



Indemnity Data Call—Certification Readiness

ACTION NEEDED

The Indemnity Data Call certification process will begin in First Quarter 2020. It applies to all affiliate groups and designated business partners (such as vendors and third party administrators) that will report the new Indemnity Data Call.

Carriers or their designated business partners must successfully complete certification prior to NCCI accepting Indemnity data submissions.

To become familiar with the process and requirements, review the attachment to this circular, **Attachment A—Indemnity Data Call Certification Readiness Checklist**. This provides the details on the three-phased certification process—Setup, Testing, and Approval.

BACKGROUND

The Indemnity Data Call is intended to provide the source data that will be used primarily for legislative pricing related to indemnity benefits. The Indemnity Data Call will begin with Second Quarter 2020 Indemnity data (initial evaluation quarter), with initial reporting due by the end of Third Quarter 2020.

IMPACT

Here's a summary of the certification Setup, Testing, and Approval process:

- **Setup:** Begins with the submission of the Data Provider Profile form and related documents
- **Testing:** Includes the file submission testing process and interactions with NCCI on submission testing results
- **Approval:** Concludes with NCCI issuing the certification approval, which gets Call participants ready to begin reporting in Second Quarter 2020

NCCI ACTION

NCCI offers these resources to help you report the Indemnity Data Call:

- **Indemnity Data Call Reporting Guidebook.** Includes the reporting requirements, record layouts, data dictionary, coding values, and certification requirements.
- Indemnity Data Call section on **ncci.com**.
- Indemnity Data Call classes at the 2020 **Data Educational Program—2020 Vision on Quality Data Reporting**. The program will be held January 28–31, 2020, at the Palm Beach County Convention Center in West Palm Beach, Florida. Refer to **ncci.com** for more information on this training event.

PERSON TO CONTACT

If you have any general data reporting questions, please contact NCCI's Customer Service Center at 800-NCCI-123 (800-622-4123) and select **Option 6** or email us at data@ncci.com. We are here to assist you Monday through Friday, 8:00 a.m.–8:00 p.m. ET.



Attachment A

Indemnity Data Call Certification Readiness Checklist

This Indemnity Data Call Certification Checklist is organized into three categories to assist in your certification efforts for your company. The categories are:

- Setup
- Testing
- Approval

Setup



CHECKLIST: Submit Your Data Provider Profile Form

To begin the setup process, the data provider or service provider (third party administrator [TPA] or vendor) must complete and submit the Indemnity Data Call Data Provider Profile Form:

- Identifies the carrier codes and specific users that will submit Indemnity Data files to NCCI
- Is a writeable PDF document that can be completed electronically

Refer to the Indemnity Data Call page on ncci.com to access the form. Once the form is completed, attach it to an email and send it to data@ncci.com.



CHECKLIST: Complete or Update Service Provider Forms (if necessary)

For affiliate groups that authorize service providers (TPA or vendor) to report data on their behalf, the following forms are required:

- Service Provider Attachment—Authorizes the TPA or vendor to interact with NCCI on your behalf. A separate attachment must be completed for each service provider. The attachment must be signed by the Affiliate and service provider.
- Service Provider Data Tool Access Addendum—Grants the TPA or vendor access to the carrier's data via NCCI's online data reporting tools and must be completed in conjunction with the Service Provider Attachment. An addendum must be completed for every service provider requiring use of the data tools. The addendum must be signed by the Affiliate and service provider.

Refer to the Affiliation Change Request application on ncci.com to request these documents for new service providers. Contact NCCI's Contract Department at contract_mgmt@ncci.com if you need access to this application or to add the Indemnity Data Call data type to an existing Service Provider Data Tool Access Addendum.



