



MASSACHUSETTS WORKERS' COMPENSATION UNIT STATISTICAL REPORTING GUIDE

The Workers' Compensation Rating and
Inspection Bureau of Massachusetts
101 Arch Street, Boston, MA 02110
617-439-9030

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

TABLE OF CONTENTS

| | |
|--|----|
| INTRODUCTION - SCOPE OF THE GUIDE | 1 |
| PURPOSE/BUSINESS USE OF USR REPORTING | 1 |
| 1. Experience Rating | 1 |
| 2. Ratemaking | 1 |
| 3. Actuarial Analysis | 1 |
| 4. Verification of Aggregate Financial Data | 1 |
| SUB-COMMITTEES OF THE WORKERS COMPENSATION INSURANCE ORGANIZATIONS (WCIO) .. | 2 |
| ELECTRONIC REPORTING | 2 |
| SUBMISSION REQUIREMENTS | 2 |
| 1. Electronic Files | 2 |
| 2. Online Entry | 2 |
| RECORD TYPE DESCRIPTIONS | 3 |
| RECORD REQUIREMENTS PER REPORT TYPE | 3 |
| PROCESSING OF DATA | 5 |
| EDITING OF DATA | 5 |
| EDIT STATUS AND SEVERITY | 5 |
| USR ERROR REPORTS | 6 |
| CORRECTION OF DATA | 6 |
| WHEN TO CORRECT DATA | 6 |
| DATA PROVIDER CORRECTION OPTIONS | 6 |
| CORRECTION TYPES | 7 |
| HEADER CORRECTIONS – Link Data Elements | 8 |
| HEADER CORRECTIONS – Non-Link Data Elements | 8 |
| EXPOSURE CORRECTION | 8 |
| LOSS CORRECTION | 8 |
| MULTIPLE CORRECTIONS | 8 |
| EXAMPLES | 8 |
| HEADER LINK CORRECTION - <i>Changing Policy #</i> | 8 |
| HEADER NON-LINK CORRECTION - <i>Revising Deductible Information</i> | 8 |
| EXPOSURE CORRECTIONS - <i>Revising Exposure Amount and Premium within an exposure split</i> .. | 9 |
| FIRST REPORT WITH SPLIT EXPOSURE DUE TO RED - <i>With Mod Change</i> | 9 |
| EXPOSURE CORRECTIONS - <i>No Massachusetts Exposure</i> | 9 |
| EXPOSURE CORRECTIONS - <i>Modification Factor Correction</i> | 9 |
| EXPOSURE CORRECTIONS - <i>Change to Modification Effective Date</i> | 10 |
| EXPOSURE CORRECTIONS - <i>Change to Rate Effective Date</i> | 10 |
| LOSS CORRECTIONS - <i>Change in Claim Status and Loss Amounts</i> | 11 |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

| | |
|---|----|
| LOSS CORRECTIONS - <i>Non-compensable Claims</i> | 11 |
| LOSS CORRECTIONS - <i>Subrogation</i> | 12 |
| LOSS CORRECTIONS - <i>Aggravated Inequity</i> | 13 |
| PRE-DELINQUENT, DUE AND DELINQUENT DATA..... | 13 |
| UNIT STATISTICAL DATA APPLICABILITY..... | 13 |
| DELINQUENT AND FINED | 13 |
| PRE-DELINQUENT VS DUE VS DELINQUENT AND FINED | 13 |
| SPECIAL REPORTING CONSIDERATIONS..... | 15 |
| LEASING POLICIES- PROFESSIONAL EMPLOYER ORGANIZATIONS (PEO) | 15 |
| DEDUCTIBLE POLICIES | 15 |
| CANCELLED POLICIES | 15 |
| SPLIT EXPOSURE POLICIES | 15 |
| CONTACT US..... | 16 |
| GLOSSARY | 17 |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

INTRODUCTION - SCOPE OF THE GUIDE

This guide outlines the Workers' Compensation Rating and Inspection Bureau of Massachusetts' (WCRIBMA) preferred reporting and correction practices for submission of Massachusetts workers' compensation unit statistical reports (USRs). It supplements the information contained in the Massachusetts Workers' Compensation Statistical Plan ([Statistical Plan](#)), Part I which describes the reporting requirements relating to USRs. The guide is intended to:

- Provide details and illustrative examples of USR reporting as required by Part I of the Massachusetts Workers' Compensation Statistical Plan
- Encourage common and effective reporting practices
- Inform data providers of the WCRIBMA's processes
- Define procedures relating to specific reporting requirements

In accordance with the Statistical Plan, each insurer must file complete and accurate statistical data with the WCRIBMA.

PURPOSE/BUSINESS USE OF USR REPORTING

The WCRIBMA is the designated statistical agent and licensed rating organization for Massachusetts workers' compensation. Timely, accurate and complete USR reporting is necessary for the following purposes:

1. Experience Rating

The WCRIBMA is the rating organization authorized and responsible for the calculation and distribution of the experience ratings, for intrastate workers' compensation policies with Massachusetts exposure. USRs are required to determine whether a risk qualifies for merit rating or experience modification and USRs provide the exposure and loss experience from which merit ratings and experience modifications are calculated.

Refer to the [Experience Rating Plan Manual](#) for Workers' Compensation and Employers Liability Insurance and the Massachusetts Special Rules for experience rating information.

2. Ratemaking

USRs are one source of information that is used in the preparation of the WCRIBMA's periodic rate filings. USRs are used in the determination of class relativities, the basis for the manual rates.

3. Actuarial Analysis

Evaluation of claim costs in relation to exposures.

4. Verification of Aggregate Financial Data

USRs and the aggregate financial data are compared to verify the accuracy of both sets of data. Despite timing and definitional differences between the submission and valuation of USRs and aggregate financial data, meaningful comparisons can be made between these two sources of data as a test for consistency. This comparison is referred to as "the reconciliation".

