



# Data Now Program (DNP) Unit Report Control (URC) Program

## Key Takeaways

- Monitor your expected units
- Use URC reports and tool
- Report timely data

## Chapter 1: Overview

### What Is the Unit Report Control Program?

- Monitors timely submissions
- Expected, received, and overdue units
- Communication tool between you and NCCI

### URC Applicability

- Applies to all NCCI states, including Indiana:

Alabama	Georgia	Louisiana	New Hampshire	Texas
Alaska	Hawaii	Maine	New Mexico	Utah
Arizona	Idaho	Maryland	Oklahoma	Vermont
Arkansas	Illinois	Mississippi	Oregon	Virginia
Colorado	Indiana	Missouri	Rhode Island	West Virginia
Connecticut	Iowa	Montana	South Carolina	
District of Columbia	Kansas	Nebraska	South Dakota	
Florida	Kentucky	Nevada	Tennessee	

- Applies on an interstate basis for 1st–3rd reports:
  - Massachusetts
  - Minnesota
  - New York
    - Data for policies effective December 31, 2020, or prior must be reported to NCCI for interstate-rated risks that include New York
    - Reporting of data with policy effective dates of January 1, 2021, or subsequent for New York is not required.
- Applies to North Carolina and Wisconsin units depending on the type of reporter you are:
  - Direct reporter to NCCI -> URC monitors Expected and Overdue Reports
  - Direct reporter to bureaus -> URC monitors overdue units



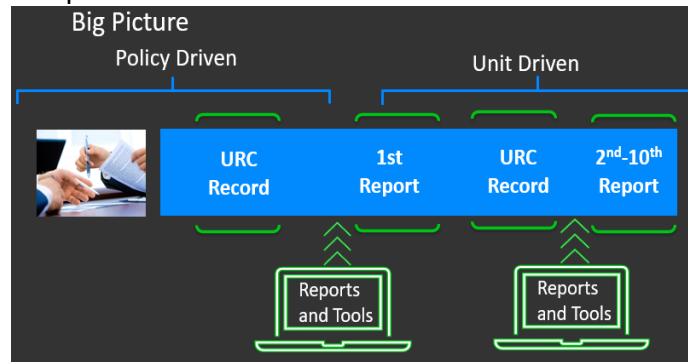
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- URC does not apply in monopolistic and specific independent bureau states
  - NCCI does not expect to receive units for any of these states

Monopolistic	Independent Bureau
Ohio	Michigan
Puerto Rico	Delaware
North Dakota	Pennsylvania
Wyoming	California
Washington	New Jersey

### Big Picture of How URC Ties Into Unit Receipt

- A policy reported to NCCI establishes the URC record
- URC program identifies what is expected for 1st report
- Open claims on 1st and any additional reports will drive the expectation for additional report levels to be reported



URC reports and tools are available to help monitor your reporting.

## Understanding the Big Picture of URC

### Policy

- Key Field drivers from policy that create URC record:
  - Carrier Code, Policy Number, Policy Effective Date, and states reported with at least one dollar on the state premium record.
- Updates made to your policy transactions may affect how your URC records display in the URC feature within the **Unit Data Collection (UDC)** tool.
  - Example: Policy is reported with two states—Georgia and Arizona. If Georgia needs to be deleted from the policy, this transaction will update the Georgia URC record by



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deactivating it and we will no longer be expecting a unit for it. However, we will still be expecting a unit for Arizona.

- Policy flat cancellations will result in all URC records for all states on the policy being deactivated.
  - No further expectation for *any* units.
- Policy Terms:
  - Standard Term Policy: one year to up to one year and 16 days.
  - Extended Term Policy: greater than 12 months and 16 days but less than three years.
    - With an endorsement—A URC record is established for each policy period as indicated on the endorsement.
    - Without an endorsement—A URC record is established by default with the shorter policy period (less than 12 months) first and a separate URC record for the remaining 12-month policy period second.

