

Self-Insurance Electronic Data Reporting System (SIEDRS)

User Training

www.Lni.wa.gov/SIEDRS

SIEDRS@Lni.wa.gov



Washington State Department of
Labor & Industries



Purpose of SIEDRS

Brief history

Benefits of electronic
reporting

Terminology



Brief history

- In 2002, L&I and the Washington Self-Insurers Association (WSIA) collaborated on an idea to create an electronic data collection and reporting system.
- In 2005, legislation passed which requires self-insurers to report data to L&I electronically. It also required L&I to create a system to collect it.
- Reporting data to this system was mandatory starting July 1, 2008.

Benefits of electronic reporting

Legislation's intent

- Improve information available to policy-makers
- Identify opportunities for improvement in self-insurance
- Improve L&I's ability to target its auditing programs and its effectiveness
- Make the [self-insured workers' compensation] system more accountable

Benefits of electronic reporting

Additional benefits

- Expedites establishment of claims in L&I's system
- Helps L&I's data more closely match the data in self-insured claim administrators' systems
- Establishes medical-only claims sooner, enabling a more comprehensive view of self-insurance claims

Terminology

- **Submitter** – An entity that is directly involved in sending data to L&I via SIEDRS.
 - A self-insured employer (SIE) is a submitter only when they send their SIEDRS data themselves. Only some SIEs are submitters.
 - A third party administrator (TPA) is a submitter when they send SIEDRS data on behalf of their self-insured clients. Most TPAs are submitters.
- **Non-submitter** – A self-insured employer which hires a third-party company to send SIEDRS data on their behalf. This is usually done by their claims administrator (TPA).
- **MFT** – Managed File Transfer, a secure file transfer service used to send data to SIEDRS and retrieve reports.

Responsibilities

Employer and
submitter

Checking compliance
status



Responsibilities

RCW 51.14.110(2)(c) holds that...

Electronic submittal to the department of specified claims data is required to maintain self-insurance certification.

Self-insured employer responsibilities

- Submit data in-house or hire a third party
- Ensure a file submission is made for your account every month, even when there is no new data to report
- Keep SIEDRS point of contact information up-to-date
- Ensure you can access your SIEDRS mft.wa.gov account to retrieve reports
- Notify L&I of any changes in your firm structure (such as company mergers) and when switching TPAs

Data submitter responsibilities

- Keep SIEDRS point of contact information up-to-date
- Ensure you can access your mft.wa.gov account
- Configure your system to capture all data elements required for SIEDRS reporting and produce SIEDRS extract files
- Establish a process for submitting files
- Monitor, troubleshoot and correct errors within 10 days of error notice
- Ensure a file is submitted for each employer's account you submit for every month, even when there is no new data to report

Checking compliance status

File submission status

- SIEDRS sends a confirmation email to both the submitter and employer (if different) when your data is processed.
- Check the last time your data was submitted. If it has been 41 or more days, your file is late.
- SIEDRS sends late file notification emails once a week to all employers and submitters who are late reporting.
 - For submitters, it goes to the last submitter who sent data for that employer.

