

**State of New Mexico
Taxation and Revenue Department
Motor Vehicle Division**

and

PASCO®, INC d/b/a Validati®

**Insurance Tracking
And
Compliance**

User Guide for Insurance Companies



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New Mexico's Motorist Insurance Identification Database Program

User Guide

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1.0 Introduction to the New Mexico IIDB System

1.1 New Mexico User Guide Purpose

The purpose of this guide is to provide insurance companies with the necessary information to comply with New Mexico's Insurance Identification Database Program referenced as (IIDB) throughout this document and all other documents produced.

This user guide is a mix of business and technical topics. It has been determined that the primary data communications vehicle will be EDI, (Electronic Data Interchange). This manual will provide a high-level overview of EDI, which will allow you to communicate effectively with Validati.

1.2 Validati

Validati is an independent contractor that has been selected to develop and administer the New Mexico IIDB Program. Validati has extensive experience in collecting and processing state and insurance company data.

1.3 Program Goal

The goal of the IIDB system is to reduce the number of uninsured motor vehicles operating on New Mexico highways which in turn will reduce the number of accidents involving uninsured motorists.

The Program is the responsibility of the New Mexico Taxation and Revenue Department, Motor Vehicle Division (MVD).

1.4 Program Purpose

The purpose of the IIDB Program is to identify insured motorists, assist in the enforcement of motor vehicle liability insurance requirements, and to provide law enforcement officials, the Motor Vehicle Division and other state entities with an on-line tool to assist in the identification of insured New Mexico motorists.

1.5 Background Summary

The system requires motor vehicle insurers to provide insurance policy data to Validati no later than the seventh working day of each calendar month. The insurance database will not replace any current MVD financial responsibility programs.

In addition to the information provided to New Mexico law enforcement, Validati will notify owners when their insurance has lapsed for thirty days. Validati will notify these owners of their need to comply with the minimum auto liability insurance requirement and the consequences of driving without proper liability insurance. The notification shall also state that the vehicle's registration will be suspended within thirty (30) days if no insurance information is received. Validati will then provide suspended vehicle information to New Mexico Motor Vehicle Division.

Types that will be monitored include:

- New Mexico Vehicle Class #10 - Passenger Car
- New Mexico Vehicle Class #11 - Light Truck
- New Mexico Vehicle Class #15 - Agriculture Bus
- New Mexico Vehicle Class #16 - Commercial Bus
- New Mexico Vehicle Class #17 – Taxi
- New Mexico Vehicle Class #21 – Motorcycle
- New Mexico Vehicle Class #23 - Horseless Carriage (Any Vehicle 35 years or older)
- New Mexico Vehicle Class #27 - Non-Profit/Religious Bus

Validati will create a database of all insured vehicles and New Mexico registered vehicles. Validati will perform a matching routine comparing the insured company data to the New Mexico registered vehicle information. This matching procedure is driven by critical data elements such as vehicle VIN and owner name. It is critical that the data be complete and free of errors when sent to Validati. For each policy, Validati requires all vehicles 26,000 lbs and under to be sent.

The matching procedure looks for identical or nearly identical data elements in records from the New Mexico vehicle data. Records are compared by examining several data fields including owner name, owner address, VIN, make, etc. Records that are identified as matches will be recorded in the IIDB as having liability insurance. Unmatched data will be retained for up to 45 days while Validati attempts to find matching records.

Types that are exempt include:

- New Mexico Vehicle Class #12 – Farm Truck
- New Mexico Vehicle Class #13 – Heavy Vehicle
- New Mexico Vehicle Class #14 – School Bus
- New Mexico Vehicle Class #18 – Utility Trailer
- New Mexico Vehicle Class #19 – Travel Trailer
- New Mexico Vehicle Class #22 – Off Highway

A working committee has been established which is comprised of representatives from The State of New Mexico, New Mexico State Patrol, Albuquerque Police Department, New Mexico Division of Insurance, and representatives from various insurance companies. This group advises Validati on issues relating to the implementation of IIDB, such as reporting procedures and the required data elements.

1.6 Non-Compliance Penalties for Insurers

Validati and the MVD have established the seventh working day of each month as the mandatory reporting date by which insurers are required to send specified updates (changes, cancellations and new business) for processing and storage on the IIDB. The MVD has instructed Validati to report insurers who do not comply with this requirement to the MVD. Pursuant to NM Stat. 66-5-205.1 (F), the Taxation and Revenue Department is to report non-compliant insurance companies to the Department of Insurance.

Our objective is to develop a system that facilitates insurance company participation. We hope to avoid reporting any non-compliance or late insurance company data submissions. From a customer service perspective, it is in a company's best interest to ensure their New Mexico data submission is timely and complete. When insurers fail to submit insurance records, their customers (insured and not insured) will be identified as uninsured. The company's insured will receive a notice of non-compliance followed 30 days later by a suspension. The vehicles are also subject to being stopped by law enforcement.

1.7 Program Goal: Compliance from Motorists

Validati will administer an on-going comparison of insurance information and motor vehicle information. Notifications will be sent to owners of vehicles that have not had proper insurance for forty five days. Validati will notify the vehicle owners that they have thirty days to provide proof of complying coverage, proof of self-insurance, or proof of exemption from financial security requirements. The notification will also explain the consequences of non-compliance. Validati will provide a toll free customer service number to quickly answer motorists questions and concerns.

1.8 Data Reporting Requirements

General Provisions for Electronic Insurance Reporting

- Insurers shall report data for policies.
- Required elements for reporting to the IIBD project can be found in Section 5 of this document.
- Mandatory reporting dates shall be adhered to as provided in Section 1.6 of this document.
- Reporting shall utilize media specified by Section 4.0 “Business Reporting Specifications”.
- Insurers shall be notified at least sixty days before any changes in operating and reporting procedures after the initial load is complete. During the system development phase, Validati will make every effort to notify insurers of changes at least sixty days in advance.

Data Elements for Electronic Insurance Reporting

The insurer shall transmit the information specified by Validati:

- (a) A complete VIN shall be reported, except a partial VIN shall be accepted for a vehicle with a year model prior to 1981
- (b) Insurance company number using the NAIC code;
- (c) State where policy is issued;
- (d) Insurance policy number;
- (e) Policy type;
- (f) Insurance policy effective date, if the transaction type is new;
- (g) Insurance policy cancellation date, if the transaction type is cancel;
- (h) Vehicle make;
- (i) Vehicle year;
- (j) Policy Owner’s License Number;
- (k) Policy Owner’s License State;
- (l) Policy Owner’s Date of Birth;
- (m) Policy Owner’s name;
- (n) Policy Owner’s address;
- (o) Policy Owner’s city;
- (p) Policy Owner’s state;
- (q) Policy Owner’s zip

Annual Reload Requirement

Each insurer shall provide policy information on all existing policies issued by such insurer to the designated agent at least once every year. The reload file must contain all policy, vehicle and driver information and include all data elements listed in the above section. Policy, vehicle or driver information that is not included in the reload file, but is currently on the database, will be cancelled on the database.

2.0 Electronic Data Interchange Overview

2.1 EDI Background

Electronic Data Interchange, commonly referred to as EDI, is a computer to computer transmission of business data. Large amounts of information can be exchanged within a short period of time. Data is in a computer readable format and, at any point along its path, is available for analysis, control and distribution. Message acknowledgments validate delivery. Large numbers of trading partners are easily managed by commercial EDI software.

Becoming an EDI trading partner requires a computer (PC, mini or mainframe) and the following:

- Communication hardware
- Communication software
- Translation software

There are many companies marketing EDI software/hardware. There are packages that run on all sizes of computers (personal computers, minicomputers, mainframes) and on most operating systems (Windows, OS/2, Macintosh, UNIX, LINUX, AIX, etc.). Prices vary widely, usually based on the size of the computer. From a price standpoint, the EDI software market is very competitive.

A company can develop its own software translator package. One source for obtaining more information is by attending EDI trade shows, contacting insurance trade associations or organizations and reviewing the ANSI X-12 Set 811 implementation guide.

2.2 EDI using HTTPS

Validati encourages EDI using HTTPS as a low-cost alternative to using the IVANS Network for data transmission. HTTPS is a secure HTTP protocol that is used widely in Internet/intranet environments for exchanging secure information between client and server. To run the manual transfer, a Web browser is needed. To run the automated transfer, a Windows operating system is needed to execute the custom built application.

2.3 EDI using FTP/PGP

Validati can also accept EDI files through FTP. Validati utilizes FTP with PGP encryption. Validati will provide an FTP site that an Insurer can login to that will allow them to send and receive files with. Validati will exchange keys with the Insurer. Once keys are exchanged Validati will provide a login ID and password. A test file will be provided by both Validati and the Insurer to verify that both parties are able to encrypt and decrypt the files being transferred.

2.4 EDI using IVANS

If not using the HTTPS for data transmission, Validati has chosen to utilize the IVANS Network. Insurers must obtain an IE mailbox through IVANS for EDI transmission. **NOTE: Insurers will be required to pay all costs associated with using the IVANS Network.**

2.5 ANSI ASC X12 Standard

The ANSI ASC X12 Standard, Transaction Set 811 implementation guide, was developed for Auto Liability Insurance Reporting. Insurers reporting electronically should obtain a copy of this guide. It is a reference manual to identify the current conventions of the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 conventions currently used. The authors of the document believe it provides insurers and Validati with the information to facilitate a quick and efficient implementation of EDI. The IIDB implementation guide enables the use of EDI for the notification of the status of automobile liability insurance coverage on motor vehicles. Validati has identified data elements out of the IIDB implementation guide for use in New Mexico IIDB reporting. Appendices A and B contain the New Mexico IIDB adaptation to the ANSI ASC X12 Standards Guide.

The X12 guide is available by contacting Washington Publishing at 1-800-972-4334 or can be downloaded from Washington Publishing Company's website on the Internet (<http://www.wpc-edi.com>). This guide can be a great help to companies that are implementing EDI reporting in compliance with this project.

