

USR Test Requirements for Carrier Direct Reporting

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Guidelines

The following are the NCRB requirements for electronic unit stat submissions.

NCRB follows the standard reporting guidelines as defined in the

<https://www.iisprojects.com/WCIO/pub/DSM/WCSTAT.pdf>

Before filing your first test submission, please contact NCRB for scheduling:

wcinfo@ncrb.org. You must furnish the carrier id's you intend to test.

How to submit test data

The carrier must submit "live" production data. If live production "test" data is not available make prior arrangements for the submission of artificial data.

All statistical reports must be in accordance with the ASWG format adopted by NCRB on policies effective 1-1-96 and subsequent. Each test file must have between 25 and 50 unit reports.

Carriers will be considered approved to submit production files when they have one successful test electronic file. A successful test electronic file is when there are limited rejection edit failures.

For reporting requirements pertinent to NC unit statistical data, please refer to the North Carolina Statistical Plan Manual located on our web site at www.ncrb.org

Note: While you are testing with NCRB you must continue your normal filing process with NCCI. When approved by NCRB, you will receive a confirmation letter. All filings with NCCI should cease from the date of the letter forward.

Compensation Data Exchange (CDX)

CDX is an internet based service that facilitates the electronic transmission of workers compensation data between member insurers and Data Collection Organizations (DCOs)

All direct USR submissions must be reported utilizing CDX.

Please visit the ACCCT web site for more information at www.accct.org

File Name

The suggested file name format: 12345_NC_UnitStat_mm_dd_yy.txt
(12345 is the carrier code in this example)

Note: The carrier code is required to be listed within each file name.

USR Direct Carrier Conversion

If a carrier elects to report directly with NCRB, **all** unit statistical report data must be reported to NCRB. This includes interstate, intrastate, and non-rated risks.

All data received by NCRB will be edited and the error free data will be electronically transmitted to NCCI on your behalf for interstate rating and rate making purposes. The edit failures will be rejected and an report will be generated and available for viewing by the carrier on the ManageUSR web application for correction and resubmission to NCRB.

Units Previously Filed With NCCI and Accepted By NCCI (Data Grades 0-4)

All unit reports previously filed with NCCI with a data grade of 0 – 4 and were subsequently rejected by NCRB must be corrected by using the correction report procedure utilizing the (P&R) Previous & Revised Update Type.

Procedure for NCCI Data Grade 5 Unit Reports

All unit reports residing in the database with the status of rejected that were previously filed with NCCI and assigned a data grade 5 will be corrected by the carrier using the correction report procedure using the (P&R) Previous & Revised Update Type. The correction report will be filed with NCRB.

OR

The unit report may be submitted to NCRB using the replacement procedure required by NCCI.

When the data grade 5 is corrected and passes all edits, the unit will be forwarded to the NCCI.

Note: Both the “R” indicator and the Pending File Number assigned by NCCI are required on replacement reports. The replacement option is applicable only to first reports.

