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TO: MEMBERS OF FACILITY ASSOCIATION

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

DATE: SEPTEMBER 22, 2008

BULLETIN NO: F08 - 074

**SUBJECT RISK SHARING POOLS IT MODERNIZATION –
DATA CONVERSION DETAILS**

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 data conversion details and requirements for the transition from the current RSP system to the new system.

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

Please email any questions and comments regarding the IT Modernization to: FAtestingsupport@facilityassociation.com

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

Attach.



RISK SHARING POOL IT MODERNIZATION – DATA CONVERSION DETAILS

Introduction

Facility Association will be implementing the new Risk Sharing Pool Data Collection, Correction and Reporting Tool in November 2008. The following document outlines the details and requirements on the conversion of the data from the current system to the new system.

Conversion Details

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 3rd and 4th edits when processing the last set of October processing month entries.

That master file will then be converted and become the base for the new RSP system. All transactions submitted, but failing the edits in the last master file edit in the old system, will be provided back to the companies in text format. These transactions may be resubmitted into the new system based on the RSP rules. Error transactions which remained uncorrected and not re-submitted as part of the last October edit listing will not be converted to the new system or returned to the companies.

To assist the companies in the new format submission testing, the All-Industry Test (AIT) environment will be updated with a copy of the production policy master file during the week of September 22nd. Further details will be provided prior to the implementation.

Alberta Grid and Non Grid Data:

Policies residing on the policy master file that had been reported to either AB Grid or Non Grid pool and then had their grid status changed will be converted into the AB Grid or Non Grid pool based on the last submitted and accepted transaction. For example, if a policy was originally placed in Grid and then



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subsequently moved to Non Grid then all related transactions will be converted and placed into the new Non Grid pool.

The same rules apply to any policies that have either open or closed claims linked to them and were converted from Grid to Non Grid or vice versa. For example, if a policy is originally placed in Non Grid and then subsequently placed to Grid then all claims transactions will be converted and placed into the new Grid pool.

Note that policies that have been submitted only to one pool, Grid or Non Grid, are not impacted by this and will be placed where they were originally submitted.

Claim Reported Date:

The new Risk Sharing Pool data format for claim transaction includes a new data field named Claim Reported Date. It is used to report the date insurer was notified of a claim on a policy previously ceded to the pool.

For any new claims submitted to the new RSP system starting November 1st 2008 the Claim Reported date field is a mandatory field. Subsequent transactions must contain the same Claim Reported Date as reported on the initial claim transaction. Claim transactions where the Claim Reported Date is missing or where the field value does not match what was originally reported will be in error.

For claims reported prior to the implementation of the new RSP system, including all open claims on the Master file at the conversion time, that field will be populated with a value of the reported loss date + 1 day. For example, for a claim with loss date of July 7, 2008 the Claim Reported Date will be populated with value for July 8, 2008. All subsequent transactions for these claims may contain the actual claim reported date from the insurer system or the default value of reported loss date +1 day.



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Occasional Operator Indicator:

Occasional Operator class 05/06 field in the new RSP submission must contain the values of 1-9 to allow insurers to uniquely identify multiple occasional operators on a policy. These values should be reported on any new policies or addition of an Occasional Operator 05/06 submitted to the new RSP system as of November 1st 2008.

For the policies reported to the pool prior to November 1st 2008 containing the occasional operator value X, the field will be converted to the value "1". Subsequent updates to these policies after November 1st, 2008 reported through the new system should have an occasional operator field value of "1".

Policy & Claim Number Reporting:

Policy and Claim Number fields have been extended to 20 characters in the new RSP record layout. Companies should continue to report the same Policy/Claim number which was originally reported on the Premium/Claims transactions on the old system. For any new policies or claims submitted to the new Risk Sharing Pool system after November 1st, 2008 companies must report the same policy or claim number as used in the Automobile Statistical Plan reporting.

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

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

FAtestingsupport@facilityassociation.com