How SIEDRS Works

SIEDRS and claims
management

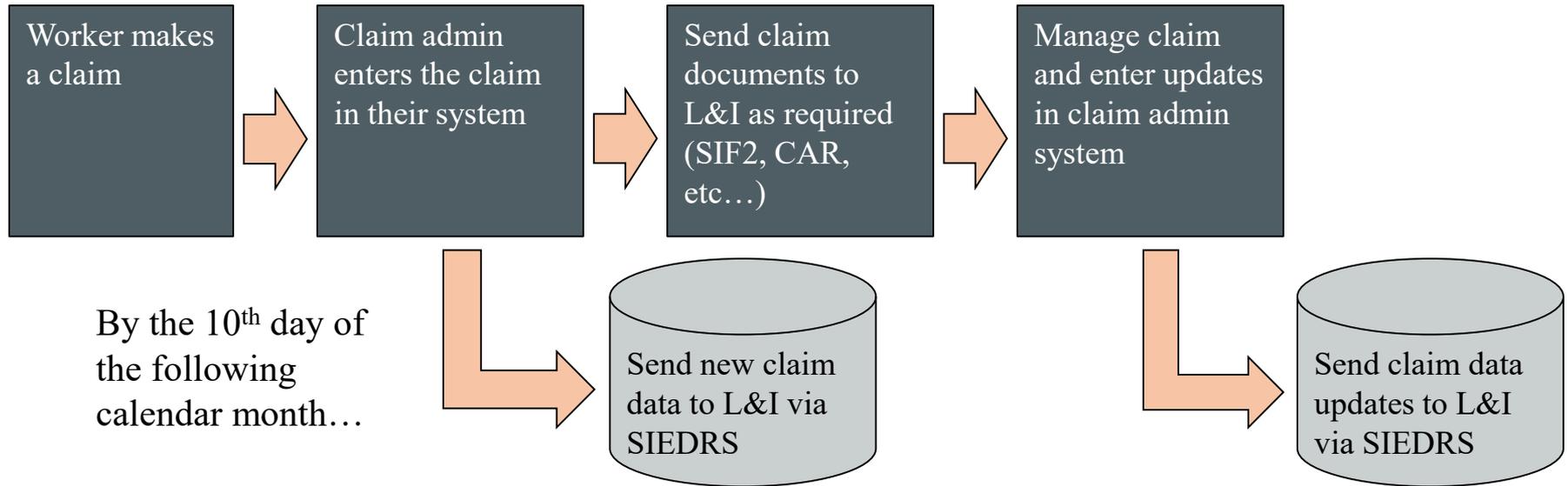
Switching TPAs

Retrieving SIEDRS
reports



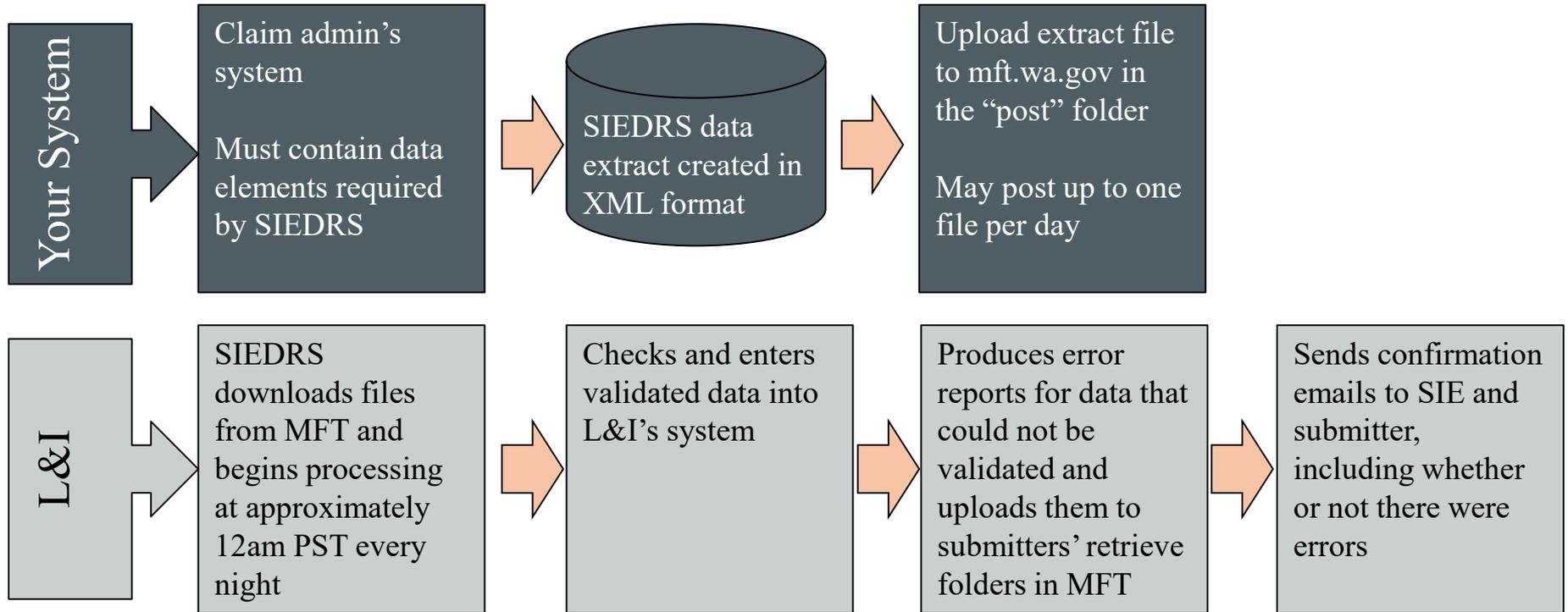
SIEDRS in the context of a claim

Claim Management Proceeds Normally

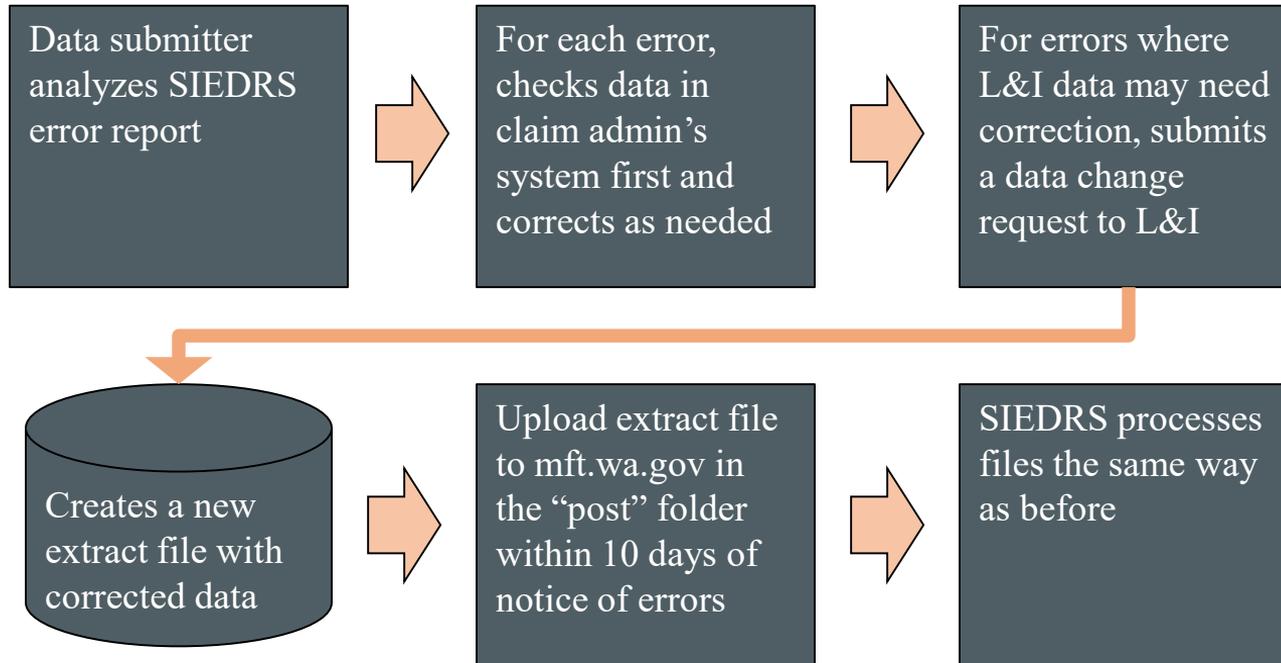


SIEDRS Reporting Occurs Concurrently

From your system to L&I's



Correcting errors



Switching TPAs

Important things to know

- Common time when lapses in SIEDRS reporting occur
- Data not received notices go to the SIE's point of contact email and the last submitter – not necessarily the current claim administrator
- It is the self-insurer's responsibility to notify L&I when switching TPAs. The TPA cannot do this for them.

