



Wisconsin Compensation Rating Bureau

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P.O. Box 3080 ▲ Milwaukee, WI 53201-3080

Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

GENERAL CIRCULAR LETTER 429 - AUGUST 5, 2002

TO ALL MEMBERS OF THE BUREAU SPECIAL ATTENTION – UNIT STATISTICAL PERSONNEL

It is the responsibility of the WCRB to maintain a complete and accurate unit statistical database. In an effort to determine if we are receiving all the required data necessary to meet this responsibility, we have conducted an extensive review of our files.

The goal of the review was to measure the number of missing or delinquent unit reports and rejected reports that resulted in a delinquent state. For clarification, delinquent unit reports occur for two reasons. The first reason is because a unit report has not been filed with WCRB in a timely manner according to the reporting schedule documented in the Wisconsin Statistical Plan Manual (Section 1, Page 1). The second reason is because the report has been filed with WCRB and it contains data quality errors that prohibit the report from being used in experience rating and/or rate making.

The review of our unit statistical database revealed that 14,263 unit reports were delinquent in 2001. It was determined that 87% of the total missing reports were not filed in a timely manner, while the remaining 13% were received but rejected due to inaccurate data being filed.

Insurers have an option for where to file unit reports. They may choose to submit directly to the WCRB, or through NCCI. For insurers reporting through NCCI, please remember that there is the potential for reports to pass all NCCI edits, but fail WCRB edits. If this occurs, the report is rejected, and considered missing in our database.

There were several edit failures identified that significantly contributed to this overall number.

1. Unmatched unit report. These generally occur because the policy has not been filed with WCRB, or the link record data of the unit report is different from the policy on file with WCRB. This can be avoided if the Predelinquent Listing is reviewed and discrepancies are resolved prior to the unit report being filed.
2. Previous exposure and/or loss records on subsequent and correction reports do not match what was filed on the prior report.
3. Class Code 1111 (no exposure developed) is reported with other exposure records.
4. Exposure record calculation does not equal the premium amount reported on the unit report.
5. Multiple exposure records within the same split.

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6. Blanks or incorrect dates in the mod effective date and rate effective date fields.
7. Invalid/incorrect injury codes.
8. Loss record paid amounts (paid indemnity and paid medical) exceed incurred amounts (incurred indemnity and incurred medical).
9. Loss Class Code filed without corresponding exposure class code.
10. Incomplete total records. (Note: Total Subject Premium is a required field if you report electronically.)

Data reporting tools are available from various web sites. The data reporting tools for unit statistical reporting that are available electronically are:

- Wisconsin Statistical Plan Manual and Bureau Circulars, available on the WCRB web site at www.wcrb.org.
- BEEP 2.5 software, Users Guide and Addendum, available on the ACCCT web site at www.accct.org. We ask that if you are not already a registered user that you enroll as soon as possible. By registering your company as a BEEP user, you are immediately notified of any enhancements or related issues.
- WCIO Workers Compensation Data Specifications Manual, available on the WCIO web site at www.wcio.org.
- WCIO Data Reporting Handbook, also available on the WCIO web site at www.wcio.org.

In the future, continue to check these web sites for updates as they pertain to the worker's compensation industry.

Please share this information with those in your company responsible for submitting unit statistical reports to the WCRB. It is our hope that by sharing this information, the number of delinquent unit statistical reports, and reports submitted with errors, would diminish. If the aforementioned issues are not a problem, we thank you for your company's submission and editing diligence. If your company does receive frequent WCRB Delinquent and Reject Letters, we ask that you please take the necessary steps to reduce the errors and avoid potential fines.

In the past, the Bureau has conducted industry-training sessions for those involved in unit statistical reporting. In an effort to assist carriers with unit reporting issues, we are interested in knowing if there is a desire for future training. If you have an interest in such a session, please complete the following form and return it to Kay Higgins at P. O. Box 3080, Milwaukee, WI 53201-3080, fax 262-796-4416, or via E-mail at higgika@dwd.state.wi.us.

WCRB Unit Statistical Training Session

1. Would you find a unit statistical training session helpful and informative?

Yes No

2. Approximately how many staff members would attend this session? _____

3. What topics would you like included in a unit statistical training session?

Reporting Unit Statistical Data Directly with WCRB

Basic Unit Statistical Reporting

Electronic WCSTAT Reporting

BEEP Training

WCRB Web Site

Industry Data Reporting Tools

Other:

COMMENTS:

Contact Name: _____

Title: _____

Company Name: _____

Phone Number: _____

E-Mail Address: _____

Please return to Kay Higgins, WCRB, Fax: 262-796-4416