The Data Connection

January 2017 | 14th Edition

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.**

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NCCI Works With the Industry on Terrorism Data Reporting

The National Association of Insurance Commissioners (NAIC) issued a data call related to terrorism risk insurance coverage. This is intended to enable regulatory evaluation of the affordability and availability of terrorism coverage and to monitor insurers' financial exposure to terrorism risk.

In response to this request, NCCI worked with the NAIC and the independent workers compensation rating bureaus to facilitate reporting terrorism data for workers compensation to the NAIC in two phases in 2016:

- Phase One consisted of 11 states
- Phase Two consisted of the remaining NCCI states and independent state rating bureaus

NCCI, in collaboration with the independent bureaus, coordinated and facilitated the pass-through of this aggregated unit statistical experience representing Policy Years 2011, 2012, and 2013.

Starting in September 2017, NCCI will provide this terrorism data to the NAIC annually.

To learn more about this topic, refer to Circulars DR-2016-01 and DR-2016-04.

Prepare for the 2017 Financial Call Reporting Season

The 2017 Financial Call season will not include any significant reporting changes. As announced in CALLS-2016-01, the ***Financial Call Reporting Guidebook*** was updated to include reorganization of the Premium Component Summary Chart and the continued expansion of data for ratemaking Calls.

The Financial Call Compliance Programs will include changes for the 2017 reporting season (DQ-2016-01) as follows:

Aggregate Data Quality Incentive Program (ADQIP)

- The Early Reporting Credit eligibility criteria will include Calls 3, 3A, 5, 5A, 8, 20, 21, and 31
- The Blank/Incorrect Explanations assessment fee will be increased to $100
- The ***ADQIP*** season end-date will be extended to October 15

Carrier Data Quality Report Program (Financial Call Component)

- Implementation of a tiered approach for quality grade
- Named Experience Period Exclusion(s) from a loss cost or rate filing will automatically generate an overall failing quality grade

In March, NCCI will announce the availability of extended customer support to assist you in reporting your Financial Call data for the 2017 season.

DCI Quality Observations Feature in DCI Data Collection

NCCI is enhancing the ***DCI Data Collection*** tool to provide a new **DCI Quality Observations** feature. This feature will enable you to query observation results for your Detailed Claim Information (DCI) data. The observations will be available in two categories:

- General Observations
  - o Claim Details
  - o Benefit Type
  - o Attorney Indicator
- Valuation Observations
  - o Reduced Periodic Payments
  - o Reduced Periodic and Lump-Sum Payments

Use this feature to monitor your results. This may provide an opportunity to improve the overall quality of your DCI data.

Look for this new feature, **DCI Quality Observations**, through the ***DCI Data Collection*** tool in First Quarter 2017.

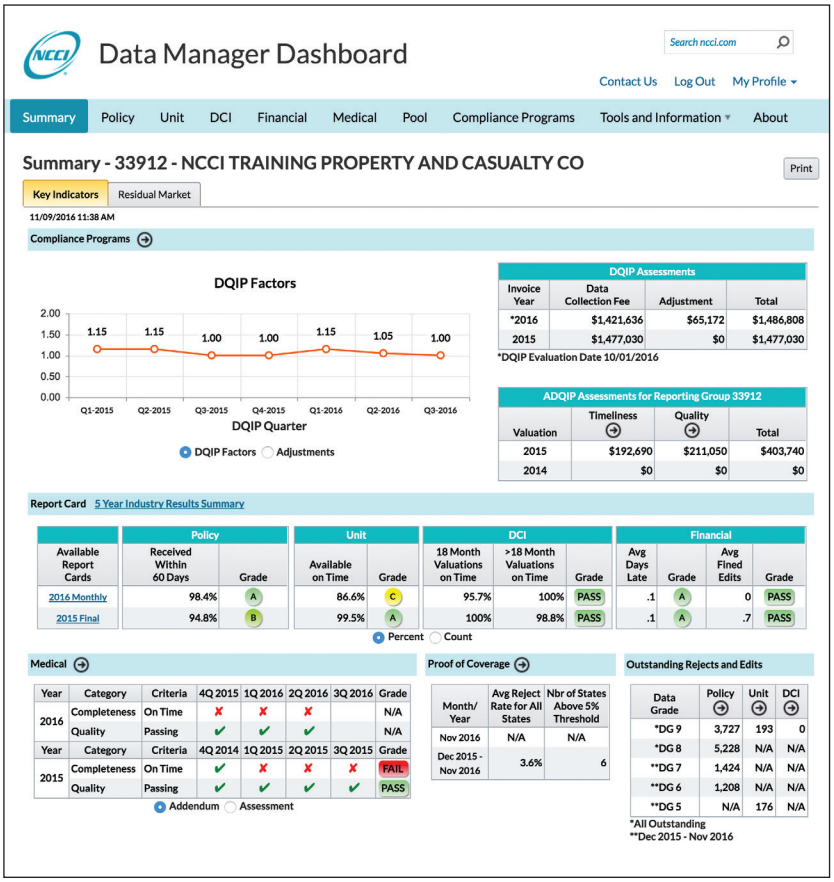
Refer to Circular DCI-2016-01 on **ncci.com** for full details.

