



Data Managers Tools and Resources

A Comprehensive Portfolio of Tools and
Resources Available for Data Managers

2018 Edition



NCCI's Data Quality Strategy

Collecting and maintaining highly accurate and timely data is essential to NCCI's mission.

Extensive resources are devoted to data collection and refining reporting practices to ensure that data is credible and usable for its intended purposes.

NCCI's suite of data tools and services enables us to work with our data providers to aim for "quality in, quality out" and provide excellent products and services to our customers.

Tools and Resources for Data Managers

Tools for Monitoring and Reporting

NCCI offers a suite of data tools and services on ncci.com that allows you to pre-edit and report data and monitor your company's data reporting performance.

Pre-Editing Your Data:

- **Pre-Edit Service**—This service is available for each data type. It allows you to submit a data file to NCCI for pre-editing and receive your edit results back to correct data in your source system.
- **Unit Pre-Edit Tool**—This tool allows you to upload a Unit Statistical data file, pre-edit the data, and make corrections directly within the tool. From the tool, you can submit the data file to production.

File Type #	Process Type #	File Name #	Received by NCCI #	Status #	Submission ID #
DCI	Production	v28i1w03.txt	10/17/2017 09:22:30 PM	Completed	3333704
DCI	Production	v28i1w02.txt	10/17/2017 09:04:32 PM	Rejected	3333697
DCI	Production	v28i1w02.txt	10/17/2017 01:54:11 PM	Rejected	3333686
DCI	Production	v28i1w18030.txt	10/17/2017 12:45:53 PM	Completed w/Rejects	3333681

Accepted Record Count			Rejected Record Count		Submission Results	
Submitted	w/Default Errors	Error Free	Rejected	w/Default Errors	Status	Go to Report
2	1	0	0	1	Completed w/Rejects	2541274

Use **File Tracking** to monitor the status of your Policy, Unit Statistical, and DCI data files sent to NCCI.

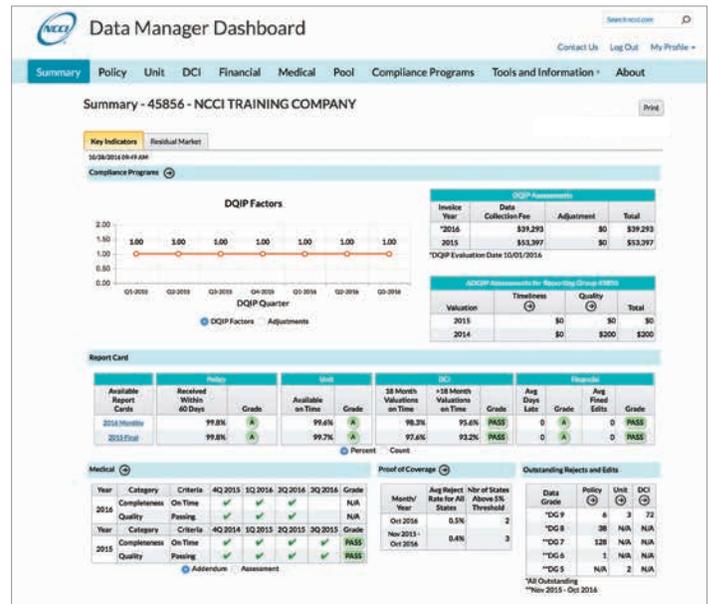
Reporting Your Data:

- **Data Transfer via the Internet (DTVI)** is NCCI's electronic mailbox for submitting data files. You can also use this tool to receive your error and submission reports and data files.
- **Policy Data Collection** allows you to search, view, and correct your Policy and Proof of Coverage (POC) data, and to identify any associated edits. You can also enter new and renewal policies, submit POC Notices, and manage your take-out credits.
- **Unit Data Collection** allows you to search, view, and correct your Unit Statistical data, and to identify any associated edits. You can also enter 1st and subsequent reports and respond to Unit Notifications.
- **DCI Data Collection** allows you to search, view, and update your Detailed Claim Information (DCI). You can also enter original and subsequent valuations and request DCI data extracts.
- **Financial Data Collection** allows you to enter and pre-validate your Financial Calls, and to submit the data to production. You can also view your data, make corrections, respond to notifications, and submit appeals.
- **Pool Data Online** allows you to search, view, and correct your NP1, NP4, NPX, and Residual Market Large Loss data.