USR Reject Report

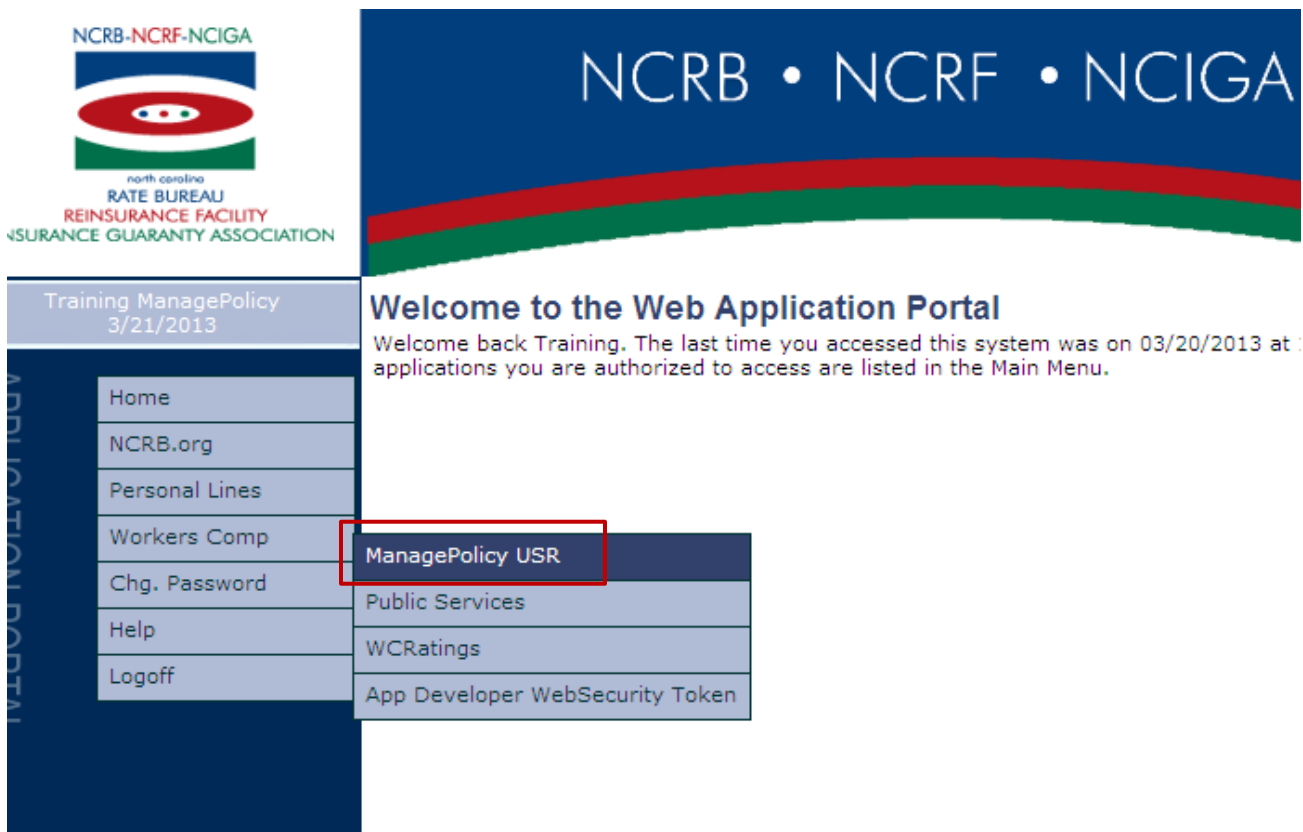
Carriers have the option to receive an email notification when a new reject report is available for a submission. If a carrier wishes to be notified they would need to send this request to winfo@ncrb.org and request to add a person and their email address or persons for the notification.

The email notification will display a listing of the submission ids that have generated rejected units as well as the received date.

Viewing the USR Reject Report

You must have a log on id and password for the NCRB web portal, if you do not you must contact your group administrator.

- Navigate to ManagePolicy/USR



NCRB • NCRF • NCIGA

Training ManagePolicy
3/21/2013

Home
NCRB.org
Personal Lines
Workers Comp
Chg. Password
Help
Logoff

ManagePolicy USR

Public Services
WCRatings
App Developer WebSecurity Token

Welcome to the Web Application Portal
Welcome back Training. The last time you accessed this system was on 03/20/2013 at : applications you are authorized to access are listed in the Main Menu.

PO Box 176010, Raleigh, NC 27619-6010
2910 Sumner Boulevard, Raleigh, NC 27616 Phone: (919) 783-9790 www.ncrb.org

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- Navigate to the USR portion of ManagePolicy/USR by clicking the USR tab. If you only have the USR tab you will automatically see the USR General Search screen.
- Search by a specific policy number to view the status and if it is rejected then a rejection report will be available.
- The user can also search by the Edit status of Rejected to view all USRs for the selected carrier id's that has a status of rejected.

The screenshot shows the 'ManagePolicy/USR' application interface. At the top, there is a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below this is a search bar with options like 'SEARCH', 'CREATE USR', 'MY LIST', 'CREATE WCSTAT FILE', and 'HELP'. The main search area is titled 'SEARCH USR : General Search' and includes several tabs: 'General Search', 'Search By Claim', 'Search By Submission', 'Current View Search', and 'Search By Status'. The search criteria are as follows:

- Select All Carriers
- 99996 - NCRB Test Carrier 3
- 99997 - NCRB Test Carrier 2
- 99998 - NCRB Test Carrier 1
- Policy No. [text input]
- Policy Eff. Date From [dropdown] Policy Eff. Date To [dropdown]
- Report No. [dropdown]
- Corr. Seq. No. [text input]
- Combo ID [text input]
- Coverage ID [text input]
- Edit No. [text input]
- Edit Status [dropdown menu]
- Processed Date From [dropdown] Processed Date To [dropdown]
- Web Status [dropdown]

 At the bottom right, there are 'Search' and 'Reset' buttons.

- Once the search results are displayed you can select one or multiple USRs by putting a check mark next to the policy# in the first column. Next click the View/Print Reject Report or Download Reject Report to see the reject report for the selected USRs.