Refer to Part IV – Examinations and Reconciliations of the [Statistical Plan](#).

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

SUB-COMMITTEES OF THE WORKERS COMPENSATION INSURANCE ORGANIZATIONS (WCIO)

The Electronic Data Interface (EDI) committee, a subcommittee of the WCIO, is charged with maintaining country wide formats and reporting requirements for workers' compensation data. The WCRIBMA utilizes the formats and standards developed by the EDI committee.

ELECTRONIC REPORTING

SUBMISSION REQUIREMENTS

All USRs must be submitted to the WCRIBMA electronically. Options for creating a USR data submission file electronically include electronic files and online entry.

1. Electronic Files

When reporting USR data using electronic files, data must be formatted using the standard WCSTAT record layouts. All electronic file data submissions must include an Electronic Transmittal Record (ETR). The WCSTAT record layouts, data submission file requirements and transmittal record layout are found in the [WCIO Workers Compensation Data Specifications Manual](#). Electronic files data submissions must be submitted via the Compensation Data Exchange (CDX) website.

- Before submitting electronic files, data reporters must pass electronic submission certification testing. See [Electronic Submission Testing Requirements](#).
- Information relating to CDX is available at www.cdxworkcomp.org.
- Questions relating to CDX should be directed to the WCRIBMA's Technical Support at WCRIBMA-TechSupport@wcribma.org.

2. Online Entry

Currently, two data submission options are available for online entry of USR data which create records in the standard WCSTAT record layout automatically:

Manage USR

A web based application accessible through the Secure Online Services Account ([SOSA](#)) area of the WCRIBMA's website. Manage USR submits USR data directly into the WCRIBMA's systems.

BEEP

A web based application accessible through www.cdxworkcomp.org. BEEP creates an electronic file that must be submitted via CDX. Information relating to BEEP is available on the [CDX](#) website. Questions relating to BEEP should be directed to Qiming Zhang at 617-646-7566 (or qzhang@wcribma.org).

Data submissions created in Manage USR or BEEP will automatically include an ETR.

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

RECORD TYPE DESCRIPTIONS

WCSTAT record layouts include the following record types:

| Record Type Code | Record Type | Description |
|------------------|---------------------------|---|
| 1 | Header Record | <ul style="list-style-type: none"> Contains information regarding the policy. This record type is required for USRs. |
| 2 | Risk Name Record | <ul style="list-style-type: none"> Contains the primary name of the insured. This record type is optional for USRs submitted to the WCRIBMA. |
| 3 | Risk Address Record | <ul style="list-style-type: none"> Contains the mailing address of the insured. This record type is optional for USRs submitted to the WCRIBMA. |
| 4 | Exposure Record | <ul style="list-style-type: none"> Provides detailed exposure data. This record type is only required for first reports and may not be submitted on subsequent reports. |
| 5 | Loss Record | <ul style="list-style-type: none"> Provides detailed loss data. This record type is required for subsequent USRs. |
| 6 | Unit Total Record | <ul style="list-style-type: none"> Provides totals for reported data for each USR. This record type is optional for USRs submitted to the WCRIBMA. |
| 9 | Submission Control Record | <ul style="list-style-type: none"> Provides the total number of records and USRs contained in a data submission. This record is required for each data submission. |

Note: Additionally ETRs are required of all data submissions. These are created automatically when using the tools for online entry. If you are submitting electronic files, you must include an ETR formatted as specified in the [WCIO Workers Compensation Data Specifications Manual](#).

RECORD REQUIREMENTS PER REPORT TYPE

The following table displays the record type requirements for each unit report type:

| Unit Report Type | Header Record (Type 1) | Name Record (Type 2)* | Address Record (Type 3) | Exposure Record (Type 4) | Loss Record (Type 5) | Unit Total Record (Type 6) |
|---------------------------|------------------------|-----------------------|-------------------------|---------------------------------|---------------------------------|----------------------------|
| 1st Reports | Must have 1 and only 1 | Optional | Optional | At least 1 required; no maximum | None required; no maximum | Optional |
| Subsequent Reports | Must have 1 and only 1 | Optional | Optional | None allowed | At least 1 required; no maximum | Optional |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

| Unit Report Type | Header Record (Type 1) | Name Record (Type 2)* | Address Record (Type 3) | Exposure Record (Type 4) | Loss Record (Type 5) | Unit Total Record (Type 6) |
|--|------------------------|-----------------------|-------------------------|---------------------------------|---------------------------------|----------------------------|
| Correction Reports— Header Record Corrections (Correction Type H) | Must have 1 and only 1 | Optional | Optional | None allowed | None allowed | Optional |
| Correction Reports— Exposure Record Corrections (Correction Type E) | Must have 1 and only 1 | Optional | Optional | At least 1 required; no maximum | None allowed | Optional |
| Correction Reports— Loss Record Corrections (Correction Type L) | Must have 1 and only 1 | Optional | Optional | None allowed | At least 1 required; no maximum | Optional |
| Correction Reports— Multiple Record Corrections (Correction Type M) | Must have 1 and only 1 | Optional | Optional | None required; no maximum | None required; no maximum | Optional |
| Correction Reports— Loss Record Corrections Due to Aggravated Inequity (Correction Type A) | Must have 1 and only 1 | Optional | Optional | None allowed | At least 1 required; no maximum | Optional |

* The Name Record is required for all USRs reported to NCCI for Interstate Experience Rating, this includes MA USRs reported to NCCI.

Note: Replacement reports should have the same record types as the USRs which they are replacing.

