

MVA/ACIS – Progress Bulletin

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ACIS User's Guide is Out!

The Automated Compulsory Insurance System (ACIS) User's Guide is available

At this time, all Insurance Companies should have received a copy of the State of Maryland ACIS User's guide. If for some reason you did not receive the guide, please send a request to the contact listed below or, for your convenience, you may download the guide from the ACIS web page. Updates will be made occasionally to the document. You will be notified of the updates via this Bulletin and on the ACIS web page.

Version 1.1 is now available!

The first update to Volume One of the User's Guide is now available on the ACIS web page. Please download it from that location and continue to check the ACIS web page for future updates. ❖

Contact Information

Questions regarding this bulletin can be directed to:

Acisinfo@mstechnologies.com

or see the ACIS web page at

<http://www.mstechnologies.com/acis.htm>

Refer to Section 8.0 of the Users Guide for specific address and phone contact information.

RESPONSES TO FREQUENTLY ASKED QUESTIONS (FAQ)

1. **What is the basis for the reporting threshold?** Reporting criteria for manual vs. magnetic media methods relates to the insurer/company's book of business (Maryland policies) not monthly reporting. See Section 4.3 of the ACIS Users Guide.
2. **What is a "Soundex"?** The Soundex number is the generic name for Maryland Driver's license number.
3. **We write coverage for commercial business. Do we still have to report these?** Reporting of cancellations and new business applies to commercial as well as personal lines.
4. **Can I continue to report business using the existing reporting methods?** Reporting of insurance cancellations has been in effect since 1973. All companies must begin using the new insurance cancellation record format outlined in the ACIS User's Guide by July 1, 2000 and after notification of successful testing.
5. **When must we begin reporting new business?** Reporting of new business transactions is required to begin July 1, 2000.
6. **Can I report cancellations and new business in the same files?** Cancellation and new business records use the same record type and may be reported in the same file. The field, "Transaction Type" distinguishes the record type by "XLC" = cancellation and "NBS" = New Business
7. **How should we report non-vehicle specific policies?** Vehicles insured under a fleet policy are subject to the reporting requirements but may be reported as a non-vehicle specific policy. In this case each non-vehicle specific policy is considered a record. When reporting vehicle specific policies, each vehicle in a policy is considered a record
8. **Do we need to submit files in a specific sorted order?** Files are not required to be pre-sorted by driver's license number or cancellation date, etc. prior to submission.
9. **May an insurer report personal and commercial lines differently?** Yes, the insurer may use one method for personal and another for commercial lines.

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Y2K CONCERNS:

Maryland's current insurance cancellation reporting system is Y2K compliant and therefore the current record format will not be expanded to accept a four-digit year. Internal applications process each transaction in the Maryland MVA system and convert date fields to a Y2K compliant format. Future reporting will use the ACIS reporting format that is also Y2K compliant. ❖

Business Reporting Specifications

Sections 4.2 and 4.5 of the Users Guide are listed as "under development". These sections will be completed using input and the collaboration of information from you the user. The sections will include information such as the frequency of reporting, what your customers/policyholders will receive from MVA, and how to handle unique situations. Input for the sections will be gathered through a survey that will be sent to all industry representatives, and from the results of a second Joint Application Development (JAD) session. It is important that you complete and return a Trading Partner Information Sheet (see Reminder below), as this will be the basis of address list from which the survey will be sent. Thank you for your cooperation and assistance as we work together to develop a system to effectively enforce Maryland's compulsory insurance requirements.

FTP Server Access

MVA is currently creating a secure FTP network server. Once in place, insurance companies will be able to transfer X12-811 EDI insurance transactions to and from the MVA without the need of a VAN. The secure FTP server will require the user to have a valid certificate issued by the MVA in order to access the server. Trading partners will be allocated their own directory space on the server. Security will allow trading partners access only to their own space. ❖

Reminder

If you have not already done so, please return your "Trading Partner Information Sheet" that is included in the User Guide. The Information Sheet should be sent to

Ms. Marva Salmi
Insurance Compliance Division, Room 140
MD Motor Vehicle Administration
6601 Ritchie Highway, NE
GLEN BURNIE, MD 21062

10. **We report for many companies. Can we submit as a single trading partner?** A trading partner information sheet is required for each company within a group. If the contact information is the same for each company, the trading partner information sheets may be reproduced with the appropriate NAIC number filled in for each company. If you are reporting for multiple insurance companies within a group, you may intermix transactions for different NAIC codes within the same media file and use the group NAIC code in the media control number.
11. **What do you mean by "Telephone Verification of Insurance" contact on the trading partner information sheet?** If a Maryland MVA customer service representative needs to contact your company to obtain immediate verification of insurance for a policyholder, whom should they contact.
12. **Who will be responsible for paying for the costs ensued when using a VAN?** Insurers who choose to transmit EDI transactions through a VAN will be responsible for the transmission cost. The Maryland system will permit an insurer to directly communicate with the ACIS server and bypass the VAN.
13. **Do we need to report policyholder name changes?** No.
14. **Where can we find a list of valid vehicle make codes?** Although it is required to include the vehicle make and model year when reporting cancellations and new business, the vehicle make is not validated against a specific table. It is recommended that the vehicle data codes approved by the National Crime Information Center and Criminal Justice Information System be used but are not required. A photocopy of these data codes is available upon request.

Proposed Milestones

October 29th, 1999 – First User Guide update available
12/01, 1999 – Phase I testing begins
02/01, 2000 – Phase II testing begins
04/01, 2000 – Phase III testing begins
July 1st, 2000 - Mandatory participation
September 1st, 2000 - Cutoff for testing submissions of insurers currently licensed through MD Insurance Administration