Take a Look at the Enhanced Data Manager Dashboard

Data Manager Dashboard (DMD) is a Web-based tool that enables you to view summarized Policy and Proof of Coverage, Unit Statistical, Detailed Claim Information, Financial Call, and Pool data reported to NCCI in one centralized location. This single source enables you to monitor your timeliness and quality reporting performance.

Several ***DMD*** enhancements were implemented, including:

- A new Summary page that provides an overall view and key indicators of your carrier group's data reporting performance, including Data Quality Compliance Program results
- Data Quality Compliance screens that feature improved navigation
- A new Residual Market screen for tracking assigned risk data



To learn more about using ***DMD***, visit the Learning Center on **ncci.com** and view our webinars to get an overview of how to navigate through the tool and monitor your data reporting performance by data type.

Direct Access to Your Policy, Unit, and DCI Data

In late 2016, NCCI implemented a new streamlined approach to viewing and updating your Policy, Unit, and Detailed Claim Information (DCI) data. This approach involves providing direct access from the **Data Reporting** page of **ncci.com** to these data tools:

- ***Policy Data Collection*** (for Policy/Proof of Coverage data)
- ***Unit Data Collection*** (for Unit Statistical data)
- ***DCI Data Collection*** (for DCI data)

This change did not include any revisions to existing screens or functionality. Now that direct access is available to each data type, ***DCA Access® Online*** has been retired.

Learn more by reading Circular DR-2016-03.

Spotlight on Detailed Claim Information (DCI) Webinars on Demand

NCCI consolidated the DCI Webinars on Demand to make it easier for you to understand the requirements and resources for data reporting. Take a look at these four training modules:

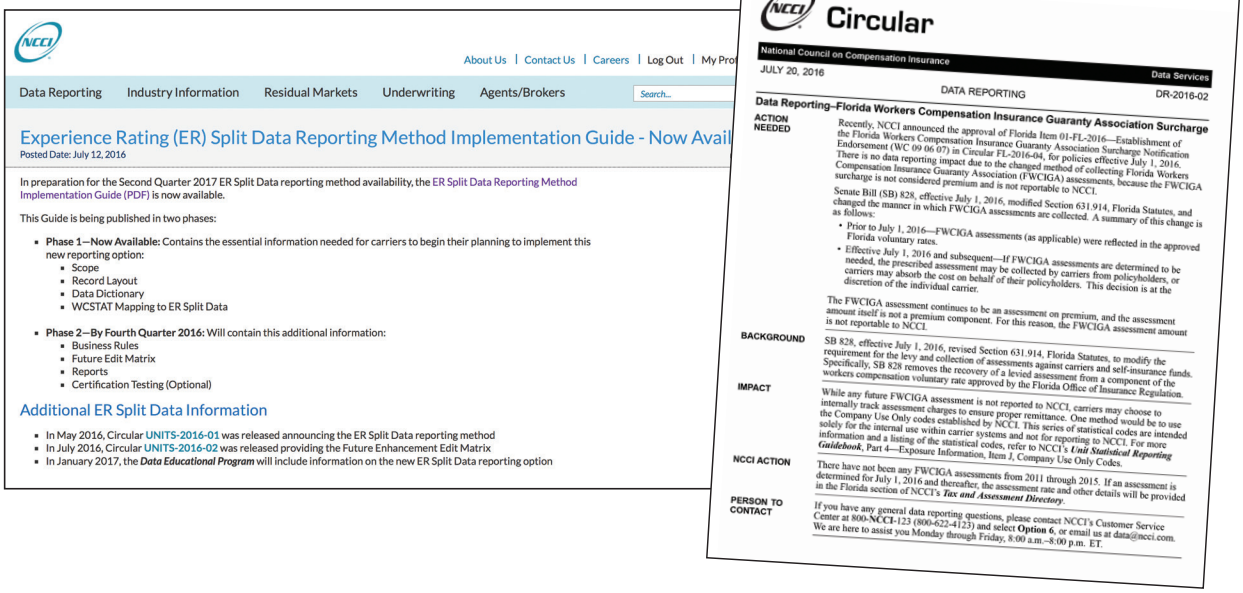
- Overview and Claim Selection
- Data Elements and Reporting Rules
- Submission, Editing, and Reports
- Unique Data Elements

