt Nbr	Type Code	Status	Condition Created	Due	Explanation Journal	Last Updated
Match Number: 10042181															
<input type="checkbox"/>		45856	DNPNCI0001	07/01/17	DC-08		N/A	7403	1	C821	OPEN	10/04/21	03/03/22		NCCI <small>(On: 10/04/21)</small>
<input type="checkbox"/>		45856	DNPNCI0001	07/01/17	DC-08		N/A	7421	1	C821	PENDING AT NCCI	10/04/21	03/03/22		Data Provider <small>(On: 10/06/21)</small>

⏪
⏩
1
⏪
⏩

1 - 2 of 2 Items



1. Related edits are grouped by Match Number.