



DCI Data Collection Tool

User's Guide

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Overview

Data Overview—Detailed Claim Information (DCI)

- ❑ Detailed Claim Information (DCI) is a data collection program managed by NCCI, whereby insurance companies furnish specific information on workers compensation indemnity claims for NCCI and independent bureau states.
- ❑ Carriers are required to report all Death and Permanent Total disability claims along with a specified percentage of open and closed indemnity claims per state sampling ratio table.
- ❑ If indemnity benefits have been incurred or reserved as of loss valuation, the claim may be eligible for reporting.
- ❑ For NCCI states, the 18-month valuation report level must be sent to NCCI within 90 days after the valuation date. For Texas, the initial reporting occurs with the 6-month valuation report level.
- ❑ Subsequent valuations must take place every 12 months thereafter until the claim is closed, has reached the 138-month report level, or has been reclassified as:
 - Medical-only
 - Federal Act
 - Non-DCI jurisdiction state
- ❑ Error-Free and DCI reports containing default errors will be placed on the production database. Reports that reject continue to be expected and may be considered overdue.

DCI Process Flow

- ❑ DCI reports are submitted to NCCI.
- ❑ The claim records go through NCCI's editing process.
- ❑ DCI Submission Results Report is produced.
- ❑ DCI data that rejects remains in the staging database until the specific report is corrected and resubmitted, reaches 120 days from the submission date, or the carrier opts to delete the reject from the system.
- ❑ DCI data with default errors moves to the production database awaiting possible correction.
- ❑ **DCI Data Collection** displays both production data and rejected data.

DCI Data Collection

DCI Data Collection is a comprehensive Web-based tool used to easily search, view, and print claims with a Reported to Insurer Date of September 2009 and later. Subscribing to the update capabilities allows you to add, update, and delete DCI claims. Using the tool, you can also:

- ❑ Add subsequent valuation report levels for NCCI states and Texas
- ❑ Import DCI data files for processing
- ❑ Extract production data to update your source system
- ❑ Monitor your DCI submissions that have been accepted or rejected
- ❑ Access NCCI-Generated Reports and customize your own Data Reports

Additional benefits include:

- ❑ Available to NCCI affiliates at no charge via **ncci.com**
- ❑ Real-time processing of online submissions
- ❑ Electronic file of your transactions returned in a data file to your **Data Transfer via the Internet** mailbox for updating your database

DCI Data Collection—Logging In

- ❑ To access the **DCI Data Collection** tool, enter your **User ID** and **Password** (1) in the Login box. Check the **Remember me** box and click **Log In** (2).

Login

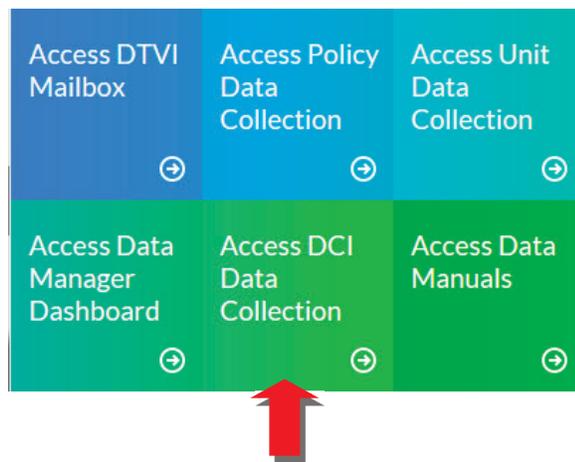
User ID 123456
[Forgot User ID?](#)

Password ●●●●●●●●
[Forgot Password?](#)

Remember me

[Login Assistance](#)

- ❑ From the Data Reporting page, you can select the task tile labeled **Access DCI Data Collection**.



- ❑ Alternatively, you can select the **DCI Data Collection** link from the Tools section on the Detailed Claim Information Data Reporting page.

DCI Data Collection—Home Page Features

- Once the **DCI Data Collection** link or task tile is selected, the main page displays.

The screenshot shows the DCI Data Collection home page. At the top left is the NCCI logo and the text "DCI Data Collection". To the right are links for "Search ncci.com", "Contact Us", "Log Out", and "My Profile". Below this is a navigation bar with "Manage My Data", "Tools and Information", and "About".

The main content area is divided into several sections, each with a numbered callout:

- 1** points to the **Timeliness** section, which contains a bar chart titled "First Valuations" showing data for Sep, Oct, Nov, and Dec. The chart compares "Expected Claims" (blue), "Claims Received On Time" (green), and "Estimated Outstanding Claims" (orange). Below the chart is a link: "Show Subsequent Valuations Data".
- 2** points to the **System Alerts and Information** section, which displays the message: "There are no system alerts at this time."
- 3** points to the **Latest Enhancements** section, which includes a date "As of 1/24/2017" and a list of enhancements: "Reporting performance for quality and timeliness", "Latest NCCI-generated DCI reports", and "Most recent five DCI-related circulars". A link "View Release Notes" is provided.
- 4** points to the **Quality Summary** section, which displays a "Reject Summary as of 2/6/2017 3:35:34 AM". It includes a table with columns for "Original Month Received", "Data Grade 9 (Total Claims Rejected)", and "Outstanding" (subdivided into "Rejected Edits" and "Rejected Claims").
- 5** points to the **Latest 5 NCCI-Generated DCI Reports** section, which is a table with columns for "Report Name", "Get Report", and "Report Generated Date/Time".
- 6** points to the **Latest 5 DCI Circulars** section, which is a table with columns for "Date", "Title", and "Number".

Each section displays information from other NCCI products for your Carrier Group:

- Timeliness (1) displays a Timeliness chart representing Expected Claims, Claims Received on Time, and Estimated Outstanding Claims.
 - You can toggle between First Valuations (default) and Subsequent Valuations by clicking the link in the bottom right of the Timeliness widget.
 - Clicking the title for this section will bring you to the **Data Manager Dashboard** tool.
- System Alerts and Information (2) provides up-to-the-minute information on system or processing issues.
- Latest Enhancements (3) displays the latest updates made to the tool.
 - View Release Notes provides a detailed description of the latest enhancements to the tool.
- Quality Summary (4) displays the Number of Outstanding Rejected Edits and Claims by month.
 - Clicking the title for this section will bring you to the **Data Manager Dashboard** tool.
- Latest 5 NCCI-Generated DCI Reports (5) displays the 5 most recent NCCI-Generated DCI reports.
 - Clicking the title for this section will bring you to the **Data Reports** feature.
- Latest 5 DCI Circulars (6) displays the 5 most recent DCI related circulars or FYIs released.
 - Clicking the title for this section will bring you to the Circulars.

DCI Data Collection—Manage My Data

The **DCI Data Collection** tool's **Manage My Data** menu option allows you to search and view Detailed Claim Information that is in NCCI's production and staging databases. If you signed up for the update capability, you can create new claims, enter subsequent and replacement claims, and update and resubmit rejected data.

Manage My Data Tools and Information

- Search
- Create
- Search Rejected and Saved Claims
- Import File
- File Tracking
- Data Extract
- Data Reports
- Data Quality Observations
- Carrier Information

This user's guide explains the functionality of each menu option.

The **Manage My Data** tab also allows you to:

- Import your DCI file through the tool (using the proper naming convention) to submit your data to production
- Track the status of your submissions to see whether they have been accepted or rejected
- Extract claim data from our database to update your systems or to create subsequent reports
- View NCCI-Generated Reports

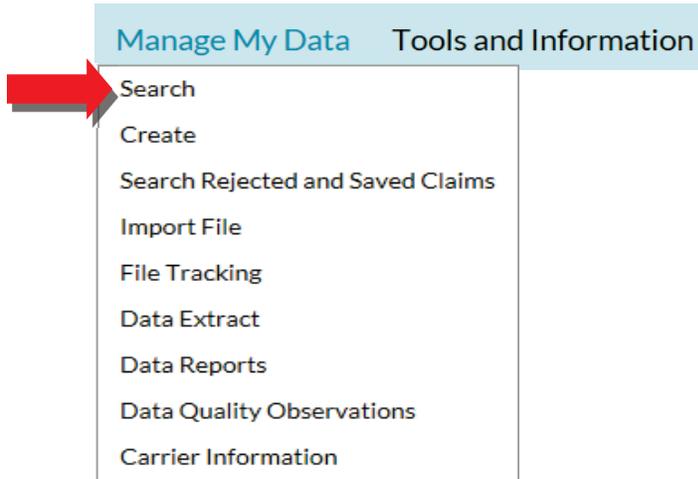
Manage My Data—Search

The Search option allows you to:

- Locate All Claims, Expected Claims, and Overdue Claims from NCCI's database
- View Claim Detail
- Create Subsequent Reports
- Create Replacement Reports
- Delete Claims
- Generate DCI Reports

Locating DCI Claims

- ❑ To locate claims in the **DCI Data Collection** tool, select **Search** from the **Manage My Data** drop-down menu.



- ❑ The following search screen displays.

A screenshot of the "DCI Data Collection" search interface. The page has a light blue header with the NCCI logo and the text "DCI Data Collection". Below the header is a navigation bar with "Manage My Data", "Tools and Information", and "About". The main content area is titled "Search Claims" and features a "Select Type of Search:" dropdown menu set to "All Claims". Below this is a search form with various filters: "Claim Number" (text input), "Reported To Insurer Date" (date range), "Coverage Provider ID" (dropdown), "Valuation Level" (dropdown set to "Latest"), "Jurisdiction State" (dropdown set to "All"), "Policy Number" (text input), "Claim Status" (dropdown set to "All"), "Edit Number" (text input), and "Submission ID" (text input). There are "Search" and "Reset" buttons at the bottom of the form. A "Hide Claim Filter" link is visible in the top right corner of the search area.

You have several options when performing a search from the search screen:

All Claims 

Select **All Claims** from the drop-down menu to view all claims within a selected search criteria with a Reported To Insurer Date (RTI) of September 2009 and later—including original, subsequent, and replacement reports—that have been accepted by NCCI.

Texas Note: Search includes all claims with an RTI Date of September 2010 and later.

Overdue Claims 

Select **Overdue Claims** from the drop-down menu to view subsequent reports that were due to NCCI but not received.

Expected Claims 

Select **Expected Claims** from the drop-down menu to view subsequent reports that are to be valued or are due to NCCI.

- ❑ To perform a general search, select **All Claims** from the drop-down menu.

- ❑ The Search Claims screen offers the following filter criteria:

- Claim Number
- Reported to Insurer Date (range)
- Coverage Provider ID
- Valuation Level
- Jurisdiction State
- Policy Number
- Claim Status
- Edit Number
- Submission ID

All Claims ▼

To search using **All Claims**, enter the Claim Number, Policy Number, or Reported to Insurer Date. Additional fields are optional.

- ❑ Enter your search criteria, such as **Claim Number** (see below), and click **Search**.

NCCI DCI Data Collection

Manage My Data Tools and Information About

Search Claims

Select Type of Search: All Claims

Hide Claim Filter

Search All Claims

Claim Number: DEPCLMS049

Reported To Insurer Date: [] [] [] To [] [] []

Coverage Provider ID: All

To view all Non-rejected Claims, select filter criteria and click on Search.

Valuation Level: Latest

Jurisdiction State: All

Policy Number: []

Claim Status: All

Edit Number: []

Submission ID: []

Search Reset

- ❑ Search results appear at the bottom of the screen.

NCCI DCI Data Collection

Search ncci.com

Contact Us Log Out My Profile

Manage My Data Tools and Information About

Search Claims

Select Type of Search: All Claims

Hide Claim Filter

Search All Claims

Claim Number: DEPCLMS049

Reported To Insurer Date: [] [] [] To [] [] []

Coverage Provider ID: All

To view all Non-rejected Claims, select filter criteria and click on Search.

Valuation Level: Latest

Jurisdiction State: All

Policy Number: []

Claim Status: All

Edit Number: []

Submission ID: []

Search Reset

Export details of selected claims to [] [] []

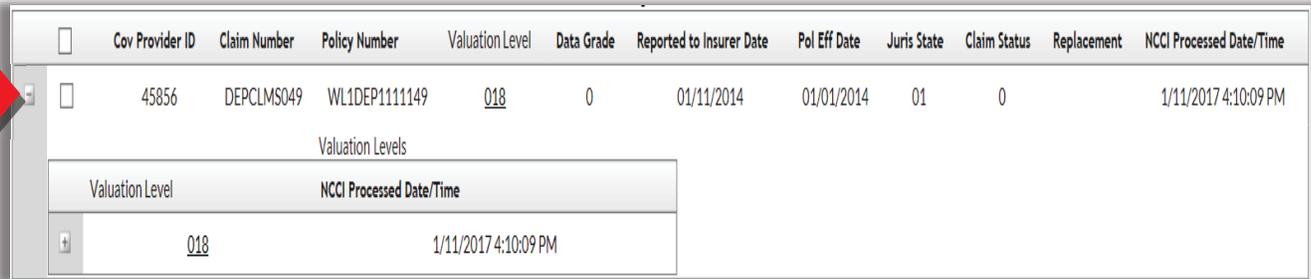
Export all rows to [] or [] or []

1 matching record(s) found.

<input type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Data Grade	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time
<input checked="" type="checkbox"/>	45856	DEPCLMS049	WL1DEP1111149	018	0	01/11/2014	01/01/2014	01	0		1/11/2017 4:10:09 PM

DCI Data Collection Tool User's Guide

- ❑ Click the plus sign (+) next to the **Cov Provider ID** to view all Valuation Levels received for a specific claim.



	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Data Grade	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time
	45856	DEPCLMS049	WL1DEP1111149	<u>018</u>	0	01/11/2014	01/01/2014	01	0		1/11/2017 4:10:09 PM

Valuation Levels

Valuation Level	NCCI Processed Date/Time
018	1/11/2017 4:10:09 PM

- ❑ To see details of a specific DCI claim valuation, click the underlined **Valuation Level** number.

Export details of selected claims to 

Export all rows to  or  or 

1 matching record(s) found.

	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Data Grade	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time
	45856	DEPCLMS049	WL1DEP1111149	<u>018</u>	0	01/11/2014	01/01/2014	01	0		1/11/2017 4:10:09 PM

- The following claim detail screen appears.

[Return to Search Results](#)

Errors

Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
No Errors					

General Claim Information

Link Data	Current Keys	Previous Keys	General Claim Information		Processing Information
Claim Number	DEPCLMS049		Accident Date	01/04/2014	Replacement
Policy Number	WL1DEP1111149		Accident State	01-AL	Data Grade
Coverage Provider ID	45856		Jurisdiction State	01-AL	NCCI Receive Date
Reported To Insurer Date	01/11/2014		Extraordinary Loss Event	N	NCCI Processed Date
Policy Effective Date	01/01/2014		Claim Status	0	Submission Type
Valuation Level	018		Closing Date		User ID
			View Replacement History		

Claimant & Employer Information

Claimant Information	Injury Description	Code	Loss Condition	Code	Claimant - Employer Information
Claimant Gender	Part of Body Code	31	Type of Claim	01	Impairment/Disability Percentage
Birth Year	Nature of Injury Code	59	Type of Loss	01	Impairment Percentage Basis Code
Hire Year	Cause of Injury Code	31	Type of Recovery	01	Pre-Injury/Average Weekly Wage Amount (\$)
Classification Code					Method of Determining Pre-Injury/Average Weekly Wage Code
Maximum Medical Improvement Date					Post Injury Weekly Wage Amount (\$)
Return to Work Same Rate of Pay					Claimant Has Attorney or Authorized Rep
Return to Work Date					Case is or Has Been Controverted/Disputed

Claim Expense & Payment Information

Lump Sum	Vocational Rehabilitation Amount Paid	Weekly Benefit	Incurred-Paid Aggregate Information
Benefits Covered Code Amount Paid (\$)	Evaluation Expenses (\$)	Benefit Type Amount Paid to Date (\$)	Incurred Indemnity Amount Total (\$)
05	Maintenance Benefits(\$)	8,000	25,000
1,000	Education Expenses (\$)	330	Incurred Medical Amount Total (\$)
	Other (\$)		15,000
			Recovery Reimbursement Amount (\$)
			0
			Total Paid Medical Amount (\$)
			Medical Payments Extinguished Based on Lump Sum Settlement
			Claimant Legal Amount Paid (\$)
			Employer Legal Amount Paid (\$)

Edits received for claim

General Claim Information

Claimant and Employer Information

Claim Expense and Payment Information

- ❑ When searching for Overdue Claims, a search filter is not required; however, using a filter will narrow your search results.
- ❑ To search for claims that were expected but not received by the due date to NCCI, select **Overdue Claims** from the drop-down menu.

- ❑ The Search Claims screen appears with the following **optional** filter criteria:
 - Reported to Insurer Date (range)
 - Coverage Provider ID
 - Valuation Level
 - Jurisdiction State
 - Months Overdue

- ❑ In this example, **Coverage Provider ID** is used for the search filter.

Manage My Data Tools and Information About

Search Claims

Select Type of Search: Overdue Claims Hide Claim Filter

Claim Filter

To view all Overdue Claims, select filter criteria and click on Search.

Reported To Insurer Date: To

Coverage Provider ID 45856 Valuation Level Latest

Jurisdiction State All Months Overdue All

Search Reset

- ❑ Search results appear at the bottom of the screen.

The **Months Overdue** column lets you know how many months overdue the claim is.

Export details of selected claims to  or  or 

Export all rows to  or  or 

83 matching record(s) found.

<input type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Months Overdue	Claim Rejected
<input type="checkbox"/>	13118	DEPCLMS028	WL1DEP1111128	030	<u>018</u>	01/11/2014	01/01/2014	12	4	
<input type="checkbox"/>	13118	DEPCLMS030	WL1DEP1111130	030	<u>018</u>	01/11/2014	01/01/2014	44	4	Y
<input type="checkbox"/>	13118	DEPCLMS033	WL1DEP1111133	030	<u>018</u>	01/11/2014	01/01/2014	24	4	
<input type="checkbox"/>	13118	DEPCLMS041	WL1DEP1111141	030	<u>018</u>	01/11/2014	01/01/2014	43	4	
<input type="checkbox"/>	13118	DEPLME161	WL1DEP2017161	030	<u>018</u>	02/15/2014	01/01/2014	09	3	
<input type="checkbox"/>	13118	DEPLME165	WL1DEP2017165	030	<u>018</u>	02/09/2014	01/01/2014	54	3	
<input type="checkbox"/>	13118	DEPLME113	WL1DEP2017113	030	<u>018</u>	03/11/2014	01/01/2014	03	2	
<input type="checkbox"/>	13118	DEPLME117	WL1DEP2017117	030	<u>018</u>	04/06/2014	01/01/2014	19	1	
<input type="checkbox"/>	13118	DEPLME121	WL1DEP2017121	030	<u>018</u>	04/10/2014	01/01/2014	11	1	

The **Claim Rejected** column lets you know if the claim is overdue because it rejected and needs to be updated and resubmitted.

- ❑ To search for claims that NCCI is expecting to receive, select **Expected Claims** from the drop-down menu.

The screenshot shows the 'Search Claims' interface. At the top, there's a navigation bar with 'Manage My Data', 'Tools and Information', and 'About'. The main heading is 'Search Claims'. Below it, there's a dropdown menu for 'Select Type of Search:' with 'Expected Claims' selected. To the right, a callout box shows a list of search options: 'All Claims', 'Overdue Claims', and 'Expected Claims' (which is highlighted). Below the dropdown is a 'Claim Filter' section. It includes a search dropdown set to 'All Claims Expected at NCCI', 'Reported To Insurer Date' fields, 'Coverage Provider ID' set to '45856', 'Valuation Level' set to 'Latest', and 'Jurisdiction State' set to 'All'. There are 'Search' and 'Reset' buttons. A callout box points to the 'Expected Claims' option in the dropdown menu.

- ❑ The Search Claims screen appears with the following **optional** filter criteria:
 - Reported to Insurer Date (range)
 - Coverage Provider ID
 - Valuation Level
 - Jurisdiction State

The Expected Search screen has an additional search filter drop-down menu:

Search **All Claims Expected at NCCI** ▼

This option allows you to search for all claims that are expected at NCCI (with various valuation and due dates).

Search **Claims Due within 3 months** ▼

This option allows you to search for all claims that have already been valued and are due to NCCI within three months.

Search **Claims Valued within 3 months** ▼

This option allows you to search for claims that will be valued within three months of the date you are in the tool.