Switching TPAs

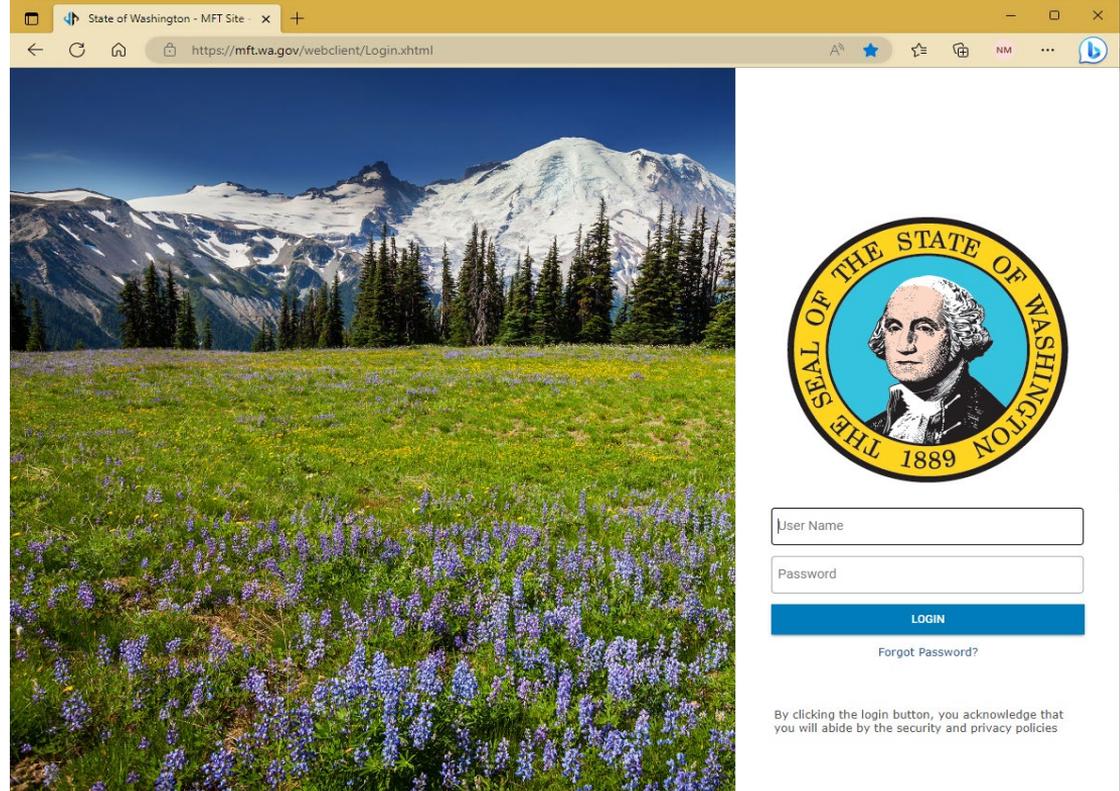
How SIEDRS Support can help

- SIEDRS support can provide the new TPA with data to aid the transition:
 - List of UBIs and business locations L&I has on record for the account
 - Risk classes
 - Claim data (Only what was reported to L&I. You still need data from the prior TPA.)
 - Claim number ranges assigned to the self-insured employer
 - SIEDRS enrollment date

How to retrieve reports in MFT

1. Go to mft.wa.gov
2. Log in with your SIEDRS MFT credentials (vst_sdr___)

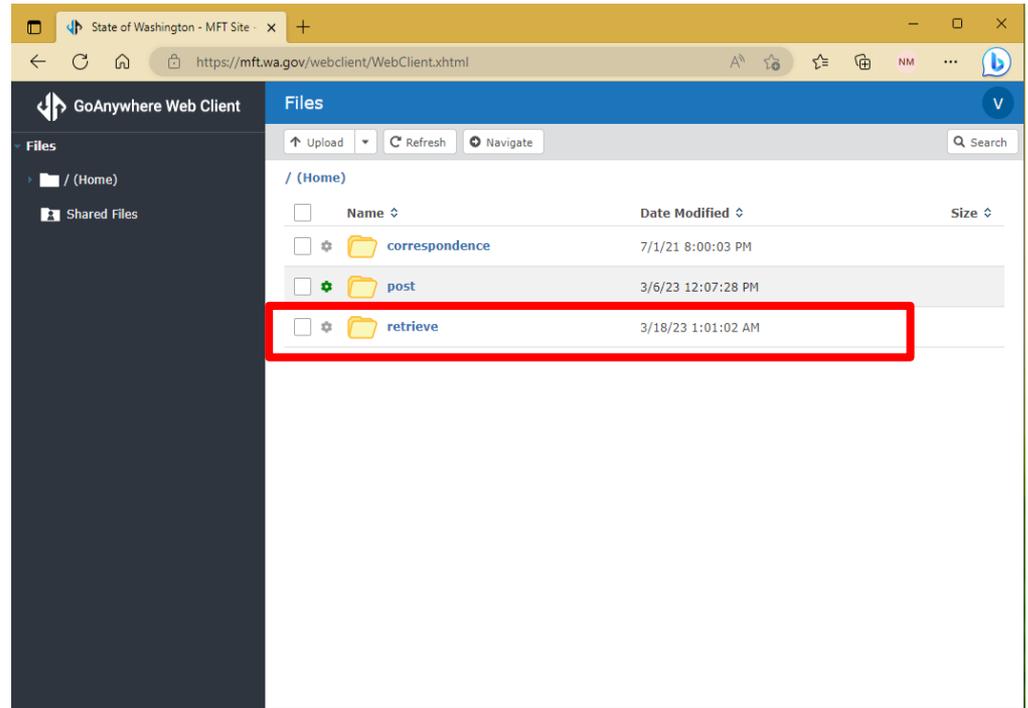
Contact SIEDRS@Lni.wa.gov if you need help with access



How to retrieve reports in MFT

3. Select the “retrieve” folder

Self-insurers who have their data submitted by a third party only have a retrieve folder.

