January 12, 2018

DCRB CIRCULAR NO. 942

To All Members of the DCRB:

RE: UNIT STATISTICAL REPORT DATA MANAGER

The DCRB is pleased to announce a new web-based application for the entry, edit, submission and management of unit statistical information. This application is the Unit Statistical Report Data Manager (UDM). UDM is scheduled for release on July 2, 2018. In preparation of this release, the DCRB is providing its members with some initial information in order to prepare accordingly.

UDM has many features that will allow users the ability to:

- Import and export WCSTAT files
- Search, view, edit, create and submit USR transactions/corrections
- Validate USR transactions in real-time
- View and/or export validation results in various formats
- Monitor status of USR submissions
- View USR transaction histories
- Compare current and previous transactions
- Use "quick fix" buttons when resolving errors

The UDM is the companion product to the Policy Data Manager (PDM) that the DCRB released in 2015. Both products have a similar look and feel, functionality, and most importantly the ability to toggle between both the policy and USR data sets.

USR History

Upon release, UDM will contain a history of USR information beginning with policy year 2010. UDM will be updated nightly, thereby building and maintaining a dynamic USR transaction history with each new submission.

UDM introduces changes in USR Data Reporting Procedures

In order to capitalize on the features of UDM, and to promote the most effective and efficient use of carrier and DCRB resources, several notable changes to unit data reporting procedures are being announced at this time. These changes are described briefly below.

- All USR transactions must be submitted in a prescribed and logical sequence. For example, an "original" USR must be reported before any correcting USR transaction(s). Additionally, all corrections must be sequenced appropriately. The following chart provides more detail.

  NOTE: USR transactions submitted out of sequence **will be rejected effective July 2, 2018**. Data reporters must use the next 6 months to prepare.

Submit Transaction Type(s):	Before Submitting Transaction Type(s):
An initiating **Policy** transaction	USR
USR	Correction to a USR
Correction Sequence Number "1"	Correction Sequence No. "2" (and so forth)
Report Level 1	Subsequent Report Levels

- DCRB will eliminate acceptance of hardcopy reporting over the next 12 months. The DCRB currently receives 100% of USR transactions electronically. This announcement therefore formally establishes electronic reporting as a requirement. UDM provides all DCRB members with complete functionality needed to electronically submit USR transactions. Additionally, carriers may presently use the Bureau Entry and Edit Package (BEEP) software provided by the Compensation Data Exchange (CDX) to submit USR transactions. Electronic tools (such as UDM and BEEP) are more efficient, accurate and cost effective than hardcopy reporting.

  The elimination of hardcopy reporting will be accomplished in the following steps:

  − Effective July 2, 2018, hardcopy handling charges will be increased from $50 to $100 for USRs.

  − Effective January 1, 2019, the DCRB will no longer accept and process hardcopy USR documents. From that date forward, any hardcopy USR documents received by the DCRB will be returned to the data submitter**.**

- In order for UDM to properly recognize and process transactions, the criteria shown below must be satisfied. Transactions failing to meet any of these conditions will be considered an incorrect submission and will not be processed. Note that these procedures are consistent

with a majority of other jurisdictions' procedures, and supports the objective of processing USR information without any manual intervention.

- An initiating policy transaction must exist on the DCRB database to submit an originating USR.

- Only one USR original report can be submitted per unique linking data (as defined by WCSTAT.)

- When reporting multiple correction reports for the same USR, Correction Sequence Number field must be used to uniquely identify each transaction.

- USRs that contain critical errors as outlined on the UDM Edit Matrix.

- USR edits have been vastly expanded, and are performed in real-time in UDM. The DCRB is committed to improving data quality throughout the entire data reporting life cycle and believes that better initial USR submissions will lead to a better unit statistical data summarization process for ratemaking. The UDM Edit Matrix will be made available on the DCRB website on April 1, 2018 and provides a complete list of applicable USR edits. The edits will include the current edits and be expanded to include edits typically performed as part of the "ratemaking data summarization process." It is the goal of the DCRB to perform all edits upon submission and reduce the number of subsequent inquiries to carriers.

- USR data previously sent to the DCRB that contain critical errors will be repositioned within the databases and moved to a status of "Rejected". By moving this data to a rejected status, it will provide our members the functionality needed to correct, validate and resubmit the incorrect data within UDM. This serves the ultimate goal of having the data be accepted with no errors and thus making it readily available for ratemaking and rating purposes.

- Record Types 7A-7J (ICR records) cannot be created within UDM, but will be accepted on import until further notice.

- UDM provides access to validation results (criticism letters) in various formats (lists, pdf, or WCCRIT). **Effective July 2, 2018, the DCRB will discontinue sending hardcopy criticism letters.** At that time, carriers will be required to either establish an automatic feed of WCCRIT directly through CDX, or to manage their validation results via UDM.

The DCRB will host multiple online training sessions on various topics for those carrier users who are responsible for submitting electronic policy documents to the DCRB. The training dates have not been set and will be announced shortly. Additionally, the DCRB will be taking a proactive approach to working with carriers to resolve historic data reporting issues prior to the release of UDM.

UDM will be made available to each DCRB member's Carrier Group Administrator (CGA) on July 2, 2018. As is the case with most DCRB products, carrier user access is managed directly through each CGA. At that time you should contact your CGA to request individual access and permissions as required.

DCRB will continue to notify data reporters of important notices related to the release of the UDM product as they occur via DCRB circular announcements.

For more information regarding UDM please contact Central Support at (215) 320-4933 or at centralsupport@dcrb.com.

William V. Taylor
President

WVT/BP/dn

Remember to visit our web site at www.dcrb.com for more information about this and other topics.