



January 2015 | 14TH EDITION

the DATA CONNECTION


Welcome to **The Data Connection**, an NCCI communication series that keeps you informed on important data reporting news, data quality updates, data reporting enhancements, recent communications, and more. **The Data Connection** is released twice a year and features key information to help you perform your data reporting activities.

Look for more information on these topics on ncci.com.

- 1 Working Together Toward Data Reporting Success
- 1 The Transition Is On for Texas—NCCI's Newest State
- 2 New and Improved for You—Enhanced Data Manuals
- 3 New Data Reporting Learning Opportunities
- 3 Gear Up for the 2015 Financial Call Reporting Season
- 4 Celebrate Data Professionals Week—Believe, Achieve, Succeed
- 5 It's a Wrap—Industry Communications Recap
- 5 Take a Look at Policy Reporting Tool Enhancements
- 6 Access State-Specific POC Information
- 6 Discover New Data Tips

Contact Us

Your feedback is important to us. If you have any **comments or suggestions** on this or future editions of **The Data Connection**, please email us at thedataconnection@ncci.com.



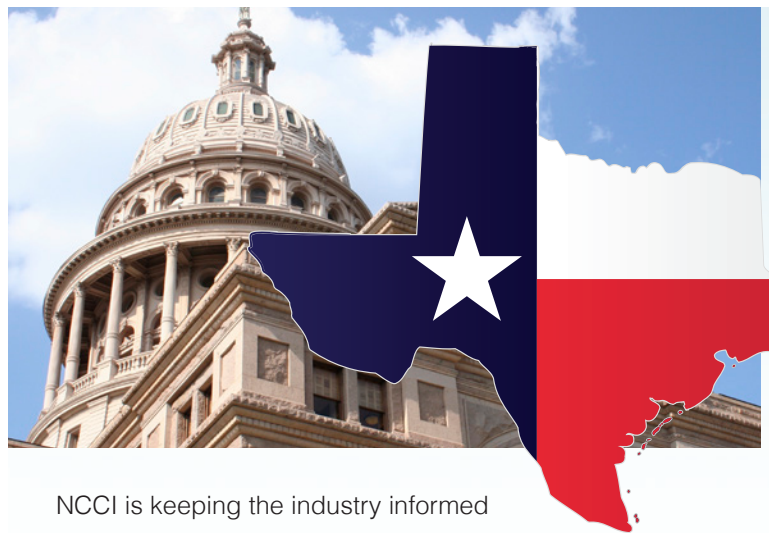
Working Together Toward Data Reporting Success

This edition of **The Data Connection** is dedicated to the theme, “Working Together Toward Data Reporting Success,” which is the focus of our January 2015 **Data Educational Program**. Look for tips on achieving data reporting success at the end of each article.

The Transition Is On for Texas—NCCI's Newest State

Over the past two years, NCCI has been working closely with the Texas Department of Insurance (TDI) to ensure a smooth transition for Texas to become an NCCI workers compensation state.

THE DATA CONNECTION



NCCI is keeping the industry informed every step of the way through the Texas Update page on ncci.com. This page notifies users about circulars and manual updates that incorporate Texas rules.

Texas information is now included in the following NCCI manuals:

NCCI Manual	Texas Effective Date
Basic Manual	June 1, 2014
Forms Manual	June 1, 2014
Statistical Plan	January 1, 2015

Prior to including Texas in the **Statistical Plan**, NCCI published the following circulars to prepare the industry for the manual update:

- UNITS-TX-2014-02 (Implementation of NCCI's Statistical Plan in Texas—Frequently Asked Questions)
- UNITS-2014-03 (Texas Department of Insurance Adopts NCCI's Statistical Plan), which provided information on how Texas state special rules and code values apply in the Plan

NCCI also offered a class at its 2015 **Data Educational Program** that focused on Texas rules and programs—how they have been implemented and how they apply across NCCI manuals.

As of this edition of **The Data Connection**, the **Experience Rating Plan Manual** is still pending adoption in Texas—proposed to become effective July 1, 2015.

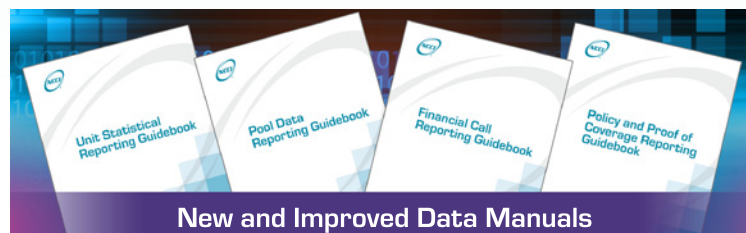
Utilize all the Texas-specific resources NCCI offers to achieve success in reporting data for this newly added NCCI state.



New and Improved for You—Enhanced Data Manuals

Now it's easier for you to find the data reporting information you need in NCCI's guidebooks.

Enhanced versions of the **Unit Statistical Reporting Guidebook**, **Pool Data Reporting Guidebook**, **Financial Call Reporting Guidebook**, and **Policy and Proof of Coverage Reporting Guidebook** are now available in the Manuals Library on ncci.com.



