Policy and Proof of Coverage Data Tools and Resources
A Comprehensive Portfolio of Data Reporting Tools and Resources for Policy and Proof of Coverage Data Reporters

2020 Edition
What Are Policy and Proof of Coverage (POC) Data?

Policy data is estimated exposure and premium information. It includes coverage information such as policy number, policy term, states covered, and names and addresses of the insured and insurer.

POC data is a subset of Policy data that provides employers’ coverage information to regulators.

Tools and Resources for Policy and Proof of Coverage Data Reporters

Tools for Reporting, Receiving, and Monitoring

NCCI offers a variety of tools on ncci.com to help you conveniently submit, view, correct, and monitor your Policy and POC data.

- **Policy Data Collection** allows you to search, view, and correct your company’s Policy and POC data. You can also track your submissions and identify any associated errors. To further assist you with your policy reporting, the tool offers the following additional features:
  - **Add a Policy** allows you to enter your new and renewal Policy data online.
  - **Add a Proof of Coverage (POC) Notice/Binder** allows you to enter POC data online to help meet regulatory timeliness requirements.
  - **File Tracking** allows you to monitor Production, Certification, and Pre-Edit Policy data files sent by you or your company. You can also monitor the data files sent to you and when they were downloaded.
  - **Policy Extract Feature** allows you to extract your Policy data in the Workers Compensation Policy Reporting Specifications format to load into your source system.
  - **Data Reports** provides information regarding your submissions and edits identified by NCCI and the POC states. You can also create customized reports.
  - **Carrier Information** allows you to access your carrier group information and view coverage provider IDs (carrier codes) that fall under your group. Buyout/runoff dates, contact information, and branch addresses can also be accessed.
  - **Take-Out Credit** allows you to search and view the status of your take-out credits. Additionally, this feature allows you to accept or decline credits that have been issued to your company.
• **Policy Pre-Edit Service** allows you to submit a Policy data file to pre-edit and receive an edit report to help correct the data prior to submitting to production.

• **Data Transfer via the Internet (DTVI)** is NCCI’s Web-based tool for reporting your data electronically. You can also use this tool to receive your data and submission reports and track your data files sent to and from NCCI.

• **Data Manager Dashboard** helps you monitor your company’s Policy and POC data reporting performance. You can also access your data quality results from the Data Quality Incentive Program (DQIP) and Carrier Data Quality Report Program (Carrier Report Card).

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

NCCI offers a number of resources on ncci.com to provide you with reporting requirements and information for Policy and POC data.

- **Policy and Proof of Coverage Reporting Guidebook** contains the rules and requirements for reporting Policy data, including editing requirements, the Policy Edit Matrix, and POC service requirements.
- **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.
- **Electronic Transmission User’s Guide** contains the requirements for preparing and submitting test and production files for all NCCI data types. It also includes information for receiving data files and extracts electronically. Field specifications and record layouts for electronic transmissions are found in the WCIO Workers Compensation Data Specifications Manual.
- **Circulars/FYI Plus Releases** address time-sensitive topics. These documents may include a call to action and/or announce important information needed to report timely and quality data.

Data Reporting Page (Policy and POC) on ncci.com provides tools, resources, publications, and direct access to Webinars on Demand to help with all of your Policy data reporting needs. You can also access the **Proof of Coverage State Guide** for POC compliance information.

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.