

2015 NWISP Submission Checklist

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Federal Claims

Do you include ALL Federal Government employees in your submission?

If no, list exclusions

Juris	Do you include ALL Federal Government employees in your submission?	If no, list exclusions
NL	Yes	-
PE	No	RCMP, Canadian Forces
NS	Yes	-
NB	Yes	-
QC	Yes	-
ON	Yes	-
MB	Yes	The Government Employees Compensation Act (GECA) does not apply to individuals who are regular members of the Canadian Forces or the Royal Canadian Mounted Police (RCMP). The civilian population that works for these two organizations are covered.
SK	Yes	-
AB	Yes	-
BC	No	Members of the Royal Canadian Mounted Police (RCMP) and the regular force of the Canadian Forces
YT	No	Federal Government employees handled by the Alberta WCB pursuant to the
NT/NU	No	Federal Employees are covered by the Alberta board (GECA)

Do you include ALL Federally regulated industries in your submission?

If no, list exclusions

Juris	Do you include ALL Federally regulated industries in your submission?	If no, list exclusions
NL	Yes	-
PE	No	Fishing - Elective Coverage
NS	Yes	-
NB	Yes	-
QC	Yes	-
ON	Yes	-
MB	No	Banks, First Nation Activities
SK	Yes	-
AB	Yes	-
BC	Yes	-
YT	No	RCMP excluded. Members of the Military excluded.
NT/NU	Yes	-

Self-Insured Claims

Does your data include self-insured claims?

Juris	Does your data include self-insured claims?
NL	Yes
PE	Yes
NS	Yes
NB	Yes
QC	Yes
ON	Yes
MB	Yes
SK	Yes
AB	Yes
BC	Yes
YT	Yes
NT/NU	Yes

Interjurisdictional Agreement (IJA) Claims

Do you include IJA claims adjudicated in your jurisdiction in your submission?

Do you count IJA claims reimbursed by your jurisdiction in your NWISP submission?

Juris	Do you include IJA claims adjudicated in your jurisdiction in your submission?	Do you count IJA claims reimbursed by your jurisdiction in your NWISP submission?
NL	Yes	Yes
PE	Yes	Yes
NS	Yes	Yes
NB	Yes	Yes
QC	Yes	Yes
ON	Yes	Yes
MB	Yes	Yes
SK	Yes	Yes
AB	Yes	No
BC	Yes	Yes
YT	Yes	Yes
NT/NU	Yes	No

Standards - Injury (NWISP) Standard

What Injury Standard/Structure does your jurisdiction code to?

What Injury Standard/Structure does your jurisdiction submit to AWCBC?

Juris	What Injury Standard/Structure does your jurisdiction code to?	What Injury Standard/Structure does your jurisdiction submit to AWCBC?
NL	NWISP 2012	NWISP 2012
PE	NWISP 2012	NWISP 2012
NS	NWISP 2012	NWISP 2012
NB	NWISP 2012	NWISP 2012
QC	NWISP 2004	NWISP 2004
ON	NWISP 2012	NWISP 2012
MB	NWISP 2012	NWISP 2012
SK	NWISP 2012	NWISP 2012
AB	NWISP 2012	NWISP 2012
BC	NWISP 2012	NWISP 2012
YT	NWISP 2004	NWISP 2004
NT/NU	NWISP 2009	NWISP 2009

Standards - Industry Standard

What Industry Standard does your jurisdiction code to?

What Industry Standard does your jurisdiction submit to AWCBC?

Does your jurisdiction plan on moving to a new Industry coding standard?

Juris	What Industry Standard does your jurisdiction code to?	What Industry Standard does your jurisdiction submit to AWCBC?	Do you plan on moving to a new Industry coding standard?	If yes, what Standard?
NL	SIC 1980	SIC 1980	No	-
PE	SIC 1980	SIC 1980	No	-
NS	SIC 1980	SIC 1980	No	-
NB	NAICS 1980	NAICS 1980	No	-
QC	SIC 1980	SIC 1980	Yes	NAICS
ON	Others	SIC 1980	No	-
MB	SIC 1970	SIC 1970	Yes	NAICS
SK	Sask 1980	Sask 1981	No	-
AB	SIC 1980	SIC 1980	No	SIC 1980
BC	SIC 1980	SIC 1980	Yes	NAICS
YT	Yukon 1980	SIC 1980	No	-
NT/NU	SIC 1980	SIC 1980	No	-

ICD9/ICD10

Does your jurisdiction code for ICD 9 or 10 in addition to Nature of Injury and Part of Body?

