








Chapter 1: Policy Data Overview

Policy Data Usage

-  Proof of Coverage
-  Unit Report Expectations
-  Experience Rating Distribution
-  Residual Market
-  Actuarial Analysis

What Constitutes a Full Policy?

- Header Record—contains policy level information
- Name and Address Records—when linked properly NCCI sends as employer records to POC states
- State Premium Records—state coverage and premium data elements
- Exposure Records—classification codes and statistical codes with corresponding Exposure Amounts
- Endorsement Records—federal coverage, deductibles, experience rating change information, etc.

Chapter 2: Premium and Exposure Reporting

Policy Premium and State Premium Reporting

Header Record

- Policy Estimated Standard Premium Total—the total of all state standard premiums reported for the full policy transaction

State Premium Record

- Estimated State Standard Premium Total—the total of each state’s standard premium
- Must equal (when there is one State Premium Record) or sum (when there are multiple State Premium Records) to the Policy Estimated Standard Premium Total*

*To avoid Data Grade 4 Edit 0253-03: If the Policy Estimated Standard Premium Total does not match, either report additional state premium records or modify your total policy premium accordingly (when necessary).



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Exercise #1—Policy Premium and State Premium

Five states are covered on the policy:

State	Estimated State Standard Premium Amount
Florida	\$1,000
Georgia	\$1,000
Tennessee	\$2,000
Connecticut	\$5,000
New Hampshire	\$5,000

Policy Estimated Standard Premium Total is calculated by adding up all state standard premium reported on every State Premium Record. What would the total be? \$_____.

State Premium Reporting

State Premium Reporting

Required State Premium Record Fields

Estimated State Standard Premium Total	Experience Modification Factor/Merit Rating Factor	Expense Constant Amount*	Premium Discount Amount*
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*May also be reported on the corresponding Exposure Records under the applicable statistical codes.



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For more details, refer to NCCI’s *Policy and Proof of Coverage Reporting Guidebook* and the WCIO Workers Compensation Policy Reporting Specifications (WCPOLS).

Experience Modification and Merit Rating

When	Then report ...
Factor exists (example: 10% credit)	Decimal complement of % (example: 0900)
No factor	0000 or 1000

Experience Modification/Merit Rating Status Codes

- Final Experience Modification
- Experience Modification Not Final (Preliminary)
- No Experience Modification or Merit Rating
- Merit Rating Factor

If a factor is populated in the Experience Modification/Merit Rating Factor field, then a Status Code is required. NCCI’s data grade 3 edit #0073-02 will recognize when merit rating statistical codes are reported and if the merit rating status is not reported. This is a default edit.

Exposure Reporting

Exposure Record—every State Premium Record reported must have at least one corresponding Exposure Record.

Classification Codes are reported with:

- Estimated Exposure Amount
- Manual/Charged Rate
- Estimated Premium Amount

When one or more of these elements are missing or blank and the others are populated with values then data grade 6 edit #0037-12 will occur.