The screenshot shows the search results page. The search criteria are the same as in the previous screenshot, but now the 'Edit Status' is set to 'Rejected'. Below the search criteria, there are buttons for 'Add to My List', 'Add to WCSTAT File', 'View USR(s) Detail', 'View/Print Reject Report', and 'Download Reject Report'. The 'View/Print Reject Report' button is highlighted. Below the buttons, there is a table with 12 records returned. The table has the following columns: Carrier ID, Policy Number, Policy Eff Date, Insured Name, Rpt No, Corr Seq No, Corr Type, Combo ID, Coverage ID, Submission ID, Edit Status, and Web Status. The first column contains checkboxes, and the 'Edit Status' column contains the word 'Rejected' for all records.

Carrier ID	Policy Number	Policy Eff Date	Insured Name	Rpt No	Corr Seq No	Corr Type	Combo ID	Coverage ID	Submission ID	Edit Status	Web Status
<input type="checkbox"/>	99996	ASWGTOPIC	01/01/2009	ASWG TEST	01	01	6513317	24647600	201302260004	Rejected	
<input type="checkbox"/>	99996	DELIN78	05/01/2010	PRED45	01	00	6513236	24646790	201302280001	Rejected	
<input type="checkbox"/>	99996	DELIN73	05/15/2010	STRATEGIC MOVES LLC	01	00	6513276	24647190	201210010022	Rejected	
<input type="checkbox"/>	99996	JESSICAT	01/01/2010	Jessica Taylor	01	00			201302270001	Rejected	
<input type="checkbox"/>	99996	NCRB1	01/01/2009	NCRB 1	01	00	6513226	24646590	201303200001	Rejected	
<input type="checkbox"/>	99996	NOPOLICY	01/01/2010	no policy edit	01	00			201303200001	Rejected	
<input type="checkbox"/>	99996	NOPOLICY	01/01/2011	JST 1	01	00			201302260022	Rejected	
<input type="checkbox"/>	99996	PREDREJ	09/18/2011	PREDREJ	01	00	6513276	24647190	200611060007	Rejected	
<input type="checkbox"/>	99996	WITS20407A	04/01/2011	WITS 20407	01	00	6513308	24647510	201302260002	Rejected	
<input type="checkbox"/>	99996	WITS20407B	01/01/2011	WITS 20407B	01	00	6513316	24647590	201302260002	Rejected	
<input type="checkbox"/>	99997	JESSICA1	05/01/2011	Jessica 1	01	00			201302270001	Rejected	
<input type="checkbox"/>	99998	SYDNEY1	11/19/2010	sydney deane	01	00			201302270001	Rejected	

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- From the General Search Results users also have the option of clicking the policy#, which is a hyperlink, and this will navigate the user to the View of the USR. From here the user also has the option to Print Reject Report or Download Reject Report.

The screenshot shows the 'Manage Policy/USR' interface. At the top, there is a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below this is a search and action bar with 'SEARCH', 'CREATE USR', 'MY LIST', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'View USR' and shows a 'Processed USR' record for 'USR 1 of 1'. The record details include: Carrier ID: 99996, Report No.: 01, Received Date: 7/29/2011, Submission ID: 201302260004, Policy No.: ASWGTOPIC, Corr. Seq. No.: 01, Accepted Date: (blank), Combo ID: 6513317, Policy Eff. Date: 1/1/2009, Correction Type: E, Edit Status: Rejected, Coverage ID: 24647600. Two buttons, 'Print Reject Report' and 'Download Reject Report', are highlighted with a red box. Below the record details are several action buttons: '<< Back', 'Add to My List', 'Add to WCSTAT File', 'Correct', 'Replace', 'Modify', 'Save', 'Cancel', and 'Delete'. The form is divided into sections: 'POLICY INFO' with fields for Carrier ID, Policy No., Report No., Exposure State, Risk ID Number, Insured's Name, and Address; 'POLICY CONDITIONS' with checkboxes for Multi State Policy, Interstate Policy, Retro Policy, Canceled Mid-term, MCO Indicator, and Estimated Audit Code; and 'POLICY TYPE ID' with fields for Type Coverage, Type Of Plan ID, Type Of Non Standard ID, Losses Subject To Deductible, Ded Amt Claim/Accident, Ded. Amt Aggregate, and Basis Of Deductible Calculation.

Contact Information

We are dedicated to provide a high level of communication with each carrier during the test period. We will contact you promptly with the results of your test data. If you have any questions, please contact: wcinfo@ncrb.org or call the Information Center at 919-582-1056.