Webinars are available on **ncci.com** by visiting the **Data Reporting** page and selecting the complete listing under the **Learning Center**.

"In the Know"—Data Communications

NCCI released the following key communications on **ncci.com** during the second half of 2016:

- **Data Reporting**
  - o Florida Workers Compensation Insurance Guaranty Association Surcharge (Circular DR-2016-02)—Summarized the Florida Workers Compensation Insurance Guaranty Association (FWCIGA) surcharge assessment changes effective July 1, 2016
  - o Experience Rating (ER) Split Data Reporting Method Implementation Guide (Web article)—Released the ***Experience Rating Split Data Reporting Method Implementation Guide***
- **Unit Statistical**—Updated the ***Unit Statistical Reporting Guidebook (USRG)*** (July 2016)—Clarified, added, and updated examples and instructions
- **Medical Data Call**—Updated the ***Medical Data Call Reporting Guidebook*** (August 2016)—Added and updated examples and reporting information
- **Policy**—Updated the ***Policy and Proof of Coverage (POC) Reporting Guidebook*** (October 2016)—Updated to include new data reporting requirements for state-level nonrenewal and reinstatements, and the name standardization process



Experience Rating (ER) Split Data Reporting Method Implementation Guide - Now Avail

Posted Date: July 12, 2016

In preparation for the Second Quarter 2017 ER Split Data reporting method availability, the ER Split Data Reporting Method Implementation Guide (PDF) is now available.

This Guide is being published in two phases:

- **Phase 1—Now Available:** Contains the essential information needed for carriers to begin their planning to implement this new reporting option:
  - Scope
  - Record Layout
  - Data Dictionary
  - WCSTAT Mapping to ER Split Data
- **Phase 2—By Fourth Quarter 2016:** Will contain this additional information:
  - Business Rules
  - Future Edit Matrix
  - Reports
  - Certification Testing (Optional)

Additional ER Split Data Information

- In May 2016, Circular UNITS-2016-01 was released announcing the ER Split Data reporting method
- In July 2016, Circular UNITS-2016-02 was released providing the Future Enhancement Edit Matrix
- In January 2017, the *Data Educational Program* will include information on the new ER Split Data reporting option

Circular

National Council on Compensation Insurance

JULY 20, 2016 — Data Services — DATA REPORTING — DR-2016-02

Data Reporting–Florida Workers Compensation Insurance Guaranty Association Surcharge

ACTION NEEDED

Recently, NCCI announced the approval of Florida Item 01-FL-2016—Establishment of Endorsement (WC 09 06 07) in Circular FL-2016-04, for policies effective July 1, 2016. There is no data reporting impact due to the changed method of collecting Florida Workers Compensation Insurance Guaranty Association (FWCIGA) assessments, because the FWCIGA surcharge is not considered premium and is not reportable to NCCI.

Senate Bill (SB) 828, effective July 1, 2016, modified Section 631.914, Florida Statutes, and changed the manner in which FWCIGA assessments are collected. A summary of this change is as follows:

- Prior to July 1, 2016—FWCIGA assessments (as applicable) were reflected in the approved Florida voluntary rates.
- Effective July 1, 2016 and subsequent—If FWCIGA assessments are determined to be needed, the prescribed assessment may be collected by carriers from policyholders, or carriers may absorb the cost on behalf of their policyholders. This decision is at the discretion of the individual carrier.

The FWCIGA assessment continues to be an assessment on premium, and the assessment amount itself is not a premium component. For this reason, the FWCIGA assessment amount is not reportable to NCCI.

