

SearchPoint User's Guide

WCIO Searchpoint Version 1.1

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WCIO SearchPoint

I. Introduction

The Workers Compensation Insurance Organization (WCIO) is a voluntary association of statutorily authorized or licensed rating, advisory, or data service organizations that collect workers compensation insurance information in one or more states. The purpose of the WCIO is to provide a forum for the exchange of information about workers compensation insurance.

The WCIO develops and provides the Workers Compensation Data Specifications Manual which is a compilation of several sets of specifications. The specifications provide standardized formats for electronic exchange of information between Data Collection Organizations (DCOs) and their members.

WCIO SearchPoint is a new interactive application that features content from the WCIO Workers Compensation Data Specifications Manuals, Data Dictionary and Code Lists all in one central location. SearchPoint offers users a new and more efficient method to use the various WCIO products. This application will allow users to view and search the manuals by product and by specific key terms.

SearchPoint provides users the opportunity to search, view and print information from one "point". This eliminates the need to toggle among products and screens. For example, if you search on a data element, the application will return the definition, format, data type, position, size, reporting requirement, data population rules, notes, applicability and valid codes for that specific data element across all data products.

Note: WCMED and WCINDEMNITY are not included in SearchPoint.

This guide will provide an overview of the functions available within SearchPoint and helpful hints for using the application.

It is recommended that the user read this entire document before using SearchPoint.

II. System Requirements

In order to access SearchPoint, users must have access to the internet. SearchPoint is an internetbased system that is compatible with Internet Explorer 6+, Mozilla Firefox 3+ and Google Chrome 4+. The application may be accessed via a link on the WCIO's web site at <u>www.wcio.org</u>.

SearchPoint also requires Adobe Reader for generating reports. If you do not have Adobe Reader installed, it is available as a free download at <u>http://get.adobe.com/reader/</u>.

III. Getting Started

SearchPoint is accessed via a link on the WCIO website, <u>www.wcio.org</u>. To locate the SearchPoint application link, navigate to the WCIO website and click on **SearchPoint** on the left button.

Welcome to the Workers Con The WCIO is a voluntary, not-for-profit WCIO provides shared data specificati practices. Additional specifications are and their authorized representatives.	npensation Insurance Organiza association of workers compensation Data ons for reporting workers' compensation d also available for WCIO standard data pro	ation (WCIO) Collection Organizations (DCOs). The ata to DCOs and promoting best ducts offered by some DCOs to insurers
C SearchPoint	Specifications and Related Documents	Data Reporting Reference Materials

The SearchPoint page contains the application link, as well as the SearchPoint User's Guide and SearchPoint Webinar. To launch the application click on **SearchPoint Application**.

₩CIO	Contact	About Us	Q				
WCIO SearchPoint							
WCIO SearchPoint is an interactive application that features content from the WCIO Workers Compensation Data Specification Lists all in one central location. WCIO SearchPoint offers users a new and more efficient method to use the various WCIO prod	s Manuals, Data ucts. This applic	Dictionary and ation will allow	Code users				
to view and search the manuals by product and by specific key terms. The Data Reporting Handbook has been developed as a reference guide to the WCIO Data Specification Manuals and includes notes/examples that were							
previously contained in the individual data specifications.							
SearchPoint User's Guide SearchPoint V	/ebinar		>				

After clicking the link, the following screen is returned. This is the landing page, or home screen, of the application.

		Contact	About Us	Q
SearchPoint				
Workers Compensation Insurance Organiza	ions	_	Admin login	
	Specification Search			
	Reports			

Upon entering SearchPoint, the user will be presented with two options: **Specification Search** and **Reports**.

Specification Search: Use this button if you would like to search. This section allows the user to enter filter criteria and search the data specifications by element name or by specification. The user may pull up a full specification to view or enter key terms to filter their search of all the specifications at once.

Reports: Use this button to generate a static PDF document. SearchPoint creates Adobe PDF files of the Data Specifications Manual and the Data Dictionary to be used for printing or reading purposes. The DCO Contacts for each specification are also located in Reports.



IV. Specification Search

By selecting **Specification Search**, the user is presented with a blank search screen. To begin the query, the user must select search criteria. There are a few ways to go about conducting a search in this application; the steps for completing these searches are explained further in this section. Keep in mind that you are searching by Element Name (field name).

The most common type of search is a text search. Simply click into the text box and type in the data element name. When doing a text search, the user has the option to perform a Starts With, Contains or Equals search.

