Washington State Department of
Labor & Industries

Self-Insurance Electronic Data Reporting System (SIEDRS)

Enrollment Package — Version 2.0

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SIEDRS Support

- E-mail for SIEDRS support staff should be sent to SIEDRS@lni.wa.gov.

- For urgent business questions, you may contact Ginny Klapstein at 360/902-6748.

February 2008

Enrollment Package Changes from Version 1.2 to Version 2.0

SIEDRS Support
The preceding page was updated to reflect new contact information.

Business Responsibilities
"Is SIEDRS enrollment mandatory?" was renamed "Is SIEDRS participation mandatory?", and information was added about participation requirements.

"How do I enroll?" was re-written to clarify when the enrollment form should be submitted.

Submitter System Requirements
In "Extract files", we clarified that a claim can have multiple payment records within a file.

In "Send new data only", we added information about group-level XML tags, and provided one possible approach for sending only data that would be new to SIEDRS.

In "Important considerations", we added a note to the information about deleting the value for a SIEDRS data element, added information about how to make corrections to payments previously reported to SIEDRS, and added to the information regarding file names.

Data Dictionary
We clarified the validity criteria for Date Entered, Claimant Mailing Foreign Country, Claimant Residence Foreign Country, and Claim Closure Date.

Posting and Retrieving Instructions
In "Manual posting and retrieving", we updated the screen prints, and added the information that your password will expire every 90 days.

In "Automated posting and retrieving", we updated the information about potential client types.

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* These files are for information technology staff. If you open them, they will be displayed differently depending on the software you use.

If you double-click on an e-mail-attached file, it might open with Internet Explorer. This will present a reader-friendly display, but the XML tag syntax will be different from the true syntax required in a file sent to SIEDRS. Opening with Microsoft Notepad will display the required syntax, but with a less reader-friendly display. Opening with Visual Studio, XMLSpy, or other XML editing software will display the required syntax and facilitate use by programming staff.

I. Introduction

What is the Self-Insurance Electronic Data Reporting System (SIEDRS)?

> SIEDRS is a computer system developed by the Washington State Department of Labor and Industries (L&I). SIEDRS works behind the scenes to electronically accept and store self-insured claim data. After all self-insured employers are submitting data, SIEDRS will publish a set of summary reports on different aspects of self-insured claim processing.
>
> SIEDRS does *not* replace any existing processes relating to claim adjudication or reporting requirements. Self-insured employers must continue to send all claim paperwork to L&I (Self-Insurer Accident Reports (SIF-2s), Self-Insurance Reports of Occupational Injury or Disease (SIF-5s), etc.).

What is the SIEDRS Enrollment Package?

> The SIEDRS Enrollment Package includes this document, an enrollment form, and three files. Together, they describe the technical requirements for participating in SIEDRS.

What does participation in SIEDRS mean to me?

> Participation means making sure SIEDRS receives the data it requires, and that the data is timely and accurate.
>
> If you are a self-administered employer, you will submit data directly. If you are an employer but are not self-administered, your third party administrator (TPA) may submit your data, but you are still the responsible entity.
>
> All those who submit data directly are referred to in this package as *submitters*.

Why was SIEDRS developed?

> SIEDRS was developed in response to a request by the Washington Self-Insurers Association (WSIA). In April 2005, Substitute House Bill 1310 was signed into law, mandating the creation of SIEDRS by L&I and the participation of all Washington self-insured employers by July 1, 2008.

What benefits does SIEDRS provide?

SIEDRS allows L&I to compile more data on self-insured claims, especially in the areas of claim payments, claim costs, and injury information for medical-only claims. This data, and other self-insured claim information from L&I systems, will be used to create the new summary reports.

SIEDRS will also enhance L&I's ability to answer inquiries about self-insured claims that might be posed by members of the self-insured community, other stakeholders, or the legislature.

If you have questions after reading this package

See the SIEDRS Support contact information at the beginning of this document.

II. Business Responsibilities

Is SIEDRS participation mandatory?

All self-insured employers must submit claim information to L&I using the new system beginning July 1, 2008. You must complete system preparations and testing ahead of time. After July 1, 2008, self-insured employers who are unprepared may be subject to graduated penalties, including a possible loss of certification.

How do I enroll?

When your initial system preparations are nearly complete, send L&I a completed SIEDRS Enrollment Form (F207-193-000). (This form can be found online at http://www.lni.wa.gov/forms/pdf/207193af.pdf.) This notifies L&I that you are about ready to begin submitting test data.

If you are a non-submitting employer, you and your TPA must each complete an enrollment form. Non-submitting employers should work closely with their TPAs to determine when they will be ready to enroll. Your enrollment in SIEDRS will authorize your TPA to submit your data. You are still the responsible entity.

TPAs must enroll before submitting data on an employer's behalf. However, TPAs submitting data for multiple employers need to complete the form only once.

When your preparation is complete, your technical staff will submit test data to L&I to make sure everything is working properly.

After successful testing, L&I will provide the appropriate employer enrollment start date(s) – see "Report claims opened after enrollment".

What changes will SIEDRS require, besides those to computer systems?

Populate new data elements
We believe your systems already capture most of the data required for SIEDRS. At the same time, we expect at least a few elements to be new to most systems. These elements are needed to create the new summary reports. All required elements are documented in the Data Dictionary. You must add any new elements to your system and your staff must enter the information for each new claim opened on or after your official SIEDRS enrollment date.

Correct errors reported by SIEDRS

SIEDRS will report error messages in the form of error files and error reports. You will need to route error messages to your staff, and they will need to make corrections in or to your computer system. The ultimate responsibility for submitting complete and valid data lies with the employer.

Other information from SIEDRS

In addition to error files and reports, SIEDRS will eventually make available reports summarizing data submittal activity. Receipt of these reports will be optional; see the SIEDRS Enrollment Form for information about opting in.

III.Submitter System Requirements

Overview

Your systems must be modified to capture any newly required data elements. Then, at least once each month, you must create an XML (Extensible Markup Language) extract file. These files will contain data elements specific to individual claims opened after official SIEDRS enrollment.

Each file must be posted (copied) into a posting folder on a secure Internet site. After processing each file, SIEDRS will place information about files or data it could not process into a retrieval folder. Submitters must retrieve that information, and post files containing corrections.

Data elements

The Data Dictionary defines each data element. It also specifies those elements that must be submitted with each claim, required element formats, validity criteria, and so on. For data elements that are codes (for instance, Payment Type), only a SIEDRS standard code will be accepted. This is likely to require mapping, perhaps by your extract process.

The Submitter XML defines additional elements, such as control totals, that your extract file must contain. It also defines two optional elements submitters can use to track and refer to extract file records.

SIEDRS will reject an extract file if it contains data not defined in the Data Dictionary or Submitter XML.

Extract files

Extract files are made up of claim records organized by employer. The Submitter XML reflects this organization, and also contains comments that describe additional content and file organization requirements. The Submitter XML requirements apply to all extract files, including those created to correct errors. Extract files not meeting requirements will be rejected by SIEDRS to avoid processing a potentially problematic file.

Extract file requirements in addition to those specified in the Submitter XML:
1. The Account ID of the employer at time of injury must precede all claim records for that employer. A given Account ID must not appear more than once in the extract file. That is, all claim records for a given employer must be grouped together in one place - after the Account ID for that employer.
2. All data element (XML node/tag) names must be spelled correctly.

3. A given claim can appear only one time in each file, and a claim element can appear only once per claim.
4. Each payment element can appear only once per payment record, but a given claim can have multiple payment records within a file.
5. Your extract file must conform to XML standards, such as having matching opening and closing tags.

You can use the Submitter XSD to check your extract data against some of the validity criteria SIEDRS will use. SIEDRS will also check submitted data elements against each other and against data in L&I systems – these criteria cannot be contained in an XSD schema. For example, SIEDRS will check Account ID to make sure it matches an established account in L&I's database.

Report claims opened after enrollment

When data is submitted in production mode, SIEDRS will only accept data for claims opened on or after the appropriate employer enrollment date. TPAs serving more than one employer will need to track the enrollment date for each employer. For pre-production testing, L&I and the submitter will agree on a test enrollment date(s).

Timing and frequency for posting and updating claims

Claims opened during a calendar month, and updates to post-enrollment claims made during that month, must be extracted and posted by the tenth of the following month. Extract files can be submitted more often, but not more than once per day.

Sometime after midnight each day, holidays and weekends included, SIEDRS will process all extract files posted the preceding day. Normally, SIEDRS will post any errors (see "Posting and retrieving files") by 9:00 a.m.

An extract file containing corrected claim data must be submitted within 10 calendar days of error posting by SIEDRS. This extract file can also contain other claim updates.

Send new data only

The first time you send data about a claim, certain data elements are required. When you later send an update for that claim, some of those elements are also required (as specified in the Data Dictionary). Other than required elements, send only data that would be new to SIEDRS. Data new to SIEDRS would include:
- New claims and new indemnity payments
- Updates made in your system to claims opened after enrollment
- Corrected data originally rejected by SIEDRS

For example: In your system, the only change to any SIEDRS element since your last submittal is an increased Medical Paid to Date amount. Send only the required elements (Claim Number, Account ID, and so on) and the new value for Medical Paid to Date.

Please do not send XML tags for elements not populated in the extract.

Please do not send group-level tags such as <clmt_mailing_address>, <clmt_rsdnt_address>, or <payment_data>, unless the appropriate individual address or payment elements are also included.

Here is one possible approach for sending only data that would be new to SIEDRS. For individual indemnity payments, after the first extract, send only those with a Paid Date later than the previous extract date. The rest of the approach applies to the other elements – except for those required with every claim sent.

1. Create a file to contain one record for each claim extracted for SIEDRS*. Each record would have a place for all non-payment SIEDRS elements. This record would be a record of the element values last sent to SIEDRS.

2. When a claim is extracted for the first time, the above record gets established for that claim.

3. Each extract process would retrieve elements for claims opened on or after enrollment. Then, it would compare each retrieved element against the elements on the record created in 2 above.

4. Only elements with different values would be put on the SIEDRS extract record. The new values sent would replace the existing ones on the record created in 2 above.

* This file would need to be updated to reflect any claims that were completely rejected by SIEDRS.

Posting and retrieving files

Each submitter will receive a logon ID that will be used to access the Washington State Department of Information Services Secure File Transfer server. On that server, each submitter will have access to its own folder containing two subfolders; one posting and one retrieval folder. The posting folder is for posting extract files. The retrieval folder is for retrieving files and reports posted by SIEDRS.

A submitter can post and retrieve manually, or develop an automated process. See Posting and Retrieving Instructions for more information.

SIEDRS error files and reports

SIEDRS will check submitted data each night to make sure it meets L&I's validity criteria. Data that meets the validity criteria will go into L&I's database. Data that does not will be reported back in two ways: an XML file and a report. Both will contain error messages and other data, including the originally submitted data, to assist with error correction. The XML file can be processed by the submitter's system to, for example, e-mail an error message to the claim manager responsible for a given claim.

The Error XML shows and defines what SIEDRS will report for each error. The Sample Error Report depicts the type of report SIEDRS will create when it encounters errors. SIEDRS will place both in the appropriate retrieval folder(s).

Important considerations

1. To delete the value for a SIEDRS data element
If in your system, a user deletes the value for a data element, between the tags for that element send either a single zero (for dollar amount elements only) or, for all other elements, one or more spaces (but no more than the data element length specified in the Data Dictionary). Examples:
<clm_expense_paid_to_date>0</clm_expense_paid_to_date>

Note: Do not send spaces in group-level tags, such as <clmt_mailing_address>, <clmt_rsdnt_address>, or <payment_data>

To delete an existing address
Send one or more spaces in the first line of the street address. Do not send any other values for that address. Example:

We are able to accept both a residence and a mailing address; we require one or the other. You cannot delete both, nor can you delete our only existing address.

2. To make corrections to payments previously reported to SIEDRS
Once a payment record has been accepted by SIEDRS, it cannot be updated in a subsequent submittal. To correct an amount that was previously reported, send the identical payment elements (the same paid date, payee, etc.), but adjust the payment amount.

For example: You reported a payment of $500.00 to SIEDRS, but you subsequently recovered $200.00. Send the same payment elements that you previously reported, but report the payment amount as -$200.00.

3. Send a file even if there's no new data that month to report
There are required control totals documented in the Submitter XML. If there is no new data to report for any given month, send a file with zeros in the <claim_count> and <claim_count_for_employer> data elements. These, along with the other data elements required in each transaction will allow the SIEDRS system to identify which employer has no claim updates to report and will prevent SIEDRS from reporting a missing file for that month.

4. Post only one extract file per day
Only one extract file may be posted each day (24:00 – 23:59 Pacific Time). SIEDRS will reject all files posted on a given day if more than one file is posted on that day.

5. File names
a. Extract files
As long as you follow the rules below, you can name your extract files however you see fit. The rules are:
- The file name must contain characters compliant with Windows file naming conventions. For example, do not use a forward or backward slash.
- The file name cannot contain an open bracket ([ ) or a closing bracket ( ]).
- The file name cannot exceed 214 characters. SIEDRS will reject files with longer names.
- The file name must end with ".xml".

Example: siedrs.extract.123.xml

b. Files from SIEDRS
As described above in "SIEDRS error files and reports", when SIEDRS encounters a problem with a submitter's extract file, it will create an XML error file and an error report. The error report will be in a Portable Document Format (PDF) file. These files will be named by SIEDRS as follows:

errors.*submittersfilename*.*acctID*.*999999*.xml.D*yymmdd*T*hhmmss*
errors.*submittersfilename*.*acctID*.*999999*.pdf.D*yymmdd*T*hhmmss*

    errors:
        Standard text
    submittersfilename:
        Submitter's file name, minus the ".xml" at the end.

acctID:
>   Account ID – used only in files for non-submitting employers who have opted to receive error files.

999999:
>   File identifier created and required by SIEDRS. May start as single digit, will grow in length over time.

xml or pdf:
>   File type

D*yymmdd*.T*hhmmss*:
>   Date and time posted by SIEDRS. Appended and required by the SFT process.

Example for submitter:
>   errors.siedrs.extract.123.999.xml.D010101.T010101

Example for non-submitting employer:
>   errors.siedrs.extract.123.70000000.999.xml.D010101.T010101

6. For those not familiar with XML

XML is a way to format and share data. The following links provide more information about XML:

http://www.w3.org/XML/
http://www.xmlfiles.com/xml/
http://www.w3schools.com/xml/default.asp

You do not need any special technology to create your XML extract files. The extract file name has to end with ".xml" and contain starting and ending tags for each data element. This is an example for Claim Number S123456: <clm_number>S123456</clm_number>

Note that the ending tag contains a forward slash. The tag names (as, in the example, clm_number) that must be used are documented in the SIEDRS Submitter XML. XML is case-sensitive; tag names must be as specified.

System preparation and testing

To ensure and demonstrate that all required data will be properly captured and submitted on time, *you must test your system changes and extract process before July 1, 2008.*

Please e-mail SIEDRS@lni.wa.gov when you are ready to begin testing. SIEDRS support staff will provide you with a test logon ID and password for posting files and retrieving error reports. We will also support you during testing.

When testing is complete, we will provide one or more employer enrollment start dates. Those submitting only their own claims will get one enrollment date. Those submitting for more than one employer will get a date for each enrolled employer.

Before you start
Preparing and testing your system will be greatly facilitated by a thorough review of this section of the Enrollment Package, the Data Dictionary, Injury and Body Part Code tables, and Submitter XML.