BACKGROUND

SB 828, effective July 1, 2016, revised Section 631.914, Florida Statutes, to modify the requirement for the levy and collection of assessments against carriers and self-insurance funds. Specifically, SB 828 removes the recovery of a levied assessment from a component of the workers compensation voluntary rate approved by the Florida Office of Insurance Regulation.

IMPACT

While any future FWCIGA assessment is not reported to NCCI, carriers may choose to internally track assessment charges to ensure proper remittance. One method would be to use the Company Use Only codes established by NCCI. This series of statistical codes are intended solely for the internal use within carrier systems and not for reporting to NCCI. For more information and a listing of the statistical codes, refer to NCCI's ***Unit Statistical Reporting Guidebook***, Part 4—Exposure Information, Item J, Company Use Only Codes.

NCCI ACTION

There have not been any FWCIGA assessments from 2011 through 2015. If an assessment is determined for July 1, 2016 and thereafter, the assessment rate and other details will be provided in the Florida section of NCCI's ***Tax and Assessment Directory***.

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.

Data Reporting Learning Opportunities Update

Learn at Your Own Pace—Upcoming Webinars

NCCI offers a series of data reporting webinars that provide a flexible learning plan, are easy to use, and allow you to learn at your own pace.

Our planned training schedule includes the following Webinars on Demand for 2017:*

Release Date	Webinar
1st Quarter	DCI Quality Observations
1st Quarter	Policy State Nonrenewal & Reinstatement
2nd Quarter	2017 Statistical Plan Filing
2nd Quarter	Experience Rating (ER) Split Data
3rd Quarter	Financial Call Reporting—Claim Count
4th Quarter	2018 Financial Call Season

Go to **Learning Center—Data Reporting** on **ncci.com** to view these webinars and more.
*Schedule is subject to change.

Data Tip

New Audit Noncompliance Charge Rules

For policies effective on and after January 1, 2017, new Audit Noncompliance Charge (ANC) rules apply. This was based on NCCI national Item Filing B-1429, which established a uniform approach for carriers when employers do not allow them to examine and audit their records.

Some of the key features of the new ANC rules include:

- An ANC may be added to a policy for employers that do not allow the carrier to perform a final audit—as long as the endorsement was attached to the policy at inception
- The charge is considered premium and is reportable to Statistical Code 9757
- ANCs are state-specific, so check the ***Basic Manual*** for state-specific rules
- For employers that later allow an audit to be performed, any ANC must be refunded or applied to the outstanding policy balance
- The ***Statistical Plan*** includes the rules on how to report the ANC, including when correction reports are required

Another great resource for information on the new ANC rules is Circular FYI-DR-2016-06, which includes a chart showing the charges and endorsements by state, a unit statistical reporting example, and FAQs.

Celebrating 20 Years of Data Educational Program (DEP) for Data Reporting Success!

Timeline

1997

INDUSTRY

- Nevada becomes an NCCI state
- Terrorism Risk Insurance Act (TRIA) enacted
- ***Coverage Verification Service (CVS)***
- West Virginia becomes an NCCI state
- Federal Coverage Service USL&HW Policy Coverage
- Federal Coverage Service—Coal Mine Division Federal Mine Safety Policy Data

COMPLIANCE

- Financial Call Quality Program
- ***Carrier Data Quality Report Program***
- ***Data Quality Remediation Program***
- State Compliance Reports (Monthly & Quarterly)
- ***Data Quality Incentive Program*** Policy & Units

DATA EDUCATIONAL PROGRAM

- Attendees: 30–80
  Presentation: Transparencies
  Workshop: 1 Day Training
- Attendees: 100–200
  Presentation: PowerPoint
  Workshop: 2 Days Training

TOOLS/TECHNOLOGY

- Hard Copy Reporting, Cartridges, Magnetic Tapes
- Unit Statistical PC Encore® Software
- Financial Calls on Diskette (FCOD) Software
- ***Data Transfer via the Internet (DTVI)***
- ***DCA Access® Online***

DATA

- ***Pre-URE Statistical Plan***—120 bytes
- ***URE Statistical Plan***—250 bytes
- 6th through 10th Unit Reports
- ***Financial Call Reporting Guidebook***
- ***Unit Statistical Reporting Guidebook***

In 2017, the ***Data Educational Program (DEP)*** is celebrating its 20th anniversary. The event has grown substantially in both attendance and program content over the years. ***DEP*** has served the industry by providing education on all of the significant developments that have occurred over the years, as highlighted in this visual timeline.