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

PROCESSING OF DATA

When an electronic file is submitted via CDX, upon receipt of the file, a system generated confirmation email is sent from CDX to the email address specified in CDX Carrier Send Product Setup. A second confirmation email is sent verifying the file has been received from CDX (refer to CDX User Guide and CDX FAQs). After the file is uploaded to the processing database, an electronic transmittal receipt is sent from WCRIBMA to the email address in the ETR.

Data submissions, which are Rejected by either CDX or the WCRIBMA's Spectrum system, will not appear in Manage USR. If a data submission does not appear in the Manage USR Search tabs, please contact the WCRIBMA's Technical Support at WCRIBMA-TechSupport@wcribma.org.

Data submissions received by the close of business Monday-Friday Eastern (excluding holidays) are typically processed the same day they are received. Data submissions received after the close of business are processed the next business day.

Note: All data submissions, including those successfully submitted through CDX, will generally be available in Manage USR the day after being submitted. Data submissions processed on Friday will be available in Manage USR the following Monday.

EDITING OF DATA

When USRs are processed into the WCRIBMA's system, data is validated by an extensive editing process. Refer to the Unit Statistical Data page in the Data Reporting area of the WCRIBMA's website, www.wcribma.org, for a listing of USR edits, associated descriptions, and corrective actions. Note: Data may be subjected to more extensive editing and analysis as needed.

EDIT STATUS AND SEVERITY

An edited USR will be assigned one of 5 statuses:

- Accepted (no errors)
- Accepted with Errors (AWE)
- Accepted with Warnings (AWW)
- Rejected
- Failed

The status of a USR is determined by the severity of the edits appearing on that particular USR.

- Severity 1 = Accepted with Warning
 - Severity 2 = Failed or Rejected
 - Severity 3 = Accepted with Errors
 - Severity 4 = Failed or Rejected (stop processing)
-
- **Accepted with warning** are those USRs that contain possible errors which require correction, although explanations might be acceptable in some situations.
 - **Accepted with errors** are those USRs that contain possible errors which require correction, although explanations might be acceptable in some situations.
 - **Rejected** are those USRs which require a correction or replacement.
 - **Failed** are those USRs which require intervention by WCRIBMA staff.

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

USR ERROR REPORTS

Error reports are available online, in the Error Reports product. The Error Reports product may be accessed via the Manage USR product or directly. Edits can be accessed for each individual USR as well as by individual data submission. The Manage USR product and the Error Reports product are located in the [SOSA](#) area of the WCRIBMA's website.

CORRECTION OF DATA

Corrections are required on any report level where the WCRIBMA or the carrier has identified a reporting error.

WHEN TO CORRECT DATA

Revisions to first reports are required:

- Upon the identification of errors in previously reported header (policy), exposure or loss information by either the WCRIBMA or the carrier.
- Upon receipt of a revised or final audit of the policy exposures (generally payrolls) subsequent to the initial submission of the first report.

Revisions of losses between valuations are acceptable **only** for the reasons mentioned in Part I, Section III – Corrections, Subsection A of the [Statistical Plan](#).

DATA PROVIDER CORRECTION OPTIONS

To correct USR data, data providers may either submit a replacement report or a correction report.

Correction Reports

To correct a USR, use the report level of that USR which you are correcting and the next correction number in the sequence. If no previous correction report was submitted, report 01 as the correction number. All exposure and loss records on correction reports must contain update type code in accordance with the descriptions in the table below.

| Code | Description |
|------|---|
| P | To delete a loss or exposure record from a previously reported USR, use update type code "P" only. |
| R | To add a loss or exposure record that was not previously reported use update type code "R" only. |
| P, R | To revise previously reported loss or exposure USR data: <ul style="list-style-type: none">• use update type "P" to delete the record, and• use update type "R" to add a record with the revised data. |

A correction report requires only the details that need correction. For example to correct a policy's exposure for only one class, the correction report does not require the reporting of all exposure records. However, reporting of all exposure records will not result in an error.

The user should keep in mind, however, that a correction report may result in revalidation of all USRs from that report level/sequence number forward.

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

Replacement Reports

Replacement reports are identified by using the replacement indicator R. To replace a USR, a new USR is created using the replacement indicator and is submitted with the corrected data. The replacement report must contain the same report level and the same correction number as the USR that is being replaced.

Submission of a replacement report will delete the previously reported USR from the WCRIBMA's database. Replacement reports can be submitted for USRs which are accepted, rejected, or failed. Replacement reports can be used instead of correction reports. Replacement reports eliminate the need for coordination of the correction and update types since the process is to replicate the original USR with the revised information.

The user should keep in mind, however, that a replacement report may result in revalidation of all USRs from that report level/sequence number forward.

Deletions of Entire USRs

Data which the carrier has identified as having been sent to the WCRIBMA in error can only be deleted by WCRIBMA staff. Carriers must send a written request to the Data Operations Department via email (DataOperations@wcribma.org) or to the following address:

Data Operations Department
WCRIBMA
101 Arch Street, 5th Floor
Boston, MA 02110

The reason for the request must be specified.

CORRECTION TYPES

The correction type code identifies the type of correction report being submitted and is applicable only to correction reports.

| Code | Description |
|------|--|
| H | Header Record Correction: <ul style="list-style-type: none">• Link Data Elements• Non-Link Data Elements |
| E | Exposure Record Correction (Only applicable to those USRs valued as of 18 months) |
| L | Loss Record Correction – Not an Aggravated Inequity |
| A | Loss Record Correction – Aggravated Inequity This type of correction cannot be reported on a multiple record type. |
| M | Corrections to Multiple Record Types - Combinations of corrections to header, exposure, or loss record. Aggravated inequity corrections must be reported separately. |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

HEADER CORRECTIONS – Link Data Elements

For information about Header Corrections on Link Data Elements refer to Part I, Section III – Corrections, Subsection C.1 of the [Statistical Plan](#).

