

# **Unit Data Manager User Guide**

**Delaware Compensation Rating Bureau, Inc.  
Pennsylvania Compensation Rating Bureau**

Issued: October 1, 2018

Revised: February 2023

## **TABLE OF CONTENTS**

- A. Introduction
- B. System Requirements
- C. Privacy and Security Statement
- D. Accessing Unit Data Manager
- E. Navigating Unit Data Manager
- F. Searching for Units and Transactions
- G. Viewing USR Details
- H. Validating Unit
- I. Submitting Unit
- J. USR Criticism Report
- K. Creating A New USR
- L. Editing USR
- M. Importing USR
- N. Submitting USR File
- O. Reports
- P. Help

## A. INTRODUCTION

Welcome to the Unit Data Manager (UDM) web application! UDM provides the ability to upload, create, validate, edit and submit Unit Statistical Report (USR) data. UDM also allows users to view, print or download errors.

The application does not allow changes to be made to a submitted or processed USR directly. Changes must be made by creating and submitting USR corrections or subsequent reports. The general procedure for creating or correcting USRs is as follows:

1. Create UDM unit transactions that generate new USRs or correct identified errors.
2. Validate USRs to identify errors.
3. Submit validated USRs for processing. USRs are submitted in a data file called a Submission file (WCSTAT file).
4. Check the status of the USRs to determine if errors occurred during submission.

By taking some time to review the first few pages of this user guide, the user should be able to quickly learn how to use this powerful online tool. UDM was designed to be user-friendly and easy-to-use, but if problems occur, reference this guide for help.

## B. SYSTEM REQUIREMENTS

Users of the Unit Data Manager must have access to the internet. For the best experience, we recommend that you use the latest version of Google Chrome. Some functions are not supported when using a different web browser.

## C. PRIVACY AND SECURITY STATEMENT

Carriers may view the DCRB/PCRB *Privacy and Security Statement* within the application. The login screen for the **Application Login** contains a **Privacy** link that will provide access to the *Privacy and Security Statement*.

## D. ACCESSING UNIT DATA MANAGER

The Unit Data Manager is located within the Application Login area of the DCRB/PCRB website. The Application Login provides access to all of the secured applications and data on the DCRB/PCRB website.

The direct website for the Application Login is: <https://www.pcrbdata.com/ul>. The Application Login can also be accessed via a link on the DCRB/PCRB homepage, [www.pcrb.com](http://www.pcrb.com) or [www.dcrb.com](http://www.dcrb.com).

Registered carrier group users should enter their **User Name** and **Password**. The password field is case-sensitive. You must read the paragraph below these fields and click the **I Agree** button to proceed.

If you are not a registered user, click on the **First Time User** link and complete the registration form as a *Carrier Group User*.

Unit Data Manager is only available to registered Carrier Group Users. As a Carrier Group User, you may request access to UDM from your Carrier Group Administrator (CGA). Once signed into the Application Login, click on **Request Access > To Application** and select **Unit Data Manager** from the list of available applications. After requesting access, your CGA will be notified and then have the ability to approve/reject your request for access. Contact DCRB/PCRB Central Support if you experience any issues with access to the application.

There are two types of access available for UDM users: View/Edit and View Only. The Carrier Group Administrator (CGA) for your carrier group is responsible for setting up each user's access privileges.

Once successfully logged in, the user will observe the Application Manager home screen. Select **Unit Data Manager** to launch the application.

## **E. NAVIGATING UNIT DATA MANAGER**

UDM was designed with an intuitive user interface that makes it easy to create, validate and submit USRs, check the status of USRs that have been submitted and review and correct errors. This section provides an overview of the interface and explains some rules about navigating in UDM. Each of the individual navigation menus will be described in more detail later.

If the user has authorization to the Policy Data Manager (PDM), Unit Data Manager (UDM), Medical Data Manager (MDM) and Indemnity Data Manager (IDM), the user can easily toggle between these applications. Click on the application name to launch the application.



The first screen that appears for all users is the 'Quick Find' screen. The user can navigate back to this screen at any time by clicking the home icon as seen above.

### **1. MAIN MENU**

UDM features a menu bar that is displayed at the top of the application window. The menu bar is visible regardless of which page is currently displayed.

The menu choices are as follows:

#### **Search**

- **Units** – Retrieve any USRs that exist in UDM. Initiates a search for USRs using any of the criteria entered on the screen and USR-specific filter criteria can be defined to narrow the search. The USR details can be accessed from the search results.
- **My List** – Search for USRs last edited by the current user.
- **Today's USRs** – Shows all USRs created or edited in the past 24 hours.

- **Last Processed** – Shows all USRs that were processed in the most recent batch.

### Create USR

- **New Report** – Create a new USR for original, subsequent and/or correction submissions. Only those reports that are ready to be submitted (on or after the valuation date) will be created.

### Import

- **Import File** – Import a WCSTAT file for viewing, validating, submitting and processing.
- **Prior Imports** – View previously imported files and the status of those files.

### Submit

- **Submit File** – Allows the user to select a WCSTAT file to upload and submit for processing.
- **Submit USRs** – Allows the user to select validated USRs to submit a single or multiple USRs in a WCSTAT file for processing. The WCSTAT file is created by UDM and the file name is provided to the user.
- **Prior Submissions** – View prior WCSTAT submissions and the USRs contained within each submission. This screen will show the file status as well as the individual status of a USR within the file.

### Reports

- **Processing Results** – View the status of the latest USRs processed. The user can download WCSTAT or WCCRIT files and export the results to Excel.
- **Top Critical Errors** – View a listing of the top critical errors by processed date. The results can be exported to Excel.
- **WCESTAT Stats** – View a listing of all error codes and a count by error. The report can be exported to Excel.
- **Class Code Stats** – View a report that contains the number of USRs reported by class for the past six months. The report can be exported to Excel.
- **Membership** – This allows a user to view the carrier's contact information on file with the DCRB/PCRB.

