

IAIABC CLAIMS RELEASE 3 STANDARDS: EDIT MATRIX INSTRUCTIONS

Overview

Edits applied by a jurisdiction must be identified on the Jurisdiction's Edit Matrix to assist the sender in understanding the edits that will be applied and the data quality expected by the jurisdiction. The edits that are applied by the jurisdiction should be based on the IAIABC standards and on the jurisdiction's data requirements that were in place on the date of the accident, or the effective date of a statute or rule change and based on the requirements that are indicated on the Jurisdiction Data Element Requirement Table. As such, it may be updated periodically to reflect any changes.

NOTE: When a jurisdiction makes changes to its Claims Edit Matrix, consideration should be given to the suggested implementation dates established in the *EDI IG Publication Standards* on the [IAIABC EDI](#) web page.

The Matrix consists of 5 components:

1. **DN-Error Message** contains "standard" editing developed for R3 data elements.
2. **Value Table** expresses the jurisdiction's acceptable code values
3. **Match Data** describes the data elements that will be used determine if the report will create a new claim or find an existing claim or transaction in the jurisdiction's database.
4. **Population Restrictions** contains the jurisdiction's restrictions applied to the data element(s).
5. **063 Sequence Editing** illustrates logical transaction sequencing for application of edit 063.

The Matrix design conveys to the sender the edits that the jurisdiction will apply to each data element and the edits that will be applied based on population of the data element in the transaction. Editing results determine the outcome for processing the data into their system and communicate the results that will be returned in the Acknowledgment Record for each specific transaction.

Note: The receiver of the acknowledgment, where error(s) are indicated, should evaluate the error(s) and consider revisions to their system edits for data reporting for the specific data element. This will assist in improved data quality and reporting compliance not only for that specific transaction but also for future transactions where the specific data element(s) are sent.

In order for the jurisdiction to successfully convey the specific edits that will be applied, all components of the Edit Matrix should be completed using the following guidelines.

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1. DN-Error Message:

The DN-Error Message spreadsheet provides standard error messages to use in association with adopted edits for all data elements. In addition, it allows the Jurisdiction to elaborate on the data elements that have specific data population restrictions and/or accepted values. This will assist the trading partner in determining specifically what caused a specific error message.

Adopted IAIABC Claims Release 3 Data Element Numbers and Data Element Names are listed down the left column with the Error Message Numbers and associated Error Message descriptions listed across the top of the table.

The spreadsheet is populated with edit defaults. These edit defaults illustrate standard error messages to use in association with adopted edits for all data elements.

Editing Defaults	Meaning
F	Fatal Technical: <i>Those data elements with 'F' on the coordinate indicate Fatal Technical editing where the data elements are essential for a transmission/transaction to be accepted into a jurisdiction's workers compensation administration database or acknowledgment back to the sender</i>
L	Logical Standard Edits: <i>Those elements with 'L' on the coordinate are "logical" standard edits. These edits promote standard editing across jurisdictions.</i>

- a) **Collected Data Elements:** The completed Element Requirement table should be used to determine data elements that are collected.

Requirement Code in descending order of severity
F (Fatal)
FC (Fatal/Conditional)
FY (Fatal/Yes Change)
R (Restricted)
RC (Restricted/Conditional)
M (Mandatory)
MC (Mandatory/Conditional)
Y (Yes Change)
YC (Yes Change/Conditional)
N (No Change)
E (Expected)
EC (Expected/Conditional)
IA (If Applicable/Available)
NA (Not Applicable)
X (Exclude)

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Relaxed Requirement Edits (Error message 001 – Mandatory field not present & 108 – Expected field not present):

Migration from Release 1: Jurisdictions starting EDI with Claims Release 3 and not migrating from Claims Release 1 should not be concerned with this section and should hide the column labeled Relaxed Requirement Edits from the DN-Error Message table, by right clicking on the column and **selecting Hide**.

Jurisdictions migrating from Claims Release 1 to Release 3 should give special consideration to the availability of new Claims Release 3 data elements when completing their edits for claims that were established in Release 1.