Timeline

2017

Workers Compensation Coverage Verification (WCCV App)
Mobile Application

Federal Coverage Service
Foreign Defense Base Act
Coverage

Texas becomes
an NCCI state

NAIC Terrorism
Data Reporting

Federal Insurance
Office—Terrorism
Data Reporting

Data Quality Incentive Program
Notify Suspect Category

Medical Incentive Program

Data Quality Incentive Program
DCI

Carrier Data Quality Report Program
Medical Addendum

Data Quality Guidebook

Attendees: 200–300
Presentation: PowerPoint and Hands-on classes
Workshop: 3 1/2 Days Training

Attendees: 350+
Presentation: All Data Types, PowerPoint, and Hands-on classes
Workshop: 3 1/2 Days Training

Financial Calls Online (FCOL)

Data Manager Dashboard

Financial Data Collection

Medical Data Collection

Policy Data Collection

100% of
Data Reported
Electronically

Unit Data Collection

Medical Data Call

Enhanced
DCI Program

Financial Call Expansion
(Up to 31 Policy Years and
30 Calendar-Accident Years)

Enhanced ***Statistical Plan***—Coding Section

Data Tip

Resource Collaboration—Policy and Proof of Coverage (POC) Reporting Guidebook and Proof of Coverage (POC) State Guide—Two Resources Are Better Than One

NCCI's ***Policy and POC Reporting Guidebook*** and ***POC State Guide*** are better together. For example, when looking at address reporting requirements:

- The ***Policy and POC Reporting Guidebook*** has rules that outline the available types of addresses
- The ***POC State Guide*** provides the individual state reporting requirements for addresses

The chart below is from Part 6.B of the ***Policy and POC Reporting Guidebook***, which is located in the **Manuals Library** of **ncci.com**. The chart provides all available address types for reporting.

Types of Addresses	Address Type Code	Address Structure Code	Requirements
Insured's Mailing Address	1	1	Only one Address Record with Address Type Code 1 must be reported for all full policy transactions.
Location of Operations	2	1	All other workplaces not shown in the insured mailing address record must be reported. Report as many Address Records with Address Type Code 2 as needed. **Note:** The insured's mailing address, linked to the primary insured (Address Type 1), must not be reported as a Location of Operation (Address Type 2). Address Type 1 is considered a Location of Operation for proof of coverage purposes.
Insurer Issuing/Servicing Office Address	3	1	This Address Record is required for all originating and policy replacement transactions.
Issuing Agency (Producer) Address	5	1	This Address Record is required only when a producer/agency name is reported in the Header Record of the transaction.
No specific location. This type of address refers to work done in the state, but there is no physical location.	6	0 (this field must be zero-filled for this type of address)	When reporting an Address Type Code 6, the Name Link Identifier and the State Code Link must be reported.

Following is an excerpt from the ***POC State Guide*** for Utah, which is located on **ncci.com** under **Data Reporting, Policy and POC, Resources**. This example shows the address requirements specific to Utah.

POC State Guide - Utah

Posted Date: June 03, 2016

Data Reporting » Proof of Coverage State Guide

As a POC service provider NCCI's approach is to provide guidance to carriers on proof of coverage reporting guidelines. This guide is not intended to provide carrier notice to insured filing requirements.

All information provided in this guide is subject to change and dependent on notification from the state. Please refer to the applicable Workers Compensation Statutes or Rules for additional information.

NCCI POC Service Start Date	September 1, 1987
POC Contact Information	
Utah Labor Commission Industrial Accidents Division PO Box 146610 Salt Lake City, UT 84114-6610 Street Address: 160 East 300 South, 3rd Floor Salt Lake City, UT 84111 Contact Name: Cody Daniel Tel: 801-530-6847 Fax: 801-530-6804 Email: POCEDI@utah.gov	
How NCCI Provides POC Data to State	▪ IAIABC POC 3.0 Format ▪ ***Proof of Coverage Inquiry***
POC Timeliness Reporting Requirements	
Transaction Received Date	NCCI's received date is used to determine timeliness on POC transactions accepted by the state.
Policies	Due within 30 days after the Policy Effective Date. POC Notices may be submitted if the policy will not be issued within 30 days after the Policy Effective Date. This does not eliminate the need to submit the policy.
Cancellations	Due 10 days after the Cancellation Effective Date. State does not allow backdating of cancellations for more than 10 days for any reason.
Reinstatements	Due within 30 days after the Reinstatement Effective Date.
Nonrenewals	Utah is a continuous coverage state. Nonrenewals are required and must be reported within 10 days after the effective date of the nonrenewal cancellation.
POC Data Reporting Requirements	

