NWISP Data Submission Protocols

Association of Workers' Compensation Boards of Canada

AWCBC

ACATC

Association des commissions des accidents du travail du Canada

2015 NWISP Submission

AWCBC Online Data Community (AOC)

NWISP Data Submission Protocols

1. Overview:

This document should be used as a reference with the **Record Layout** document, providing additional information to help you prepare your Lost Time Claim file and Fatality file for your annual NWISP data submission.

2. Protocols:

NWISP Data Submission Protocols	
Submit data to AWCBC via	**AOC** (AWCBC Online Data Community): https://aoc.awcbc.org NOTE: Access to the AOC requires user ID and password. Please email contact@awcbc.org to obtain an account.
File format	ASCII flat file (see the **Record Layout** document on AOC for more detail.) Lost Time Claim and Fatality data are submitted in two separate ASCII flat files.
Record layout	Please use the Record Layout format (see **Record Layout** document).
Uncoded claims	If you have any claims that fall into the reference period, but for any reason were not coded in time, include these as records with **blank fields**, not zeroes. The total number of records will then equal both coded and uncoded claims.
Uncoded variables	**Variables that are not coded should be BLANK.** The number of spaces should replace the length of the variable e.g. '05000' should be replaced by five spaces ' '. **NOTE: The Code Standard used (one digit identifier) must be INCLUDED.**
Leading zeroes	**Please check that leading zeroes are not dropped from codes. (For example, Nature 02000).**
Interjurisdictional Agreement (IJA) claims	IJA claims are to be submitted by the adjudicating jurisdiction.
Accepted Lost Time Claim	An injury where a worker is compensated for a loss of wages following a work-related injury (or exposure to a noxious substance), or receives compensation for a permanent disability with or without any time lost in his or her employment (for example, if a worker is compensated for a loss of hearing resulting from excessive noise in the work place).

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Reference period (Lost Time Claim)	Includes Lost Time Claims by calendar year of injury (or diagnosis in the case of a disease) that has been accepted for payment during the year of the accident, or the three-month period immediately following the reference year.
Fatalities	A death resulting from a work-related incident (including disease) that has been **accepted** for compensation (payment) by a Board or Commission. A Lost Time Claim resulting in an accepted Fatality is reported as a Lost Time Claim **and** as a Fatality. **Both the date of the fatality and the date of acceptance should be included.**
Reference period (Fatalities)	The standard reference period for a Fatality is recorded during the year that the claim was accepted as a Fatality, not the year when the incident causing the death occurred.
Indicating code standards	The single character fields in the record layout used to indicate code standards should reflect the code standard of the data that is submitted to AWCBC.
Conversion of data	**NWISP / OCCUPATION**: Please submit data as coded by your Board or Commission, i.e. please do not convert to old or new coding standards. **INDUSTRY**: If your Board/Commission uses their own industry coding standard, please convert to SIC 1980 and submit to AWCBC. Contact AWCBC should you require conversion tables.
National Occupation Classification (NOC)	If the NOC standard is used for occupation, please use "NS" where occupation is not stated for a particular record. If this is not possible, please state what numbers/characters you use to indicate, "not stated".
More than one code standard used for an industry variable	The AOC can handle situations where more than one code standard was used to encode industry. For example, some records may use SIC70 to code industry and others may use SIC80. NOTE: IMPORTANT: **Each record must reflect the correct code standard identifier e.g. 8 for SIC 1980, 7 for SIC 1970.**