**Exception:** If a unit with the full term comes in first, then the URC program *will* automatically adjust for that so that the shorter term is expected second.

For more information on extended term policies, see ***Unit Statistical Reporting Guidebook***.

### URC Reports

- Used to monitor your data
- Issued for expected and outstanding units
- Email notification is sent to main unit contact on file for your company when report is ready
- Accessible from Data Reports feature within the **UDC** tool
- Available Reports:
  - URC Monthly Expected Report
    - Available three months before the first valuation to provide you with adequate time to prepare your Unit data
  - URC Monthly Overdue Report
    - Available the month following the due month of units
- Reports formats: PDF, Excel, and CSV

### When URC Is Not Created

- Policies cancelled flat
- Policies covering only Massachusetts, Minnesota, or New York\* for intrastate-rated risks
  - However, a URC record will be set up if NCCI has an active interstate risk ID number or the policy is reported with an interstate experience rating code
- Policies reported with only statistical codes

#### When URC Is Not Created

- Policy cancelled flat
- Policy covers only MA, MN, or NY\* for intrastate-rated risks
- Policies reported with only statistical codes



#### \*NY exception:

- Data for policies effective December 31, 2020, or prior must be reported to NCCI for interstate-rated risks that include New York.
- Reporting of data with policy effective dates of January 1, 2021, or subsequent for New York is not required



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### First Reports

- Due by 20th month after the Policy Effective Date
- Open claims will be due to be reported 12 months after
- Once your unit is received, the URC record will be updated for receipt
- Unmatched units are created when:
  - A first report is submitted with any key field that is different from the policy
  - A unit is received without a corresponding policy

#### Working Example:

A claim was reported for a sprained hand on the 1st report. If that claim was reported with a claim status of Open, would we be expecting a subsequent report?

Yes \_\_\_\_\_ No \_\_\_\_\_

#### 1st Report

	URC Record	1st Report	URC Record	2nd-10th Report
		Carrier Code	45856	
		Policy Number	WC123	
		Policy Effective Date	1/1/18	
		Claim Status	Open	
				2 <sup>nd</sup> Report Expected?

### Subsequent Reports

- The Open and Reopened claim statuses establish the expectation for a subsequent report
- Unit Statistical data fields used are Carrier Code, Policy Number, Policy Effective Date, Exposure State, and Claim Status

#### Working Example:

For the claimant (in the prior example) with the sprained hand, it's 12 months later and the 2nd report is due. If the claimant's injury is healed and the claim is closed and reported to NCCI, should NCCI expect a 3rd report?

Yes \_\_\_\_\_ No \_\_\_\_\_

#### Subsequent Reports

	URC Record	1st Report	URC Record	2nd-10th Report
		Report Level	Claim Status	
		1st	Open	
		2nd	Closed	
				3 <sup>rd</sup> Report Expected?

If there were multiple claims on the 2nd report and any of them were still open, would NCCI expect a subsequent report?