- Starts With Enter the first couple letters of what you're looking for, as you enter letters more search results will be returned.
- Contains If you're unsure of the exact name, you can type in a key term and all results that contain that word will be displayed.
- Equals Use this filter when you know the exact element name that you need.

Starts With 🔹 📗	Filters-> Spec. Type:	None Selected 🔹	Version: 05/01/2011 (current) 🔻
Element Name			Class Position A Bytes
atching Elements: 0			
ollapse To Record Types			

To access the different search types, click the drop-down next to the search field.

Starts With	•	
Starts With		
Contains		
Equals		

As you begin typing in the search field, SearchPoint will start filtering through the matching elements. Each matching element is displayed under its corresponding Record Type and Specification.

For example if the user selects **Starts With** and enters "name of" in the search field, the following results are returned.

Starts With 🔻 name of	Spec. Type:	None Selected 🔻	Version:	10/04/2011 (current)	•	Collapse To	Record Ty
Element Name					Class	Position .	Bytes
Specification: GENERAL (1 item)							
Record Type: RTC = 00 (Electronic Transm	ittal Record) (1	item)					
NAME OF DATA PROVIDER CONTACT					AN	78-102	25
Specification: WCCNTL (1 item)							
A Record Type: RTC = 00 (Data Record) (1 i	tem)						
▷ NAME OF INSURED					AN	62-141	80
Specification: WCCRIT (2 items)							
Record Type: RTC = 1 (Header Record) (2	items)						
NAME OF INSURED					AN	63-152	90
▷ NAME OF DCO CONTACT					AN	170-194	25
Specification: WCMODS (1 item)							
Record Type: RTC = 04 (Name Record) (1	item)						
▶ NAME OF INSURED					AN	51-140	90
Specification: WCNOA (7 items)							
Record Type: RTC = 02 (Name Record) (1	item)						
▷ NAME OF INSURED					AN	55-144	90
Record Type: RTC = 09 (Supplemental/Ele	ctions Informat	ion Record) (1 item)					
NAME OF APPLICANT CORPORATE OFFIC	ER, SOLE PROP	RIETOR, PARTNER, (OR MEMBER	OF A LIMITED LIABILIT	Y COM AN	51-110	60
Record Type: RTC = 11 (Prior Policy Insura	ance Record) (3	items)					
NAME OF PRIOR POLICY INSURANCE CO	MPANY				AN	207-246	40
NAME OF PRIOR POLICY INSURANCE CO	MPANY				AN	247-286	40
NAME OF PRIOR POLICY INSURANCE CO	MPANY				AN	287-326	40

All element names that begin with "Name of" have been returned in the search. The results are grouped by Specification and Record Type. These rows are distinguished by different colors. The more text entered in the search field, the smaller the amount of returned Matching Elements. At the bottom of the screen, notice there is a number given as to the amount of **Matching Elements**.

To end the search at any time, or start a new search, click on **Return to Main Menu** on the gray toolbar. This will bring the user back to the home screen.

Another option when doing a Specification Search is to filter by specification. Click on the dropdown next to **Spec. Type** and choose a specification to display.

Starts With 🔹	Spec. Type:	WCPOLS -	Version:	10/04/2011 (current)	•	Collapse To R	ecord Type
Element Name	Element Name I		None Selected		Class	Position 🔺	Bytes
A Specification: WCPOLS (2077 if	tems)	WCCDCI					
Record Type: RTC = 00 (Line)	k Data Common to All Records	WCCNTL		\mathbf{i}			
CARRIER CODE		WCCRIT			N	1-5	5
POLICY NUMBER IDENTIF	IER	WCMODS			AN	6-23	18
▶ RESERVED FOR FUTURE 0	JSE	WCNOA			AN	24-30	7
POLICY EFFECTIVE DATE		WCNOTIFY			N	31-36	6
▶ TRANSACTION ISSUE DA	TE	WCPOLS	_		N	37-41	5
▶ TRANSACTION CODE		WCRATE			N	42-43	2
A Record Type: RTC = 01 (He	ader Record) (39 items)	WCRATING					
LINK DATA		CENEDAL				1-43	43
▶ RESERVED FOR FUTURE 0	JSE	GENERAL			AN	44-45	2
RECORD TYPE CODE					AN	46-47	2
EXPERIENCE RATING COL	DE				Ν	48-48	1
♦ INTERSTATE RISK ID NUI	MBER				N	49-57	9
POLICY EXPIRATION DAT	E				Ν	58-63	6
▷ THIRD PARTY ENTITY (TP	E/TPA/MGA) FEDERAL EMPLOY	ER IDENTIFICATIO	N NUMBER (FEIN)	N	64-72	9
▷ TYPE OF COVERAGE ID C	ODE				Ν	73-74	2
EMPLOYEE LEASING POLI	CY TYPE CODE				Ν	75-75	1
POLICY TERM CODE					Ν	76-76	1
PRIOR POLICY NUMBER I	DENTIFIER				AN	77-94	18

Matching Elements: 2077

This view displays all of the chosen specification's records in order by record type code and then by position. This is essentially the record layout of the specification.