3.0 System Architecture

3.1 Overview

Validati's system processes the policy information reported to Validati by all insurance companies providing automobile liability coverage in New Mexico. Validati has developed a system that is simple and yet inclusive of sending, receiving, storing and accessing data.

Most insurers will send that information as EDI (Electronic Data Interchange) documents to Validati using HTTPS, FTP or the IVANS network. The EDI process is the only method described in this section.

Reporting documents shall be sent to Validati in a nationally standardized format as defined by the American National Standards Institute (ANSI). The standard is known as the ASC X12 Transaction Set 811 (Consolidated Service Invoice or Statement). The insurance industry subcommittee has further defined a standard usage of the Transaction Set 811 for Automobile Liability Insurance Reporting (ALIR).

The following batch job steps comprise the system for **EDI using HTTPS**:

Step 1. The insurance company uploads the input data file to the HTTPS server. The EDI translator translates the 811 documents to individual records in Validati's application data format. Validati prepares a Functional Acknowledgment document (ASC X12 Transaction Set 997) to return to the sender. The translator checks to ensure that the document follows the rules of the 811 IIDB standard and that certain high-level data definitions are correct according to Validati's rules. If an error is detected, that fact is noted in the 997 acknowledgment and the 811 document is not processed any further. If no errors are found, the data records continue through the system.

Step 2. Validati transmits the 997 acknowledgment to the HTTPS server. A 997 is always sent, whether any translation errors were detected in Step 1.

Step 3. Validati validates the contents of the newly received data records according to Validati's requirements. Records that contain no errors are written to the New Mexico's IIDB. Policy documents which contain errors are written to a separate data store for error processing. Validation errors are defined in Section 6 of this Reporting Guide.

Step 4. After the validation, the records are sent to Validati's matching program. The matching program uses several data elements to find matches between records from insurers and records from the New Mexico vehicle database. Records that cannot be matched are referred to as "no hits". No hits are sent back to the insurer in the form of an error after 45 days.

Step 5. Validati's translator converts the error records into an 811 document, and sends the file to the HTTPS server. If the validation program finds no errors in an incoming 811 document, nothing is sent to the insurer.

Step 6. The insurance company downloads the 997 acknowledgment and 811 error document from the HTTPS server.

Step 7. Validati prints a report of validation statistics for use by Validati and MVD.

The following batch job steps comprise the system for **EDI using IVANS**:

Step 1. Validati opens its electronic mailbox on the IVANS network, retrieves the contents, removes the data sets (sent by insurer) from their electronic envelopes, and translates the 811 documents to individual records in Validati's application data format. Validati prepares a Functional Acknowledgment document (ASC X12 Transaction Set 997) to return to the sender. The translator checks to ensure that the document follows the rules of the 811 IIDB standard and that certain high-level data definitions are correct according to Validati's rules. If an error is detected, that fact is noted in the 997 acknowledgment and the 811 document is not processed any further. If no errors are found, the data records continue through the system.

Step 2. Validati transmits the 997 acknowledgment to the insurance company's network mailbox. A 997 is always sent, whether any translation errors were detected in Step 1.

Step 3. Validati validates the contents of the newly received data records according to Validati's requirements. Records that contain no errors are written to the New Mexico's IIDB. Policy documents which contain errors are written to a separate data store for error processing. Validation errors are defined in Section 6 of this Reporting Guide.

Step 4. After the validation, the records are sent to Validati's matching program. The matching program uses several data elements to find matches between records from insurers and records from the New Mexico vehicle database. Records that cannot be matched are referred to as "no hits". No hits are sent back to the insurer in the form of an error after forty five days.

Step 5. Validati's translator converts the error records into an 811 document, places the document in an EDI envelope, and sends the envelope to the insurance company's network mailbox. If the validation program finds no errors in an incoming 811 document, nothing is sent to the insurer.

Step 6. The insurance company downloads the 997 acknowledgment and 811 error document from the insurance company's network mailbox.

Step 7. Validati prints a report of validation statistics for use by Validati and MVD.

The following batch job steps comprise the system for **EDI using FTP/PGP**:

Step 1. Validati opens its FTP account, retrieves the contents, removes the data sets (sent by insurer) from their electronic envelopes, and translates the 811 documents to individual records in Validati's application data format. Validati prepares a Functional Acknowledgment document (ASC X12 Transaction Set 997) to return to the sender. The translator checks to ensure that the document follows the rules of the 811 IIDB standard and that certain high-level data definitions are correct according to Validati's rules. If an error is detected, that fact is noted in the 997 acknowledgment and the 811 document is not processed any further. If no errors are found, the data records continue through the system.

Step 2. Validati transmits the 997 acknowledgment to the insurance company's FTP account. A 997 is always sent, whether any translation errors were detected in Step 1 or not.

Step 3. Validati validates the contents of the newly received data records according to Validati's requirements. Records that contain no errors are written to the New Mexico's IIDB. Policy documents which contain errors are written to a separate data store for error processing. Validation errors are defined in Section 6 of this Reporting Guide.

Step 4. After the validation, the records are sent to Validati's matching program. The matching program uses several data elements to find matches between records from insurers and records from the New Mexico vehicle database. Records that cannot be matched are referred to as "no hits". No hits are sent back to the insurer in the form of an error after forty five days.

Step 5. Validati's translator converts the error records into an 811 document, places the document in an EDI envelope, and sends the envelope to the insurance company's FTP account. If the validation program finds no errors in an incoming 811 document, nothing is sent to the insurer.

Step 6. The insurance company downloads the 997 acknowledgment and 811 error document from the insurance company's FTP account.

Step 7. Validati prints a report of validation statistics for use by Validati and MVD.

The process operates not only for periodic reporting, but also for initial loading and annual reloading of policy information.

4.0 Business Reporting Specifications

This section describes the initial load and on-going file reporting specifications for information exchange between an insurance company and Validati.

The following business specifications are described in this section:

- Insurer's business plan
- Creating the initial insurance database
- Ongoing reporting of insurance records
- Ongoing manual reporting
- Error reporting

Technical specifications can be found in Section 5.

4.1 Insurance Business Plan Requirements

In order to implement the insurance transmission process, each insurer must decide what works best for their situation. Every insurer should develop a business and technical plan as soon as possible.

Major action items on the plan should include:

1. Provide Validati with the project contact for the development and implementation phases of the program.
2. Develop a project management time plan for the implementation phase that includes specific benchmark dates.
3. Review the entire New Mexico Motorist Insurance Information Database User Guide.
4. Determine both reporting and initial load method based on reporting specifications found in this section and Section 5.
5. Evaluate EDI readiness and resources. Optionally, this may involve contacting software vendors and VANs for additional information or assistance.
6. Create an overview of development of the reporting system architecture including the error return process.
7. If the HTTPS option is selected, the Validati Data Coordinator should be contacted to set up the HTTPS account.
8. If the FTP option is selected, the Validati Data Coordinator should be contacted to set up the FTP account and exchange PGP keys.
9. If IVANS is chosen, an IVANS account will need to be established. You will need the following information from Validati:
 - Validati's IVANS Account: EXPI
 - Validati's IVANS User ID for testing: EXPI029
 - Validati's IVANS User ID for reload: EXPI025
 - Validati's IVANS User ID for updates: EXPI020
10. When you are ready for testing, contact Validati at 1-866-891-0665 and ask for the New Mexico IIDB Data Coordinator.

4.2 Initial Insurance Database Load

Validati can receive IIDB data on several mediums. Choosing a medium depends on the sender's number of records for New Mexico (number of policies on record at any given time). Because of volume considerations for initial loads, the choices for the initial load are different from those of periodic updates.

1. For the INITIAL LOAD, each insurance company submits to Validati ONLY ACTIVE New Mexico motor vehicle liability insurance policies.
2. The record content and media must comply with the requirements outlined in Sections 4, 5 and 6 of this user guide.
3. Prior to the initial load, testing must be completed. Section 7 of this user guide outlines the testing process.
4. The Validati IIDB Data Coordinator and your project manager will define and agree upon your load process and schedule the initial load of active records.
5. If the entire load file rejects, Validati will contact the insurance company to resolve the problem as quickly as possible. The insurance company will make the necessary corrections, reschedule the initial load and resubmit the entire file.
6. The format for HTTPS, FTP or IVANS documents, must meet the ANSI X12 Set 811 standards.

4.3 Insurance Record Reporting Process

Periodic Updates

1. Validati can receive IIDB data on various mediums. Choosing a medium depends on the sender's number of records for New Mexico (number of policies on record at any given time). Initial load must be completed before updates can be sent.
2. Ongoing policy reporting requires insurance companies to submit insurance activity records to Validati. Insurance companies are required to submit records that meet specified time frames. This includes providing updates (which may include new business) no later than the seventh working day of each month.
3. An insurer may choose to report daily, bi-weekly, weekly, or whatever timelines, within the requirements that suit the insurer's situation. More frequent updates are encouraged. An update file must be received monthly at a minimum. If there are no updates to report, please contact the project data coordinator to fill out a form indicating no changes for the month.
4. Transactions are to be submitted when:
 - new liability insurance policy is issued or reinstated.
 - a vehicle is added to a policy
 - a vehicle is removed from a policy
 - the insurance policy is cancelled
5. Validati processes transactions daily.

6. Validati places valid records on the insurance database and sends return acknowledgments and error messages to the insurance company.
7. The format for insurance records submitted electronically must comply with the standards for ANSI ASC X12 Transaction Set 811. Appendix B contains New Mexico's Adaptation to the Automobile Liability Insurance Reporting Implementation Guide.
8. Electronic communication will be accepted only through HTTPS, FTP or the IVANS network.

Annual Reload

Validati can receive IIDB data on several mediums. Choosing a medium depends on the sender's number of records for New Mexico (number of policies on record at any given time). Because of volume considerations for annual reloads, the choices for the annual reloads are different from those of periodic updates.