Data Elements:
 	
▪ **State Unemployment Number**—The Unemployment Insurance (UI) Number is required for all employers having locations or employees in Utah
▪ Refer to the POC Data Element Requirements Chart located in NCCI's ***Policy and Proof of Coverage (POC) Reporting Guidebook*** for all requirements
 	
Address Reporting—No Physical Location:
 	
▪ When there is no physical location in the state, Utah will accept Employer Names linked to:
  ▪ Address Type 6—No Physical Location
  ▪ Utah will not accept Employer Names linked to an Address Type 2—Location of Operations with an Out-of-State Address
 	
State Processing Exceptions:
 	
▪ None	

Data Tip

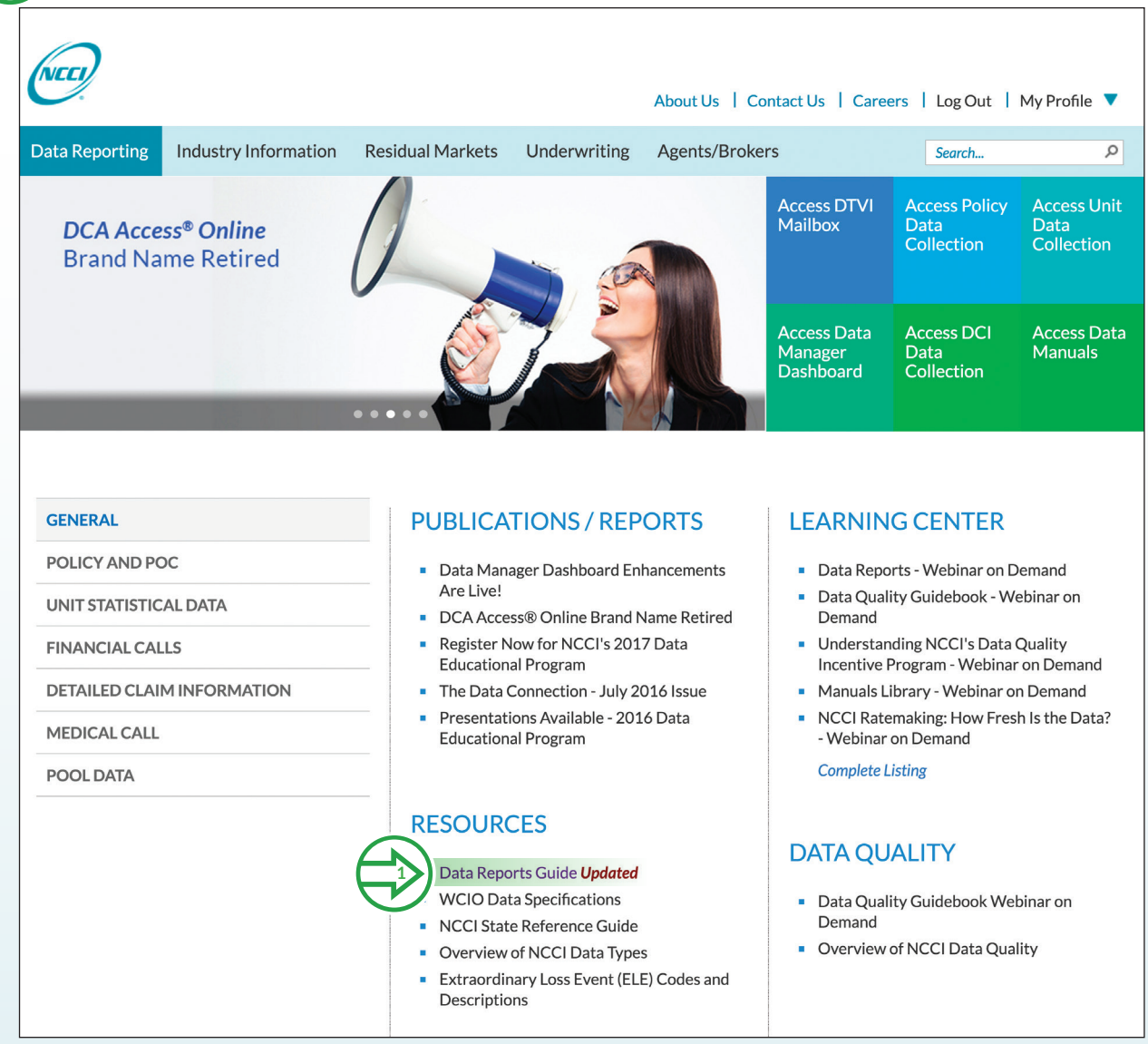
Data Reports Guide

Have you ever wondered what information is included in a data report or where to find a complete list of NCCI data reports? The **Data Reports Guide** provides these details and much more.