Yes \_\_\_\_\_ No \_\_\_\_\_



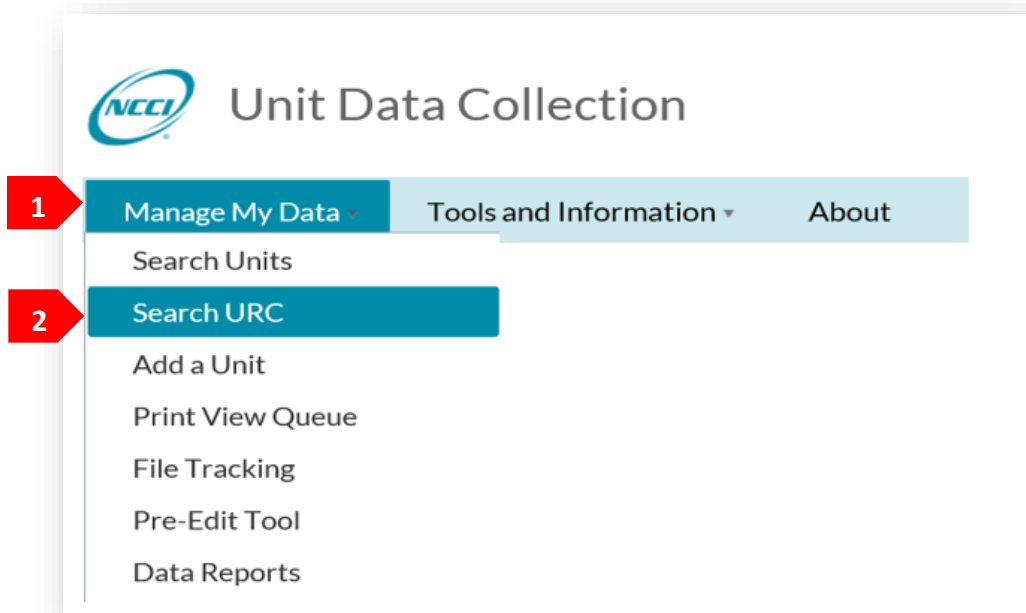
## Data Now Program (DNP) Unit Report Control (URC) Program

### Chapter 2: URC in the Unit Data Collection Tool

#### When to Use URC Feature

- Monitor Expected Units
- Monitor Received Units
- Make Updates to URC records

#### Accessing the URC Feature



1. From the **Unit Data Collection** tool, hover over Manage My Data
2. Select Search URC



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## Searching in the URC Feature

1. The URC search screen allows you to search for URC records created by Policy and Unit data received at NCCI
2. The “i” icon displays the allowable combinations for a search
3. Allowable search combinations

**3** Valid Search

- Risk ID
- Policy Number
- Name of Insured
- FEIN with any other criteria
- Risk ID with any other criteria
- Carrier with any other criteria
- Name of Insured with any other criteria
- Policy Effective Date with and other criteria
- Policy Effective Date/Range with any other criteria



## Data Now Program (DNP) Unit Report Control (URC) Program

### Reading URC Results

URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID
Active	<a href="#">2021DNP1</a>	45856	05/01/2019	05/01/2020	DNP1 INC	010331967	913320700	1	09/30/2020	1219237
Active	<a href="#">2021DNP1</a>	45856	05/01/2018	05/01/2019	DNP1 INC	010331967	913320700	1	09/30/2020	1219237

	State Status	State	Rpt Nbr - Status										Update Date	User ID
	A	<a href="#">AL-01</a>	1-R	2-E	3	4	5	6	7	8	9	10	09/30/2020	1219237
<input type="button" value="Edit"/>	D	AR-03	1	2	3	4	5	6	7	8	9	10	09/30/2020	1219237
	A	<a href="#">AZ-02</a>	1-R*	2-E	3	4	5	6	7	8	9	10	09/30/2020	1219237
<input type="button" value="Edit"/>	D	CO-05	1	2	3	4	5	6	7	8	9	10	09/30/2020	1219237
<input type="button" value="Edit"/>	A	GA-10	1-O	2	3	4	5	6	7	8	9	10	09/30/2020	1219237
	A	<a href="#">ID-11</a>	1-R	2	3	4	5	6	7	8	9	10	09/30/2020	1219237