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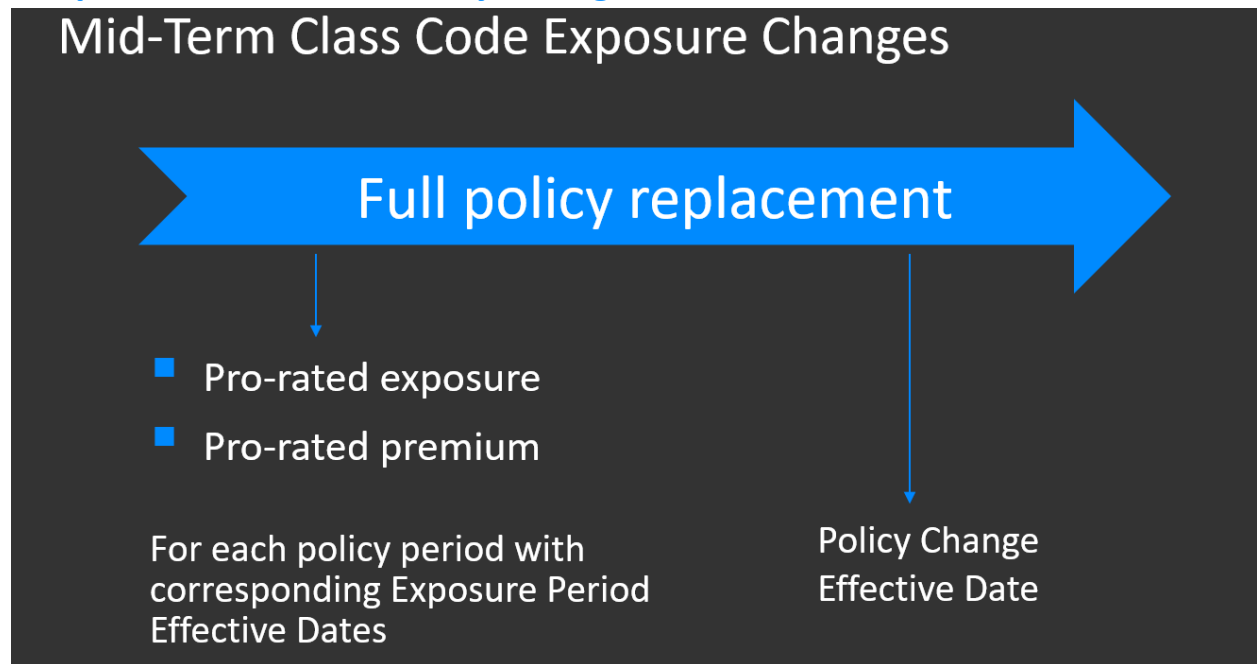
When and if statistical codes are reported, no Manual/Charged Rate would apply.

Exercise #2—Name That WCPOLS Record

Circle the correct answer:

- What record requires the Expense Constant Amount?
 - a. Header Record
 - b. State Premium Record
 - c. Exposure Record
- What record requires the Manual/Charged Rate?
 - a. Header Record
 - b. State Premium Record
 - c. Exposure Record
- What must be reported on the State Premium Record if there is a final experience mod factor?
 - a. Experience Modification Factor/Merit Rating Factor
 - b. Experience Modification Factor/Merit Rating Status Code
 - c. Both a and b

Chapter 3: Mid-Term Policy Changes



Mid-term changes to a classification exposure and its premium may be necessary due to changes in the manual rate, such as from a law only filing or a change to the nature of business for the policyholder.



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For policies with a split exposure period:

- Submit a full policy replacement transaction with the prorated exposure and prorated premium amount for each exposure period
- Report separate exposure records with the prorated amounts represented by their corresponding Exposure Period Effective Date
- Report the mid-term date of change in the Policy Change Effective Date field

Exercise #3—Mid-Term Class Code Exposure Changes

Fill in the blank:

What would be the reported Policy Change Effective Date on the changed exposure record?

