

Self-Insurance Electronic Data Reporting System



February 13, 2008



Washington State Department of
Labor & Industries

SIEDRS is ready. Are you?

On July 1, 2008, all self-insured employers and their third party administrators must begin submitting claim information to the new Self-Insurance Electronic Data Reporting System (SIEDRS). The new system will gather self-insured information into one database and produce summary reports on the self-insured community as a whole. SIEDRS will greatly enhance the ability of self-insured employers and Labor & Industries (L&I) to evaluate performance.

Volunteers needed for workgroup on SIEDRS rules

L&I is drafting rules, or Washington Administrative Code (WAC), for the administration of SIEDRS reporting.

We need volunteers to serve on a workgroup to provide feedback on the draft rules. If you can participate, please contact Ginny Klapstein or SIEDRS@Lni.wa.gov.

Time is growing short for preparing your computer system

Changes to computer systems and all testing must be complete before July 1, 2008. If a TPA will submit your data, you are still the responsible entity.

After July 1, self-insured employers who are unprepared will be subject to an escalating schedule of penalties, up to and including withdrawal of self-insurance certification.

You will be contacted by L&I staff

Staff from L&I's Self-Insurance Division will be contacting you to ask how you are doing with preparations to report claim data using SIEDRS.

Getting ready may be easier than you think

Every system and situation is different, but SIEDRS participation is largely a matter of sending data you already have.

One well-prepared volunteer estimated that it could take as little as 35 hours of information technology staff time to prepare your system.

Questions?
SIEDRS@Lni.wa.gov

SIEDRS contacts:

Ginny Klapstein
(360) 902-6748

Kathy Whisler
(360) 902-6715

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What system changes are required?

Participation in SIEDRS will require a number of changes to your computer system. These are explained in detail in the *SIEDRS Enrollment Package*, available by contacting L&I at 360-902-6748 or SIEDRS@Lni.wa.gov.

- 1. Identify the data elements you must capture for each new claim.**
Your system probably captures most required elements already. Review the Data Dictionary section of the SIEDRS Enrollment Package to determine the data elements you need to add. Because SIEDRS will only accept data on claims opened on or after enrollment, you won't need to add these data elements to old claims.
- 2. Modify your data input screens to capture the new elements.** See the Data Dictionary for edit rules.
- 3. Modify your system to report paid-to-date amounts, as needed.** In some cases, you may want to create and store new elements rather than calculate these amounts every time you extract data for SIEDRS.
- 4. Create an extract program(s).** This program would read the SIEDRS elements in your system, reformat and map as needed, and write an XML file. It would also make sure that only required updates are sent to SIEDRS.
- 5. Decide how you want to post and retrieve.** You can transfer files to SIEDRS, and retrieve error reports and files from SIEDRS, manually at a specified Internet location. You can also automate this process.
- 6. Plan for error correction.** SIEDRS will provide error reports in a standard format. It will also provide files with raw error data for those who want to create their own report or otherwise process the error data.

How can I get more information?

Information about SIEDRS, including the *Enrollment Package*, is available by sending an email to SIEDRS@Lni.wa.gov. Please include the following information with your request:

- Name
- E-mail address
- Telephone number
- Name of the self-insurer or third-party administrator you represent

Important reminders

- L&I expects to publish the first SIEDRS reports in late 2008 or early 2009.
- Submitting data in SIEDRS will not replace any of your existing processes related to claim adjudication or reporting requirements.
- Watch for a new SIEDRS Web site in late February. The site will include the Enrollment Package, related technical files, and frequently asked questions about the new system.