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**.

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**.

View Your Blueprint for Data Reporting Success

This edition of **The Data Connection** is dedicated to the theme of our **Data Educational Program**, **"Your Blueprint for Data Reporting Success."**

Each article includes information on how the topic adds to the blueprint—with the goal of helping you achieve data reporting success.

Meet the Newest Addition to NCCI's Manuals Library—Data Quality Guidebook

We recently added another resource to our **Manuals Library**—the **Data Quality Guidebook**.

The **Data Quality Guidebook** is intended to be your go-to resource for everything concerning data quality. It's organized into two parts:

Part 1
- NCCI's Data Quality Approach
- Overview of Data Types and Uses
- Cross-Data Type Comparisons

Part 2
- Data Quality Compliance Programs
- Workflows for Each Data Quality Program

View the Data Quality Guidebook webinar on **ncci.com**; then check out the new guidebook for everything you need to know about data quality.

NCCI's Federal Coverage Service

NCCI's partnership with the US Department of Labor (DOL) began in 2009, and our services have expanded to include the electronic delivery of more than 360,000 workers compensation policies. Here are some key milestones:

Service Start Date	Service Includes
2009	Workers compensation Policy data endorsed with USL&H coverage. The data reported includes all NCCI states, and also includes data for the 10 independent bureaus.
2011	Workers compensation Policy data endorsed with the Federal Mine Safety and Health Act coverage to the US DOL Coal Mine Division. The data reported includes all NCCI states and data for the 10 independent bureaus.
2014	Foreign Defense Base Act (DBA) coverage (not standard workers compensation). This business is written by a few (currently six) insurers that provide this specialized coverage.

We look forward to continuing the collaborative effort.

Spotlight on Medical Data Call Webinars on Demand

In order for customers to more easily understand the requirements and available resources for reporting the Medical Data Call, NCCI has consolidated the webinars to include four training opportunities.

These webinars supplement the **Medical Data Call Reporting Guidebook** and include the following modules:

• Medical Data Call Overview
• Editing and Validation
• File Submission and Certification
• Medical Data Collection Tool

View these modules to learn more about reporting Medical data and how NCCI uses this data to support legislative pricing activities.

To access these modules from NCCI's home page, select **Learning Center** from the **Quick Links** at the bottom of the page.

Preparing for the 2016 Financial Call Reporting Season

The 2016 Financial Call season will not feature any significant reporting changes, and there are no changes to the **Aggregate Data Quality Incentive Program (ADQIP)**. The following provides a summary of the Financial Call reporting information available:

• **Financial Call Season Preview Article** is located on **ncci.com** and is continually refreshed with the latest reporting information
• **Circular CALLS-2015-01—2016 Financial Call Season** provides information on the 2016 reporting season
• **Financial Call Reporting Guidebook** provides the rules, requirements, and instructions to accurately complete your Financial Calls
• **Financial Data Collection** tool is available for the submission of your 2016 reporting season Calls

In March, NCCI will announce the availability of extended support to assist you in reporting your Financial Call data for the 2016 season.

That's a Wrap—Industry Communications Recap

NCCI released the following key communications during the second half of 2015. You can view them on **ncci.com**.

Circulars:

- NCCI's 2016 Data Educational Program (FYI-DR-2015-01)—Announced the classes and agenda for the 2016 program
- 2016 Financial Call Season (CALLS-2015-01)—Provided the updates and enhancements for the 2016 Financial Call reporting season
- Data Transfer via the Internet (DTVI) Filename Changes (DR-2015-03)—Announced changes to the way some filenames are stored in the **DTVI** mailbox
- Data Manager Dashboard—Upcoming Financial Call and Pool Data Enhancements (DR-2015-04)—Covered the enhancements to the Pool and Financial screens in **Data Manager Dashboard**
- Enhancements to Policy Data Collection via DCA Access® Online (POLS-2015-01)—Shared tool updates for entering and updating Policy data and Proof of Coverage Notice/Binders

- Texas—Upcoming Unit Edit Changes (UNITS-TX-2015-01)—Featured Unit Statistical Edit changes that will apply based on the 2014 Texas adoption of NCCI's **Statistical Plan**