Approach
To test your updates-only and deletion logic (see below), you will need to submit at least two files. Submit as many test files, and include as many claim transactions, as necessary or desired.

Using the Submitter XSD can surface many, but not all, potential errors.

What to test
Updates only logic
> Except for required elements, do not send the same element value sent on a prior extract.

Element value deletion logic
> After a user deletes a data element value in your system, your extract file should signal that to SIEDRS. See "To delete the value for a SIEDRS data element" under "Important considerations", above.

No empty XML tags
> Do not send tags for which there is no value.

Node name spelling
> In the course of testing, send at least one significant value for every element in the Data Dictionary (which, along with the Submitter XML and Submitter XSD, shows the required spelling).

Mapping
> Some elements will have to be mapped to the SIEDRS standard. For example, SIEDRS will only accept indemnity payment type codes of TL, FA, LE , MC, PP, PE, or SR.

Formatting
> Other elements may need to be formatted to the SIEDRS standard. For example, dates need to be in MM/DD/YYYY format.

Other requirements

Please review the Submitter XML for control total, extract file organization, and other extract file requirements.

File Rejection

SIEDRS considers errors such as misspelled node (element) names, missing required nodes, or incorrect control totals indicative of a significant programming problem. It will reject a file without further error checking upon discovery of the first such error.

Unexpected Test Results

L&I's test database is used by many different applications. While we have taken steps to isolate your test data, there is a small likelihood that you will receive an unexpected error message (or not receive an expected one). Please let us know if that happens.

Will L&I provide technical assistance?

SIEDRS support staff is available to provide any assistance we can. Unfortunately, we cannot provide detailed technical assistance with submitter system modifications.

IV. Data Dictionary - Organized by requirement

ELEMENTS REQUIRED WITH EVERY EXTRACT FILE

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Account ID Unique number assigned by L&I to identify each self-insured entity.	1. **Must accompany every transaction.** 2. Must be numeric. 3. Must have 8 digits. 4. Must begin with "7". 5. Must match an established account in L&I's records. 6. Must not be a "finaled" account in L&I's records. 7. Once established for a claim, cannot be changed via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.	In the extract file, all claim transactions must be grouped under the Account ID of the employer of injury. Format: numbers only. (No spaces, dashes, commas, etc.)	account_id
UBI Uniform business identifier unique to employer or employer sub-division.	1. **Must accompany every claim transaction.** 2. Must be numeric. 3. Must have 9 digits. 4. Must match an established UBI in L&I's records 5. Must belong to the Account ID reported. 6. Once established for a claim cannot be changed via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.	Format: numbers only. (No spaces, dashes, commas, etc.)	ubi

ELEMENTS REQUIRED WITH EVERY EXTRACT FILE (continued)

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Claim Number The Washington State claim number pre-printed on the Self-Insurer Accident Report form (SIF-2).	1. **Must accompany every claim transaction.** 2. Must be 7 characters in length. 3. First character must be either 'S,' 'T' or 'W.' 4. Second character may be either alphabetic or numeric. 5. Third through seventh characters must be numeric. 6. Must be one of the claim numbers L&I has assigned to the Account ID under which the claim was submitted to SIEDRS. 7. Once established, cannot be changed via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.		**clm_number**
Date Entered The computer-generated date that the claim was first established in the claims management computer system of the employer or TPA.	1. **Must accompany every claim transaction.** 2. Must be in MM/DD/YYYY format. 3. Must be on or after the SIEDRS enrollment date, and before or equal to current date. 4. Must be on or after the Injury Date. 5. Cannot be different from an existing date in L&I's records. 6. Once established, cannot be changed via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.		**clm_date_entered**

ELEMENTS REQUIRED TO CREATE A NEW CLAIM IN L&I's SYSTEM

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Risk Class Washington State workers' compensation classification system that groups businesses or industries having common or similar exposure to loss.	1. **Must be sent to establish a new claim.** 2. Must be numeric. 3. Must be six digits. 4. Must be an active Risk Class assigned to the Account ID. 5. Once established for a claim, cannot be updated via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.	Send only to create a new claim. Do not send again once the claim has been established. Format: numbers only. (No spaces, dashes, commas, etc.)	**clm_risk_class**
Claimant First Name The injured worker's first name.	1. **Must be sent to establish a new claim.** 2. Must be 12 characters or less. 3. Cannot be different from existing name in L&I's records. 4. Once established, cannot be updated via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.	Send only to create a new claim. Do not send again once the claim has been established.	**clmt_first_name**
Claimant Last Name The injured worker's last name.	1. **Must be sent to establish a new claim.** 2. Must be 20 characters or less. 3. Cannot be different from existing name in L&I's records. 4. Once established, cannot be updated via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.	Send only to create a new claim. Do not send again once the claim has been established.	**clmt_last_name**

ELEMENTS REQUIRED TO CREATE A NEW CLAIM IN L&I's SYSTEM (continued)

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Claimant Gender Code identifying whether the injured worker is male or female	1. **Must be sent to establish a new claim.** 2. Must be one character. 3. Valid values are M (male) or F (female).		**clmt_gender_code**
Claimant Marital Status The claimant's marital status at the time of injury.	1. **Must be sent to establish a new claim.** 2. Must be one character. 3. Valid values are M (married) or S (single).		**clmt_martl_stat_code**
Injury Date For traumatic injury, the date the accident occurred. For occupational disease, the date of manifestation.	1. **Must be sent to establish a new claim.** 2. Must be in MM/DD/YYYY format. 3. Must be between 01/01/1960 and current date. 4. Must not be after Date Entered. 5. Cannot be different from an existing date in L&I's records. 6. Once established, cannot be updated via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.	Send only to create a new claim. Do not send again once the claim has been established.	**clm_injury_date**
Injury Time Time of day when claimant was injured. Reported in whole hours using a 24-hour clock.	1. **Must be sent to establish a new claim.** 2. Must be numeric. 3. Must be two digits 4. Valid values are 01 through 25, where 01 = 1:00 AM, 13 = 1:00 PM, 24 = 12 midnight, etc. 25 = unknown.	Round to whole hours using standard rounding conventions: 1 to 29 minutes past the hour, round back to previous whole hour; 30 – 59 minutes past the hour, round up to the next whole hour.	**clm_injury_time**

ELEMENTS REQUIRED TO CREATE A NEW CLAIM IN L&I's SYSTEM (continued)

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Claimant Mailing Street Address The mailing address of the injured worker. Either mailing or residence address for claimant required to establish claim. Note: Not worker representative address.	1. **Must send either mailing or residence address to establish a new claim.** 2. Must send the first line of Mailing Street Address if other components of Mailing Address are sent. 3. Each line must be 30 characters or less. 4. No more than three lines of Mailing Street Address can be sent. 5. If mailing address is in a foreign country, put the city, province (or equivalent) and postal code in the third address line.	The entire address must be sent for new claims, updates, and correction of errors. For example, send the entire address when updating the city.	clmt_mail_addr_line1 clmt_mail_addr_line2 clmt_mail_addr_line3
Claimant Mailing City	1. **Must send either mailing or residence address to establish a new claim.** 2. Must send Mailing City if other components of Mailing Address are sent, *unless* mailing address is in a foreign country – if so, do not send (see Claimant Mailing Street Address). 3. Must be 14 characters or less.		clmt_mail_city_name
Claimant Mailing State	1. **Must send either mailing or residence address to establish a new claim.** 2. Must send if other components of Mailing Address are sent, *unless* mailing address is in a foreign country - if so, do not send (see Claimant Mailing Street Address). 3. Must be 2 characters in length. 4. Must be a valid US state abbreviation.		clmt_mail_state_abbr

ELEMENTS REQUIRED TO CREATE A NEW CLAIM IN L&I's SYSTEM (continued)

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Claimant Mailing Zip Code	1. **Must send either mailing or residence address to establish a new claim.** 2. Must send if other components of Mailing Address are sent, *unless* mailing address is in a foreign country – if so, do not send (see Claimant Mailing Street Address). 3. Must be either 5 or 9 digits in length.		clmt_mail_zip_code
Claimant Mailing Foreign Country	1. **Must send either mailing or residence address to establish a new claim.** 2. Do not send if Mailing City, State, or Zip Code is sent. 3. Must be 18 characters or less.		clmt_mail_foreign_cntry_name
Claimant Residence Street Address The residence address of the injured worker. Either mailing or residence address for claimant required to establish claim.	1. **Must send either mailing or residence address to establish a new claim.** 2. Must send the first line of Residence Street Address if other components of Residence Address are sent. 3. Each line must be 30 characters or less. 4. No more than three lines of Residence Street Address can be sent. 5. If residence address is in a foreign country, put the city, province (or equivalent) and postal code in the third address line.	The entire address must be sent for new claims, updates, and correction of errors. For example, send the entire address when updating the city.	clmt_rsdnt_addr_line1 clmt_rsdnt_addr_line2 clmt_rsdnt_addr_line3
Claimant Residence City	1. **Must send either mailing or residence address to establish a new claim.** 2. Must send Residence City if other components of Residence Address are sent, *unless* residence address is in a foreign country – if so, do not send (see Claimant Residence Street Address). 3. Must be 14 characters or less.		clmt_rsdnt_city_name

ELEMENTS REQUIRED TO CREATE A NEW CLAIM IN L&I's SYSTEM (continued)

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Claimant Residence State	1. Must send either mailing or residence address to establish a new claim. 2. Must send if other components of Residence Address are sent, *unless* residence address is in a foreign country – if so, do not send (see Claimant Residence Street Address). 3. Must be 2 characters in length. 4. Must be a valid US state abbreviation.		clmt_rsdnt_state_abbr
Claimant Residence Zip Code	1. Must send either mailing or residence address to establish a new claim. 2. Must send if other components of Residence Address are sent, *unless* residence address is in a foreign country – if so, do not send (see Claimant Residence Street Address). 3. Must be either 5 or 9 digits in length.		clmt_rsdnt_zip_code
Claimant Residence Foreign Country	1. Must send either mailing or residence address to establish a new claim. 2. Do not send if Residence City, State, or Zip Code is sent. 3. Must be 18 characters or less.		clmt_rsdnt_foreign_cntry_name

ELEMENTS REQUIRED TO CREATE SIEDRS REPORTS

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Cause of Injury Code Code identifying the cause of the accident or exposure.	1. Must be numeric. 2. Must have three digits. 3. Must exist on the Cause of Injury Codes table.	See page 28 for Cause of Injury Codes table.	clm_cause_of_injury_code
Nature of Injury Code Code identifying the nature of the injury sustained.	1. Must be numeric. 2. Must have three digits. 3. Must exist on the Nature of Injury Codes table.	See page 32 for Nature of Injury Codes table.	clm_nature_of_injury_code
Body Part Code Code identifying the part(s) of the body injured in the accident or exposure.	1. Must be numeric. 2. Must have three digits. 3. Must exist on the Body Part Codes table.	See page 35 for Body Part Codes table.	clm_body_part_code
First Occurrence of Last Date Worked The date on which the worker last worked before the initial period of disability.	1. Must be in MM/DD/YYYY format. 2. Must be before or equal to the current date. 3. Must be on or after the Injury Date. 4. Cannot be after Claim Closure Date.		clm_last_date_worked

ELEMENTS REQUIRED TO CREATE SIEDRS REPORTS (continued)

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Claim Closure Date The date of the legal order that most recently closed the claim.	1. Must be in MM/DD/YYYY format. 2. Must be before or equal to current date. 3. Must be on or after the Injury Date. 4. Must be after the most recent reopen date (if one exists). 5. Cannot be updated if claim is already closed according to L&I's records. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.	Transmit via SIEDRS only if the employer closes the claim.	**clm_closed_date**
Total Reserves The total outstanding reserve for the claim (the amount of all future payments anticipated to pay the claim to closure).	1. Must be numeric. 2. Must be positive. 3. Cannot exceed $10,000,000.00.	Format: Digits with decimal point. No $ or commas. Example: 99999.99	**clm_reserved_total**
Medical Paid to Date The amount reported as the total of all medical payments made. Submitter must sum all payments NOT coded as expense, legal, voc, or indemnity.	1. Must be numeric. 2. Must be positive. 3. Cannot exceed $10,000,000.00.	These payment categories are mutually exclusive: • Indemnity • Expense Paid to Date • Legal Paid to Date • Medical Paid to Date • Voc Paid to Date The sum of these five payment categories should account for all payments made under a claim. Format: Digits with decimal point. No $ or commas. Example: 99999.99	**clm_medical_paid_to_date**

ELEMENTS REQUIRED TO CREATE SIEDRS REPORTS (continued)

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Expense Paid to Date The amount reported as the total of all expense payments made. Submitter must sum all payments NOT coded as legal, medical, voc, or indemnity. Expense category includes the following payment types: • Index System Fee • Telephonic Case Management Fee • Field Case Management Fee • Utilization Review Fee • PPO Network Fee • Medical Bill Audit Fee • Surveillance • Photocopies • Investigations • Peer Review Fee • Travel Expense • Miscellaneous Expense • Penalties	1. Must be numeric. 2. Must be positive. 3. Cannot exceed $10,000,000.00.	These payment categories are mutually exclusive: • Indemnity • Expense Paid to Date • Legal Paid to Date • Medical Paid to Date • Voc Paid to Date The sum of these five payment categories should account for all payments made under a claim. Format: Digits with decimal point. No $ or commas. Example: 99999.99	clm_expense_paid_to_date

ELEMENTS REQUIRED TO CREATE SIEDRS REPORTS (continued)

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Legal Paid to Date The amount reported as the total of all legal payments made. Submitter must sum all payments NOT coded as expense, medical, voc, or indemnity. Legal category includes the following payment types: • Medical Exam (Defense) • Claimant Legal Expense • Attorney (Non-Litigated) • Legal Fees (Non-Litigated) • Court Costs / Court Reporter • Deposition • Defense Attorney • Records Copies / Reports • Medical Exam for Legal Purposes • Miscellaneous Legal Expenses • Expert Testimony	1. Must be numeric. 2. Must be positive. 3. Cannot exceed $10,000,000.00.	These payment categories are mutually exclusive: • Indemnity • Expense Paid to Date • Legal Paid to Date • Medical Paid to Date • Voc Paid to Date The sum of these five payment categories should account for all payments made under a claim. Format: Digits with decimal point. No $ or commas. Example: 99999.99	clm_legal_paid_to_date

ELEMENTS REQUIRED TO CREATE SIEDRS REPORTS (continued)

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Voc Paid to Date The amount reported as the total of all vocational payments made. Submitter must sum all payments NOT coded as expense, legal, medical, or indemnity. Voc category includes the following payment types: • Voc Rehab Education Expense • Voc Rehab Evaluation • Voc Rehab Other • Job Modification	1. Must be numeric. 2. Must be positive. 3. Cannot exceed $10,000,000.00.	These payment categories are mutually exclusive: • Indemnity • Expense Paid to Date • Legal Paid to Date • Medical Paid to Date • Voc Paid to Date The sum of these five payment categories should account for all payments made under a claim. Format: Digits with decimal point. No $ or commas. Example: 99999.99	**clm_voc_paid_to_date**

