



June 30, 2015

DCRB CIRCULAR NO. 908

To All Members of the DCRB:

RE: POLICY DATA MANAGER

The DCRB is pleased to announce the release of the Policy Data Manager (PDM), a web-based application for entry, edit, submission and management of policy information.

PDM provides users the ability to:

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

Policy Transaction History

Upon release, PDM will contain a history of policy information beginning with policy year 2013. PDM will be updated nightly, thereby building and maintaining a dynamic policy transaction history with each new submission.

Changes in Policy Data Reporting Procedures

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

- All policy information transactions must be submitted in a prescribed and logical sequence. For example, a New Policy, Transaction 01, must be reported before any endorsement transaction(s). The following chart provides more detail. Policy transactions submitted out of sequence **will be rejected effective July 1, 2016.**

Submit Transaction Type(s):	Before Submitting Transaction Type(s):
01 (New), 02 (Renew), 15 (Add a State)	03 (Endorsement), 05 (Cancellation /Reinstatement) or any other change transactions such as 06 (Key Field Change), 08 (Rating Change), 10 (Non-Rating Change or 14 (Miscellaneous Change).

- **DCRB will eliminate hardcopy reporting over the next 19 months.** PDM provides all DCRB members with complete functionality needed to electronically enter and submit all policy transactions. Additionally, carriers may presently use the Policy Entry and Edit Package (PEEP) software provided by the Compensation Data Exchange (CDX) to submit policy transactions. Electronic tools (such as PDM and PEEP) are more efficient, accurate and cost effective than hardcopy reporting.

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

- Effective January 1, 2016, hardcopy handling charges will be increased from \$50 to \$100 for policies, and from \$10 to \$50 for endorsements, cancellations and reinstatements.
 - Effective July 1, 2016, hardcopy handling charges will be increased from \$100 to \$150 for policies, and from \$50 to \$100 for endorsements, cancellations and reinstatements.
 - **Effective January 1, 2017, the DCRB will no longer accept and process hardcopy policy documents. From that date forward, any hardcopy policy reporting documents received by the DCRB will be returned to the data submitter.**
- PDM considers endorsement forms filed by the DCRB on behalf of its members to be valid, and will also accept all endorsements approved by the Delaware Insurance Department as a result of any carrier's independent filing and all NCCI endorsements.
 - In order for PDM to properly recognize and process transactions, the criteria shown below must be satisfied. Transactions failing to meet any of these conditions will be considered duplicate submissions, and only the last such transaction submitted during any given day will be processed.
 - Only one of each new policy or policy replacement transaction (01, 02, 06, 08, 10, 14, 15), can be submitted per Issue Date.
 - When reporting multiple cancellation/reinstatement transactions (05) for the same policy on the same Issue Date, the Cancellation/Reinstatement Transaction Sequence field must be used to uniquely identify each transaction.
 - For multiple endorsement transactions (03) for the same policy on the same Issue Date, the Endorsement Number field must be unique, i.e., each Endorsement Number may be reported only once for each policy per Issue Date.
 - As required by WCPOLS, FEIN number must be provided on the Primary Name record to ensure accurate and timely file assignment.

- As required by WCPOLS, the expense constant, loss constant, premium discount, and experience modification factor must be reported on the State Premium Record (Record Type Code 04) and not on the Exposure Record (Record Type Code 05). Exposure records submitted containing any of those fields will result in errors.
- Transactions 03 (Endorsement) and 14 (Policy Replacement) cannot be created within PDM. PDM uses other transactions, such as a Transaction 08 (Rating Change) or 10 (Non-Rating Change) to electronically accomplish policy information changes. PDM will accept Transactions 03 and 14 on import.
- Record Types 84-89 (various change transactions) cannot be created within PDM, but will be accepted on import until July 1, 2016. After this date, these record types will not be processed by the DCRB. This change is consistent with a majority of other jurisdictions' procedures, and supports the objective of accomplishing policy changes via full replacement WCPOLS transactions.
- Policy edits have been vastly expanded, and are performed in real-time in PDM. 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. The PDM Edit Matrix, available on the DCRB website, provides a complete list of applicable policy edits.
- PDM provides access to validation results (criticism letters) in various formats (lists, pdf, or WCCRIT). Carriers are encouraged to begin accessing their criticism letters directly from PDM immediately. **Effective January 1, 2016, 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 and responses via PDM. Note that carriers may also request to discontinue receiving hardcopy criticism letters any time prior to this date.

The DCRB will host two online training sessions for those carrier users who are responsible for submitting electronic policy documents to the DCRB. The training will be offered on July 14, 2015 and on July 21, 2015. 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 on request. Please contact Central Support for more information.

Policy data reporters are encouraged to visit the *Data Reporting* section of the DCRB website at www.dcrb.com for the PDM User's Guide, PDM edit matrix, and other pertinent documents.

PDM has been made available to each DCRB member's Carrier Group Administrator (CGA). As is the case with most DCRB products, carrier user access is managed directly through each CGA. Please contact your CGA to request individual access and permissions as required.

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

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President

TLW/BP/jf

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

POLICY DATA MANAGER (PDM)
WEBINAR REGISTRATION

The DCRB/PCRB will be hosting two webinars for our member carriers to walk through some of the basic operations within the new 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: Tuesday, July 14, 2015 – 1:00 PM EST
- Session Two: Tuesday, July 21, 2015 – 1:00 PM EST

Please submit no later than July 7, 2015.

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