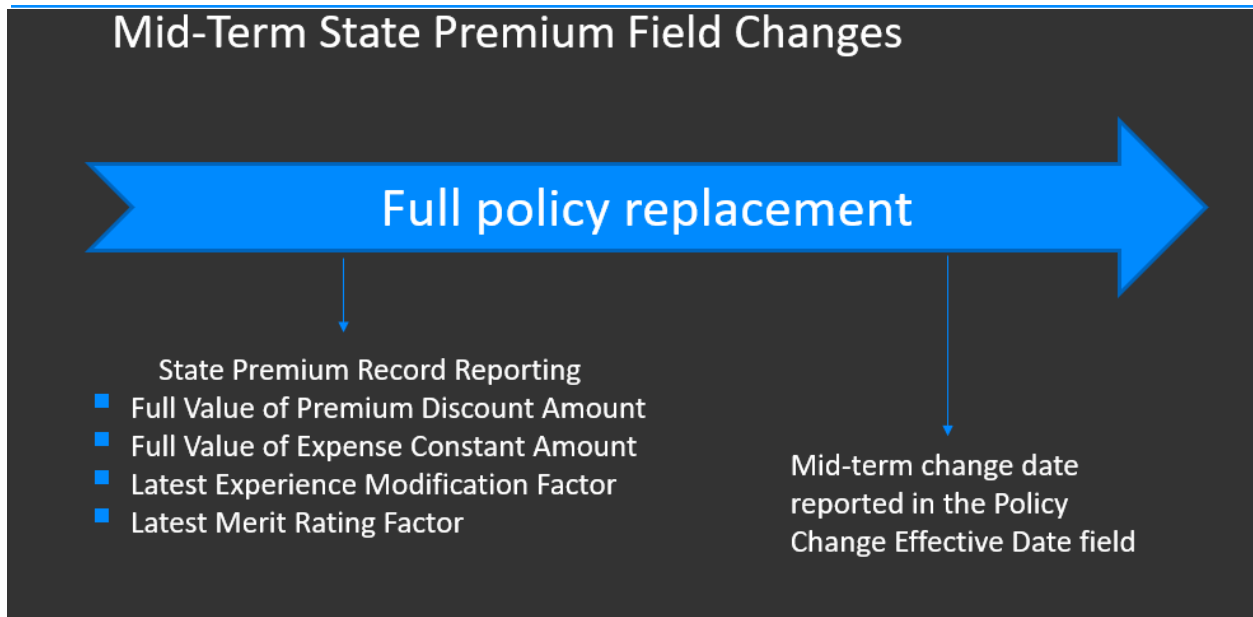
Mid-Term Class Code Exposure Changes Example

Policy Effective Date: January 1, 2023

State Code	Class Code	Estimated Exposure	Manual/Charged Rate	Estimated Premium	Exposure Period Effective Date	Policy Change Effective Date
09	8810	000000042000	00005500	0000000231	1/1/2023	000000
09	8810	000000050000	00004900	0000000245	6/1/2023	



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Making mid-term changes to the Premium Discount, the Expense Constant Amount, the Experience Modification Factor, or Merit Rating Factor all work the same.

NCCI does not allow multiple state premium records for the same state, so you would need to send in a full policy replacement showing the full value of the current Premium Discount, or the Expense Constant Amount, on the applicable State Premium Record.

Note: Only one Expense Constant Amount is applicable to the policy; and when there are multiple states on a policy, the Expense Constant Amount must be reported on the State Premium Record of the state with the highest expense constant.

If you are making changes to the Experience Rating Factor or the Merit Rating Factor, then you would report a full policy replacement with the latest factor on the applicable State Premium Record.

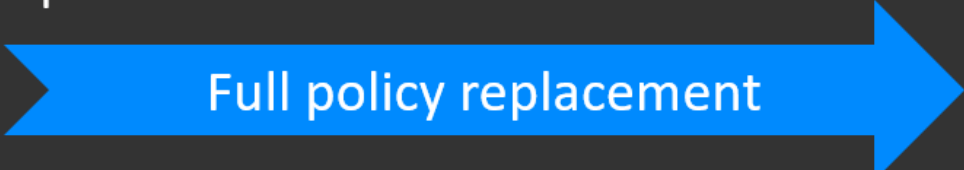
Also, the date of the mid-term changes would be reported in the Policy Change Effective Date field.

Exercise #4—Mid-Term Experience Modification Factor Change



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Mid-Term Experience Modification Factor Change Example



Policy Effective Date: January 1, 2023

State Code	Exp Mod Factor	Est State Std Premium Total	Expense Constant	Exp Mod Factor Effective Date	Policy Change Effective Date
09	0085	0000000245	0000000200	1/1/2023	000000
09	0075	0000000200	0000000200		

For our example, the Policy Effective Date is January 1, 2023. It is a single-state policy for Florida, so we report 09 for Florida on the State Premium Record. The Experience Modification at policy inception was .85. But on July 1, 2023, the Mod was changed to .75, so adjustments need to be made to the Premium at that time.

Because the Mod factor decreased, the amount of premium would decrease as well. It changed from 245 to 200. The expense constant remains the same, so we report the 200 on the replacement policy.