HEADER CORRECTIONS – Non-Link Data Elements

For information about Header Corrections on Non-Link Data Elements refer to Part I, Section III – Corrections, Subsection C.2 of the [Statistical Plan](#).

EXPOSURE CORRECTION

For exposure corrections, use correction type E. When making a change to the split indicator, the mod effective date, the rate effective date or the experience mod, it is necessary to revise all previously reported exposure records within that split.

LOSS CORRECTION

For loss corrections, use correction type L.

MULTIPLE CORRECTIONS

For more than one type of correction, use type M. For example if both header and exposure records are being corrected, correction type M should be used.

EXAMPLES

This section contains examples of reporting requirements for various situations. The records only show sufficient detail to illustrate corrections and not all data fields required on USR reports.

HEADER LINK CORRECTION - *Changing Policy #*

Reported as policy # ABC456 on first report (Report # 01, Correction # 00):

| Corr Type | Policy # | Policy Eff Date | Policy Expiration Date |
|-----------|----------|-----------------|------------------------|
| -- | ABC456 | 01/01/17 | 01/01/18 |

Revised to policy # ABC123 on correction report (Report # 01, Correction # 01):

| Corr Type | Policy # | Policy Eff Date | Policy Expiration Date | Previous Policy # |
|-----------|----------|-----------------|------------------------|-------------------|
| H | ABC123 | 01/01/17 | 01/01/18 | ABC456 |

HEADER NON-LINK CORRECTION - *Revising Deductible Information*

Reported deductible information on the first report (Report # 01, Correction # 00) as:

| Deductible Type (first 2 positions) | Deductible Type (second 2 positions) | Deductible Percent | Deductible Amount Per Claim | Deductible Amount Aggregate |
|-------------------------------------|--------------------------------------|--------------------|-----------------------------|-----------------------------|
| 03 | 01 | 0 | 100,000 | 0 |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

Revised deductible information on the correction report (Report # 01, Correction # 01, Correction Type Code H) as:

| Deductible Type (first 2 positions) | Deductible Type (second 2 positions) | Deductible Percent | Deductible Amount Per Claim | Deductible Amount Aggregate |
|-------------------------------------|--------------------------------------|--------------------|-----------------------------|-----------------------------|
| 03 | 10 | 0 | 100,000 | 1,000,000 |

EXPOSURE CORRECTIONS - *Revising Exposure Amount and Premium within an exposure split*

Policy Period 07/01/17 to 07/01/18, Report # 01, Correction # 01:

| Mod Eff Date | Rate Eff Date | Split | Update Type | Exp Mod | Class | Exposure Amount | Manual Rate | Premium Amount |
|--------------|---------------|-------|-------------|---------|-------|-----------------|-------------|----------------|
| 07/01/17 | 07/01/16 | 0 | P | 1.08 | 8810 | 100,000 | .07 | 70 |
| 07/01/17 | 07/01/16 | 0 | R | 1.08 | 8810 | 200,000 | .07 | 140 |

FIRST REPORT WITH SPLIT EXPOSURE DUE TO RED - *With Mod Change*

Policy Period 07/01/17 to 07/01/18, RED 09/01/17, Report # 01, Correction # 00:

| Mod Eff Date | Rate Eff Date | Split | Update Type | Exp Mod | Class | Exposure Amount | Manual Rate | Premium Amount |
|--------------|---------------|-------|-------------|---------|-------|-----------------|-------------|----------------|
| 07/01/17 | 07/01/16 | 0 | R | 1.08 | 8810 | 100,000 | .07 | 70 |
| 09/01/17 | 07/01/16 | 1 | R | 1.12 | 8810 | 200,000 | .07 | 140 |

Note: If the experience rating had not changed, the RED split would not be required

EXPOSURE CORRECTIONS - *No Massachusetts Exposure*

When a policy is issued on an “if any” basis or is found at audit not to have Massachusetts exposure, class 1111 should be reported. Exposure, Manual Rate, and Premium amounts must be reported as 0. Report # 01, Correction #00:

| Mod Eff Date | Rate Eff Date | Update Type | Exp Mod | Class | Exposure Amount | Manual Rate | Premium Amount |
|--------------|---------------|-------------|---------|-------|-----------------|-------------|----------------|
| 07/01/17 | 07/01/16 | R | 0 | 1111 | 0 | 0 | 0 |

If an audit is revised to show Massachusetts exposure, revise the report deleting the 1111 and adding any and all appropriate classification codes. Report # 01, Correction #01:

| Mod Eff Date | Rate Eff Date | Update Type | Exp Mod | Class | Exposure Amount | Manual Rate | Premium Amount |
|--------------|---------------|-------------|---------|-------|-----------------|-------------|----------------|
| 07/01/17 | 07/01/16 | P | 0 | 1111 | 0 | 0 | 0 |
| 07/01/17 | 07/01/16 | R | 0 | 8810 | 100,000 | .07 | 70 |

EXPOSURE CORRECTIONS - *Modification Factor Correction*

To correct the modification factor previously reported, all previously reported class codes must be revised with the new modification factor. Note the modification factor must be consistent for the P records within an exposure split and must be consistent for the R records within an exposure split.