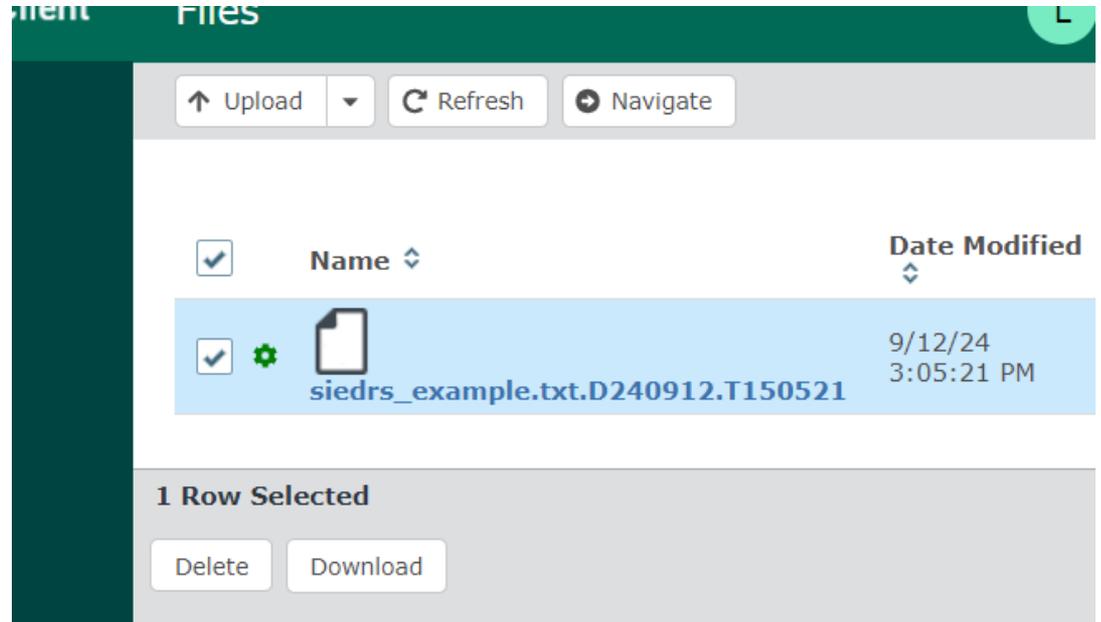


How to retrieve reports in MFT

4. Select the file(s) you want to download

5. Select download

MFT automatically deletes files after 14 days



How to retrieve reports in MFT

Date/time added to file names after extension

- Mft.wa.gov adds the date and time the file was uploaded to the name of every file after the extension.
- If you open the file with the name as-is, you will need to select a program to open it.

Example

siedrsfile12345.pdf.D240501.T040027

Windows can't open this type of file
(.T040027)

[Try an app on this PC ↓](#)