Fill in the blank cells:

What would the Experience Mod Factor Effective Date be?

What would be the reported Policy Change Effective Date on the full policy replacement State Premium Record be?



Chapter 4: Extended-Term Policy Reporting

Extended-Term Policies

Extended-Term Policies

Extended-Term—policy issued for more than one year and sixteen days, but less than three years.

Extended-Term Policy Options	
Option 1	Option 2
One policy transaction	Multiple policy transactions



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Extended-Term Policies—Option 1

Extended-Term Policies—Option 1

One policy transaction for whole extended term:

Transaction Code	Policy Term Code	Endorsement	Policy Effective Date	Policy Expiration Date
01—New Policy or 02—Renewal	8—Other	Policy Period Endorsement Record—Record Type 13	First day of the extended term	Last day of the extended term

Data Grade 9 Edit 0158-03

When reporting with Option 1, NCCI’s system will use the Policy Period Endorsement to set the expectations for Unit Statistical reporting. **Basic Manual** rules, classifications, and rates are applied to individual units of 12 months each as if a separate policy had been issued for each unit. If the Policy Period Endorsement is not reported, data grade 9 edit #0158-03 will be issued rejecting the full policy transaction.



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Extended-Term Policy—Option 1

Policy from 1/1/2022–6/1/2024 (period of two years and five months)					
Policy Transaction Code	Policy Term Code	Prior Policy Number	Policy Effective Date	Policy Expiration Date	
01—New Policy or 02—Renewal Policy	8—Other	Required for Trans Code 02	1/1/2022	6/1/2024	
Policy Period Endorsement—Record Type Code 13 reporting is required to specify the annual year(s) and the shortened year of an extended-term policy (Policy Term Code 8).					
Endorsement Number	WC000405		Endorsement Effective Date	1/1/2022	
Period 1 Effective Date	Period 1 Expiration Date	Period 2 Effective Date	Period 2 Expiration Date	Period 3 Effective Date	Period 3 Expiration Date
1/1/2022	1/1/2023	1/1/2023	1/1/2024	1/1/2024	6/1/2024

In our example above, we describe how to report an extended-term policy that is two years and five months long with Option 1. We report:

- A New policy with a policy transaction code of 01 or a Renewal policy with the policy transaction code 02
 - If a Renewal is reported, then Prior Policy Number is required
- Policy Term Code of 8 for Other
- Policy Effective Date for our example is 1/1/2022 and the policy expiration date will be 6/1/2024
- Policy Period Endorsement (Record Type Code 13) with the Endorsement Number of WC000405
 - First period effective date will be 1/1/2022 and policy expiration date will be 1/1/2023
 - Second period effective date will be 1/1/2023 and the expiration date will be 1/1/2024
 - Third period will reflect the shortened term of 1/1/2024 until 6/1/2024



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Exercise #5—Extended-Term Policy—Option 1

Fill in the blank cells.

Renewal Policy from 1/1/2022–9/1/2023					
Policy Transaction Code	Policy Term Code	Prior Policy Number		Policy Effective Date	Policy Expiration Date
02—Renewal Policy		Required for Trans Code 02			
Policy Period Endorsement—Record Type Code 13 reporting is required to specify the annual year(s) and the shortened year of an extended-term policy (Policy Term Code 8).					
Endorsement Number	WC000405	Endorsement Effective Date		1/1/2022	
Period 1 Effective Date	Period 1 Expiration Date	Period 2 Effective Date	Period 2 Expiration Date	Period 3 Effective Date	Period 3 Expiration Date



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Extended-Term Policies—Option 2

Extended-Term Policies—Option 2

Multiple policy transactions for each portion of the extended term:

Transaction Code	Policy Term Code	Endorsement	Policy Effective Date	Policy Expiration Date
01—New Policy or 02—Renewal or 04—Annual Re-rate	1—Standard One-Year or 4—Short Term (less than one year)	Policy Period Endorsement Record—Record Type 13—NOT REQUIRED	First day of each portion of the extended term	Last day of each portion of the extended term

