



# 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:

[support@ncrb.org](mailto:support@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](http://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](http://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 [support@ncrb.org](mailto:support@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

The screenshot shows the NCRB web application portal. At the top left is the NCRB-NCRF-NCIGA logo. The main header area contains the text "NCRB • NCRF • NCIGA". Below this is a navigation menu with the following items: Home, NCRB.org, Personal Lines, Workers Comp, Chg. Password, Help, and Logoff. The "ManagePolicy USR" option is highlighted with a red box. To the right of the navigation menu, the main content area displays a welcome message: "Welcome to the Web Application Portal" followed by "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." Below the welcome message is a list of authorized applications: Public Services, WCRatings, and App Developer WebSecurity Token.

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2910 Sumner Boulevard, Raleigh, NC 27616 Phone: (919) 783-9790 [www.ncrb.org](http://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.

- 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.

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.

**Manage Policy/USR**

POLICY USR BACK TO PORTAL NCRB.ORG

SEARCH CREATE USR MY LIST CREATE WCSTAT FILE HELP

View USR

Processed USR USR 1 of 1 Print

Carrier ID: 99996 Report No.: 01 Received Date: 7/29/2011 Submission ID: 201302260004  
Policy No.: ASWGTOPIC Corr. Seq. No.: 01 Accepted Date: Combo ID: 6513317  
Policy Eff. Date: 1/1/2009 Correction Type: E Edit Status: Rejected Coverage ID: 24647600

Print Reject Report  
Download Reject Report

<< Back Add to My List Add to WCSTAT File Correct Replace Modify Save Cancel Delete

Header Exposure Loss Info

**POLICY INFO**

Carrier ID\* 99996 Policy No.\* ASWGTOPIC Policy Eff. Date\* 1/1/2009 Policy Exp. Date\* 1/1/2010  
Report No.\* 01 Corr. Seq. No.\* 01 Correction Type\* E  
Exposure State 32 State Eff. Date  
Risk ID Number Replacement Ind  
Insured's Name\* ASWG TEST  
Address

**POLICY CONDITIONS**

3 yr. F/R Policy  Multi State Policy  Interstate Policy  Estimated Audit Code\* N  
Retro Policy  Canceled Mid-term  MCO Indicator

**POLICY TYPE ID**

Type Coverage 01 Type Of Plan ID 01 Type Of Non Standard ID\* 01  
Losses Subject To Deductible 00 Ded Amt Claim/Accident Ded. Amt Aggregate  
Basis Of Deductible Calculation 00

## 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: [support@ncrb.org](mailto:support@ncrb.org) or call the Information Center at 919-582-1056.