IBC Monthly Automobile Close-Off Procedures
March 21, 2011

As you are aware, IBC completes two Close-Offs per year for each Statistical Plan. The semi-annual Close-Off, which occurs in the third quarter of the Close-Off year, encompasses January to June data. The annual close off, which occurs in the first quarter of the year following the Close-Off year, encompasses the January to December data. The Close-Offs allow our Actuaries to create the Industry exhibits.

We here at IBC would like to extend our thanks to the industry for their hard work with fixing the errors, high dollar errors, and timely submissions all of which helped IBC to meet the Close-Off deadlines.

In the past, regulators have requested that the Automobile data be available to pull Automobile exhibits year round. To accommodate this request, IBC is reanalyzing and adapting our Close-Off procedures to ensure that the industry's Automobile data is exhibit ready year round.

As of April 1st, 2011, IBC is implementing new procedures to help companies with this more aggressive close off schedule. Email will be sent monthly to remind companies to actively work on all error corrections current and older, on a monthly basis. To help error correctors identify the most urgent EEC transactions, high dollar errors will be sent to companies on a weekly basis.

In addition to the new procedures IBC has many existing reports to help companies manage their errors, two of which are highlighted below.

The **Error Code Analysis Report** allows users to view the top 5, 10, 15, 20, or 25 error codes for a particular entry month. Researching these top error codes allows companies to understand why certain codes are occurring, how to correct said code and, most importantly, can help companies understand how to prevent the code from populating.

Similar to the Error Code Analysis Report is the **Multiple RU Error Trending Analysis Report**. The difference is that this report delivers a six month picture of which error codes occur most frequent in a company's data. These repetitive error codes are excellent candidates for a system fix. This kind of troubleshooting is crucial for working towards an error free submission. In addition, it will ultimately reduce the time that error correction staff will have to spend on correcting IBC errors and reduce deficiency fees.

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If you have any questions regarding these reports or wish to know more about the other reports available in the ASP Portal, please contact your Data Quality Analyst who will be happy to guide you through these tools.

Just a reminder that IBC is available for training, on any topic. This can be at IBC or on your premises and tailored to your needs. Some suggestions that we can offer help with include:

- Error corrections
- How to improve managing of errors, to prevent from receiving emails from IBC
- How to use various reports in Submission management
- Out of tolerance amounts, business explanations
- Understanding the rules in the Early Warning system
- What is an exposure and how does it work
- How to understand Claim Count
- How to count the "number of other operators"

Please contact your Data Quality to discuss any of the above.

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