Extended-Term Policy—Option 2

Policy from 1/1/2022–6/1/2024 (period of two years and five months) Shortened period will be at the end of the extended term				
Policy Transaction Code	Policy Term Code	Prior Policy Number	Policy Effective Date	Policy Expiration Date
01—New Policy or 02—Renewal Policy	1—Standard One-Year	Required for Trans Code 02	1/1/2022	1/1/2023
04—Annual Re-rate	1—Standard One-Year	Required	1/1/2023	1/1/2024
04—Annual Re-rate	4—Short-Term (less than one year)	Required	1/1/2024	6/1/2024



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Exercise #6—Extended-Term Policy—Option 2

Fill in the missing blanks. We are going to start with a New policy transaction, and we have decided to report the shortened period first.

Policy from 1/1/2022–6/1/2024 (Two years and five-month period)

Shortened period will be at the beginning of the extended term

Policy Transaction Code	Policy Term Code	Prior Policy Number	Policy Effective Date	Policy Expiration Date

Extended-Term Recap

Option 1	Option 2
Single transaction	Multiple transactions
New or Renewal Transactions	New, Renewal, and Annual Re-rate Transactions
Policy Term 8–Other	Policy Term 1–Standard One Year and 4–Short Term
Policy Period Endorsement Reported	Policy Period Endorsement Not Reported
Policy Effective Date and Policy Expiration Date for the full extended term	Policy Effective Date and Policy Expiration Date for each portion of the extended term



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Chapter 5: “If Any” Policy Reporting

- Single-state minimum premium policy on an “If Any” basis
- Multistate policy with a state on an “If Any” basis
- Classification code on an “If Any” basis

State Premium Record Reporting for a Single-State Minimum Premium Policy on an “If Any” Basis

Single State “If Any”

State Premium Record Reporting

State Premium Record (Record Type Code 04)	
Data Element Name	Reporting Instructions
Estimated State Standard Premium Total	Report the policy minimum premium amount
Expense Constant Amount	If an expense constant applies to the policy, report the Expense Constant Amount



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State Premium Record Reporting for a Multistate Policy With a State on an “If Any” Basis

Multistate “If Any”

State Premium Record Reporting

State Premium Record (Record Type Code 04)	
Data Element Name	Reporting Instructions
Estimated State Standard Premium Total	Report zeros or minimum premium if applicable
Expense Constant Amount	Report zeros or Expense Constant Amount if applicable



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Advanced Policy Reporting

Exposure Record Reporting for Single-State Minimum Premium Policy on an “if Any” Basis or a Multistate Policy With a State on an “If Any” Basis

Exposure Record (Record Type Code 05)	
Data Element Name	Reporting Instructions
Classification Code (or Statistical Code)*	Report the applicable classification code according to the NCCI Basic Manual rules
Manual/Charged Rate	Report zeros
Estimated Exposure Amount	Report zeros
Estimated Premium Amount	Report zeros

*Statistical Code 0990—Balance to Minimum Premium and Statistical Code 0900—Expense Constant may also be reported with their premium amounts on the Exposure Record

A policy must have at least one classification code for NCCI to derive the governing class code for POC purposes. You will encounter an edit for no valid nonstatistical exposure records, which may cause POC compliance issues.

Please remember that Statistical Code 1111 for No Exposure is not allowed to be reported in Policy Data.

Classification Code on an “If Any” Basis

When your policy has exposure, but one or more class codes are on an “If Any” basis, then the reporting rules are the same as noted above.

Exposure Record (Record Type Code 05)	
Data Element Name	Reporting Instructions
Classification Code	Report the applicable classification code according to the NCCI Basic Manual rules
Manual/Charged Rate	Report zeros
Estimated Exposure Amount	Report zeros
Estimated Premium Amount	Report zeros



Exercise #7—“If Any” Knowledge Check

Circle your answers:

When reporting a single-state policy on an “If Any” basis, what would the Estimated State Standard Premium Total Amount be?

