# A GUIDE FOR:
# NCRB Direct Reporter Separated/Split USR Data

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## Overview

Separated/Split Data is client data that is to be reported to the rating organization when a client leaves an employee leasing arrangement with a Professional Employers Organization (PEO) in which workers compensation coverage was provided under a master policy. The PEO's insurance provider separates the client data from the PEO data and reports the client data developed during the employee leasing arrangement to the rating organization.

## Guidelines

- NCRB circular C-18-4 dated February 5, 2018 announced the options for the reporting of Separated/Split data.  You can access this circular via the following link:
  C-18-4
- This document provides the NCRB requirements for submitting Separated/Split data electronically, using unit statistical reporting, and includes new WCSTAT Fields developed for the electronic reporting of this data.

NCRB follows the standard reporting guidelines as defined in the WCIO Workers Compensation Data Specifications Manual.

## Data Reporting Options:

## Electronic Option:

There are two electronic options for NCRB Direct USR reporters to submit Separated/Split data

**Option #1: NCRB's Manage USR web tool:**

- Information for this option can be found in the ManageUSR User Guide on pages 10, 13, 39, 44, 47 and 59.

**Option #2: The Compensation Data Exchange (CDX) BEEP web tool:**

- The Beep User guide page 41 contains the reporting instructions for Separated/Split USR reporting.

## New WCSTAT Fields:

The 4 new WCSTAT fields added for electronic reporting of Separated/Split data are as follows:

1. **Previous Separated Segment Number**- Header Record Type 1 AN Positions 224-226
   Report the separated segment number that was previously reported. This field is to be used only when correcting link data.

2. **Separated Date** – Header Record Type 1 N Positions 138-143

Report the date the insured or insureds separated from the originating unit report data. Format YYMMDD.

3. **Separated Name of Insured** – Name Record Type 2 AN Positions 121-200
Report the name of the person or business that is being separated from an existing unit statistical report.

4. **Separated Segment Number** – Link Data Common to All Records Type 0 AN Positions 24-26
Report the unique segment number to indicate which separated segment is being reported. When multiple separations occur on one policy, the segment number should be reported to indicate a different separation of the data. This field will allow for reporting of numbers and letters to allow for multiple separated entities.

## Hardcopy Option:

Separated/Split data can also be reported to the NCRB using the 2018 edition of NCCI Form NC2745 - *Workers Compensation Experience Rating for Former Clients of Labor Contractors.*

The NCCI NC2745 Form and instructions for hardcopy reporting of Separated/Split USR data can be accessed on the NCRB website under the Date Reporting tab or via the links provided below.

- NC2745 Form (Ed. 2018)
- NC2745 – General Instructions

## Contact Information:

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