ELEMENTS NECESSARY TO ESTABLISH A CLAIMANT'S IDENTITY

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Claimant Social Security Number The claimant's social security number.	1. Must be numeric. 2. Must be 9 digits in length. 3. Cannot be different from the Social Security Number existing for the claimant in L&I's records. 4. Once established, cannot be updated via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.	Not required to create a claim, but critical for validating the identity of the claimant and associating with other claims. Send only once. Do not send again after a social security number has been established for the claim.	clmt_soc_sec_num
Claimant Date of Birth The birth date of the injured worker	1. Must be in MM/DD/YYYY format. 2. Must be on or after 01/01/1900, and prior to the Injury Date. 3. Cannot be different from an existing date in L&I's records. 4. Once established, cannot be updated via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.	Not required to create a claim, but critical for validating the identity of the claimant and associating with other claims. Send only once. Do not send again after a date of birth has been established for the claim.	clmt_birth_date
Claimant Middle Name The injured worker's middle name and suffix, if any (Jr., Sr., etc.).	1. Must be 10 characters or less. 2. Cannot be different from existing name in L&I's records. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.	Send only once. Do not send again once a middle name has been established for the claim. Suffix, if any, should be added to middle name with no spaces in between.	clmt_mid_name
Claimant Phone Number The phone number where the claimant can be reached.	1. Must be numeric. 2. Must be 10 digits. 3. Cannot begin with zero.	Format: numbers only. (No spaces, dashes, etc.)	clmt_phn_num

ELEMENTS REQUIRED TO CREATE A PAYMENT

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Paid Date The date the payment is issued.	1. Must be in MM/DD/YYYY format. 2. Must be on or after Injury Date and before or equal to the current date.		**paid_date**
Payment Type A code identifying the type of payment. Payment categories: **TL** Temporary Total Disability Cockle Payments KOS Payments Voc Rehab Maintenance **LE** Temporary Partial Disability **PP** Permanent Partial Scheduled Permanent Partial Unscheduled Permanent Partial Disability **PE** Permanent Total Disability Special Fund Assessment **FA** Burial Expenses Death Benefits **MC** Lump Sum Settlements Sidebar Agreements **SR** Court Ordered Interest	1. Must be 2 characters in length. 2. Valid values are TL, LE, PP, PE, FA, MC, or SR.		**payment_type_code**

ELEMENTS REQUIRED TO CREATE A PAYMENT (continued)

Data Element Name Definition	Validity Criteria	Comments	XML Data Element Label (Node)
Indemnity Payment From Date In a time loss or loss of earning power payment, the beginning date of the period covered by the payment.	1. Must be in MM/DD/YYYY format. 2. Must be on or after Injury Date and before 12/31/2099.		**payment_from_date**
Indemnity Payment To Date In a time loss or loss of earning power payment, the end date of the period covered by the payment.	1. Must be in MM/DD/YYYY format. 2. Must be on or after Injury Date and before 12/31/2099. 3. Must be on or after the Indemnity Payment From Date.		**payment_to_date**
Indemnity Payment Amount The amount of each payment, void, credit, or adjustment. May be a negative number.	1. Must be numeric. 2. Can be positive or negative. 3. Cannot exceed $500,000.00.	Format: Digits with decimal point. No $ or commas. Examples: 99999.99, -99999.99	**payment_amt**
Payee The name of the individual (or organization) to whom the check is issued.	Must be 75 characters or less.		**payee**

V. CAUSE OF INJURY CODES

Cause	Code	Description
BURN OR SCALD – HEAT OR COLD EXPOSURE – CONTACT WITH		
	101	Chemical
	102	Hot Object or Substances
	103	Temperature Extremes
	104	Burn/Fire or Flame
	105	Burn/Steam or Hot Fluids
	106	Dust, Gases, Fumes or Vapors
	107	Burn/Welding Operations
	108	Radiation
	109	Misc. Burn/Scald – Heat/Cold Exposure
	111	Exposure to Cold Objects/Substances
	114	Abnormal Air Pressure
	184	Electrical Current
CAUGHT IN, UNDER OR BETWEEN		
	110	Machinery
	112	Obj. Handled
	113	Misc. (Caught In, Under, Between)
	120	Collapsing Materials
CUT, PUNCTURE, SCRAPE – INJURED BY		
	115	Broken Glass

CAUSE OF INJURY CODES (continued)

Cause	Code	Description
(Cut, Puncture, Scrape, continued)	116	Hand Tool, Utensil; Not Powered
	117	Object Being Lifted or Handled
	118	Powered Hand Tool, Appliance
	119	Misc. (Injured By)
FALL, SLIP OR TRIP INJURY		
	125	Different Level
	126	Ladder/Scaffolding
	127	Liquid/Grease Spill
	128	Into Opening
	129	On Same Level
	130	Slipped, Did Not Fall
	131	Misc. (Fall or Slip Injury)
	132	On Ice or Snow
	133	On Stairs
MOTOR VEHICLE		
	140	Crash of Motor Vehicle
	141	Crash of Rail Vehicle
	145	Collision with Another Vehicle
	146	Collision with a Fixed Object
	147	Crash of an Airplane
	148	Vehicle Upset
	150	Misc. (Motor Vehicle)

CAUSE OF INJURY CODES (continued)

Cause	Code	Description
STRAIN OR INJURY BY		
	152	Continual Noise
	153	Twisting
	154	Jumping
	155	Holding/Carrying
	156	Lifting
	157	Pushing/Pulling
	158	Reaching
	159	Using Tool/Machine
	160	Misc. (Strain or Injury)
	161	Wielding/Throwing
	197	Repetitive Motion
STRIKING AGAINST OR STEPPING ON		
	165	Moving Parts of Machine
	166	Object Being Lifted or Handled
	167	Sanding, Scraping, Cleaning Operation
	168	Stationary Object
	169	Stepping on Sharp Object
	170	Misc. (Strike Against or Step On)
STRUCK OR INJURED BY (INCLUDES KICKED, STABBED, BIT, ETC.)		
	174	Fellow Worker or Patient

CAUSE OF INJURY CODES (continued)

Cause	Code	Description
(Struck or injured by, continued)	175	Falling or Flying Object
	176	Hand Tool or Machine in Use
	177	Struck/Injured by Motor Vehicle
	178	Moving Parts of Machine
	179	Object Being Lifted or Handled
	180	Object Being Handled by Others
	181	Misc. (Struck or Injured By)
	185	Animal or Insect
	186	Explosion or Flareback
RUBBED OR ABRADED BY		
	195	Rubbed/Abraded NOC
MISCELLANEOUS CAUSES		
	182	Absorption/Ingestion/Inhale NOC
	187	Foreign Body in Eye
	188	Natural Disasters
	189	Person in Act of a Crime
	190	Other than Physical Injury
	191	Mold
	196	Terrorism
	198	Cumulative (All Other)
	199	Other Miscellaneous Causes

VI. NATURE OF INJURY CODES

Nature	Code	Description
SPECIFIC INJURY		
	201	No Physical Injury
	202	Amputation
	203	Angina Pectoris
	204	Burn
	207	Concussion
	210	Contusion
	213	Crushing
	216	Dislocation
	219	Electric Shock
	222	Enucleation
	225	Foreign Body
	228	Fracture
	230	Freezing
	232	Heat Prostration
	234	Hernia
	236	Infection
	237	Inflammation
	240	Laceration
	241	Myocardial Infarction
	242	Poisoning (General)
	243	Puncture
	246	Rupture
	247	Severance

NATURE OF INJURY CODES (continued)

Nature	Code	Description
	253	Syncope
(Specific injury, continued)	254	Asphyxiation
	255	Vascular
	258	Vision Loss
	259	Other
OCCUPATIONAL DISEASE OR CUMULATIVE INJURY		
	260	Dust Disease NOC
	261	Asbestosis
	262	Black Lung
	263	Byssinosis
	264	Silicosis
	265	Respiratory Disorder
	266	Poisoning - Chemicals
	267	Poisoning - Metal
	268	Dermatitis (Rash/Skin or Tissue Inflammation Including Boils)
	270	Radiation
	271	All Other Occupational Disease
	274	Cancer
	276	VDT - Related Disease
	280	All Other Cumulative Injury
MULTIPLE INJURIES		
	290	Multiple Physical Injury

NATURE OF INJURY CODES (continued)

Nature	Code	Description
(Multiple injuries, continued)	291	Multi Injury – Including Both Physical & Psychological
STRAIN/SPRAIN		
	249	Sprain
	252	Strain
CONTAGIOUS DISEASE		
	273	Contagious Disease
	275	AIDS
	279	Hepatitis C
CARPAL TUNNEL		
	278	Carpal Tunnel Syndrome
HEARING LOSS		
	231	Hearing Loss/Impairment
	272	Loss of Hearing
MENTAL DISORDER – OCCUPATIONAL		
	269	Mental Disorders
	277	Mental Stress

VII. BODY PART CODES

Body Part	Code	Description
HEAD		
	310	Multiple Head Injury
	311	Skull
	312	Brain
	313	Ear(s)
	314	Eye(s)
	315	Nose
	316	Teeth
	317	Mouth
	318	Other Facial Soft Tissue
	319	Facial Bones
NECK		
	320	Multiple
	321	Vertebrae
	322	Disc
	323	Spinal Cord
	324	Larynx
	325	Soft Tissue other than Larynx or Trachea
	326	Trachea

BODY PART CODES (continued)

Body Part	Code	Description
UPPER EXTREMITIES		
	330	Multiple
	331	Upper Arm
	332	Elbow
	333	Lower Arm
	334	Wrist
	335	Hand
	336	Finger
	337	Thumb
	338	Shoulder(s), Armpit, Rotator Cuff, Trapezius, Clavicle, Scapula
	339	Wrist(s) & Hand(s)
TRUNK		
	340	Multiple
	341	Upper Back Area / Thoracic Area
	342	Lower Back Area / Lumbar & Lumbosacral
	343	Disc
	344	Chest (Including Ribs / Sternum / Soft Tissue)
	345	Sacrum & Coccyx
	346	Pelvis
	347	Spinal Cord
	348	Internal Organs (Other than Heart & Lungs)

BODY PART CODES (continued)

Body Part	Code	Description
(Trunk, continued)	349	Heart
	360	Lungs
	361	Abdomen Including Groin (Excluding Injury to Internal Organs)
	362	Buttocks
	363	Lumbar &/or Sacral Vertebrae
LOWER EXTREMITIES		
	350	Multiple
	351	Hip
	352	Thigh
	353	Knee
	354	Lower Leg
	355	Ankle
	356	Foot
	357	Toe(s)
	358	Great Toe
MULTIPLE BODY PARTS		
	364	Artificial Appliance
	365	Unclassifiable
	366	No Physical Injury
	390	Multiple Body Parts
	391	Single / Multiple Body Systems

VIII. POSTING AND RETRIEVING INSTRUCTIONS

Overview

These instructions describe how to post extract files for, and retrieve error files and reports from, SIEDRS. Posting and retrieving is done to and from the Washington State Department of Information Services (DIS) Secure File Transfer (SFT) server. You can read more about this service, which provides encryption, at http://techmall.dis.wa.gov/services/secure_file_transfer.aspx.

Please do not apply for an SFT account or otherwise contact DIS. Use the L&I SIEDRS contact information at the beginning of this document if you have a question or a problem.

After SIEDRS enrollment, each submitter will be provided access to two folders on the SFT server; one for posting their extract files and one for retrieving files and reports from SIEDRS. Non-submitting employers will be provided access to one folder for retrieving. A logon identifier and initial password will be provided to enable folder access.

Posting and retrieving are not part of SIEDRS per se. Rather, they are activities required to interface with SIEDRS. L&I does not control the SFT server, software, or user interface.

You can post and retrieve manually, or set up an automated process. Manual posting and retrieving requires a Personal Computer (PC) that has Internet access and can access the file you want to post, and the folder or directory into which you will copy files retrieved from SIEDRS. Automation will vary according to the technologies you use and your approach. Other than the material provided in this document, L&I can provide little if any support for automated posting.

Please note:
The manual posting instructions are written for users of Microsoft Internet Explorer and Microsoft Windows. You may contact L&I SIEDRS support staff for assistance if you are not familiar with these products, use other products, or see something different from what is shown in the instructions. See the beginning of this document for SIEDRS Support contact information.

We believe the instructions are most easily followed if you:
1. Read the text at the top of each page.
2. Go to the next page after performing each task.
3. Do not click on or select options not specified in the instructions.

POSTING AND RETRIEVING INSTRUCTIONS (continued)

