



November 18, 2016

DCRB CIRCULAR NO. 926

To All Members of the DCRB:

RE: POLICY DATA REPORTING CHANGES – FINAL REMINDER

The DCRB previously announced in Circular No. 918 several changes to policy data reporting procedures. This circular serves as a final reminder notice that the following policy data reporting change will be implemented effective January 1, 2017.

Effective January 1, 2017, the DCRB will no longer accept or process hardcopy policy documents. From that date forward, any hardcopy policy documents received by the DCRB will be returned to the data submitter.

Policy data reporters are encouraged to review Circular No. [918](#) and [908](#) for any additional requirements and visit the Data Reporting section of the DCRB website at www.dcrb.com for the PDM User's Guide, PDM edit matrix, and other pertinent documents.

Please direct any questions as follows:

- Drew Kratz, (215) 320-4432 or dkratz@dcrb.com regarding hard copy policy documents.
- Maela Adao, (215) 320-4401 or madao@dcrb.com for electronic reporting and use of the WCPOLS reporting standards.
- Central Support, (215) 320-4933 or centralsupport@dcrb.com on the use of PDM.

William V Taylor
President