



**THE WORKERS' COMPENSATION
RATING AND INSPECTION BUREAU**

April 21, 2004

CIRCULAR LETTER NO. 1950

TO ALL MEMBERS AND SUBSCRIBERS:

**ACCCT PRODUCTS
POLICY ENTRY AND EDIT PACKAGE (PEEP)
BUREAU ENTRY AND EDIT PACKAGE (BEEP)**

WCIRB is pleased to announce Policy Entry and Edit Package (PEEP) and Bureau Entry and Edit Package (BEEP), web-based software products of the American Cooperative Council On Compensation Technology (ACCCT). These software products were also designed to work with ACCCT's Compensation Data Exchange (CDX), which was announced earlier.

PEEP was specifically designed for the entry, edit and electronic submission of policy data. BEEP was specifically designed for the electronic submission of unit statistical data. Please refer to the attached announcements from ACCCT for more specific information about PEEP and BEEP.

Questions regarding set up of PEEP, BEEP or CDX should be directed to Joshua de Souza (idesouza@wcribma.org).

Questions regarding entry of data into PEEP should be directed to Deborah Dohl (ddohl@wcribma.org), Rose Cardoza (rcardoza@wcribma.org), Carolyn Jackson (cjackson@wcribma.org), or Kelly Pham (kpham@wcribma.org).

Questions regarding entry of data into BEEP should be directed to Leah Schofield (lschofield@wcribma.org).

Deborah G. Dohl
Data Operations

Attachments

**THE WORKERS' COMPENSATION RATING & INSPECTION BUREAU OF
MASSACHUSETTS**

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**ACCCT ANNOUNCES RELEASE OF
PEEP
October 24, 2003**

INTRODUCTION

ACCCT is pleased to announce the introduction of the Policy Entry & Edit Package (PEEP), which was specifically designed for the effective entry and electronic submission of policy information. This software product is also designed to work with ACCCT's Compensation Data Exchange (CDX) application, which was announced earlier.

PEEP provides member insurers the ability to enter and electronically submit the following policy information types:

- New Policies
- Renewal Policies
- Endorsements
- Cancellations and Reinstatements
- Annual Rerate Endorsements
- Rewritten Policies – Policies with change to carrier code, policy number, effective date, etc.
- Policy Replacements – Includes rating change, non-rating change, add or delete state, etc.
- Proof of Coverage Transactions
- Non-Compliance Transactions

PEEP also provides important basic validation for all transactions and record types. The format of the transactions and record types comply with the WCIO standards for policy reporting, commonly known as WCPOLS. WCPOLS files can be imported into PEEP for purposes such as adding additional state records and correcting existing WCPOLS records.

PEEP software provides member insurers with the functions outlined above for submissions to Data Collection Organizations (DCOs) in the states of California, Delaware, Massachusetts, Michigan, Minnesota, New York, North Carolina, Pennsylvania and Wisconsin. Simply stated, ACCCT's new PEEP software application offers DCO member insurers one easy to use system for the entry, basic validation, and electronic transmission of policy information to all of these DCOs. Please check with individual DCO's for specific requirements and testing procedures.

This new ACCCT software application is available at no additional charge to current DCO member insurers in good standing.

HOW TO GET STARTED

Access to PEEP is provided through ACCCT's CDX system. ACCCT has established a *Central Administrator* to process all applications and establish accounts for all member insurers who desire to use the CDX system. You may contact the Central Administrator or the ACCCT representative(s) at the appropriate DCO(s) as shown below for additional information or to receive an application.

The detailed descriptions and instructions pertaining to the use of PEEP are included in the PEEP User's Guide, which can be found on the ACCCT Web site at www.accct.org.

ACCCT CONTACTS

ACCCT MEMBERS	CONTACT PERSON	CONTACT NUMBER
Workers' Compensation Insurance Rating Bureau of California	Customer Service	1-888-229-2472
Delaware Compensation Rating Bureau, Inc.	Verna Blazys	215-320-4415
Insurance Services Office	Cliff Hall	201-469-2228
Workers' Compensation Rating and Inspection Bureau of Massachusetts	Deborah Dohl	617-439-9030, Ext 538
Compensation Advisory Organization of Michigan	Jon Heikkinen	734-462-9600, Ext 225
Minnesota Workers' Compensation Insurers Association, Inc.	Marc Coleman	952-897-6438
New York Compensation Insurance Rating Board	Lenora Snipes	212-697-3535, Ext 186
North Carolina Rate Bureau	Jim Auman	919-582-1033
Pennsylvania Compensation Rating Bureau	Verna Blazys	215-320-4415
Wisconsin Compensation Rating Bureau	Elizabeth Rohde or Faymarie Hubbard	262-796-4551 262-796-4547