Manual posting and retrieving

1. Access the SFT server

Go to https://sft.wa.gov. Although this example illustrates the Access Washington home page as a starting point, you do not need to start from there.
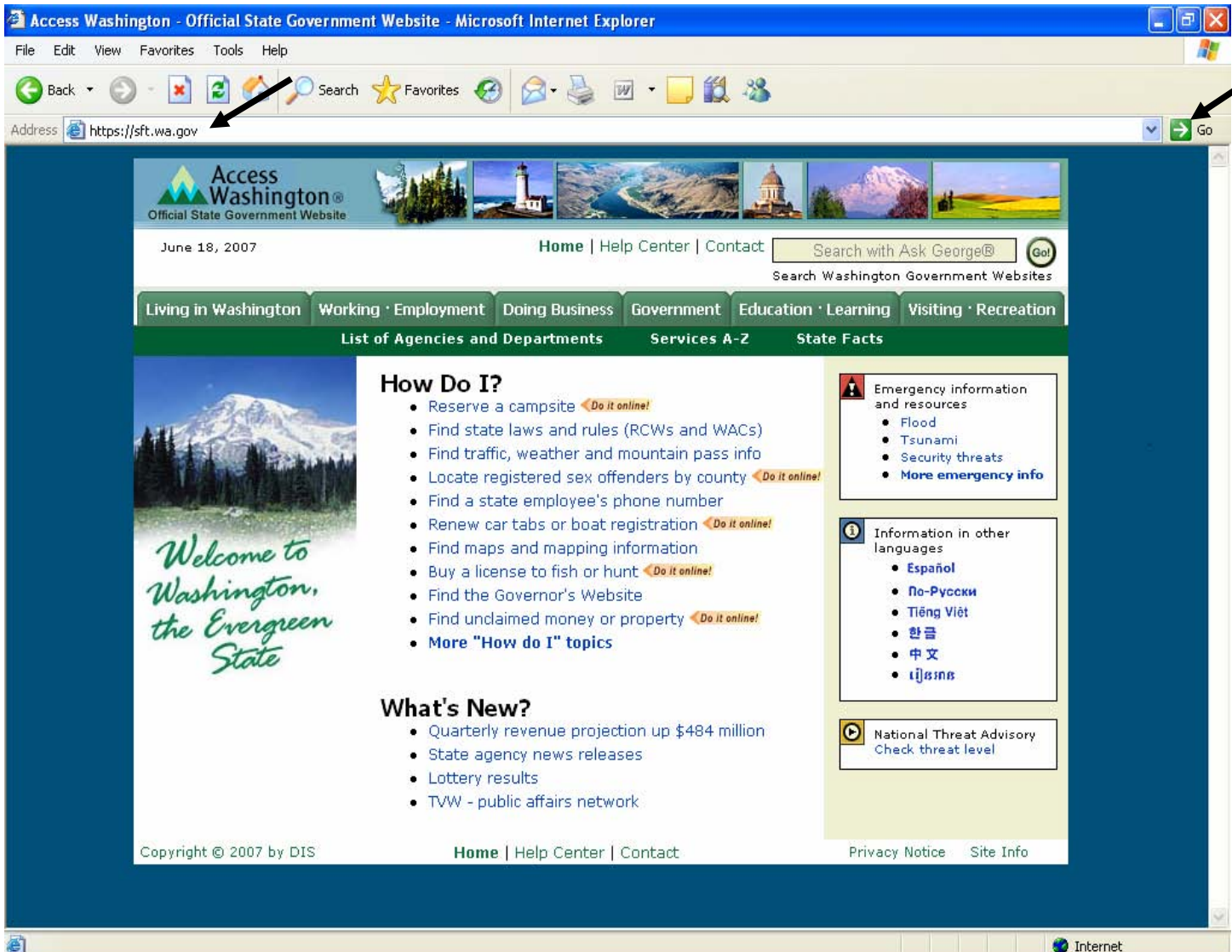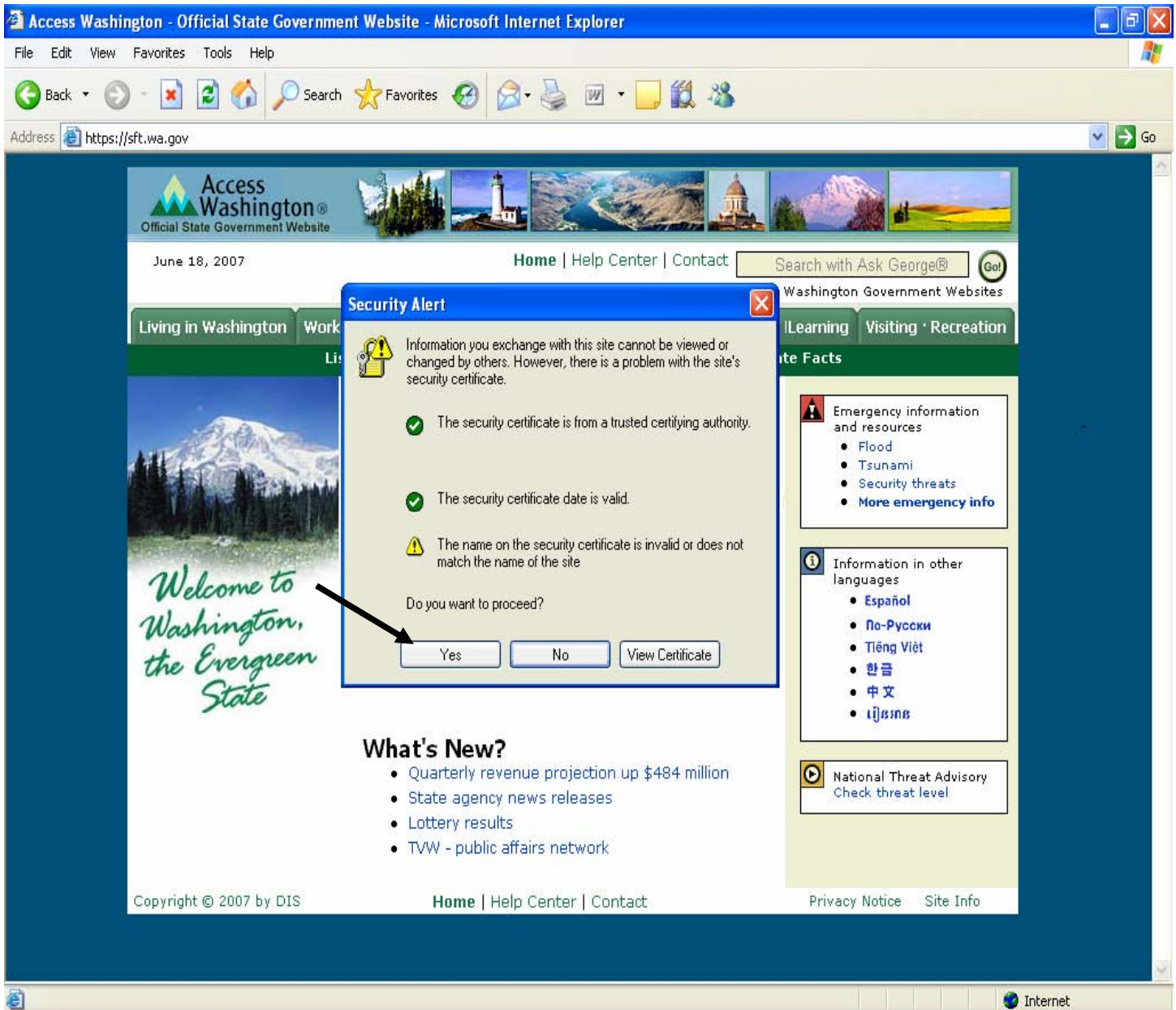
POSTING AND RETRIEVING INSTRUCTIONS (continued)

If you see the following Security Alert, click on "OK."
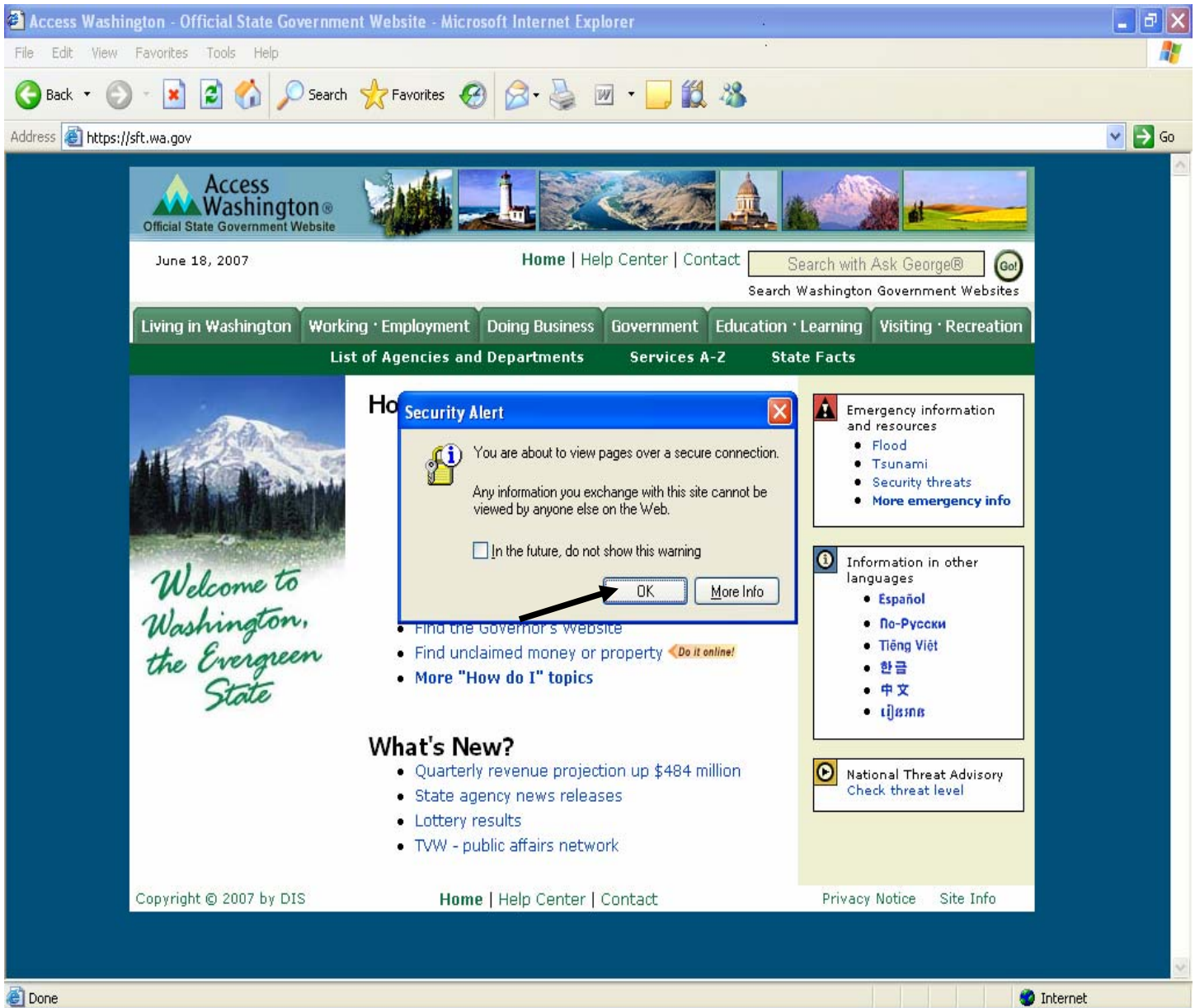
POSTING AND RETRIEVING INSTRUCTIONS (continued)

If you see this Security Alert, click on "Yes."

POSTING AND RETRIEVING INSTRUCTIONS (continued)

2. Log in

You have now accessed the SFT server. On the following screen, type in your SFT logon identifier (in the "Name" box) and password. These will be provided by L&I SIEDRS support staff when you enroll. Then, click on "Log In."

Please note: If you make three consecutive failed attempts to log in, you will be locked out. Contact SIEDRS support to have your password reset.

POSTING AND RETRIEVING INSTRUCTIONS (continued)

The first time you log in, you will need to change your initial password.

Please note: The 2 alpha, 2 numeric, and 2 special characters must all occur within the first 8 characters.

POSTING AND RETRIEVING INSTRUCTIONS (continued)

After changing your password, you will see this screen. Click on "Here."

POSTING AND RETRIEVING INSTRUCTIONS (continued)

You will now have to log in again.
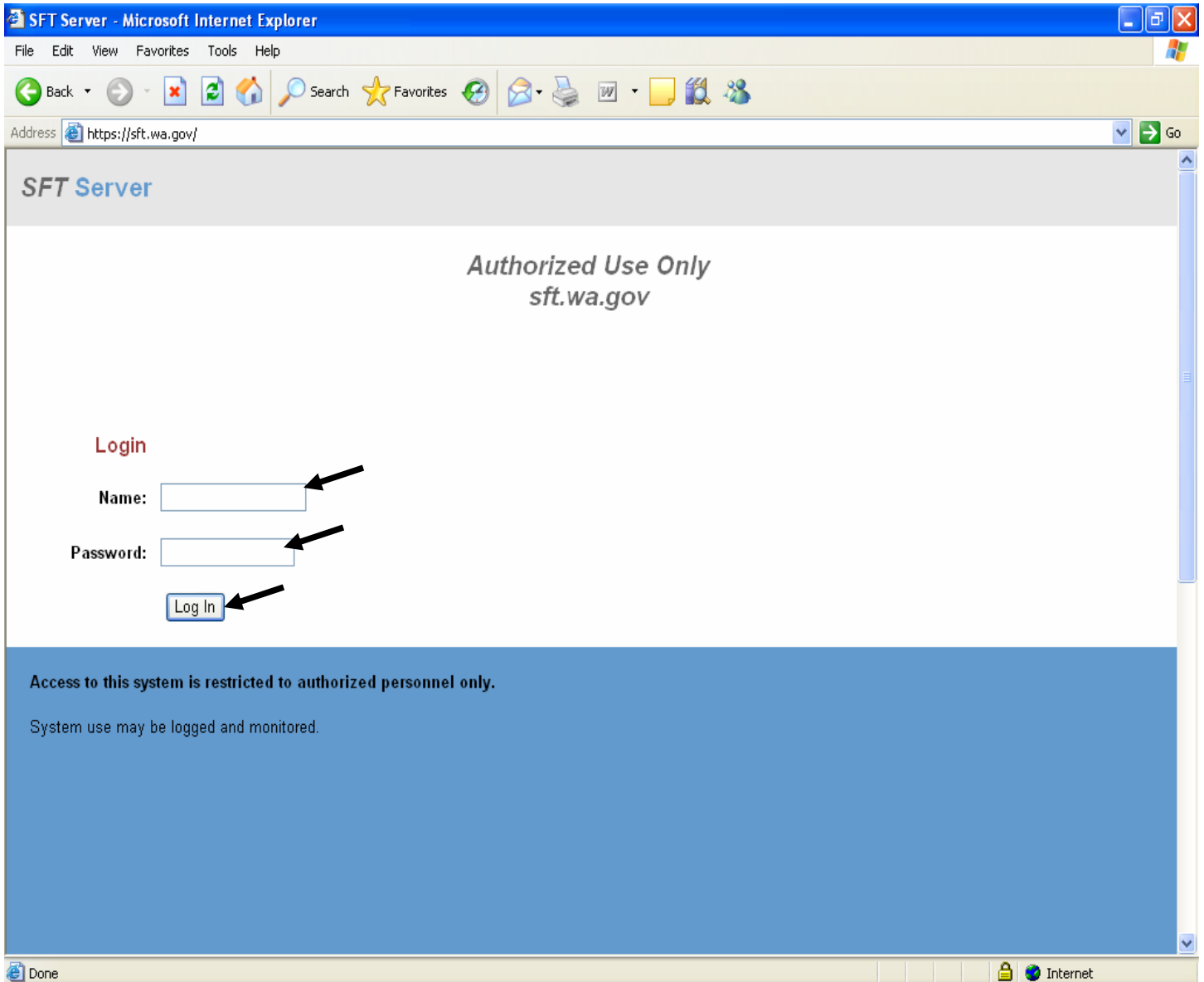
POSTING AND RETRIEVING INSTRUCTIONS (continued)

3. Posting

After logging in, submitters will see a screen like this. Non-submitters will see a similar screen but without a post folder.

Submitters: Click on "post" to open your post folder and start the posting process.

Non-submitters: Skip to Step 6.
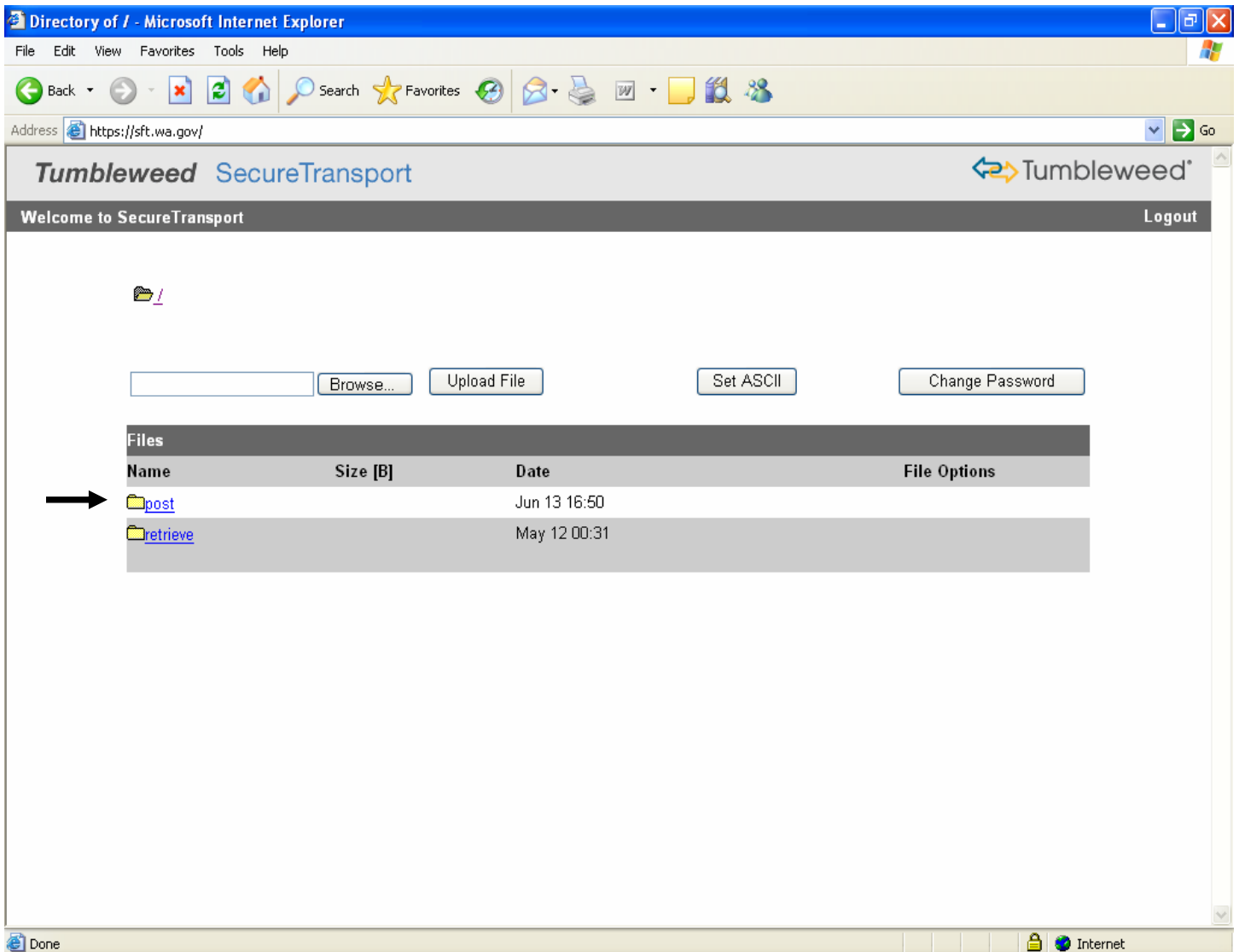
POSTING AND RETRIEVING INSTRUCTIONS (continued)