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

Policy Period 07/01/17 to 07/01/18, Report #01, Correction #00, Original Mod 1.08:

| Mod Eff Date | Rate Eff Date | Update Type | Exp Mod | Class | Exposure Amount | Manual Rate | Premium Amount |
|--------------|---------------|-------------|---------|-------|-----------------|-------------|----------------|
| 07/01/17 | 07/01/16 | R | 1.08 | 8810 | 100,000 | .07 | 70 |
| 07/01/17 | 07/01/16 | R | 1.08 | 8742 | 200,000 | .16 | 320 |

Report #01, Correction #01, Revised Mod 1.15:

| Mod Eff Date | Rate Eff Date | Update Type | Expo Mod | Class | Exposure Amount | Manual Rate | Premium Amount |
|--------------|---------------|-------------|----------|-------|-----------------|-------------|----------------|
| 07/01/17 | 07/01/16 | P | 1.08 | 8810 | 100,000 | .07 | 70 |
| 07/01/17 | 07/01/16 | R | 1.15 | 8810 | 100,000 | .07 | 70 |
| 07/01/17 | 07/01/16 | P | 1.08 | 8742 | 200,000 | .16 | 320 |
| 07/01/17 | 07/01/16 | R | 1.15 | 8742 | 200,000 | .16 | 320 |

EXPOSURE CORRECTIONS - Change to Modification Effective Date

When exposure records are being revised to change a modification effective date, all classes within the split must be corrected by deleting the records with the old modification effective dates and submitting new records with the new modification effective dates. The modification effective date might be revised for several reasons, including changes to Employers Liability Limits, changes to the Rating Effective Date or the application of the 90 Day Rule. For example, a split is required when an experience rating modification or merit ratings must be applied on a date other than the policy effective date or other than the RED, as a result of the Experience Rating Plan rule for late application of experience rating modifications, ARAPs or merit ratings (90 Day Rule).

Policy Period 07/01/17 to 07/01/18, Report #01, Correction #00, Original Mod Effective Date 07/01/17, Original Mod 1.08:

| Mod Eff Date | Rate Eff Date | Update Type | Split | Exp Mod | Class | Exposure Amount | Manual Rate | Premium Amount |
|--------------|---------------|-------------|-------|---------|-------|-----------------|-------------|----------------|
| 07/01/17 | 07/01/16 | R | 0 | 1.08 | 8810 | 100,000 | 0.07 | 70 |
| 07/01/17 | 07/01/16 | R | 0 | 1.08 | 8742 | 50,000 | 0.15 | 75 |

Revised Mod Effective Date 11/01/17, Revised Mod 1.22, Report # 01, Correction # 01:

| Mod Eff Date | Rate Eff Date | Update Type | Split | Exp Mod | Class | Exposure Amount | Manual Rate | Premium Amount |
|--------------|---------------|-------------|-------|---------|-------|-----------------|-------------|----------------|
| 07/01/17 | 07/01/16 | P | 0 | 1.08 | 8810 | 100,000 | 0.07 | 70 |
| 07/01/17 | 07/01/16 | R | 0 | 1.08 | 8810 | 75,000 | 0.07 | 53 |
| 07/01/17 | 07/01/16 | P | 0 | 1.08 | 8742 | 50,000 | 0.15 | 75 |
| 07/01/17 | 07/01/16 | R | 0 | 1.08 | 8742 | 37,500 | 0.15 | 56 |
| 11/01/17 | 07/01/16 | R | 1 | 1.22 | 8810 | 25,000 | 0.07 | 18 |
| 11/01/17 | 07/01/16 | R | 1 | 1.22 | 8742 | 12,500 | 0.15 | 19 |

EXPOSURE CORRECTIONS - Change to Rate Effective Date

When exposure records are being revised due to a rate effective date change, all classes within the split must be corrected by deleting the records with the old rate effective dates and submitting new records with the new rate effective dates.

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

Policy Period 12/01/17 to 12/01/18, Report #01, Correction #00, Original rate effective date 12/01/17, Original Mod 1.08:

| Mod Eff Date | Rate Eff Date | Update Type | Exp Mod | Class | Exposure Amount | Manual Rate | Premium Amount |
|--------------|---------------|-------------|---------|-------|-----------------|-------------|----------------|
| 12/01/17 | 12/01/17 | R | 1.08 | 8810 | 100,000 | .08 | 80 |
| 12/01/17 | 12/01/17 | R | 1.08 | 8742 | 50,000 | .14 | 70 |

Revised rate effective date to 07/01/16 to reflect rate revision date, Report #01, Correction #01:

| Mod Eff Date | Rate Eff Date | Update Type | Exp Mod | Class | Exposure Amount | Manual Rate | Premium Amount |
|--------------|---------------|-------------|---------|-------|-----------------|-------------|----------------|
| 12/01/17 | 12/01/17 | P | 1.08 | 8810 | 100,000 | .08 | 80 |
| 12/01/17 | 07/01/16 | R | 1.08 | 8810 | 100,000 | .08 | 80 |
| 12/01/17 | 12/01/17 | P | 1.08 | 8742 | 50,000 | .14 | 70 |
| 12/01/17 | 07/01/16 | R | 1.08 | 8742 | 50,000 | .14 | 70 |

LOSS CORRECTIONS - *Change in Claim Status and Loss Amounts*

Report #01, Correction #00:

| Update Type | Claim # | Acc Date | Incurred Indemnity | Incurred Medical | Class Code | Status |
|-------------|---------|----------|--------------------|------------------|------------|--------|
| R | ABC123 | 06/20/17 | 5,000 | 1,250 | 8810 | 0 |

Report #01, Correction #01:

| Update Type | Claim # | Acc Date | Incurred Indemnity | Incurred Medical | Class Code | Status |
|-------------|---------|----------|--------------------|------------------|------------|--------|
| P | ABC123 | 06/20/17 | 5,000 | 1,250 | 8810 | 0 |
| R | ABC123 | 06/20/17 | 5,500 | 2,000 | 8810 | 1 |

LOSS CORRECTIONS - *Non-compensable Claims*

If a claim is determined to be non-compensable after the first or subsequent reports have been reported to the WCRIBMA, within 60 days of such determination, a correction report must be submitted for each report level (valuation) that revises the Type of Settlement Code to 05 (non- compensable). For more information refer to Part I, Section III, Subsection A.4 of the [Statistical Plan](#).