Juris	Does your jurisdiction code for ICD 9 or 10 in addition to Nature of Injury and Part of Body?
NL	No
PE	No
NS	No
NB	No
QC	No
ON	No
MB	Yes
SK	No
AB	Yes
BC	Yes
YT	No
NT/NU	No

Standards - Occupation Standard

What Occupation Standard does your jurisdiction code to?

What Occupation Standard does your jurisdiction submit to AWCBC?

Does your jurisdiction plan on moving to a new occupation coding standard?

Juris	What Occupation Standard does your jurisdiction code to?	What Occupation Standard does your jurisdiction submit to AWCBC?	Does you plan on moving to a new occupation coding standard?	If yes, what
NL	NOC 2001	NOC 2001	No	-
PE	NOC 2001	NOC 2001	No	-
NS	NOC 1991	NOC 1991	No	-
NB	OCM 1971	OCM 1971	No	-
QC	CCDO 1980	CCDO 1980	Yes	NOC 2001
ON	NOC 1991	NOC 1992	Yes	Others
MB	NOC 2006	NOC 2006	No	-
SK	NOC 2006	NOC 2006	No	Others
AB	Others	Others	No	-
BC	Others	NOC 2006	No	Others
YT	NOC 2006	NOC 2006	No	-
NT/NU	SOC 1991	SOC 1991	No	-

Coding - Timing

When do you code these variables? (e.g. at registration, after adjudication, at a specified time, when medical report received, etc)

When do you code

Juris	Age	Gender	Nature	Source	Event	Part of Body	Occupation	Industry
NL	Registration	Registration	Registration	Registration	Registration	Registration	Registration	Registration
PE	At Registration	At Registration	During Adjudication	During Adjudication	During Adjudication	At Registration	During Adjudication	Assigned with Employer at Registration
NS	At Registration	At Registration	All Time Loss claims and any No Time Loss claim requiring complex medical treatment (such as, physiotherapy, chiropractic, or prescriptions, or any medical expenditures in excess of \$200) will be coded at registration.	All Time Loss claims and any No Time Loss claim requiring complex medical treatment (such as, physiotherapy, chiropractic, or prescriptions, or any medical expenditures in excess of \$200) will be coded at registration.	All Time Loss claims and any No Time Loss claim requiring complex medical treatment (such as, physiotherapy, chiropractic, or prescriptions, or any medical expenditures in excess of \$200) will be coded at registration.	All Time Loss claims and any No Time Loss claim requiring complex medical treatment (such as, physiotherapy, chiropractic, or prescriptions, or any medical expenditures in excess of \$200) will be coded at registration.	At Registration if available on claims form	At Registration if covered employer

Coding - Updating Initial Coding

Does your jurisdiction update initial coding?

If yes, when? (e.g. after set time period, when new medical report received, other)

Juris	Does your jurisdiction update initial coding?	If yes, when? (e.g. after set time period, when new medical report received, other)
NL	Yes	Quality Control check/New information received
PE	Yes	When new medical information received
NS	Yes	All claims initially coded at registration are reviewed 6 weeks following provided new medical info has come in.
NB	Yes	New medical report received
QC	Yes	POB can be revised when coding other variables. Otherwise, if new information, eg report following deadly injury; revision from pulmonary diseases committee
ON	Yes	when new medical report received
MB	No	-
SK	Yes	Will review at 14 weeks and/or when claim is closed
AB	Yes	When we receive the employer and/or physician report or receive this information through rapid report, registration clerks receive a task to update information
BC	No	-
YT	No	Codes are not typically updated, unless data is missing or problems identified via the QA process.
NT/NU	Yes	When new medical report received

Secondary Source

Do you code secondary source?

Juris	Do you code secondary source?
NL	Yes
PE	Yes
NS	Yes
NB	Yes
QC	Yes
ON	Yes
MB	No
SK	No
AB	Yes
BC	Yes
YT	No
NT/NU	Yes

Permanent Disability Claims - Included in Lost Time Claims

Does your Board/Commission include claims where there is no lost time but compensation is received for a permanent disability in your NWISP Lost Time Claim counts?