Relaxed Requirement Edit Values:

When defining edits for data elements indicated with an L, V or V1 in the *Relaxed Requirements Edits* column, edits must be relaxed based on the conditions. Elements with these requirement codes on the Element Requirement Table are specified as Conditional (MC, EC). Mandatory or Expected edits are only applied to the transaction if the defined condition exists.

- 001 Mandatory Field Not Present is applied to MC
- 108 Expected Field Not Present is applied to EC

L = Claim: This DN was not collected in R1. Requirement is limited to "conditional" on new transactions for existing claims reported in R3 environment because the data may not (and may never be) available on legacy claims. If MC or EC is used, editing may be based on the presence and value of the *Date Claim Administrator Had Knowledge of the Injury* and the jurisdiction's R3 production date".

V = Event: Editing is applied based on **MTC** conditions defined in the Element Requirement Table (benefits being "initiated" or "reinstated") because the data may not have been collected at the time payments were started in the R1 environment. If MC or EC is used, editing is based on the presence and value of the *Benefit Period Start Date* or *Date Claim Administrator Had Knowledge of the Injury* and the jurisdiction's R3 production date".

V1 = Event BTC: Editing is applied based on the jurisdiction's ability to determine if the transaction is reporting the first payment of the **Benefit Type Code** because the data may not have been available if the Benefit Type was initiated prior to the Release 3 implementation date. If MC or EC is used, jurisdiction will only apply the mandatory or expected edit if the first payment of the *Benefit Type Code* is recognized.

NI = No migration impact

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The ***Jurisdiction will apply edits?*** column informs senders of editing that will or will not be applied to elements collected by the jurisdiction and should be completed as follows:

- Jurisdictions should not remove the pre-populated Fs because transactions cannot be successfully processed without applying these standard edits to the elements.
 - Requirement codes more severe than NA: A “Y” should be inserted in the cell for each element with requirement codes more severe than “NA” (note: if any MTCs are indicated with a requirement code of F, FC, FY, R, RC, M, MC, Y, YC, E or EC for the data element, suggested editing should be applied).
 - Requirement code IA: A “Y” should be inserted in the cell if the jurisdiction intends to apply the “standard” editing to these data elements (editing of these data elements is optional).
 - Requirement Code NA or IA: An “N” should be inserted in the cell if the jurisdiction does not collect the data element or does not intend to apply standard editing to data elements with the IA requirement code.
- b) **Applied edits:** To preserve “standard editing”, pre-populated “L’s” (Logical edits) should not be removed. Jurisdictions should indicate edit defaults that will not be applied by leaving the value in the cell and highlighting the cell (Fill Color Gray - 25%) or add edits for each element indicated with a “Y” in the ***Jurisdiction will apply edits?*** column, as outlined below, for edits that will/will not be executed.

Examples (blank Edit Default):

- For each element indicated with a “M” or “MC” requirement code on the Element Requirement Table, an “L” should be inserted in the 001 – Mandatory field not present
- For each element indicated with an “E” or “EC” requirement code on the Element Requirement Table, an “L” should be inserted in the 108 – Expected field not present.

Examples (“L” Edit Default)

- If DN0052 - Employee Date of Birth will not be edited against the Employee Date of Hire, the “L” at the intersection of DN0052 and error message 055 (Must be < Employee Date of Hire) should be grayed out.

****Jurisdictions should take into consideration that the Edit Matrix transaction set edits are established and adopted by the IAIABC to promote standardization across jurisdictions. If error message numbers are needed on the Release 3 DN-Error Message spreadsheet in addition to the error messages presented, please contact the IAIABC and follow the IRR procedures for inclusion in the standards The Error Message Dictionary available at <http://www.iaabc.org/edi.htm> describes the standard use of the adopted Error Messages and is intended to promote standard editing application.***

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c) **Jurisdiction Specific Editing:** There are several Error Messages that may be specific to the jurisdiction's expectations based on their rules/regulations. To apply these edits and elaborate on expected reported values, insert an "L" in the coordinate of the data element number and the applicable Error Message number to indicate that the edit will be applied to the data element. Insert a "P" in the **Population Restrictions Indicator** column to alert the sender to refer to the restrictions described in the **Population Restrictions** component of the Matrix.

