September 24, 2018

DCRB CIRCULAR NO. 956

To All Members of the DCRB:

RE: <u>UNIT STATISTICAL REPORT DATA MANAGER- REMINDER</u>

As previously announced in **DCRB Circular Nos. 942 and 952**, the DCRB has developed a new web-based application Unit Data Manager (UDM) for the entry, edit, submission and management of unit statistical information. UDM will "go live" on October 1, 2018.

All USR transactions (WCSTAT files) electronically submitted to the DCRB will be validated using the new UDM application. This includes files submitted through Compensation Data Exchange (CDX) as well as those imported via UDM.

The unit statistical data reporting requirements in UDM have **not changed** but rather, the procedures for processing unit statistical data have changed. <u>No new data fields or coding values have been added to the WCIO WCSTAT Data Specification or the Delaware Statistical Plan.</u> However, the new system requires all USR transactions to be submitted in a prescribed and logical sequence as described in prior announcements. 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.

UDM will not accept data that contains critical errors. The UDM Edit Matrix, which is available on the DCRB website, identifies those edits/errors that are considered to be critical to the experience rating and ratemaking process.

To facilitate carrier member transition to a processing system that allows for the rejection of data files and/or records the DCRB has placed a moratorium on the **Fine System for Statistical Reporting** until November 1, 2018.

The most significant change for users is that USR data previously sent to the DCRB that contained critical errors will be repositioned within the databases and moved to a status of "Rejected" on UDM. 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 use by the DCRB. Carriers will have 120 days to correct this repositioned data or it will be purged and considered not received.

UDM will provide access to validation results (criticism letters) in various formats (lists, pdf, or WCCRIT). Effective with the launch of UDM, 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 Compensation Data Exchange (CDX), or to manage their validation results via UDM.

The elimination of hardcopy reporting remains effective January 1, 2019. The DCRB currently receives 100% of USR transactions electronically. The restatement of this information is simply a reminder. 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 CDX to submit USR transactions. Electronic tools (such as UDM and BEEP) are more efficient, accurate and cost effective than hardcopy reporting.

Online training sessions on various topics for those carrier users who are responsible for submitting electronic policy documents to the DCRB will be available on our website.

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.