If yes, please list (i.e. hearing loss)

Juris	Do you include claims where there is no lost time but compensation is received for a permanent disability in your NWISP Lost Time Claim counts?	If yes, please list (i.e. hearing loss)
NL	No	-
PE	Yes	Hearing Loss
NS	No	-
NB	Yes	hearing loss; mesothelioma
QC	Yes	hearing loss, pulmonary diseases (asbestosis, silicosis, cancer, mesothelioma)
ON	No	-
MB	Yes	mostly hearing loss
SK	No	-
AB	Yes	Hearing loss
BC	Yes	hearing loss, asbestosis
YT	Yes	Hearing loss. Any other permanent impairment without earnings loss benefits.
NT/NU	Yes	Hearing loss; Industrial Disease

Lost Time Claims that become Fatalities - Both Counted

If an accepted Lost Time Claim turns into an accepted Fatality in the same reference period is it included in your NWISP submission?

If an accepted Lost Time Claim from a previous reference period turns into an accepted Fatality (in subsequent reference period), do you include that fatality in your NWISP submission?

Juris	If an accepted Lost Time Claim turns into an accepted Fatality in the same reference period is it included in your NWISP submission?	If an accepted Lost Time Claim from a previous reference period turns into an accepted Fatality (in subsequent reference period), do you include that fatality in your NWISP submission?
NL	Both	Yes
PE	Both	Yes
NS	Fatality file	No
NB	both	Yes
QC	Both	Yes
ON	Both	Yes
MB	Both	Yes
SK	Both	Yes
AB	Both	Yes
BC	Both	Yes
YT	Both	Yes
NT/NU	Fatality file	No

Why was "Unknown" used for the following variables:

Juris	Do you use the 'Unknown' Code?	Age	Gender	Nature	Source	Event	Part of Body	Occupation	Industry
ON	Yes	information not available at time of coding	information not available at time of coding	information not available at time of coding	information not available at time of coding	information not available at time of coding	information not available at time of coding	information not available at time of coding	information not available at time of coding
MB	Yes	N/A	N/A	information not available at time of coding	information not available at time of coding	information not available at time of coding	information not available at time of coding	N/A	information not available at time of coding
SK	Yes	Information not available	Information not available	Information not available	Information not available	Information not available	Information not available	Information not available	Information not available
AB	Yes	When there is insufficient current information on file to assign a related or relevant code	When there is insufficient current information on file to assign a related or relevant code	When there is insufficient current information on file to assign a related or relevant code	When there is insufficient current information on file to assign a related or relevant code	When there is insufficient current information on file to assign a related or relevant code	When there is insufficient current information on file to assign a related or relevant code	When there is insufficient current information on file to assign a related or relevant code	When there is insufficient current information on file to assign a related or relevant code
BC	Yes	no information on file	no information on file	no information on file	no information on file	no information on file	no information on file	no information on file	N/A
YT	Yes	Missing age is coded as age = 0	Missing or unknown gender is coded to "Unknown"	Missing nature code is coded to "Not Coded"	Missing source code is coded to "Not Coded"	Missing event code is coded to "Not Coded"	Missing part-of-body is coded to "Not Coded"	Missing occupation code is coded to "Not Stated"	Missing industry code is coded as missing.

Why was "Unknown" used for the following variables:

Juris	Do you use the 'Unknown' Code?	Age	Gender	Nature	Source	Event	Part of Body	Occupation	Industry
NT/NU	Yes	Coding takes place prior to adjudication	Coding takes place prior to adjudication	Coding takes place prior to adjudication	Coding takes place prior to adjudication	Coding takes place prior to adjudication	Coding takes place prior to adjudication	N/A	N/A

Code Usage - "Unspecified or Undefined" (Industry)

Please explain why the use of a "Unspecified or Undefined" code was necessary when coding industry.

Juris	Please explain why the use of a "Unspecified or Undefined" code was necessary when coding industry.
NL	Our jurisdiction uses some "custom specific" SIC codes that do not comply with the national standard
PE	N/A
NS	Some claims are allocated to internal accounts - may be no way to track to specific employer (occ disease), IJA claims,
NB	N/A
QC	?
ON	Do not code this variable but it is converted to SIC 1980 for submission purposes only
MB	Defunct (Out of Business) Firm, Code Conversion, Files Destroyed
SK	Information not available
AB	Appropriate charging information for the employer account is not available or the account is closed
BC	N/A
YT	Missing industry codes are coded as missing.
NT/NU	N/A

Code Usage - "Not Stated" (Occupation)

Please explain why the use of a "Not stated" code was necessary when coding occupation.