## Help

- **Preferences** – A user can setup their preferences for search results, email reminders and sidebar notes.
- **User Guide** – Allows access to the UDM User Guide.
- **Users FAQs** – A listing of the most frequently asked questions and answers.
- **Change History** – A chronological listing of changes to the UDM application.
- **Class Codes** – A listing of all DE/PA class codes with effective and expiration dates. The report can be exported to Excel.
- **WCESTAT Errors** – A listing of WCESTAT error codes applicable to PA and DE with the WCSTAT record type, tolerance and the error message. The report can be exported to Excel.
- **WCIO Records** – A listing of the applicable WCSTAT Record with their description and minimum record length. The report can be exported to Excel.
- **Email Support** – This selection will generate an email to DCRB/PCRB Central Support from the users email account.

## 2. QUICK FIND

The Quick Find page allows users to execute a quick search for USRs using file number or policy number. The user can also search for an individual USR by using the WCSTAT Link.

The Quick Find page displays the following search criteria:

- **File Nbr** – The user can search for a USR using an existing DCRB/PCRB file number.
- **Policy Nbr** – The user can search for a USR using an existing policy number.
- **WCSTAT Link** – The user can search for a USR using an existing WCSTAT Link.

When the search is executed, all USR records matching the entered criteria will be returned in the results grid and the policy number is a hyperlink that will navigate the user to the details of the USR selected.

The number of rejected USRs for the carrier group will also be returned and functions as a hyperlink that will navigate the user to a listing of the rejected USRs.

The screenshot shows the 'UNIT DATA MANAGER' interface. At the top, there is a navigation bar with links: Home, Search, Create USR, Import, Submit, Reports, and Help. Below this is a 'Quick Find' section with three input fields: 'File Nbr:', 'Policy Nbr:' (containing '10UB'), and 'WCSTAT Link:'. There are 'Find' and 'Clear' buttons. Below the search fields is a table titled 'Policy History for Policy #10UB'.

State	FR Date	Exp Date	Cancelled	Carrier	Policy Nbr	File Nbr	Insured Name
DE	4/15/16	4/15/17	5/15/16	99999	10UB	33	BETHANY

If no information is found for the entered criteria, a message will display that no matching data was found for the entered search criteria.


The screenshot shows the 'UNIT DATA MANAGER' interface. The 'Quick Find' section has 'File Nbr:' (containing '33456'), 'Policy Nbr:', and 'WCSTAT Link:' fields. Below the search fields is a table titled 'Policy History for File #33456' which contains the text 'No matching policies found'.

### 3. Critical Review Counts

Upon login, the Quick Find screen will display a listing of critical review counts for the last 90 days for the carrier group. The counts will display based on the authorized carriers associated with the logged in user. The state, carrier name, NCCI carrier number, total transactions (txns), number of critical errors and percentage of critical errors will display. The carrier name functions as a hyperlink that will navigate the user to a listing of rejected USRs for the last 90 days for that carrier.

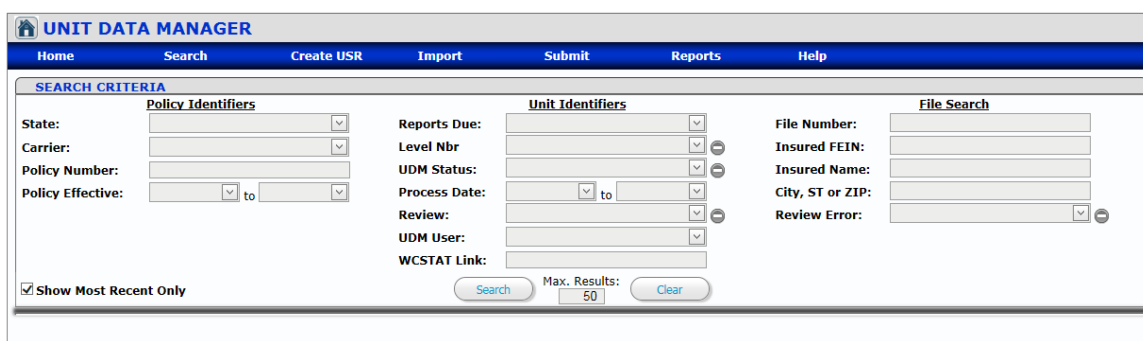
Critical Review Counts for the last 90 days			
Carrier	Total Txns	# Critical	% Critical
<a href="#">DE - CHARTER (99999)</a>	14	8	57%
<a href="#">DE - FARM (88888)</a>	152	95	63%
<a href="#">DE - PHO (77777)</a>	124	81	65%

## F. SEARCHING FOR UNITS

The Search page allows users to search for created, validated, submitted and processed USRs. USR-specific filter criteria can be defined to narrow the search. From the search results, the USR details can be accessed by selecting the view ( *magnifying glass*) icon.

### 1. Search Criteria

The Search page displays fields that allow specific search criteria to be selected. When the search is executed, all USR records matching the criteria will be returned in the search results.



The screenshot shows the 'UNIT DATA MANAGER' search interface. It features a navigation bar with 'Home', 'Search', 'Create USR', 'Import', 'Submit', 'Reports', and 'Help'. Below this is the 'SEARCH CRITERIA' section, which is organized into three columns: 'Policy Identifiers', 'Unit Identifiers', and 'File Search'. Each column contains various input fields such as dropdown menus, text boxes, and date pickers. At the bottom of the form, there is a 'Search' button, a 'Clear' button, and a 'Max. Results' field set to '50'. A checkbox labeled 'Show Most Recent Only' is also present.

