

Self-Insurance Electronic Data Reporting System



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Self-Insurance Program Manager

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Questions?

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SIEDRS information on the internet

That's right; we're now on the Web. Find important information about the Self-Insurance Electronic Data Reporting System (SIEDRS) online and keep checking back as we're adding content:

www.SIEDRS.Lni.wa.gov

Enroll ► Test ► Be SIEDRS-Ready

Every self-insured employer must begin reporting claims data to SIEDRS on July 1, 2008. This requirement is based on [Substitute House Bill 1310](#) passed during Washington's 2005 legislative session.

- To be ready, you need to enroll. Both the employers and their TPAs must complete an enrollment form. Get your enrollment form on our Web site at:

<http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2266>

Send us the completed enrollment form by:

- Mailing to the address on the form
 - E-mailing to SIEDRS@Lni.wa.gov
 - Faxing to 360-902-6977
- Once enrolled, you need to begin testing as soon as possible. It's likely to take about a month to *test* and work out any bugs.
 - This will allow you to be *SIEDRS-ready* on July 1, 2008 when your first claims data must be received.

Rulemaking now underway

Rules are being developed that specify the frequency and scope of SIEDRS data submittals. We will be putting together a small focus group on the costs of implementing SIEDRS. If you would like to participate, please contact Connie Stewart at 360-902-6715.



Washington State Department of
Labor & Industries

Self-Insurance Electronic Data Reporting System

Preparing for Testing – Questions & Answers

How do I find my Account ID, UBI, and Risk Classes?

SIEDRS requires all three of these data elements. Each self-insurer in Washington is assigned one Account ID. It always begins with a “7”, and is typically formatted like this: 700,000-00. The Account ID is on the quarterly and annual reports mailed to you by Labor & Industries (L&I), along with other L&I correspondence. If you can’t find your Account ID, contact us and we can help.

Once you know the Account ID, call or e-mail us with your contact information. We will produce a report which shows the risk classes, UBI numbers, and Washington business locations for your Account ID.

What data do I use for testing?

We recommend that you:

- ▶ Copy actual claim data to use in your testing
- ▶ Submit test data from several of your clients, if you’re a TPA.

Your test claims can date as far back as January 1, 2006 or even earlier if you let us know.

For more detailed information about what to test, please see pages 10–12 of the [SIEDRS Enrollment Package](http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2278) at <http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2278>

When is the daily cut-off for receiving test data?

Noon (12:00 PM Pacific Daylight Time) is the cut-off for receiving test data each day. This means that if you submit your test data:

- ▶ Before noon, you can expect a report back that same day.
- ▶ After noon, you can expect a report back the afternoon of the following day.

What can I expect to see in my error reports?

When your file is processed, it is possible that you could get a “file-level” error. This is a single message telling you that SIEDRS couldn’t process your file at all. Once you correct the problem, you will need to resubmit that entire file.

If you didn’t have a “file-level” error, SIEDRS will report back all identified data errors. The error report is organized into three sections, with the following headings:

1. “ALL DATA WAS REJECTED FOR THE FOLLOWING CLAIM(S) – PLEASE CORRECT AND RESUBMIT”.
 - ▶ This heading means that for any claims listed in this section, none of the data submitted in that file was processed.
 - ▶ Once corrections are made, all data in that file for the listed claims must be resubmitted.

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[What you can expect to see in your SIEDRS error reports, cont.]

2. "THE FOLLOWING DATA ELEMENTS WERE REJECTED – PLEASE CORRECT AND RESUBMIT".
 - ▶ This heading means that the values for the elements listed in this section were not accepted.
 - ▶ Corrected values need to be submitted to SIEDRS.
3. "THE FOLLOWING DATA ELEMENTS WERE REJECTED – PLEASE DO NOT RESUBMIT THESE DATA ELEMENTS".
 - ▶ This heading is meant to advise you that SIEDRS already has a value for the element you submitted, and that our system did not accept your change.
 - ▶ SIEDRS does not track elements listed under this heading as outstanding errors, and does not expect to receive corrections. This section is simply informational.

Example

You first report a new claim to us and SIEDRS looks at specific fields to see if we already have that worker identified in our system, linked to other claims. If SIEDRS identifies that worker, then the new claim you are reporting is attached to that worker's existing information in our system.

But, our system may have the worker's first name as "John", while you have reported it as "Jonathan." This discrepancy does not cause any data reporting problems and does not need to be corrected. SIEDRS lets you know that we have a different value, and did not accept yours. You don't need to act on this information.