OK

How to Submit Data

How to submit a file

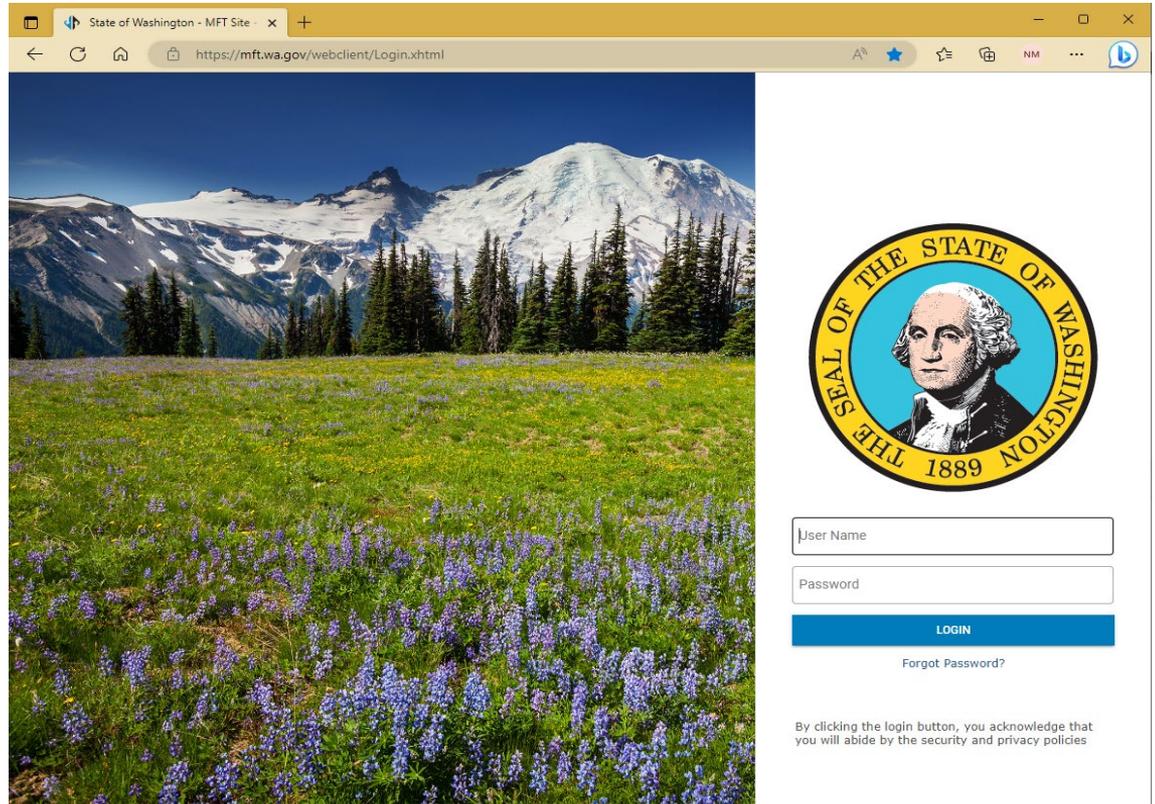
How to use MFT



How to submit a file on MFT

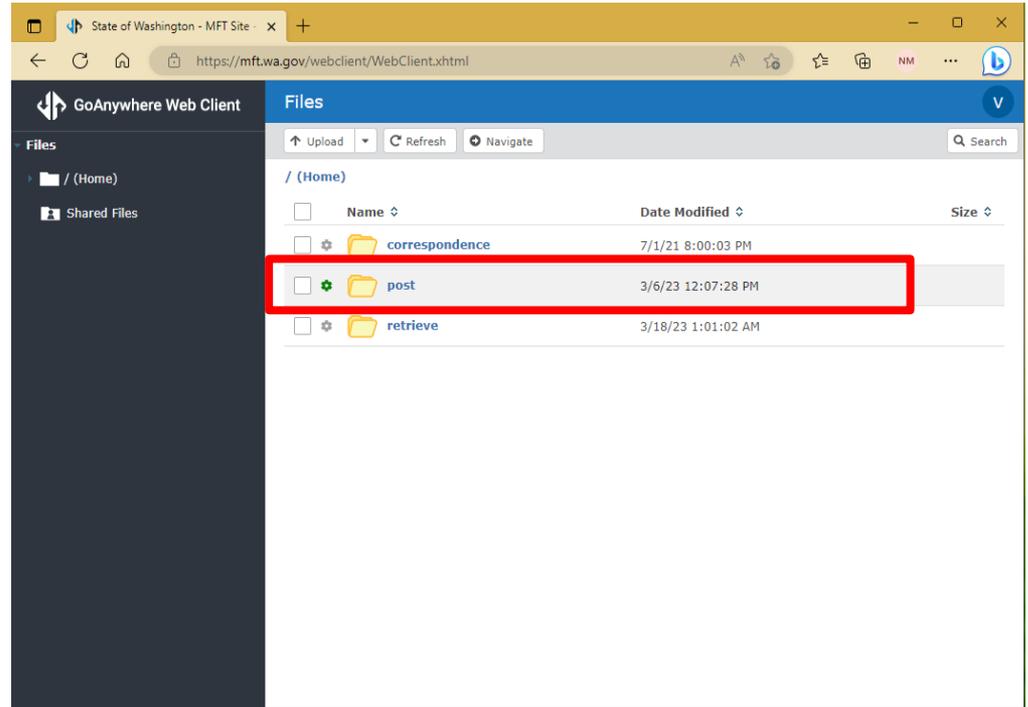
1. Go to mft.wa.gov
2. Log in with your SIEDRS MFT credentials (vst_sdr___)

Contact SIEDRS@Lni.wa.gov if you need help with access



How to submit a file on MFT

3. Select the “post” folder



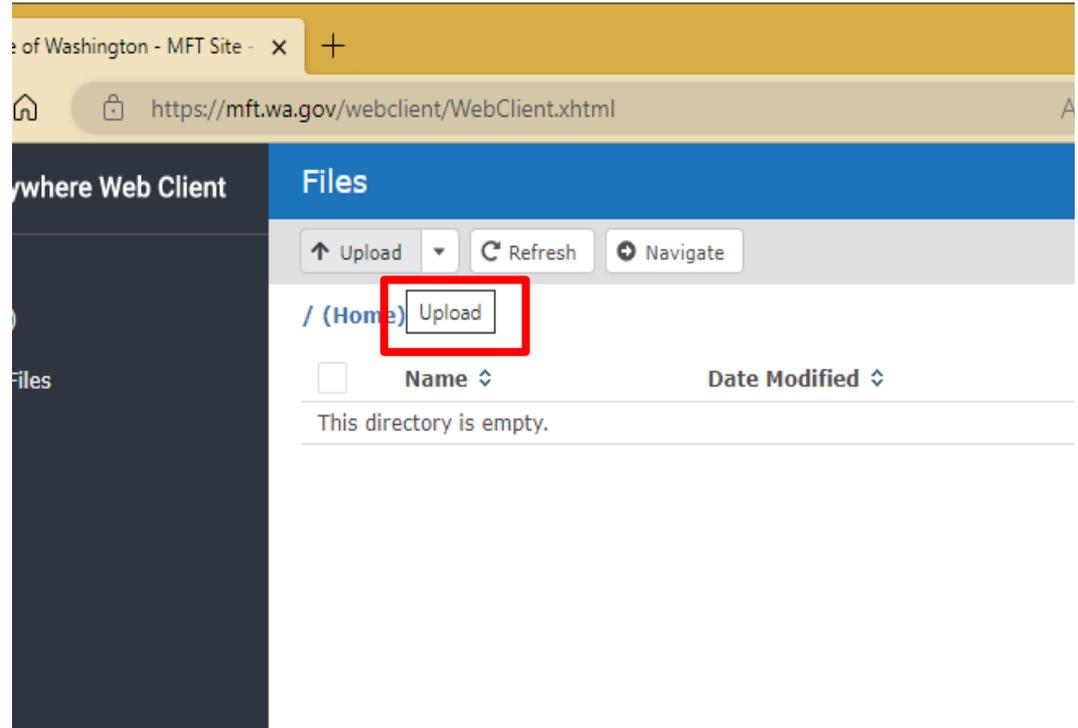
How to submit a file on MFT

Submit a file manually

4. Upload your file

It may “disappear” a few seconds after uploading. That is normal.

SIEDRS has moved your file in preparation for processing.