1. For the ANNUAL RELOAD, each insurance company submits to Validati ONLY ACTIVE New Mexico motor vehicle liability insurance policies.
2. The record content and media must comply with the requirements outlined in Sections 4, 5 and 6 of this user guide.
3. The Validati IIDB Data Coordinator and your project manager will define and agree upon your annual reload process and schedule the annual reload of active records.
4. If some of the records in the file or the entire load file is rejected, Validati will contact the insurance company to resolve the problem as quickly as possible. The insurance company will make the necessary corrections, reschedule the annual reload and resubmit the entire file.
5. The format for HTTPS, FTP or IVANS documents must meet the ANSI X12 Set 811 standards.
6. The annual reload will contain all active commercial and personal policies.
7. Commercial Non-Specific (NS) policies need to have only one instance of the policy submitted to keep the policy active on the IIDB system; all other instances whether submitted electronically or through the Commercial Policy Website will be left alone on the IIDB. If there is no submission of the NS policy in the reload then ALL instances of the policy will be removed from the IIDB system.
8. Validati will confirm receipt of all reload files and will also compare existing policy/vehicle counts to that submitted in the reload before processing the reload. The insurance company will then confirm that the counts are correct before Validati proceeds with processing of the file.
9. The annual reload is the only time that a policy type can be changed (i.e. from Vehicle specific to Non-vehicle specific).
10. A listing of all policies and vehicles cancelled during the reload process will be available to the insurance company for review once the reload is completed.

4.4 Error reporting

1. Validati will return errors from the initial load and on-going reporting to the company via an EDI media, fax or e-mail .
2. Errors generated during the processing can result in errors which are returned to the company. Data that cannot be matched against New Mexico MVD data are returned to the insurer as errors. Records with no errors are added to the IIDB.
3. The insurance company must develop an error correction process for records that are rejected and returned as errors.
4. The insurer must correct rejected record errors and resubmit corrected records within 72 business hours via the agreed upon transmission mode for update reporting. Validati acknowledges that some errors may require customer input. Until it is corrected, a rejected record may be visible to law enforcement as uninsured and is subject to receive a notification and suspension of registration.
5. Appendix B contains the New Mexico Adaptation of IIDB Implementation Guide (TS811) error format for on-going electronic reporting.

5.0 Technical Specifications

This section defines the technical specifications for the acceptable media for record transmission and the standards for that media.

The Validati system will reject any data it receives that does not meet these specifications.

5.1 EDI using HTTPS, FTP or IVANS

1. Ongoing EDI transfer will be made through the HTTPS, FTP or IVANS.
2. The format for insurance records submitted electronically must comply with the standards for ANSI ASC X12 transaction Set 811. Appendix B contains New Mexico's Adaptation to the Automobile Liability Reporting Implementation Guide.
3. Programming must include the ability to receive an 811 error transaction and return a 997 functional acknowledgment to the 811 error transaction.
4. Translation errors due to invalid content are avoidable if a sender ensures that the data elements meet the specified standards. The following are examples of EDI data standards:
 - Dates are all number characters and are valid according to a calendar
 - Alphanumeric data elements contain only uppercase letters, numerals, spaces, and certain special characters
 - Related elements are both present or both absent.
5. Validati recommends that the following characters be used as data delimiters in reporting in the 811 format. Any variation from this character set must be approved by the Validati EDI team:
 - Sub-element delimiter: hexadecimal 1F
 - Data element delimiter: hexadecimal 1D
 - Segment delimiter: hexadecimal 1C

6.0 Data Element Specifications

Validati has defined particular data elements out of the ANSI ASC X12 Standard, Transaction Set 811 Implementation Guide to be transmitted by the insurer. An insurer may send additional data elements; however, Validati will discard these elements.

This section includes a definition and the validation rules of each data element. This includes data dependencies and clarification of values used for some data elements. See Section 5.0 for detailed list of elements required for these reporting methods.

Data element validation rules may require Validati to reject the entire transaction or a single document record, commonly referred to as an error. Validation rules require the data element be present and in proper format. Many data elements are either required by statute, rule, or needed to make a proper match. All errors require record corrections and resubmission of the record to Validati.

Validati retains records in the insurance database which pass all validation rules without errors, regardless of whether it matches a State vehicle or driver record. Validati's insurance file continues to be searched for a match when a new vehicle is registered with the state. This search allows for the necessary time needed for new vehicle title/registrations to be entered into the IIDB database.

Translation errors due to invalid content are avoidable if a sender guarantees that the transmitted data elements meet the standards. The following are examples of EDI data standards:

- dates are all numeric characters and are valid according to a calendar
- alphanumeric data elements contain only uppercase letters, numerals, spaces, and certain special characters
- related elements are both present or both absent

6.1 Data Element Definitions and Validation Rules

Insurance Company Number: This is the NAIC number that identifies each insurance company. Validati has a table listing each insurance company that completed and passed the certification testing and therefore is identified as a trading partner. If the insurance company has not been certified as a trading partner, Validati rejects the entire transaction set. The insurer must contact Validati and become certified as a trading partner.

Submission Date: This is the date that the insurance company submits the 811 transaction to Validati. This will be validated to be a real date. If a date is not present or is not valid, Validati rejects the entire transaction set. The insurer must correct the date and resubmit the transaction set.

Sender ID: If the sender is an insurance company, this is the NAIC number. If the sender is a service bureau, it is the tax identification number of the service bureau. Each insurance company and service bureau that completes and passes the certification testing with Validati is added to a validated trading partner table. This table is used to verify each data transmission. If the sender is not certified as a trading partner, Validati rejects the transaction. The sender will need to contact Validati and become certified as a trading partner.

Data Type Identifier: This indicator distinguishes data file types:

1. U: Update - An update file contains any changes to policies since the previous update files were sent. New policies, updated policies, cancelled policies, and vehicle changes.
2. R: Reload – A reload file contains full and complete records of all of an insurer’s current policies. These policies are compared to the IIDB’s existing policy data and any changes are applied. If any of an insurer’s policies that are active on the IIDB are not submitted in the reload file, the policy will be updated to cancelled on the IIDB.
3. T: Test – A test file is used to test the process of submitting policy data and receiving rejects back from Validati. This also tests the match rate of an insurer’s data against the IIDB data.

Policy Number: This is the insurance policy number. It must be included with each transmission. If a policy number changes, the previously submitted document must be terminated and a new business document submitted with the new policy number. Validati validates this data element and requires an exact match on terminations to avoid terminating the wrong policy and creating future problems for the customer.

Policy Type: This indicator distinguishes policy types:

- V: Vehicle-specific
- NS: Not Vehicle-specific

A vehicle specific policy indicates the policy lists specific vehicles. It has been determined that Non-vehicle specific policies will be accepted for the NM IIDB program. The process matches owner names with the policy submitted, and all vehicles owned by that owner will be added. It should be noted that the owner name must match the owner name in the New Mexico registration database. Insurance companies may utilize “Commercial Policy Matching” on the driveinsured website. On the insurance company page, click on “Policy Maintenance Procedures” to download a guide.

Validati expects to receive vehicle specific data elements (VIN, year, and make) when the vehicle-specific codes are present. The document is rejected and returned if the vehicle specific data elements are not present.

Transaction Type: This code determines how the record is processed. There are two acceptable codes handled by the New Mexico system:

- NBS (New Business): Processed as new business. Also used for all policies on the initial load.
- XLC (Cancellation): Processed as cancellation

The use of any other transaction type causes the document to reject.

Policy Effective Date: This is the date that the insurance coverage takes effect. Include this date on all new documents and initial load documents. If the date is not present, Validati rejects the document.

If Validati receives an effective date on a termination code 'XLC' the effective date is ignored and the document continues to process.

Policy Cancellation Date: This is the date that the insurance coverage is no longer effective. Include this date on all termination documents. If the date is absent, Validati rejects the document. If Validati receives a termination date on a new business policy code, 'NBS', Validati rejects the document. It may be that an insurance company is sending cancellation dates. Validati cannot populate files with active insurance policies showing cancellation dates. This process avoids requiring insurers to submit a document at every renewal.

VIN: This is the vehicle identification number. If the policy type is vehicle specific, this data element is required or Validati rejects the document. If any policy type data element other than vehicle specific is present, Validati rejects the document. If there is vehicle data, the policy type must be vehicle specific.

Include the full 17 character VIN for vehicles with the vehicle year of 1981 and after.

The VIN for vehicles with vehicle year of 1981 and after will then pass through the VINA software package. If an error occurs, Validati keeps the insurance document in the insurance database file.

Vehicle Make: This is the manufacturer of the vehicle. If the policy type is vehicle specific, this data element must be present or Validati will reject the record. If any policy type data element other than vehicle specific is present, Validati rejects the record. If there is vehicle data, the policy type must be vehicle specific.

Data specifications require the make to be formatted into an NCIC make . The make is passed through the NCIC make table. If an error occurs, Validati retains the document.

The NCIC list can be obtained by writing to:

FBI

Criminal Justice Information Services Division
Attention Sue Stiltner
GRB-3R
935 Pennsylvania Ave
Washington DC 20535-0001

The request must state:

- who is making the request,
- what the information is to be used for
- the reason for requesting the information

The request should also indicate whether the requester wants a hard copy or diskette. If a diskette is requested, indicate the desired format (EXAMPLE: Word or ASCII), and whether they want a high density diskette.

Vehicle Year: This is the model year of the vehicle. For vehicle specific policy types, this data element is required or Validati rejects the document. If any policy type data element other than vehicle specific is present, Validati rejects the document. If there is vehicle data, the policy type must be vehicle specific.

Customer ID Number: This is the policy owner's DL or PIN number. This will be a secondary way to locate and match a vehicle owner record on the state vehicle database.

Customer ID Number Jurisdiction: This is the code for the jurisdiction that issued the Customer ID Number to the insured.

Last Name: This is the last name of the policy owner, or the name of an organization, depending on the type of entity the insured is. This element is mandatory if the policy owner is sent. If the data element is not present, Validati rejects the document.

Date of Birth: This is the date of birth of the policy owner. If the policy type is 'NS' and it is indicated that this record is a person, the date of birth must be present and valid. If the date of birth is blank, Validati rejects the document. If a date should be received on an organization it is accepted with no error.

Validati will validate the date of birth to be a true possible date of birth. The validation determines if the person is between the age of 12 and 110 years of age. If the date does not pass the validation Validati rejects the document.