- ❑ When searching for Expected Claims, a search filter is not required; however, using a filter will narrow your search results.

- ❑ In the following example, the search is performed by using Coverage Provider ID 45856.

The screenshot shows the 'Search Claims' interface. At the top right, there is a search bar with 'Search ncci.com' and a magnifying glass icon, and links for 'Contact Us', 'Log Out', and 'My Profile'. Below this is a navigation bar with 'Manage My Data', 'Tools and Information', and 'About'. The main section is titled 'Search Claims' and includes a 'Select Type of Search:' dropdown set to 'Expected Claims'. A 'Hide Claim Filter' link is visible. The 'Claim Filter' section contains several options: 'Search' set to 'All Claims Expected at NCCI', 'Reported To Insurer Date' with a date range selector, 'Coverage Provider ID' set to '45856' (highlighted with a red circle), 'Valuation Level' set to 'Latest', and 'Jurisdiction State' set to 'All'. 'Search' and 'Reset' buttons are at the bottom of the filter section.

- ❑ The following search results appear at the bottom of the search screen.

5 matching record(s) found.

<input type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Report Due	Report Valued
<input type="checkbox"/>	13118	DEPLME169	WL1DEP2017169	030	018	08/13/2014	01/01/2014	10	05/2017	02/2017
<input type="checkbox"/>	16962	DEPLME166	WL1DEP2017166	030	018	08/10/2014	01/01/2014	44	05/2017	02/2017
<input type="checkbox"/>	40743	DEPLME164	WL1DEP2017164	030	018	08/08/2014	01/01/2014	54	05/2017	02/2017
<input type="checkbox"/>	45856	DEPLME163	WL1DEP2017163	030	018	08/07/2014	01/01/2014	03	05/2017	02/2017
<input type="checkbox"/>	45856	DEPLME167	WL1DEP2017167	030	018	08/11/2014	01/01/2014	28	05/2017	02/2017

The **Report Due** column lets you know what month the report is due.

Valuation Level Due is the valuation level NCCI is expecting to receive.

The **Report Valued** column lets you know what month the claim should be valued.

Regardless of the type of search selected, once you are at the DCI Claim Detail screen, you have the option of being able to create a subsequent, create a replacement, or delete a claim.

Create Subsequent

Create Replacement

Delete

Creating a Subsequent Report

- To create a subsequent report, click **Create Subsequent**.

[Return to Search Results](#)

Create Subsequent **Create Replacement** **Delete**

Errors

Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
No Errors					

General Claim Information

Link Data	Current Keys	Previous Keys	General Claim Information		Processing Information	
Claim Number	DEPLME169		Accident Date	08/10/2014	Replacement	
Policy Number	WL1DEP2017169		Accident State	09-FL	Data Grade	0
Coverage Provider ID	13118		Jurisdiction State	10-GA	NCCI Receive Date	01/12/2017
Reported To Insurer Date	08/13/2014		Extraordinary Loss Event	N	NCCI Processed Date	01/12/2017
Policy Effective Date	01/01/2014		Claim Status	0	Submission Type	DD
Valuation Level	018		Closing Date		User ID	1219238
			View Replacement History			

Claimant & Employer Information

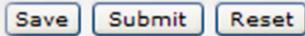
Claimant Information		Injury Description		Loss Condition		Claimant - Employer Information	
Field	Value	Description	Code	Description	Code	Field	Value
Claimant Gender	1	Part of Body Code	31	Type of Claim	01	Impairment/Disability Percentage	0
Birth Year	1975	Nature of Injury Code	59	Type of Loss	01	Impairment Percentage Basis Code	0
Hire Year	2002	Cause of Injury Code	31	Type of Recovery	01	Pre-Injury/Average Weekly Wage Amount (\$)	500
Classification Code	2121					Method of Determining Pre-Injury/Average Weekly Wage Code	1
Maximum Medical Improvement Date						Post Injury Weekly Wage Amount (\$)	0
Return to Work Same Rate of Pay						Claimant Has Attorney or Authorized Rep	N
Return to Work Date						Case is or Has Been Controverted/Disputed	N

Claim Expense & Payment Information

Lump Sum		Vocational Rehabilitation Amount Paid		Weekly Benefit			Incurred-Paid Aggregate Information	
Field	Value	Field	Value	Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)	Field	Value
Benefits Covered Code		Evaluation Expenses (\$)	0	05	20,000	400	Incurred Indemnity Amount Total (\$)	50,000
Amount Paid (\$)		Maintenance Benefits (\$)	0				Incurred Medical Amount Total (\$)	17,500
		Education Expenses (\$)	0				Recovery Reimbursement Amount (\$)	0
		Other (\$)	0				Total Paid Medical Amount (\$)	7,500
							Medical Payments Extinguished Based on Lump Sum Settlement	
							Claimant Legal Amount Paid (\$)	0
							Employer Legal Amount Paid (\$)	0

- ❑ Ensure that all fields are valued correctly and select **Submit**.

Once you've entered your subsequent claim information, you have three options:



If you are unable to submit the claim immediately, you can **Save** your work for up to 7 calendar days.

Once you've completed all of your updates, you can **Submit** your claim to production.

To clear all of your changes, you can **Reset** the page and start over.

If you choose to save your entry, the following message appears:



If you submit a claim that has been rejected in our database, the following message appears:



[Return to Search Results](#)



If you select **Yes**, a screen to update the rejected fields displays.

If you select **No**, the claim displays.

Creating a Replacement Report

- To create a replacement report, click **Create Replacement**.

[Return to Search Results](#)



Errors					
Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
No Errors					

General Claim Information

Link Data	Current Keys	Previous Keys
Claim Number	DEPCLME169	
Policy Number	WL1DEP2017169	
Coverage Provider ID	13118	
Reported To Insurer Date	08/13/2014	
Policy Effective Date	01/01/2014	
Valuation Level	018	

General Claim Information	
Accident Date	08/10/2014
Accident State	09-FL
Jurisdiction State	10-GA
Extraordinary Loss Event	N
Claim Status	0
Closing Date	

Processing Information	
Replacement	
Data Grade	0
NCCI Receive Date	01/12/2017
NCCI Processed Date	01/12/2017
Submission Type	DD
User ID	1219238
View Replacement History	

Claimant & Employer Information

Claimant Information	Injury Description	Code	Loss Condition	Code	Claimant - Employer Information
Claimant Gender	Part of Body Code	31	Type of Claim	01	Impairment/Disability Percentage
Birth Year	Nature of Injury Code	59	Type of Loss	01	Impairment Percentage Basis Code
Hire Year	Cause of Injury Code	31	Type of Recovery	01	Pre-Injury/Average Weekly Wage Amount (\$)
Classification Code					Method of Determining Pre-Injury/Average Weekly Wage Code
Maximum Medical Improvement Date					Post Injury Weekly Wage Amount (\$)
Return to Work Same Rate of Pay					Claimant Has Attorney or Authorized Rep
Return to Work Date					Case is or Has Been Controverted/Disputed

Claim Expense & Payment Information

Lump Sum	Vocational Rehabilitation Amount Paid	Weekly Benefit	Incurred-Paid Aggregate Information
Benefits Covered Code Amount Paid (\$)	Evaluation Expenses (\$)	Benefit Type Amount Paid to Date (\$)	Incurred Indemnity Amount Total (\$)
	Maintenance Benefits(\$)	05	50,000
	Education Expenses (\$)	20,000	17,500
	Other (\$)	400	0
			Recovery Reimbursement Amount (\$)
			0
			Total Paid Medical Amount (\$)
			7,500
			Medical Payments Extinguished
			Based on Lump Sum Settlement
			Claimant Legal Amount Paid (\$)
			0
			Employer Legal Amount Paid (\$)
			0

DCI Data Collection Tool User's Guide

- ❑ The Replacement Report template displays with certain fields prepopulated from the previous claim screen.

[Return to Search Results](#)

Save Submit Reset

Errors																																																																																																																										
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Replacement "R" indicator is auto-populated.

Valuation level remains the same.

Required fields to complete the following types of replacement transactions:

- **Key Field Replacements**—Enter the new current key(s); previous keys are auto-populated
- **Non-Key Field Replacements**—Enter all fields that are changing

- ❑ Once all updates are complete, click **Submit**.

Deleting a Claim

- To delete a claim, click **Delete**.

[Return to Search Results](#)



Errors																																																								
Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description																																																			
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- The following pop-up window displays:

Link Data	Valuation Data
Claim Number	DEPCLME169
Policy Number	WL1DEP2017169
Coverage Provider ID	13118
Reported To Insurer Date	8/13/2014
Policy Effective Date	1/1/2014
Valuation Level	018

Warning: You are about to delete this claim. Deleted claims will remove all of this claim's valuation level reports on NCCI's database.

This claim has **1** valuation levels reported.
Do you want to continue?

- If you choose to continue, the following pop-up window will appear requesting a reason for the deletion:

Link Data	Valuation Data
Claim Number	DEPCLME169
Policy Number	WL1DEP2017169
Coverage Provider ID	13118
Reported To Insurer Date	8/13/2014
Policy Effective Date	1/1/2014
Valuation Level	018

Please enter a reason for deleting the claim.

Once you've entered a reason for deletion, click **Delete**.

Caution: Be careful using the delete transaction!

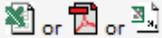
When you submit a delete transaction, you are not simply deleting the specific valuation level; you are actually deleting the **entire** claim (all valuation levels) from our database.

Generating a Report

- ❑ This function allows you to generate the following types of reports at your convenience:
 - DCI Reject Report
 - DCI Expected Subsequents Report
 - DCI Overdue Subsequents Report
 - DCI Saved Claims Report
 - Claim Detail image
 - Customized reports for specific claim criteria

Reports are available in the following formats: Adobe® PDF, Microsoft® Excel, and CSV

Each search gives you the option to:

- Export details of an individual claim to a PDF: 
- Export a list of all claim rows to Microsoft® Excel, PDF, or CSV: 

- ❑ The steps for generating a report are the same from any search results screen. In the example below, an Overdue Report in all three formats is generated.
- ❑ Enter your search criteria and click **Search** (in this example, Coverage Provider ID 45856 was selected).



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[Manage My Data](#) [Tools and Information](#) [About](#)

Search Claims

Select Type of Search: Hide Claim Filter

Search Overdue Claims

Reported To Insurer Date To Coverage Provider ID Valuation Level

To view all Overdue Claims, select filter criteria and click on Search.

Jurisdiction State Months Overdue

Once your results are present, select which format you'd like to use to export your report.



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Search Claims

Select Type of Search: Overdue Claims

Search Overdue Claims

To view all Overdue Claims, select filter criteria and click on Search.

Export details of selected claims to [PDF icon]

Export all rows to [Excel icon] or [PDF icon] or [Word icon]

Valuation Level: Latest

Search Reset

Export details of selected claims to [PDF icon]
Export all rows to [Excel icon] or [PDF icon] or [Word icon]

83 matching record(s) found.

<input type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Months Overdue	Claim Rejected
<input type="checkbox"/>	13118	DEPLCMS028	WL1DEP1111128	030	018	01/11/2014	01/01/2014	12	4	
<input type="checkbox"/>	13118	DEPLCMS030	WL1DEP1111130	030	018	01/11/2014	01/01/2014	44	4	Y
<input type="checkbox"/>	13118	DEPLCMS033	WL1DEP1111133	030	018	01/11/2014	01/01/2014	24	4	
<input type="checkbox"/>	13118	DEPLCMS041	WL1DEP1111141	030	018	01/11/2014	01/01/2014	43	4	
<input type="checkbox"/>	13118	DEPLME161	WL1DEP2017161	030	018	02/15/2014	01/01/2014	09	3	
<input type="checkbox"/>	13118	DEPLME165	WL1DEP2017165	030	018	02/09/2014	01/01/2014	54	3	
<input type="checkbox"/>	13118	DEPLME113	WL1DEP2017113	030	018	03/11/2014	01/01/2014	03	2	
<input type="checkbox"/>	13118	DEPLME117	WL1DEP2017117	030	018	04/06/2014	01/01/2014	19	1	
<input type="checkbox"/>	13118	DEPLME121	WL1DEP2017121	030	018	04/10/2014	01/01/2014	11	1	

Tip:

To sort your results, click the header name that you want to sort by:

- Click once to sort in ascending order
- Click twice to sort in descending order
- Click a third time to go back to the original order

- To export all rows on the screen to a PDF, select the PDF option from the second row.

Export details of selected claims to [PDF icon]

Export all rows to [Excel icon] or [PDF icon] or [Word icon]

- ❑ The following is an example of the report exported as a PDF.

Date: 02/06/2017
Time: 12:44:05

National Council on Compensation Insurance, Inc.
Coverage Provider Group ID: 45856-NCCI TRAINING COMPANY

Page: 1

Search Results Report
Detailed Claim Information Overdue Subsequents Report

Report Summary

Group ID 45856-NCCI TRAINING COMPANY

Total Number of Overdue Subsequents: 83

Included Coverage Providers for Group

Total Number of Overdue Subsequents for Coverage Provider ID 13118:	9
Total Number of Overdue Subsequents for Coverage Provider ID 16962:	8
Total Number of Overdue Subsequents for Coverage Provider ID 40743:	15
Total Number of Overdue Subsequents for Coverage Provider ID 45856:	51

← Cover page

Benefits:
Provides summary results and print image.

Date: 02/06/2017
Time: 12:44:05

National Council on Compensation Insurance, Inc.
Coverage Provider Group ID: 45856-NCCI TRAINING COMPANY

Page: 2

Search Results Report
Detailed Claim Information Overdue Subsequents Report

Coverage Provider ID 13118

Coverage Provider ID	Claim Number	Valuation Level Due	Reported To Insurer Date	Policy Number	Jurisdiction State	Number of Months Overdue	Claim Rejected
13118	DEPCLMS028	018	01/11/2014	WL1DEP1111128	12-IL	4	
13118	DEPCLMS030	018	01/11/2014	WL1DEP1111130	44-VT	4	Y
13118	DEPCLMS033	018	01/11/2014	WL1DEP1111133	24-MO	4	
13118	DEPCLMS041	018	01/11/2014	WL1DEP1111141	43-UT	4	
13118	DEPCLME161	018	02/15/2014	WL1DEP2017161	09-FL	3	
13118	DEPCLME165	018	02/09/2014	WL1DEP2017165	54-AK	3	
13118	DEPCLME113	018	03/11/2014	WL1DEP2017113	03-AR	2	
13118	DEPCLME117	018	04/06/2014	WL1DEP2017117	19-MD	1	
13118	DEPCLME121	018	04/10/2014	WL1DEP2017121	11-ID	1	

Total Number of Overdue Subsequents for Coverage Provider ID 13118: 9

← Report details

DCI Data Collection Tool User's Guide

- The following is an example of the report being exported as a Microsoft® Excel spreadsheet.

Date: 02/06/2017	National Council on Compensation Insurance, Inc.							
Time: 12:51:10	Coverage Provider Group ID: 45856-NCCI TRAINING COMPANY							
Search Results Report	Detailed Claim Information Overdue Subsequents Report							
Coverage Provider ID	Claim Number	Valuation Level	Reported To Insurer Date	Policy Number	Jurisdiction	Number of	Claim Rejected	
		Due			State	Months Overdue		
13118	DEPCLMS028	30	01/11/2014	WL1DEP1111128	12-IL	4		
13118	DEPCLMS030	30	01/11/2014	WL1DEP1111130	44-VT	4	Y	
13118	DEPCLMS033	30	01/11/2014	WL1DEP1111133	24-MO	4		
13118	DEPCLMS041	30	01/11/2014	WL1DEP1111141	43-UT	4		
13118	DEPCLME161	30	02/15/2014	WL1DEP2017161	09-FL	3		
13118	DEPCLME165	30	02/09/2014	WL1DEP2017165	54-AK	3		
13118	DEPCLME113	30	03/11/2014	WL1DEP2017113	03-AR	2		
13118	DEPCLME117	30	04/06/2014	WL1DEP2017117	19-MD	1		
13118	DEPCLME121	30	04/10/2014	WL1DEP2017121	11-ID	1		
16962	DEPCLMS002	30	01/11/2014	WL1DEP1111102	26-NE	4		
16962	DEPCLMS012	30	01/11/2014	WL1DEP1111112	48-WI	4		
16962	DEPCLMS015	30	01/11/2014	WL1DEP1111115	20-MA	4		
16962	DEPCLMS022	30	01/11/2014	WL1DEP1111122	14-IA	4		
16962	DEPCLMS039	30	01/11/2014	WL1DEP1111139	18-ME	4		
16962	DEPCLME114	30	03/11/2014	WL1DEP2017114	27-NV	2		
16962	DEPCLME118	30	04/07/2014	WL1DEP2017118	08-DC	1		
16962	DEPCLME122	30	04/11/2014	WL1DEP2017122	12-IL	1		
40743	DEPCLMS009	30	01/11/2014	WL1DEP1111109	17-LA	4		
40743	DEPCLMS010	30	01/11/2014	WL1DEP1111110	29-NJ	4		
40743	DEPCLMS019	30	01/11/2014	WL1DEP1111119	05-CO	4		

Benefits:
Provides sorting and filtering capabilities.

- The following is an example of the report being exported as a CSV file.

National Council on Compensation Insurance, Inc.							
Coverage Provider Group ID: 45856-NCCI TRAINING COMPANY							
Detailed Claim Information Overdue Subsequents Report							
Coverage Provider ID	Claim Number	Valuation Level Due	Reported To Insurer Date	Policy Number	Jurisdiction State	Number of Months Overdue	Claim Rejected
13118	DEPCLMS028	30	1/11/2014	WL1DEP1111128	12-IL	4	
13118	DEPCLMS030	30	1/11/2014	WL1DEP1111130	44-VT	4	Y
13118	DEPCLMS033	30	1/11/2014	WL1DEP1111133	24-MO	4	
13118	DEPCLMS041	30	1/11/2014	WL1DEP1111141	43-UT	4	
13118	DEPCLME161	30	2/15/2014	WL1DEP2017161	09-FL	3	
13118	DEPCLME165	30	2/9/2014	WL1DEP2017165	54-AK	3	
13118	DEPCLME113	30	3/11/2014	WL1DEP2017113	03-AR	2	
13118	DEPCLME117	30	4/6/2014	WL1DEP2017117	19-MD	1	
13118	DEPCLME121	30	4/10/2014	WL1DEP2017121	11-ID	1	
16962	DEPCLMS002	30	1/11/2014	WL1DEP1111102	26-NE	4	
16962	DEPCLMS012	30	1/11/2014	WL1DEP1111112	48-WI	4	
16962	DEPCLMS015	30	1/11/2014	WL1DEP1111115	20-MA	4	
16962	DEPCLMS022	30	1/11/2014	WL1DEP1111122	14-IA	4	
16962	DEPCLMS039	30	1/11/2014	WL1DEP1111139	18-ME	4	
16962	DEPCLME114	30	3/11/2014	WL1DEP2017114	27-NV	2	
16962	DEPCLME118	30	4/7/2014	WL1DEP2017118	08-DC	1	
16962	DEPCLME122	30	4/11/2014	WL1DEP2017122	12-IL	1	
40743	DEPCLMS009	30	1/11/2014	WL1DEP1111109	17-LA	4	

Benefits:
Can be uploaded into your system.

- ❑ You can export the details of a claim from any search results screen.
- ❑ For this example, Coverage Provider ID 45856 was selected with a Reported To Insurer Date (RTI) range of 01/01/2014 to 01/31/2014.

- ❑ To export details of a particular claim, place a check mark next to the claim and select the Adobe® PDF icon.



31 matching record(s) found.

	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Data Grade	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time
<input type="checkbox"/>	13118	DEPCLMS056	WL1DEP1111156	<u>030</u>	0	01/09/2014	01/01/2014	24	0	R	1/13/2017 11:39:28 AM
<input checked="" type="checkbox"/>	13118	DEPCLMS041	WL1DEP1111141	<u>018</u>	0	01/11/2014	01/01/2014	43	0		1/11/2017 4:10:09 PM

- ❑ The print image of the detail screen for the claim appears.