How to use MFT

Additional notes

- Only submit one file per day. Else, all files you submitted that day will be rejected.
- Do not encrypt your files. MFT does that and will not accept a file that is already encrypted.
- Your organization may connect to MFT using a script or an FTP client. The process is the same, but the interface may look different for you.
- L&I can provide limited assistance if your submission process uses technology not administered by us.

How to use MFT

Additional notes

- Never put anything other than SIEDRS data extracts intended for submission in the “post” folder.
- The “retrieve” folder in MFT is where you go to collect reports SIEDRS produces. Example: Error reports
- The “correspondence” folder is for exchanging other types of files with SIEDRS support. Example: Data change requests
- MFT automatically deletes files that are older than 14 days

Claims data is confidential !!

Never send documents containing claims information through normal email. Use a secure service like MFT or L&I's fax lines. This includes:

- Error reports
- Data change requests
- Claim documents like CARs, SIF-2s, and so on...

Data requirements

File requirements

Data requirements

Payment data

Correcting indemnity
payment records



File Requirements

- Files must be in the prescribed XML format
- All nodes (tags, or field names) must be spelled correctly
- Group all claim records after account id for a given employer
- Each account id and claim id may appear only once per file
- Each claim element may appear only once per claim
- Each payment element may appear only once per payment record
- Each claim may have multiple payment records

Data requirements

General

- Claims opened before the employer's SIEDRS enrollment date are not reportable.
- Some elements are specific to SIEDRS. You may need special fields for these, or crosswalk them from existing ones in your system.
- Formatting for all data elements is detailed in the SIEDRS Guide, downloadable from L&I's public website:

[Lni.wa.gov/SIEDRS](https://lni.wa.gov/SIEDRS)

Data requirements

Elements required in every extract

- Account ID
- Uniform Business Identifier (UBI)
- Claim number
- Date entered

Data requirements

Elements required to report a new claim in L&I's system

- Risk class
- Claimant first name
- Claimant last name
- Claimant gender
- Claimant marital status
- Injury date
- Injury time
- Claimant mailing OR resident address, city, state, and zip code

Data requirements

Elements required to create SIEDRS reports

- Cause of injury code
- Nature of injury code
- Body part code
- First occurrence of last date worked
- Claim closure date
- Total reserves
- Medical paid to date
- Expense paid to date
- Legal paid to date
- Voc paid to date

Data requirements

Elements required to establish a claimant's identity

- Claimant social security number
- Claimant date of birth
- Claimant middle name
- Claimant phone number

Data requirements

Elements required to create a payment record

- Paid date
- Payment type
- Indemnity payment from date
- Indemnity payment to date
- Indemnity payment amount
- Payee

Payment data

Indemnity payments	Paid-to-date amounts
Individual payments to worker or beneficiary	Total paid by category (medical, vocational, legal...)
For a specific time period and made on a specific date	Amount paid over the life of the claim
Cannot overwrite - add new records to correct amounts paid	Overwrite with the correct amount
Can report positive or negative amounts	Amount must be positive

Correcting indemnity payment records

- Records are not overwritten. They are added to.
- You can send positive or negative payment amounts.
- To correct a record or report an overpayment, send payment data for the same dates, payment type, and payee, but adjust the paid amount so that all payments reported add up to the correct amount.

Correcting indemnity payment records

Example

Brian Tran was issued a time-loss payment of \$1500 on 9/1/2024, which you reported via SIEDRS. You later discovered that he should have only been paid \$1000. You issue an overpayment and collect back \$500.

How do you report that?

Correcting indemnity payment records

Example

	Original	Correction
Paid date	9/1/2024	9/1/2024
Payment type	TL	TL
Payment from date	8/16/2024	8/16/2024
Payment to date	8/31/2024	8/31/2024
Payment amount	1500.00	-500.00
Payee	Brian Tran	Brian Tran

L&I keeps both reported records.

Troubleshooting Errors

Error reports

Help with errors

Common errors

Data change requests



Error reports

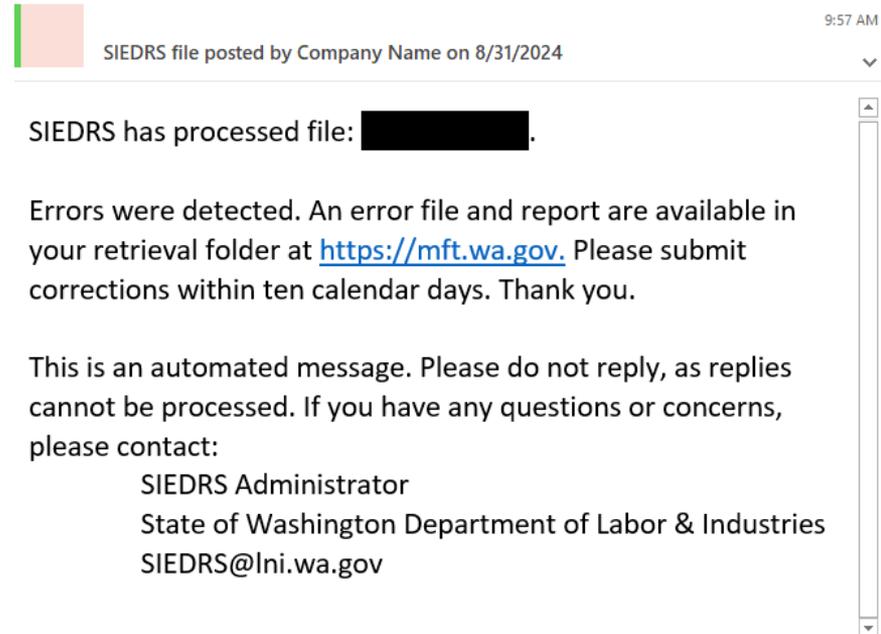
- L&I provides a report of errors in two formats:
 - XML file for processing into a database
 - PDF file for human eyes
- Your organization may use the XML file to produce a custom interface.
 - This custom interface may even change the language of error messages delivered by L&I.
 - L&I's supportive materials will only address error messages as they are written in L&I generated reports.