Monitoring and Maintaining the Quality of Your Data:

- **Data Manager Dashboard** allows you to monitor your reporting performance for Policy and POC, Unit Statistical, Detailed Claim Information, Financial Call, and Pool data. You can access your data quality results for the **Data Quality Incentive Program, Aggregate Data Quality Incentive Program, Regulator Exception Program, and Carrier Data Quality Report Program (Carrier Report Card)**.
- **Medical Data Collection** allows you to monitor the quality and completeness of your company's submissions and reporting performance for the **Medical Incentive Program**.
- **File Tracking** allows you to monitor Production, Certification, and Pre-Edit data files sent by your company. You can also monitor the data files sent to your company and when they were downloaded. This feature can be found within the **Policy Data Collection, Unit Data Collection, and DCI Data Collection** tools.



The summary page of **Data Manager Dashboard** allows you to view reporting performance and compliance results at a glance.

Data Reporting | Industry Information | Residual Markets | Underwriting | Agents/Brokers

GENERAL

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

PUBLICATIONS / REPORTS

- Register Now for NCCI's 2018 Data Educational Program
- New Electronic Transmission User's Guide - Now Available
- The Data Connection - July 2017 Issue
- Presentations Available - 2017 Data Educational Program
- Data Managers Tools and Resources (PDF)

[Complete Listing](#)

RESOURCES

- Experience Rating (ER) Split Data Reporting Guide
- Experience Rating (ER) Split Data Reporting Template
- Data Reports Guide
- WCIO Data Specifications
- Extraordinary Loss Event (ELE) Codes and Descriptions

[Complete Listing](#)

LEARNING CENTER

- File Tracking Feature - Webinar on Demand
- Overview of Experience Rating (ER) Split Data - Webinar on Demand
- Data Manager Dashboard - Summary and Compliance Programs - Webinar on Demand
- Data Reports - Webinar on Demand
- Data Quality Guidebook - Webinar on Demand

[Complete Listing](#)

DATA QUALITY

- Overview of NCCI Data Quality (PDF)

The **Data Reporting Page** on ncci.com provides a central resource to access information for each data type, including Publications/Reports, Learning Center, Resources, and Data Quality.

Contact Us. We're here to assist you Monday-Friday, 8:00 a.m.-8:00 p.m. ET. Call our Customer Service Center at 800-NCCI-123 (800-622-4123) or visit ncci.com and choose **Contact Us** to send an email.



Manuals Library

Filter By State Historical Table of Contents - Show About

- Underwriting Manuals
- Data Manuals
- Reference Manuals
- Previous Editions

Data Manuals

- Data Quality Guidebook**
- DCI Reporting Guidebook 2009 Edition
- Electronic Transmission User's Guide
- Financial Call Reporting Guidebook
- Medical Data Call Reporting Guidebook
- Policy and POC Reporting Guidebook
- Pool Data Reporting Guidebook
- Statistical Plan Manual 2008 Edition
- Unit Statistical Reporting Guidebook

NCCI's **Manuals Library** offers instant access to our current data manuals and guidebooks.

Reporting Requirements and Information

- **Data Quality Guidebook** contains the program rules and criteria for each of NCCI's Data Quality Compliance Programs. It also includes NCCI's approach to data quality, details for Cross-Data Type Comparisons, and workflows for data quality best practices.
- **Proof of Coverage State Guide** provides state contact information, filing requirements, and any state-specific processing rules.
- **Data Reports Guide** is a complete listing of all NCCI-generated and customer-generated data reports to help you identify what data is expected, review edit results of your data submissions, and manage data that needs to be corrected.
- **NCCI's Manuals Library** offers instant online access to our suite of data manuals and guidebooks for reporting rules and data submission requirements.
- **Circulars/FYI Plus Releases** address time-sensitive topics. These documents may include a call to action and/or announce information needed to report timely and quality data.

Training Opportunities

NCCI is committed to educating data reporting customers by offering two types of training opportunities—Webinars on Demand and Data Workshops.

Webinars on Demand

NCCI's Webinars on Demand are online training modules that you can view and listen to at your convenience. Go to the Learning Center on ncci.com to access the webinars.

Data Workshops

NCCI's training events provide education and instruction on the latest data reporting requirements and tools. Visit ncci.com to see upcoming opportunities.



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