Claim Detail Information

General Claim Information

Link Data	Current Keys	Previous Keys
Claim Number	DEPCLMS041	
Policy Number	WL1DEP1111141	
Coverage Provider ID	13118	
Reported To Insurer Date	01/11/2014	
Policy Effective Date	01/01/2014	
Valuation Level Code	018	

General Claim Information	
Accident Date	01/04/2014
Accident State	43-UT
Jurisdiction State	43-UT
Extraordinary Loss Event	N
Claim Status	0
Closing Date	
Not Applicable	

Processing Information	
Replacement	
Data Grade	0
NCCI Received Date	01/11/2017
NCCI Processed Date	01/11/2017
Submission Type	PD
User ID	1219238

Claimant and Employer Information

Claimant Information	
Claimant Gender	1
Birth Year	1970
Hire Year	2000
Not Applicable	
Classification Code	8810
Maximum Medical Improvement Date	
Return To Work Same Rate of Pay	
Return To Work Date	

Injury Description	Code
Part of Body	31
Nature of Injury	59
Cause of Injury	31

Loss Condition	Code
Type of Claim	01
Type of Loss	01
Type of Recovery	01

Claimant - Employer Information	
Not Applicable	
Impairment/Disability Percentage	0
Impairment Percentage Basis	
Pre-Injury/Average Weekly Wage Amount	500
Method of Determining Pre-Inj/Avg Wkly Wage	1
Post Injury Weekly Wage Amount	0
Claimant Has Attorney or Authorized Rep	N
Case Is or Has Been Controverted/Disputed	N

Claim Expense & Payment Information

Lump Sum	
Benefits Covered Code	Amount Paid
5	1,000

Vocational Rehabilitation	Amount Paid
Evaluation Expenses	0
Maintenance Benefits	0
Education Expenses	0
Other	0

Weekly Benefit		
Benefit Type	Amount Paid To Date	Weekly Amount
5	8,000	330

Incurred-Paid Aggregate Information	
Incurred Indemnity Amount	25,000
Incurred Medical Amount	15,000
Recovery Reimbursement Amount	0
Total Paid Medical Amount	0
Medical Payments Extinguished Based On Lump Sum Settlement	N
Claimant Legal Amount Paid	0
Employer Legal Amount Paid	0
Not Applicable	
Not Applicable	
Not Applicable	

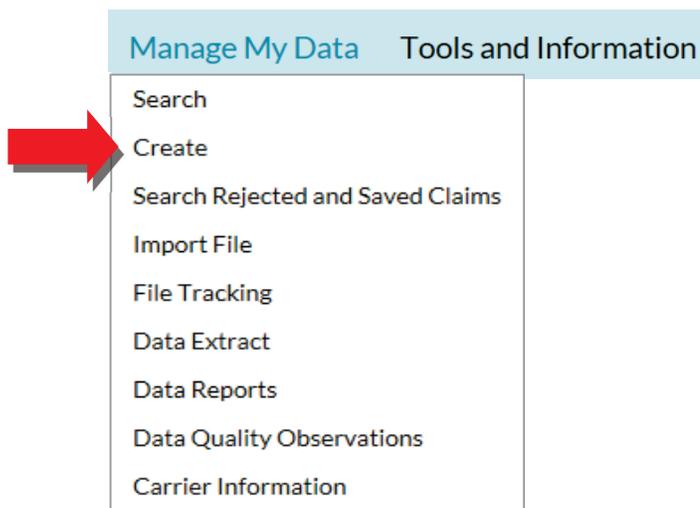
Manage My Data—Create

With update capability, you can use the **Create** option from the *DCI Data Collection* tool's menu to enter an original 18-month valuation claim into NCCI's production database. For Texas claims, you can enter an original 6-month valuation claim.

Once an 18-month (or 6-month) valuation report (original, updated, or replaced) is in the database for a particular claim, a subsequent report can be submitted via that valuation report level.

Creating DCI Claims

- ❑ To create a claim in the *DCI Data Collection* tool, select **Create** from the **Manage My Data** drop-down menu.



- ❑ The following screen displays.

A screenshot of a web application's "Link Data" form. The form is titled "Link Data" and "Current Keys". It contains several input fields: Claim Number, Policy Number, Coverage Provider ID (with a dropdown arrow), Reported To Insurer Date, Policy Effective Date, and Valuation Level (with a dropdown arrow showing "018"). There are "Next" and "Reset" buttons at the bottom of the form. The form is set against a light blue background with a navigation bar at the top containing "Manage My Data", "Tools and Information", and "About".

- ❑ In the open fields under **Current Keys**, enter the link data for the claim and click **Next**.

Manage My Data Tools and Information About

[Return to Search Results](#)

General Claim Information

Link Data	Current Keys
Claim Number	EXCLAIM1
Policy Number	CLAIMEX1
Coverage Provider ID	45856
Reported To Insurer Date	10/01/2014
Policy Effective Date	01/01/2014
Valuation Level	018

Next Reset

You must enter the month and day as two-digit fields.

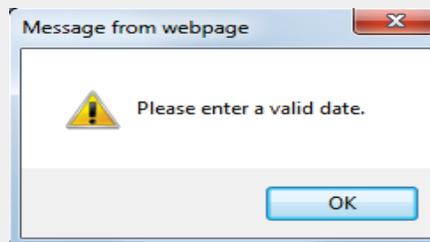
The year may be entered with either two or four digits.

Points to Remember:

Date fields are strictly numeric and should not include dashes (-) or slashes (/). The tool automatically updates the date field when either of those marks is used.

Reported To Insurer Date	<input type="text"/>
Policy Effective Date	<input type="text"/>

Entering the data incorrectly displays the following error message:



The default value for the **Valuation Level** field is 018. If you are entering a Texas claim, be sure to change the valuation level from 018 to 06.

Valuation Level	018
-----------------	-----

The following claim detail screen displays for data entry:



DCI Data Collection

Search

[Contact Us](#) [Log Out](#) [My Profile](#) ▾

[Manage My Data](#) [Tools and Information](#) [About](#)

[Return to Search Results](#)

Errors																																																							
Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description																																																		
No Errors																																																							
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<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Link Data</th> <th>Current Keys</th> <th>Previous Keys</th> </tr> </thead> <tbody> <tr> <td>Claim Number</td> <td>EXCLAIM1</td> <td></td> </tr> <tr> <td>Policy Number</td> <td>CLAIMEX1</td> <td></td> </tr> <tr> <td>Coverage Provider ID</td> <td>45856 ▾</td> <td></td> </tr> <tr> <td>Reported To Insurer Date</td> <td>10/01/2014</td> <td></td> </tr> <tr> <td>Policy Effective Date</td> <td>01/01/2014</td> <td></td> </tr> <tr> <td>Valuation Level</td> <td>018</td> <td></td> </tr> </tbody> </table>		Link Data	Current Keys	Previous Keys	Claim Number	EXCLAIM1		Policy Number	CLAIMEX1		Coverage Provider ID	45856 ▾		Reported To Insurer Date	10/01/2014		Policy Effective Date	01/01/2014		Valuation Level	018		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">General Claim Information</th> </tr> </thead> <tbody> <tr> <td>Accident Date</td> <td>00/00/0000</td> </tr> <tr> <td>Accident State</td> <td>▾</td> </tr> <tr> <td>Jurisdiction State</td> <td>▾</td> </tr> <tr> <td>Extraordinary Loss Event</td> <td>▾</td> </tr> <tr> <td>Claim Status</td> <td>▾</td> </tr> <tr> <td>Closing Date</td> <td>00/00/0000</td> </tr> </tbody> </table>		General Claim Information		Accident Date	00/00/0000	Accident State	▾	Jurisdiction State	▾	Extraordinary Loss Event	▾	Claim Status	▾	Closing Date	00/00/0000	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Processing Information</th> </tr> </thead> <tbody> <tr> <td>Replacement</td> <td>▾</td> </tr> <tr> <td>Data Grade</td> <td>0</td> </tr> <tr> <td>NCCI Receive Date</td> <td></td> </tr> <tr> <td>NCCI Processed Date</td> <td></td> </tr> <tr> <td>Submission Type</td> <td>DD</td> </tr> <tr> <td>User ID</td> <td>1219237</td> </tr> </tbody> </table>		Processing Information		Replacement	▾	Data Grade	0	NCCI Receive Date		NCCI Processed Date		Submission Type	DD	User ID	1219237	
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- ❑ Enter the necessary information in the **General Claim Information** section.

General Claim Information		
Link Data	Current Keys	Previous Keys
Claim Number	EXCLAIM1	
Policy Number	CLAIMEX1	
Coverage Provider ID	45856 ▾	
Reported To Insurer Date	10/01/2014	
Policy Effective Date	01/01/2014	
Valuation Level	018	

General Claim Information	
Accident Date	10/01/2014
Accident State	10-GA ▾
Jurisdiction State	10-GA ▾
Extraordinary Loss Event	N ▾
Claim Status	0 ▾
Closing Date	00/00/0000

Processing Information	
Replacement	▾
Data Grade	0
NCCI Receive Date	
NCCI Processed Date	
Submission Type	DD
User ID	1219237

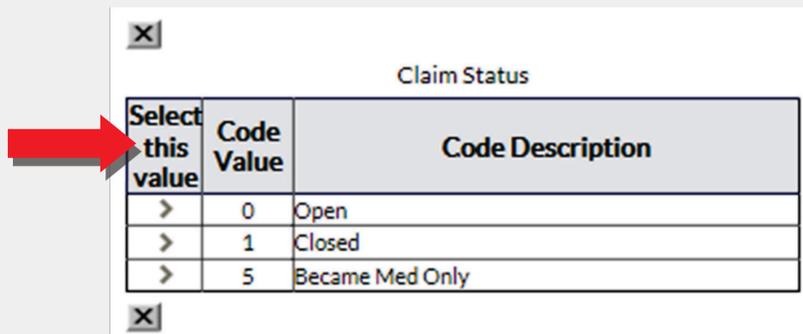
Helpful Hints When Entering:

Accident Date and Closing Date—These fields are automatically defaulted to 00/00/0000. When updating this field, remember to omit dashes from the date:

Example: Accident Date x

Drop-down menu—Contains the code values for each of the fields for you to choose from.

Look-up information icon ⓘ—Displays a pop-up window of the Look-Up Table with a description of the code value. To select your choice, click the arrow in the **Select this value** column next to the applicable value.



- Enter the necessary information in the **Claimant & Employer Information** section.

Claimant & Employer Information			
Claimant Information	Injury Description Code	Loss Condition Code	Claimant - Employer Information
Claimant Gender	1	Type of Claim	Impairment/Disability Percentage
Birth Year	31	Type of Loss	Impairment Percentage Basis Code
Hire Year	59	Type of Recovery	Pre-Injury/Average Weekly Wage Amount (\$)
Classification Code	27		Method of Determining Pre-Injury/Average Weekly Wage Code
Maximum Medical Improvement Date			Post Injury Weekly Wage Amount (\$)
Return to Work Same Rate of Pay			Claimant Has Attorney or Authorized Rep
Return to Work Date			Case is or Has Been Controverted/Disputed

Helpful Hints When Entering:

Fields with values that have been defaulted to zero should be updated as necessary. (In some cases, you may not have a value to enter here.)

If the Jurisdiction State is Texas, this section will display additional Texas-only fields to be populated.

Claimant & Employer Information			
Claimant Information	Injury Description Code	Loss Condition Code	Claimant - Employer Information
Claimant Gender	31	Type of Claim	Employer FEIN
Birth Year	59	Type of Loss	Impairment/Disability Percentage
Hire Year	27	Type of Recovery	Impairment Percentage Basis Code
Employee SSN			Pre-Injury/Average Weekly Wage Amount (\$)
Classification Code			Method of Determining Pre-Injury/Average Weekly Wage Code
Maximum Medical Improvement Date			Post Injury Weekly Wage Amount (\$)
Return to Work Same Rate of Pay			Claimant Has Attorney or Authorized Rep
Return to Work Date			Case is or Has Been Controverted/Disputed

- Enter the necessary information in the **Claim Expense & Payment Information** section.

Claim Expense & Payment Information										
Lump Sum		Vocational Rehabilitation Amount Paid		Weekly Benefit			Incurred-Paid Aggregate Information			
Benefits Covered Code	Amount Paid (\$)	Evaluation Expenses (\$)	Maintenance Benefits (\$)	Education Expenses (\$)	Other (\$)	Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)		
00	0	0	0	0	0	02	0	0	Incurring Indemnity Amount Total (\$)	49000
									Incurring Medical Amount Total (\$)	0
									Recovery Reimbursement Amount (\$)	0
									Total Paid Medical Amount (\$)	0
									Medical Payments Extinguished Based on Lump Sum Settlement	N
									Claimant Legal Amount Paid (\$)	0
									Employer Legal Amount Paid (\$)	0

To add additional **Lump Sum Settlement** and **Weekly Benefit** codes and amounts, click the plus sign (+).

Helpful Hints:

Fields with values that have been defaulted to zero should be updated as necessary. (In some cases, you may not have a value to enter here.)

If the Jurisdiction State is Texas, the fields in this section will display differently, with additional fields to be populated.

Claim Expense & Payment Information										
Lump Sum		Vocational Rehabilitation Amount Paid		Weekly Benefit			Incurred-Paid Aggregate Information			
Benefits Covered Code	Amount Paid (\$)	Evaluation Expenses (\$)	Maintenance Benefits (\$)	Education Expenses (\$)	Other (\$)	Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)		
00	0	0	0	0	0	02	0	0	Incurring Indemnity Amount Total (\$)	49000
									Incurring Medical Amount Total (\$)	0
									Recovery Reimbursement Amount (\$)	0
									Total Paid Medical Amount (\$)	0
									Claimant Legal Amount Paid (\$)	0
									Employer Legal Amount Paid (\$)	0
									Date of First Payment	00/00/0000
									Hospital Costs Amount Paid (\$)	0
									Total Payments To Physicians (\$)	0

After all of the necessary information has been entered, click **Submit**.



- ❑ If there are any default errors, or if this claim rejected, they would appear at the top of your screen under the following section.

Errors					
Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
No Errors					

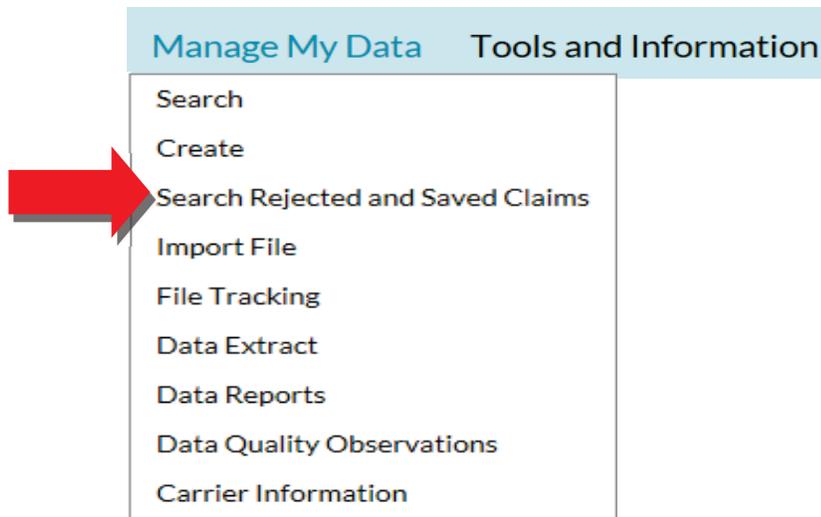
Note:

If you find that you are not able to submit the data at the time of entering it into the tool, you always have the option to save your information and return within seven calendar days to submit it.

Manage My Data—Search Rejected and Saved Claims

You can use the **Search Rejected and Saved Claims** option from the *DCI Data Collection* tool's menu to search for claims that either rejected or were saved but not submitted.

- ❑ To access these claims, go to **Manage My Data** and select the **Search Rejected and Saved Claims** option from the drop-down menu.



- ❑ The following screen displays.

A screenshot of the 'Search Rejected and Saved Claims' interface. The page header includes the NCCI logo and 'DCI Data Collection'. The navigation bar shows 'Manage My Data', 'Tools and Information', and 'About'. The main heading is 'Search Rejected and Saved Claims'. Below the heading, there is a 'Select Type of Search:' dropdown menu set to 'All Rejected and Saved Claims'. A 'Hide Claim Filter' link is visible on the right. The search area is titled 'Search All Rejected and Saved Claims' and contains several input fields: 'Claim Number', 'Reported To Insurer Date' (with 'To' and date boxes), 'Coverage Provider ID' (dropdown set to 'All'), 'Valuation Level' (dropdown set to 'Latest'), 'Jurisdiction State' (dropdown set to 'All'), 'Policy Number', 'Claim Status' (dropdown set to 'All'), 'Edit Number', and 'Submission ID'. There is also a 'User ID' field. At the bottom of the search area are 'Search' and 'Reset' buttons. A note on the left side of the search area reads: 'To view all Rejected and Saved Claims, select filter criteria and click on Search.'

Helpful Hints:

The search and update screen has three types of searches that you can choose from:

All Rejected and Saved Claims ▼

This option allows you to search for all claims that have been rejected and saved but not submitted.

Rejected Claims ▼

This option allows you to search for only claims that have been rejected.

Saved Claims ▼

This option allows you to search for only claims that have been saved within the last seven calendar days but have not yet been submitted.

Saved Claims

- ❑ To resume working on a claim that has been saved but not submitted, select **Saved Claims** from the drop-down menu and enter your filter criteria.
- ❑ In this example, the claim number was used.

The screenshot shows the 'DCI Data Collection' interface. At the top left is the NCCI logo. Below it are navigation links: 'Manage My Data', 'Tools and Information', and 'About'. The main heading is 'Search Rejected and Saved Claims'. Underneath, there's a 'Select Type of Search:' dropdown menu set to 'Saved Claims'. A 'Hide Claim Filter' link is on the right. The search area is titled 'Search Saved Claims' and contains several input fields: 'Claim Number' (with 'EXCLAIM1' and a clear 'x' button, circled in red), 'Reported To Insurer Date' (with 'To' and empty date boxes), 'Coverage Provider ID' (dropdown set to 'All'), 'Valuation Level' (dropdown set to 'Latest'), 'Jurisdiction State' (dropdown set to 'All'), 'Policy Number' (empty text box), 'Claim Status' (dropdown set to 'All'), and 'User ID' (empty text box). At the bottom are 'Search' and 'Reset' buttons.

- ❑ Search results appear at the bottom of the screen.

Search Rejected and Saved Claims

Select Type of Search: Saved Claims

[Hide Claim Filter](#)

Search Saved Claims

Claim Number: Reported To Insurer Date: To Coverage Provider ID:

To view all Saved Claims, select filter criteria and click on Search.

Valuation Level: Jurisdiction State: Policy Number:

Claim Status: User ID:

Export details of selected claims to

Export all rows to or or

1 matching record(s) found.

<input type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time	Remaining Retention Days	Saved Date/Time	Submission ID	User ID
<input type="checkbox"/>	45856	EXCLAIM1	CLAIMEX1	<u>018</u>	10/01/2014	01/01/2014					7	2/6/2017 1:31:50 PM		1219237

- ❑ If nothing needs to be updated, place a check mark in the box and click **Submit**.

1 matching record(s) found.

<input checked="" type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time	Remaining Retention Days	Saved Date/Time	Submission ID	User ID
<input checked="" type="checkbox"/>	45856	EXCLAIM1	CLAIMEX1	<u>018</u>	10/01/2014	01/01/2014					7	2/6/2017 1:31:50 PM		1219237



- ❑ If the saved claim will not be submitted, place a check mark in the box and click **Delete**.

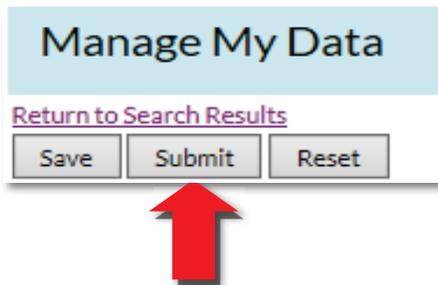
- If you need to return to the claim to make updates, click the underlined **Valuation Level** number.

<input type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Reported to Insurer Date	Pol Eff Date
<input type="checkbox"/>	45856	EXCLAIM1	CLAIMEX1	<u>018</u>	10/01/2014	01/01/2014

- Click **Update Claim** at the top of the screen to make updates.



- Once all updates have been made, click **Submit**.



Rejected Claims

- ❑ To find a claim that has been rejected, select **Rejected Claims** from the drop-down menu.
- ❑ In this example, the optional filter criterion of **Reported to Insurer Date** range was used.
- ❑ Click **Search**.