Web Articles:

- **Proof of Coverage (POC) State Guide**—This edition of the **POC State Guide** provides updated state contact information for the state of Oklahoma.
- **Data Reports Guide**—This article announces the latest update to remove the Detailed Claim Information, Medical, and Data tools reports from **Data Manager Dashboard**. Additionally, all of the Unit reports for **Data Manager Dashboard** have been removed except for the Unavailable and Missing Unit Report Detail—Data Tracking report.
- **Updates to Policy Data Collection Tool Webinars**—View and listen to the updated modules for **Policy Data Collection** via **DCA Access® Online**. Learn about the new features and functionality for POC Notice/Binders, and adding, updating, and correcting Policy data.

New Data Reporting Learning Opportunities

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

2nd Quarter	Data Reports
3rd Quarter	Financial Call Reporting—Claim Count
3rd Quarter	Data Manager Dashboard—Overview
4th Quarter	2017 Financial Call Season

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

Schedule is subject to change.

Data Reporting Resources at Your Fingertips

Along with a new look and feel, our redesigned **ncci.com** features a new way to access your data reporting resources. Our new Data Reporting page streamlines the way you get information to help you report data by data type. Each data type view has four main categories: Tools, Resources, Publications/Reports, and Learning Center. See below for an example of our Data Reporting page for Policy and POC:

Tools
In addition to data reporting tools, this section provides you with access to our circulars and **Manuals Library**

Resources
This section houses reporting guides, FAQs, and brochures for your Policy, POC, and PEO reporting needs

Task Tiles
Allows you easy access to commonly used data reporting tasks

Learning Center
Get direct access to our Webinars on Demand for your convenience

Publications/ Reports
Stay up to date on announcements with our latest newsletter and Web articles

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Data Reporting

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NCCI'S 2016 DATA EDUCATIONAL PROGRAM
YOUR BLUEPRINT for data reporting success
January 26–29, 2016

◄ Register Now for NCCI's 2016 Data Educational Program
◄ NCCI Introduces the New Data Quality Guidebook
◄ 2016 Financial Call Season

Access DTVI Mailbox
Access Policy Data Collection
Access DCA Access® Online
Access Data Manager Dashboard
Access Circulars
Access Data Manuals

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

Tools
- Circulars
- Data Manager Dashboard
- Data Transfer via the Internet
- DCA Access® Online
- Manuals Library
- Policy Data Collection
- Proof of Coverage Inquiry
- Riskworkstation™
- State Insight

Resources
- Policy Edit Matrix
- Proof of Coverage State Guide
- Professional Employer Organizations and the Workers Compensation Industry
- PEO Leasing Models
- Professional Employer Organizations (PEO)—Guide to State-Specific Requirements

Complete Listing

Learning Center
- Policy Data Collection—Overview—Webinar on Demand
- Policy Data Collection—Search and View—Webinar on Demand
- Policy Data Collection—Adding, Updating, and Correcting Policy Data—Webinar on Demand
- Policy Data Collection—Proof of Coverage (POC) Notice/Binder—Webinar on Demand
- Data Manager Dashboard—Policy—Webinar on Demand

Complete Listing

Publications/Reports
- Elimination of Hard Copy Policy Reporting and Related Services
- Updates to Policy Data Collection Tool Webinars

The nation's most experienced provider of workers compensation information, tools, and services

Data Manager Dashboard—
A Whole New Look

Data Manager Dashboard has been refreshed with a new look and enhancements for Policy, Unit Statistical, Detailed Claim Information, Financial Call, and Pool data. These enhancements are intended to help you more effectively monitor your data reporting performance. Additionally, there is a new Compliance tab to access your data quality results.

Some of the enhancements:
- Improved navigation
- Expanded search options
- Increased data for trending results—prior, current, and prospective time frames
- Improved Reject and Edit statistics—current and historical results
- New hyperlinks to provide additional detail to on-screen results
- Additional options and views for monitoring Financial Call timeliness and quality statistics
- New historical view for Pool data

For more details, view our **Data Manager Dashboard** Webinars on Demand by data type.

