



December 21, 2015

**DCRB CIRCULAR NO. 912**

To All Members of the DCRB:

**RE: POLICY DATA REPORTING - HARDCOPY CRITICISMS**

As previously announced in Circular No. 908, effective January 1, 2016, the DCRB will discontinue sending hardcopy criticism letters. The Policy Data Manager (PDM) application provides carriers access to their policy transaction validation results (criticism letters).

In order to properly prepare, carriers must familiarize themselves with the various options that are available and develop an implementation plan that works best for their organization. Policy data reporters are encouraged to visit the *Data Reporting* section of the DCRB website at [www.dcrb.com](http://www.dcrb.com) to obtain a copy of the "*Policy Reporting Validation Results*" which outlines the various options for retrieving policy reporting validation results.

The DCRB will host two online training sessions to demonstrate each option and provide valuable insight on the tools currently available within PDM to help identify, manage and eliminate policy data reporting issues. The training will be offered on January 7, 2016 and on January 14, 2016. If you are interested in attending either of these sessions please complete the attached form. Additionally, the DCRB will conduct training sessions on an individual carrier basis upon request. Please contact Central Support at (215) 320-4933 or at [centralsupport@dcrb.com](mailto:centralsupport@dcrb.com) for scheduling.

Carriers are also reminded that policy edits on policy transactions have been vastly expanded. The DCRB is committed to improving data quality throughout the entire data reporting life cycle, and believes that better initial policy submissions will lead to better unit statistical report submissions. A complete list of applicable policy edits is also available on our website.

For more information regarding the elimination of hardcopy criticisms please contact Betty Ann Campbell, Director, Rating Rules and Policy Reporting at (215) 320-4425 or at [bcampbell@dcrb.com](mailto:bcampbell@dcrb.com) or Kristina Phillips at (215) 320- 4430 or at [kphillips@dcrb.com](mailto:kphillips@dcrb.com).

William V. Taylor  
President

**POLICY DATA MANAGER (PDM)**  
**WEBINAR REGISTRATION**

The DCRB/PCRB will be hosting two webinars for our member carriers to walk through how to access your errors within the Policy Data Manager (PDM) application. If interested, fill out the form below and select a session date. Both sessions will cover the same topics. If you would like to schedule a more personalized web demonstration, contact Central Support for more information.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# of Attendees: \_\_\_\_\_

Choose a session:

- Session One: Thursday, January 7, 2016 – 1:00 PM EST
- Session Two: Thursday, January 14, 2016 – 1:00 PM EST

**Please submit no later than January 4, 2016.**

Complete and submit your registration by email to DCRB/PCRB Central Support, [centralsupport@dcrb.com](mailto:centralsupport@dcrb.com) or [centralsupport@pcrb.com](mailto:centralsupport@pcrb.com), or by fax to 215-564-4328.