Manage My Data Tools and Information About

Search Rejected and Saved Claims

Select Type of Search: Rejected Claims

Search Rejected Claims

Claim Number Reported To Insurer Date To Coverage Provider ID

To view all Rejected Claims, select filter criteria and click on Search.

Valuation Level Jurisdiction State Policy Number

Claim Status Edit Number Submission ID

User ID

- ❑ Search results appear at the bottom of the screen.

Search Rejected and Saved Claims

Select Type of Search: Rejected Claims

Search Rejected Claims

Claim Number Reported To Insurer Date To Coverage Provider ID

To view all Rejected Claims, select filter criteria and click on Search.

Valuation Level Jurisdiction State Policy Number

Claim Status Edit Number Submission ID

User ID

Export details of selected claims to

Export all rows to or

8 matching record(s) found.

<input type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time	Remaining Retention Days	Saved Date/Time	Submission ID	User ID
<input type="checkbox"/>	45856	A0319	S0319	<u>018</u>	04/15/2014	04/01/2014	09	0		2/2/2017 10:01:27 AM	116		3178667	1299937
<input type="checkbox"/>	45856	A4424	B4424	<u>018</u>	04/15/2014	04/01/2014	09	0		2/2/2017 10:00:56 AM	116		3178667	1299939
<input type="checkbox"/>	45856	S2169	S2169	<u>018</u>	04/15/2014	04/01/2014	09	0		2/2/2017 10:00:01 AM	116		3178667	1299936
<input type="checkbox"/>	45856	L9261	Y9261	<u>018</u>	04/15/2014	04/01/2014	09	0		2/2/2017 9:59:16 AM	116		3178667	1299937
<input type="checkbox"/>	16962	DEPCLMS020	WL1DEP11112000	<u>018</u>	01/11/2014	01/01/2014	37	0	R	1/31/2017 12:20:07 PM	114		3177985	1299941
<input type="checkbox"/>	13118	DEPCLMS030	WL1DEP1111130	<u>030</u>	01/11/2014	01/01/2014	44	0		1/12/2017 2:25:40 PM	95		3173318	1219238

- ❑ To view the rejected claim, click the underlined **Valuation Level** number.

<input type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State
<input type="checkbox"/>	13118	DEPCLMS030	WL1DEP1111130	<u>030</u>	01/11/2014	01/01/2014	44

- ❑ The errors for the claim appear at the top of the screen.

Manage My Data Tools and Information About

[Return to Search Results](#)

Update Claim

Errors

Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
0092-04	9	INCURRED INDEMNITY AMOUNT	000000000		MUST BE GREATER THAN 0 WHEN THE CLAIM STATUS CODE EQUALS 0-OPEN OR 1-CLOSED AND THE RECOVERY REIMBURSEMENT AMOUNT IS EQUAL TO ZERO.

Note:

- The Errors section of the screen provides complete details of the edit(s) that the claim received during the editing process.
- **Field Name** displays what element received the edit.
- **Error Description** gives you detail on why the error was received.
- For more information about the edit, you can look up the **Edit Number** in the DCI Edit Matrix.

- ❑ Once the error(s) have been corrected, click **Submit**.

All Rejected and Saved Claims

- ❑ To see all claims that have been rejected or saved but not submitted at once, select **All Rejected and Saved Claims** from the drop-down menu.
- ❑ In this example, the **Reported to Insurer Date** range was used.
- ❑ Click **Search**.

DCI Data Collection

Manage My Data Tools and Information About

Search and Update Claims

Select Type of Search: All Rejected and Saved Claims

Search All Rejected and Saved Claims

Claim Number Reported To Insurer Date To Coverage Provider ID All

To view all Rejected and Saved Claims, select filter criteria and click on Search.

Valuation Level Latest Jurisdiction State All Policy Number

Claim Status All Edit Number Submission ID

User ID

- ❑ All claims within that date range appear in the search results portion of the screen.

Export details of selected claims to

Export all rows to or

By selecting a claim(s), and clicking the Adobe® icon, you can export and print the claim details to a report.

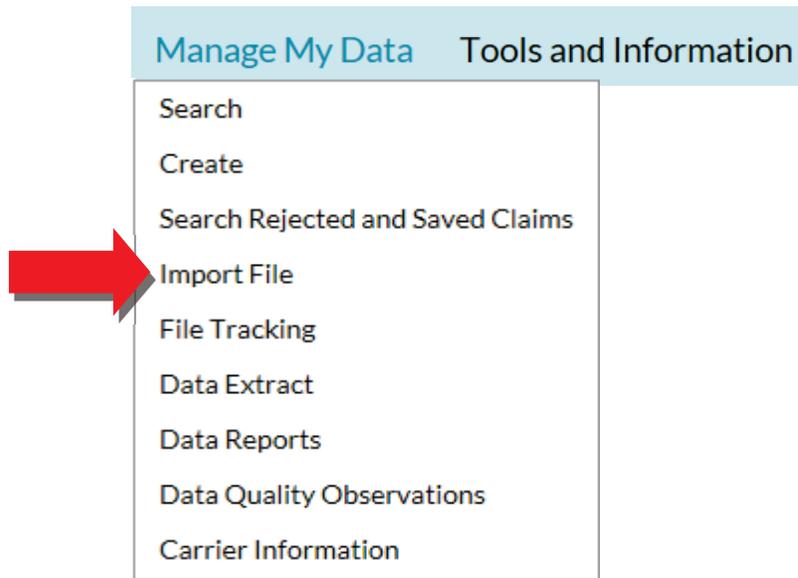
13 matching record(s) found.

<input type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time	Remaining Retention Days	Saved Date/Time	Submission ID	User ID
<input type="checkbox"/>	45856	A0319	S0319	018	04/15/2014	04/01/2014	09	0		2/2/2017 10:01:27 AM	116		3178667	1299937
<input type="checkbox"/>	45856	A4424	B4424	018	04/15/2014	04/01/2014	09	0		2/2/2017 10:00:56 AM	116		3178667	1299939
<input type="checkbox"/>	45856	S2169	S2169	018	04/15/2014	04/01/2014	09	0		2/2/2017 10:00:01 AM	116		3178667	1299936
<input type="checkbox"/>	45856	L9261	Y9261	018	04/15/2014	04/01/2014	09	0		2/2/2017 9:59:16 AM	116		3178667	1299937
<input type="checkbox"/>	13118	DEPCLMS036	WL1DEP1111156	042	01/09/2014	01/01/2014	24	0			3	2/2/2017 9:41:41 AM		1299937
<input type="checkbox"/>	13118	DEPCLMS036	WL1DEP1111156	030	01/09/2014	01/01/2014	24	0	R		3	2/2/2017 9:41:39 AM		1299936

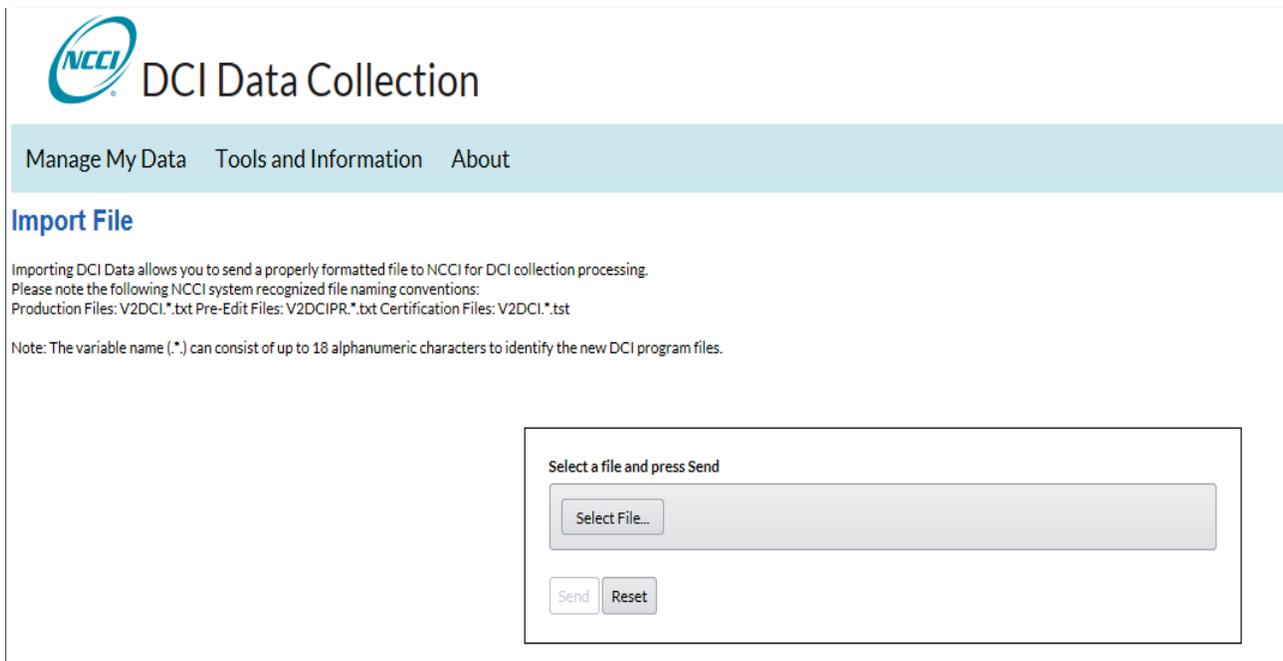
Manage My Data—Import File

The **Import File** option allows you to import data files for purposes of certification, production, and pre-editing your data.

- From the **Manage My Data** drop-down menu, select **Import File**.



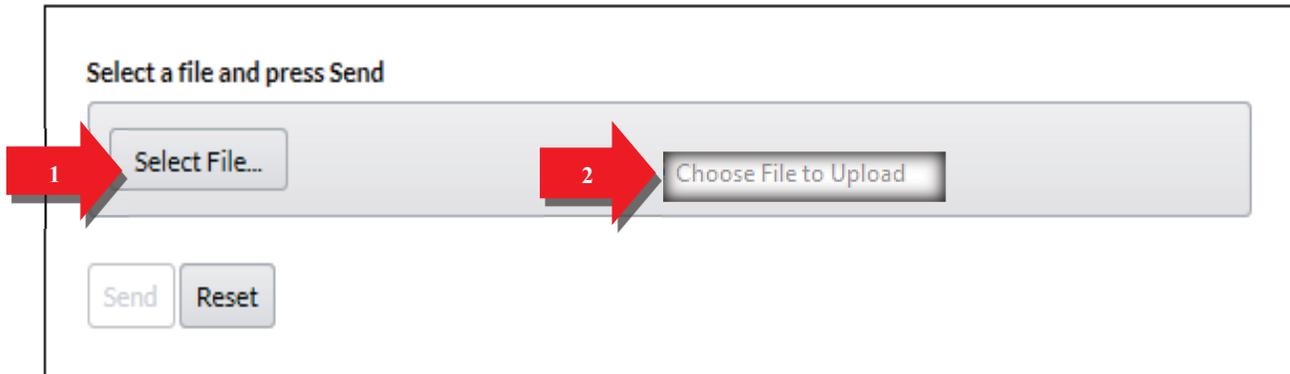
- The following screen displays.



Importing a File Into DCI Data Collection

To import a file into **DCI Data Collection**:

- ❑ Click **Select File** (1).
- ❑ Search and select the correct file to submit (2).



- ❑ Make sure the correct file name and extension appear in the file name box (3).
- ❑ Click **Send** (4).



Note:

This screen functions very similarly to another data reporting tool on **ncci.com**—**Data Transfer via the Internet**.

In order to submit any files to NCCI using the Import Files option, you must follow the proper file-naming convention or else the file will not be recognized.

Production Files: V2DCI.*.txt

Certification Files: V2DCI.*.tst

Pre-Edit Files: V2DCIPR.*.txt

You must be certified to submit production files prior to being allowed to submit pre-edit files.

Pre-Editing Your Data

- ❑ Once you've been certified to submit production files to NCCI, you will have the ability to submit DCI pre-edit files.
- ❑ This functionality allows you to submit a DCI data file to pre-edit so that you have the opportunity to view rejects and errors, and to correct the source system prior to submitting the file to production.
- ❑ After your file has been submitted to production, you will receive a data file of your submission.

Remember, when submitting pre-edit files, you must use the V2DCIPR.*.txt file-naming convention.

Certification Files

- ❑ Certification is a process that must occur prior to submitting any new data types.
- ❑ Certification is also recommended whenever you have made any changes within your company's reporting system. This helps to ensure that your changes have not affected your DCI reporting elements.

Remember, when submitting certification files, you must use the V2DCI.*.tst file-naming convention.

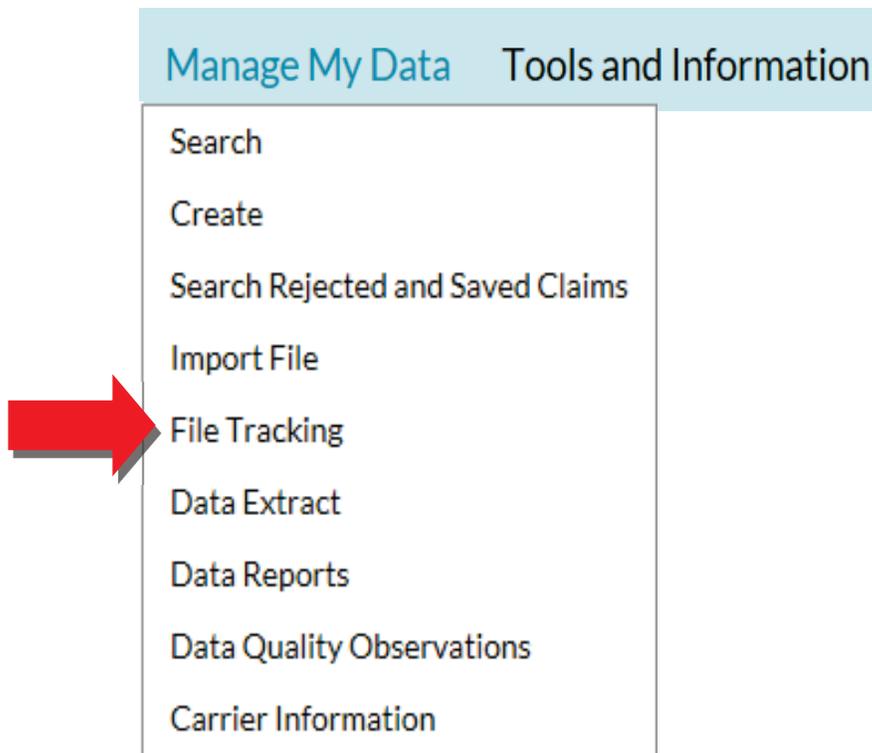
Manage My Data—File Tracking

The **File Tracking** feature allows you to monitor DCI file submissions received by NCCI and those sent by NCCI using **Data Transfer via the Internet**. With this feature, you can:

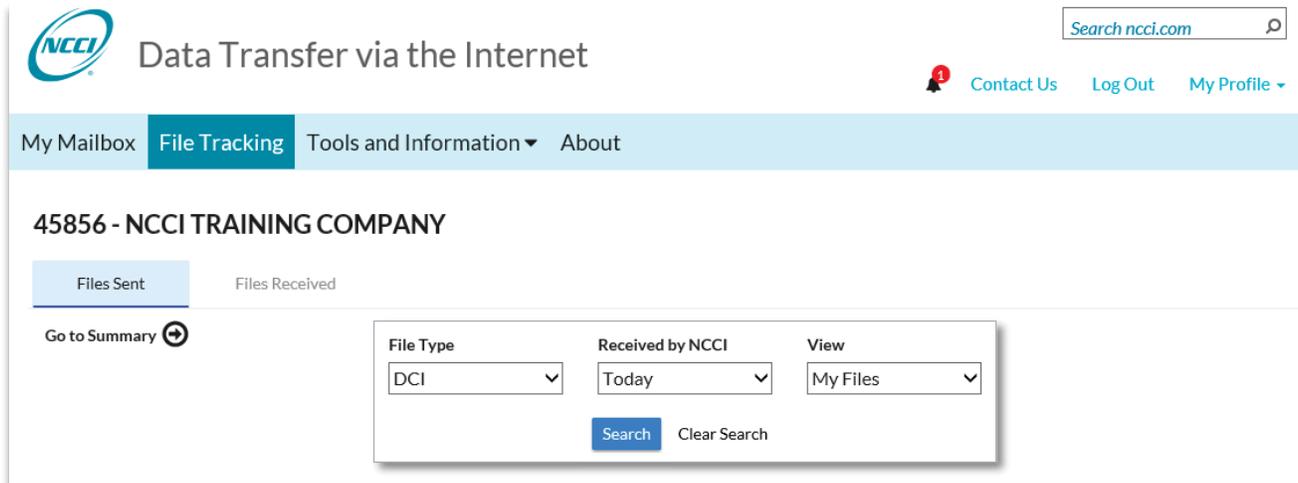
- ❑ Monitor the files sent and received by you and your company for up to 120 days
- ❑ View the status of your Production, Certification, and Pre-Edit file submissions
- ❑ Use filters to find specific DCI files sent and received
- ❑ Access submission results reports for most submissions
- ❑ View receipt and download activity for files sent to you and others in your company

Using File Tracking

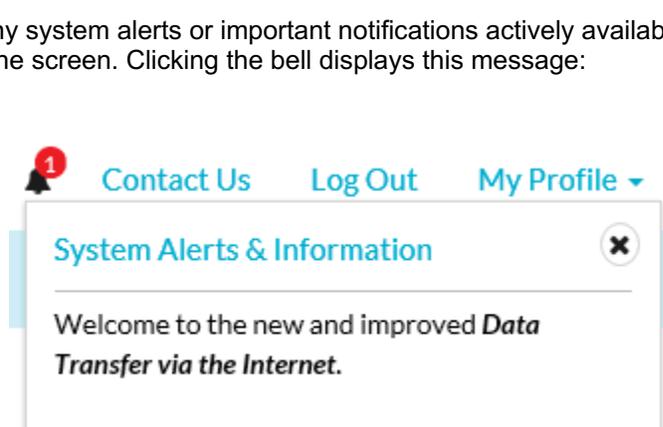
- ❑ From the **Manage My Data** tab, click **File Tracking**



- ❑ Selecting this option automatically brings you to **Data Transfer via the Internet** with the **File Tracking** feature highlighted:



- ❑ If there are any system alerts or important notifications actively available, you will see a bell at the top of the screen. Clicking the bell displays this message:



Views:

Files Sent | Files Received

Files Sent—view all files sent to NCCI by you and your company

Files Received—view all files sent by NCCI to you and your company

Filters:

File Type | **Received by NCCI** | **View**

DCI | Today | My Files

Search | Clear Search

Default:
File Type: DCI
Received: Today
View: My Files

File Type | **Received from NCCI** | **View**

DCI | Today | My Files

Search | Clear Search

- ❑ To view the different options for each of the filters, click the drop-down menus:

File Type | **Received by NCCI** | **View**

All | Today | My Files
DCI | Last 8 Days | All Files
Financial | Last 30 Days |
Policy | Last 90 Days |
Pool | Last 120 Days |
Unit |
Other |

File Type: This option allows you to select DCI, Financial, Policy, Pool, Unit Statistical, or Other submissions.

Received by NCCI/ Received From NCCI: This option allows you to select a time frame for viewing submissions to and from NCCI.

View: This option allows you to either view only your files (My Files) or all of your company files (All Files).

Files Sent—My Files

This view allows you to monitor the **DTVI** data file submissions sent to NCCI that are associated with your User ID.

- To view your files, select the **Files Sent** tab, click the drop-down arrow under **View**, select **My Files**, and click **Search**. In this example, the **View** and **Received by NCCI** filters are set to search for all of your DCI file submissions received today by NCCI.

My Mailbox **File Tracking** Tools and Information ▾ About

45856 - NCCI TRAINING COMPANY

Files Sent Files Received

Go to Summary ➔

File Type: DCI Received by NCCI: Today View: My Files

Search Clear Search

□ A screen similar to the one below displays.

My Mailbox **File Tracking** Tools and Information ▾ About

45856 - NCCI TRAINING COMPANY

Files Sent Files Received

Go to Summary ↻

File Type: DCI Received by NCCI: Today View: My Files

Search Clear Search

Files Sent						2 items ↻
File Type ↕	Process Type ↕	File Name ↕		Received by NCCI ↕	Status ↕	Submission ID ↕
DCI	Production	v2dci.2018deptx10claims.txt	⬇	10/01/2018 10:11:57 AM	Completed	3529438
DCI	Production	v2dci.dep2018tx.txt	⬇	10/01/2018 10:03:40 AM	Rejected	3529437

Tip: Make use of open fields for a more specific search.