The user may switch the sort order by clicking on the column headings: Element Name, Class, Position and Bytes. It is also possible to rearrange the columns by clicking on the column heading and dragging it to the left or right.

To find a specific record type and view only that record, click on the button **Collapse To Record Types**. This will collapse all of the information down and show only the record types. The user may then expand records individually by clicking on the arrow to the left of the Record Type.

Starts	s With 🔻			Spec. Type:	WCPOLS	•	Version:	10/04/2011 (current)	•	Collapse To Record Types
	Element N	ame							Cl	ass Position - Bytes
⊿ Sp	ecification:	WCPOLS (20)77 items)							-
Þ	Record Typ	e: RTC = 00) (Link Data Comm	on to All Records	s) (6 items)					
⊳	Record Typ	e: RTC = 01	L (Header Record)	(39 items)						
Þ	Record Typ	e: RTC = 02	2 (Name Record) (2	24 items)						
Þ	Record Typ	e: RTC = 03	(Address Record)	(24 items)						
Þ	Record Typ	e: RTC = 04	1 (State Premium P	Record) (31 item:	s)					
Þ	Record Typ	e: RTC = 05	5 (Exposure Record	l) (29 items)						
Þ	Record Typ	e: RTC = 06	6 (Other States Cov	verage Record) (57 items)					
Þ	Record Typ	e: RTC = 07	7 (Endorsement Ide	entification Recor	d) (40 items)					
Þ	Record Typ	e: RTC = 08	3 (Cancellation/Rei	nstatement Reco	rd) (17 items)				

The small arrows to the left of each Specification, Record Type and Element Name are the expand/collapse buttons. To find out more information about a particular element or record, click on the arrow to expand the field.

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Starts With 🔹	Spec. Type: WCSTAT 🔹
Element Name	
A Specification: WCSTAT (309 it	tems)
Record Type: RTC = 0 (Lir	nk Data Common to All Records) (7 items)
♦ CARRIER CODE	
▶ POLICY NUMBER IDENTI	IFIER
RESERVED FOR FUTURE	USE

Once expanded, the user can view three tabs of information for each element. These tabs are **Data Dictionary**, **Specifications** and **Codes**.

The first tab, **Data Dictionary**, contains information from the WCIO Data Dictionary. The Data Dictionary tab displays the following information:

- **Data Element #:** The unique number assigned to the data element name contained in the flat file specification.
- Element Definition: A brief description that explains the meaning of the data element. The definition will apply to all WCIO products although the exact use of the data element will be governed by the individual products and record types.
- **Element Format:** Description of the data type and how the data is interpreted in the file.
- XML Tag: Name given to the data element tag contained in the XML specification.

A CARRIER CODE					
Data Dictionary	Specifications	Codes			
Data Element #:	1125				
Element Definition: Element Format:	The code assigned to the reporting company by NCCI or other DCO.				
	5 N				
XML Tag					

The **Specifications** tab contains information found in the WCIO Data Specifications Manual. This tab displays all of the reporting instructions pertaining to the element within those positions. Each element's reporting instructions have been categorized into three main components: Reporting Requirements, Notes and Population Rules.

The Specifications tab displays the following information:

- **Reporting Requirements:** Describes what is required to be reported.
- **Notes:** Provides additional information about the data element that helps ensure that the data being reported is appropriate and acceptable.
- **Population Rules:** Provides additional info on how the data should be entered or formatted.

- Not Applicable: Indicates that the element is "Not Required" or "Not Allowed" to be reported to the DCO(s). An element that is "Not Allowed" will be edited for compliance by some DCOs.
- Optional: Indicates that the element is not required to be reported to the DCO(s), but may be edited, captured or ignored by the DCO(s) if reported.