- **Content Restrictions:** Population restrictions must be defined for each data element where the following edits are applied (Refer to examples provided in the *Error Message Dictionary*):

Error Message #	Error Message
042	Not Statutorily valid
044	Value is > required by jurisdiction
045	Value is < required by jurisdiction
060	Previous paper documentation not received
064	Invalid data relationship
111	Must be valid content

- **Changes to data value(s):** Some changes to data element values are expected to be reported on an 02 Change transaction. Refer to *02 Change Processing Rules* in Section 4 of the Release 3 Implementation Guide. Jurisdictions may choose to apply edits and limit changes to previously reported values. Limitations to changing of data values are described in the completed Match Data Table and Element Requirement tables (02 Change MTC). Using the completed tables, the following editing should be considered (but not limited to elements indicated)
 - 059 - Non-match data value not consistent with value previously reported: Jurisdictions should insert an "L" in the coordinate of the data element number and Error Message 059 for each data element with a requirement code of "N" in the 02 Change column of the Element Requirement table.
 - 117 - Match data value not consistent with value previously reported: Jurisdictions should insert an "L" in the coordinate of the "Match Data Element" number and Error Message 117 for each data element with a requirement code of Y (must be consistent with Match Data Table).

Edit Defaults	Summary Changes needed to Edit Matrix by jurisdiction
F	Include Edit: The jurisdiction must not remove or gray out the 'F' from data elements with an 'F' on the coordinate.
L	Include Edit: The jurisdiction must not remove or gray out the 'L' from data elements with an 'L' on the coordinate where the jurisdiction will apply the edit to the data element.
(Blank)	Include Edit: The jurisdiction must insert an 'L' on the coordinate for jurisdiction specific edits where the jurisdiction will apply an edit to the data element. <i>'L's' can only be added for the following error messages: 001, 108, 117, 042, 044, 045, 060, 064, 108, 111, 059.</i> Refer to Applied Edits and Jurisdiction Specific Editing (above) for detailed instructions.* <i>If a jurisdiction believes an "L" should be added for any other error message, an IRR should be submitted to the IAIABC.</i>
L	Exclude Edit: The jurisdiction must gray out and not remove the 'L' for all data elements with an 'L' on the coordinate where the jurisdiction will not apply the edit to the data element.

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2. **Value Table:** The Value Table is a tool to assist a jurisdiction determine from the data elements with code values, which of those code values are:
- Code values that are 'Not Statutorily Valid'. These values are indicated with "grayed out" shading in Section 1.
 - Statutorily valid codes required by jurisdiction. These values remain in Section 1 without highlighting.
 - Code values accepted, but not required by the jurisdiction. These values are indicated in Section 2.

The table design conveys to the sender, code values that are expected to be reported to the jurisdiction and values that may be suppressed. It is intended to assist jurisdictions with completion of the Population Restriction Table when 042-Not Statutorily Valid edits are applied to data elements with a standard list of code values.

Using the completed Element Requirement Table, indicate that the element will be collected by inserting a 'Y' in the capture column for each data element with requirement codes more severe than "NA". (The data element is captured if any MTCs are indicated with a requirement code more severe than NA.). Insert "N" if the data element is not collected (NA) or the value will not be edited.

The Value Table includes two sections:

Section 1 – Code values that are 'Not Statutorily Valid' (Code values that are grayed out):

Section 1 contains a list of the 35 data elements where the IAIABC has defined specific code values. The list does not include technical data elements that are addressed elsewhere, elements that have Y/N values or contain external code lists (i.e., state codes, country codes, ASWG codes, NAICS codes, etc.) because it is implied that all standard code values are acceptable if the element is captured. Description of adopted code values are provided in the Data Dictionary (Section 6) of the IAIABC Claims Release 3 Implementation Guide.

For each data element where a "Y" has been inserted into the "Capture" cell leaving the code value in the cell apply the following:

Not Statutorily valid: Code values that are not accepted and will either cause the transaction to be rejected (TR) or an error to be returned (TE) depending on the requirement code for the data element on the Element Requirement Table. Indicate code values that are not accepted in your jurisdiction by leaving the value in the cell and highlighting the cell (Fill Color Gray - 25%).