Tip: To sort, click the column headers.

 Clicking this icon displays a copy of the data file that was submitted.

The screen above provides a snapshot of some key information regarding the DCI submissions received:

- **File Type**—Lets you know the data type results you are viewing
- **Process Type**—Lists which type of submission was received: Production, Certification, or Pre-Edit Service
- **File Name**—File name you used to send your data to NCCI (name will match what you have stored in your system)
- **Received by NCCI**—Lets you know when we received your data and completed the editing
- **Status**—Indicates what stage of processing your file has completed; stages include:
 - Completed—File has completed editing and has no rejects
 - Completed with Rejects—File contains reject edits
 - Rejected—Entire file did not pass submission editing
 - In Progress—File has been received; however, file editing process has not completed
- **Submission ID**—Unique number assigned to the file and assists you in identifying the associated submission results report

□ To see additional submission details, click the expansion arrow:

Files Sent						2 Items
File Type	Process Type	File Name	Received by NCCI	Status	Submission ID	
DCI	Production	v2dci.2018deptx10claims.txt	10/01/2018 10:11:57 AM	Completed	3529438	
Name Dep_One Trainer			Tracking # 3529438			
Records Submitted		Accepted Record Count w/Default Errors Error Free		Rejected Record Count Rejected Records w/Default Errors		Submission Results Status
9		5 4		0 0		Go to Report

How to read expanded view:

- **Name**—Under the My Files view, this will always be your name
- **Tracking #**—Unique number assigned to the file and assists you in identifying the associated submission results report
- **Records Submitted**—Provides the total number of records in the file
- **Accepted Records Count**
 - **With Default Errors and Records Error Free**—Tells you how many records were loaded into our production database with Data Grades 3 (Default) and 0 (Error Free)
- **Rejected Record Count**
 - Rejected and Rejected with Default Errors—Provides the total number of records within the file that rejected (with Data Grade 9), and those that contained rejects and default errors
- **Submission Results**
 - If a submission results report is available, the status will display the **Go to Report** hyperlink
 - This hyperlink will take you to the Data Reports feature where you can select the format in which you would like to view the associated Submissions Results Report
 - If a report is not available, the status will display as “Not Available”



□ For Rejected files, the expanded view will provide only the reason for the reject with no counts:

DCI	Production	v2dci.dep2018bx.txt	10/01/2018 10:03:40 AM	Rejected	3529437
Name Dep_One Trainer			Tracking # 3529437		Records 61
Reject Reason - OUT OF BALANCE					

Note: To obtain submission details for claims submitted using *DCI Data Collection*, use the PDF version of the DCI Online Submission Results Report.

Files Sent—All Files

This view allows you to monitor all data file submissions sent to NCCI by anyone else in your company with **DTVI** access.

- To view all files sent by your company, select the **Files Sent** tab, click the drop-down arrow under **View**, select **All Files**, and click **Search**. In this example, the **View** and **Received by NCCI** filters are set to search for all DCI files submitted in the last 30 days.

- The following results will display:

Files Sent						6 items
File Type	Process Type	File Name	Received by NCCI	Status	Submission ID	
DCI	Certification	v2dci.certificationfile.tst	10/01/2018 03:13:58 PM	Completed	3529617	
DCI	Pre-Edit Svc	v2dcipr.preedit.txt	10/01/2018 03:13:43 PM	Completed	3529616	
DCI	Production	v2dci.2018deptx10claims.txt	10/01/2018 10:11:57 AM	Completed	3529438	
DCI	Production	v2dci.dep2018tx.txt	10/01/2018 10:03:40 AM	Rejected	3529437	
DCI	Production	v2dci.rehersalsubs.txt	09/19/2018 10:52:29 AM	Completed	3525194	
DCI	Production	v2dci.rehersalsubs.txt	09/11/2018 09:20:27 AM	Completed	3521644	

- By expanding the row, you can see the file submission details, as well as the name of the person who submitted the file.

DCI	Certification	v2dci.certificationfile.tst	10/01/2018 03:13:58 PM	Completed	3529617		
Name Dep_One Trainer		Tracking # 3529617					
		Accepted Record Count		Rejected Record Count		Submission Results	
		Submitted	w/Default Errors	Error Free	Rejected	Records w/Default Errors	Status
		9	5	4	0	0	Go to Report

Files Received—My Files

This view is where you will find any data files that NCCI has sent to your **DTVI** mailbox. If you are unsure of what any of the files are, or what they are used for, refer to Part 5—Receiving NCCI Outbound Files of the *Electronic Transmission User's Guide*.

- To view the files that NCCI has sent to your **DTVI** mailbox, select the **Files Received** tab, click the drop-down arrow under **View**, select **My Files**, and click **Search**.

The screenshot shows the 'Files Received' tab selected. On the left, there is a 'Go to Summary' button with a refresh icon. The main area contains three dropdown menus: 'File Type' set to 'DCI', 'Received from NCCI' set to 'Last 30 Days', and 'View' set to 'My Files'. Below these is a blue 'Search' button and a 'Clear Search' link. A red arrow points to the 'Search' button.

- Search results will display.

Files Received						2 items
Tracking#	File Type	File Name	Received From NCCI	Byte Count	Record Count	
2007487	DCI	DCIRejectFollowupReport.csv	10/01/2018 02:11:04 AM	265,516	1300	
2007409	DCI	V2DCIREJ.dat	10/01/2018 02:01:38 AM	1,196	2	

The screen above provides a snapshot of some key information regarding the DCI submissions received:

- **Tracking Number**—Unique Tracking number that was assigned to the file that was sent to you
- **File Type**—Data type the file is associated with
- **File Name**—Name of the file
- **Received from NCCI**—Date and time the files were received in your **DTVI** mailbox
- **Byte Count**—Size of the file sent
- **Record Count**—Number of records included in the file

Note: Column labels are sortable, and the tracking number and File Name columns can be filtered.

❑ To view the last activity details for the files, delivered to your **DTVI** mailbox, click the expansion arrow

Files Received						2 items
Tracking#	File Type	File Name	Received From NCCI	Byte Count	Record Count	
2007487	DCI	DCIRejectFollowupReport.csv	10/01/2018 02:11:04 AM	265,516	1300	
Recipient Name		Last Activity				
Data Reporter		Notify Email Sent 10/01/2018 02:11:04 AM				

How to read expanded view:

Recipient Name—This will always be your name in the My Files view

Last Activity—Displays one of two status messages:

- Notify Email Sent—This is when NCCI sent an email notifying you that the report was delivered to your **DTVI** mailbox
- File Downloaded From Mailbox—This shows the date the file was downloaded by you to your system

❑ When a file has been downloaded, the message will display as follows:

1971727	DCI	DCIPre-EditSubmissionResultsReport.99990.3499391.csv	07/02/2018 09:01:04 AM	425	5
Recipient Name		Last Activity			
Jessica Reporter		FILE DOWNLOADED FROM MAILBOX 07/02/2018 10:56:27 AM Details			

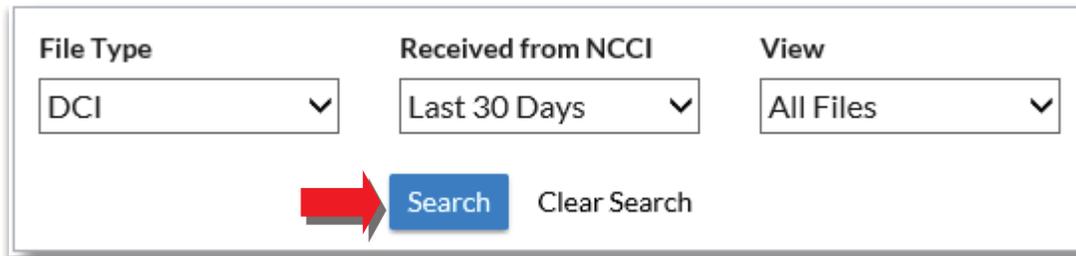
Details regarding the download, can be accessed using this hyperlink, including:

- File Name
- Received from NCCI—Date and Time
- Downloaded—Date and Time
- File Size
- Transfer Time—in seconds
- IP Address—that received the file
- Transport—Method used to send the file (HTTP or SFTP)

Files Received—All Files

This view is where you will find all data files that NCCI has sent to all **DTVI** user mailboxes in your company. If you are unsure of what any of the files are, or what they are used for, refer to Part 5—Receiving NCCI Outbound Files of the **Electronic Transmission User's Guide**.

- ❑ To view the files received by all **DTVI** users in your company, select the Files Received tab, click the drop-down arrow under **View**, select **All Files**, and click **Search**.



The screenshot shows a search interface with three dropdown menus: 'File Type' set to 'DCI', 'Received from NCCI' set to 'Last 30 Days', and 'View' set to 'All Files'. Below these is a blue 'Search' button with a red arrow pointing to it, and a 'Clear Search' link.

- ❑ By expanding the row, you will see who in your company received the files and if there were multiple recipients, they will be displayed on multiple lines:

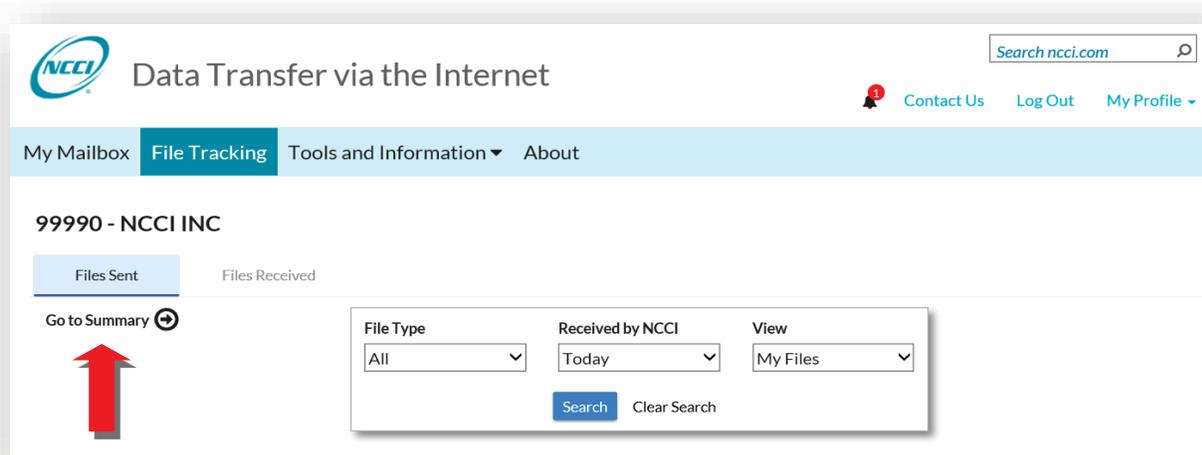
File ID	File Type	File Name	Received Date	File Size	Number of Recipients						
2005991	DCI	DCIRejectFollowupReport.csv	09/27/2018 02:11:35 AM	2,991	16						
<table border="1"><thead><tr><th>Recipient Name</th><th>Last Activity</th></tr></thead><tbody><tr><td>Brett Tester</td><td>Notify Email Sent 09/27/2018 02:11:35 AM</td></tr><tr><td>Tracy Contact</td><td>Notify Email Sent 09/27/2018 02:11:37 AM</td></tr></tbody></table>						Recipient Name	Last Activity	Brett Tester	Notify Email Sent 09/27/2018 02:11:35 AM	Tracy Contact	Notify Email Sent 09/27/2018 02:11:37 AM
Recipient Name	Last Activity										
Brett Tester	Notify Email Sent 09/27/2018 02:11:35 AM										
Tracy Contact	Notify Email Sent 09/27/2018 02:11:37 AM										

File Tracking Summary Views

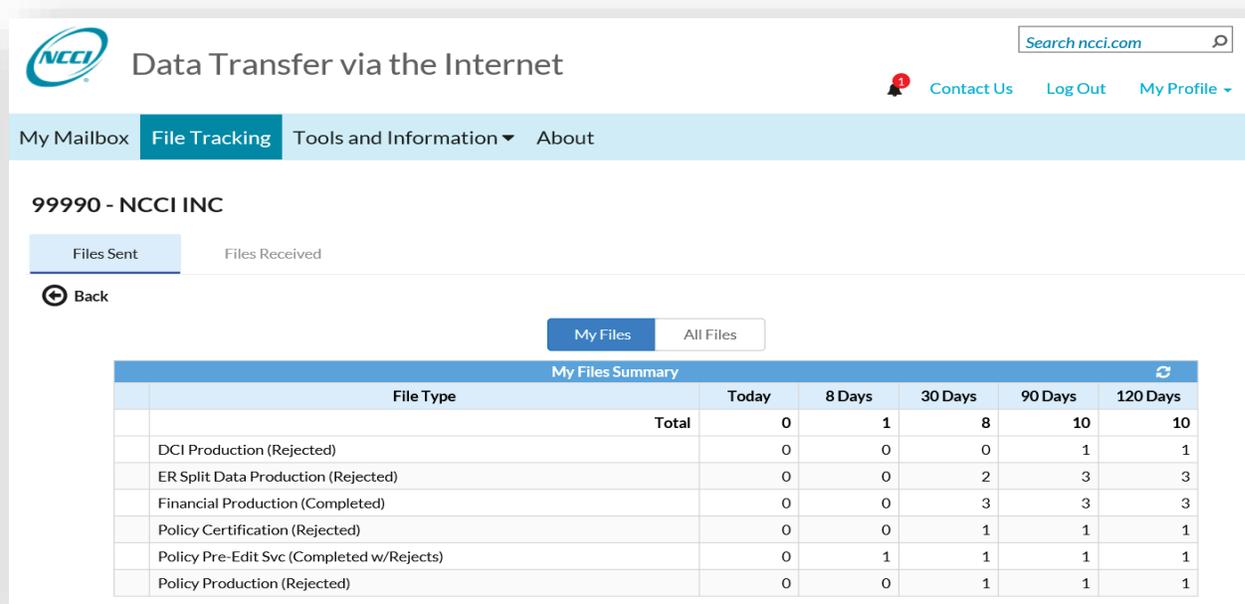
Both the Files Sent and Files Received tabs contain a link to a summary view of your file submissions to and from NCCI. This provides an alternative to the detailed views by allowing you to view the same information as a count or percentage.

Summary Views—File Sent

- To access the Summary view of all data files sent to NCCI that are associated with your User ID, click the **Go to Summary** Link



- Results for all data types sent will display on one screen (default view is **My Files**):



A summary of all file types you've submitted will be listed here based on the age of the file.

- To access the Summary view of data files submitted by all individuals in your company, you can switch your view to **All Files**:

The screenshot shows the NCCI Data Transfer via the Internet interface. At the top, there is a search bar and navigation links for 'Contact Us', 'Log Out', and 'My Profile'. Below this is a menu with 'My Mailbox', 'File Tracking', 'Tools and Information', and 'About'. The main content area is titled '99990 - NCCI INC' and has tabs for 'Files Sent' and 'Files Received'. A 'Back' button is visible. Below the tabs are 'My Files' and 'All Files' buttons. The 'All Files Summary' table is displayed with the following data:

All Files Summary		Today	8 Days	30 Days	90 Days	120 Days
DCI Certification (Completed w/Rejects)		0	0	1	3	3
DCI Certification (Completed)		0	0	1	1	1
DCI Pre-Edit Svc (Completed w/Rejects)		0	0	0	3	3
DCI Pre-Edit Svc (Completed)		0	0	4	4	4
DCI Pre-Edit Svc (Rejected)		0	0	0	1	1
DCI Production (Completed w/Rejects)		0	0	5	9	10
DCI Production (Completed)		0	1	2	3	3
DCI Production (Rejected)		0	0	10	16	16
ER Split Data Certification (Completed)		0	0	2	4	4

A summary of all file types you've submitted will be listed here based on the age of the file.

- To view the counts by individual user, click on the expansion arrow

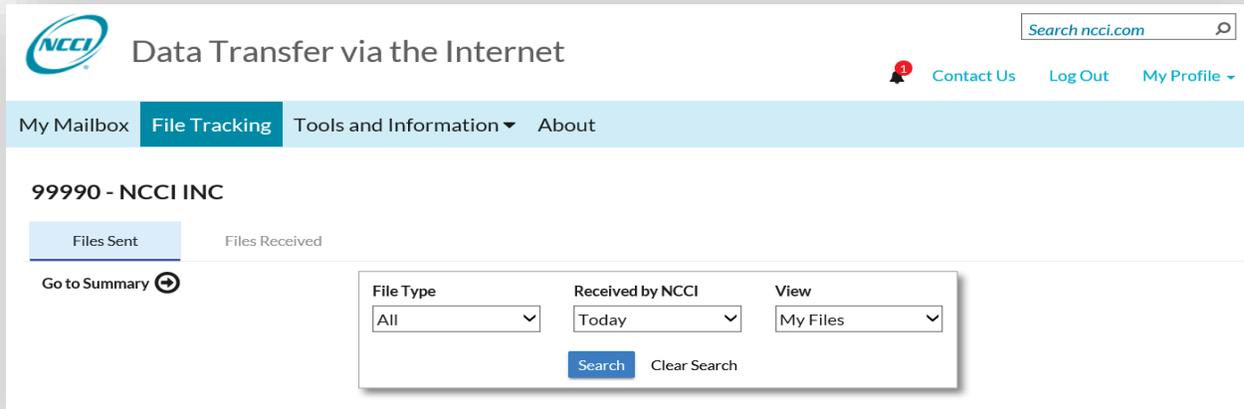
The screenshot shows the NCCI Data Transfer via the Internet interface, similar to the previous one, but with the 'All Files Summary' table expanded to show counts by individual user. A red arrow points to the expansion arrow on the left side of the table. The table data is as follows:

File Type	Today	8 Days	30 Days	90 Days	120 Days
Total	0	42	283	615	792
DCI Certification (Completed w/Rejects)	0	0	1	3	3
DCI Certification (Completed)	0	0	1	1	1
DCI Pre-Edit Svc (Completed w/Rejects)	0	0	0	3	3
DCI Pre-Edit Svc (Completed)	0	0	4	4	4
Sandy Submitter	0	0	1	1	1
Sftp User	0	0	1	1	1
Testjessica Testmorgen	0	0	2	2	2
DCI Production (Rejected)	0	0	10	16	16
ER Split Data Certification (Completed)	0	0	2	4	4

To exit this view, click on the back button

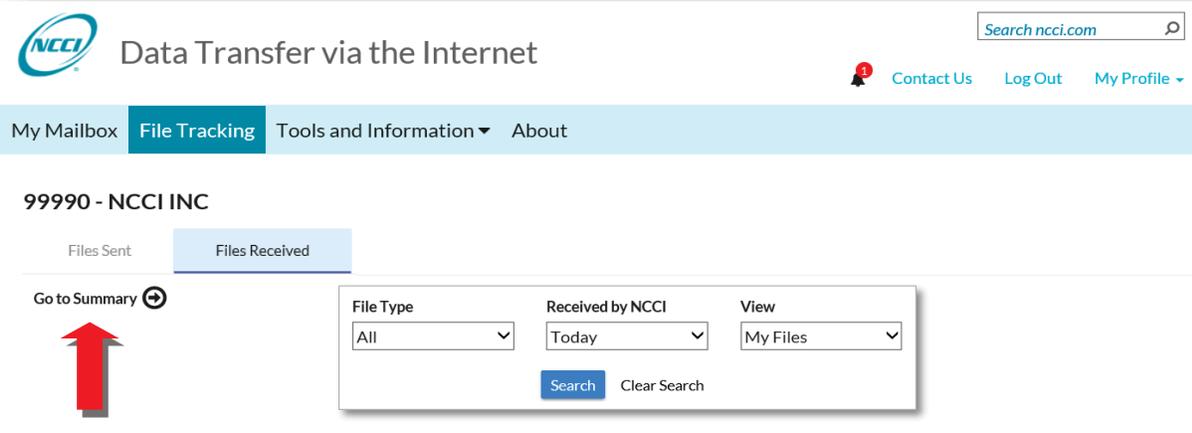


and that will return you to the File Sent filter screen within the File Tracking Tab:



Summary Views—File Received

- To access the Summary view of all data files received from NCCI that are associated with your User ID, click the **Go to Summary** Link



- Results for all data files by data type will display on one screen (default view is **My Files**):

The screenshot shows the NCCI Data Transfer via the Internet interface. The user is logged in as '99990 - NCCI INC'. The 'File Tracking' tab is active. The 'Files Received' section is selected. The 'My Files Summary' table is displayed, showing file counts and download percentages for various file types over different time periods.