Click on "Browse" to locate the extract file you want to post. Your extract file must be in a location accessible by your PC.
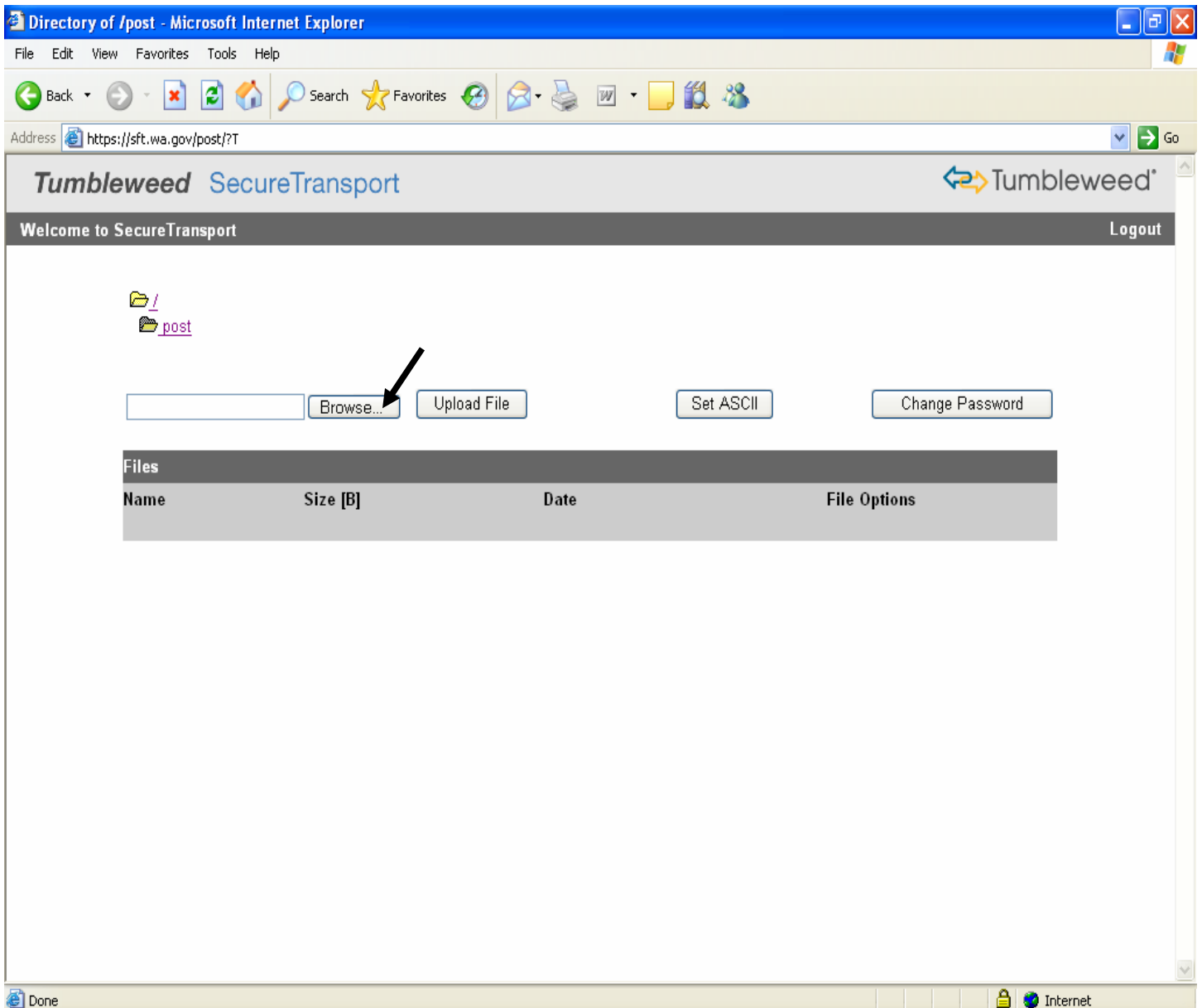
POSTING AND RETRIEVING INSTRUCTIONS (continued)

The "Choose file" dialog box should appear. Folders and files available to your PC will be presented through this box. The file name shown below is an example only. Your file and folder names will likely be different.

Please note: If the name of your file is more than 214 characters, SIEDRS will reject it.

Locate and highlight the extract file you want to post, then click on "Open."
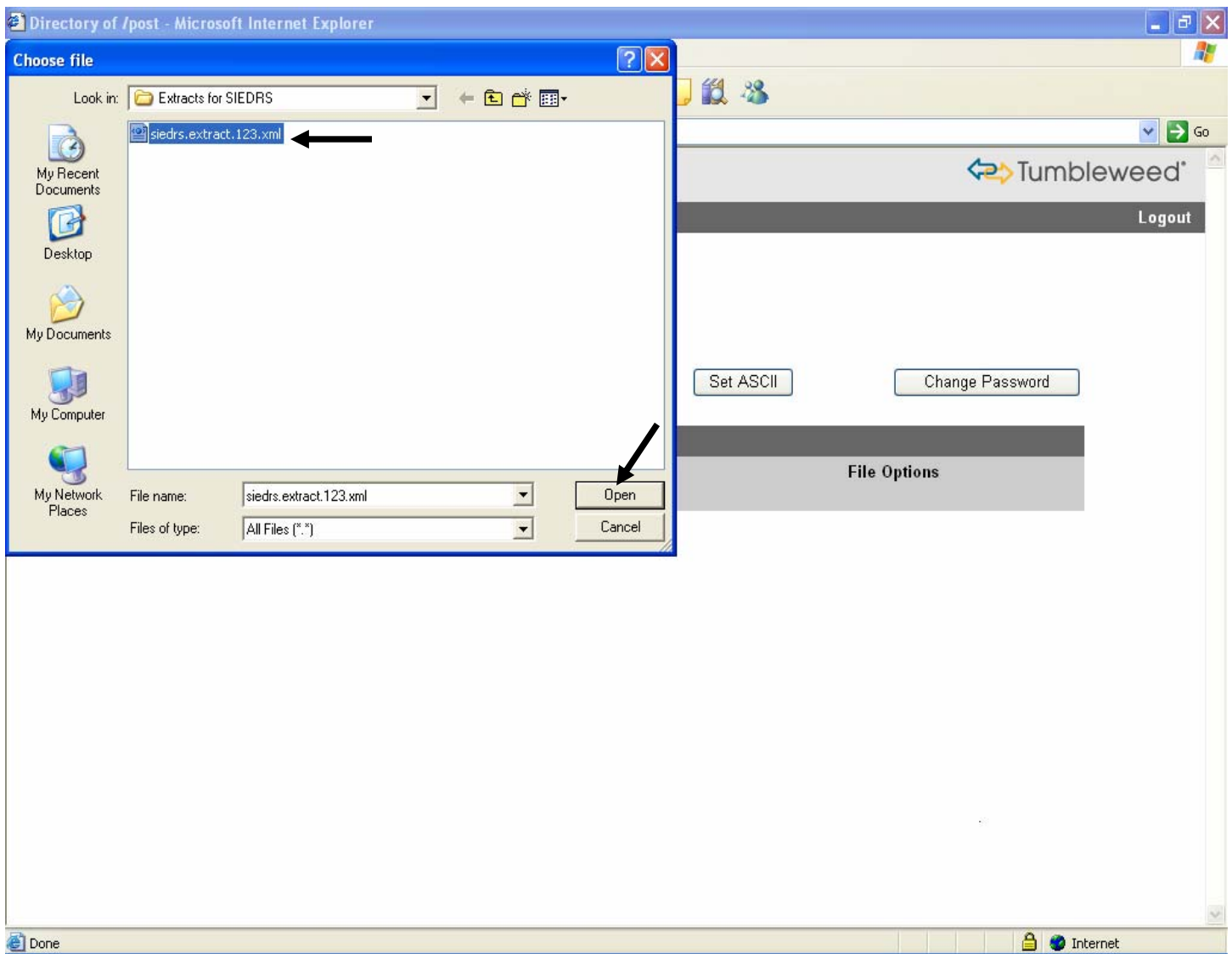
POSTING AND RETRIEVING INSTRUCTIONS (continued)

5. Post your extract file

The path (location) of the file you selected above should appear to the left of the "Browse" button on the screen below. To post the file, click on "Upload File."

It is important that you upload the proper file and do so only once. After you click on "Upload File," it will immediately be posted. If you believe you posted the wrong file, immediately inform L&I SIEDRS support staff. If you post more than one file on the same day, both files will be rejected.
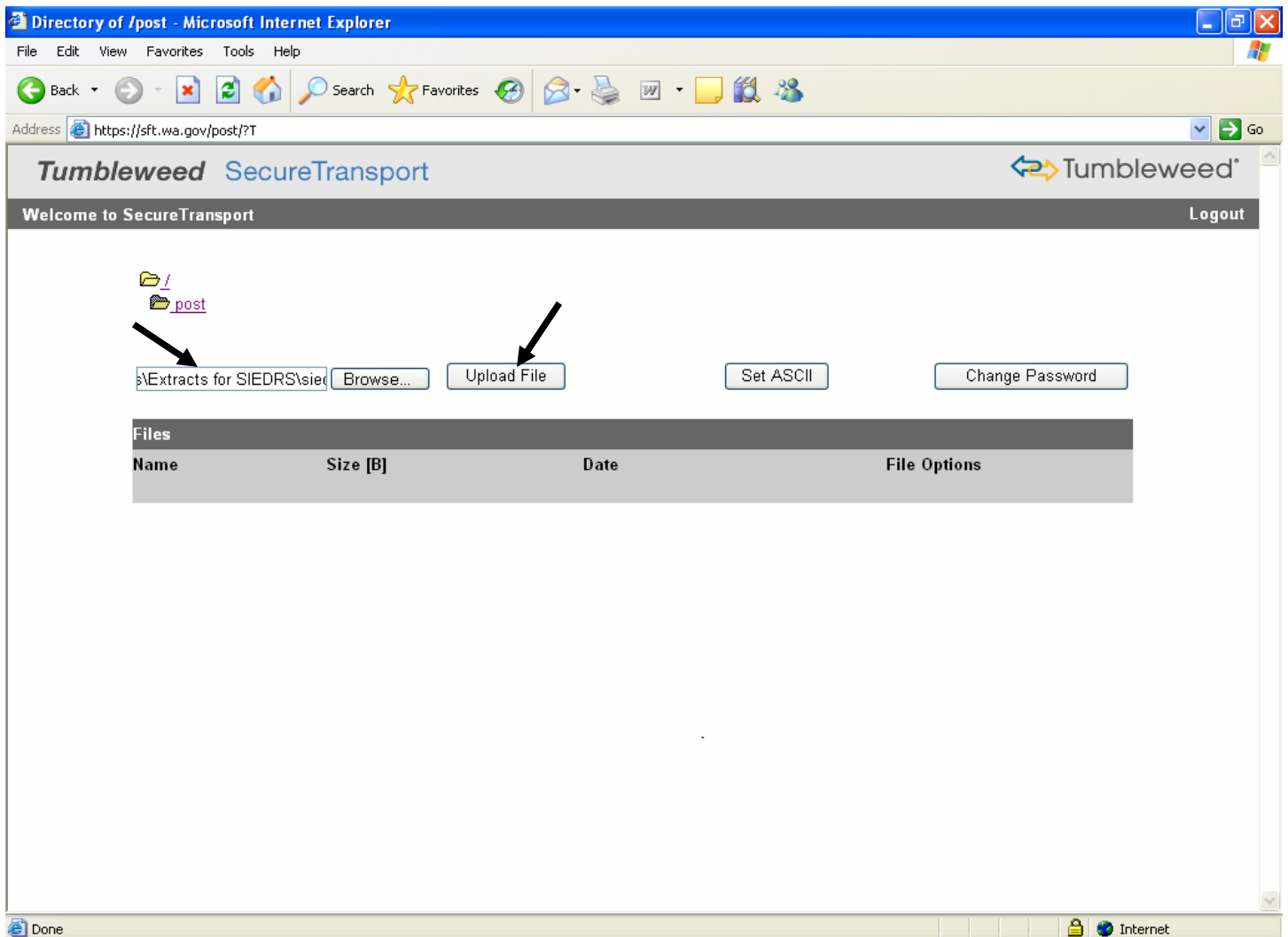
POSTING AND RETRIEVING INSTRUCTIONS (continued)

After the file is posted (uploaded), you should see the file name as illustrated below.