Address: This is the address of the policy owner. If the policy type is 'NS' and the data element is not present, Validati rejects the document.

City: This is the resident city for the address of the policy owner. If the policy type is 'NS' and the data element is not present, Validati rejects the document.

State: This is the resident state for the address of the policy owner. If the policy type is 'NS' and the data element is not present or does not pass the code table, Validati rejects the document.

Zip Code: This is the zip code associated with the address of the policy owner. If the policy type is 'NS' and the postal code is not present, Validati rejects the document.

6.2 Criteria for Editing IIDB Data

This chart identifies specific data elements where the edits occur in the Validati validation program. Notice that many elements are dependent upon other elements.

Data Element	M/O/X	Validati Validation Edit Criteria	Error Type	Error Code	Validati Action (if data does not meet edit criteria)	Insurance Company Action
Policy #	M	●Present	E	085	●Record rejected	●Resubmit with data element
Policy Type	M	●Equal to 'V' or 'NS'	E	107	●Record rejected	●Resubmit with data element ●Verify data element, correct and resubmit
Transaction Type	M	●Equal to 'NBS' or 'XLC'	E	075	●Record rejected	●Resubmit with data element ●Verify data element, correct and resubmit
Policy Effective Date	X	●Present if transaction type equals 'NBS'	E	115	●Record rejected	●Verify transaction type, resubmit with data element
Policy Termination Date	X	●Present only if transaction type equals 'XLC'	E	125	●Record rejected	●Verify transaction type, correct and resubmit

Data Element	M/O/X	Edit Criteria	Error Type	Error Code	Validati Action (if data does not meet edit criteria)	Insurance Company Action
VIN	M	●Present if policy type equals 'V', not present if policy type is 'NS'	E	200	●Record rejected	●Complete data element and re-submit
Make	M	●Present if policy type equals 'V', not present if policy type is 'NS'	E	205	●Record rejected	●Complete data element and re-submit
Vehicle Year	M	●Present if policy type equals 'V', not present if policy type is 'NS'	E	220	●Record rejected	●Complete data element and re-submit

Data Element	M/O/X	Edit Criteria	Error Type	Error Code	Validati Action (if data does not meet edit criteria)	Insurance Company Action
Person/Organization Indicator	M	<ul style="list-style-type: none"> ● Present ● Equals '1' or '2' 	E	018	● Record rejected	● Complete data element and resubmit
Last Name	X	Present if policy owner information is sent.	E	020	● Record rejected	● Complete data element and resubmit

Data Element	M/O/X	Edit Criteria	Error Type	Error Code	Validati Action (if data does not meet edit criteria)	Insurance Company Action
Date of Birth	X	<ul style="list-style-type: none"> ● Present if the person/organization indicator is equal to '1' (person) 	E	110	● Record rejected	<ul style="list-style-type: none"> ● Verify policy type, person/organization indicator code, customer identification number and jurisdiction, correct and resubmit
		<ul style="list-style-type: none"> ● Validate date of birth indicates an age 12 years of age or less than 110 years when compared to the current date 	E	110	● Record rejected	<ul style="list-style-type: none"> ● Verify date, correct and resubmit
Address	X	<ul style="list-style-type: none"> ● Present if policy owner information is sent. 	E	050	● Record rejected	<ul style="list-style-type: none"> ● Complete data element and resubmit
City	X	<ul style="list-style-type: none"> ● Present if policy owner information is sent. 	E	055	● Record rejected	<ul style="list-style-type: none"> ● Complete data element and resubmit
State	X	<ul style="list-style-type: none"> ● Present if policy owner information is sent. 	E	060	● Record rejected	<ul style="list-style-type: none"> ● Complete data element and resubmit
		<ul style="list-style-type: none"> ● Valid in table 	E	060	● Record rejected	<ul style="list-style-type: none"> ● Verify state code, correct and resubmit
Zip Code	X	<ul style="list-style-type: none"> ● Present if policy owner information is sent. 	E	065	● Record and Reject	<ul style="list-style-type: none"> ● Complete data element and resubmit

6.3 Error Codes and Messages

The following table of errors codes is used by Validati to notify the insurer of a problem in the data. Only records with errors are returned to the insurer with error code.

An "E" indicates an edit error due to missing or invalid information in one or more of the data fields. Validati has not filed the data in the insurance database. The offending data element needs to be corrected. After the correction has been made, the entire policy transaction needs to be resubmitted.

A "U" indicates an un-resolved, no hit, exception. Validati has not filed the data in the insurance database. The record could not be matched to the state data. A numeric error code will not follow the "U" code. It is the insurer's responsibility to contact the customer to obtain verification of the data.

FE 4.6.54 Error Entity Values				
Table	Level	Error Type	Error Code	Description
2	4	E	018	Person or Organization Indicator
2	4	E	020	Policy owner last name
2	4	E	050	Policy owner street address
2	4	E	055	Policy owner city address
2	4	E	060	Policy owner state code
2	4	E	065	Policy owner zip code
2	4	E	110	Policy owner date of birth
2	4	E	107	Policy Type is incorrect. It must be V or NS. Policy Type was previously reported as a different Policy Type Missing or invalid record types. Invalid or non sequential sequence numbers on vehicles or owners.
2	4	E	075	Transaction type code
2	4	E	085	Insurance policy or binder number
2	4	E	91	Sender company invalid or not certified for this state
2	4	E	97	Reporting company invalid or not certified for this state
	4	E	115	Policy effective date
2	4	E	125	Policy expiration date
2	4	E	201	Policy to terminate could not be found
2	5	E	200	Vehicle identification number
2	5	U		Vehicle not found
2	5	E	201	Vehicle to terminate could not be found
2	5	E	205	Vehicle make
2	5	E	220	Vehicle year

6.4 Data Record Definitions

This data is more detailed in Appendix C.

Description	NMBOL	M/O/X	Type	Length	Segment	M/O/X
FE4.6.50 - Control Entity					X12-811	Table 1 Level 1-2
Ins Co. Number (NAIC)		M	AN	20	NM109	M
Submission Date		M	DT	2	DTM05	O
		M	DT	6	DTM02	M
Sender ID		M	AN	20	N104	M
Sender ID Qualifier		M	AN	2	N101	M
FE4.6.51 - Policy Entity					X12-811	Level 4
Policy Type (V, NS)		M	AN	2	REF02 (S3)	X
Transaction Type (NBS, XLC)		M	AN	3	SI03	M
Policy Number		M	AN	2	REF01 (IG)	M
		M	AN	30	REF02 (IG)	X
Policy Effective Date		X	DT	2	DTM05 (007)	X
		X	DT	6	DTM02 (007)	X
Policy Termination Date		X	DT	2	DTM05 (177)	X
		X	DT	6	DTM02 (177)	X
FE4.6.52 – Policy Owner Entity					X12-811	Level 4
Date of Birth (Policy Owner's)		X	DT	2	DTM05 (222)	X
		X	DT	6	DTM02 (222)	X
Person / Organization indicator		X	AN	2	NM102	X
Last Name (or Company name)		X	AN	35	NM103	X
First Name		O	A	20	NM104	X
Middle Initial		O	A	20	NM105	X
Customer ID # (ODL#, ID Card#..)		X	AN	25	NM109	X
Customer ID # Jurisdiction		X	AN	2	REF03 (XM)	X
Address		X	AN	35	N301	X
City		X	AN	30	N401	X
State		X	AN	2	N402	X
Zip Code		X	AN	5	N403	X

Description	NMBOL	M/O/X	Type	Length	Segment	M/O/X
FE4.6.53 - Vehicle- Entity (Present for vehicle specific polices)					X12-811	Level 5
VIN (entire alphanumeric)		M	AN	17	VEH02	M
Vehicle Year		M	N2	2	VEH04	M
		M	N2	2	VEH03	M
Vehicle Make		M	AN	5	VEH06	M
FE4.6.54 - Error Entity					X12-811	Level 4-5
Table, Level Number & Segment Type ¹		M	AN	5	NA	NA
Error Type		M	AN	1	REF02	M
Error Code		M	N3	3	REF02	O
FE4.6.54 - Error Segment For Control Entity					X12-811	Table 1 Level 1-2
Table, Level Number & Segment Type ²		M	AN	5	NA	NA
Ins Co. Number (NAIC)		M	AN	20	NM109	M
Submission Date		M	DT	2	DTM05	M
		M	DT	6	DTM02	M
Sender Qualifier (Table 1)		M	AN	2	N103	M
Sender ID (Table 1)		M	AN	20	N104	M
1.1.1 FE4.6.54 - Error Segment For Policy Entity					X12-811	Level 4
Table, Level Number & Segment Type ³		M	AN	5	NA	NA
Policy Type (V, NS)		M	AN	2	REF03 (S3)	O
Transaction Type (NBS, XLC)		M	AN	3	SI03	M
Policy Number		M	AN	2	REF01 (IG)	M
		M	AN	30	REF02 (IG)	X
Policy Effective Date		X	DT	2	DTM05 (007)	O
		X	DT	6	DTM02 (007)	O
Policy Cancellation Date		X	DT	2	DTM05 (177)	O
		X	DT	6	DTM02 (177)	O

¹ Valid codes are T2L4E or T2L5E.

² Valid code is T1bbb

³ Valid code is T2L4P.

Description	NMBOL	M/O/X	Type	Length	Segment	M/O/X
FE4.6.54 - Error Segment For Policy Owner Entity					X12-811	Level 4
Table, Level Number & Segment Type ⁴		M	AN	5	NA	NA
Date of Birth (Policy Owner's)		X	DT	2	DTM05 (222)	O
		X	DT	6	DTM02 (222)	O
Person / Organization indicator (new)		X	AN	2	NM102	X
Last Name (or Company name)		X	AN	36	NM103	X
First Name		O	A	20	NM104	O
Middle Initial		O	A	20	NM105	O
Customer ID # (DL#, PIN#..)		X	A	25	NM109	O
Customer ID # Jurisdiction		X	A	2	REF03 (XM)	O
Address		X	AN	36	N301	X
City		X	AN	30	N401	X
State		X	AN	2	N402	X
Zip Code		X	AN	5	N403	X
FE4.6.54 - Error Segment For Vehicle- Entity					X12-811	Level 5
Table, Level Number & Segment Type ⁵		M	AN	5	NA	NA
VIN (entire alphanumeric)		M	AN	17	VEH02	M
Vehicle Year		M	N2	2	VEH03	M
		M	N2	2	VEH04	M
Vehicle Make		M	AN	5	VEH06	M

⁴ Valid code is T2L4I.

