



June 8, 2020

DCRB CIRCULAR NO. 979

To All Members of the DCRB:

RE: INDEMNITY DATA MANAGER

The DCRB is pleased to announce the beta release of the Indemnity Data Manager (IDM), which is a web-based application for submission tracking and data quality management of Delaware Indemnity Data Call information.

IDM is a part of the suite of products which also includes Policy Data Manager (PDM), Unit Statistical Report Data Manager (UDM) and Medical Data Manager (MDM). IDM serves as a companion product to PDM, UDM and MDM which were previously released by DCRB. All products in this suite have a similar look and feel, functionality, and mostly importantly the ability to toggle between policy, USR, medical and indemnity data sets. IDM provides users the ability to:

- Process WCIND files upon receipt in real-time.
- Monitor status of indemnity submissions
- View and/or export editing and validation results in various formats
- Search and view indemnity call transactions and histories

The Indemnity Data Call Edit Matrix and IDM User Guide have also been published on the DCRB website. This matrix contains details on the DCRB edits that will be performed on Indemnity Data Call submissions. The Indemnity Data Call Electronic Submission Guidelines document was previously posted on the DCRB's website. This document outlines the electronic testing process and requirements. Data providers are reminded that mandatory testing (certification) began on April 1, 2020, and must be completed by July 31, 2020.

DCRB is committed to updating our existing systems with the ultimate goal of having the data be accepted with no errors resulting in readily available information for legislative analysis and to serve as the high quality data source for specialized studies and reports. IDM will be updated nightly, thereby building and maintaining a dynamic indemnity transaction history with each new submission. IDM provides access to validation results in various formats. Users may export these results for further review.

In order to capitalize on the features of IDM, and to promote the most effective and efficient use of carrier and DCRB resources, several notable reminders regarding indemnity data reporting procedures are being reviewed within this circular. IDM will enforce strict compliance with indemnity data reporting rules, which are documented in the Manual. The indemnity data reporting reminders which we want to highlight are described briefly below.

All Indemnity Data Call (WCIND) files must use the CDX File Naming Convention detailed in the Electronic Submission Guidelines. IDM will accept additional content in the file name (such as time in seconds or TPA identification number) at the far right of the file naming convention only. Files which are not submitted using the CDX File Naming Convention **will be rejected**.

In order for IDM 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. These procedures are consistent with the existing reporting rules of the Indemnity Data Call and support the objective of processing Indemnity data without any manual intervention.

- When submitting an Original file, use a unique file name per the CDX File Naming Convention as well as a unique Submission File Identifier (positions 14-43 of the File Control Record) in the new Original file. When submitting a Replacement file, the Submission File Identifier reported in positions 14-43 of the File Control Record must be an exact match to the Submission File Identifier of the Original file intended to be replaced.
- All indemnity transactions must be submitted in a prescribed and logical sequence. For example, an Original Transaction Code 01 must be reported before any Cancellation Transaction Code 02 or Replacement Transaction Code 03 can be accepted. The transaction date on a Cancellation Transaction Code 02 record or Replacement Transaction Code 03 record must be later than the transaction date on the previous record intended to be cancelled or replaced. Indemnity transactions submitted out of sequence **will be rejected**.
- When submitting Cancellation Code 02 or Replacement Code 03 transactions, confirm that the key fields of these transactions are identical to the key fields of the Original Code 01 transaction intended to be replaced. Remember that Cancellation Code 02 and Replacement Code 03 Transactional Records are only allowed to be submitted if you are reporting your Transactions with the Transaction Identifier. For more information, please refer to our Indemnity Data Call Manual. The key fields for Transactional Records are: Carrier Code, Policy Number Identifier, Policy Effective Date, Claim Number Identifier, and Accident Date. Cancellation or replacement records which cannot be matched to an original record will be rejected, and any significant volume of unmatched records will exceed the 5.0% threshold (which is relative to the number of records in the file) will cause the entire file to be rejected.

- **The Policy Number Identifier reported on the Indemnity Data Call must match the Unit Statistical data Policy Number Identifier reported for the claim, including any prefixes or suffixes.** The Policy Number Identifier can neither be all zeros nor all blanks nor a combination of zeros and blanks. The Policy Number Identifier should not include any spaces, punctuation or symbols. Key fields that are reported in other products include Carrier Code, Policy Number Identifier, Policy Effective Date, and Claim Number Identifier and these fields must be reported consistently within the Indemnity Data Call as well as other products (i.e. Unit Statistical data). Correctly reporting the key fields ensures the accurate linking and unique identification of claims. Accurate linking of claims across data types enables DCRB to use data elements for the same claim, thereby reducing the number of elements that would be duplicated. Files which contain invalid policy numbers will be rejected.
- Duplicate copies of the same WCIND file will not be accepted. True duplicate files which are submitted will be rejected immediately by IDM. Duplicate files or other files sent in error will require file cancellation transactions to be submitted to remove the duplicate files submitted in error.
- Duplicate records which have been previously submitted to the Indemnity Data Call will not be accepted. Any significant number of duplicate records which exceed the 5.0% threshold (which is relative to the number of records in the file) will cause the entire file to be rejected.
- The Indemnity Edit Matrix references the NCCI edit numbers for your convenience. The Indemnity Edit number is a numeric scheme by design from the WCIO WCCRIT product and is also used in PDM, UDM, and MDM. For example, the eight-byte error code 02065405 (Birth Year must not be after Accident Date (NCCI Code 0405-03)) is defined as:
 - Positions 1-2 identifies the record type on which the error occurred.
 - Positions 3-5 identifies the starting position of the field in error on the record.
 - Positions 6-8 identifies the error sequence number for the field.
- The IDM Edit Matrix also provides a complete list of applicable indemnity error codes. .
- All edits will be strictly enforced in IDM. DCRB is committed to improving data quality and believes that stronger enforcement of editing will result in more robust indemnity data which can be used to analyze legislative reforms.
- IDM will issue file processing receipts via email to data submitters **effective June 8, 2020**. CDX processing receipts will remain unchanged from other data types. IDM files will be processed in real time so there will be immediate feedback issued to data submitters. Files which are submitted in error will be processed immediately by IDM and therefore, file cancellation transactions will be required to be submitted to delete any files which may be submitted in error.

Indemnity data submitters will be contacted on an individual basis for data reporting and data quality issues which could cause file rejections in IDM. DCRB will work with data submitters on designing plans of correction on a case-by-case basis.

Upon request, the DCRB will provide carriers and their designated data submitters with individual assistance to provide training and answer any questions regarding IDM.

Indemnity data reporters are encouraged to visit the *Data Reporting* section of the DCRB website at www.dcrb.com for the *IDM Use' Guide*, *IDM Edit Matrix*, and other pertinent documents.

IDM will be made available to DCRB member's Carrier Group Administrator (CGA) once mandatory testing and file certification is completed. 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 IDM product as they occur, via DCRB circular announcements or email.

For technical information regarding IDM, please contact Central Support at (215) 320-4933 or at centralsupport@dcrb.com. For specific questions regarding indemnity data transactions in IDM, please contact Megan Ozlek at (215) 320-4500 or at mozlek@dcrb.com.

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