Juris	Please explain why the use of a "Not stated" code was necessary when coding occupation.
NL	N/A
PE	N/A
NS	Occupation is (unfortunately) not a mandatory field for entry during claim registration
NB	blank on employer report of accident
QC	-
ON	We use '0000' when occupation is not available
MB	Not Stated (NS) code is used when
SK	Information not available
AB	The occupation of the injured worker was not provided on any of the reports submitted
BC	N/A
YT	Missing occupation code is coded to "Not Stated"
NT/NU	N/A

Quality Control Measures

What Quality Control measures does your jurisdiction have in place with respect to?

What Quality Control measures does your jurisdiction have in place with respect to?

Juris	Coding	File Format / Record Layout	Data reasonableness	Signoff
NL	Coding reference manual, Application functionality	ITS function	Periodic queries, AOC Data check	2 levels of staff
PE	Invalid Code Combination integrated into system & DataCheck	DataCheck & AOC	Comparison to volumes published in Annual Report, spot checks, etc.	Reviewed by Statistical Analyst and NWISP Administrator
NS	Periodic peer review, pre-canned reports to identify unspecified / unknown codes, identification of errors through project work, etc.	Data Check	Comparison to volumes published in Annual Report, spot checks, etc.	Reliance on AOC for email reminder
NB	audited	Information Technology	reviewed	Michel Daigle
QC	Valid code tables (N, POB, E, S, SS); Valid code combinations tables (N-POB, N-E, ES)	Formatted file	-	Submission completed + reported errors corrected
ON	internal online coding system ensures that only a "valid" code is entered for each variable and use AWCBC Online Tool "datacheck" to ensure that coded data has valid code combinations	Follow the AWCBC protocols/format to verify data	Validate against the Annual Statistical Report (By the Numbers) to ensure consistency	Assistant Director and/or Director in Business Analytics Branch (CBIA Division) agree to release information to AWCBC only after internal validation process completed - WSIB/NWISP Representative does the online submission once go ahead received
MB	Cannot close a claim until coding has been completed, monitoring of code	Data Checker application, peer review	peer review	peer review

What Quality Control measures does your jurisdiction have in place with respect to?

Juris	Coding	File Format / Record Layout	Data reasonableness	Signoff
SK	Invalid code combination checks; supervisor sampling and review	AWCBC submission feedback	Review any significant changes from previous years	Review data to see if it matches annual report data
AB	A monthly audit is completed on claims registered by the Registration Clerks. Ten randomly selected claims for each Registration Clerk are audited for accuracy of registration procedures and coding.	A monthly audit is completed on claims registered by the Registration Clerks. Ten randomly selected claims for each Registration Clerk are audited for accuracy of registration procedures and coding.	A monthly audit is completed on claims registered by the Registration Clerks. Ten randomly selected claims for each Registration Clerk are audited for accuracy of registration procedures and coding.	A monthly audit is completed on claims registered by the Registration Clerks. Ten randomly selected claims for each Registration Clerk are audited for accuracy of registration procedures and coding.
BC	spot checking/verification coding, group discussions, use of data check software	review and ensure that record layout and file format are consistent with the requirements of NWISP	review and verification of sample data	review of tabulated data from NWISP
YT	Minimal. Run queries to detect missing and unknown codes. Run invalid code combination queries. Use AOC test submission tool.	Review standards each year. Format/record layout revised accordingly. Data Check used.	Review summary tabulations and look for inconsistencies. Inspect outliers.	Sigh-off by Statistical Analyst.
NT/NU	Online Data Check	Online Data Check	Reviewed by the Data Analysts and VP of Executive Services	Signed off by VP of Executive Services

Sign-off

Who signs off on NWISP data? (E-mail)

Does someone at Executive level review data prior to signoff?

Juris	Who signs off on NWISP data? (E-mail)	Does someone at Executive level review data prior to signoff?
NL	krogers@whscc.nl.ca	No
PE	llmacewen@wcb.pe.ca dpmacdonald@wcb.pe.ca	No
NS	brian.field@wcb.gov.ns.ca leo.mckenna@wcb.gov.ns.ca	Yes
NB	michel.daigle@ws-ts.nb.ca	No
QC	sylvie.blouin@csst.qc.ca	No
ON	Julius_veracion@wsib.on.ca	No
MB	rrennie@wcb.mb.ca	No
SK	acampbell@wcbsask.com gklass@wcbsask.com	No
AB	norman.samaroo@wcb.ab.ca	No
BC	joseph.wong@worksafebc.com	No
YT	Michael.mccormick@gov.yk.ca	No
NT/NU	Susan.Abernethy@wscc.nt.ca	Yes