



Wisconsin Compensation Rating Bureau

262-796-4540 ▲ Fax 262-796-4400 ▲ www.wcrb.org

P.O. Box 3080 ▲ Milwaukee, WI 53201-3080

Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

CIRCULAR LETTER 2909 - OCTOBER 28, 2002

PROCEEDINGS OF THE WISCONSIN RATING COMMITTEE

TO: Members of the Bureau

FROM: Donna Knepper

RE: Proceedings of the Wisconsin Rating Committee
Circular Letter 2906 - September 20, 2002
Item Number 3844 WI Statistical Plan Manual - Amendment

Pursuant to ch 626, Wis. Stats., the State of Wisconsin, Office of the Commissioner of Insurance has advised that the action taken by the Rating Committee has been approved effective October 8, 2002. The attached amendments have been made to the WI Statistical Plan Manual to clarify the fining procedure for overdue or delinquent unit stat reports.

WISCONSIN WORKER'S COMPENSATION STATISTICAL PLAN MANUAL

Effective Date: January 1, 1996

*Reprinted: August 2002

Section II

INTRODUCTION

This Plan contains the necessary instructions for the reporting of experience on the direct business (voluntary and assigned risk) written by the data provider for Worker's Compensation and Employers Liability insurance in Wisconsin. Reporting instructions found in this manual are for the filing of hard copy unit statistical reports. While this manual refers to electronic filing, instructions for electronic filing of unit statistical reports can be found in the *WCIO Workers Compensation Data Specifications Manual* located on the Workers Compensation Insurance Organizations (WCIO) web site [Products](#) section.

Schedule for Filing Unit Report Data

The instructions set forth in this Plan are applicable to all reports for policies effective on or after January 1, 1996 for experience on:

- 1st reports due on and after July 1, 1997
- 2nd reports due on and after July 1, 1998
- 3rd reports due on and after July 1, 1999
- 4th reports due on and after July 1, 2000
- 5th reports due on and after July 1, 2001

The following table outlines the valuation month and report month for each policy effective date.

Policy Effective Date	Valuation Month 18 Months After Policy Effective Month	Report Month 20 Months After Policy Effective Month
January	July	September
February	August	October
March	September	November
April	October	December
May	November	January
June	December	February
July	January	March
August	February	April
September	March	May
October	April	June
November	May	July
December	June	August

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* Fine System for Late Unit Reports

Insurers will be notified of overdue or delinquent reports when the following conditions exist:

- Insurers will receive notice of delinquent unit reports when the Bureau is missing a report. The Bureau will send notice to the insurer at the end of the month when the missing units are finally due. _
- Insurers will be notified of a required report when they submit reports under the following conditions and reports are rejected due to data quality edit failures.

The conditions are:

- when an Insurer submits a Correction Report under the rules found in this manual (see Section I, J. Loss Rules, Page 5 etc.), or
- when an Insurer submits a Subsequent Report, where the previous report level had no open claims.

If a Correction or Subsequent report fails WCRB's edits under these scenarios, the insurer will receive a Reject letter, which serves as the 1st Notice that we expect to receive an error-free unit report. The Reject letter will identify the type of report (correction or replacement) required, as well as the edit failures causing the unit report to fail in WCRB's database.