If you refresh your browser, you will see the screen on the next page.
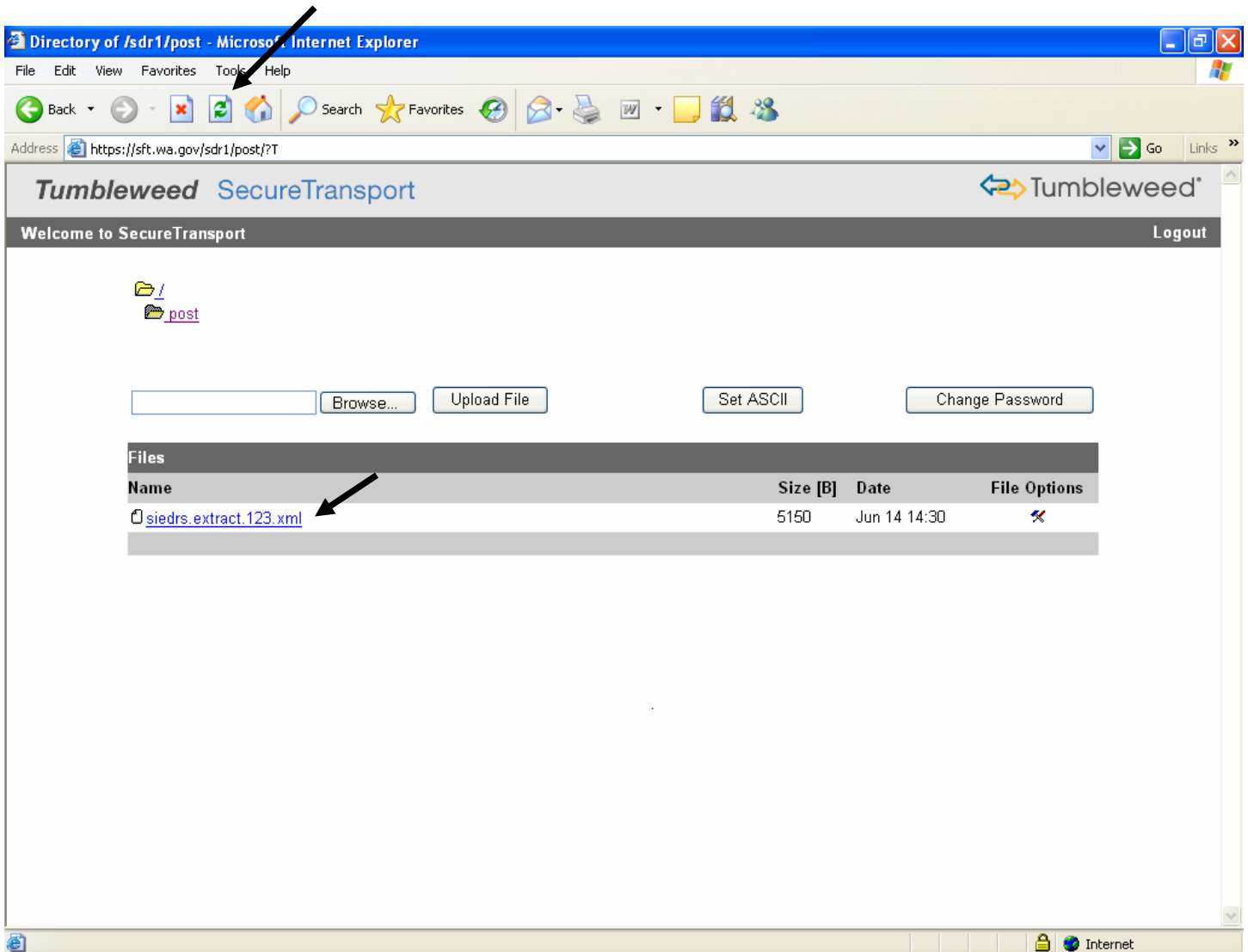
POSTING AND RETRIEVING INSTRUCTIONS (continued)

After refreshing your browser, you should see a receipt file name ending with
"UploadSuccessful" as illustrated below.

*If you do not see a file name ending with "UploadSuccessful", immediately
inform L&I SIEDRS support staff.*
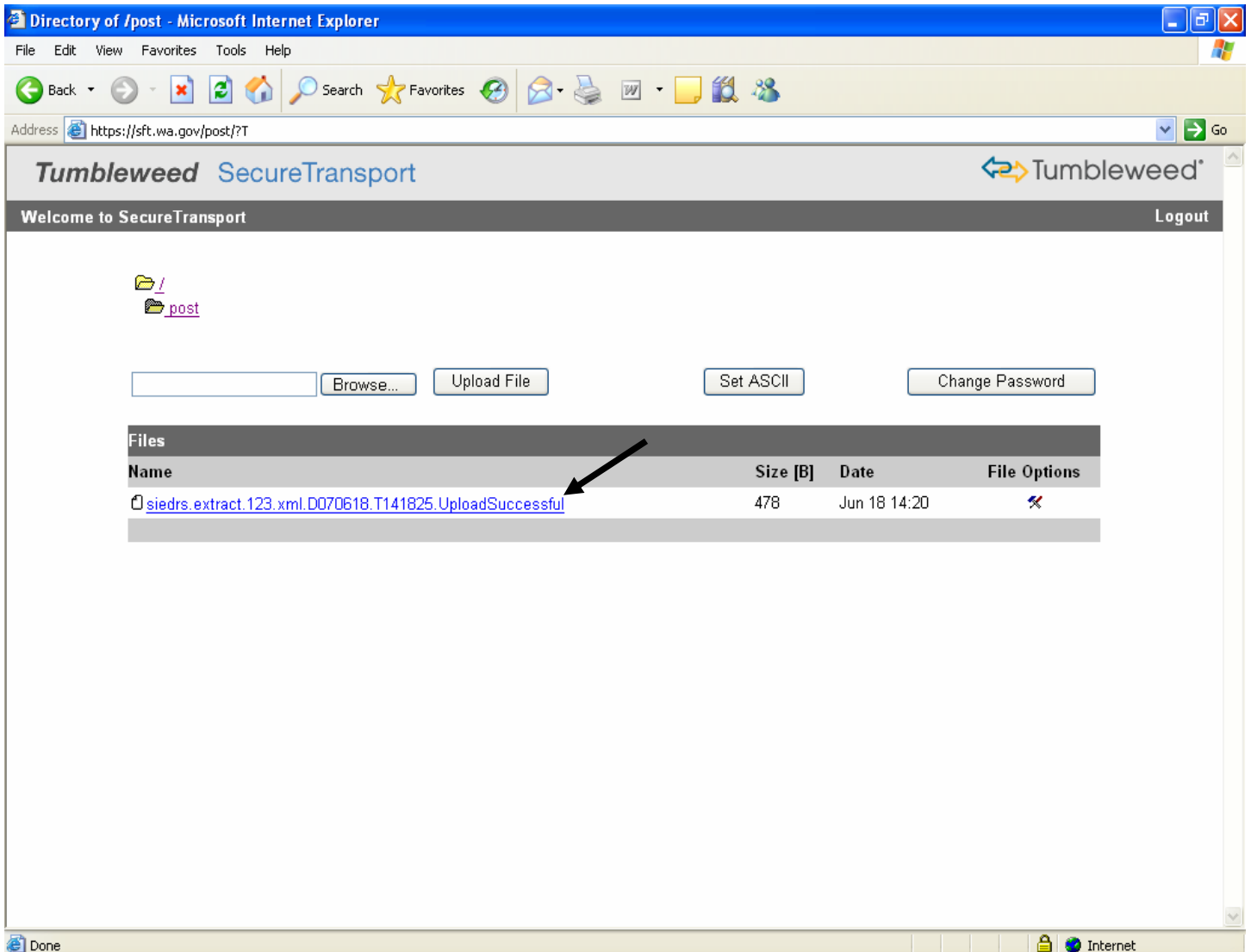
POSTING AND RETRIEVING INSTRUCTIONS (continued)

If you have no retrieving to do, you can click on "Logout." If you want to retrieve, click on "/."
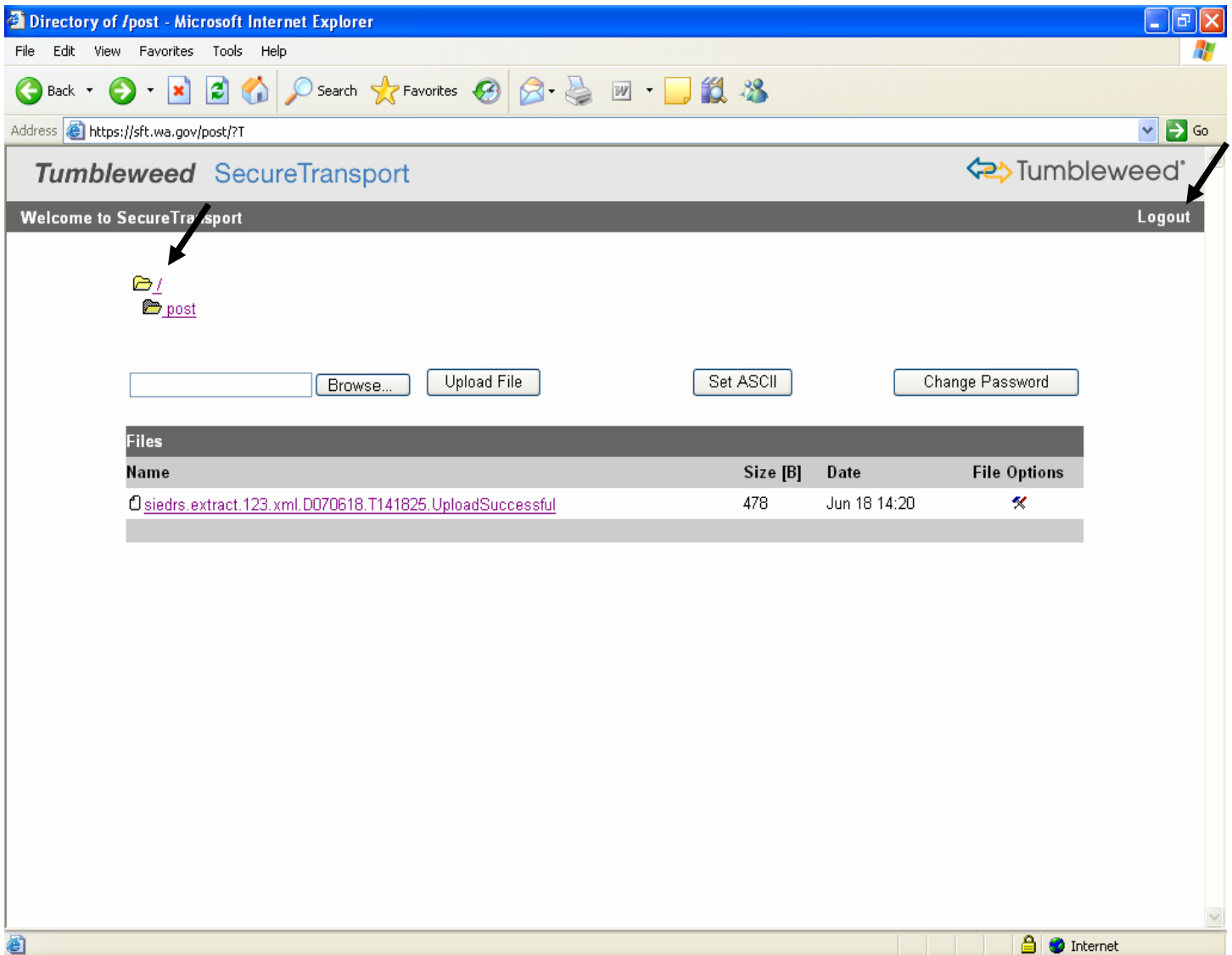
POSTING AND RETRIEVING INSTRUCTIONS (continued)

6. Retrieving

From this screen, click on "retrieve" to open your retrieve folder and start the retrieval process. If you are a non-submitter, you will not see the post folder.
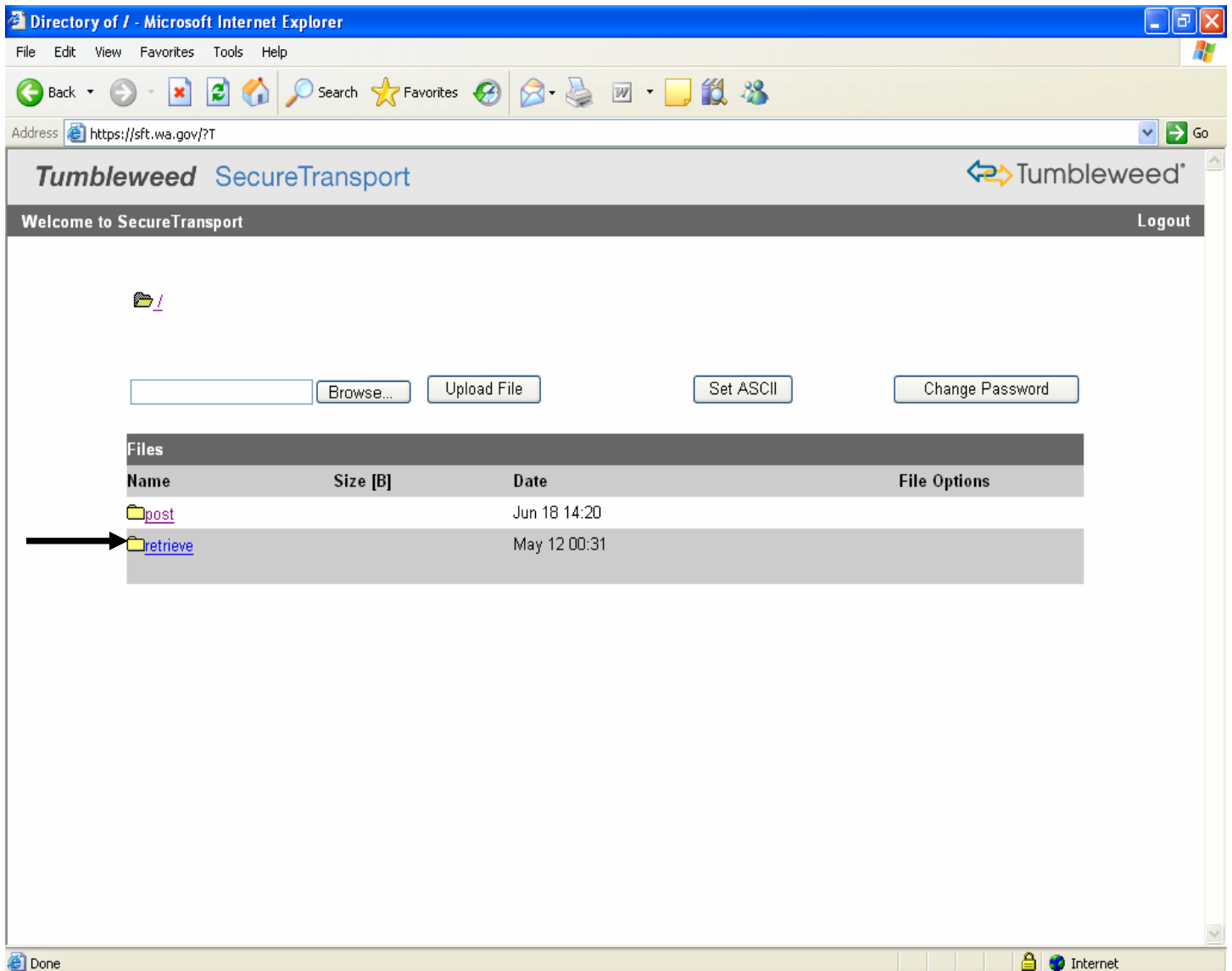
POSTING AND RETRIEVING INSTRUCTIONS (continued)

When SIEDRS encounters one or more problems with a posted file, it will make available, **on the following day**, a Portable Document Format (PDF) error report and an XML error file. In this example, there is one of each available for retrieval. Click on the "File Options" icon next to the report or file you want to retrieve.