⁵ Valid code is T2L5V.

7.0 Testing

The testing portion of this process applies to those insurers sending data via HTTPS, FTP or EDI.

An insurer sending Automobile Liability Insurance information to Validati through EDI is known in the EDI realm as a *trading partner*. In Validati's ALIR terminology a Trading Partner is also known as a Sender. A Sender may be an insurance company or a third-party service bureau which sends IIDB data on behalf of one or more insurance companies. In some cases the service bureau is transparent to Validati; the data appears as if it comes directly to Validati from an insurance company.

Each Sender must be defined in various components of Validati's system. This is true for an insurer whose data is to be sent by a service bureau already defined to the system and for a subsidiary to a previously defined insurance company Sender.

To become a trading partner an insurer must meet all the business and system requirements along with completing the testing defined in this section of the reporting guide.

There are four possible tests an insurer could be involved in.

- **Connectivity testing:** Tests sending and receiving messages electronically.
- **Transaction set testing:** Tests the 811 transaction document for formatting, the ability to send and receive 997 acknowledgments, and receive 811 errors.
- **Validation and Matching testing:** Tests data for errors and vehicle matching.

Validati expects insurers to do internal testing of their systems before insurers begin the testing process with Validati. The insurance company system structure should eliminate data errors.

When you have successfully completed all testing, the Validati contact will schedule a date with you to deliver the entire initial data load. After performing the initial data load, Validati will verify receipt and successful loading of the information. At that time, an insurer is then officially certified with the New Mexico IIDB program as a trading partner.

7.1 Steps to Conduct the EDI using HTTPS Test

These steps will be conducted with those companies performing the initial load and/or reporting via EDI using HTTPS. All the steps are conducted in a very timely manner; most the same day or next day.

1. The insurer completes the connectivity testing with Validati. This will include contacting the Validati Data Coordinator and setting up HTTPS userID and password to access the system. The insurer will test the access to Validati's HTTPS server.

2. The insurer completes the EDI transaction set testing with Validati by sending a file. This test determines that the data is formatted correctly to the Transaction set 811 document.
3. Validati and the insurance company then schedule the data validation test.
4. The insurer transmits an initial validation and matching test case file to Validati's HTTPS server using test cases representative of the insurance company's type of business. Actual records extracted from the company's data. The EDI file must contain a mix of approximately 1,000 records. See section 7.4 for a list of possible test cases. Validati should be notified if there is going to be a delay and the file cannot be transmitted.
5. Validati processes and matches the file and returns a functional acknowledgment 997 and 811 error message (If needed).
6. Validati reviews the results of the file processing and determines whether the level of accepted records is sufficient. Validati notifies the insurance company whether the test was sufficient by calling the insurer contact. If the test is sufficient, the insurance company processes the error messages and transmits error corrections.

The test is acceptable if:

- a. 90% of the test records process as expected. "As expected" means that the expected results described in the examples of test cases are achieved and,
- b. The returned errors are corrected and returned to Validati successfully.

If there are no data errors returned during the EDI test, the insurer performs an additional test to test error processing.

Test files must contain records that represent each insurer's type of business. The insurance company is not expected to submit test cases that are not representative of the type of business conducted. A list of possible test cases can be found in Section 7.4

7. If the test is not sufficient, the insurance company transmits a second file and repeats the process.

7.2 Steps to Conduct the EDI using IVANS Test

These steps will be conducted with those companies performing the initial load and/or reporting via EDI using IVANS. All the steps are conducted in a very timely manner; most the same day or next day.

1. The insurer completes the connectivity testing with IVANS. This tests the insurer's electronic connection to the network system and verifies your mailbox is functioning properly

2. The insurer completes the EDI transaction set testing with IVANS by sending a file. This test determines that the data is formatted correctly to the Transaction set 811 document.
3. Validati and the insurance company then schedule the data validation test.
4. The insurer transmits an initial validation and matching test case file to Validati's mailbox using test cases representative of the insurance company's type of business. Actual records extracted from the company's data. The EDI file must contain a mix of approximately 1,000 records. See 7.4 for a list of possible test cases. Validati should be notified if there is going to be a delay and the file cannot be transmitted.
5. Validati processes and matches the file and returns a functional acknowledgment 997 and 811 error message (If needed).
6. Validati reviews the results of the file processing and determines whether the level of accepted records is sufficient. Validati notifies the insurance company whether the test was sufficient by calling the insurer contact. If the test is sufficient, the insurance company processes the error messages and transmits error corrections.

The test is acceptable if:

- a. 90% of the test records process as expected. "As expected" means that the expected results described in the examples of test cases are achieved and,
- b. The returned errors are corrected and returned to Validati successfully.

If there are no data errors returned during the EDI test, the insurer performs an additional test to test error processing.

Test files must contain records that represent each insurer's type of business. The insurance company is not expected to submit test cases that are not representative of the type of business conducted. A list of possible test cases can be found in Section 7.4

7. If the test is not sufficient, the insurance company transmits a second file and repeats the process.

7.3 Steps to Conduct the EDI using FTP Test

These steps will be conducted with those companies performing the initial load and/or reporting via EDI using FTP. All the steps are conducted in a very timely manner; most the same day or next day.

1. The insurer completes the connectivity testing with Validati. This will include contacting the Validati Data Coordinator and setting up FTP userID and password to access the system. The insurer will test the access to Validati's FTP server.

2. The insurer completes the EDI transaction set testing with Validati by sending a file. This test determines that the data is formatted correctly to the Transaction set 811 document.
3. Validati and the insurance company then schedule the data validation test.
4. The insurer transmits an initial validation and matching test case file to Validati's FTP server using test cases representative of the insurance company's type of business. Actual records extracted from the company's data. The EDI file must contain a mix of approximately 1,000 records. See section 7.4 for a list of possible test cases. Validati should be notified if there is going to be a delay and the file cannot be transmitted.
5. Validati processes and matches the file and returns a functional acknowledgment 997 and 811 error message (If needed).
6. Validati reviews the results of the file processing and determines whether the level of accepted records is sufficient. Validati notifies the insurance company whether the test was sufficient by calling the insurer contact. If the test is sufficient, the insurance company processes the error messages and transmits error corrections.

The test is acceptable if:

- a. 90% of the test records process as expected. "As expected" means that the expected results described in the examples of test cases are achieved and,
- b. The returned errors are corrected and returned to Validati successfully.

If there are no data errors returned during the EDI test, the insurer performs an additional test to test error processing.

Test files must contain records that represent each insurer's type of business. The insurance company is not expected to submit test cases that are not representative of the type of business conducted. A list of possible test cases can be found in Section 7.4

7. If the test is not sufficient, the insurance company transmits a second file and repeats the process.

7.4 Test Cases

The following are examples of possible test cases. Codes that represent the elements to be included in the test case are included in parentheses.

Case No.	Case Description	Expected Result
1	New Policy (NBS), Vehicle-specific (V) with vehicles.	Valid record written to IIDB file. No errors.
2	Add new vehicle (V) to an existing policy	Valid record written to IIDB file. No errors.

3	Cancel policy (XLC), vehicle specific (V) with vehicles.	Valid record written to IIDB file. No errors.
4	Send erroneous data to create 811 error. Generates a 997 error	No record written to IIDB. 997 F.A. error.
5	Send erroneous data to create a policy level error.	No record written to IIDB. Policy data error
6	Send erroneous data to create a vehicle level error.	No record written to IIDB. Vehicle data error.
7	New Policy (NBS), Vehicle-specific (V) with a vehicle that will not be matched on the state vehicle database.	Record written to IIDB. Vehicle not found error.
8	Cancel policy(XLC, Vehicle-specific(V) with a vehicle that will not match the policy that was previously sent for the vehicle.	No record written to IIDB. Vehicle data error.
9	New policy (NBS), Non-vehicle specific (NS)	Valid record written to MIIDB file. No errors.
10	Cancel policy (XLC) Non-vehicle specific (NS)	Valid record written to MIIDB file. No errors.

8.0 Project Contacts and Resources

We at Validati are dedicated to assisting insurers the best we can with the process or steps to develop insurer's systems and become a trading partner with the New Mexico IIDB program. Also, Validati cannot stress enough the need for each insurer to identify a specific person to be the business and technical contact. This individual should be the sole contact for questions and consultation on problems. At the same time, insurers should take steps to make sure that communication with Validati is channeled through only the appointed individual. This single contact procedure will insure continuity in the communication process.

9.0 Insurance Notification

Vehicle owners appearing as uninsured for thirty consecutive days will receive a notice of non-compliance with the mandatory insurance laws of the State of New Mexico. Citizens receiving these notices in error are directed to contact their agent or insurance company to update their database record. When the proof of insurance is entered through the NM IIDB website the vehicle is set as temporarily insured on the database for thirty days until insurance is received from the company through the normal reporting method. Validati is providing notification that proof of insurance has been entered for a vehicle that has been identified as insured by your insurance company. If the policy information is not received for the vehicle within thirty days the vehicle insurance status will be administratively suspended which will suspend the vehicle registration and require the owner to pay a reinstatement fee to drive the vehicle again.

9.1 Notification of Proof of Insurance

Validati will send a notification to the insurer identified on the proof of insurance. The notification will contain the following information:

- Insurance company NAIC number
- Proof of Insurance Policy number
- Proof of Insurance Effective Date
- Registration VIN of the uninsured vehicle
- Registration Make of the uninsured vehicle
- Registration Year of the uninsured vehicle
- Registration Owner name and address on the uninsured vehicle.