Any combination of search criteria can be used together to narrow the search results. To broaden your search results perform a wildcard search by using an asterisk "\*" in the field. For example, using "\*text" will return results ending with the letters "text".

The filter criteria that can be selected are:


**State** – PA or DE can be selected. If left blank the search will look for matching criteria for both states.

**Carrier** – Select one or more carriers to use in the search.


**Policy Number** – Enter the policy number. The Policy Number must contain at least three characters.

**Policy Effective Date From and Policy Effective Date To** – Enter or select from the calendar the policy effective date range. Note: To search for a single policy effective date, the same date must be entered in both the 'from' and 'to' date fields. To search for a specific policy effective date and forward leave the 'to' date field blank.

**Reports Due** – The search returns USRs that are due to be reported or overdue. Results can be narrowed by defining additional search criteria.

**Level Number** – The search returns USRs with the specified report number. Report numbers can be excluded by using the  beside the criteria.




**UDM Status** – The search returns USRs based on the UDM status selected or excluded. Status types can be excluded by using the  beside the criteria.

- Rejected – The USR has been rejected on UDM. The USR has been rejected during processing.
- Saved – The USR has been created and saved in UDM. The USR can be modified.
- Validated – The USR has been validated and is ready to be submitted. UDM validates the data on all tabs. If a validated USR is modified it will return to a Saved status.
- Submitted – The USR has been submitted for processing but has not been processed yet. A submitted USR cannot be modified.
- Processed – The USR has been processed through UDM. A processed USR cannot be modified.

**Processed Date From and Processed Date To** – The search returns USRs that were processed within the date range specified.

Note: To search for a single processed date, the same date must be entered in both the 'from' and 'to' date fields. To search for a specific processed date and forward, leave the 'to' date field blank.

**Review** – The search returns USRs based on the Review status selected or excluded. Review types can be excluded by using the  beside the criteria.

- Accepted – The USR has been accepted with no errors found.
- Informational – The USR has been accepted with informational errors only.
- Minor Errors – The USR has been accepted with minor errors.
- Critical Errors – The USR has been accepted but contains critical errors.
- Suspended (Susp.) Critical – The USR failed a critical edit and has been rejected.
- Rejected – The USR has been rejected during processing and will be suspended on UDM.
- Unmatched – The USR is unmatched, no matching policy/USR found therefore processing could not proceed.
- Suspended (Susp.) NonCritical – The USR processing status is suspended and the file has not been processed.

**UDM User** – The search returns USRs that were created or edited by the selected user or users.

**WCSTAT Link** – The search returns USRs that match the unique DCRB/PCRB assigned identifier.

**File Number** – The search returns USRs where the DCRB/PCRB File Number matches or begins with the value entered.

**Insured FEIN** – The search returns USRs that match the primary insured FEIN number.

**Insured Name** – The search returns USRs that match the primary insured name.

**City, ST, or ZIP** – The search returns USRs that match the primary insured address.

**Review Error** – The search returns USRs that have produced the selected error(s).

**Max. Results** – Specifies the maximum number of results to return, which defaults to 50; but can be increased up to 200, if necessary.

**Clear**–This will clear all criteria fields to allow new criteria to be entered.

**Show Most Recent Only** – This will limit the search results to the most recent USR (greatest correction sequence number) for each report level. This checkbox defaults to “checked” for carrier users.

## 2. Search Results

After search criteria have been entered, select the **Search** button and the search results grid displays all USRs matching the specified criteria.

Search Results - 2 Units												
	ST	Carrier	Policy Number	Eff. Date	Unit		UDM Status	Processed	Link	Review	User	File Nbr
<input type="checkbox"/>	PA	15066	01C945523501	10/14/11	1		Processed	6/30/14	E14181FR000003	Susp. NonCritical		
<input type="checkbox"/>	PA	15066	00C982903900	10/31/10	1-3		Processed	7/2/14	E14183EC000003	Accepted		

Page 1 of 1 Results per page: 20

The bottom left-hand corner displays the grid page numbers. Select the arrows to navigate forward and backward through the results pages.

The bottom right-hand corner displays the results per page. Use the dropdown to display more results on a single page.

Results can be sorted by selecting a column heading; the records will be sorted by the column values in ascending order. To reverse the sort order, select the column heading again.

The search results bar above the grid will display how many records have been returned.

These search results can be customized using the **Preferences** link under the **Help** menu.

**Search Results Columns:**

**ST** – The state code reported on the USR.

**Carrier** – The NCCI carrier ID reported on the USR.

**Policy Number** – The policy number reported on the USR.


**Eff. Date** – The policy effective date reported on the USR.

**Level** – The report number and correction sequence number reported on the USR.

**UDM Status** – The current UDM status of the USR.

**Processed** – The date the USR was processed.

**Link** – The unique PCRB/DCRB WCSTAT Link associated with the USR.

**Review** – The current review status of the USR. The  (*information*) button allows the user to see the errors on the USR by hovering over the icon. Selecting the information button will open a small window that lists all the errors.

**User** – The name of the person who last edited the USR in UDM.

**File Nbr** – The DCRB/PCRb file number associated with the insured.

**3. View USR Detail**

To view USR details, select the view ( *magnifying glass*) icon.

**4. Delete USR**

For USRs that have not been submitted, the user will have the ability to delete a USR by checking the checkbox in the far left column and then selecting the delete button. Once a USR has been submitted, the delete function is no longer available.