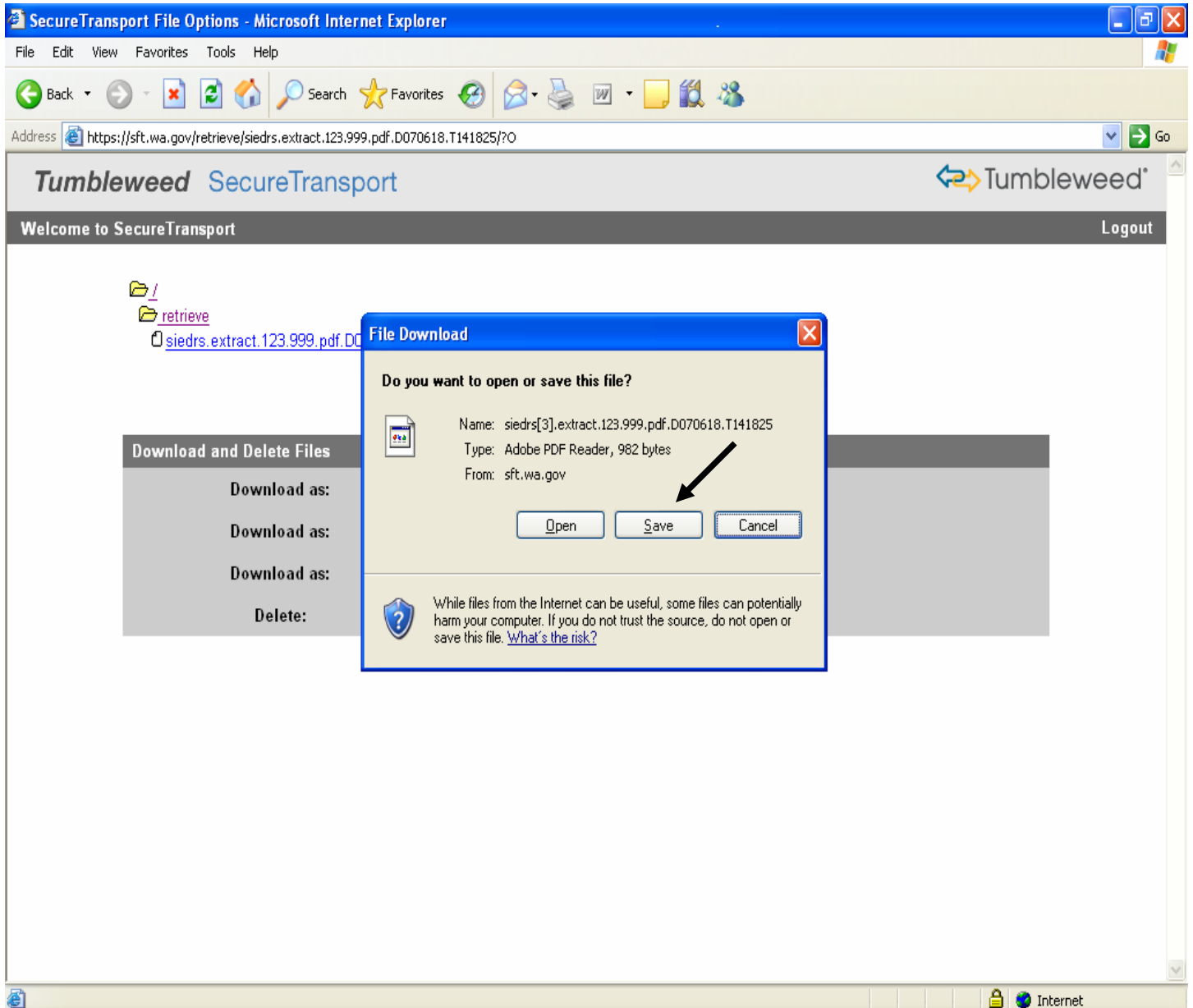## POSTING AND RETRIEVING INSTRUCTIONS (continued)

Next, click on "application/octet-stream."

DO NOT click on the file name next to "Delete." No confirmation request will appear – the selected file will be immediately deleted.
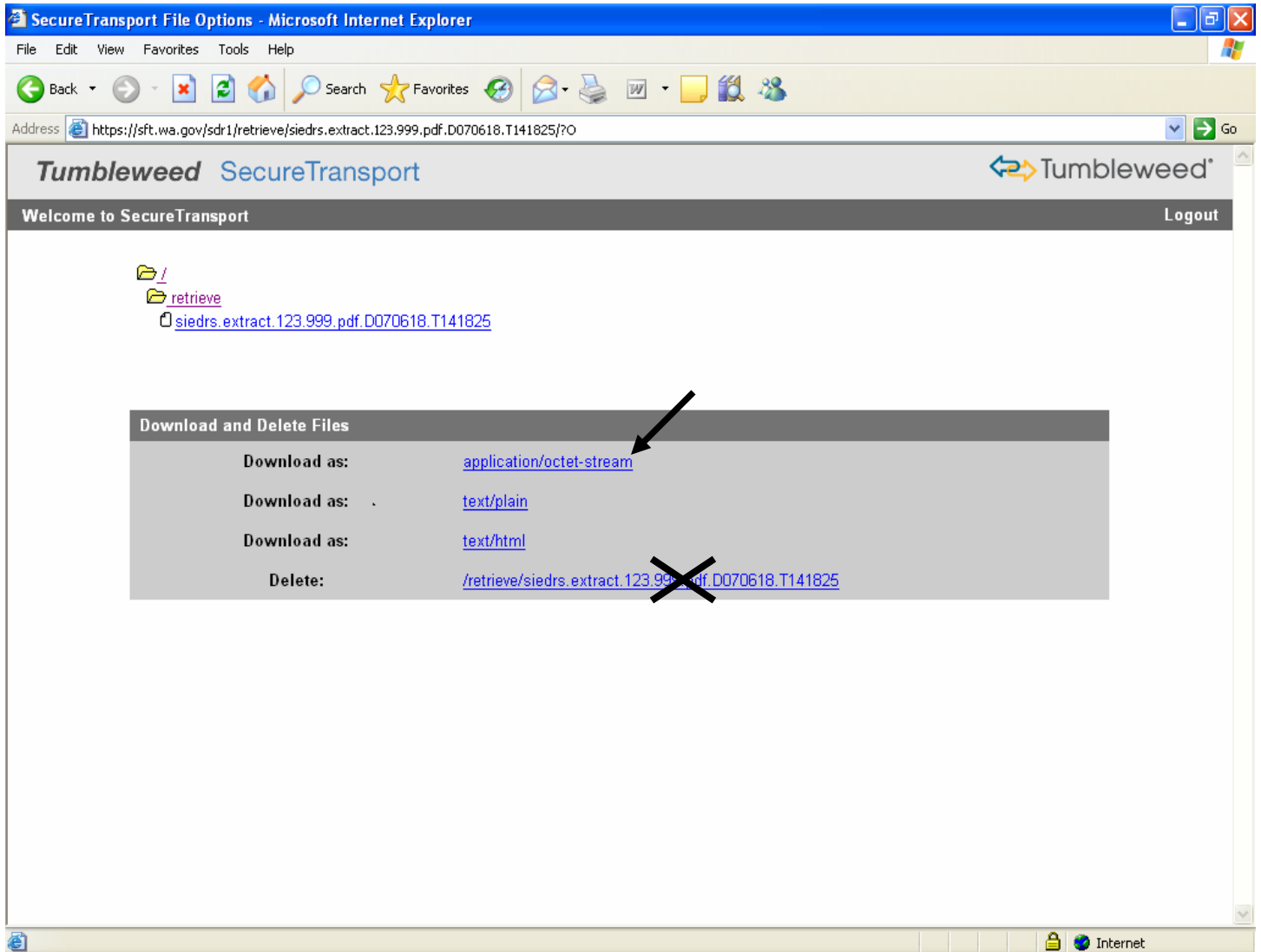
POSTING AND RETRIEVING INSTRUCTIONS (continued)

You should now see the "File Download" dialog box. Click on "Save."

POSTING AND RETRIEVING INSTRUCTIONS (continued)

Using the "Save As" dialog box, select the location into which you want to save the file you are retrieving.

You may wish to change the file name in the dialog box. The SFT process adds a date/time stamp to the end (after the normal file extension). This may prevent the software you use to access your file from properly opening the file. Moving the extension to the end of the file name will prevent this problem. For example, you may want to change *file.pdf.D010101.T010101* to *file.D010101.T010101.pdf*.
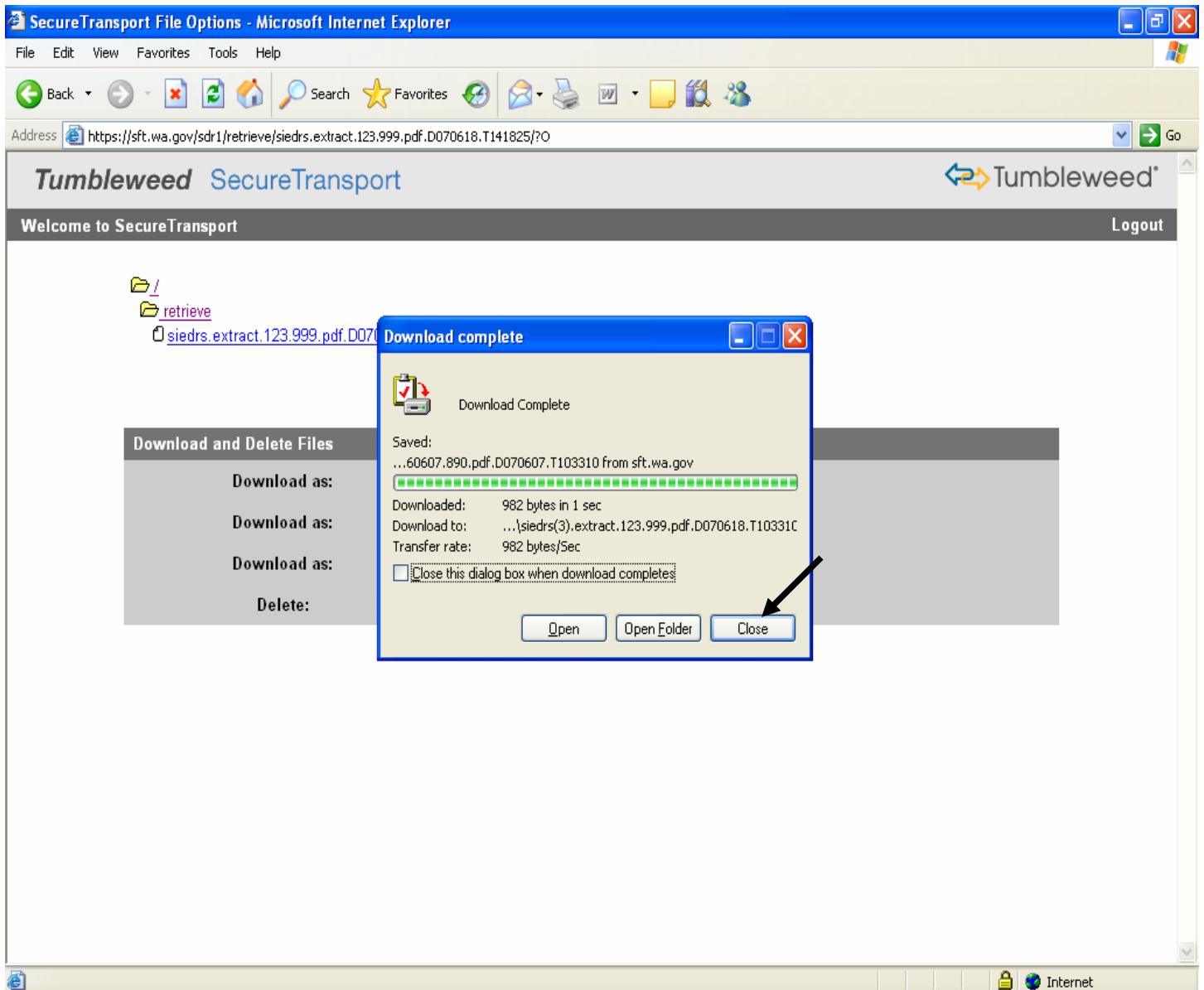
In addition, your browser may insert a number in brackets before the first dot in the file name. That can be removed if desired.

When you are done, click on "Save."
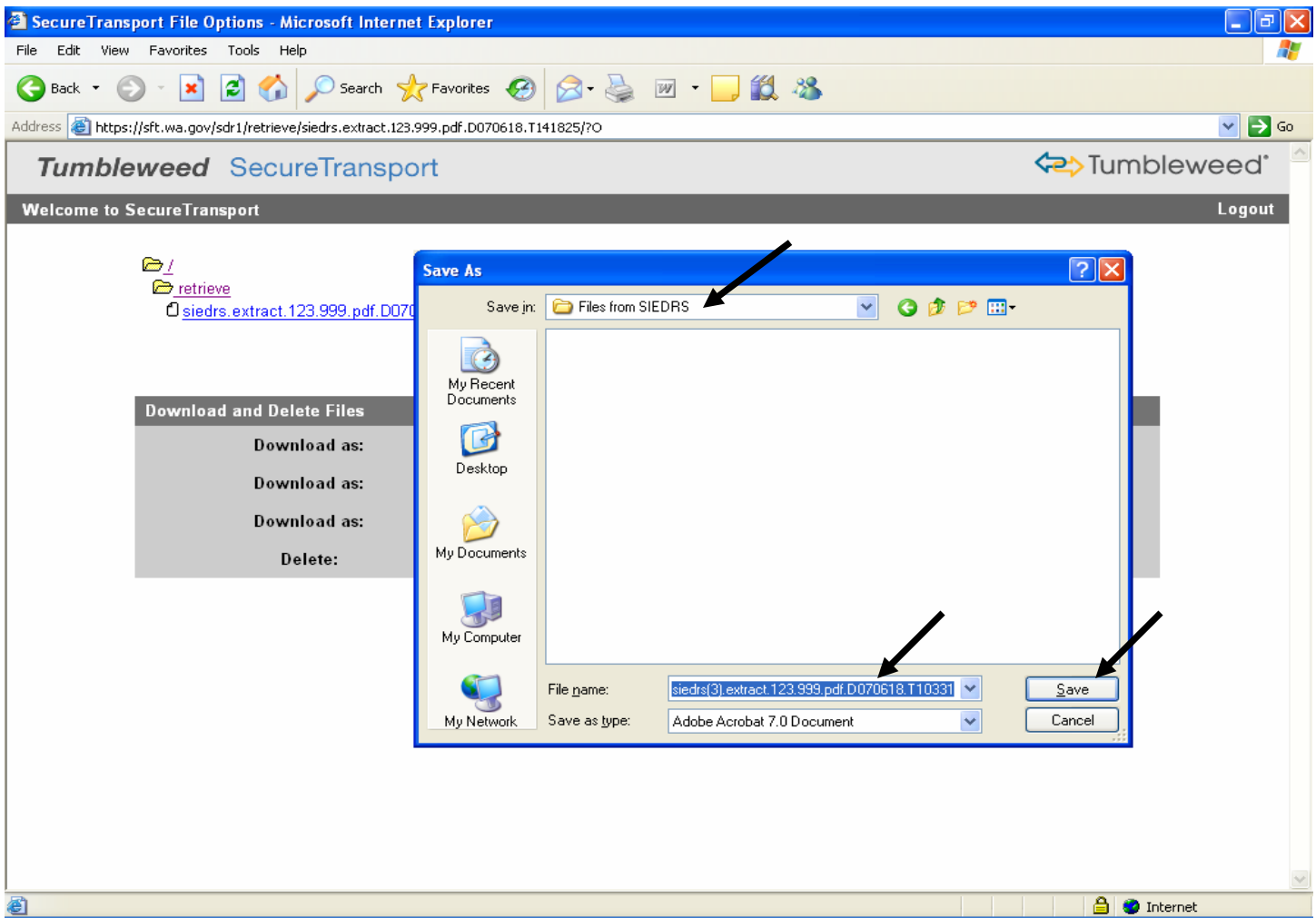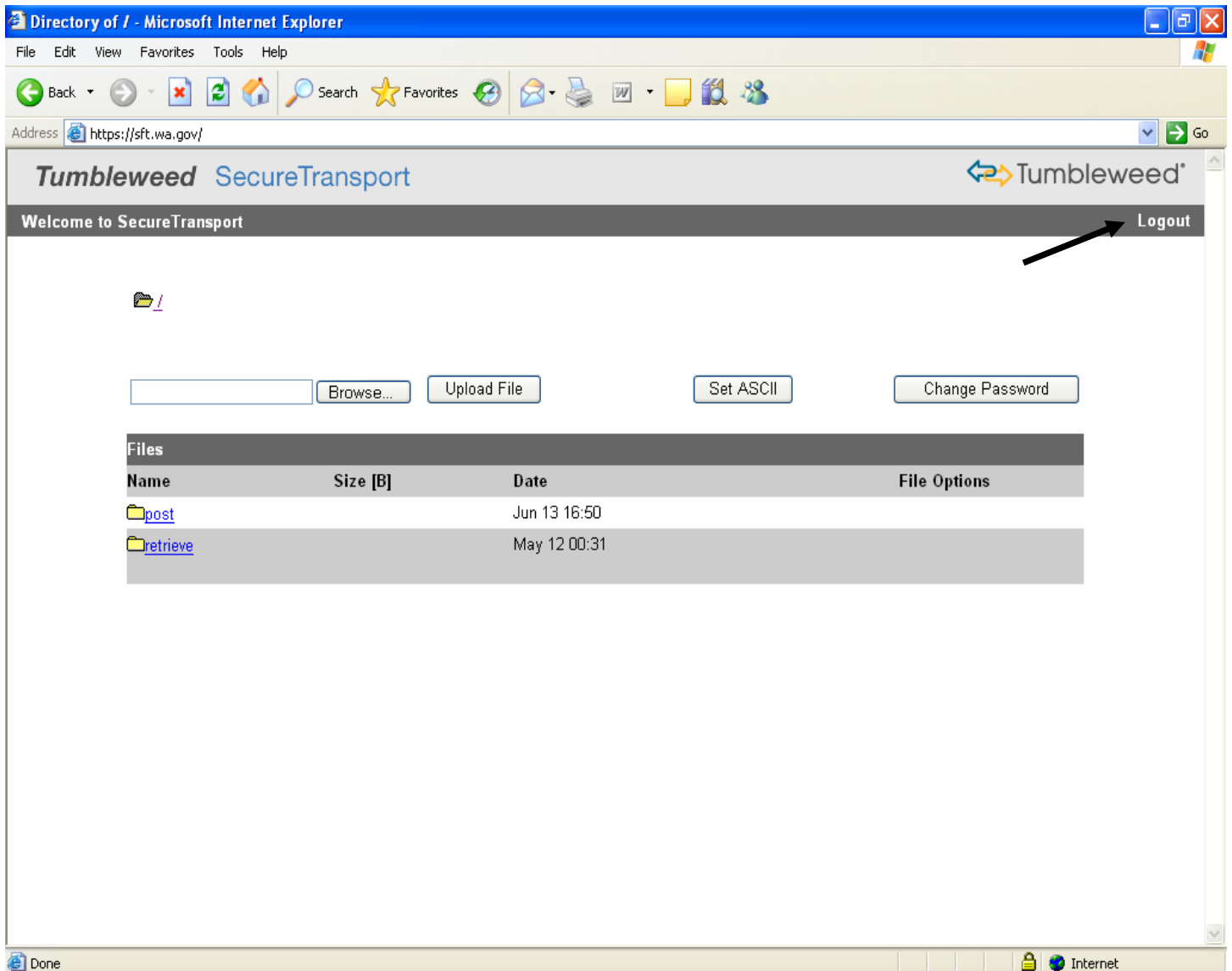
POSTING AND RETRIEVING INSTRUCTIONS (continued)

