Unit Data Validation Results

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ACCESSING UNIT DATA VALIDATION RESULTS

Effective October 1, 2018, the DCRB will discontinue sending hardcopy criticism letters. Carriers will be responsible for accessing their criticism letters electronically. The Unit Data Manager (UDM) provides access to validation results (criticism letters) in various formats such as on-screen messages, Microsoft Excel spreadsheets, .pdf, WCCRIT, or through an electronic feed of WCCRIT through the Central Data Exchange (CDX) website. UDM also contains various validation reports which provide users with a global view of their most frequent errors so that carriers can potentially identify and resolve systemic issues.

1. **Validation Results**

   Validation results can be accessed on an individual transaction basis, as a collection of multiple transactions, or in the form of a management report.

   a. Viewing Individual Transaction Results

      To view criticism results for a specific USR, the user should first search for and open the USR transaction. The validation results are displayed on the lower half of the screen. These results can be viewed on-screen OR can be exported as **WCCRIT** or viewed as a **PDF** (.pdf document). See the circled areas in the diagram below.

      Note that the validation results are shown in real-time and users may use the filter options as needed to isolate the specific types of errors.

b. Viewing Multiple USR Results

To view the results for multiple USRs, the user must select the desired criteria from the search screen. The transactions that meet your search criteria will be returned and displayed on the lower half of the page. Users can then select multiple or all (by selecting the box in the blue bar) USRs to export the results into **Excel** or a **WCCRIT** flat file.

c. Viewing Management Reports

Contained within UDM are various reports designed to help the user better manage their data. To view these reports, click on the **Reports** menu item located on the main menu bar. This menu item contains several reports to help the user isolate data reporting issues. See below.

Some of the available reports in UDM are: Processing Results, Top Critical Errors, WCESTAT Error Stats, and Class Code Stats.

2.   **Working with Different File Formats (.xlsx, .txt and .pdf)**

Different carriers consume criticisms in different ways. Based on carrier feedback, we have tried to anticipate this and offer multiple options (and tools) to assist the user in tracking their criticisms.

A. Excel

Users can export their validation results into an Excel spreadsheet.   By exporting your results in an Excel spreadsheet, users have flexibility to sort and format their validation results based on their individual workflow. Exporting to Excel is a good choice for those users that like to work from a control list.

B. WCCRIT Files

WCCRIT is a recognized industry standardized record layout used for the distribution of unit error information. WCCRIT is maintained by the WCIO and included in the Workers Compensation Data Specification Manual. Users should refer to the WCIO website at www.wcio.org for detailed information on this product. Since WCCRIT is essentially a text file, it is a file that needs to be converted and viewed using additional applications. For those carriers who have built their own applications, WCCRIT can be loaded into those applications. WCCRIT can be "picked-up" two ways. See below.

a. WCCRIT via UDM

A user can export WCCRIT from within UDM. WCCRIT can be exported on an individual USR basis or in bulk to include criticisms for multiple USR transactions. WCCRIT is available for download throughout UDM where the **WCCRIT** icon appears. Users should look for this icon:

A WCCRIT button appears on the following screens:

1. Viewing a USR (WCCRIT for individual transaction)
2. Search Results (WCCRIT for multiple transactions)
3. Submission Results (WCCRIT for multiple transactions)
4. Processing Results (WCCRIT for multiple transactions)

b. WCCRIT via CDX

A user can pick up their WCCRIT files in CDX by registering with both the DCRB and CDX to receive their WCCRIT files by way of FTP. Once the service with the DCRB and CDX has been established, users can pick up their WCCRIT file in CDX within several days of submission.

C. PDF Documents

Since UDM validates transactions in real time, it is not efficient or practical for UDM to generate .pdf's for *thousands* of transactions. UDM only allows users to generate criticism letters in a .pdf format on a one-off basis. *However, the DCRB recognizes there are users that may prefer to work from "hardcopy." Accordingly, the DCRB has developed an auxiliary application that will translate WCCRIT files, and create a .pdf file so that users can view or print their criticism letters from their desktops.*

To install the .pdf viewer on your computer, the user should click on the "Download WCCRITViewer" link located at the bottom of the Search Results page. See below.
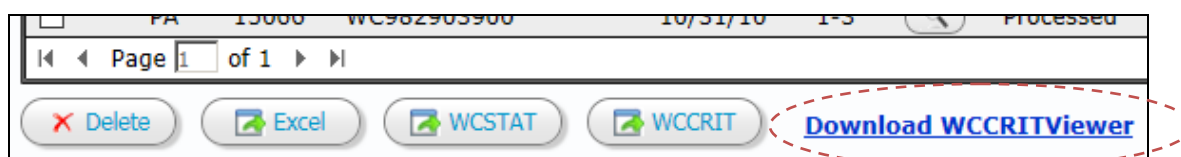
Once you click on the link, the user should follow the step-by-step instructions for installing the viewer.

3. **USR Edits**

DCRB unit data reporting edits have been vastly expanded, and are performed in real-time in UDM. The DCRB is committed to improving data quality throughout the entire data reporting life cycle, and believes that better initial unit submissions will lead to better unit statistical report submissions. The UDM Edit Matrix, which provides a complete list of applicable unit edits, is available within UDM and in the Data Reporting section of the DCRB website. Users are encouraged to familiarize themselves with the list of edits and work towards resolving critical errors as soon as possible in order to have USRs accepted on a timely basis. All rejected submissions will be purged from UDM after 90 days.

Note: This document is intended to educate you on how to access your unit reporting criticisms. For help resolving a specific criticism(s), carriers are encouraged to contact the DCRB through the "Inquiry" button within each transaction which will generate an email to the DCRB's Statistical Reporting department. Users should look for the "inquiry" button shown below.