The **Unit Statistical Reporting Guidebook** features new and updated content—and a restructured outline for improved ease of use. The result is a better supplement to NCCI's **Statistical Plan**. Highlights include:

- A Summary of Examples table, organized alphabetically, which directs you to each example's location in the guidebook
- New and enhanced reporting examples and record submission requirements

The **Policy and Proof of Coverage Reporting Guidebook** contains new, revised, and streamlined content. New content includes:

- Data element requirements (by record and transaction type) section—with state-specific information
- Assigned risk reporting rules section—with reporting requirements and examples
- Policy Data Dictionary—with a complete listing of all Policy data elements and coding values

Follow the rules and requirements outlined in NCCI's manuals to achieve data reporting compliance.



New Data Reporting Learning Opportunities

Mark your calendar for upcoming opportunities to learn about the latest data reporting requirements and tools. Our planned training schedule includes the following:

2nd Quarter	Financial Call Reporting—Claim Count
3rd Quarter	Data Manager Dashboard—Unit Features
3rd Quarter	Data Manager Dashboard—Detailed Claim Information Features
4th Quarter	2016 Financial Call Season
4th Quarter	Data Quality Programs

For details, go to the **Education—Data Reporting** section on ncci.com.

Schedule is subject to change.

Watch and Learn With the New Unit Statistical Plan Webinar

The Unit Statistical Pension Tables module teaches you how to use the Pension Table values to calculate the lifetime benefit portion of the indemnity reserve for unit statistical reporting purposes. This new webinar will assist you in:

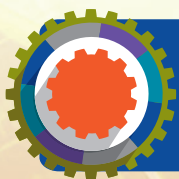
- Understanding how to use the Pension Tables located in the **Statistical Plan**
- Using the table values to calculate the lifetime benefit portion of the indemnity reserve for unit statistical reporting

- Applying your knowledge, through various claim scenarios and a question and answer section

To access the module from NCCI's home page, select **Education, Data Reporting**, and then **Unit Statistical Data**.



Enhance your reporting knowledge with learning opportunities.



Prepare for the 2015 financial season by using all available resources.

Gear Up for the 2015 Financial Call Reporting Season

There are no significant changes for the 2015 Financial Call season, but it's helpful to gear up for the requirements by reviewing the **2015 Financial Call Season** article as your central source of information. It provides season highlights, a list of available resources and tools, and a link to Circular CALLS-2014-01.

To learn more about Financial Call reporting, access the Webinars on Demand from NCCI's home page; select **Education, Data Reporting**, and then **Financial Call Data**.

THE DATA CONNECTION

Celebrate Data Professionals Week—Believe, Achieve, Succeed

Recently, NCCI conducted our fifth Data Professionals Week (DPW) that focused on recognizing the importance of data management as a profession. Our event has expanded over the years to include training classes, guest speakers, special presentations, and employee recognitions. Every company can develop a similar DPW event that can be customized to meet its own needs.

To help you establish your own event, we have developed a set of planning guidelines that is included in a feature article on ncci.com titled **Data Professionals Week—Event Model**. In this article, you can view and download the complete DPW Event Model, which is summarized as follows:



Determine Timing—The event can take place anytime during the year—and the duration is up to you. NCCI's DPW is conducted in November.



Create a Kickoff—Jumpstart your event with activities that promote educational opportunities, and spotlight employee personal growth success stories.



Set Goals—Determine what you want to accomplish so that you'll have measurable results at the end.



Conduct Educational Programs—Offer IDMA class(es), general insurance class(es), and targeted training on topics such as Microsoft® Excel.



Pick a Theme—Choose one that has a distinct, recurring, and unifying quality or idea.



Consider More Great Ideas—Have a kickoff breakfast, build excitement with companywide communications, and conduct fun activities.



Choose a Committee—Involve employees in the planning stage to ensure that you represent the interests of the larger group.



Use Creative Resources—Utilize the DPW logo, Microsoft® PowerPoint presentations, Certificates of Achievement, and more.



Develop a Daily Agenda—Focus on key aspects each day, and spice up the day's events with varied activities.

Consider offering a Data Professionals Week event to demonstrate your organizational commitment to data management.



It's a Wrap— Industry Communications Recap

NCCI released the following key communications during the second half of 2014. You can view them on ncci.com:

- **Policy—Coverage Notice/Binder Requirements for Policy Data Collection** (POLS-2014-07)—Provides the data reporting requirements for Coverage Notice/Binders entered into **Policy Data Collection** via **DCA Access® Online**
- **Units—Texas—Texas Department of Insurance Adopts NCCI's Statistical Plan** (UNITS-TX-2014-03)—Announces the Texas adoption of NCCI's **Statistical Plan for Workers Compensation and Employers Liability Insurance** effective January 1, 2015, and subsequent
- **Proof of Coverage—Kentucky—Industry Code Reporting Requirements for Proof of Coverage** (POC-KY-2014-01)—Announces that the Kentucky Department of Workers' Claims will require the North American Industry Classification System (NAICS) codes for certain transactions effective January 1, 2015
- **Calls—2015 Financial Call Season** (CALLS-2014-01)—Provides the updates and enhancements for the 2015 Financial Call reporting season
- **Proof of Coverage—Maine—Proof of Coverage Timeliness Reporting Requirement Update** (FYI-POC-ME-2014-01)—Announces the Maine Workers' Compensation Board's recent update to its timeliness requirements for electronic filing of Proof of Coverage
- **Units—New Release of Unit Statistical Reporting Guidebook** (UNITS-2014-03)—Announces the complete replacement of the **Unit Statistical Reporting Guidebook**
- **Policy—New Release of the Policy and Proof of Coverage Reporting Guidebook** (POLS-2014-08)—Announces the complete replacement of the **Policy and Proof of Coverage Reporting Guidebook**