CHECKLIST: Communicate With NCCI

Once the required forms have been received by NCCI, a representative will contact the requester and the data provider (if different from requester) to:

- Confirm that the information provided on the forms is accurate and complete
- Establish testing contact(s)
- Review the expectations of the testing process and answer any questions
- Verify the requestor has all necessary tools and resources for reporting the Indemnity Data Call



Attachment A Indemnity Data Call Certification Readiness Checklist

Testing



CHECKLIST: Create Your Test File

Certification includes the creation, submission and monitoring of your test files. Indemnity Data Call test files must:

- Contain records that represent production data.
- Be extracted from the data provider’s source system that will be utilized in production.
- Contain at least a month’s worth of Transactional Records for a specific quarter of historical data (Fourth Quarter 2019, for example) and a single quarterly file for the same claims.
- Contain original transactions. At the option of the Indemnity data provider, cancellation and replacement transactions may be tested but are not required.
- Include transactions for each of the carrier’s group subsidiaries, if the tester is submitting data on behalf of more than one
- Include all states the tester is responsible for submitting.
- Include only one File Control Record as the first record in each test file.

In cases where certain indemnity transactions are not immediately available in the data provider’s source system, contact NCCI to discuss options for certification testing.



CHECKLIST: Name Your Test File

Use the appropriate Indemnity Data Call test file naming conventions as follows:

| Record Type | File Name |
|---------------|---------------|
| Transactional | IDCTRANS*.TST |
| Quarterly | IDCQTRLY*.TST |

(*) = Up to 30 additional characters (no spaces) can be included

Refer to the **Indemnity Data Call Reporting Guidebook** and the *WCIO Workers Compensation Data Specifications Manual—Workers Compensation Indemnity Data Call (WCIND)* section for detailed instructions on file layouts, data elements, and reporting requirements.



Attachment A Indemnity Data Call Certification Readiness Checklist



CHECKLIST: Submit Your Test File

Certification testing will begin in First Quarter 2020. The tester should notify NCCI, in advance, of the date and approximate time when test files will be transmitted. Contact NCCI's Customer Service Center at 800-NCCI-123 (800-622-4123) and select **Option 6** or email us at data@ncci.com.



CHECKLIST: Monitor Your Test File Acceptance

Once the certification test file has been received by NCCI, submission edits will be applied to the file to determine file acceptance or rejection.

File Acceptance verifies:

- File structure of the control record
- Submitter of each file is authorized to submit on behalf of the carrier at a group level and carrier level
- Completeness and validity of required elements

Once the test file is processed, an email will be sent to the tester with one of the following file results:

- The file has passed the File Acceptance stage of testing and Quality Tracking Results are available, or
- The file has been rejected at the File Acceptance stage

These results are available for the tester to review in the File Results feature of the new **Indemnity Data Collection** tool (to be released in First Quarter 2020).

NCCI will contact the tester to discuss the edits, how to view returned records, if any, and what corrective action may need to be taken *before* submitting another test file.

Refer to Circular IND-2019-01 for the current draft of the Indemnity Data Call Edit Matrix. The Edit Matrix will be updated in the upcoming release of the **Indemnity Data Call Reporting Guidebook**.



CHECKLIST: Review Your Quality Tracking Results

Following File Acceptance, additional edits will be applied to the certification test file to check for data quality.

An NCCI representative will review the Quality Tracking results and contact the tester to provide feedback to the tester on changes needed to meet the requirements of the data quality editing before another test file is submitted. If the test file meets Quality Tracking requirements, the file will be reviewed for certification approval.



Attachment A Indemnity Data Call Certification Readiness Checklist

Approval



CHECKLIST: Receive Certification Approval From NCCI

NCCI will communicate the approval to report the Indemnity Data Call by:

- Emailing a notification to the Indemnity data provider (or tester, if different) of approval
- Granting access to submit a production file

Upon approval, the data provider will begin reporting the Indemnity Data Call starting with Second Quarter 2020 transactions, which will be due by the end of the Third Quarter 2020.



CHECKLIST: Attend NCCI's 2020 Data Educational Program

Check out ncci.com for additional information on the Indemnity Data Call classes being offered at the 2020 *Data Educational Program—2020 Vision on Quality Data Reporting*. The program will be held January 28–31, 2020, at the Palm Beach County Convention Center in West Palm Beach, Florida.