Using the Statistical Plan and Unit Statistical Reporting Guidebook

NCCI's **Statistical Plan** and **Unit Statistical Reporting Guidebook** are two key resources for rules, requirements, and examples for Unit Statistical deductible reporting.
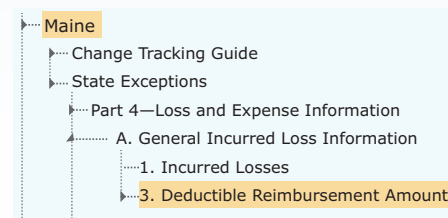- The **Statistical Plan** provides the reporting rules where Deductible Reimbursements apply
- The **Unit Statistical Reporting Guidebook** complements the **Statistical Plan** with additional information, including tables for the states with gross and net deductible reporting requirements

For example, to understand how to report deductibles for the state of Maine, you can view the reporting rules located in the **Statistical Plan**'s Maine state exception:

Statistical Plan
Maine Deductible Reimbursement Rule
Experience rating losses must be net of the deductible up to $5,000 per claim in deductible reimbursement for both small and large deductible programs. Therefore, report the deductible reimbursement with an upper limit of $5,000 per claim in the Deductible Reimbursement (Amount) field.

For this Maine Net Deductible Program, additional reporting information is provided in Part 8—Deductible Programs of the **Unit Statistical Reporting Guidebook**. This includes the Unit Statistical Header Record, Exposure Record, and, for the Loss Record, the Deductible Reimbursement Amount requirements.

Unit Statistical Reporting Guidebook

14. Maine

	Header Record			Exposure Record	Experience Rating	Loss Record
Maine Small Deductible Programs						
Effective Date	Type of Deductible (Code)	Type of Plan (Code)	Deductible Amount Per Claim/Accident	Statistical Code	Net or Gross Deductible Program	Deductible Reimbursement Amount
01/01/92	Medical- Only (01)	Per Accident (02)	$250, 500	9664	Net	Report with an upper limit of $5,000
04/27/88	Indemnity Only (02)	Per Claim (01)	$1,000, 5,000	9664	Net	Report with an upper limit of $5,000

Other Rules:

Deductible Reimbursement applies to small and large deductible programs with an upper limit of $5,000.

Using the **Statistical Plan** for rules and requirements and the **Unit Statistical Reporting Guidebook** for examples and additional information will help to improve your Unit Statistical reporting.

Tool Tip
DCI—Returned to Work

In Detailed Claim Information (DCI) reporting, when the claimant has returned to work, there are two fields that need to be considered:

- The **Return-to-Work Date** represents the recent date on which the claimant returned to work.
- The **Return-to-Work Rate of Pay Indicator (Y/N)** specifies whether the claimant has returned to work at the same or similar hours and rate of pay as before the injury. If so, then you report the "Y" (Yes) indicator. The "N" (No) indicator applies for conditions such as reduced hours, reduced wage rate/rate of pay, light duty, etc.

For additional information, refer to the ***DCI Reporting Guidebook.***

Tool Tip
Using the POC State Guide for POC Reporting

Use NCCI's ***POC State Guide*** to ensure that your Policy data reporting meets all of the POC state requirements. The ***POC State Guide*** covers filing time frames; address type requirements; specific data element requirements such as Industry Code (the NAICS code), Unemployment, and Federal Identification Numbers; and whether the state accepts NCCI's received date. All of this information can help you avoid penalties for timeliness or quality errors from the POC states.

The ***POC State Guide*** also includes current POC state contact information in the event that you need to reach out directly to the state for assistance. Look for this guide under the Resources section of the Data Reporting page for Policy and POC on **ncci.com**.

Data Tip
Setting Notifications

To stay up to date on the latest data reporting information, be sure to have your email notifications correctly set up on **ncci.com**.