My Files Summary											
File Type	Today		8 Days		30 Days		90 Days		120 Days		
	Count	Download	Count	Download	Count	Download	Count	Download	Count	Download	
Total	0	0%	2	0%	5	0%	13	8%	16	13%	
DCI	0		1	0%	1	0%	1	0%	2	0%	
Policy	0		0		0		4	0%	6	17%	
Unit	0		1	0%	4	0%	8	12%	8	12%	

A summary of all file types you've received from NCCI will be listed here by File Type, Age, and the number of files received and what percentage of those files were downloaded.

- To switch the data as a count, click the **Count** radio button and that will switch your view:

The screenshot shows the same NCCI Data Transfer via the Internet interface, but the view is switched to 'Count'. The 'My Files Summary' table now displays file counts instead of download percentages. A red arrow points to the 'Count' radio button, which is selected.

My Files Summary											
File Type	Today		8 Days		30 Days		90 Days		120 Days		
	Count	Download	Count	Download	Count	Download	Count	Download	Count	Download	
Total	0	0	2	0	5	0	13	1	16	2	
DCI	0	0	1	0	1	0	1	0	2	0	
Policy	0	0	0	0	0	0	4	0	6	1	
Unit	0	0	1	0	4	0	8	1	8	1	

- To access the Summary view of of data files received by all individuals in your company, you can switch your view to **All Files**:

The screenshot shows the NCCI Data Transfer via the Internet interface. The user is logged in as '99990 - NCCI INC'. The 'File Tracking' tab is active. The 'Files Received' section is selected. The 'All Files Summary' table is displayed, showing file counts and download percentages across different time periods (Today, 8 Days, 30 Days, 90 Days, 120 Days) for various file types.

All Files Summary											
File Type	Today		8 Days		30 Days		90 Days		120 Days		
	Count	Download	Count	Download	Count	Download	Count	Download	Count	Download	
Total	16	0	113	0	556	53	1289	91	1824	141	
DCI	0		0		19	37%	49	16%	69	13%	
DTVI Delivered Reports	0		0		1	100%	2	50%	6	83%	
ER Split Data	0		1	0%	5	80%	13	38%	25	20%	
Financial	0		0		2	100%	3	100%	3	100%	
Policy	7	0%	50	0%	221	6%	547	4%	723	5%	
PUPS	0		0		2	0%	12	0%	16	0%	
RM Binders	0		0		2	0%	6	0%	10	0%	
Setup Required	0		0		0		1	100%	1	100%	
Unit	9	0%	56	0%	237	9%	501	9%	754	10%	
Unit BCSS	0		6	0%	60	0%	144	0%	204	0%	

A summary of all file types you've received from NCCI will be listed here by File Type, Age, and the number of files received and what percentage of those files were downloaded.

- To view the counts by individual user, click on the expansion arrow

The screenshot shows the NCCI Data Transfer via the Internet interface. The user is logged in as '99990 - NCCI INC'. The 'File Tracking' tab is active. The 'Files Received' section is selected. The 'All Files Summary' table is displayed, showing file counts and download percentages across different time periods (Today, 8 Days, 30 Days, 90 Days, 120 Days) for various file types. A red arrow points to the expansion arrow next to the 'DCI Pre-Edit Svc (Completed)' row, which is expanded to show user-specific counts.

All Files Summary						
File Type	Today	8 Days	30 Days	90 Days	120 Days	
Total	0	42	283	615	792	
DCI Certification (Completed w/Rejects)	0	0	1	3	3	
DCI Certification (Completed)	0	0	1	1	1	
DCI Pre-Edit Svc (Completed w/Rejects)	0	0	0	3	3	
DCI Pre-Edit Svc (Completed)	0	0	4	4	4	
Sandy Submitter	0	0	1	1	1	
Sftp User	0	0	1	1	1	
Testjessica Testmorgen	0	0	2	2	2	
DCI Production (Rejected)	0	0	10	16	16	
ER Split Data Certification (Completed)	0	0	2	4	4	

Manage My Data—Data Extract

The **Data Extract** option allows you to search and extract claim data from our database to help you update your system or create subsequent report files to submit to NCCI.

Using the Data Extract Feature

- From the **Manage My Data** drop-down menu, select **Data Extract**.



- ❑ The following screen displays.



Manage My Data Tools and Information About

Create Extract

Create Data Extract

Enter desired criteria. Select an option from the dropdown listbox to narrow down the result set.

Submission Type	Latest Valuation Level (Non-Reject) ▼	Extract Name	<input type="text"/>	Coverage Provider ID	All ▼
Reported To Insurer Date	<input type="text"/> To <input type="text"/>	NCCI Received Date	<input type="text"/> To <input type="text"/>	Valuation Level	All ▼
Claim Number	<input type="text"/>	Submission ID	<input type="text"/>	Jurisdiction State	All ▼
Claim Status	All ▼	Data Grade	All ▼		

You have three options to choose from when creating your Data Extract files:

- Latest Valuation Level (Non-Reject) ▼
- Subsequent Valuation Levels Overdue at NCCI ▼
- Rejected Claim Transactions ▼

- ❑ To create your extract, use the following fields: **Extract Name**, **Coverage Provider ID**, and **Reported to Insurer Date** range (additional fields are optional).
- ❑ Click **Create Extract**.



Manage My Data Tools and Information About

Create Extract

Create Data Extract

Submission Type: Latest Valuation Level (Non-Reject) ▼

Extract Name: Sample Extract

Coverage Provider ID: All ▼

Reported To Insurer Date: 01 01 2014 To 01 31 2014

NCCI Received Date: [] [] [] To [] [] []

Valuation Level: All ▼

Claim Number: []

Submission ID: []

Jurisdiction State: All ▼

Claim Status: All ▼

Data Grade: All ▼

Enter desired criteria. Select an option from the dropdown listbox to narrow down the result set.



Once you've submitted your extract request, the following message displays:

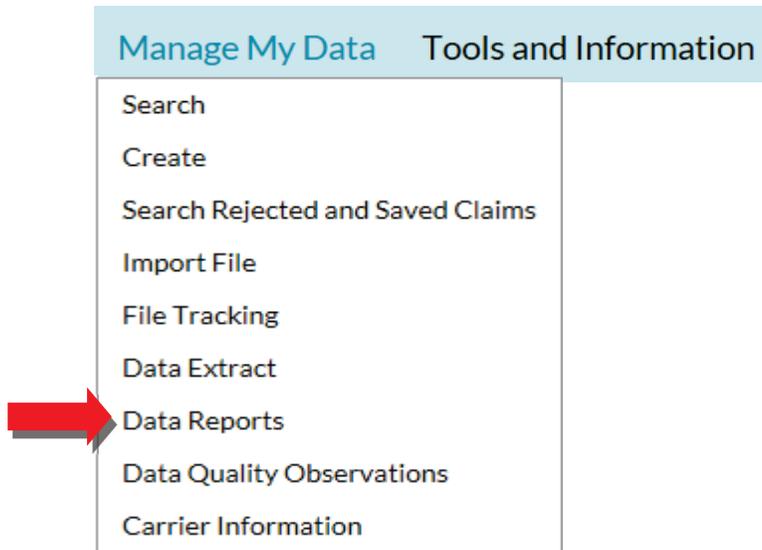
Your extract file was successfully sent to your DTVI Mailbox.

Manage My Data—Data Reports

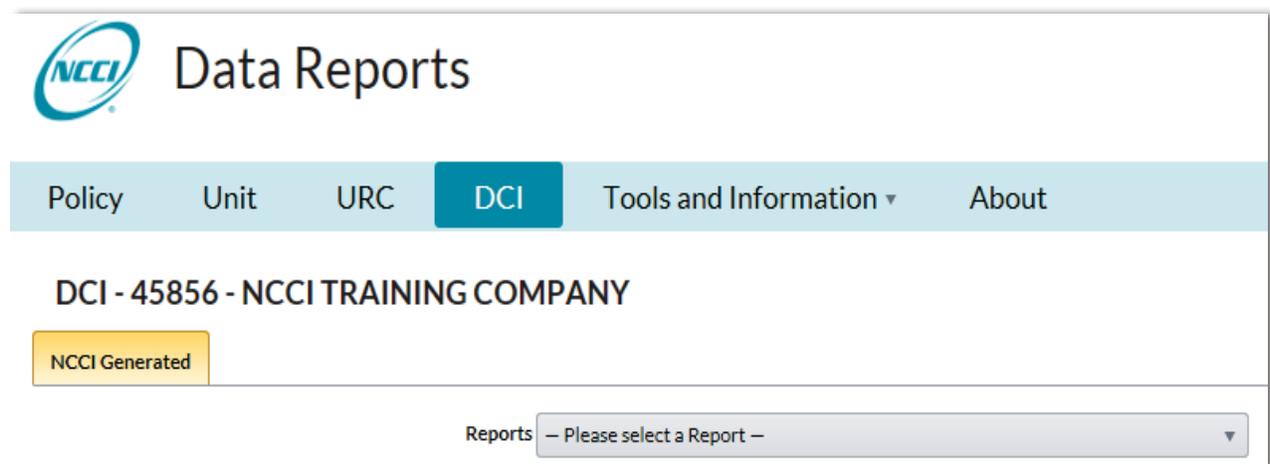
NCCI-Generated Reports are automatically created and distributed on a production schedule by NCCI. Each of these reports is available in the **DCI Data Collection** tool.

Accessing NCCI-Generated Reports

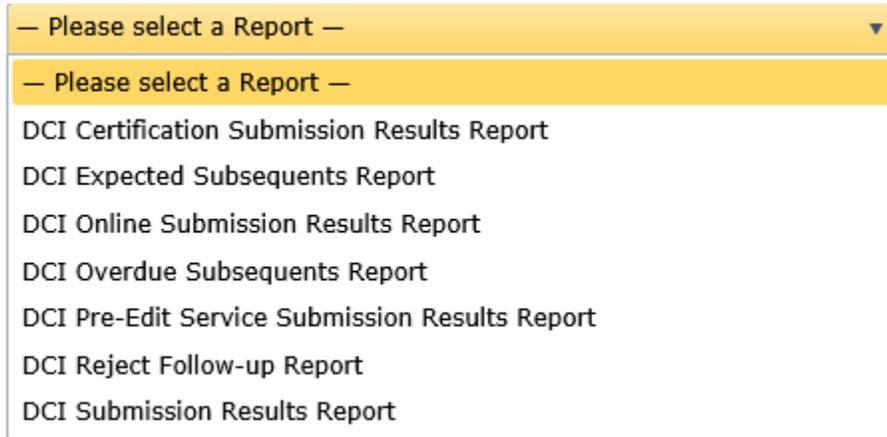
- From the **Manage My Data** drop-down menu, select **Data Reports**.



- The following reports screen appears.



- When you click the down arrow, all of the available NCCI-Generated Reports display.



- Each option will automatically return each specified report in the PDF, Microsoft® Excel, and CSV formats as seen below for the DCI Submission Results Report.

NCCI Generated

Reports **DCI Submission Results Report**

Report Name	PDF	Excel	CSV	Create Date/Time
DCI Submission Results Report - Submission ID: 3177204				01/27/2017 04:19 PM
DCI Submission Results Report - Submission ID: 3177203				01/27/2017 04:18 PM
DCI Submission Results Report - Submission ID: 3173841				01/13/2017 11:37 AM
DCI Submission Results Report - Submission ID: 3173031				01/11/2017 04:10 PM
DCI Submission Results Report - Submission ID: 3173016				01/11/2017 03:53 PM
DCI Submission Results Report - Submission ID: 3173015				01/11/2017 03:51 PM
DCI Submission Results Report - Submission ID: 3126082				11/14/2016 02:02 PM
DCI Submission Results Report - Submission ID: 3124700				11/09/2016 11:33 AM
DCI Submission Results Report - Submission ID: 3124688				11/09/2016 11:22 AM

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

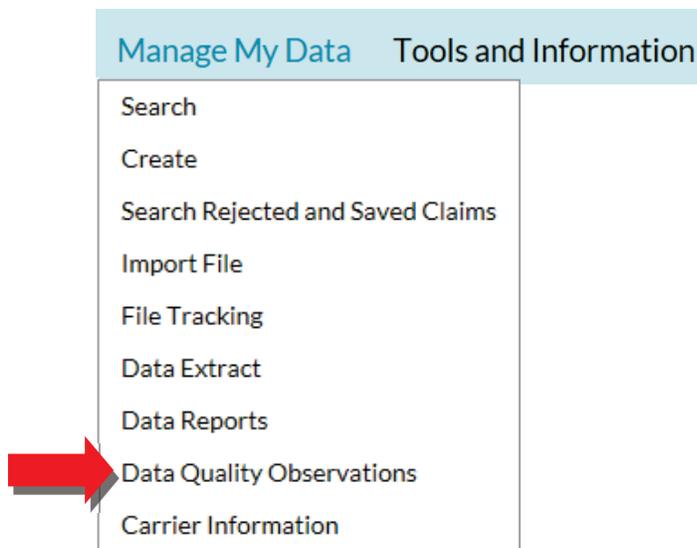
Manage My Data—Data Quality Observations

The **Data Quality Observations** feature allows you to:

- View and monitor DCI data quality observation results
- Provide a comparison with overall industry results to identify possible data quality issues
- Download extracts of the specific claims that make up the carrier results for each observation

Using Data Quality Observations

- To locate claims in the **DCI Data Collection** tool, select **Data Quality Observations** from the **Manage My Data** drop-down menu.



- The following screen will display:

DCI Quality Observations

45856 - NCCI TRAINING COMPANY

*Required

*Start Date: 10/04/2017 *End Date: 10/04/2018 Date Type: Received

Generate Views Reset Criteria

Received Dates from 10/04/2017 to 10/04/2018

Claim Details	Benefit Type	Attorney Indicator	Element Name	Observation Description	Carrier %	Industry %	Percentile (1)	Claims
<input type="checkbox"/>			BIRTH YEAR	DERIVED AGE < 15 OR > 70 YEARS	2.8	1.3	90th - 100th	43
<input type="checkbox"/>			ACCIDENT STATE	ACCIDENT STATE NOT EQUAL TO JURISDICTION STATE	0.7	3.1	11th - 33rd	11
<input type="checkbox"/>			CLAIMANT LEGAL PAID AMOUNT	CLAIMANT LEGAL PAID AMOUNT = 0	46.7	55.2	11th - 33rd	715
<input type="checkbox"/>			EMPLOYER LEGAL PAID AMOUNT	EMPLOYER LEGAL PAID AMOUNT = 0	24.2	38.9	11th - 33rd	371
<input type="checkbox"/>			MAXIMUM MEDICAL IMPROVEMENT DATE	MAXIMUM MEDICAL IMPROVEMENT DATE = CLOSING DATE	0.0	3.7	11th - 33rd	0
<input type="checkbox"/>			PRE-INJURY WAGE AMOUNT	PRE-INJURY WAGE AMOUNT < \$100 or > \$5000	0.7	2.9	11th - 33rd	11
<input type="checkbox"/>			RETURN TO WORK DATE	RETURN TO WORK DATE - ACCIDENT DATE < 4 DAYS	2.5	5.1	11th - 33rd	13
<input type="checkbox"/>			BIRTH YEAR	BIRTH YEAR MISSING	0.0	0.0	34th - 66th	0
<input type="checkbox"/>			CLAIMANT GENDER CODE	CLAIMANT GENDER CODE = 3	0.0	0.3	34th - 66th	0
<input type="checkbox"/>			HIRE YEAR	HIRE YEAR = ACCIDENT DATE YEAR	24.2	25.5	34th - 66th	371
<input type="checkbox"/>			HIRE YEAR	HIRE YEAR TO ACCIDENT DATE YEAR > 4 YEARS	31.5	33.9	34th - 66th	483
<input type="checkbox"/>			IMPAIRMENT PERCENT	IMPAIRMENT PERCENT = 1% or 2% BASED ON PART OF BODY	15.6	17.5	34th - 66th	5
<input type="checkbox"/>			IMPAIRMENT PERCENT	IMPAIRMENT PERCENT = 1% or 2% BASED ON WHOLE BODY	24.6	24.2	34th - 66th	48
<input type="checkbox"/>			MAXIMUM MEDICAL IMPROVEMENT DATE	ACCIDENT DATE TO MAXIMUM MEDICAL IMPROVEMENT DATE < 31 DAYS	2.3	2.7	34th - 66th	9
<input type="checkbox"/>			RETURN TO WORK DATE	RETURN TO WORK DATE MISSING	32.6	30.9	34th - 66th	255
<input type="checkbox"/>			RETURN TO WORK RATE OF PAY INDICATOR	RETURN TO WORK RATE OF PAY INDICATOR = N	9.0	21.4	34th - 66th	74
<input type="checkbox"/>			VOCATIONAL REHABILITATION - OTHER PAID	VOCATIONAL REHABILITATION - OTHER PAID > 25%	0.0	82.8	Low Claim Volume	0

General Observations

- There are several options for retrieving results from the General Observation screen:
 - Claims Details
 - Benefit Type
 - Attorney Indicator
- This information can be filtered further using the following:
 - Start / End dates
 - Date Type: RTI Date or Received Date

Note: The functionality within the Claims Details Tab, Benefit Tab, and Attorney Indicator are all the same.

General Observations Valuation Observations

45856 - NCCI TRAINING COMPANY

*Required

*Start Date 10/13/2016

*End Date 10/13/2017

Date Type Received

Received Dates from 10/13/2016 to 10/13/2017

Search Criteria for Retrieving Data for General Observations:

***Start Date**—The first day for the data results (this date is 12 months earlier than the end date)

***End Date**—The last day of data results (this date is equal to the current date)

Date Type—The data can be retrieved by Received Date or Reported to Insurer Date

Generate Views—Once the data criteria are selected, click **Generate Views** for results

Reset Criteria—Clears your selections

*The maximum search result is one year of data.

Note: If any of the criteria are changed, you must click **Generate Views** to apply your selections on screen.