Report #01, Correction #00:

| Update Type | Claim # | Acc Date | Loss Settlement | Indemnity Incurred | Indemnity Paid |
|-------------|---------|----------|-----------------|--------------------|----------------|
| R | ABC123 | 06/20/17 | 00 | 5,000 | 1,700 |

Report #02, Correction #00:

| Update Type | Claim # | Acc Date | Loss Settlement | Indemnity Incurred | Indemnity Paid |
|-------------|---------|----------|-----------------|--------------------|----------------|
| P | ABC123 | 06/20/17 | 00 | 5,000 | 1,700 |
| R | ABC123 | 06/20/17 | 00 | 5,500 | 2,000 |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

Report #01, Correction #01 to report claim as non-compensable:

| Update Type | Claim # | Acc Date | Loss Settlement | Indemnity Incurred | Indemnity Paid |
|-------------|---------|----------|-----------------|--------------------|----------------|
| P | ABC123 | 06/20/17 | 00 | 5,000 | 1,700 |
| R | ABC123 | 06/20/17 | 05 | 5,000 | 1,700 |

Report #02, Correction #01 to report claim as non-compensable

| Update Type | Claim # | Acc Date | Loss Settlement | Indemnity Incurred | Indemnity Paid |
|-------------|---------|----------|-----------------|--------------------|----------------|
| P | ABC123 | 06/20/17 | 00 | 5,500 | 2,000 |
| R | ABC123 | 06/20/17 | 05 | 5,500 | 2,000 |

LOSS CORRECTIONS - *Subrogation*

Correction reports, for previously submitted USRs, may be required upon receipt of a successful subrogation recovery. Such reports must be submitted within 60 days of the subrogation recovery. For more information refer to Part I, Section III, Subsection A.4 of the [Statistical Plan](#).

Report #01, Correction #00:

| Update Type | Claim # | Acc Date | Incurred Indemnity | Incurred Medical | Class Code | Type of Recovery |
|-------------|---------|----------|--------------------|------------------|------------|------------------|
| R | ABC123 | 06/20/17 | 25,000 | 15,000 | 8810 | 00 |

Report #02, Correction #00:

| Update Type | Claim # | Acc Date | Incurred Indemnity | Incurred Medical | Class Code | Type of Recovery |
|-------------|---------|----------|--------------------|------------------|------------|------------------|
| P | ABC123 | 06/20/17 | 25,000 | 15,000 | 8810 | 00 |
| R | ABC123 | 06/20/17 | 30,000 | 20,000 | 8810 | 00 |

Report #01, Correction #01:

| Update Type | Claim # | Acc Date | Incurred Indemnity | Incurred Medical | Class Code | Type of Recovery |
|-------------|---------|----------|--------------------|------------------|------------|------------------|
| P | ABC123 | 06/20/17 | 25,000 | 15,000 | 8810 | 00 |
| R | ABC123 | 06/20/17 | 5,500 | 2,000 | 8810 | 03 |

Report #02, Correction #01:

| Update Type | Claim # | Acc Date | Incurred Indemnity | Incurred Medical | Class Code | Type of Recovery |
|-------------|---------|----------|--------------------|------------------|------------|------------------|
| P | ABC123 | 06/20/17 | 30,000 | 20,000 | 8810 | 00 |
| R | ABC123 | 06/20/17 | 5,500 | 2,000 | 8810 | 03 |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

LOSS CORRECTIONS - *Aggravated Inequity*

When a claim has been determined to meet the requirements of an aggravated inequity as described in the [Experience Rating Plan Manual](#), the most recent USR should be corrected so that the incurred loss amounts reflect the actual amounts paid on the closed claim. For loss record correction due to aggravated inequity, use correction type code A.

Report #01, Correction #00:

| Corr Type | Update Type | Claim # | Acc Date | Incurred Indemnity | Incurred Medical | Paid Indemnity | Paid Medical | Status |
|-----------|-------------|---------|----------|--------------------|------------------|----------------|--------------|--------|
| - | R | ABC123 | 02/06/17 | 16,000 | 11,000 | 5,000 | 2,000 | 0 |

Report #01, Correction #01:

| Corr Type | Update Type | Claim # | Acc Date | Incurred Indemnity | Incurred Medical | Paid Indemnity | Paid Medical | Status |
|-----------|-------------|---------|----------|--------------------|------------------|----------------|--------------|--------|
| - | P | ABC123 | 02/06/17 | 16,000 | 11,000 | 5,000 | 2,000 | 0 |
| A | R | ABC123 | 02/06/17 | 6,000 | 4,000 | 6,000 | 4,000 | 1 |

PRE-DELINQUENT, DUE AND DELINQUENT DATA

UNIT STATISTICAL DATA APPLICABILITY

- Every insurance company authorized to transact the business of workers' compensation insurance within the Commonwealth of Massachusetts shall file with the WCRIBMA complete and accurate USR data in accordance with the Statistical Plan, for:
 - every policy with Massachusetts exposure and
 - policies where Massachusetts was included on an "if any basis" and subsequently did not develop Massachusetts exposure.
- If an insurance company is no longer authorized to transact the business of workers' compensation in Massachusetts, it must continue the reporting of complete and accurate USR data in accordance with the Statistical Plan for all policies written.
- Self-Insurance Groups contract with the WCRIBMA for purposes of calculating experience ratings and consequently would have to adhere to the rules for reporting USR data contained in Part I of the Statistical Plan.

