



NORTH CAROLINA  
**Rate Bureau**

# USR Test Requirements for Carrier Direct Reporting

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## Guidelines

The following are the NCRB requirements for electronic unit stat submissions. NCRB follows the standard reporting guidelines as defined in the <https://www.iisprojects.com/WCIO/pub/DSM/WCSTAT.pdf>

Before filing your first test submission, please contact NCRB for scheduling: [support@ncrb.org](mailto:support@ncrb.org). You must furnish the carrier id's you intend to test.

## How to submit test data

The carrier must submit "live" production data. If live production "test" data is not available make prior arrangements for the submission of artificial data.

All statistical reports must be in accordance with the ASWG format adopted by NCRB on policies effective 1-1-96 and subsequent. Each test file must have between 25 and 50 unit reports.

Carriers will be considered approved to submit production files when they have one successful test electronic file. A successful test electronic file is when there are limited rejection edit failures.

For reporting requirements pertinent to NC unit statistical data, please refer to the North Carolina Statistical Plan Manual located on our web site at [www.ncrb.org](http://www.ncrb.org)

**Note: While you are testing with NCRB you must continue your normal filing process with NCCI. When approved by NCRB, you will receive a confirmation letter. All filings with NCCI should cease from the date of the letter forward.**

## Compensation Data Exchange (CDX)

CDX is an internet based service that facilitates the electronic transmission of workers compensation data between member insurers and Data Collection Organizations (DCOs)

All direct USR submissions must be reported utilizing CDX.

Please visit the ACCCT web site for more information at [www.accct.org](http://www.accct.org)

## File Name

The suggested file name format: 12345\_NC\_UnitStat\_mm\_dd\_yy.txt  
(12345 is the carrier code in this example)

**Note: The carrier code is required to be listed within each file name.**

## **USR Direct Carrier Conversion**

If a carrier elects to report directly with NCRB, **all** unit statistical report data must be reported to NCRB. This includes interstate, intrastate, and non-rated risks. All data received by NCRB will be edited and the error free data will be electronically transmitted to NCCI on your behalf for interstate rating and rate making purposes. The edit failures will be rejected and an report will be generated and available for viewing by the carrier on the ManageUSR web application for correction and resubmission to NCRB.

## **Units Previously Filed With NCCI and Accepted By NCCI (Data Grades 0-4)**

All unit reports previously filed with NCCI with a data grade of 0 – 4 and were subsequently rejected by NCRB must be corrected by using the correction report procedure utilizing the (P&R) Previous & Revised Update Type.

## **Procedure for NCCI Data Grade 5 Unit Reports**

All unit reports residing in the database with the status of rejected that were previously filed with NCCI and assigned a data grade 5 will be corrected by the carrier using the correction report procedure using the (P&R) Previous & Revised Update Type. The correction report will be filed with NCRB.

### **OR**

The unit report may be submitted to NCRB using the replacement procedure required by NCCI.

When the data grade 5 is corrected and passes all edits, the unit will be forwarded to the NCCI.

**Note: Both the “R” indicator and the Pending File Number assigned by NCCI are required on replacement reports. The replacement option is applicable only to first reports.**

## USR Reject Report

Carriers have the option to receive an email notification when a new reject report is available for a submission. If a carrier wishes to be notified they would need to send this request to [support@ncrb.org](mailto:support@ncrb.org) and request to add a person and their email address or persons for the notification.

The email notification will display a listing of the submission ids that have generated rejected units as well as the received date.

## Viewing the USR Reject Report

You must have a log on id and password for the NCRB web portal, if you do not you must contact your group administrator.

- Navigate to ManagePolicy/USR

The screenshot shows the NCRB web application portal. At the top left is the logo for NCRB-NCRF-NCIGA, which includes the text "north carolina RATE BUREAU REINSURANCE FACILITY INSURANCE GUARANTY ASSOCIATION". To the right of the logo is a large banner with the text "NCRB • NCRF • NCIGA" and a red and green curved graphic below it. Below the banner, the text reads "Welcome to the Web Application Portal" followed by "Welcome back Training. The last time you accessed this system was on 03/20/2013 at : applications you are authorized to access are listed in the Main Menu." On the left side, there is a navigation menu with the following items: Home, NCRB.org, Personal Lines, Workers Comp, Chg. Password, Help, and Logoff. The "ManagePolicy USR" item is highlighted with a red box. Below the navigation menu, there are several other menu items: Public Services, WCRatings, and App Developer WebSecurity Token. At the bottom of the page, there is contact information: "PO Box 176010, Raleigh, NC 27619-6010" and "2910 Sumner Boulevard, Raleigh, NC 27616 Phone: (919) 783-9790 www.ncrb.org".

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- Navigate to the USR portion of ManagePolicy/USR by clicking the USR tab. If you only have the USR tab you will automatically see the USR General Search screen.
- Search by a specific policy number to view the status and if it is rejected then a rejection report will be available.
- The user can also search by the Edit status of Rejected to view all USRs for the selected carrier id's that has a status of rejected.