For Example: DN 0270 – Employee ID Type Qualifier **must be captured** in order to indicate what type(s) of identification numbers are accepted in your jurisdiction. The 5 IAIABC valid values should be evaluated. If any of the standard values are not accepted in your jurisdiction, the inappropriate values should be grayed out in the applicable cell(s). If, for example the jurisdiction does not accept value 'P', the 'P' should be grayed out. The *Population Restriction* Table may indicate either of the following restriction descriptions for Employee ID Type Qualifier:

- The acceptable values are A, E, G and S.
- The unacceptable value is P

Codes required by the jurisdiction: the remaining code values (not highlighted) are "statutorily valid" within the jurisdiction.

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Section 2 – Valid code values, from Section 1, not processed by jurisdiction:

Section 2 provides a way for the jurisdiction to communicate, of the statutorily valid code values from Section 1 that has a "Y" in the "CAPTURE" column, which code values are not processed by the jurisdiction.

If within the remaining codes in Section 1 (statutorily valid), there are code values that are not processed in the jurisdiction, copy the DN number, Element Name and only the "statutorily valid" values from Section 1 to Section 2. Indicate code values that are not processed in your jurisdiction by leaving the value in the cell and highlighting the cell (Fill Color Gray - 25%). Senders may suppress these code values, but if sent, will not be processed/edited by the jurisdiction.

Typical data elements where this condition might apply are:

<u>DN</u>	<u>Data Element Name</u>
DN0130	Benefit Redistribution Code
DN0216	Other Benefit Type Code
DN0226	Recovery Code

3. **Match Data:** the Match Data Table is designed to convey which data elements should be used as primary or secondary "match" data elements. It identifies a transaction as either
- a new claim to create
 - match to an existing claim
 - match to an existing transaction

for updating and processing. The jurisdiction should identify primary match data elements and two or more secondary match data elements.

The jurisdiction should refer to the FROI and SROI models presented in the Match Data/Duplicate Transactions part of the *Processing Rules* described in Section 2 to determine intended 'reality checks' on each incoming transaction to see if the claim and/or transaction has already been established on their database. The completed *Match Data* table must include a Maintenance Type Code as "P" (Primary) Claim Administrator and/or Insurer as "S" (secondary) match data elements to successfully apply the transaction editing suggested in the model.

Duplicate Transactions: The **DN-Error Message** table includes an "L" in the coordinate of DN0002 (Maintenance Type Code) and Error Message Code 057 (Duplicate Batch/Transaction). Using the completed Match Data table, jurisdictions should insert a "P" in the **Population Restrictions Indicator** column for DN0002 (Maintenance Type Code) and describe the Match Data elements that will be used in determining duplicate transactions by inserting a row in the **Population Restrictions** component of the Matrix for each condition where DN0002 (Maintenance Type Code) and Error Message Code 057 (Duplicate Batch/Transaction) will be applied. To simplify error resolution by senders, Error Message Text should be included when multiple conditions will be applied to the DN/Error Message combination.

4. **Population Restrictions:** Jurisdictions should utilize the Population Restrictions Table to elaborate on data elements' specific data population or accepted values for standard error messages. This will assist the trading partner in determining specifically what would cause the error message for the data element (DN).

Using the completed Value Table, insert a "P" in the Population Restrictions Indicator column of the *DN-Error Message* table for each data element where there are code values that are grayed out (**not** accepted) in Section 1. Add the data element to the *Population Restrictions* table, describing the code value limitations that will be applied to the data element. Described limitations with Error

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Message 042 can be based on the number of codes that are either valid or invalid, whichever is easier to illustrate, but does not necessarily need to be done the same for all data elements.

For each data element where a “P” resides in Population Restrictions Indicator column, the Data Element Number (DN), Data Element Name and Error Message Number should be inserted into the *Populations Restrictions* table. Error Message Text may be also included to assist senders with error resolution (Error Message Text is optional)

The Population Restriction column in the table should indicate the specific reason for the generation of the error messages indicated, including MTC limitation, if applicable.

5. **063 Sequence Editing:** “Standard” Transaction Sequencing expectations/limitations are described in Section 4 of the Release 3 Implementation Guide. The Sequencing Table was developed to support the Release 3 standards and provide a means for jurisdictions to elaborate on standard error messages related to transaction “sequencing”.