Error reports

How to retrieve your error report

When you receive an email notification that your file was processed with errors...

- Log in to mft.wa.gov
- Open the “retrieve” folder
- Download your report (XML and/or PDF)
- MFT automatically deletes files after 14 days.



State of Washington
Department of Labor & Industries
SIEDRS
 (Self Insurance Electronic Data Reporting System)
Detailed Error Report

Submitter: NW Hiker's Group

1
 Errors for file SIEDRS.NWHG.xml, submitted on 04/01/2024

Note: An XML file containing the data in this report has also been placed in your retrieval folder.

2
ERRORS FOR ACCOUNT ID: 701,XXX-XX, NW Hiker's Group

3
ALL DATA WAS REJECTED FOR THE FOLLOWING CLAIM(S) - PLEASE CORRECT AND RESUBMIT

Claim Number	Error Message	Submitted Element	Submitted Value	Reference Element	Reference Value
SF44444	Claim Number does not belong to UBI.	ubi	987654321	ubi	123456789

Validity Criteria for Transmitted Elements with Errors

Transmitted Element	Validation Criteria
ubi	1 Must accompany every claim transaction.
ubi	2 Must be numeric.
ubi	3 Must have 9 digits.
ubi	4 Must match an established UBI in L&I's records.
ubi	5 Must belong to the Account ID reported.
ubi	6 Must be active on the Injury Date.
ubi	7 Once established for a claim cannot be changed via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.

1. The name of the file you submitted and the date it was sent

2. Errors grouped by Account ID – there can be multiple sections like this if you submitted data for more than one account

3. Type of error and whether correction is required

Error reports

Types of errors

Error type	Message
File level	Error explanation: The file you provided could not be processed...
Account level	All data was rejected for the following account(s)
Claim level - all data	All data was rejected for the following claim(s) - please correct and resubmit
Data element - Correction required	The following data elements were rejected - please correct and resubmit
Data element - Correction not required	The following data elements were rejected - please do not resubmit these data elements

**State of Washington
Department of Labor & Industries
SIEDRS**

(Self Insurance Electronic Data Reporting System)

Detailed Error Report

Submitter: NW Hiker's Group

Errors for file SIEDRS.NWHG.xml, submitted on 04/01/2024

Note: An XML file containing the data in this report has also been placed in your retrieval folder.

4. Error detail

Submitted element/value are what you submitted

Reference element and value are what SIEDRS validated against where it found an error

5. Validity criteria for all elements that received errors

ERRORS FOR ACCOUNT ID: 701,XXX-XX, NW Hiker's Group

ALL DATA WAS REJECTED FOR THE FOLLOWING CLAIM(S) - PLEASE CORRECT AND RESUBMIT

<u>Claim Number</u>	<u>Error Message</u>	<u>Submitted Element</u>	<u>Submitted Value</u>	<u>Reference Element</u>	<u>Reference Value</u>
SF44444	Claim Number does not belong to UBI.	ubi	987654321	ubi	123456789

Validity Criteria for Transmitted Elements with Errors

<u>Transmitted Element</u>	<u>Validation Criteria</u>
ubi	1 Must accompany every claim transaction.
ubi	2 Must be numeric.
ubi	3 Must have 9 digits.
ubi	4 Must match an established UBI in L&I's records.
ubi	5 Must belong to the Account ID reported.
ubi	6 Must be active on the Injury Date.
ubi	7 Once established for a claim cannot be changed via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.

Help with errors

- When you need help understanding errors, first check the Error Troubleshooting section in the SIEDRS Guide, available on L&I's public website:

www.Lni.wa.gov/SIEDRS

- If you still have questions, reach out to SIEDRS Support at SIEDRS@Lni.wa.gov.
 - Include the date of the error report
 - Include the claim number for the error you need help with
 - Include a brief explanation of the issue as you know it
 - DO NOT attach the error report nor any claim documents

Common errors

UBI

ERRORS FOR ACCOUNT ID: 701,XXX-XX, NW Hiker's Group

ALL DATA WAS REJECTED FOR THE FOLLOWING CLAIM(S) - PLEASE CORRECT AND RESUBMIT

<u>Claim Number</u>	<u>Error Message</u>	<u>Submitted Element</u>	<u>Submitted Value</u>	<u>Reference Element</u>	<u>Reference Value</u>
SF44444	Claim Number does not belong to UBI.	ubi	987654321	ubi	123456789

- Most common error requiring correction.
- Occurs when the claim is already in L&I's system, and it does not match the UBI that was submitted.
- To correct, either update your record or submit a data change request.

Common errors

Claim number assignment

ALL DATA WAS REJECTED FOR THE FOLLOWING CLAIM(S) - PLEASE CORRECT AND RESUBMIT

<u>Claim Number</u>	<u>Error Message</u>	<u>Submitted Element</u>	<u>Submitted Value</u>	<u>Reference Element</u>	<u>Reference Value</u>
SF55555	This claim number is either invalid or not assigned to the Account ID.	clm_number			

- Check that the claim number is formatted correctly.
 - If it is, this indicates the claim number is assigned to another employer.
- Verify the claim number was entered into your system correctly.
 - Tip: Compare with the SIF-2. Was there a typo?
- Check if the claim number belongs to the employer by referencing the ranges of claim numbers that are assigned to the employer account on the claim.

Tracking claim number assignments

- Self-insured claim numbers in Washington are assigned to employer accounts prior to claims being made.
- These claim numbers are unique across all employers in the state.
- If you report a claim number for an employer's account that was not assigned to it, that data will be rejected with the error message:

This claim number is either invalid or not assigned to the Account ID

Tracking claim number assignments

Watch out for...	
Typo - Transposed numbers	SIF-2 says SF <u>445</u> 01, CM enters SF <u>454</u> 01 into the system.
Typo - Incorrect second letter	SIF-2 says S <u>F</u> 44501, CM enters S <u>E</u> 44501 into the system.
“Rolling over” the range assigned	Range assigned ends at SF44 <u>600</u> and CM gives a new claim to SF44 <u>601</u> .
Company mergers	A new parent company does not automatically assume the claim numbers of the account they merged with.
Similar employer names, different Account ID	Sometimes related organizations have more than one self-insurance account. Each account has their own claim number assignments.