The screenshot shows the search results page with the following data:

ST	Carrier	Policy Number	Eff. Date	Level	UDM Status	Processed	Link	Review	User	File Nbr
<input type="checkbox"/>	DE	99999	PCRBPOLICY	4/27/16	1	Processed	11/13/17	E17317FR002693	Critical Errors	7777777
<input type="checkbox"/>	PA	99999	PCRBPOLICY	4/27/16	1	Processed	11/13/17	E17317FR002694	Critical Errors	7777777

### 5. Export USR Transactions

The screenshot shows the search results page with the following data:

ST	Carrier	Policy Number	Eff. Date	Level	UDM Status	Processed	Link	Review	User	File Nbr
<input type="checkbox"/>	DE	99999	PCRBPOLICY	4/27/16	1	Processed	11/13/17	E17317FR002693	Critical Errors	7777777
<input type="checkbox"/>	PA	99999	PCRBPOLICY	4/27/16	1	Processed	11/13/17	E17317FR002694	Critical Errors	7777777

- a.) **Excel**  
To export the search results to Excel select the Excel button. The results (up to 1,000) will be exported to an Excel file that can be opened or saved.
- b.) **WCSTAT**  
The user can select one or multiple USRs (up to 200) to download into the WCSTAT format by checking the checkbox in the far left column and then selecting the WCSTAT button. A WCSTAT file will be generated that contains the selected USRs. The file can be saved or opened.
- c.) **WCCRIT**  
The user can select one or multiple USRs (up to 200) to download any applicable errors for the USR into WCCRIT format by checking the checkbox in the far left column and then selecting the WCCRIT button. A WCCRIT file will be generated that contains the criticisms for the selected USRs. The file can be saved or opened.

### G. VIEWING USR DETAILS

There are multiple ways to view USR Details. When a view icon is selected from any screen, UDM will navigate the user to the USR Details of the selected USR.

When a USR is accessed by selecting the view icon, the details of the USR are displayed providing access to all the details about the selected USR. All data for submitted and processed USRs is read-only.

### 1. Policy Key Fields

The Policy Key displays the Link Data, Name and Address information on the USR.

Policy Key Fields			
Carrier:	99999 - PCRB TEST Carrier	DE Policy #:	POLICY5666666
Primary FEIN:	123456789	File Nbr:	123332 <a href="#">File Number Lookup</a>
Primary Name:	TESTING ONE 123 Avenue Drive Philadelphia, PA 19103	File Name:	TESTING ONE INC
WCSTAT Link:	E17334EC000179	File Addr:	123 Avenue Dr. Philadelphia, PA 19103
		Policy Effective:	8/30/15 <a href="#">Edit</a>
		State Effective:	
		Expiration Date:	8/30/16
		Status:	Suspended
		Review:	Rejected from Submission

### 2. Report History

The Report History grid is displayed next to the Policy Key Fields grid. The Report History grid will display all USRs received for the selected policy. The Report History grid will also display the report level, correction sequence number (if applicable), policy effective date and submitted dates for all USRs received.

Report History	
12/5/17	1 Lvl 1
11/27/17	Submitted
11/27/17	Last Edit
4/1/15	Policy Effective

### 3. Header Tab

The Header tab displays the Header information which has been reported on the USR.

Header	Exposure	Losses	Totals	History
Header Record - Level 1 Correction #1 - Exposure Record Correction <a href="#">Edit</a>				
Policy Conditions				Policy Type ID
3Yr. F/R Policy	Multi. State Policy	InterState Rating	Estimated Exposure	Retro Policy
Cancelled Mid-Term	MCO Ind	Type Cov	Plan Ind	Non Std
Deduct Type	Deduct Percent	Deductible Amt Per Claim/Accident	Deductible Amt Aggregate	Reserved For Carrier Use
				For Bureau Use

### 4. Exposure Tab

The Exposure tab displays all of the exposure records, by split period, which have been reported on the USR.

**Note:** Modified Premium is not a reported WCSTAT field, this is a field used only when correcting, modifying and creating USRs. It is not applicable to processed USRs. If there are multiple split periods, the split period currently being displayed will be highlighted and the user can toggle between the periods by clicking on the desired split period.

Header Exposure Losses Totals History

Insured Exposures

Effective Dates			
Split	Rate.Eff.	Exp.Mod.Eff.	Exp.Mod.
0	08/30/15	08/30/15	0.000

Subject to Experience Modification						
Update Type	Cov.	Classification	Exposure	Rate	Premium	Delete
Revised	01	0930 - [Stat] Waiver of Subro	0	0.000	3	
Revised	01	0951 - Salesperson Outside	12,300	0.760	93	

[Add a New Exposure](#)  Show Previously Reported **Authorized Classes 0951, 0953, 9740, 9741.**

Total Subject Premium:

Experience Mod (X.XXX):

Total Modified Premium:

Not Subject to Experience Modification						
Update Type	Cov.	Classification	Exposure	Rate	Premium	Delete
Revised	01	0064 - [Stat] Premium Discount	0	0.000	4	

Total Standard Exposure:

Total Standard Premium:

Non-Standard Class Codes						
Update Type	Cov.	Classification	Exposure	Rate	Premium	Delete

## 5. Losses Tab

The Losses tab displays all of the loss record elements for all claims which have been reported on the USR. The Claim Number and Class search boxes in the middle of the screen allow users to search for specific claim(s) or class(es).

Header Losses Totals History

Insured Losses

Update Type	Class	Accident Date	Incurred Indemnity	Incurred Medical	Class	Injury	Status	Delete
Previously Reported	E	07/07/15	0	301	0956 - Law Firm	Medical Claims Only	Closed	
Revised	E	11/18/15	14,191	5,216	0956 - Law Firm	Permanent Partial Disability	Open	
Previously Reported	E	11/18/15	11,353	5,716	0956 - Law Firm	Permanent Partial Disability	Open	
Previously Reported	E	03/08/16	0	2,441	0956 - Law Firm	Medical Claims Only	Closed	

[Add a New Loss](#)  Show Previously Reported

## 6. Totals Tab

The Totals tab displays all the loss total record elements which have been reported on the USR.