- a) All zeros
- b) State’s minimum premium amount
- c) Blanks

When reporting a class code on an “If Any” basis, what data element would be reported with all zeros?

- a) Manual/Charged Rate
- b) Estimated State Exposure
- c) Estimated State Premium
- d) All the above

Chapter 6: Deductible Programs

A deductible program is an optional feature of a policy. The insured agrees to pay or is responsible for a portion of the loss up to a stated threshold amount.

When a claim occurs,

- The insurer pays the entire loss, then
- the insured reimburses the insurer up to the deductible amount

Deductible programs and amounts will vary by state. They are either filed by NCCI, which are outlined in NCCI’s Basic Manual, or independently filed by the insurer.

Insureds may opt for deductible programs to receive a premium credit or opt for a program that reduces the losses in the calculation of experience rating.



Data Now Program (DNP) Advanced Policy Reporting

Chapter 7: Reporting Deductible Data in Policy Data

When a policy has a deductible, you must report a Deductible Endorsement Record—Record Type 43 for each state on the policy.

Report the endorsement number in either the Endorsement Number field or the Carrier Version Identifier field.

- If reporting the Endorsement Number field, you would report either:
 - NCCI’s filed countrywide endorsement, which is WC000603, or an endorsement number approved by a specific jurisdiction
 - OR report a carrier-filed endorsement number in the Carrier Version Identifier

One or the other must be reported.

Losses Subject to Deductible Codes

Code	Description
00	No Deductible
01	Medical Losses Only
02	Indemnity Losses Only
03	Medical and Indemnity Losses

Basis of Deductible Calculation Codes

Code	Description
00	No Deductible
01	Per Claim Deductible Amount
02	Per Accident Deductible Amount
03	Per Policy Deductible Aggregate Limit
04	Percent of Claim Cost
05	Percent of Premium
06	Coinsurance Only Percent With Per Claim Amount Limit
07	Coinsurance Percent With Per Claim Deductible Amount and Coinsurance Limit
08	Coinsurance Percent With Per Accident Deductible Amount and Coinsurance Limit
09	Per Accident Deductible Amount With Per Policy
10	Per Claim Deductible Amount With Per Policy Deductible Aggregate Limit
11	Coinsurance Percent With Per Claim Deductible Amount Limit With Per Policy Aggregate Limit
12	Variable-deductible programs not otherwise defined.
13	Negotiated



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Deductible Endorsement Record—Record Type 43

Field Title	Class	Position	Note
Deductible Percentage	N	75-76	Should be populated when the Basis is 04 for Percent of Claim Cost
Deductible Amount per Claim/Accident	N	77-85	Should be populated when the Basis is 01 or 02 for Per Claim or Per Accident
Deductible Amount - Aggregate	N	86-94	Should be populated when the Basis is 03 for Per Policy Aggregate Limit
Endorsement Effective Date	N	289-294	YYMMDD

Exposure Record—Record Type 05

Field Title	Class	Position	Note
Classification Code	N	51–54	Use applicable statistical code

Statistical Code	Phraseology
9664	Deductible Reporting (Subject to Experience Rating)
9663	Deductible Reporting (Not Subject to Experience Rating)
9657	Deductible Reporting (Not Part of Standard Premium)



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Exercise #8—Deductible Endorsement Record Reporting

A policy is written with a \$1,000 per accident deductible for Medical and Indemnity Losses with premium credit subject to Experience Rating.

What would be the Losses Subject to Deductible Code?

- a) 01—Medical Losses Only
- b) 02—Indemnity Losses Only
- c) 03—Medical and Indemnity Losses

What would be the Basis of Deductible Calculation Code?

- a) 01—Per Claim
- b) 03—Per Policy Aggregate Limit
- c) 00—No Deductible
- d) 02—Per Accident

What WCPOLS record would be submitted to report these values? _____

Chapter 8: Noncompliance/Compliance Policy Transactions

Noncompliance/Compliance policy transactions are reported to comply with Undisputed Premium Obligation (UPN) and Noncompliance (NCN) data for the Assigned Risk market but also recommended for the Voluntary Market.