Keep up with NCCI communications and apply any needed changes to help achieve data quality.

Take a Look at Policy Reporting Tool Enhancements

In 2014, NCCI released tool enhancements to improve your data reporting process. Here are some highlights:

- **Policy Pre-Edit Service**
 - o New service that allows you to review edit results for corrective action prior to production submission
- **Policy Data Collection via DCA Access® Online**
 - o New policy entry tool to search, view, and update all Policy and Proof of Coverage (POC) data
 - o Support for Transaction 16—Proof of Coverage Notice/Binder
- **Data Manager Dashboard**
 - o Improved policy views to include data trending results
 - o Expanded view of timeliness and quality statistics
 - o New views for monitoring cancellations, reinstatements, proof of coverage, state coverage, and noncompliance
 - o Improved reject and edit statistics—current and historical results
 - o Hyperlinks added for policy details

To learn more about these tools, visit the **Education** page on ncci.com and view the suite of Webinars on Demand for **Policy Data Collection** and the Webinar on Demand titled **Data Manager Dashboard—Policy**.

Take advantage of the enhanced tools to improve your Policy data reporting.



THE DATA CONNECTION



Access State-Specific POC Information

NCCI provides POC service in 38 states. To support this service, state-specific information such as the following is available in the **POC State Guide** on **ncci.com**:

- State contact information
- Policy timeliness exceptions
- Applicable state filing programs

Check the **POC State Guide** for state-specific information.



Discover New Data Tips

Take a few minutes to pick up some tips to make your data reporting more accurate and timely.

Q DATA TIP

Unit Statistical—Noncompensable to Compensable Claim Development

A claim previously reported as noncompensable may subsequently develop to be a compensable claim.

When this change occurs, the compensable claim is considered loss development and is reported on a going-forward basis at the next report level.

This includes reporting the Loss Condition Code—Type of Settlement Code value appropriate for the compensable claim (excluding Type of Settlement Code 05—Dismissal or Take Nothing, Noncompensable).

Since this change in compensability is loss development, no correction reports are to be submitted to prior report level(s).

The **Unit Statistical Reporting Guidebook** also provides a reporting example of this topic, which is available in Part 5-O (Noncompensable to Compensable Claim Development).

Q DATA TIP

How to Delete a Policy Name or Address as of a Specific Date

Did you know that if you want to delete a name or address record as of a specific date, you must report that date in both the Policy Change Effective Date and Policy Change Expiration Date fields?

Example:

Let's say that you originally reported a policy with two names:

Original Transaction

Name Record	Policy Effective Date
Lewis Inc	12/1/14
Lewis Two Inc	12/1/14

If you later want to remove the second name (Lewis Two Inc is sold 2/28/15), you must report the same date in both the Policy Change Effective Date and Policy Change Expiration Date fields of that record:

Replacement Transaction

Name Record	Policy Effective Date	Policy Change Effective Date	Policy Change Expiration Date
Lewis Inc	12/1/14	000000	000000
Lewis Two Inc	12/1/14	2/28/15	2/28/15

The matching dates in this example's replacement transaction will cause the second name to be deleted as of 2/28/15. All other records from the original transaction would be reported as part of the replacement transaction (if still applicable). The Policy Change Effective Date and Policy Change Expiration Date for Lewis Inc is reported with zeros.

If the policy change dates are not reported or are not the same, the record will remain on the policy.

For additional information, refer to Part 14—Policy Data Dictionary of the ***Policy and Proof of Coverage Reporting Guidebook*** in the **Manuals Library** on ncci.com.



Refer to the appropriate guidebook or manual for reporting rules and requirements.

**DATA TIP****Improve Your Data Quality by Pre-Editing Your Data**

Did you know that pre-editing your data can help improve your data quality by decreasing the number of edits received on your submissions? This step is helpful for identifying reporting errors prior to submitting production files.

NCCI has a pre-edit service for Policy, Unit, Detailed Claim Information, Medical Data Call, and Financial Call data.

For additional information, refer to the ***Electronic Transmission User's Guide*** in the **Manuals Library** on ncci.com.



901 Peninsula Corporate Circle
Boca Raton, FL 33487-1362
800-NCCI-123 (800-622-4123)
ncci.com

© Copyright 2015 National Council on Compensation Insurance, Inc. All Rights Reserved.
NCCI is a registered trademark of the National Council on Compensation Insurance, Inc.