Header Exposure Losses Totals History

Loss Total Record

Total Claim Count	Total Incurred Indemnity	Total Incurred Medical	Total Paid Indemnity	Total Paid Medical
4	0	3,018	0	3,018
Total Claimant's Attorney Fees	Total Employer's Attorney Fees	Total ALAE Paid	Total ALAE Incurred	
0	0	199	199	

## 7. History Tab

The History tab displays all the USRs received for all policies associated with the DCRB/PCRB file number. Results will display based on the user's login access.

Header	Exposure	Losses	Totals	History							
<b>Policy History</b>											
Carrier	Policy Number	Effective	State Add	Level	Status	Processed	WCSTAT Link	WCCRIT	User	File	Import File
042/22640	TESTPOLICY	1/15/16		1	Processed	8/14/17	E00000XX000661	Accepted		0000000	
042/22640	TESTPOLICY	1/15/15		1	Processed	8/08/16	E00000XX000001	Accepted		0000000	
042/22640	TESTPOLICY	1/15/14		1	Processed	8/10/15	E00000XX000661	Accepted		0000000	
042/22640	TESTPOLICY	1/15/13		1	Processed	8/11/14	E00000XX000001	Accepted		0000000	
042/22640	TESTPOLICY	1/15/12		1	Processed	7/11/13	E00000XX000661	Minor Errors		0000000	
042/22640	TESTPOLICY	1/15/11		1	Processed	7/12/12	E00000XX000001	Accepted		0000000	
042/22640	TESTPOLICY	1/15/11		1	Processed	7/12/12	E00000XX000661	Accepted		0000000	

## H. VALIDATING UNIT

While viewing a USR, a user can choose to validate a single USR by selecting the **Validate** button or the user can choose to validate the USR using the **Validate Unit** option under the Submit menu. USRs must be in a validated status in order to submit.

The screenshot shows the top navigation bar of the UNIT DATA MANAGER application. The main menu includes Home, Search, Import, Submit, Reports, and Help. Below this, a secondary menu shows << Results, Submit, and Admin. The 'Submit' menu is expanded, showing 'Policy Key Fields', 'Validate Unit' (which is highlighted in blue), and 'Submit Unit'. Below the menu, there are input fields for 'Carrier #0:', 'DE Policy #:', and 'Policy Effective:'.

## I. SUBMITTING UNIT

While viewing a USR, a user can choose to submit a single USR by selecting the **Submit** button or the user can choose to validate the USR using the **Submit Unit** option under the Submit menu.

After clicking **Submit Unit**, the user is directed to the File Submission screen and the USR details are displayed along with the transmittal record (ETR) information and the generated file name. The user can then select the transaction to be submitted, verify the ETR information and select the **Submit** button. USRs must be in a validated status in order to submit. For more information on submitting USR files, review section **N. SUBMITTING USR FILE**.

## J. USR CRITICISM REPORT

USRs with a Review Status other than Accepted will have a criticism report available. While viewing the USR, the user can download any applicable errors for the USR into WCCRIT format by selecting the **WCCRIT** button or generate a PDF of the criticism letter by selecting the **PDF** button. This will allow a user to view and print all errors that were generated for this USR.

Header		Exposure		Losses		Totals		History	
Header Record - Level 1 Correction #2 - Exposure Record Correction <a href="#">Edit</a>									
Policy Conditions								Policy Type ID	
3Yr. F/R Policy	Multi. State Policy	InterState Rating	Estimated Exposure	Retro Policy	Cancelled Mid-Term	MCO Ind	Type Cov	Plan Ind	Non Std
N - No	Y - Yes	N - No	N - No	N - No	N - No	N - No	01 - Standar	01 - Volunta	01 - Non-Sta
Deduct Type		Deduct Percent	Deductible Amt Per Claim/Accident	Deductible Amt Aggregate		Reserved	For Carrier Use	For Bureau Use	
03 - Medical		02 - Per Acc	1,000,000	0					
UDM Review Rejected from Submission - Further Action May Be Required as of 12/5/17									
Record Type	Error Code	Title	Error Message	Quick-Fix Action					
1/Header	01006000	Critical	Matching policy not found.						
4/Exposure	04077003	Critical	Class 9887 Premium 228 - should be 0 for 10/01/08 with 0.25	Set "Premium" for 9887 to 0					
4/Exposure	04077003	Critical	Class 9663 Premium 448 - should be 0 for 10/01/08 with 0	Set "Premium" for 9663 to 0					
4/Exposure	04043034	Priority	Code 9741 DTEC not applied 0.01						
4/Exposure	04086009	Priority	*Class 9887 Rating value incorrect .00 - should be .25 for 10/01/08						
4/Exposure	04086009	Priority	*Class 9740 Rating value incorrect .00 - should be .02 for 10/01/08						
6/Unit Total	06073003	Priority	Standard Premium 235 incorrectly calculated - should be 783						
4/Exposure	---	Conditional	Authorized Classes 0277, 0951, 0953, 9740, 9741, 9887.						
<a href="#">Inquiry</a> <a href="#">WCORIT</a> <a href="#">PDF</a> Filter by Record Type: All Record Types Min. Severity: Warning									

### K. CREATING A NEW USR

UDM allows users with the appropriate privileges to create USRs. *Note:* Users must have View/Edit access to Create USRs.

To create a USR, select **Create USR** then select **New Report** from the sub-menu. The user must enter details and locate a matching policy before a USR can be created.

Once a matching policy is located, enter the USR key fields and select the **Create a New USR** button.

The new USR will be pre-populated with the values reported from previously accepted WCPOLS and WCSTAT records.