The table illustrates the sequence in which business events (MTC) typically occur during the life of a claim. When used with the Jurisdiction Event table, the sequence of reporting requirements can be determined. Generic “Error Message Text” is included in the table. Jurisdictions should use the Suggested Error Text, or some variation of it, to assist the trading partner in determining specifically what would cause a “sequencing” error.

Failure of sequencing edits, when applied, result in rejection of the transaction using the 063 - Invalid Event Sequence errors message.

The following outline describes groups of Business Events that may occur and are presented (italicized) on the *Sequencing* table:

- 1) Establish Claim
 - a. Determination not made (UI)
 - b. Report of Injury (00)
 - c. Denial (04)
 - d. Acquired Claim (AQ or AU)
- 2) Initial Payment of Indemnity or equivalent
 - a. Non-payment of Indemnity (04, CD, VE, UI or PD)
 - b. Salary in Lieu of Compensation (EP)
 - c. Initial Payment of Weekly Benefits (IP)
 - d. Initial Payment by New Claim Administrator (AP)
- 3) Changes to benefits (if applicable) (AB, CA, CB, RE, Px)
- 4) Suspension of all benefits (Sx)
- 5) Resumption of Benefits
 - a. Reinstated Salary in Lieu of Compensation (ER)
 - b. Reinstated Weekly Benefits (RB)
- 6) Changes to Resumed benefits (if applicable) (AB, CA, CB, RE, Px)
- 7) Suspension of Resumed Benefits (Sx)
- 8) Claim Closure (FN)

The following groups of Business Events can occur anytime after the claim is established without affecting the typical event sequence (1-8)

- 9) One Time Payment Reporting
 - a. PY (Payment Report)
- 10) Periodic reporting:
 - a. BM (Bi-Monthly)
 - b. BW (Bi-Weekly)
 - c. MN (Monthly)
 - d. AN (Annual)
 - e. QT (Quarterly)

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- f. SA (Sub-Annual)
- 11) Corrections/Changes:
 - a. CO FROI (First Report of Injury)
 - b. CO SROI (Subsequent Report of Injury)
 - c. 02 FROI
 - d. 02 SROI
- 12) Miscellaneous
 - a. 01 (Cancel)
 - b. UR (Upon Request) If this MTC is used by the jurisdiction it should be inserted into the applicable event category on the *Sequencing Table* (FROI and/or SROI)

Completing the Sequencing table:

Using the completed Event Table, “hide” MTCs on the Sequencing Table that will not be accepted before completing the sequencing expectations (highlight row, right click – select *HIDE*. Deletion may complicate adding MTCs later). Insert the applicable indicator in the *Apply Seq Edit?* Column:

- “Y” = the MTC is collected and you intend to apply the sequencing edit to the incoming transaction
- “N” = the MTC is collected but sequencing edits will not be applied
- “NA” = Sequencing edits cannot be applied

Careful consideration should be given to the application or omission of the described “events”. To successfully apply these sequencing edits, jurisdictions must be able to recognize previously reported events and the status of each (transaction accepted/accepted with errors/rejected).

The table presents typical groups of Business Events in a “numbered” series to simplify expression of the expected event in the Element Error Text; the sequence failure can be presented as “1a”, “1b”, etc. When a specific Event in Group 1 is required before Event Group 2, the Element Error Text should be modified to indicate which *Event 1 - Establish Claim* code applies.

Examples:

If a 00 or 04 meets the jurisdiction’s Event 1 requirements, but they must have 00 before they will accept an IP, they would elaborate “Event **1b** or **1c** must first be accepted by <your jurisdiction>” in their Element Error Text on the IP, replacing <your jurisdiction> with your state’s abbreviation. (West Virginia = WV; Maine = ME)

If ANY of the Event Group 1 transactions (MTC) meets the jurisdiction’s requirements before they will accept an IP, the sequencing requirement would be described as “Event 1 must first be accepted by <your jurisdiction>” in their Element Error Text on the IP, replacing <your jurisdiction> with your state’s abbreviation. (West Virginia = WV; Maine = ME)

Jurisdictions may repeat rows where multiple conditions for the MTC may cause the same error. The Element Error Text should be used to describe the unique conditions to assist senders in resolving the error.