After you log in, click **My Profile** at the top right of the screen. Select **My Email Notifications** from the drop-down menu, and you'll see three separate tabs that you can set notifications for:

- NCCI
- Manuals/Industry Tools
- Circulars

Customize your preferences. You can select individual data types or choose them all. Click **Save** after you make your selections. Here's an example of how you might make your selections:

For **NCCI** tab items selected, you will receive notifications on any content updates

For items you select in the **Manuals/Industry Tools** tab, you will receive notifications when manuals are updated

For the **Circulars** tab, you will receive notifications when a circular is released for items selected

Once you've made your selections, you'll receive an email whenever new content is available for your selected categories. Update your preferences to stay informed.

Data Tip
Entering Deviations Into the Financial Data Collection Tool

When reporting Designated Statistical Reporting (DSR) Level Premium, remember that it is the earned premium that would result if a carrier's business were written at NCCI's filed and state-approved loss cost or rate level. Deviations from rates or Loss Cost Multipliers (LCMs) should **not** be included in DSR. If you don't properly account for your deviations, you could potentially be at risk for quality assessments when NCCI validates your data—especially if corrections are necessary.

The Loss Cost Multiplier (LCM)/Rate Deviation Worksheet is available in the **Financial Call Reporting Guidebook**. You can use this worksheet as a checklist to make sure you have all the information needed before entering your deviations into the **Financial Data Collection** tool. When entering LCMs, you should subtract 1.00 from your deviation amount.

The following is an example of the LCM/Rate Deviation Worksheet for a carrier with two LCMs in the state of Georgia in 2015:
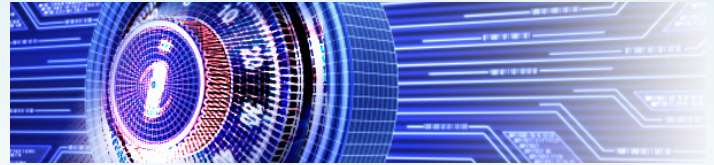- The first LCM is 0.90, and 25% of the business is written at that LCM. Enter –0.10 and 25%.
- The second LCM is 1.25, and 75% of the business is written at that LCM. Enter 0.25 and 75%.

Group Code:	12345	
State:	GA	
Active Flag: (Default = Yes)	Yes	
Carrier Code:	12345	
Carrier Deviation Effective Date:	01/01/2015	
NCCI DSR Level Effective Date:	01/01/2015	
Rolling Multiplier? (Yes or No)	No	
Filed/Calculated?	Calculated	
Deviation Amount:	**Deviation Amount**	**% of Business Written**
Indicate the Deviation Amount and % of Business Written to which the Deviation Amount applies	–0.10	25
	0.25	75
		100%

For a Loss Cost Multiplier, Deviation Amount = (LCM – 1.0).
For a Rate Deviation, Deviation Amount = Rate Deviation expressed as a decimal.
The sum of % of Business Written must equal 100%.

Contact your company's NCCI financial data validator for assistance if you have any questions.

Information Security
Keeping Industry Data Safe and Sound

At NCCI, information security is vital to ensure the protection of valuable industry assets. This keeps data safe and sound—benefiting all workers compensation stakeholders. In today's world, information security is undergoing a shift as data can be accessed from anywhere and can exist on many different devices. In order to protect data in today's ever-expanding mobile world, data security professionals have begun to shift to a more data-centric approach to cybersecurity.

This data-centric approach to cybersecurity now involves:
- Understanding the **Organization's Data** to include what it looks like, how it is used, where it resides, and its value to the organization
- Maintaining a **Classification System** to prioritize data and information security controls, focusing on preventing, detecting, and responding to malicious activities
- Having **Technical and Administrative Security Controls** in place to ensure the proper handling and tracking of proprietary and confidential data as it travels inside and outside of the organization
- Augmenting **Preventative Controls** with robust and comprehensive detection and response control measures, to quickly identify when information security issues arise and to reduce the impact to the organization

NCCI has implemented many data-centric security controls, such as Information Classification and Data Loss Prevention. We prioritize our controls and have centralized event management for detection of and response to suspicious events within the environment. We also continually review, assess, and make adjustments to our information security program. This commitment to Information Security ensures that the data our customers have entrusted us with is protected and secure.