An alternative way to create a USR is to search for units using the Reports Due criteria

### Create a New USR

#### Policy Information

**1. Enter Policy Key Fields**

State:

Carrier:

Policy Number:

Policy Effective Date:

After entering a State, Carrier, and Policy Number, this page will check for an existing Policy

Existing Matching Policy:

State	Carrier	Policy Nbr	Eff. Date	Primary FEIN	File Nbr
DE	99999	ABC123	07/01/12	123456789	1111111

**2. Enter USR Key Fields**

Report Level:

Correction Seq:



## 1. Header Tab

The new USR opens up with the Header tab. Enter all appropriate information as it pertains to the USR.

### Policy Conditions

The following indicator fields can be entered or selected by using the dropdown to choose Yes (Y) or No (N) for each field.

- Three-Year Fixed Rate Policy Indicator (3 yr. F/R Policy)
- Multistate Policy Indicator (Multistate Policy)
- Interstate Rated Policy Indicator (Interstate Rated )
- Retrospective Rated Policy Indicator (Retro Policy)
- Cancelled Mid-term Policy Indicator (Cancelled Mid-Term)
- Managed Care Organization (MCO) Policy Indicator (MCO Ind)

The Estimated Audit Code can be entered or selected using the dropdown, which displays the valid codes.

- Yes (Y) Estimated
- No (N) Not Estimated
- Uncooperative (U) Uncooperative

### Policy Type ID

The following fields can be entered or selected using the dropdowns which display the valid codes:

- Type of Coverage ID Code (Type Cov)
- Type of Plan ID Code (Plan ID)
- Type of Non-Standard ID Code (Non-Std)
- Losses Subject To Deductible Code (Deductible Type – Subj. Losses)
- Basis of Deductible Calculation Code (Deductible Type – Calc. Basis)

Deductible Amount Claim/Accident and Deductible Amount Aggregate are fields that require entry when applicable.

Once all entry is complete, select the **Save** button.

## 2. Exposure Tab

The Exposure tab allows users to enter exposure record details by split period.

To begin, select the **Add New Exposure** button, which will add the first split period with a '0' split period indicator. If there are multiple splits, then selecting the **Add New Exposure** button will allow a user to enter additional split periods.

The following fields can be entered or selected using the dropdowns which display the valid codes:

- Classification Act/Coverage
- Exposure
- Charged Rate
- Premium
- Total Subject Premium
- Experience Mod
- Total Standard Exposure
- Total Standard Premium

The Exper. Mod. Date can be entered or chosen from the calendar.

To delete an exposure record, select the **Delete** button.

Once all entry is complete, select the **Save** button.

### **3. Losses Tab**

The Losses tab allows users to enter all loss record details applicable to the USR.

To begin, select the **Add New Loss** button, which will open the loss detail record for entry.

The following fields can be entered:

- Claim Number
- Occupation
- Catastrophe Number
- Incurred Indemnity
- Incurred Medical
- Paid Indemnity
- Paid Medical
- Claimant Atty Fees
- Employer Atty Fees
- Weekly Wage
- Paid ALAE
- Incurred ALAE

The Accident Date can be entered or chosen from the calendar. The Claim Count defaults to 1 as group claims are no longer accepted.

The following fields can be entered or selected using the dropdowns which display the valid codes or indicators:

- Claim Status
- Classification
- Injury Code
- Loss Coverage Act
- Type of Loss
- Type of Recovery

- Type of Claim
- Type of Settlement
- Jurisdiction State
- MCO Type
- Part of Body
- Nature of Injury
- Cause of Injury
- Vocational Rehab
- Lump Sum
- Fraudulent Claim.

Once all entry is complete, select the **Save** button.

#### 4. Totals Tab

The Totals tab allows users to enter all loss total record details applicable to the USR. Totals can be entered or the user can select the **Update Totals Button** to populate them.

## L. EDITING USR

A processed USR cannot be changed; it can only be edited to create a correction report. When you select the **Edit** button, the correction sequence number will be automatically created. The correction type code is automatically determined by the records edited. If the Header is edited then a correction type H will be created, E for exposure, L for Losses, T for Total and M for multiple records edited.

The information on each tab of the USR can be edited by selecting the **Edit** button at the top of the screen and then confirm that you want to create a new correction. The edit screen will be opened and any of the fields can be updated. Once changes are completed, select the **Save** button. Alternatively, if you wish to cancel your changes, select the **Cancel** button.

If the **Cancel** button is selected, this cancels any of your changes from the current editing session on the current tab but does not delete the correction that was created. For more information on how to delete a unit, review the Delete USR section of this guide.

#### 1. Header

To edit a field on the header record tab, select the **Edit** button at the top of the screen and then confirm that you want to create a new correction.

#### 2. Exposure

The editable sections on the exposure record tab are segmented.

Subject to Experience Modification, Not Subject to Experience Modification or Non-Standard Class Codes

All classification codes and statistical codes are editable and when edited or added, UDM will automatically place them in the appropriate section

To edit a record in one of the above-mentioned sections, select the **Edit** button to the left of the code you wish to edit and then confirm that you want to create a new correction.

The Edit Exposure Record window will then be displayed and any of the fields can be edited. Once changes are completed, select the **Save** button. Alternatively, if you wish to cancel your changes, select the **Cancel** button.

To add a new record, select the **Add a New Exposure** button and the Edit Exposure Record window will be displayed. Enter or select the information for the record you wish to add and select the **Save** button. Alternatively, if you wish to cancel your changes, select the **Cancel** button.

To delete a record, select the **Delete** button on the right side of the record and then confirm that you want to delete that record.

Exposure Record Totals and Experience Modification

To edit the Total Subject Premium and/or Experience Modification or the Total Standard Exposure and/or Total Standard Premium, select the **Edit** button that is to the right of the fields you wish to edit and then confirm that you want to create a new correction.