ACCIDENT DAT	E		
Data Dictionary	Specifi	cations	Codes
Reporting Require	ements:	Report	the date on which the injury occurred.
Notes:	Notes: This fie		d applies only to individually listed losses.
Population Rules:	Population Rules: Format		YYMMDD.
Not Applicable:		CA	DE MA MI MN NC NCCI NJ NY PA WI
Optional: CA			DE MA MI MN NC NCCI NJ NY PA WI

The last tab, **Codes**, displays the list of valid codes for each data element. For elements that do not have codes associated, this tab is disabled. Each code is shown with its corresponding description, code notes and DCO applicability.

INJURY CODE	(INJURY TYPE)		
Data Dictionary	Specifications	Codes	
Code: 01 -	Death		
Code: 02 -	Permanent Total	Disability	
Code: 03 -	Major Permanent	Partial Disability	N/A: DE, MA, MN, NC, NCCI, NY, PA, WI
Code: 04 -	Minor Permanent	Partial Disability	N/A: DE, MA, MN, NC, NCCI, NY, PA, WI
Code: 05 -	Temporary Total	or Temporary Partial Disability	
Code: 06 -	Medical Claims O	nly	
Code: 07 -	Contract Medical	or Hospital Allowance	N/A: DE, MA, NJ, PA, WI
Code: 08 -	Compromise Dea	th	N/A: DE, MA, MI, MN, NC, NCCI, NJ, NY, PA, WI
Code: 09 -	Permanent Partia	al Disability	N/A: CA, MI, NJ

V. Reports

The **Reports** section of SearchPoint allows the user to download the Adobe PDF versions of all the WCIO Data Specifications. These are similar to the documents that have previously been available on the WCIO Website.

There are four Report types available. All of these reports also have a **Specification Type** and **Version** associated, except for the Data Dictionary, which is comprised of all of the data specifications. The **Specification Type** is the name of the WCIO Data Specification, such as WCPOLS or WCSTAT. The **Version** is the effective date of the manual. By selecting this drop-down the user can view previous versions of the specifications, similar to the Archive on the WCIO

Website. Note that the Version will always default to the most current and will show the date as *mm/dd/yyyy (current)*.

Specification Ty	pe: WCCDCI	• \	/ersion: 10/04,	/2011 (current) •]	View Pdf
			<u></u>		<u> </u>	-

The four **Reports** that are available are:

- Specification This report returns the full WCIO Data Specification Manual for the chosen Specification Type. The user must also select a Specification Type and a Version to view this report.
- Record Layout This report returns the WCIO Data Specification in a condensed layout. This report is created by selecting a Specification Type and the Version. This view of the manual shows the user only the Field Name, Position, Class and Bytes with all of the extra reporting instructions removed.
- Data Dictionary This report returns the WCIO Data Dictionary. The dictionary contains all elements found in the WCIO Data Specification Manual, along with their definitions and formats. The user only needs to select a Version in order to view the report as it contains all of the manuals within this report.
- **Contact** This report returns the DCO contacts for each Specification Type. Phone numbers, email addresses and mailing addresses are shown for all applicable DCOs.

To view a report, the user will first select the type of report from the Report drop-do	wn.
------------------------------------------------------------------------------------------------	-----

	Report:	Specification	• •	
		Specification		
		Record Layout		
Specification Type:	WCCDCI	Data Dictionary	at)	View Pdf
		Contact		

The user will then select a **Specification Type**. The Specification Type drop-down will not be shown if Data Dictionary is selected as the Report.

	Report: Specification	n 💽			
Specification Type:	WCCDCI +	Version: 10/04/2011 (current)	▼ View Pd		
	WCCDCI	0.61			
	WCCNTL				
	WCCRIT				
	WCMODS				
	WCNOA				
	WCNOTIFY				
	WCPOLS				
	WCRATE				
	WCRATING				
	WCSTAT				
	GENERAL				

Finally, the user must select a **Version**. The default will always be the most current version and will be labeled *mm/dd/yyyy (current)*. Once all selections are made, click on **View PDF**.

	Report: Specification				•		
Specification Type:	WCCDCI	Ŧ	Version:	10/04/2011	(current) 🔻	View Pdf	

The report will be generated in a new window as an Adobe PDF file.

There are bookmarks within the PDF to help the user navigate each document. Displaying the bookmarks depends on the version of Adobe installed. In the current version of Adobe Reader, right-click with the mouse and select **Show Navigation Pane Buttons**. This will activate a toolbar on the left side of the screen, where the bookmarks are found.

In addition, a **Summary of Changes** is included with a list of all changes made to the document since the prior version. The Summary of Changes is generated only for the Specification report, and is therefore not included within the Data Dictionary, Record Layout or Contact report.