The Noncompliance/Compliance transaction is reported on a Z1 record. For noncompliance and compliance transactions you have a primary reason and up to three additional reasons you can report on one Z1 record.

Field Title	Class	Position	Note
Record Type Code	AN	46–47	Z1
Noncompliance/Compliance Notification Type Code	N	48–48	
Primary Noncompliance Reason Code	N	49–50	
Additional Noncompliance Reason Code(s)	N	51–56	2 bytes for each code
Current Outstanding Premium Due Amount	N	81–90	
Noncompliance/Compliance Transaction Sequence Number	N	259–260	
Noncompliance Effective Date	N	283–288	



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Reporting a Compliance Transaction

Field Title	Class	Position	Note
Record Type Code	AN	46–47	Z1
Noncompliance/Compliance Notification Type Code	N	48–48	
Primary Compliance Reason Code	N	49–50	
Additional Compliance Reason Code(s)	N	51–56	2 bytes for each code
Current Outstanding Premium Due Amount	N	81–90	
Noncompliance/Compliance Transaction Sequence Number	N	259–260	
Compliance Effective Date	N	283–288	

Noncompliance Reason Codes

Reason Code	Description
01	Nonpayment of Amount Billed at Final Audit
02	Nonpayment–Dispute Resolved
03	Nonpayment–Default on Payment Plan (i.e., deposit, installment, or endorsement premium)
04	Noncompliance–Audit
05	Noncompliance–Loss Control or Inspections
98	Nonpayment–Other (e.g., nonpayment of claim deductible)
99	Noncompliance–Other



Compliance Reason Codes

Reason Code	Description
06	Compliance of Audit
07	Compliance of Loss Control or Inspections
97	Compliance of Nonpayment
99	Compliance – Other

To change a previously reported noncompliance reason, you must submit a notification of compliance for the reason in error prior to reporting the corrected noncompliance. And you cannot submit a noncompliance on a noncompliance for the same reason you can't cancel a cancel.

The Plan Administrator may instruct the carrier to initiate cancellation. If applicable, a cancellation transaction is sent separately from the noncompliance transaction. Once the employer resolves their noncompliance, the Plan Administrator may instruct the carrier to reinstate. A reinstatement transaction would be sent in separately from the compliance transaction.

Noncompliance/Compliance Reports Available:

- Noncompliance Reject Report
 - Daily report of all rejected noncompliance transactions that need to be corrected and resubmitted
- Noncompliance Follow-Up Report
 - Monthly report for assigned carriers to help in following up with noncompliant insureds



Data Now Program (DNP) Advanced Policy Reporting

Exercise #9—Correcting a Noncompliance/Compliance Reason Code

To correct one Noncompliance reason code when two reasons have been reported, you would:

- a) Report a new Z1 putting all noncompliance reasons into compliance, then report another Z1 with all correct noncompliance reasons
- b) Report a new Z1 record with a compliance for the single noncompliance reason in error, then report the corrected single noncompliance reason Z1

Two noncompliance reason codes were previously reported. To update the employer to compliance status, you would:

- a) Put all noncompliance reasons into compliance
- b) Put the primary noncompliance reason into compliance

Chapter 9: Federal Reporting Compliance Service

NCCI has been electronically delivering your USL&HW Act, Federal Mine Safety and Health Act, and Defense Base Act coverage to the US Department of Labor since 2010.

USL&HW Act Criteria: At least one federal endorsement number must be reported on the Endorsement Identification Record—Record Type Code 07 in WCPOLS.

Endorsement Number	Endorsement Name
WC000101	Defense Base Act Coverage Endorsement
WC000106	Longshore and Harbor Workers' Compensation Act Coverage Endorsement
WC000108	<u>Nonappropriated</u> Fund Instrumentalities Act Coverage Endorsement
WC000109	Outer Continental Shelf Lands Act Coverage Endorsement

- Exposure Act/Exposure Coverage Code
 - 02 = USL&HW F-Classes or USL&HW Coverage on Non-F-Classes
 - 08 = Coverage Under USL&HW Act for Oil, Gas or Other Mineral Operations on or Over Water
- AND/OR qualifying class code or statistical code (list of codes can be found in NCCI's *Policy and Proof of Coverage Reporting Guidebook*)



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Federal Mine Safety and Health Act Criteria: Federal endorsement number must be reported on the Endorsement Identification Record—Record Type Code 07 in WCPOLS.