The fields will then be opened for updating. Once changes are completed, select the **Save** button. Alternatively, if you wish to cancel your changes, select the **Cancel** button.

### 3. Losses

To edit a field on the loss record tab, select the **Edit** button to the left of the claim you wish to edit and then confirm that you want to create a new correction.

The Edit Claim window will then be displayed and any of the fields, with the exception of Claim Number, can be edited. Once changes are completed, select the **Save** button. Alternatively, if you wish to cancel your changes, select the **Cancel** button.

To add a new record, select the **Add a New Loss** button and the Add Claim window will be displayed.

Enter or select the information for the record you wish to add and select the **Save** button. Alternatively, if you wish to cancel your changes, select the **Cancel** button.

To delete a record, select the **Delete** button on the right side of the claim and then confirm that you want to delete that record.

### 4. Totals

To edit a field on the Totals record tab, select the **Edit** button at the top of the screen.

The edit screen will be opened and any of the loss total fields can be updated. Once changes are completed, select the **Save** button. Alternatively, if you wish to cancel your changes, select the **Cancel** button.

The Update Totals button can be used in place of manually updating the total fields. Selecting this button will update all totals based on all reported exposures and losses.

## M. IMPORTING USR

Users can import WCSTAT files into UDM for viewing, editing, validating and submitting. Validated USRs can then be submitted for processing.

### 1. Import File

To upload and import a WCSTAT file into UDM, the user can navigate to the **Import File** option under the Import menu.

Select the file by using the **Browse** button, and then select the Upload button to import the file into UDM.

The user can select the checkbox in order to receive an email when the imported file has been processed. The email field will prepopulate with the email address listed in the user's profile.

**WCSTAT File Import**

Select File to Import:  Browse...

Check here to receive an email at  when the Import has been processed.

Upload

**Import Guidelines**

- Imported filenames *must* follow CDX guidelines: **FileType\_SenderType\_Receiver\_Timestamp.TXT**, where
  - FileType is UBEP
  - Sender is your 5-digit NCCI Carrier Code
  - Type is always "C"
  - Receiver is the 5-digit DCO 00037 or 00007
  - Timestamp in the format CCYYMMDDHHMM
- Imported files must contain both a valid "General Transmission" and Type 9 "Submission Control" records with correct record totals.
- Each record must be at least a certain length depending on the individual Record Type Code (see [WCSTAT Record Definitions](#))
- Files can be imported more than once, replacing the previous Unit Reports in UDM, *as long as* the previous file has not yet been submitted and/or processed.
- Files and their Unit Reports can be deleted from UDM, *as long as* the file has not yet been submitted and/or processed.
- There is a limit to the size of files that can be uploaded of 50 MB.

### 2. Prior Imports

To view previously imported WCSTAT files, a user can navigate to the Prior Imports sub-menu and view the information associated with previously imported files (if any exist).

Timestamp	Carrier	File	View	# Rows	Min	Tx/Rcv	Status	User
12/5/17 09:31	UBEP	_00037_201712050850.TXT		50	0.6	1.4	Suspended	
10/30/17 11:01	UBEP	_C_00037_201710201012.TXT		3/4	0.2	0.4	Suspended	

If a user selects the view icon, UDM will display the associated USRs and the file processing information.

## N. SUBMITTING USR FILE

After USRs have been created and validated, they can then be submitted for processing. USRs are submitted in the form of a WCSTAT submission file.

### 1. Submit File

To upload and submit a WCSTAT file for processing the user can navigate to the **Submit File** option under the Submit menu. Select the file by using the **Browse** button, and then select the **Upload** button to submit the file. Note: The user can select the checkbox in order to receive an email when the imported file has been processed.

After a submission has been submitted for processing, the included USRs status will be updated to “submitted” and the USRs will no longer be editable.

The screenshot shows a web form titled "WCSTAT File Import". At the top, there is a "Select File to Submit:" label followed by a text input field and a "Browse..." button. Below this, there is a checkbox labeled "Check here to receive an email at " followed by a text input field and a quote " when the Submit has been processed.". To the right of the checkbox is an "Upload" button. Below the form fields is a section titled "Submit Guidelines" containing a bulleted list of instructions for file naming and content.

**WCSTAT File Import**

Select File to Submit:  Browse...

Check here to receive an email at "  " when the Submit has been processed.

Upload

**Submit Guidelines**

- Submitted filenames *must* follow CDX guidelines: **FileType\_SenderType\_Receiver\_Timestamp.TXT**, where
  - FileType is UBDP
  - Sender is your 5-digit NCCI Carrier Code
  - Type is always "C"
  - Receiver is the 5-digit DCO 00037 or 00007
  - Timestamp in the format CCYYMMDDHHMM
- Submitted files must contain both a valid **"General Transmission" record** and Type 99 **"Submission Control" record** with correct record totals.
- Each record must be at least a certain length depending on the individual Record Type Code (see [WCSTAT Record Definitions](#))
- There is a limit to the size of files that can be uploaded of 50 MB.

### 2. Submit Units

USRs can be selected for submission by selecting the **Submit Units** option under the **Submit** menu. The user can select the state, user(s) and carrier(s) and then select the USRs to be included in the submission. Only USRs with a UDM status of *Validated* can be submitted for processing. USRs with a *Validated* status are automatically included on the File Submission screen. The user will have the ability to include all carriers by checking the checkbox in the header row of the far left column.

The screenshot shows a web form titled "File Submission". The main heading is "1. Select State and Carriers for which to select transactions to Submit". Below this, there is a "State:" label followed by a dropdown menu showing "PA" and another empty dropdown menu. Below the state selection is a table with a "Carrier" column and a checkbox column. The first row has a checked checkbox, and the subsequent rows have unchecked checkboxes. A vertical scrollbar is visible on the right side of the table.