DELINQUENT AND FINED

Late USR data is fined in accordance with our Unit Statistical Data Quality Incentive Program (USDQIP). Please refer to Part V – Data Quality Compliance Program, Subsection B of the [Statistical Plan](#) for more information.

PRE-DELINQUENT VS DUE VS DELINQUENT AND FINED

Pre-delinquent, Due, and Delinquent and Fined information can all be accessed via our Manage USR Product located in the SOSA area of the WCRIBMA's website.

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

| Report Level | Pre-delinquent | Due | Delinquent and Fined |
|--------------------|---|---|---|
| First Reports | The period of time from policy issuance until the first report (valuation) of losses. | The time period from the first day of the 18 th month through the last day of the 20 th month from the policy effective date. | First reports not reported as of the 21 st month are delinquent and fined. The data is fined as of the first day of the 21 st month and the first of every month thereafter until the USR is received and accepted. |
| Subsequent Reports | The time period from the acceptance of the prior report with open claims until the valuation for the subsequent report. | Subsequent reports are termed due from the first possible day of valuation until the day the data is overdue (For example, for 2 nd reports, the first day of the 30 th month to the last day of the 32 nd month, etc.). | Subsequent reports are delinquent if not accepted by the WCRI BMA by the first day of the month following the due month. Subsequent reports are fined the first of every month thereafter until the USR is received and accepted. |

Example of first and fourth report status:

| Policy Effective | 1 st Report Pre-Delinquent | 1 st Report Due | 1 st Report Delinquent & Fined | 4 th Report Pre-Delinquent | 4 th Report Due | 4 th Report Delinquent & Fined |
|------------------|---------------------------------------|----------------------------|---|---|----------------------------|---|
| 01/01/14 | 01/01/14 - 06/30/15 | 07/01/15 - 09/30/15 | 10/01/15 until accepted | At time of acceptance of 3 rd report having open claims until 06/30/18 | 07/01/18 - 09/30/18 | 10/01/18 until accepted |
| 03/12/15 | 03/12/15 - 08/31/16 | 09/01/16 - 11/30/16 | 12/01/16 until accepted | At time of acceptance of 3 rd report having open claims until 08/31/19 | 09/01/19 - 11/30/19 | 12/01/19 until accepted |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

SPECIAL REPORTING CONSIDERATIONS

LEASING POLICIES- PROFESSIONAL EMPLOYER ORGANIZATIONS (PEO)

Policies are considered to be leasing experience if the policy covers either (1) the unleased employees of the employee leasing firm or (2) the employees leased to a client company. Massachusetts requires that the PEO purchase a separate and distinct workers' compensation policy for each client. The experience developed by the client's policy contributes to the client's experience rating. Client policies list the PEO as the named insured, as does the policy covering the unleased employees of the employee leasing firm. Client data is organized into the combinable rating id of the client for experience rating purposes and the PEO data is organized into the combinable rating id of the PEO.

DEDUCTIBLE POLICIES

USR data for deductible policies must be reported with the appropriate deductible information on the header to describe the provisions of the deductible program, as well as the premium adjustment reported with the appropriate deductible statistical code on an exposure record.

CANCELLED POLICIES

Policies which have been cancelled flat, that is the cancellation date is equal to the policy's inception date, do not require reporting of USRs. USRs are required for policies which have been cancelled mid-term. A USR should be reported with an expiration date equal to the date when the cancellation took effect. The mid-term indicator must be reported as "Y".

EXTENDED TERM POLICIES (more than one year and 16 days and up to three years)

Policies with terms greater than one year and 16 days are to be segmented into 12 month periods. If the term is not a multiple of 12 months, the segments must be consistent with the Policy Period Endorsement WC000405. A USR report is required for each segment. Each segment's USR is due at the same time as USRs for annual policies with policy effective dates that coincide with the **effective** date of the segment.

SPLIT EXPOSURE POLICIES

An exposure split occurs when the exposure for the policy must be divided into multiple, usually two, split periods. The most common reason for an exposure split is a change in the experience rating factor during the policy term due to the Rating Effective Date (RED). Additionally, midterm endorsements that impact premium create the need for exposure splits. For example, midterm changes to Employers Liability Limits would require exposure splits.

The first exposure split period uses split indicator code 0 and each additional split uses the next sequential indicator code.

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

The modification effective date of split 0 should be the RED that applies as of the policy effective date and may be prior to the policy effective date. The modification effective date of additional splits should coincide with the effective date of the policy change (generally an endorsement that impacts premium) that triggered the need for the split. For example, if an experience rating modification was endorsed onto a policy with an effective date subsequent to the RED (in accordance with the Experience Rating Plan rules for late application of experience rating modifications) the modification effective date for the split is the effective date of the endorsement.

The rate effective date for each split should reflect the effective date of the WCRIBMA rate revision that is applicable to the exposure record. This date can be prior to the policy effective date.

CONTACT US

| Topic | Contact | Email |
|----------------------------------|-------------------|--|
| USR Reporting Requirements | Data Operations | DataOperations@wcribma.org |
| Electronic Data Submissions | Technical Support | WCRIBMA-TechSupport@wcribma.org |
| Testing for Electronic Reporting | Technical Support | WCRIBMA-TechSupport@wcribma.org |
| Manage USR & USTS Web Products | Data Operations | DataOperations@wcribma.org |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