Your file should now be retrieved, and you can click on "Close" if the "Download complete" dialog box appears.

POSTING AND RETRIEVING INSTRUCTIONS (continued)
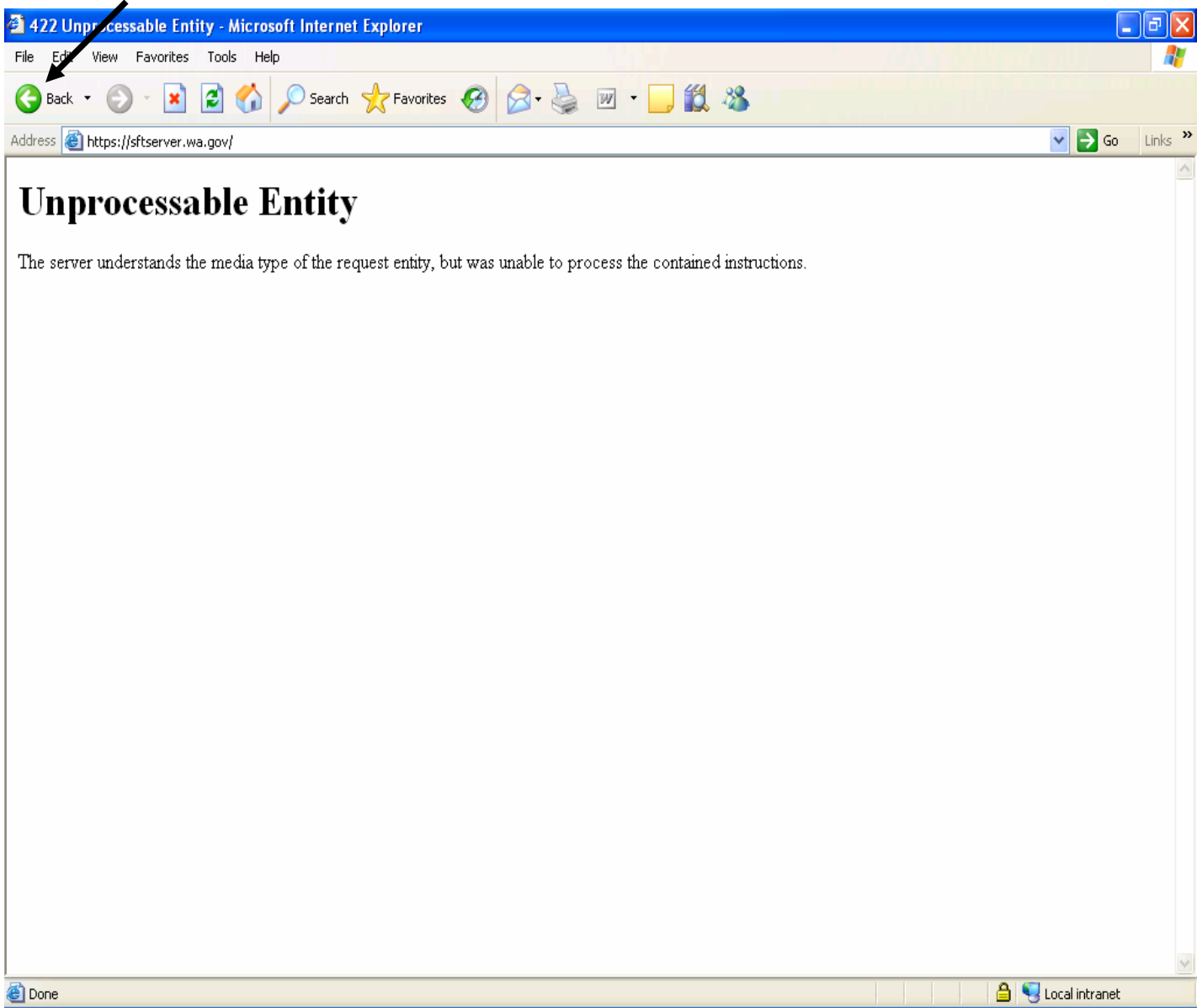
7. Logging out

You can log out of the system at any time by clicking "Logout" in the upper right corner of a screen.

POSTING AND RETRIEVING INSTRUCTIONS (continued)

8. If you attempt an unavailable option

If you come across this screen, click the back arrow. As with virtually all of the posting and retrieval process, this screen cannot be changed by L&I.

POSTING AND RETRIEVING INSTRUCTIONS (continued)

9. Important considerations

File retention
Every day, files on the SFT server that are older than 14 days will be permanently deleted. This is true for files you post and files and reports created by SIEDRS.

Improper posting
SIEDRS will not detect or process files in any folder other than the post folder. SIEDRS cannot prevent posting to a retrieve folder or the folder that contains the post and retrieve folders. Improperly posted files will be deleted after 14 days without having been processed by SIEDRS.

Automatic log out
A user will be logged out of an SFT server session after 15 minutes of inactivity.

Password attempts
Three unsuccessful attempts to log on will require you to contact L&I SIEDRS support staff to have your password reset.

Password expiration
Your password will expire every 90 days. You must reset your password before it expires or you will be unable to log on to the SFT server.

Automated posting and retrieving

This section describes how you might automate posting and retrieving.

1. Purchase SFT software, or develop your own

SFT software is relatively inexpensive compared to the time it might take to develop your own. You have a several different client types to choose from:

- Any modern Web browser capable of using a 40 bit encryption key
- An RFC-2228 compliant client that supports FTPS protocol
- The Tumbleweed Secure Transport Client software
- Any SFTP or SCP client that supports SSH

L&I and DIS both use Tumbleweed software. Here is a link to more information: http://www.tumbleweed.com/products/securetransport/securetransport_client.html L&I is not positioned to consult on software alternatives, but you may use compatible software from a different vendor.

2. Set up a scheduled posting and/or retrieving process

As described in Section III, "Submitter System Requirements", SIEDRS expects an extract file at least once each month. You can add an automated posting step to the end of your extract process or create a separate posting process.

For scheduling an automated retrieval process, keep in mind that SIEDRS will place error reports and files, if any, in retrieval folders around 9:00 a.m. the day after an extract was posted.

The DIS SFT server is available 24 hours a day, 365 days a year, except for scheduled maintenance and unplanned outages.

What follows is an example of posting and retrieving code. The details of your automated process will vary according to the technologies you use and your approach.

POSTING AND RETRIEVING INSTRUCTIONS (continued)

Code Example using Tumbleweed's SecureTransport Windows Client™ 4.5.1
SecureTransport Windows Client 4.5.1 installs and operates on the Windows
operating system versions:
- Windows XP Professional - SP2
- Windows 2000 Professional/Server - SP4
- Windows 2003 SE - SP1

Upload command for posting

C:\> Program Files\Tumbleweed\STClient\Stclient
httpsu://vst_sdr123:password@sftserver.wa.gov/sdr123/post
C:\Extracts for SIEDRS\siedrs.extract.123.xml /prefBinary /hidden /prefNoAskSched

Explanation:

C:\> Program Files\Tumbleweed\STClient\Stclient
Path/location of your SFT client executable
httpsu://
Tumbleweed command option to upload (post)
vst_sdr123
SFT logon ID (will be provided by L&I)
- *vst_sdr: Standard for all logon IDs*
- *123: L&I will provide a different number to each submitter*

password
SFT password (initial password will be provided by L&I)
sftserver.wa.gov
SFT server
sdr123/post
Path to posting folder ("post" - name used for all posting folders)
C:\Extracts for SIEDRS\siedrs.extract.123.xml
Path and file name of extract file you want to post
/prefBinary
*Tumbleweed command option to provide an exact byte-by-byte copy of the file
– recommended for upload command, but not required*
/hidden
Tumbleweed command option to suppress pop-up window
/prefNoAskSched
Tumbleweed command option to execute immediately

Download command for retrieving

C:\> Program Files\Tumbleweed\STClient\Stclient
https://vst_sdr123:password@sftserver.wa.gov/sdr123/retrieve/*
C:\Files from SIEDRS\ /prefBinary /hidden /prefNoAskSched

Explanation:

C:\> Program Files\Tumbleweed\STClient\Stclient
> *Path/location of your SFT client executable*

https://
> *Tumbleweed command option to download (retrieve)*

vst_sdr123
> *SFT logon ID (will be provided by L&I)*
>   - *vst_sdr: Standard for all logon IDs*
>   - *123: L&I will provide a different number to each submitter*

password
> *SFT password (initial password will be provided by L&I)*

sftserver.wa.gov
> *SFT server*

sdr123/retrieve
> *Path to retrieval folder ("retrieve" - name used for all retrieval folders)*

*
> *Wild card option to retrieve all available files (see Note below)*

C:\ Files from SIEDRS
> *Path to location where you want to place retrieved files*

/prefBinary
> *Tumbleweed command option to provide an exact byte-by-byte copy of the file – required for download command to properly download (retrieve) PDF files*

/hidden
> *Tumbleweed command option to suppress pop-up window*

/prefNoAskSched
> *Tumbleweed command option to execute immediately*

Note

Files SIEDRS places in your retrieval folder will remain there for 14 days unless you delete them sooner. The download command shown above copies files, and therefore can result in retrieving the same file more than once. If that is undesirable to you, you may (at least with Tumbleweed's SecureTransport Windows Client™ 4.5.1) insert a "move" option into the command. That will, in effect, delete the file from the SFT server after it is downloaded. There are additional command options you may wish to explore.

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

Submitter: TPA 123
Error for file *(file name)* submitted 99/99/9999

Error   Explanation
Number of claims per file could not be   The file you provided could not be processed because your control total for the
reconciled   number of claims (X) does not match L&I's count (Y). Please correct and
                                         resubmit the entire file.

*NOTE: If a submitter receives a file-level error report (sample on this page), they will **not** receive a detailed error report (sample on following pages).*

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

Submitter: TPA 123
Errors for file *(file name)* submitted 99/99/9999

ALL DATA WAS REJECTED FOR THE FOLLOWING ACCOUNT(S)

Account ID	Error Message
78888888	No data was processed for Account ID 78888888. That account was not enrolled in SIEDRS at the time of posting.

ERRORS FOR ACCOUNT ID 70000000

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
S000000	Claimant First Name is required.	clmt_first_name			
A123456	Claim Number must start with "S", "T", or "W".	clm_number	A123456		
S111111	Date Entered cannot be prior to Injury Date.	clm_date_entered	02/15/2007	clm_injury_date	02/21/2007

THE FOLLOWING DATA ELEMENTS WERE REJECTED - PLEASE CORRECT AND RESUBMIT

Claim Number	Error Message	Submitted Element	Submitted Value	Reference Element	Reference Value
S222222	Claim Closure Date cannot be prior to Injury Date.	clm_closed_date	01/10/2007	clm_injury_date	03/12/2007
S333333	Claimant Phone Number must be a valid 10 digit phone number.	clmt_phn_num	36055588881		

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

Claim Number	Error Message	Submitted Element	Submitted Value	Reference Element	Reference Value
S444444	Once established, Claimant First Name cannot be changed via SIEDRS.	clmt_first_name	Lenny	clmt_first_name	Leonard
S555555	Claim Closure Date not accepted as claim is already closed.	clm_closed_date	03/21/2007	clm_closed_date	02/05/2007

Validity Criteria for Transmitted Elements with Errors

Transmitted Element	Validity Criteria
clmt_first_name	1. Must be sent to establish a new claim. 2. Must be 12 characters or less. 3. Cannot be different from existing name in L&I's records. 4. Once established, cannot be updated via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.
clm_number	1. Must accompany every claim transaction. 2. Must be 7 characters in length. 3. First character must be either 'S,' 'T' or 'W.' 4. Second character may be either alphabetic or numeric. 5. Third through seventh characters must be numeric. 6. Must be one of the claim numbers L&I has assigned to the Account ID under which the claim was submitted to SIEDRS. 7. Once established, cannot be changed via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.

Transmitted Element	Validity Criteria
clm_date_entered	1. Must accompany every claim transaction. 2. Must be in MM/DD/YYYY format. 3. Must be on or after 01/01/2007, and before or equal to current date. 4. Must be on or after the Injury Date. 5. Cannot be different from an existing date in L&I's records. 6. Once established, cannot be changed via SIEDRS. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.
clm_closed_date	1. Must be in MM/DD/YYYY format. 2. Must be before or equal to current date. 3. Must be on or after the Injury Date. 4. Must be after the most recent reopen date (if one exists). 5. Cannot be updated if claim is already closed according to L&I's records. To correct a discrepancy, contact an L&I claims adjudicator or SIEDRS support.
clmt_phn_num	1. Must be numeric. 2. Must be 10 digits. 3. Cannot begin with zero.