Tracking claim number assignments

- You need a system to track claim number assignments
- Staff who assign claim numbers to claims should check they've used a claim number that belongs to the correct employer's account
- Workers should get SIF-2s from their own employer or employer representative
- Never photocopy pre-numbered SIF-2s. When you need more, order them.

Common errors

Missing elements

ERRORS FOR ACCOUNT ID: 701,XXX-XX, Ralph's Market

ALL DATA WAS REJECTED FOR THE FOLLOWING CLAIM(S) - PLEASE CORRECT AND RESUBMIT

<u>Claim Number</u>	<u>Error Message</u>	<u>Submitted Element</u>	<u>Submitted Value</u>	<u>Reference Element</u>	<u>Reference Value</u>
SF44444	Risk Class is required to create a claim.	clm_risk_class			
SF44444	Injury Date is required to create a claim.	clm_injury_date			
SF44444	Injury Time must be a whole number from 1 to 25.	clm_injury_time			
SF44444	Claimant First Name is required.	clmt_first_name			
SF44444	Claimant Last Name is required.	clmt_last_name			
SF44444	Claimant Gender Code must be 'M' or 'F'.	clmt_gender_code			
SF44444	Claimant Marital Status must be 'M' or 'S'.	clmt_marital_status_code			

Common errors

Missing elements

- This group of missing data elements usually indicates that data was submitted to update a claim when there was no claim established in L&I's system.
- You may have attempted to establish a new claim prior to that and have unresolved errors.
- If all these fields are present in your system, this is a data extraction issue and may require attention from your IT department.
- To resolve, submit all elements required to establish a new claim.

Common errors

Injury Date and Duplicate payment

ERRORS FOR ACCOUNT ID: 701,XXX-XX, Lilly's Bakery

THE FOLLOWING DATA ELEMENTS WERE REJECTED - PLEASE DO NOT RESUBMIT THESE DATA ELEMENTS

<u>Claim Number</u>	<u>Error Message</u>	<u>Submitted Element</u>	<u>Submitted Value</u>	<u>Reference Element</u>	<u>Reference Value</u>
SF44444	Injury Date cannot be changed via SIEDRS. Contact L&I to update.	clm_injury_date	02/11/2024	clm_injury_date	01/29/2024
SF55555	Duplicate Payment - Not Accepted	paid_date	05/01/2023	payment_type_code	TL

- Once established, injury date cannot be updated in SIEDRS. It requires a protest.
- If you think there is a clerical error, and the correct date matches an L&I order, you can submit a data change request to update.
- Duplicate payment errors require no action.

Common errors

Worker name

THE FOLLOWING DATA ELEMENTS WERE REJECTED - PLEASE DO NOT RESUBMIT THESE DATA ELEMENTS

<u>Claim Number</u>	<u>Error Message</u>	<u>Submitted Element</u>	<u>Submitted Value</u>	<u>Reference Element</u>	<u>Reference Value</u>
SF55555	Claimant First Name cannot be changed via SIEDRS. Contact L&I to update.	clmt_first_name	MATTHEW	clmt_first_name	MATT

- On new claims, SIEDRS matched other worker identifiers on the claim to an existing worker record in L&I's database, but the first name was different.
- Does not require correction unless you think the worker's identity has not been established correctly.
- You may submit a data change request to have it changed in cases like this. That is optional.

Data change request (DCR)

- Submit a DCR when L&I's data must change to correct an error.
- Attach supporting documents to all requests.
 - For example, medical documents or provider's initial report (PIR) for date of birth changes
 - L&I must be able to verify the change you are requesting should be made
 - Exceptions: Supporting documents are not required for UBI or Date Entered

Data change request

Recommended supporting documents

Element to be changed	Recommended supporting documents
UBI Date Entered	None required
Claimant Name SSN Date of Birth	Any of these showing the requested change: <ul style="list-style-type: none">• Provider's Initial Report (PIR)• Medical documents• SIF-2
Closure Date	Copy of closure order

For more detailed information, view The SIEDRS Guide, available at www.Lni.wa.gov/SIEDRS

1. Submission options - Do not email Data Change Requests

2. Submitter information – In case we need to contact you

3. Request info – Up to four requests per form

1 Submission Options (choose one)

Managed File Transfer (MFT) Step 1: Upload the completed Data Change Request from to your "Correspondence" folder using your SIEDRS Logon ID and password at https://mft.wa.gov . Step 2: Email SIEDRS@Lni.wa.gov when you have uploaded a request. Include your SIEDRS login ID.	Fax Attention: SIEDRS to 360-902-6977	Mail SIEDRS PO Box 44890 Olympia WA 98504-4890
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Claims data is confidential. Do not email Data Change Requests.

Send questions to SIEDRS@Lni.wa.gov.

2

3

Submitter Information (all fields required)

SIEDRS Login ID (example: vst_sdr235): vst_sdr235	Business Name: NW Hiker's Group	Date: 4/7/2024
Contact Name: Forest Walker	Email Address: forest@nwhg.com	Phone: 555-555-5555

	Request 1	Request 2	Request 3	Request 4
Account ID	701XXXXX			
Employer	NW Hiker's Group			
Claim Number	SF44444			
Worker Name	Firstname Lastname			
Data Element to be Changed	UBI			
Change Value From	123456789			
Change Value To	987654321			
Reason for Change	Correct SIEDRS error			

Thank you

SIEDRS Support

SIEDRS@Lni.wa.gov

www.Lni.wa.gov/SIEDRS