9.2 Notification of Proof of Insurance Responses

Insurers sent notifications will have thirty days from the date the request is sent to respond. Any vehicle that does have a response returned within the allotted time will have insurance status of that vehicle updated to administrative suspend.

- An affirmative response is received as the insurance policy update from the company containing the vehicle information that will match the uninsured vehicle on the registration file. When this update is received, the insurance status of the vehicle is updated to Insured and the uninsured vehicle notification case is closed. This type of response is part of the regular update process that is in place for reporting normal insurance updates.
- No response is necessary if the vehicle is not insured on a policy by your company.

9.3 Notification Methods

Each NM IIDB Insurer must select a single method for receiving verification requests. EDI or e-mail or fax are the possible notification methods.

- EDI

- EDI notification transactions are created and sent daily to the assigned insurance company. This transaction file is sent with the same 811 error file that is currently provided by Validati.
- The EDI verification transaction is in the 811 format using a policy transaction type of ACK (Insurance Verification).
- The company's positive response is a NBS transaction with the corrected policy information that matches the uninsured vehicle on the state registration database sent along with their daily EDI transmission.
- No response is necessary if the vehicle is not insured by your company.
- **Please review the examples of an EDI notification and a notification response that are included in Appendix G.**
- E-mail
 - The insurer provides Validati with an e-mail notification address.
 - Each working day an e-mail is created and sent to the insurance company with a list of notifications from the proof of insurance documents assigned to the company.
 - The insurer's affirmative response is a NBS (new business) transaction with the corrected policy information that matches the uninsured vehicle on the state registration database. Affirmative responses are sent within the insurer's existing update file using the reporting media for sending regular updates.
 - **Please review the examples of E-mail notification displayed in Appendix G.**
- Fax
 - The insurer provides Validati with a fax address.
 - Each working day a fax is created and sent to the insurance company with a list of notifications from the proof of insurance documents assigned to the company.
 - The insurer's affirmative response is a NBS (new business) transaction with the corrected policy information that matches the uninsured vehicle on the state registration database. Affirmative responses are sent within the insurer's existing update file using the reporting media for sending regular updates.
 - **Please review the examples of Fax notification displayed in Appendix G.**

10.0 GLOSSARY

The following is a list of definitions and acronyms used throughout the New Mexico Automobile Insurance Reporting Guide. These definitions are intended to help clarify the terms used.

AAMVA: American Association of Motor Vehicle Administrators. AAMVA is a voluntary, nonprofit, tax-exempt, educational organization of state and provincial officials in the United States and Canada responsible for the administration and enforcement of laws pertaining to the motor vehicle and its use.

AAMVAnet: A network established by AAMVA to provide cost effective communication networks.

Annual Reload: A file that is sent to Validati once a year that contains all active policies and vehicles at that point in time. Validati will load this as their full book of business and will subsequently delete any policies and vehicles from the database that were not included in that file and mark them as uninsured. Validati will also add any policies that were in the file but not currently on the database and mark those vehicles as insured.

ANSI ASC X12: The American National Standards Institute (ANSI), Accredited Standards Committee (ASC) X12. These are universal standards to enable all organizations to use a single agency (X12) to develop and maintain transaction sets.

MVD: The Driver and Motor Vehicle Services Division of the New Mexico Department of Revenue.

Document: Refers to a single vehicle policy

EDI: Electronic Data Interchange is inter-company, computer to computer transmission of business data in a standard format. Information can be exchanged within minutes or hours.

Validati: Validati Information Services. Third party contractor that has been assigned to carry out the technical and practical tasks of implementing the IIDB.

FTP/PGP: File Transfer Protocol utilizing Pretty Good Privacy. Method of transporting files securely over the internet.

Hard Error: This is an error that rejected the insurance company record or transaction set. The error must be corrected and the document or transaction resubmitted.

HTTPS: Is a secure HTTP protocol that is used widely in Internet/intranet environments for exchanging secure information between client and server. The

HTTPS transfer is standard Web upload or download using SSL certificates for encryption. There is no cost to the company and it is easy to use.

Information Exchange Mailbox (IE): A unique "address" that provides an insurance company with the ability to receive and send information from trading partners.

IVANS: Insurance Value Added Network Services. A networking information and communications service used by insurance companies.

LEDS: Law Enforcement Data System. A system where law enforcement agencies are able to access Validati records for information they may need for routine traffic stops and court appearances.

Match: A match occurs when the insurance record corresponds to a vehicle record or customer record.

Message: A data file transmitted through EDI.

IIDB: Insurance Identification Database. New Mexico's assigned name to implement New Mexico House Bill. Establishment of the IIDB and associated insurance reporting laws.

NAIC: The National Association of Insurance Commissioners.

NCIC: The National Crime Information Center. The NCIC standard is used for vehicle make.

NLS: New Licensing System. New Mexico's new computer system.

No Match: A no match occurs when a vehicle record or customer record cannot be found.

Policy: Motor vehicle liability coverage issued by an insurer. Identified as a specific vehicle policy.

Record Reject: Insufficient or inconclusive insurance information received at Validati and is returned to insurance company for corrected information.

Trading Partner: The partnership with Validati and insurers participating in the New Mexico IIDB program.

Transaction: Sometimes referred to as transaction set. A transaction contains all of the data sent or received at one time. This will usually contain more than one document.

VAN: Value Added Network. Provides links among trading partners required by electronic communication functions such as EDI/IVANS or e-mail.

VINA: A software package that examines a VIN to determine validity, vehicle make, model and year. Active on 1981 models and after.

Appendix A

Trading Partner Profile

Please provide or update the following information needed to establish your company as a Trading Partner with Pasco/Validati™. Upon completion please return via email to VeriTrakIIDB@validati.com.

Company Information

NAIC Number(s) _____
Name _____
Address _____
City _____ State _____ Zip _____

Method to deliver updates and reload files

IVANS _____ HTTPS: (Secure File Transfer) _____ FTP _____

Business Contact

Contact 1 _____ Phone (_____) _____
Internet E-mail _____ Fax (_____) _____
Contact 2 _____ Phone (_____) _____
Internet E-mail _____ Fax (_____) _____

Technical Contact

Contact 1 _____ Phone (_____) _____
Internet E-mail _____ Fax (_____) _____
Contact 2 _____ Phone (_____) _____
Internet E-mail _____ Fax (_____) _____

Temporary Insurance Notification Contact

Contact 1 _____ Phone (_____) _____
Internet E-mail _____ Fax (_____) _____
Contact 2 _____ Phone (_____) _____
Internet E-mail _____ Fax (_____) _____

Commercial Maintenance Approval Contact

Contact 1 _____ Phone (____)_____
Internet E-mail _____ Fax (____)_____

Contact 2 _____ Phone (____)_____
Internet E-mail _____ Fax (____)_____

EDI Contacts

Contact 1 _____ Phone (____)_____
Internet E-mail _____ Fax (____)_____

Contact 2 _____ Phone (____)_____
Internet E-mail _____ Fax (____)_____

Delinquent Functional Acknowledgment Contact

Contact _____ Phone (____)_____
Internet E-mail _____ Fax (____)_____

Please indicate when you can start testing with ValiDati. _____

Interchange Control and Functional Group Headers information used on transactions sent to Pasco/ValiDati:

	Production	Reload	Test
Interchange ID Qualifier	_____	_____	_____
Interchange Sender/Receiver ID	_____	_____	_____
Application Sender/Receiver Code	_____	_____	_____

Interchange Control Structures

	<u>Pos.</u>	<u>Seg.</u>	<u>Name</u>	<u>Req.</u>	<u>Max.Use</u>	<u>Loop</u>
	<u>No.</u>	<u>ID</u>		<u>Des.</u>		<u>Repeat</u>
M	010	ISA	Interchange Control Header	M	1	
	020	GS	Functional Group Header	O	1	
	030	GE	Functional Group Trailer	O	1	
M	040	IEA	Interchange Control Trailer	M	1	

Segment: **ISA** Interchange Control Header
Position: 010
Loop:
Level:
Usage: Mandatory
Max Use: 1
Syntax Notes:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>		
	<u>Des.</u>	<u>Element</u>			
	<u>Attributes</u>				
M	ISA01	I01	Authorization Information Qualifier	M	ID 2/2
			00 No Authorization Information Present (No Meaningful Information in I02)		
M	ISA02	I02	Authorization Information	M	AN 10/10
			Blank		
M	ISA03	I03	Security Information Qualifier	M	ID 2/2
			00 No Security Information Present (No Meaningful Information in I04)		
M	ISA04	I04	Security Information	M	AN 10/10
			Blank		
M	ISA05	I05	Interchange ID Qualifier	M	ID 2/2
M	ISA06	I06	Interchange Sender ID	M	AN 15/15
M	ISA07	I05	Interchange ID Qualifier	M	ID 2/2
			ZZ Mutually Defined		
M	ISA08	I07	Interchange Receiver ID	M	AN 15/15
			Production Data, value "EXPI EXPI020"		
			Reload or Initial Load Data, value "EXPI EXPI025"		
			Test Data, value "EXPI EXPI029"		
			Please Note that where are 3 spaces between Account and User Id.		
M	ISA09	I08	Interchange Date	M	DT 6/6
M	ISA10	I09	Interchange Time	M	TM 4/4
M	ISA11	I10	Interchange Control Standards Identifier	M	ID 1/1
M	ISA12	I11	Interchange Control Version Number	M	ID 5/5

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Review Board through October 1993

M	ISA13	I12	Interchange Control Number	M	N0 9/9
M	ISA14	I13	Acknowledgment Requested	M	ID 1/1
		0	No Acknowledgment Requested		
M	ISA15	I14	Test Indicator	M	ID 1/1
		P	Production Data		
M	ISA16	I15	Component Element Separator	M	AN 1/1

Segment: **GS** Functional Group Header
Position: 020
Loop:
Level:
Usage: Optional
Max Use: 1
Syntax Notes:

Data Element Summary

	Ref. Des.	Data Element	Name		
M	GS01	479	Functional Identifier Code	M	ID 2/2
			CI = ALIR		
			FA = Functional Acknowledgment		
M	GS02	142	Application Sender's Code	M	AN 2/15
M	GS03	124	Application Receiver's Code	M	AN 2/15
			Production Data, value "EXPI020"		
			Reload Data, value "EXPI025"		
			Test Data, value "EXPI029"		
M	GS04	373	Date	M	DT 6/6
M	GS05	337	Time	M	TM 4/8
M	GS06	28	Group Control Number	M	N0 1/9
M	GS07	455	Responsible Agency Code	M	ID 1/2
			X Accredited Standards Committee X12		
M	GS08	480	Version / Release / Industry Identifier Code	M	AN 1/12

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through October 1994

Segment: **GE** Functional Group Trailer
Position: 030
Loop:
Level:
Usage: Optional

Max Use: 1
Syntax Notes:

Data Element Summary					
	Ref.	Data			
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		
	<u>Attributes</u>				
M	GE01	97	Number of Transaction Sets Included	M	N0 1/6
M	GE02	28	Group Control Number	M	N0 1/9

Segment: **IEA** Interchange Control Trailer
Position: 040
Loop:
Level:
Usage: Mandatory
Max Use: 1
Syntax Notes:

Data Element Summary					
	Ref.	Data			
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		
	<u>Attributes</u>				
M	IEA01	I16	Number of Included Functional Groups	M	N0 1/5
M	IEA02	I12	Interchange Control Number	M	N0 9/9

Appendix B

PASCO®, INC d/b/a Validati®

New Mexico IIDB

Automobile Liability Insurance Reporting

**New Mexico Adaptation of ALIR Implementation Guide
(TS811)**

811 Automobile Liability Insurance Reporting

Functional Group ID=**CI**

Notes:

This document is the New Mexico adaptation of the Automobile Liability Insurance Reporting Implementation Guide (TS811). The segments and data elements defined in this document specify the data required by New Mexico and the values required to build a valid 811 transaction. The inclusion of additional data is optional to the sender, but will not be used.

EDI FILE EXAMPLE (File bound for Validati Information Services)

```
ISA*00*      *00*      *ZZ*ACCT  USERID1   *ZZ*EXPI  EXPI020
*020301*1516*U*00304*000000001*0*P*|*
GS*CI*USERID1*EXPI020*020301*1516*1*X*003050
ST*811*0001
BIG*020301*1**U*
N1*IN*INSURANCE COMPANY*NI*12345
N1*SQ*VALIDATI
HL*1**1*1
NM1*IN*2*INSURANCE COMPANY*****NI*12345
IT1**1*IP*0
DTM*368*020301***20
HL*2*1*2*1
NM1*2F*2*NM
HL*3*2*4*1
NM1*IL*1*DOE*JOHN*A***N*123-123-456
N3*10254 W MARION
N4*SOMEWHERE*NM*12345
IT1**1*IP*0
SI*ZZ*11*NBS
REF*IG*123456789
REF*XM**NM
REF*S3*V
DTM*007*020401***20
DTM*222*530701***19
HL*4*3*5
LX*1
VEH*1*2P4FH5138JR534777*19*88*NA*PLYM
TDS*1
CTT*1
SE*27*0001
GE*1*1
IEA*1*000000001
```

Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>
M	010	ST	Transaction Set Header	M	1	
M	020	BIG	Beginning Segment for Invoice	M	1	
LOOP ID - N1						1
Must Use	100	N1	Name	O	1	
LOOP ID - N1						1
Must Use	100	N1	Name	O	1	

Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>
LOOP ID - HL						>1
M	010	HL	Hierarchical Level	M	1	
LOOP ID - NM1						1
Must Use	110	NM1	Individual or Organizational Name	O	1	
	150	REF	Reference Numbers	O	2	
LOOP ID - IT1						1
Must Use	210	IT1	Baseline Item Data (Invoice)	O	1	
Must Use	270	DTM	Date/Time Reference	O	10	
LOOP ID - HL						>1
M	010	HL	Hierarchical Level	M	1	
LOOP ID - NM1						1
Must Use	110	NM1	Individual or Organizational Name	O	1	
LOOP ID - HL						>1
M	010	HL	Hierarchical Level	M	1	
LOOP ID - NM1						1
Must Use	110	NM1	Individual or Organizational Name	O	1	
	130	N3	Address Information	O	2	
	140	N4	Geographic Location	O	1	
LOOP ID - IT1						1
	210	IT1	Baseline Item Data (Invoice)	O	1	
Must Use	220	SI	Service Characteristic Identification	O	1	
Must Use	260	REF	Reference Numbers	O	1	
Must Use	260	REF	Reference Numbers	O	1	
Must Use	260	REF	Reference Numbers	O	1	
	260	REF	Reference Numbers	O	1	
	270	DTM	Date/Time Reference	O	1	
	270	DTM	Date/Time Reference	O	1	
	270	DTM	Date/Time Reference	O	1	
LOOP ID - HL						200
M	010	HL	Hierarchical Level	M	1	
LOOP ID - LX						>1
Must Use	020	LX	Assigned Number	O	1	
Must Use	025	VEH	Vehicle Information	O	1	

Summary:

	Pos.	Seg.		Req.		Loop
	<u>No.</u>	<u>ID</u>	<u>Name</u>	<u>Des.</u>	<u>Max.Use</u>	<u>Repeat</u>
M	010	TDS	Total Monetary Value Summary	M	1	
	110	CTT	Transaction Totals	O	1	
M	120	SE	Transaction Set Trailer	M	1	

Segment: **ST** Transaction Set Header

Position: 010

Loop:

Level: Heading

Usage: Mandatory

Max Use: 1

Syntax Notes:

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	ST01	143	Transaction Set Identifier Code	M ID 3/3
		811	X12.39 Consolidated Service Invoice/Statement	
M	ST02	329	Transaction Set Control Number	M AN 4/9

Segment: **BIG** Beginning Segment for Invoice

Position: 020

Loop:

Level: Heading

Usage: Mandatory

Max Use: 1

Syntax Notes:

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	BIG01	373	Date	M DT 6/6
			File creation date	
M	BIG02	76	Invoice Number	M AN 1/22
			Value "1"	
	BIG04	324	Data Type Indicator	O AN 1/22
			"U" – Update, "T" – Test, "R" - Reload	

Segment: **N1** Name
Position: 100
Loop: N1 Optional (Must Use)
Level: Heading
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes: 1 At least one of N102 or N103 is required.
2 If either N103 or N104 is present, then the other is required.
Notes: Occurrence 1: Sender Information

Data Element Summary

		Ref.	Data		
		<u>Des.</u>	<u>Element</u>	<u>Name</u>	
		<u>Attributes</u>			
M	N101	98	Entity Identifier Code		M ID 2/2
			IN	Insurer	
			SQ	Service Bureau	
	N102	93	Name		X AN 1/35
	N103	66	Identification Code Qualifier		X ID 1/2
			FI	Federal Taxpayer's Identification Number	
			NI	National Association of Insurance Commissioners (NAIC) Identification	
	N104	67	Identification Code		X AN 2/20

Segment: **N1** Name
Position: 100
Loop: N1 Optional (Must Use)
Level: Heading
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes: 1 At least one of N102 or N103 is required.
2 If either N103 or N104 is present, then the other is required.
Notes: Occurrence 2: Recipient Information

Data Element Summary

		Ref.	Data		
		<u>Des.</u>	<u>Element</u>	<u>Name</u>	
		<u>Attributes</u>			
M	N101	98	Entity Identifier Code		M ID 2/2
			SQ	Service Bureau	
	N102	93	Name		X AN 1/35
			VALIDATI		

Segment: **HL** Hierarchical Level

Position: 010
Loop: HL Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Syntax Notes:
Notes: Level 1: Insurer

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>		
	<u>Des.</u>				
	<u>Attributes</u>				
M	HL01	628	Hierarchical ID Number	M	AN 1/12
			Value "1"		
	HL02	734	Hierarchical Parent ID Number	O	AN 1/12
			Value "0" or blank		
M	HL03	735	Hierarchical Level Code	M	ID 1/2
			Value "1"		
		1	Service/Billing Provider		
	HL04	736	Hierarchical Child Code	O	ID 1/1
			Value "1"		
		1	Additional Subordinate HL Data Segment in This Hierarchical Structure.		

Segment: **NM1** Individual or Organizational Name
Position: 110
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>		
	<u>Des.</u>				
	<u>Attributes</u>				
M	NM101	98	Entity Identifier Code	M	ID 2/2
			IN Insurer		
			SQ Service Bureau		
M	NM102	1065	Entity Type Qualifier	M	ID 1/1
		2	Non-Person Entity		
	NM103	1035	Name Last or Organization Name	O	AN 1/35
	NM108	66	Identification Code Qualifier	X	ID 1/2
			NI National Association of Insurance Commissioners (NAIC) Identification		
	NM109	67	Identification Code	X	AN 2/20

Segment: **REF** **Reference Numbers**
Position: 150
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Notes: Optional to reference insurer's branch office.