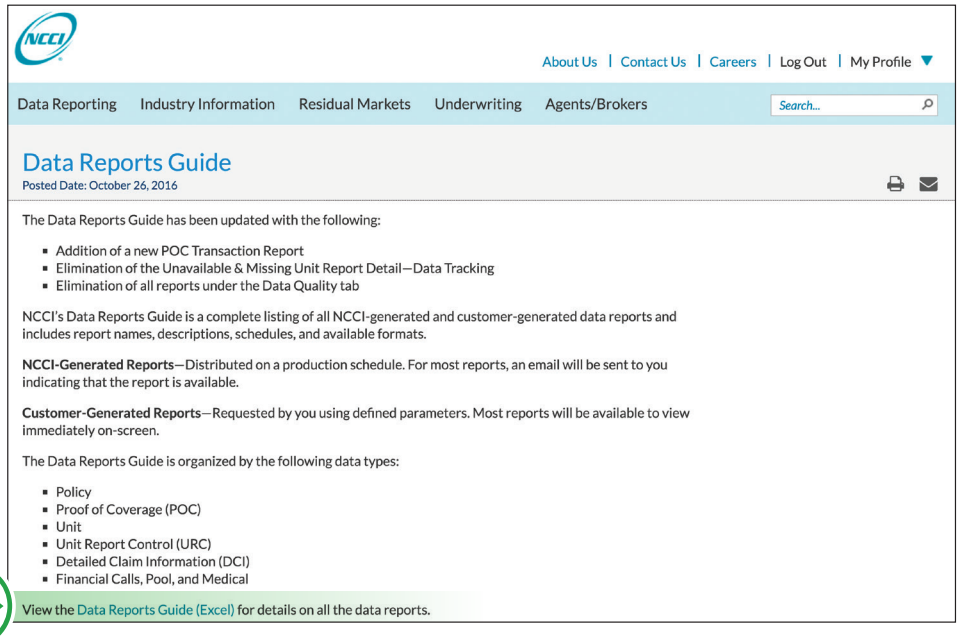
The **Data Reports Guide** is located on **ncci.com** on the **Data Reporting** page. The guide is organized by data type and lists all of the NCCI-Generated Reports, as well as Customer-Generated Reports. In it, you will find the report name and description, date of release, available formats, email notification recipients, and retention schedule.

Follow the steps shown below to access the **Data Reports Guide** and a sample of the **Policy Data Reports**. For example, if you wanted to find the available reports for Policy:

1 Access the **Data Reports Guide** on **ncci.com** under **Data Reporting, General, Resources**



2 Select the **Data Reports Guide (Excel)** link



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Data Reports Guide

Posted Date: October 26, 2016

The Data Reports Guide has been updated with the following:

- Addition of a new POC Transaction Report
- Elimination of the Unavailable & Missing Unit Report Detail—Data Tracking
- Elimination of all reports under the Data Quality tab

NCCI's Data Reports Guide is a complete listing of all NCCI-generated and customer-generated data reports and includes report names, descriptions, schedules, and available formats.

NCCI-Generated Reports—Distributed on a production schedule. For most reports, an email will be sent to you indicating that the report is available.

Customer-Generated Reports—Requested by you using defined parameters. Most reports will be available to view immediately on-screen.