GLOSSARY

| | |
|--|---|
| Accepted Status | A USR that has been accepted without error has a status of accepted. |
| Accepted with Errors (AWE) Status | An accepted USR has AWE status if it failed one or more severity 3 edits and did not fail any severity 2 or 4 edits. |
| Accepted with Warnings (AWW) Status | An accepted USR has AWW status if it failed one or more severity 1 edits (warnings) and did not fail any severity 2, 3, or 4 edits. |
| BEEP | Bureau Entry and Edit Package. Software, accessed via the CDX website, used for entry, pre-edit and submission of USR data. |
| CDX | Compensation Data Exchange is a web based application which provides secure transfer of information between carriers and rating bureaus. |
| Delinquent Data | USR data which has not yet been reported as of the last day of the month due. |
| Due Data | USRs currently due to be submitted. This is the period between valuation and the due date. |
| EDI | Electronic Data Interchange |
| Edit Severity | A ranking of the seriousness of USR edit failures Severity 1 = Warning Severity 2 = Failed or Rejected Severity 3 = Accepted with Errors Severity 4 = Failed or Rejected (stop processing) |
| Electronic Transmittal Record (ETR or Transmittal Record) | Record type 00 – The WCIO formatted record which identifies the type of data in any WCIO formatted submission file, as well as, the data receiver, the data sender and data sender contact information. |
| Experience | Refers to the payroll, premium and loss data for an employer or classification. |
| Experience Rating Modification (Experience Modification or Experience Rating Factor) | A factor that increases or decreases an employer's premium based on the employers payroll and loss history in comparison to the average for employers in similar business. |
| Exposure Act/Exposure Coverage Code | Code which distinguishes between statistical class codes, state and federal coverage. |
| Exposure Record | Record type 4 – the WCIO formatted record conveying detailed premium data. |
| Failed Status | A USR has a Failed status if it has failed one or more of the edits which require WCRIBMA intervention for resolution. Failed edits are either severity 2 or 4. |
| F Class | Federal Classifications – The classifications of work performed at or near harbors that is included in the federal United States Longshoreman and Harbor Workers Act (USL&H). |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

| | |
|----------------------------------|--|
| First Report | The USR that includes the exposures and premiums and losses valued as of 18 months after the policy effective date. |
| Header Record | Record type 1 – the WCIO formatted record conveying the policy identification information. |
| Link Data | Link Data is the set of header elements which uniquely identifies the records as belonging to a specific USR. The link data elements are report, correction number, carrier code, policy number, policy effective date, and exposure state. |
| Loss Record | Record type 5 – the WCIO formatted record conveying the detailed loss information. |
| Manage USR | A web based application available to WCRIBMA members that provides a user- friendly interface for viewing USR data as it exists in the WCRIBMA's database. Users can also access the edit reports for a particular USR or for an entire data submission, as well as, create and submit USRs. |
| Merit Rating | Experience Rating based on frequency of indemnity loss for smaller accounts which do not qualify for an experience rating modification. |
| NCCI | National Council on Compensation Insurance, Inc. A rating bureau for several states that also collects USR data and calculates ratings for insured's who qualify for interstate experience rating. |
| Policy Identification/Match Data | Data fields used to match a USR to a policy. They are: carrier number, policy number and policy effective date. |
| Pre-delinquent Data | USR data that is expected to be reported at some point in the future due to the existence of coverage as indicated by submission of WCPOLS data or by submission of a unit report with an open claim. |
| Previous and Revised ("P" & "R") | Refers to the pair of update types commonly used for corrections or subsequent reports. |
| Rating Effective Date (RED) | The RED appears on a risk's experience modification or merit rating worksheet. It is the earliest date that a specific modification or merit rating factor may be applied to a policy. |
| Rejected Status | A USR has a Rejected state if it has failed one or more auto-reject edits. |
| Record | A collection of related data fields grouped into a fixed length format for the electronic reporting of data. |
| Record Type | Code that identifies the information and format of the record in the electronic file. |
| Replacement Report | A USR that is identified by the "R" indicator in the header record. The replacement indicator is used to indicate that the USR is replacing a USR that was previously submitted. |
| Report | May refer to Report Level or Unit Statistical Report (USR). |

Massachusetts Workers' Compensation Unit Statistical Reporting Guide

| | |
|---------------------------------|---|
| SOSA | Secure Online Services Account area of the WCRIBMA website. Password protected area that contains the Manage USR and Manage Policy products. |
| Spectrum | The internal operating system used by several DCOs, including the WCRIBMA. The system processes and stores policy data and unit statistical data, produces experience ratings, and is the residual market processing system. |
| Submission Control Record | A data record that indicates the total number of records and USRs contained in a data submission. This information is reported in record type 9. |
| Subsequent Reports | The annual revaluation of a policy's open claims is reported on the subsequent reports or report levels 2-10. |
| Unmatched USR | A USR that doesn't match to a policy (a WCPOLS record) in the WCRIBMA's system |
| USR (Unit Statistical Report) | Policy specific exposure, premium, and loss data reported to rating bureaus for such purposes as calculating experience rating modifications and manual rates. |
| USR Correction Reports | USRs that are filed to amend previously reported data, generally due to inaccuracies or errors. Corrections are identified by the USR correction level of '01' or higher. |
| UST (Unit Statistical Tracking) | UST is a web application available in SOSA which provides members with the ability to track previously submitted USR data and to search tracking status of USRs that have not yet been received and accepted by the WCRIBMA. |
| Valuation | Review of exposure and claim data, as of a specified date, for the purpose of reporting USR data. |
| WCIO | The WCIO (Workers Compensation Insurance Organizations) is a voluntary association of statutorily authorized or licensed rating, advisory, or data service organizations that collect workers' compensation insurance information in one or more states. The WCIO is composed of the managers of the various boards and jurisdictions and several insurance carriers. The purpose of the WCIO is to provide a forum for the exchange of information about workers' compensation insurance. The WCIO publishes and maintains the WCIO Data Specifications Manual (available on the WCIO's website at www.wcio.org). |
| WCRIBMA | Workers' Compensation Rating and Inspection Bureau of Massachusetts. |
| WCSTAT | The record layout approved by and published by the WCIO for the reporting of workers' compensation USRs. |