Endorsement Number	Endorsement Name
WC000102	Federal Mine Safety and Health Act Coverage Endorsement

- Exposure Act/Exposure Coverage Code
 - 03 = Federal Mine Safety and Health Act Only
 - 04 = Federal Mine Safety and Health Act and the State Act
- AND/OR qualifying class code or statistical code (list of codes can be found in NCCI’s **Policy and Proof of Coverage Reporting Guidebook**)

Defense Base Act (DBA) Criteria:

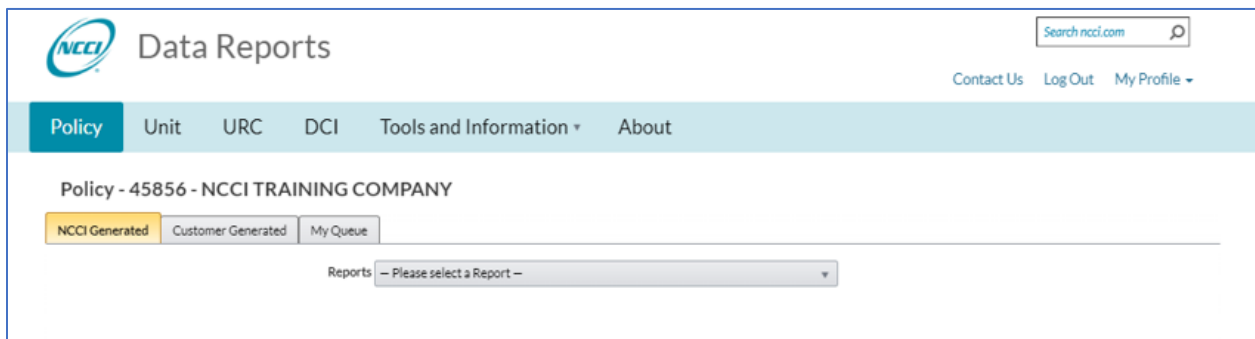
- Specialized foreign workers compensation coverage
- Employees working outside of the United States
- Not standard workers compensation
- Special federally approved format

Chapter 10: Data Reports

NCCI creates policy reports to communicate the results of the policy editing process. Policy reports provide key details about the status of policy submissions, rejections, and errors that may require corrective action. You can see a listing of the policy reports in the **Policy and POC Reporting Guidebook** in the **Manuals Library** on ncci.com. It contains a table that provides the policy report names, descriptions, and how to use the reports.

We have a Data Reports Guide on ncci.com. From the home page, click **Data Reporting** and then look under the RESOURCES section.

Customers will receive an email notification for most NCCI-generated reports. Once you receive this notification, you can access your reports from the **Policy Data Collection** tool using the **Data Reports** feature.





Data Now Program (DNP) Advanced Policy Reporting

NCCI-Generated Reports

Reports

-
- Assigned Risk Binder Number Report
- IAIABC POC Coverage Provider Accepted Report
- IAIABC POC Coverage Provider Monthly Outstanding Reject Report
- IAIABC POC Coverage Provider Reject & Error Report
- Monthly Outstanding Noncompliance Report
- Noncompliance/Compliance Reject Report
- Policy Certification Submission Results Report
- Policy Daily Submission Results Report
- Policy Monthly Outstanding Data Grade 7 Report
- Policy Pre-Edit Service Submission Results Report
- Policy Submission Results Report

Reports

-
- POC Transaction Report
- Policy Reject and Error Report
- Policy Risk ID Report

NCCI Resources:

- ***Policy and Proof of Coverage Reporting Guidebook***
- ***Data Reports***
- ***Servicing Carrier Reference Guide***

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