The Data Reports Guide is organized by the following data types:

- Policy
- Proof of Coverage (POC)
- Unit
- Unit Report Control (URC)
- Detailed Claim Information (DCI)
- Financial Calls, Pool, and Medical

2 View the Data Reports Guide (Excel) for details on all the data reports.

3 Select the **Policy** tab on the **Data Reports Guide** spreadsheet

NCCI Data Reports Guide*

Policy

NCCI-Generated Reports via the Data Reports feature*

Report Name	Description	Schedule	Available Formats	Email Notification Sent to:
Policy Submission Results Report	This report includes information on policy transactions or records that were submitted by file and either rejected (Data Grades 8 and 9) or were accepted with errors (Data Grades 3, 4, 6, and 7). Rejected noncompliance transactions (Transaction Code 17) are excluded from this report; however, they are displayed in the Noncompliance/Compliance Reject Report.	Upon Submission	PDF Excel CSV	File Submitter
Policy Daily Submission Results Report	This report includes information on all policy transactions or records that were submitted the prior day (by file, hardcopy, or online) that remain rejected (Data Grades 8 and 9) or in error (Data Grades 3, 4, 6, and 7). Rejected noncompliance transactions (Transaction Code 17) are excluded from this report; however, they are displayed in the Noncompliance/Compliance Reject Report.	Daily	PDF Excel CSV	No emails distributed
Policy Certification Submission Results Report	This report includes the results of test file submissions. Rejects for noncompliance transactions (Transaction Code 17) will be included, if applicable.	Upon Submission	PDF Excel CSV	File Submitter
Policy Monthly Outstanding Data Grade 7 Report	This report includes policy transactions where one or more records have an outstanding Data Grade 7 (POC Critical Error). These records were either not sent to, or were rejected by, the POC state(s) covered on the policy. You will not be in compliance for these records in the POC state(s) until they are corrected. **Note:** These errors will remain on this report for up to 6 months or until they are corrected.	Monthly	PDF Excel CSV	Policy Main Contact on file
Assigned Risk Binder Number Report	This report includes information regarding unmatched binder numbers, duplicate binder numbers, and binder number errors. This report contains three sections: 1. Unmatched Binder Numbers—This section displays binder numbers issued to the assigned company for which NCCI has not processed a corresponding policy within 60 to 180 days from the binder assignment date. 2. Duplicate Binder Numbers—This section displays all policies where the same binder number has been reported on more than one policy. These policies will remain on the report until corrected. 3. Binder Number Errors—This section displays all policies that have outstanding Data Grade 4 (Priority) errors resulting from the reporting of the Assigned Risk Binder Number. These policies will remain on the report for 365 days or until corrected.	Monthly	PDF Excel CSV	No emails distributed
Noncompliance/Compliance Reject Report	This report includes noncompliance and compliance transactions reported the prior day that rejected.	Daily	PDF Excel CSV	Policy Main Contact on file
Monthly Outstanding Noncompliance Report	This report includes noncompliance transactions where a corresponding compliance transaction has not been accepted between 90 to 365 days from the noncompliance transaction process date. This report identifies the noncompliance transactions, the noncompliance reason(s), and the number of days the policy has been in noncompliance.	Monthly	PDF Excel CSV	Policy Main Contact on file
Policy Pre-Edit Service Submission Results Report	This report includes the results of your file submission that was processed via NCCI's Policy Pre-Edit Service.	Upon Submission	PDF Excel CSV	File Submitter

Customer-Generated Reports via the Data Reports feature*

Report Name	Description	Schedule	Available Formats	Email Notification Sent to:
Policy Reject & Error Report	This report identifies rejects and errors resulting from customized criteria selected via the **Data Reports** feature.	Upon Request	PDF Excel CSV	Report Requestor
Policy Risk ID Report	This report provides a list of policies with associated Risk IDs based on the selected Policy Effective Month and Year entered via the **Data Reports** feature. The Risk ID ensures proper billing of Experience Rating worksheets and correct distribution of Experience Rating worksheets.	Upon Request	PDF Excel CSV	Report Requestor

***Report Availability:**

NCCI-Generated Reports for policy can be accessed via the **Data Reports** feature in ***Policy Data Collection***. These reports will only be produced if data has been submitted within the applicable time frame for the report. NCCI-Generated Reports produced on a monthly basis are available on the first day of the month and accessible for up to 6 months. All other reports are accessible for up to 3 months.

Customer-Generated Reports created in the **Data Reports** feature are located in the My Queue tab and are available for up to 10 calendar days.
NOTE: Some Customer-Generated Reports will be viewable immediately upon execution instead of being retrieved from the Report Queue. This depends upon the volume of data produced on the report in addition to the time it takes for the report to generate.

NOTE: Customer-Generated Reports created in the **Data Reports** feature that appear on your screen are not automatically saved.

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POLICY | POC | UNIT | URC | DCI | FINANCIAL & POOL & MEDICAL | Sheet1 | +

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