To download observations:

- Click on the observation needed by checking on the boxes on the left
- Click **Download** to receive the extracts of the claims that make up the carrier results observations

DCI Quality Observations

Search ncci.com

Contact Us Log Out My Profile

General Observations Valuation Observations

45856 - NCCI TRAINING COMPANY

*Required

*Start Date 10/04/2017 *End Date 10/04/2018 Date Type Received

Generate Views Reset Criteria

Received Dates from 10/04/2017 to 10/04/2018

Claim Details Benefit Type Attorney Indicator

Download

Element Name	Observation Description	Carrier %	Industry %	Percentile	Claims
<input type="checkbox"/> BIRTH YEAR	DERIVED AGE < 15 OR > 70 YEARS	2.8	1.3	90th - 100th	43
<input type="checkbox"/> ACCIDENT STATE	ACCIDENT STATE NOT EQUAL TO JURISDICTION STATE	0.7	3.1	11th - 33rd	11
<input type="checkbox"/> CLAIMANT LEGAL PAID AMOUNT	CLAIMANT LEGAL PAID AMOUNT = 0	46.7	55.2	11th - 33rd	715
<input type="checkbox"/> EMPLOYER LEGAL PAID AMOUNT	EMPLOYER LEGAL PAID AMOUNT = 0	24.2	38.9	11th - 33rd	371
<input type="checkbox"/> MAXIMUM MEDICAL IMPROVEMENT DATE	MAXIMUM MEDICAL IMPROVEMENT DATE = CLOSING DATE	0.0	3.7	11th - 33rd	0
<input type="checkbox"/> PRE-INJURY WAGE AMOUNT	PRE-INJURY WAGE AMOUNT < \$100 or > \$5000	0.7	2.9	11th - 33rd	11
<input type="checkbox"/> RETURN TO WORK DATE	RETURN TO WORK DATE - ACCIDENT DATE < 4 DAYS	2.5	5.1	11th - 33rd	13
<input type="checkbox"/> BIRTH YEAR	BIRTH YEAR MISSING	0.0	0.0	34th - 66th	0
<input type="checkbox"/>		0.0	0.3	34th - 66th	0
<input type="checkbox"/>		24.2	25.5	34th - 66th	371
<input type="checkbox"/>		31.5	33.9	34th - 66th	483
<input type="checkbox"/> IMPAIRMENT PERCENT	IMPAIRMENT PERCENT = 1% or 2% BASED ON PART OF BODY	15.6	17.5	34th - 66th	5
<input type="checkbox"/> IMPAIRMENT PERCENT	IMPAIRMENT PERCENT = 1% or 2% BASED ON WHOLE BODY	24.6	24.2	34th - 66th	48
<input type="checkbox"/> MAXIMUM MEDICAL IMPROVEMENT DATE	ACCIDENT DATE TO MAXIMUM MEDICAL IMPROVEMENT DATE < 31 DAYS	2.3	2.7	34th - 66th	9
<input type="checkbox"/> RETURN TO WORK DATE	RETURN TO WORK DATE MISSING	32.6	30.9	34th - 66th	255
<input type="checkbox"/> RETURN TO WORK RATE OF PAY INDICATOR	RETURN TO WORK RATE OF PAY INDICATOR = N	9.0	21.4	34th - 66th	74
<input type="checkbox"/> VOCATIONAL REHABILITATION - OTHER PAID	VOCATIONAL REHABILITATION - OTHER PAID > 25%	0.0	82.8	Low Claim Volume	0

Select observations to download by selecting the open boxes

- ❑ Results are provided in Microsoft® Excel format
- ❑ Downloaded Observation Results will show on each individual tab in Excel

ACCIDENT STATE NOT EQUAL TO JURISDICTION STATE
Created on 10/4/2018 11:33:37 AM

Parameters								
Carrier Group Code	45856							
Start Date	10/4/2017							
End Date	10/4/2018							
Date Type	Received							
CARRIER CODE	CLAIM NUMBER	POLICY NUMBER	POLICY EFFECTIVE DATE	ACCIDENT DATE	ACCIDENT STATE CODE	JURISDICTION STATE	REPORTED TO INSURER DATE	RECEIVED DATE
45856	DEPCLMR005	SA1DEP2018005	7/1/2011	6/2/2012	35	03	6/6/2012	2/17/2017
45856	DEPCLMR006	SA1DEP2018006	10/1/2012	1/15/2013	21	14	1/16/2013	10/31/2016
45856	DEPCLMR007	SA1DEP2018007	1/1/2013	2/22/2013	31	13	2/25/2013	5/23/2017
45856	DEPCLMR008	SA1DEP2018008	5/20/2012	2/25/2013	13	16	2/28/2013	11/28/2016
45856	DEPCLMR009	SA1DEP2018009	4/1/2013	10/9/2013	42	13	10/14/2013	7/26/2017
99990	DEPCLMR010	SA1DEP2018010	9/30/2013	10/24/2013	19	45	10/28/2013	7/28/2017
45856	DEPCLMR011	SA1DEP2018011	7/1/2013	1/9/2014	01	10	1/15/2014	10/31/2016
45856	DEPCLMR012	SA1DEP2018012	10/1/2013	1/26/2014	37	13	1/27/2014	10/31/2016
99990	DEPCLMR013	SA1DEP2018013	10/1/2013	1/26/2014	37	13	2/10/2014	5/23/2017
45856	DEPCLMR014	SA1DEP2018014	4/1/2013	2/18/2014	10	39	3/31/2014	12/16/2016
45856	DEPCLMR015	SA1DEP2018015	8/1/1974	11/1/1974	34	20	4/8/2014	12/14/2016
45856	DEPCLMR016	SA1DEP2018016	3/1/2014	4/1/2014	17	42	4/8/2014	1/31/2017
45856	DEPCLMR017	SA1DEP2018017	2/15/2014	4/21/2014	19	45	4/22/2014	1/31/2017
45856	DEPCLMR018	SA1DEP2018018	3/16/2014	4/27/2014	45	08	4/30/2014	1/31/2017
45856	DEPCLMR019	SA1DEP2018019	12/6/2013	4/18/2014	12	13	5/13/2014	2/28/2017

Claimant Legal Paid = 0 Acc St not equal Jur St

Benefit Type Observations and Attorney Indicator Observations

- Benefit Type Observations are state-specific and based on the periodic and/or lump sum payments for specific benefit types. The same steps work for the Benefit Type Observations and Attorney Observations for display and downloading results.

*Required

*Start Date: 10/12/2016 *End Date: 10/12/2017 Date Type: Received

Generate Views Reset Criteria

Received Dates from 10/12/2016 to 10/12/2017

Claim Details **Benefit Type** Attorney Indicator

Download

Combined Periodic Payment and Lump Sum													
State	Benefit Type Code 03		Benefit Type Code 04		Benefit Type Code 09		Benefit Type Code 15		Benefit Type Code 50		Claims		
	Delta %	Claims											
TN - 41	-44.2	5	50.0	195	-9.2	0	0.0	0	0.0	0	0	199	
WV - 47	45.3	54	-46.2	18	0.0	0	0.0	0	0.0	0	0	69	
MO - 24	-36.4	20	46.1	46	-5.1	4	0.0	0	0.0	0	0	65	
NJ - 29	45.9	243	-40.8	44	-0.5	0	0.0	0	0.0	0	0	265	
LA - 17	26.2	67	45.5	106	-2.9	2	-40.6	3	-5.2	0	0	133	
NY - 31	-40.3	26	45.2	122	-1.7	5	0.0	0	0.0	0	0	141	
KS - 15	-41.4	20	40.2	101	0.0	0	0.0	0	0.0	0	0	120	
HI - 52	37.8	50	-30.1	7	9.8	31	0.0	0	0.0	0	0	57	
GA - 10	31.5	56	-34.0	0	0.0	0	0.0	0	0.0	0	0	56	
UT - 43	-19.6	63	33.8	68	0.0	0	0.0	0	0.0	0	0	112	
TX - 42	-32.7	68	33.2	2,454	0.0	0	0.0	0	0.0	0	0	2,457	

- The Attorney Indicator Observations are state-specific and based on the reporting of the Attorney or Authorized Representative Indicator being reported as "Y," which indicates that the claimant has an attorney or authorized representative and shows

*Start Date: 10/12/2016 *End Date: 10/12/2017 Date Type: Received

Generate Views Reset Criteria

Received Dates from 10/12/2016 to 10/12/2017

Claim Details Benefit Type **Attorney Indicator**

Download

State	Observation Description	Carrier %	Industry %	Percentile	Claims
OR - 36	Open at 18 months	78.1	32.2	90th - 100th	25
OR - 36	Closed at latest valuation	70.5	12.9	90th - 100th	31
IL - 12	Open at 18 months	91.8	42.8	90th - 100th	89
IL - 12	Closed at latest valuation	81.9	44.2	90th - 100th	154
NJ - 29	Open at 18 months	89.2	44.0	67th - 89th	157
NJ - 29	Closed at latest valuation	93.0	53.9	90th - 100th	174

Valuation Observations

The Valuation Observations identify claims where the Paid Periodic or Combined (Periodic and Lump Sum) Benefit Type Amount Paid is reduced at a later valuation based on comparison across all submitted valuations.

- When you select the **Valuations Observations** tab, the following screen appears.

The screenshot shows the 'DCI Quality Observations' interface. At the top left is the NCCI logo and the text 'DCI Quality Observations'. On the top right is a 'Contact Us' link. Below this is a navigation bar with two tabs: 'General Observations' and 'Valuation Observations', with the latter being selected. The main content area displays '45856 - NCCI TRAINING COMPANY'. Below this, there is a section for search criteria with a '*Required' label. It contains four fields: '*Start Date' (a date input field with a calendar icon), '*End Date' (a date input field with a calendar icon), 'Date Type' (a dropdown menu currently set to 'Received'), and 'Payment Type' (a dropdown menu currently set to 'Reduced Periodic'). At the bottom of this section are two buttons: 'Generate Views' and 'Reset Criteria'.

Search criteria for retrieving data for valuation observations:

Start Date—The first day shown in the data results

End Date—The last day shown in the data results

Data Type—The data can be retrieved by Received Date or Reported to Insurer Date

Payment Type—Reduced Periodic or Reduced Periodic & Lump Sum

Generate Views—Once the data criteria are selected, click **Generate Views** for results

Reset Criteria—Clears criteria for new search

Note: The maximum search result is 6 months of data for Valuation Observations.

DCI Data Collection Tool User's Guide

Once you've entered your criteria and clicked **Generate Views**, a screen similar to the following will provide results

*Required

*Start Date: 01/01/2013

*End Date: 05/30/2013

Date Type: Reported To Insurer

Payment Type: Reduced Periodic

1 Claims with Reduced Periodic Payments Reduced Periodic Payments for Reported To Insurer Dates from 01/01/2013 to 05/30/2013

<input type="checkbox"/>	Claim Number	Policy Number	Carrier Code	Reported To Insurer	Policy Effective
<input type="checkbox"/>	A130	86000001	45856	03/08/2013	11/15/2012

To download observations:

- Click on the observation needed by checking on the boxes on the left
- Click **Download** to receive the extracts of the claims that make up the carrier results observations

*Required

*Start Date: 01/01/2013

*End Date: 05/30/2013

Date Type: Reported To Insurer

Payment Type: Reduced Periodic

1 Claims with Reduced Periodic Payments Reduced Periodic Payments for Reported To Insurer Dates from 01/01/2013 to 05/30/2013

<input type="checkbox"/>	Claim Number	Policy Number	Carrier Code	Reported To Insurer	Policy Effective
<input checked="" type="checkbox"/>	A130	86000001	45856	03/08/2013	11/15/2012

- Once you've selected **Download**, the following report appears:

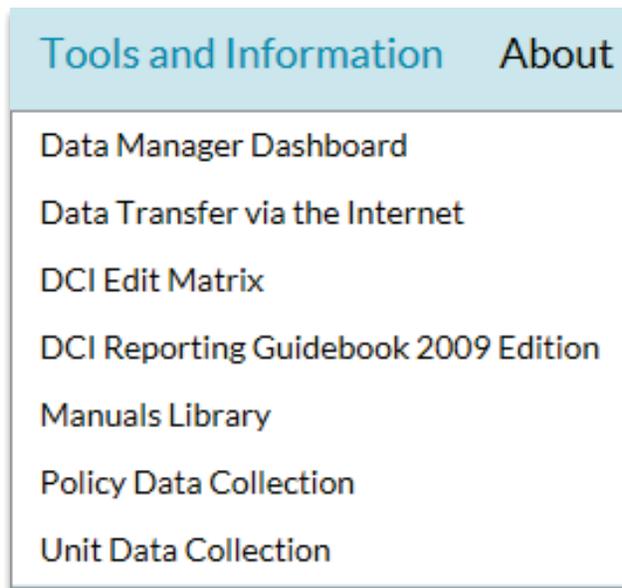
Reduced Periodic Payments
Created on 10/13/2017 2:06:06 PM

Parameters												
Carrier Group Code	45856											
Start Date	1/1/2013											
End Date	5/30/2013											
Date Type	Reported To Insurer											
CARRIER CODE	CLAIM NUMBER	POLICY NUMBER	POLICY EFFECTIVE DATE	ACCIDENT DATE	JURISDICTION STATE	REPORTED TO INSURER DATE	CLAIM STATUS	RETURN TO WORK DATE	RECEIVED DATE	VALUATION LEVEL CODE	BENEFIT TYPE W REDUCTION	
45856	A130	86000001	11/15/2012	3/7/2013	42	3/8/2013	0		11/7/2015	006		
45856	A130	86000001	11/15/2012	3/7/2013	42	3/8/2013	0	1/9/2014	12/4/2014	018		
45856	A130	86000001	11/15/2012	3/7/2013	42	3/8/2013	0	1/9/2014	12/14/2015	030	▼ BT05	
45856	A130	86000001	11/15/2012	3/7/2013	42	3/8/2013	1	1/9/2014	12/20/2016	042	▼ BT05	

DCI Data Collection—Tools and Information

The **Tools and Information** menu option provides a path for accessing additional tools for reporting DCI data.

- ❑ Click the **Tools and Information** tab, and the following drop-down menu appears
- ❑ To access the main page of any of the tools listed, click the respective drop-down option



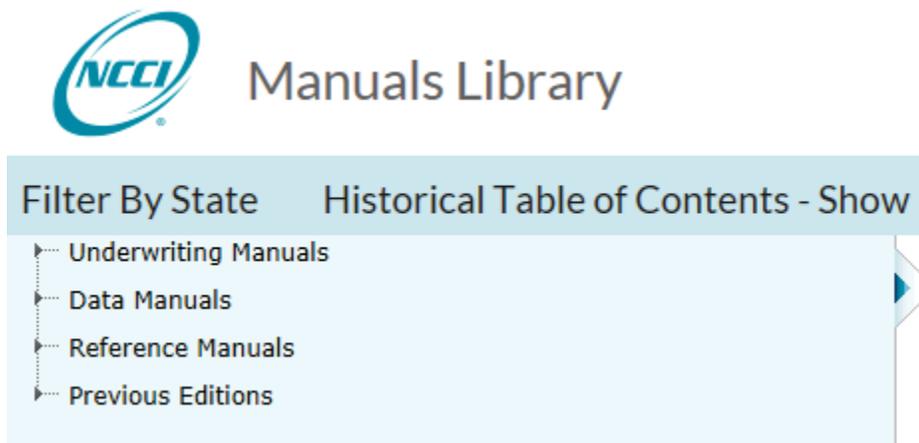
DCI Edit Matrix

The DCI Edit Matrix can be found in the *Detailed Claim Information (DCI) Reporting Guidebook*.

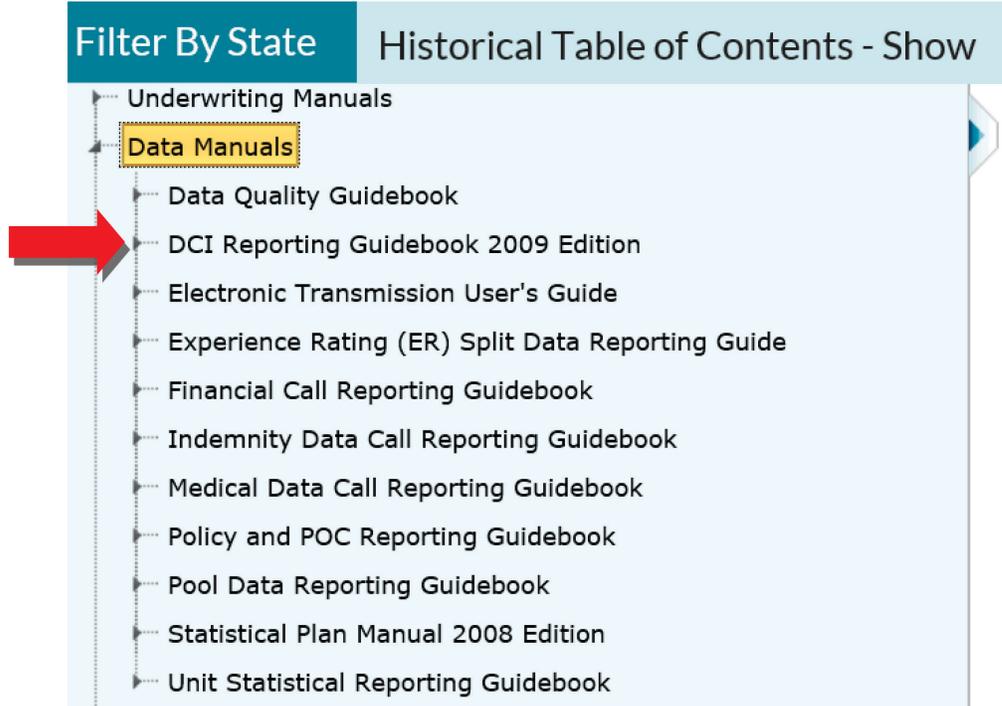
- ❑ To access the guidebook, go to **ncci.com** and log in.
- ❑ Once logged in, click the task tile labeled **Access Data Manuals**.



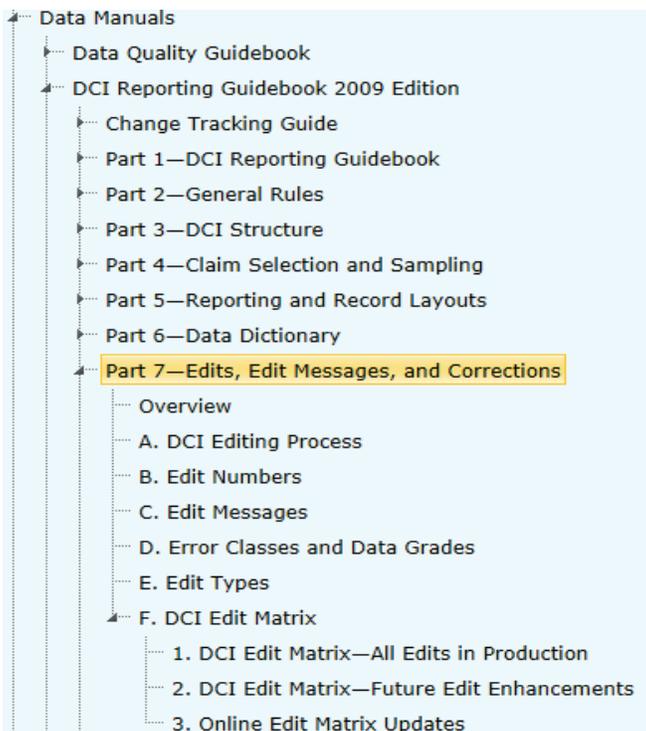
- ❑ In the **Manuals Library**, you will see the following options.



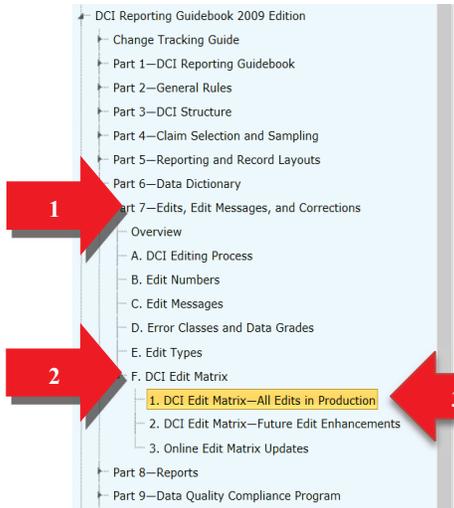
Expand the **Data Manuals** option and select **DCI Reporting Guidebook 2009 Edition**.



- Once your selection has been made, the Table of Contents appears to the left of the screen, and the guidebook appears to the right.



- ❑ To access the edit matrices, expand **Part 7—Edits, Edit Messages, and Corrections (1)**, select **Section F. DCI Edit Matrix (2)**, and click **DCI Edit Matrix—All Edits in Production (3)**. A link to the DCI Edit Matrix—All Edits in Production will appear to the right of the screen.



DCI Reporting Guidebook 2009 Edition

- Change Tracking Guide
- Part 1—DCI Reporting Guidebook
- Part 2—General Rules
- Part 3—DCI Structure
- Part 4—Claim Selection and Sampling
- Part 5—Reporting and Record Layouts
- Part 6—Data Dictionary
- Part 7—Edits, Edit Messages, and Corrections**
 - Overview
 - A. DCI Editing Process
 - B. Edit Numbers
 - C. Edit Messages
 - D. Error Classes and Data Grades
 - E. Edit Types
 - F. DCI Edit Matrix**
 - 1. DCI Edit Matrix—All Edits in Production**
 - 2. DCI Edit Matrix—Future Edit Enhancements
 - 3. Online Edit Matrix Updates
- Part 8—Reports
- Part 9—Data Quality Compliance Program

F. DCI Edit Matrix

1. DCI Edit Matrix—All Edits in Production

The DCI Edit Matrix—All Edits in Production contains details on the enhanced editing process that currently takes place in NCCI's database. This online Edit Matrix is the most comprehensive resource for information on NCCI's DCI editing and can be used when reviewing reject and error reports to obtain the details on each edit. It is updated frequently to ensure the most current editing information.

The DCI Edit Matrix—All Edits in Production is provided in this section of the online guidebook in a downloadable Microsoft® Word document, sorted by edit number.

Note: The edit sort can be modified by using the document's Sort option.

