**Minnesota Workers' Compensation
Insurers Association, Inc.**
7701 France Avenue South ▪ Suite 450
Minneapolis, MN 55435-3203

Electronic Reporting Instructions

WCSTAT Testing

REPORTING REQUIREMENTS

Unit Statistical Data must be submitted in WCSTAT format. The requirements for electronic Unit Statistical submission are provided in the Workers' Compensation Insurance Organizations (WCIO) Data Specifications Manual, under Workers' Compensation Statistical Reporting Specifications (WCSTAT). This manual can be found at www.wcio.org.

For specific filing instructions, please refer to the **Minnesota Statistical Plan Manual**. This manual can be found on our website at www.mwcia.org, under the Forms/Manuals/Publications tab – Manuals/MN Statistical Plan Manual.

GENERAL TESTING PROCEDURES

Before submitting any 'TEST' submission, or if there are any questions regarding the testing process, please contact unitstat@mwcia.org or call our Unit Statistical Department at 952-897-1737 option 4.

WHEN TESTING IS REQUIRED

A **complete** test is required when:

- The Data Provider commences Unit Statistical reporting.
- The Data Provider makes significant changes to their internal computer system.

A **partial** test is required when:

- The Data Provider changes from one electronic reporting method to another.
- The Data Provider makes changes which could affect data quality.

SPECIFIC TESTING REQUIREMENTS

During testing, carriers must submit live production 'TEST' data. If live production 'TEST' data is not available, prior arrangements for the submission of artificial data must be made.

Note that Carrier Number, Policy Number and Policy Effective Date must match that of the policy corresponding to the submitted Unit Statistical Report (USR). The Carrier Number is the number assigned by the NCCI.

Test files must contain 15-20 Unit Reports and at least one example of each Report type.

- **First Reports**
  - USR with Experience Modification Factor
  - USR without Experience Modification Factor

- Loss Constant
- Split Unit Report due to Experience Modification Factor
- Statistical Codes
- Multistate Policies
- No Minnesota Exposure
- Minimum Premium Policy
- Several Loss Records

- **Subsequent Reports** (2nd through 10th reports)

- **Correction Reports**
  - New Claims
  - Eliminated Claims
  - Updated Claims
  - New Exposure Codes
  - Eliminated Exposure Codes
  - Updated Exposure Codes
  - Experience Modification Factor Change
  - Multiple Correction Reports
  - Updated Totals

All Unit Reports should contain all required data elements.

Unit Reports are not required for policies which have been Cancelled Flat.

When testing First Reports, provide Unit Reports having split exposures. Unit Reports may be split due to a change in the Experience Modification Factor **only**. Current Minnesota law does not allow a rate change during the term of the policy, therefore any rate changes mid-term are not applicable. The Rate Effective Date may be defaulted to the Effective Date of the policy.

Corrections may not be filed to any Link Data Key Fields: Carrier Number, Policy Number, Effective Date, Report Number, Correction Number or Correction Type. If the Unit Report failed processing due to any of these Key Fields being incorrect, a valid Unit Report must be resubmitted, not a Correction.

Only Update Types "**P**" (previously reported data) and "**R**" (revised data) are accepted. Both "P" and "R" Update Types must be tested. Provide Unit Reports using each of these Update Types. **Data on Subsequent and Correction Reports must be reported in pairs.** The "P" is reported first, immediately followed by the "R".

The testing of all Unit Report levels can be submitted in one submission**. If reporting multiple Unit Reports for the same policy, the Unit Reports must be submitted in ascending order by Unit Report Number and Unit Correction Number. NOTE:** To ensure accurate processing and to avoid processing errors or possible rejections, please

implement appropriate internal measures to ensure records are sent to MWCIA in proper order.

While in test, carriers may receive report(s) noting any error issues. If test submission is acceptable, carrier will be notified.

CREATION OF FILES

CDX

Files can be created via Compensation Data Exchange, LLC (the "CDX Site") using the BEEP web-based software program. CDX is a secure internet application which facilitates the electronic transmission of workers compensation data between member insurers and Data Collection Organizations (DCO's). BEEP was designed to give DCO's the ability to enter, edit and electronically submit USR information. The BEEP User Guide can be found on the CDX website at cdxworkcomp.org.

Other

Files can also be created through a Data Provider system process.

SUBMISSION AND TRANSMITTAL REQUIREMENTS

A Universal Electronic Transmittal Record is required on all 'Test' submissions. The Universal Electronic Transmittal Record, Field 7 – Submission Type Code, must be "T" (Test Submission) to avoid being used in production.

Our preferred method for the file transfer process is through CDX. The transmitted data uses WCIO standards (WCSTAT). Instructions for using CDX are located at cdxworkcomp.org in the CDX User Guide.

- If submitting via CDX, transmit the file to MWCIA.

- If submitting via BEEP, upload the file, transmit and send to MWCIA.

TO BE ACCEPTED INTO PRODUCTION

A Data Provider will be considered approved to submit production files upon successful submission of one 'TEST' file. A successful 'TEST' file is where there are a limited number of errors with no re-processing rejection errors.

PRODUCTION

Once in production, registered Data Providers can manage submissions and facilitate full online management of their USR data using our web-based Manage USR (MUSR) application. The Data Provider has the ability to create USRs as well as Replacements, Corrections, Subsequent Reports, and revisions to submitted data. The MUSR application

can be found on our website at www.mwcia.org, under the Carriers/Agents tab. Within the MUSR application, is a comprehensive User Guide.

CONTACT INFORMATION

We are dedicated to providing a high level of communication with each Data Provider during the testing process. We will contact you promptly with the results of your test submission(s).

If you have any questions, please contact unitstat@mwcia.org or call our Unit Statistical Department at 952-897-1737 option 4.