

# APPENDIX C

## Data-Handling Guide

### INTRODUCTION

This Appendix offers for each work-product (actuarial or administrative) examples of how the requisite data and/or documentation enters AWPSE; These examples include the use of the manual (or intermediary) worksheet. This methodology is offered because (a) it is good and proper data-handling discipline to do so and (b) the work-products are priced so as to take into account the three distinct data-entry options (a) AWPSE-do-all, (b) User-do-all and (c) AWPSE-User shared.

The writer believes that AWPSE is sufficiently user-friendly so as to not merit any extensive tutorial with respects its use and management. As for the data-handing details, the following commentary is offered:

1. Negatives should appear as follows: -156, e.g.
2. All numbers are entered flush left.
3. Entries that are not variables or parameters (telephone number, e.g.) may be entered by user-preference.
4. MAY09 may mean May 31, 2009 or it may mean May 1, 2009 or it may mean the entire month of May 2009 depending on the context.
5. Some of more common reasons why the system might cause a stoppage or a surprise are these (a) sending the work-product to the wrong email address, (b) entering inconsistent dates, data or documentation, (c) omitting requisite or requested data or (d) using an incorrectly-formatted email address.
7. Valid entries include: 1-9, A-Z, a-z and the dash (-). The dash may be used for (a) negative numbers, (b) telephone numbers or (c) names,.
8. Invalid entries include: " / : \* & @ # \$ % ^ ( ) ? > < ~. Do not use the apostrophe '.
9. Numeric fields must never include commas or decimal points. A decimal embedded in the program is acceptable. AWPSE accepts dollars only – no cents.
10. Addressee No. 1 and Addressee No. 2 should be completed in their entirety even if such have to be dummied up. The E Addressee must always be one of the two shown.
11. The email address of the E Addressee must be a legitimate working one.

## Selected Data Transmittal and Work-Product

<u>Reference</u>	<u>Work-Product</u>	<u>Attachment Described</u>
A	Claim Reserve	<u>Data Transmittal</u>
B	Claim Reserve	<u>Work-Product</u>
C	Claim Reserve Amendment	<u>Data Transmittal and Work-Product</u>
D	Monte Carlo I	<u>Data Transmittal</u>
E	Monte Carlo I	<u>Work-Product</u>
F	Monte Carlo II	<u>Data Transmittal</u>
G	Monte Carlo II	<u>Work-Product</u>
H	State Certification	<u>Data Transmittal</u>
I	State Certification	<u>Work-Product</u>
J	Med Part D – Feasibility	<u>Data Transmittal</u>
K	Med Part D – Feasibility	<u>Work-Product</u>
L	Annual Actuarial Report	<u>Data Transmittal</u>
M	Annual Actuarial Report	<u>Work-Product</u>
N	Discrimination Appraisal	<u>Data Transmittal</u>
O	Discrimination Appraisal	<u>Work-Product</u>
P	Discrimination Database	<u>Data Transmittal</u>
Q	Discrimination Database	<u>Work-Product</u>