

**Minnesota Workers' Compensation Insurers Association, Inc.**

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J.P. Hildebrandt, President

MWCIA

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ALL ASSOCIATION MEMBERS

Circular Letter No. 97-1269

RE: Expanded Unit Statistical Reporting (ASWG) Coding Specifications Manual

Circular No. 94-1210 dated July 29, 1994 announced the approval of the expanded unit statistical report in Minnesota to accommodate the reporting of new or revised data elements. The Workers' Compensation Insurance Organizations (WCIO) Advisory Statistical Work Group (ASWG) determined that changes were necessary in the statistical reporting process to meet current and future information needs. Many jurisdictions were mandating the collection of certain data elements and others were exploring additional data elements. It was determined that to continue to provide uniformity in the statistical reporting process, the national standard needed to be changed. The result was the national standard expanded unit report.

The expanded unit reporting requirements is mandatory in Minnesota for policies effective 1-1-96 and thereafter. This means that unit reports due for filing in Minnesota during July of 1997 for policies effective 1-1-96 and later **must** be in the ASWG format.

In order to assist insurance company statistical departments in the reporting of data in many jurisdictions, the WCIO has compiled a Coding Specifications Manual. A copy of the Manual as well as a diskette of the material is provided with this Circular for your information. Additionally, each MWCIA member group's statistical department is being provided with a copy. Updates to this Manual may be obtained by completing the enclosed subscription form and forwarding it to the Workers Compensation Rating and Inspection Bureau of Massachusetts who will act as distributor of this material on behalf of Minnesota and all other WCIO members.

The Minnesota Statistical Plan Manual has been approved by the Minnesota Commerce Department and will be released within the next few weeks. This Manual outlines in detail the specific reporting requirements for Minnesota.

We hope the Coding Specifications Manual will be of assistance to you.

Very truly yours,

JOHN P. HILDEBRANDT, President

SUBSCRIPTION TO ASWG CODING SPECIFICATIONS MANUAL UPDATES

The ASWG Coding Specifications Manual will be updated on an as needed basis. The Workers' Compensation Rating & Inspection Bureau of Massachusetts has agreed to distribute the Coding Specifications Manual to the industry.

Since several jurisdictions will distribute the ASWG Coding Specifications Manual, you may receive several copies of this or similar subscription forms. Complete and submit **one** form to the address listed below. Please help us to minimize the distribution list by limiting the number of persons within your organization who will receive the manual. This provides you with more control over the material and helps us to reduce costs and simplify the distribution process.

Please complete the following information to place your organization on the distribution mailing list.
The completed form should be sent to:

Michelle Smith
Workers' Compensation Rating & Inspection Bureau of MA
101 Arch Street, 5th Floor
Boston, MA 02110

Please contact Michelle Smith at (617) 439-9030, extension 570, if you need assistance.

Please circle your choice: Hard Copy Diskette

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