Online readers can click to view/print or download:

[DCI Edit Matrix—All Edits in Production \(downloadable Microsoft® Word doc\)](#)

2. DCI Edit Matrix—Future Edit Enhancements

The DCI Edit Matrix—Future Edit Enhancements contains edits scheduled for future implementation. This Edit Matrix provides you with lead-time and projected implementation dates for planned changes to DCI editing. This advanced information can be used for planning purposes.

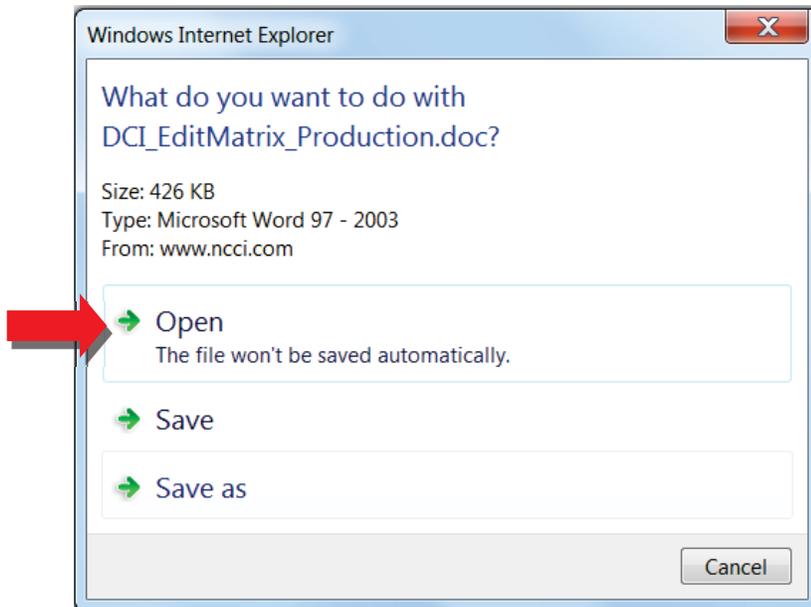
The DCI Edit Matrix—Future Edit Enhancements is provided in this section of the online guidebook. Online readers can click to view/print details:

[DCI Edit Matrix—Future Edit Enhancements \(pdf\)](#)

3. Online Edit Matrix Updates

When changes are made to the DCI Edit Matrix, they will be accompanied by a Change Tracking Guide, which describes the specific changes. When you have your **ncci.com** "My Preferences" set up to receive e-mail alerts of **Detailed Claim Information Reporting Guidebook** revisions, you will receive an e-mail notification when the Edit Matrix has been updated. This is the quickest and most effective way to keep current on all DCI edit changes.

- ❑ A pop-up window will display, asking you what you'd like to do with the matrix. To open the file, select the first option—**Open**.



- The Edit Matrix (in production) displays.



DETAILED CLAIM INFORMATION EDIT MATRIX—ALL EDITS IN PRODUCTION (April 10, 2014 Release)

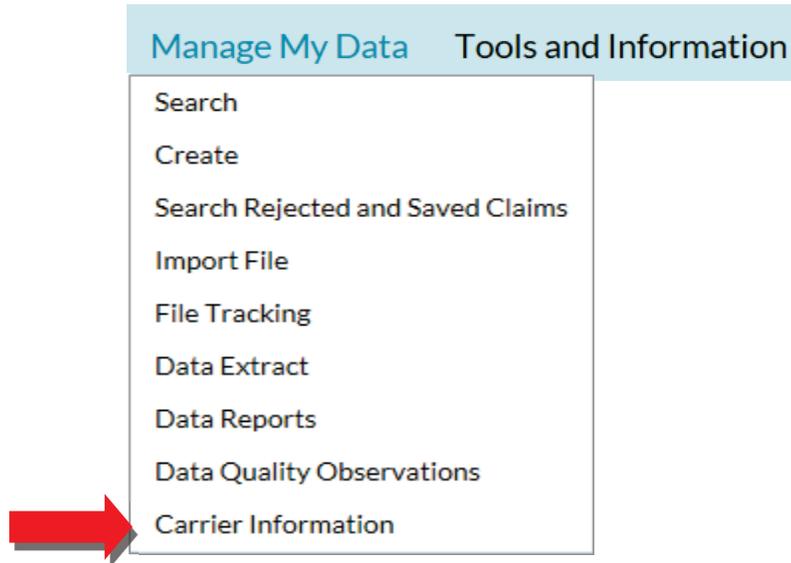
Record Type	Edit Number	Data Grade	Data Field	Edit Message	Report Type	Edit Type	Applicable States	Excluded States	Effective Date	Edit Change
1	0001-01	9	Accident Date	Must be a valid date.	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0033-01	9	Claim Number Identifier	Must not equal: <ul style="list-style-type: none"> • All blanks • All zeros • Any combination of just zero(s) and blank(s) • All punctuation marks • All special characters 	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0033-02	3	Claim Number Identifier	Must contain only alphabetic and/or numeric characters and must not contain embedded spaces, punctuation marks, or special characters. Default Value: Compressed Claim Number Identifier	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0034-01	9	Claim Status Code	Must be valid per table.	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0034-02	9	Claim Status Code	Must be Open or Closed for the first valuation level report.	Original	L	All		03/11/11 10/01/10	Updated Edit Message to remove redundancy between Data Field and Edit Message. Added edit.

- The DCI Edit Matrix gives you a more detailed explanation of the edit by Edit Number and Edit Message.

Supplemental Information

Manage My Data—Carrier Information

To view specific details regarding your company information, select the **Carrier Information** option from the **Manage My Data** drop-down menu.



- The following Profile screen immediately displays.

The screenshot shows the NCCI Carrier Information profile for group 45856. The page includes the NCCI logo, a search bar, and navigation links for Contact Us, Log Out, and My Profile. The main content area displays the profile for '45856 - NCCI TRAINING COMPANY' with a tabbed interface. The 'Group' tab is selected, showing a table of carrier information.

Carrier Code	Name	FEIN	NAIC Code
13118	NCCI TRAINING INDEMNITY COMPANY		
16962	NCCI TRAINING CASUALTY COMPANY		
40743	NCCI TRAINING INSURANCE COMPANY		
45856	NCCI TRAINING COMPANY		

Group Tab

The **Group** tab is the default screen and will provide you with FEIN and NAIC information for all coverage providers associated with your specific Coverage Provider Group ID.

Branch Tab

To view branch codes and location information, select the **Branch** tab.

Profile - 45856 - NCCI TRAINING COMPANY

Code	Address
000	901 PENINSULA CORPORATE CIR BOCA RATON, FL - 33487-1339
001	CRESTWOOD PLAZA BUILDING 2400 CRESTWOOD ROAD SUITE 207 NORTH LITTLE ROCK, AR - 72116
002	30501 AGOURA ROAD SUITE 201 AGOURA HILLS, CA - 91301
003	1001 BISHOP STREET SUITE 1550 AMERICAN SAVINGS BANK BUILDING HONOLULU, HI - 96813
004	11430 GRAVOIS ROAD SAINT LOUIS, MO - 63126
005	111 RIVER STREET SUITE 1202 HOBOKEN, NJ - 07030

Contact Tab

To view the data contacts we have on file for each data type, select the **Contact** tab.

Profile - 45856 - NCCI TRAINING COMPANY

If any information shown is incorrect, contact NCCI Customer Service at 800-NCCI-123 (800-622-4123).

Contact Details
DEP ONE TRAINER UNIT Data Reporting, DCI Data Reporting, POLICY Data Reporting 901 PENINSULA CORPORATE CIR BOCA RATON, FL - 33487-1339 E-mail qa_data_training@ncci.com

History Tab

To view any Buyout/Runoff Information for your company, select the **History** tab.

Profile - 45856 - NCCI TRAINING COMPANY

Group	Branch	Contact	History	
				
Carrier Code and Name		Buyout	Group Code	Effective Date
13118 - NCCI TRAINING INDEMNITY COMPANY		No Change	45856	01/01/1995
16962 - NCCI TRAINING CASUALTY COMPANY		No Change	45856	01/01/1995
40743 - NCCI TRAINING INSURANCE COMPANY		No Change	45856	01/01/1995
45856 - NCCI TRAINING COMPANY		No Change	45856	01/01/1995

Data Reports

NCCI provides reports to inform data providers about the results of data submissions for all data types, including the data expected to be reported to NCCI. The reports provide key details about data that may require corrective action as identified during the editing process. The reports are distributed through a variety of delivery mechanisms and are available in PDF, Microsoft® Excel, and CSV formats.

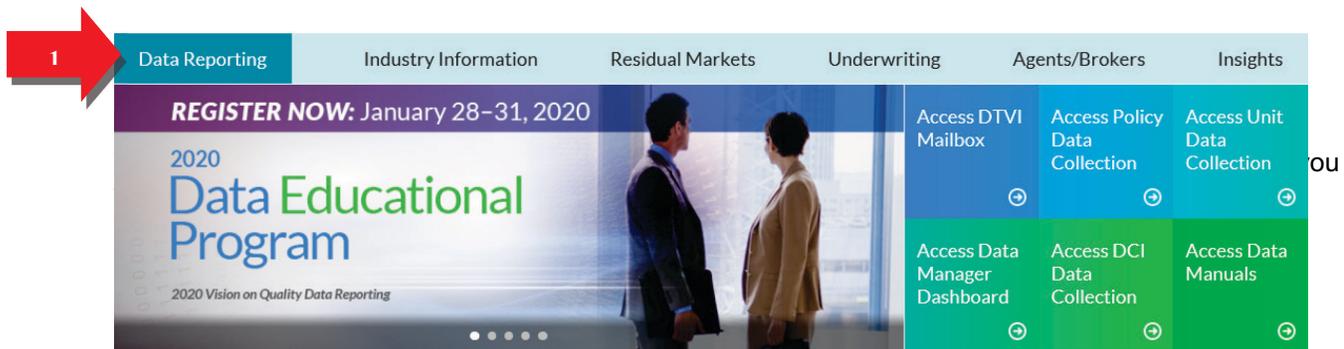
NCCI Reports are accessible as NCCI-Generated or Customer-Generated.

NCCI-Generated Reports are automatically created and distributed on a production schedule by NCCI. An email will be sent to you indicating that the report is available via the **DCI Data Collection** tool.

Customer-Generated Reports are requested directly from the search screens within the **DCI Data Collection** tool. Most reports will be available to view immediately on the screen.

Data Reports Guide

For information on each of our reports, NCCI has a Data Reports Guide to assist you. This guide provides you with a complete listing of all NCCI-Generated and Customer-Generated data reports, including the report names, descriptions, schedule, and available formats.



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

PUBLICATIONS / REPORTS

- Register Now for NCCI's 2020 Data Educational Program
 - The Data Connection - July 2019 Issue
 - Transform Your Research With Class Look-Up's New Scopes Feature
 - Class Presentations Available - 2019 Data Educational Program
 - Data Managers Tools and Resources (PDF)
- [Complete Listing](#)

RESOURCES

- [Data Reports Guide](#)

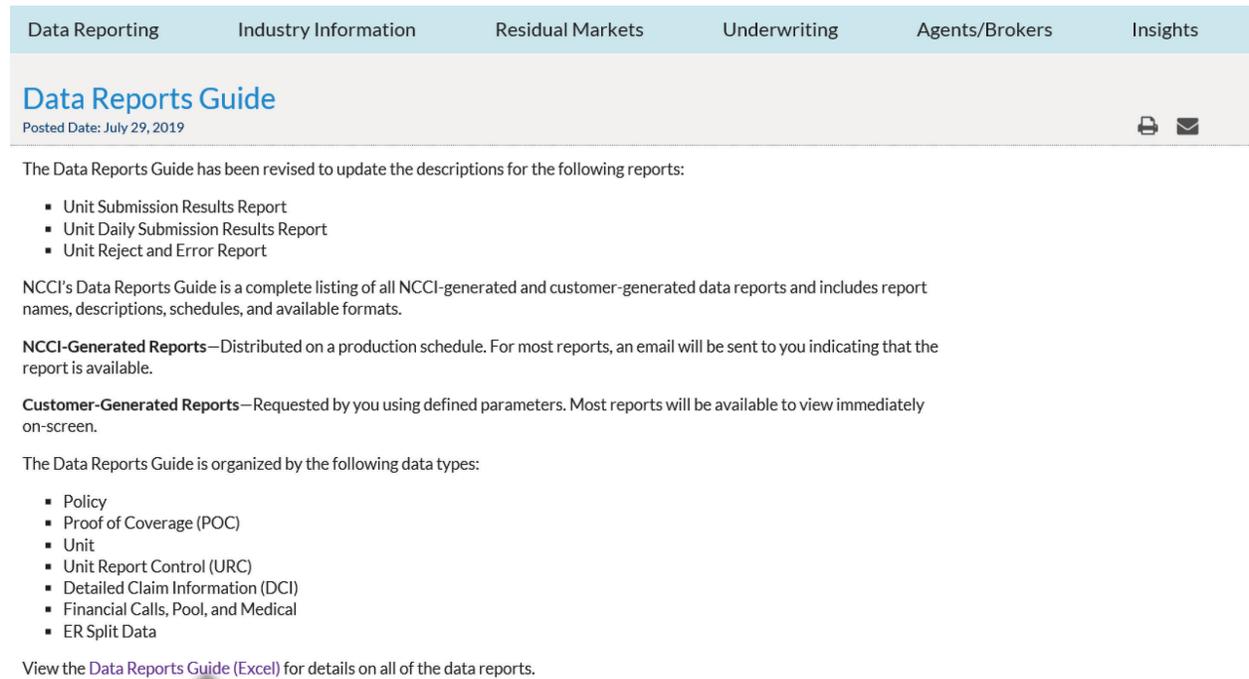
LEARNING CENTER

- [Data Transfer via the Internet \(DTVI\) Overview](#)
- [Overview of Experience Rating \(ER\) Split Data](#)
- [Understanding NCCI's Data Quality Incentive Program](#)
- [Manuals Library](#)

EXPERIENCE RATING SPLIT DATA

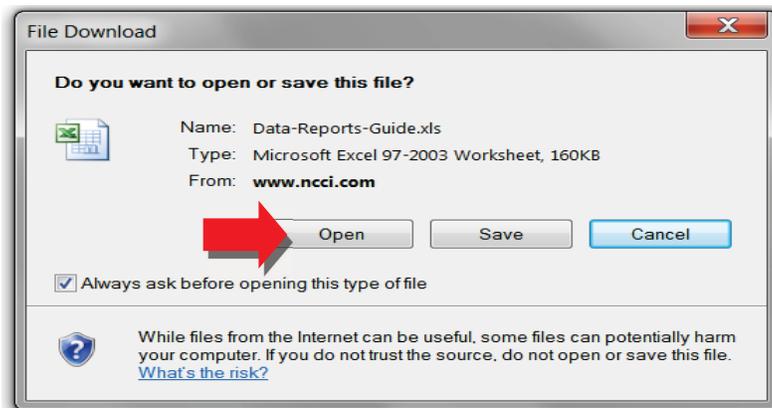
- [Experience Rating \(ER\) Split Data Reporting Template](#)
- [PEO - Employee Leasing Forms](#)

- The Data Reports Guide page displays with a link to the guide at the bottom of the page.



The screenshot shows the top navigation bar with links for Data Reporting, Industry Information, Residual Markets, Underwriting, Agents/Brokers, and Insights. Below this is the 'Data Reports Guide' section, dated July 29, 2019. The main content area contains a notice about revisions to report descriptions, a list of report types (Unit Submission Results Report, Unit Daily Submission Results Report, Unit Reject and Error Report), and information about NCCI-generated and customer-generated reports. At the bottom, there is a link to 'Data Reports Guide (Excel)' which is highlighted with a red arrow.

- Click the **Data Reports Guide (Excel)** link, and a pop-up window displays, asking if you would like to open or save the file. Click **Open**.



DCI Data Collection Tool User's Guide

- ❑ The Data Reports Guide displays in Microsoft® Excel format.
- ❑ To find a listing of the available DCI reports, select the **DCI** tab at the bottom of the screen.

NCCI Data Reports Guide*				
Detailed Claim Information (DCI)				
NCCI-Generated Reports via the Data Reports feature*				
Report Name	Report Description	Schedule	Available Formats	Email Notification Sent to:
DCI Submission Results Report	This report contains Detailed Claim records that have been processed and have either completely rejected from NCCI's database or have been accepted with errors.	Upon Submission	PDF Excel CSV	File Submitter
DCI Online Submission Results Report	This report contains Detailed Claim records that have been processed and have either completely rejected from NCCI's database or have been accepted with errors.	Daily	PDF Excel CSV	DCI Main Contact on file
DCI Certification Submission Results Report	This report includes the results of your test file submission.	Upon Submission	PDF Excel CSV	File Submitter
DCI Pre-Edit Submission Results Report	This report includes the results of your file submission that was pre-edited via NCCI's editing process.	Upon Submission	PDF Excel CSV	File Submitter
DCI Reject Follow-Up Report	This report contains Detailed Claim records that were rejected from NCCI's database and remain uncorrected.	Monthly	PDF Excel CSV	DCI Main Contact on file
DCI Expected Subsequents Report	This report notifies Coverage Providers of Detailed Claims for which NCCI is expecting subsequent valuations. This report only requests subsequent information for Detailed Claims in which the prior valuation level was successfully processed onto NCCI's database.	Monthly	PDF Excel CSV	DCI Main Contact on file
DCI Overdue Subsequents Report	This report notifies Coverage Providers of Detailed Claims for which subsequent valuations are past due. This report only requests subsequent information for Detailed Claims in which the prior valuation level was successfully processed onto NCCI's database.	Monthly	PDF Excel CSV	DCI Main Contact on file
Customer-Generated Reports via DCI Data Collection				
Report Name	Report Description	Schedule	Available Formats	Email Notification Sent to:
DCI Reject Report	This report lists Detailed Claim records that were rejected from NCCI's database and remain uncorrected.	Upon Request	PDF Excel CSV	No emails distributed
DCI Expected Subsequents Report	This report lists Detailed Claim records for which NCCI is expecting subsequent valuations.	Upon Request	PDF Excel CSV	No emails distributed
DCI Overdue Subsequents Report	This report lists Detailed Claim records for which subsequent valuations are past due.	Upon Request	PDF Excel CSV	No emails distributed
DCI Saved Claims Report	This report lists Detailed Claims that have been saved but not submitted to NCCI's database via DCI Data Collection .	Upon Request	PDF Excel CSV	No emails distributed

*Report Availability:

NCCI-Generated Reports for DCI can be accessed via the **Data Reports** feature in **DCI Data Collection**. These reports will only be produced if data has been submitted within the applicable time frame for the report.

NCCI-Generated Reports produced on a monthly basis are available for up to six months. All other reports are available for up to three months. Monthly reports will be available on the first Monday of the month.

Note: Customer-Generated Reports created in **DCI Data Collection** that appear on your screen are not automatically saved.

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Release Notes

Release Notes provide the latest information on updates made to the tool and are accessible through the **Latest Enhancements** section of the main page of *DCI Data Collection*.

Latest Enhancements

As of 8/17/17

The **Track Submissions** menu option under **Manage My Data** has been replaced with the new **File Tracking** feature and has been enhanced as follows:

- Provides new filter capabilities to view Detailed Claim Information data files sent using *Data Transfer via the Internet*
- Allows you to monitor Production, Certification, and Pre-Edit files
- Provides a link to access submission results reports for most submissions
- Ability to view recipient and date/time details for files received and downloaded
- Removed processing details for online submissions made using *DCI Data Collection*

For additional information: [View Release Notes](#)



DCI Data Collection Release Notes

Release Date: 8/17

This release of *DCI Data Collection* includes the replacement of the **Track Submissions** menu option under **Manage My Data** with the new **File Tracking** feature.

This enhancement included the following updates:

- Provides new filter capabilities to view Detailed Claim Information data files for up to 120 days that were either sent by you or anyone else in your company using *Data Transfer via the Internet*.
- Allows you to monitor Production, Certification, and Pre-Edit files
- Provides a link to access submission results reports for most submissions
- Ability to view recipient and date/time details for the files received and downloaded by you or anyone in your company
- Removed processing details for online submissions made using *DCI Data Collection*

Release Update: 3/17

This release of the *DCI Data Collection* tool includes a new menu option under the **Manage My Data** tab— **Data Quality Observations**.

This new feature provides observations made about your DCI data and allows you to:

- Monitor and improve data quality
- Compare your company's results with static industry results
- Review a list of specific claims with suspect data quality issues