CENTRAL ADMINISTRATOR	CONTACT PERSON	CONTACT NUMBER
Insurance Services Office	Cliff Hall	201-469-2228



ACCCT ANNOUNCES RELEASE OF BEEP – Web Based January 23, 2004

INTRODUCTION

ACCCT is pleased to announce the release of its new web-based Bureau Entry & Edit Package (BEEP), which was specifically designed for the effective entry and electronic submission of unit statistical information. This software product is also designed to work with ACCCT's Compensation Data Exchange (CDX) application, which was announced earlier.

ACCCT's new web-based BEEP provides all of the functionality found in BEEP 2.5 such as:

- Initial Validation Edits at the entry workstation
- Bundling of finished, validated reports into an electronic submission file for transmission to a Data Collection Organization (DCO)
- Handling of ASWG and pre-ASWG statistical reports as well as California expanded ASWG statistical reports

Some additional benefits of web-based BEEP are:

- Insurers are able to use the most current version of BEEP without having to download and install newly released versions.
- Submissions sent to a DCO through BEEP/CDX will be available for the DCO to process the same day it is sent, resulting in faster processing.

BEEP software provides member insurers with the functions outlined above for submission to virtually any state except for monopolistic jurisdictions. BEEP gives insurers the ability to perform initial validation of USR data for electronic filing with the jurisdiction. BEEP also allows for data developed by the insurer's own computer system to be imported and error-checked using those same data filing requirements.

BEEP provides extensive validation of unit statistical data in each of the jurisdictions with ACCCT BEEP project members. Jurisdictions include:

Workers' Compensation Insurance Rating Bureau of California, Delaware Compensation Rating Bureau, Inc., Workers' Compensation Rating and Inspection Bureau of Massachusetts, Compensation Advisory Organization of Michigan, Minnesota Workers' Compensation Insurers Association, Inc., New York Compensation Insurance Rating Board, North Carolina Rate Bureau, Pennsylvania Compensation Rating Bureau, Wisconsin Compensation Rating Bureau. Insurance Services Office is also a member of the ACCCT BEEP project.

In all other non-monopolistic jurisdictions, BEEP will allow carriers to compile unit statistical data, but with fewer validation checks than are available for ACCCT member jurisdictions.

This new ACCCT software application is available at no additional charge to current DCO member insurers in good standing.

HOW TO GET STARTED

Access to web-based BEEP is provided through ACCCT’s CDX system. ACCCT has established a *Central Administrator* to process all applications and establish accounts for all member insurers who desire to use the CDX system. You may contact the Central Administrator or the ACCCT representative(s) at the appropriate DCO(s) as shown below for additional information or to receive an application.

The detailed descriptions and instructions pertaining to the use of BEEP are included in the BEEP User’s Guide, which can be found on the ACCCT Web site at <https://www.accct.org/default.asp>.

ACCCT CONTACTS

ACCCT MEMBERS	CONTACT PERSON	CONTACT NUMBER
Workers' Compensation Insurance Rating Bureau of California	Customer Service	1-888-229-2472
Delaware Compensation Rating Bureau, Inc.	Chris Chao Diane Weldon	215-320-4416 215-320-4461
Insurance Services Office	Cliff Hall	201-469-2228
Workers' Compensation Rating and Inspection Bureau of Massachusetts	Leah Schofield	617-646-7518
Compensation Advisory Organization of Michigan	Jon Heikkinen	734-462-9600, Ext 225
Minnesota Workers' Compensation Insurers Association, Inc.	Marc Coleman	952-897-6438
New York Compensation Insurance Rating Board	Addy Figueroa	212-697-3535, Ext 128
North Carolina Rate Bureau	Nanta Podobinski	919-582-1061
Pennsylvania Compensation Rating Bureau	Chris Chao Diane Weldon	215-320-4416 215-320-4461
Wisconsin Compensation Rating Bureau	Kay Higgins	262-796-4570

CENTRAL ADMINISTRATOR	CONTACT PERSON	CONTACT NUMBER
Insurance Services Office	Cliff Hall	201-469-2228