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**TO: MEMBERS OF FACILITY ASSOCIATION**

**ATTENTION: CHIEF EXECUTIVE OFFICER  
RISK SHARING POOL PROJECT MANAGERS**

**DATE: AUGUST 29, 2008**

**BULLETIN NO: F08 - 065**

**SUBJECT RISK SHARING POOLS IT MODERNIZATION –  
TRANSITION PLAN**

Facility Association will be implementing the new Risk Sharing Pool (RSP) Data Collection, Correction and Reporting Tool in November 2008. The attached document outlines the transition plan from the current RSP system to the new system. Please be sure to take note of critical dates on the timeline and of the need to correct outstanding errors to the greatest extent possible prior to transition.

The All-Industry Test (AIT) phase will continue until October 17, 2008. If you have not yet joined AIT testing the user ID request forms are available at the Facility Association website IT Modernization section.

Additional information, including AIT Release Notes, RSP application and procedures manuals, and RSP application E-learning videos are available in the IT Modernization area of Facility Association's website at: [http://www.facilityassociation.com/IT\\_Modernization.asp](http://www.facilityassociation.com/IT_Modernization.asp)

Please email any questions and comments regarding the IT Modernization to: [FAtestingsupport@facilityassociation.com](mailto:FAtestingsupport@facilityassociation.com)

David J. Simpson, M.B.A., FCIP  
President & CEO

Attach.

## RISK SHARING POOL TRANSITION PLAN

### Introduction:

Facility Association will be implementing the new Risk Sharing Pool (RSP) Data Collection, Correction and Reporting Tool in November 2008. The following document outlines the transition plan from the current RSP system to the new system.

### Timelines:

Date	OLD RSP System	NEW RSP system
September 2008	<ul style="list-style-type: none"> <li>RSP data submission continues as per current practices.</li> <li>Companies are encouraged to correct all outstanding errors.</li> </ul>	<ul style="list-style-type: none"> <li>New RSP system AIT continues</li> </ul>
October 2008	<ul style="list-style-type: none"> <li>RSP data submission continues as per current practices.</li> <li>Companies are encouraged to correct all outstanding errors.</li> </ul>	<ul style="list-style-type: none"> <li>New RSP AIT concludes Friday October 17, 2008</li> </ul>
Saturday November 1, 2008	<ul style="list-style-type: none"> <li>FACT application continues to be available for submission of October Entry Date data.</li> <li>Last day to correct outstanding errors.</li> <li><u>Any outstanding errors that have not been corrected and submitted to FACT are not included in the final edit listing nor will they be moved into the new system.</u></li> </ul>	<ul style="list-style-type: none"> <li><b>8:00 AM</b> - New RSP system will be available for Submission of November, December and January processing month data.</li> <li>Transactions will not be edited</li> </ul>
Sunday November 2, 2008	<ul style="list-style-type: none"> <li><b>4:00 AM</b> - FACT application is decommissioned and no further submissions are accepted into the old RSP system.</li> <li>All Premiums and Claims data for the processing month of October must be submitted into the old RSP system. Prior to this deadline.</li> </ul>	<ul style="list-style-type: none"> <li>New RSP system will be available for Submission of November, December and January processing month data.</li> <li>Transactions will not be edited</li> </ul>
Monday November 3, 2008	<ul style="list-style-type: none"> <li>Final Edit Listing for Ontario and Alberta is generated in the old system.</li> <li>Edit listing provided back to the companies.</li> </ul>	<ul style="list-style-type: none"> <li>New RSP system will be available for Submission of November, December and January processing month data.</li> <li>Transactions will not be edited</li> </ul>
Tuesday November 4,	<ul style="list-style-type: none"> <li>Final Edit Listing for New Brunswick and Nova Scotia is generated in the old</li> </ul>	<ul style="list-style-type: none"> <li>New RSP system will be available for Submission of November, December and</li> </ul>

## RISK SHARING POOL TRANSITION PLAN

Date	OLD RSP System	NEW RSP system
2008	system. <ul style="list-style-type: none"> <li>Edit listing provided back to the companies.</li> </ul>	January processing month data. <ul style="list-style-type: none"> <li>Transactions will not be edited</li> </ul>
Wednesday November 5 to Friday November 7, 2008	<ul style="list-style-type: none"> <li>Errors from the last edit listing are provided back to the companies in a text format. These errors can be submitted to the new system in the new format.</li> </ul>	<ul style="list-style-type: none"> <li>New RSP system will be available for Submission of November, December and January processing month data. Transactions will not be edited</li> </ul>
Saturday November 8, to Sunday November 9, 2008		<ul style="list-style-type: none"> <li>New RSP system will be available for Submission of November, December and January processing month data.</li> <li>Complete Edit cycle is implemented in the new RSP system and all transactions submitted between November 1<sup>st</sup> and 7<sup>th</sup> 2008 will be edited.</li> </ul>
Monday November 10, 2008		<ul style="list-style-type: none"> <li>New RSP system will be available for Submission of November, December and January processing month data.</li> <li>Results from the first full edit cycle on the new RSP system are available to users.</li> <li>New RSP system overnight edit process is implemented and any data submitted this day will be available for status view the next business day.</li> </ul>

### Supporting Details

#### *Error Transactions:*

Companies should be correcting errors identified in transactions in a timely manner in order to comply with the ceding rules of the pool. It is strongly recommended that companies clean up any outstanding errors prior to transitioning to the new system or they will have to resubmit the transactions in the new format.

Since companies will not have a chance to correct any errors identified in the last Edit Run of October and to assist companies in the transition, each company will receive a text file of all error transactions rejected in the last edit run for October processing month. Companies will then have to resubmit these errors as November.

Note that outstanding error transactions from the old system will not be converted to the new system;



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### ***Renewal Transactions:***

Companies may report renewal transactions one or two months in advance at which time they would generate a transaction to the pool.

Companies will be allowed to report the November / December renewal transactions as per normal process to the old system in processing months of September and October. These policies will be converted in the master file conversion process and will be available for Operational reporting at the proper time.

### ***Policy Master File***

The policy master file is necessary for the RSP system to operate properly. Based on the transition schedule the final update in the old system to the master file will be completed in the November 3<sup>rd</sup> and 4<sup>th</sup> edits for data submitted for the October processing month.

That master file will then be converted and become the base for the new RSP system. All transactions that did not pass the edits in the last master file edit in the old system will be provided back to the companies in text format and they may be resubmitted into the new system based on the RSP rules.

### ***Post Mark Date:***

During the transition period the new RSP application will be available for submission of November, December and January processing month data starting November 1, 2008. Although the full edit cycle in the new system will be implemented during November 8<sup>th</sup> weekend, all submission will be marked with receipt data for identification of the proper post mark date.

### ***Documentation, Questions and Support:***

New RSP Procedures Manuals, Application Guides, E-learning videos are available at Facility Association website in the IT Modernization section:

[http://www.facilityassociation.com/IT\\_Modernization.asp](http://www.facilityassociation.com/IT_Modernization.asp)

Please email all questions on transition or on AIT support to:

[FAtestingsupport@facilityassociation.com](mailto:FAtestingsupport@facilityassociation.com)