\* Not available for use in NCCI products due to a priority error

1. URC provides the view and update capabilities to the current status of URC records for a policy and its associated unit reports by state.
    - a. States listed with a hyperlink (underline), when clicked on, will bring you directly to the associated unit in the **UDC** tool
  2. Policy Numbers listed with a hyperlink (underline) signify that a corresponding policy was received for the units. When selected, the link will bring you to the **Policy Data Collection** tool.
  3. Report Number Status section displays:
    - a. URC buckets available out to the 10th report for each state listed on the policy
    - b. Status Timing—initially only shows a number listed; as time progresses, you’ll see:
      - i. E—Expected: appears around the 15th month after the Policy Effective Date
      - ii. R—Received: after a unit is received
      - iii. R\*—Received but unusable: after unit is received with a Data Grade 5. This unit will remain unusable until the data grade has been cleared
      - iv. O—Overdue: around the 21st month
      - v. No letter—if after the due date, this typically means the unit has been deactivated
  4. State Status displays:
    - a. “D” for deactivated—NCCI is not expecting to receive a unit
    - b. “A” for active—NCCI is expecting to receive a unit
- If a policy contains monopolistic states or independent bureau states:
- i. Although we do not expect units, URC will display all states reported on the policy
  - ii. State Status will display as “Active”
  - iii. Report Number status will not show “E” or “O”; however, it will display an “R” if a unit is received
5. Edit function allows you to update the state status of the URC record



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### Editing URC Records

Clicking **Edit** from the main screen will open URC record for the state you select.

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Active	<a href="#">2021DNP1</a>	45856	05/01/2019	05/01/2020	DNP1 INC	010331967	913320700	1	09/30/2020	1219237
Active	<a href="#">2021DNP1</a>	45856	05/01/2018	05/01/2019	DNP1 INC	010331967	913320700	1	09/30/2020	1219237

State Status	State	Rpt Nbr - Status										Update Date	User ID
A	<a href="#">AL-01</a>	1-R	2-E	3	4	5	6	7	8	9	10	09/30/2020	1219237
D	AR-03	1	2	3	4	5	6	7	8	9	10	10/14/2020	1219237
A	<a href="#">AZ-02</a>	1-R*	2-E	3	4	5	6	7	8	9	10	09/30/2020	1219237
D	CO-05	1	2	3	4	5	6	7	8	9	10	09/30/2020	1219237
	GA-10	1-O	2	3	4	5	6	7	8	9	10	09/30/2020	1219237

This is where you can edit the record.

1. Select the dropdown
2. Select the letter representing the status you want to display
3. Select **Save** to capture your transaction

State Status	State	Rpt Nbr - Status										Update Date	User ID
A	<a href="#">AL-01</a>	1-R	2-E	3	4	5	6	7	8	9	10	09/30/2020	1219237
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	GA-10	1-O	2	3	4	5	6	7	8	9	10	09/30/2020	1219237



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Once complete, navigate back to the record to see your update applied.

1. State is now deactivated
2. Record is no longer outstanding

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Active	<a href="#">2021DNP1</a>	45856	05/01/2019	05/01/2020	DNP1 INC	010331967	913320700	1	10/11/2020	1219237
Active	<a href="#">2021DNP1</a>	45856	05/01/2018	05/01/2019	DNP1 INC	010331967	913320700	1	09/30/2020	1219237

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	<b>1</b>	GA-10	1	<b>2</b>	3	4	5	6	7	8	9	10	10/14/2020	1219237
	A	<a href="#">ID-11</a>	1-R	2	3	4	5	6	7	8	9	10	09/30/2020	1219237

**Reminder:** Updating State Level Status using the URC feature will not trigger a cancellation or a delete state transaction to the policy. Because the flow of updates is only one way, we recommend that changes are made to the policy.

### Interpreting Action Steps

In reviewing the URC records for this policy, current takeaway actions are:

1. Submit a 2nd report for Alabama
2. Submit a correction to the 1st report for Arizona and follow that up with the 2nd report

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Active	<a href="#">2021DNP1</a>	45856	05/01/2018	05/01/2019	DNP1 INC	010331967	913320700	1	09/30/2020	1219237

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### Recap

- The URC program is in place to:
  - Encourage the timely submission of units
  - Assist you in monitoring your data
- The program serves as a communication tool of expected, received, and overdue unit reports
- URC reports are available to assist you in determining what needs to be reported
- URC feature is here to assist you with monitoring and making updates to URC records