The screenshot shows the 'Manage Policy/USR' search interface. The 'USR' tab is selected. The search criteria include 'Policy No.', 'Policy Eff. Date From', 'Policy Eff. Date To', 'Report No.', 'Corr. Seq. No.', 'Combo ID', 'Coverage ID', 'Edit No.', 'Edit Status' (set to 'Rejected'), 'Processed Date From', 'Processed Date To', and 'Web Status'. The 'Search' button is highlighted.

- Once the search results are displayed you can select one or multiple USRs by putting a check mark next to the policy# in the first column. Next click the View/Print Reject Report or Download Reject Report to see the reject report for the selected USRs.

The screenshot shows the search results for the USR search. The search criteria are the same as in the previous screenshot. The search results table is displayed, showing 12 records. The 'View/Print Reject Report' and 'Download Reject Report' buttons are highlighted.

| Carrier ID               | Policy Number | Policy Eff Date | Insured Name | Rpt No.             | Corr Seq No. | Corr Type | Combo ID | Coverage ID | Submission ID | Edit Status  | Web Status |  |
|--------------------------|---------------|-----------------|--------------|---------------------|--------------|-----------|----------|-------------|---------------|--------------|------------|--|
| <input type="checkbox"/> | 99996         | ASWGTOPIC       | 01/01/2009   | ASWG TEST           | 01           | 01        | E        | 6513317     | 24647600      | 201302260004 | Rejected   |  |
| <input type="checkbox"/> | 99996         | DELIN78         | 05/01/2010   | PRED45              | 01           | 00        |          | 6513236     | 24646790      | 201302280001 | Rejected   |  |
| <input type="checkbox"/> | 99996         | DELIN73         | 05/15/2010   | STRATEGIC MOVES LLC | 01           | 00        |          | 6513276     | 24647190      | 201210010022 | Rejected   |  |
| <input type="checkbox"/> | 99996         | JESSICAT        | 01/01/2010   | jessica taylor      | 01           | 00        |          |             |               | 201302270001 | Rejected   |  |
| <input type="checkbox"/> | 99996         | NCRB1           | 01/01/2009   | NCRB 1              | 01           | 00        |          | 6513226     | 24646590      | 201303200001 | Rejected   |  |
| <input type="checkbox"/> | 99996         | NOPOLICY        | 01/01/2010   | no policy edit      | 01           | 00        |          |             |               | 201303200001 | Rejected   |  |
| <input type="checkbox"/> | 99996         | NOPOLICY        | 01/01/2011   | JST 1               | 01           | 00        |          |             |               | 201302260022 | Rejected   |  |
| <input type="checkbox"/> | 99996         | PREDREJ         | 09/18/2011   | PREDREJ             | 01           | 00        |          | 6513276     | 24647190      | 200611060007 | Rejected   |  |
| <input type="checkbox"/> | 99996         | WITS20407A      | 04/01/2011   | WITS 20407          | 01           | 00        |          | 6513308     | 24647510      | 201302260002 | Rejected   |  |
| <input type="checkbox"/> | 99996         | WITS20407B      | 01/01/2011   | WITS 20407B         | 01           | 00        |          | 6513316     | 24647590      | 201302260002 | Rejected   |  |
| <input type="checkbox"/> | 99997         | JESSICA1        | 05/01/2011   | jessica 1           | 01           | 00        |          |             |               | 201302270001 | Rejected   |  |
| <input type="checkbox"/> | 99998         | SYDNEY1         | 11/19/2010   | sydney deane        | 01           | 00        |          |             |               | 201302270001 | Rejected   |  |

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- From the General Search Results users also have the option of clicking the policy#, which is a hyperlink, and this will navigate the user to the View of the USR. From here the user also has the option to Print Reject Report or Download Reject Report.

The screenshot displays the 'Manage Policy/USR' interface. At the top, there is a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below this is a search and action bar with 'SEARCH', 'CREATE USR', 'MY LIST', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'View USR' and shows a 'Processed USR' record. The record details are as follows:

|                   |                           |                  |    |                |           |                |              |
|-------------------|---------------------------|------------------|----|----------------|-----------|----------------|--------------|
| Carrier ID:       | 99996                     | Report No.:      | 01 | Received Date: | 7/29/2011 | Submission ID: | 201302260004 |
| Policy No.:       | <a href="#">ASWGTOPIC</a> | Corr. Seq. No.:  | 01 | Accepted Date: |           | Combo ID:      | 6513317      |
| Policy Eff. Date: | 1/1/2009                  | Correction Type: | E  | Edit Status:   | Rejected  | Coverage ID:   | 24647600     |

Below the record details are several action buttons: '<< Back', 'Add to My List', 'Add to WCSTAT File', 'Correct', 'Replace', 'Modify', 'Save', 'Cancel', and 'Delete'. The 'Print Reject Report' and 'Download Reject Report' buttons are highlighted with a red box. The interface also includes sections for 'POLICY INFO' and 'POLICY CONDITIONS' with various input fields and checkboxes.

## Contact Information

We are dedicated to provide a high level of communication with each carrier during the test period. We will contact you promptly with the results of your test data. If you have any questions, please contact us at (919) 582-1056 or email [support@ncrb.org](mailto:support@ncrb.org).