**File Submission**

1. Select State and Carriers for which to select transactions to Submit

State: PA

<input type="checkbox"/>	Carrier
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

The USRs to be included will be defaulted to include all USRs; users can uncheck any USRs they do not wish to submit. After selecting the USRs to include, verify the ETR information and select the **Submit** button. UDM will create and submit the file for processing.

**2. Select which validated transactions to Submit at this time**

<input checked="" type="checkbox"/>	Status	Carrier	Policy Nbr	Eff.Date	Level	WCORIT	User	View Tax
<input checked="" type="checkbox"/>	Validated	00	TESTPOLICY	10/1/13	1-5	Suspended		
<input checked="" type="checkbox"/>	Validated	00	TESTPOLICY	10/1/13	2-3	Suspended		
<input checked="" type="checkbox"/>	Validated	00	TESTPOLICY	10/1/16	1	Suspended		

Page 1 of 1      Results per page: 20

**3. Review the Data Provider fields for the Transmittal record**

**Email:**

**Name:**

**Phone:**  Ext:

**Fax:**

**Street:**

**City:**

**State:**  **ZIP:**

CDX Filename will be: **UBET\_00037D\_00037D\_20180730103905\_BGC.TXT**

**4. Confirm the submission at this time**

These records will be marked as Submitted and then  
can no longer be edited until the Bureau has processed them.

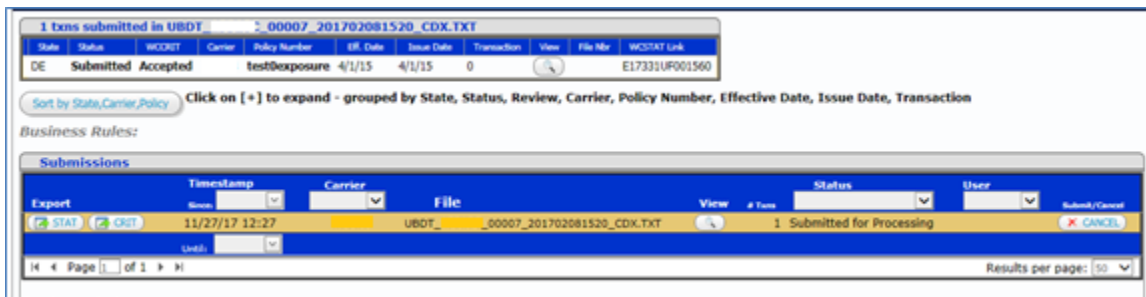
Until the file is processed, the user will have the option to cancel processing by selecting the **Cancel** button on the Submissions screen.

### 3. Prior Submits

To view previously submitted WCSTAT files, a user can navigate to the Prior Submits screen and view the information associated with previously submitted files (if any exist).

Submitted Files									
Export	Timestamp	Carrier	File	View	# Tax	Status	User	Submit/Cancel	
	7/24/18 14:04	99	UBEP_...C_00037_201807241346_CDX.TXT		4	Submitted for Processing			CANCEL
	7/24/18 13:16	99	UBEP_...C_00037_201807241247_CDX.TXT		44	Submitted for Processing			CANCEL
	7/24/18 13:15	99	UBEP_...C_00037_201807241245_CDX.TXT		250	Submitted for Processing			CANCEL
	7/24/18 10:36	67	UBEP_...C_00037_201807241017_CDX.TXT		54	Submitted for Processing			CANCEL

If a user selects the view icon, UDM will display the USRs associated with the file and the processing information.



Until the file is processed, the user will have the option to cancel processing by selecting the **Cancel** button on the Submissions screen.

## O. REPORTS

1. **Processing Results** – Allows you to view WCCSTAT and WCCRIT files by process date
2. **Top Critical Errors** – List of top critical errors for USRs by most recent process date.
3. **WCCSTAT Stats** – View all error codes by processed month for the past year and allows for option to select individual carriers.
4. **Class Code Stats** – View all class codes by processed month for the past year and allows for option to select individual carriers
5. **Membership** – Contact person information listed by carrier.

## P. HELP

### 1. User Preferences

To change user preferences, go to Help – Preferences. Here the user can adjust their settings for Search results, defaults, sidebar notes and also email reminders.

To turn sidebar notes off, uncheck the box next to Show Sidebar Notes. To reopen the sidebar notes that you previously marked as “Do not show again”, click on Reset Hidden Sidebar Notes.



### User Preferences

**Columns to show in Search Results:**

<input checked="" type="checkbox"/> UDM Status	<input checked="" type="checkbox"/> File Number
<input checked="" type="checkbox"/> Processed Date	<input type="checkbox"/> Insured FEIN
<input checked="" type="checkbox"/> WCSTAT Link	<input type="checkbox"/> Insured Name
<input checked="" type="checkbox"/> Review	<input type="checkbox"/> Insured City, ST ZIP
<input checked="" type="checkbox"/> User	

**Search - Show Most Recent Only:**

By default, the Search page returns all the Units for the policies selected, but this option "Show Most Recent Only" causes only the most recent Unit of each policy to be returned. This default can be overridden on the Search page.

---

**Show Sidebar Notes** [Reset hidden Sidebar Notes](#)

Sidebar Notes are shown on many pages to help newer users understand how to use each page; they may be turned off individually on each page or altogether here.

---

**Email Reminders** to address:  (if different from registration)

Periodically, email reminders are sent out to users who have active Units that need to be completed and submitted or they will be purged after 60 days.

2. **Change History** – View changes, fixes and enhancements to the application in chronological order of implementation.
3. **Class Codes** – View table of valid class codes including descriptions, effective and expiration dates.
4. **WCSTAT Errors** – View list of all WCSTAT errors.
5. **WCIO Records**