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	REF01	128	Reference Number Qualifier 3L Branch Identifier	M ID 2/2
	REF02	127	Reference Number	X AN 1/30

Segment: **IT1** **Baseline Item Data (Invoice)**
Position: 210
Loop: IT1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes:

- 1 If any of IT102 IT103 or IT104 is present, then all are required.
- 2 If either IT106 or IT107 is present, then the other is required.
- 3 If either IT108 or IT109 is present, then the other is required.
- 4 If either IT110 or IT111 is present, then the other is required.
- 5 If either IT112 or IT113 is present, then the other is required.
- 6 If either IT114 or IT115 is present, then the other is required.
- 7 If either IT116 or IT117 is present, then the other is required.
- 8 If either IT118 or IT119 is present, then the other is required.
- 9 If either IT120 or IT121 is present, then the other is required.
- 10 If either IT122 or IT123 is present, then the other is required.
- 11 If either IT124 or IT125 is present, then the other is required.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>		
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
<u>Attributes</u>				
IT102	358	Quantity Invoiced	X	R 1/10
		Value "1"		
IT103	355	Unit or Basis for Measurement Code	X	ID 2/2
		Value "IP"		
		IP Insurance Policy		
IT104	212	Unit Price	X	R 1/17
		Value "0"		

Segment: **DTM** Date/Time Reference
Position: 270
Loop: IT1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 10
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM06 is required.
- 2 If either DTM06 or DTM07 is present, then the other is required.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>		
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
<u>Attributes</u>				
M	DTM01	374 Date/Time Qualifier	M	ID 3/3
		368 Submittal		
	DTM02	373 Date	X	DT 6/6
	DTM05	624 Century	O	N0 2/2

Segment: **HL** Hierarchical Level
Position: 010
Loop: HL Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Syntax Notes:
Notes: Level 2: Occurs once for the state

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>
<u>Des.</u>	<u>Element</u>	<u>Name</u>
<u>Attributes</u>		

M	HL01	628	Hierarchical ID Number	M AN 1/12
			Value "2" (If sender is a Service Bureau, this is ID of parent.)	
	HL02	734	Hierarchical Parent ID Number	O AN 1/12
			Value "1" (If sender is a Service Bureau, this is parent ID.)	
M	HL03	735	Hierarchical Level Code	M ID 1/2
			Value "2"	
		2	Billing Arrangement	
	HL04	736	Hierarchical Child Code	O ID 1/1
			Value "1"	
		1	Additional Subordinate HL Data Segment in This Hierarchical Structure.	

Segment: **NM1** Individual or Organizational Name
Position: 110
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	NM101	98	Entity Identifier Code	M ID 2/2
			2F State	
M	NM102	1065	Entity Type Qualifier	M ID 1/1
			2 Non-Person Entity	
	NM103	1035	Name Last or Organization Name	O AN 1/35
			NM New Mexico	

Segment: **HL** Hierarchical Level
Position: 010
Loop: HL Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Syntax Notes:
Notes: Level 4: Policy Detail

Data Element Summary

	Ref.	Data	
	<u>Des.</u>	<u>Element</u>	<u>Name</u>
	<u>Attributes</u>		

M	HL01	628	Hierarchical ID Number	M AN 1/12
			ID Number	
	HL02	734	Hierarchical Parent ID Number	O AN 1/12
			Parent ID number	
M	HL03	735	Hierarchical Level Code	M ID 1/2
			Value "4"	
		4	Group	
	HL04	736	Hierarchical Child Code	O ID 1/1
			Value "1" (level 5 loops present) or "0" (no level 5 loops present)	
		0	No Subordinate HL Segment in This Hierarchical Structure.	
		1	Additional Subordinate HL Data Segment in This Hierarchical Structure.	

Segment: **NM1** Individual or Organizational Name
Position: 110
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	Attributes			
M	NM101	98	Entity Identifier Code	M ID 2/2
			IL Insured or Subscriber	
M	NM102	1065	Entity Type Qualifier	M ID 1/1
		1	Person	
		2	Non-Person Entity	
	NM103	1035	Name Last or Organization Name	O AN 1/35
	NM104	1036	Name First	O AN 1/25
	NM105	1037	Name Middle	O AN 1/25
	NM107	1039	Name Suffix	O AN 1/10
	NM108	66	Identification Code Qualifier	X ID 1/2
		FI	Federal Taxpayer's Identification Number	
		N	Insured's Unique Identification Number	
	NM109	67	Identification Code	X AN 2/20
			Insured Driver's License Number or Insured Federal Tax ID Number	

Segment: **N3** Address Information
Position: 130

Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Syntax Notes:

Data Element Summary

Ref.	Data	Element Name	
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
M	N301	166 Address Information	M AN 1/35

Segment: **N4** Geographic Location
Position: 140
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 1
Syntax Notes: 1 If N406 is present, then N405 is required.

Data Element Summary

Ref.	Data	Element Name	
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
	N401	19 City Name	O AN 2/30
	N402	156 State or Province Code	O ID 2/2
	N403	116 Postal Code	O ID 3/11

Segment: **IT1** Baseline Item Data (Invoice)
Position: 210
Loop: IT1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Syntax Notes:

- 1 If any of IT102 IT103 or IT104 is present, then all are required.
- 2 If either IT106 or IT107 is present, then the other is required.
- 3 If either IT108 or IT109 is present, then the other is required.
- 4 If either IT110 or IT111 is present, then the other is required.
- 5 If either IT112 or IT113 is present, then the other is required.

- 6 If either IT114 or IT115 is present, then the other is required.
- 7 If either IT116 or IT117 is present, then the other is required.
- 8 If either IT118 or IT119 is present, then the other is required.
- 9 If either IT120 or IT121 is present, then the other is required.
- 10 If either IT122 or IT123 is present, then the other is required.
- 11 If either IT124 or IT125 is present, then the other is required.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
IT102	358	Quantity Invoiced	X R 1/10
		Value "1"	
IT103	355	Unit or Basis for Measurement Code	X ID 2/2
		IP Insurance Policy	
IT104	212	Unit Price	X R 1/17
		Value "0"	

Segment: **SI** Service Characteristic Identification
Position: 220
Loop: IT1 Optional
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes:

- 1 If either SI04 or SI05 is present, then the other is required.
- 2 If either SI06 or SI07 is present, then the other is required.
- 3 If either SI08 or SI09 is present, then the other is required.
- 4 If either SI10 or SI11 is present, then the other is required.
- 5 If either SI12 or SI13 is present, then the other is required.
- 6 If either SI14 or SI15 is present, then the other is required.
- 7 If either SI16 or SI17 is present, then the other is required.
- 8 If either SI18 or SI19 is present, then the other is required.
- 9 If either SI20 or SI21 is present, then the other is required.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
M	SI01	559 Agency Qualifier Code	M ID 2/2
		ZZ Mutually Defined	

M	SI02	1000	Service Characteristics Qualifier	M	ID 2/2
		11	Policy Transaction Type		
M	SI03	234	Product/Service ID	M	AN 1/40
		NBS	New Business		
		XLC	Cancellation		

Segment: **REF** Reference Numbers
 Position: 260
 Loop: IT1 Optional
 Level: Detail
 Usage: Optional (Must Use)
 Max Use: 1
 Syntax Notes: 1 At least one of REF02 or REF03 is required.
 Notes: Occurrence 1:

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
<u>Attributes</u>				
M	REF01	128	Reference Number Qualifier	M ID 2/2
		IG	Insurance Policy Number	
	REF02	127	Reference Number	X AN 1/30
			Policy number	

Segment: **REF** Reference Numbers
 Position: 260
 Loop: IT1 Optional
 Level: Detail
 Usage: Optional (Must Use)
 Max Use: 1
 Syntax Notes: 1 At least one of REF02 or REF03 is required.
 Notes: Occurrence 2:

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
<u>Attributes</u>				
M	REF01	128	Reference Number Qualifier	M ID 2/2
		XM	Issuer Number	
	REF03	352	Description	X AN 1/80
			State or province code of jurisdiction issuing driver license	

Segment: **REF** Reference Numbers
 Position: 260
 Loop: IT1 Optional
 Level: Detail

Usage: Optional (Must Use)
Max Use: 1
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Notes: Occurrence 3:

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
<u>Attributes</u>				
M	REF01	128	Reference Number Qualifier	M ID 2/2
			S3 Specification Number	
	REF02	127	Reference Number	X AN 1/30
			V Vehicle Specific	
			NS Not Vehicle Specific	

Segment: **REF** Reference Numbers
Position: 260
Loop: IT1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Notes: Occurrence 4:

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
<u>Attributes</u>				
M	REF01	128	Reference Number Qualifier	M ID 2/2
			DD Document Identification Code	
	REF03	352	Description	X AN 1/20

Segment: **DTM** Date/Time Reference
Position: 270
Loop: IT1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Syntax Notes: 1 At least one of DTM02 DTM03 or DTM06 is required.
 2 If either DTM06 or DTM07 is present, then the other is required.
Notes: Occurrence 1:

Data Element Summary

Ref.	Data	
<u>Des.</u>	<u>Element</u>	<u>Name</u>
<u>Attributes</u>		

M	DTM01	374	Date/Time Qualifier	M	ID 3/3
			222 Birth		
	DTM02	373	Date	X	DT 6/6
	DTM05	624	Century	O	N0 2/2

Segment: **DTM** Date/Time Reference
Position: 270
Loop: IT1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Syntax Notes: 1 At least one of DTM02 DTM03 or DTM06 is required.
2 If either DTM06 or DTM07 is present, then the other is required.
Notes: Occurrence 2:

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
M	DTM01	374 Date/Time Qualifier	M ID 3/3
		007 Effective	
	DTM02	373 Date	X DT 6/6
	DTM05	624 Century	O N0 2/2

Segment: **DTM** Date/Time Reference
Position: 270
Loop: IT1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Syntax Notes: 1 At least one of DTM02 DTM03 or DTM06 is required.
2 If either DTM06 or DTM07 is present, then the other is required.
Notes: Occurrence 3:

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
M	DTM01	374 Date/Time Qualifier	M ID 3/3
		177 Cancellation	
	DTM02	373 Date	X DT 6/6
	DTM05	624 Century	O N0 2/2

Segment: **HL** Hierarchical Level

Position: 010
Loop: HL Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Syntax Notes:
Notes: Level 5: Occurs once for each vehicle covered by the policy in level 4

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>		
	<u>Des.</u>				
	<u>Attributes</u>				
M	HL01	628	Hierarchical ID Number	M	AN 1/12
			HL Identifier		
	HL02	734	Hierarchical Parent ID Number	O	AN 1/12
			Parent identifier		
M	HL03	735	Hierarchical Level Code	M	ID 1/2
			Value "5"		
		5	Category		
	HL04	736	Hierarchical Child Code	O	ID 1/1
			Value "0"		
		0	No Subordinate HL Segment in This Hierarchical Structure.		

Segment: **LX** Assigned Number
Position: 020
Loop: LX Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>		
	<u>Des.</u>				
	<u>Attributes</u>				
M	LX01	554	Assigned Number	M	NO 1/6
			Sequential number beginning with 1 and incremented by 1 for each vehicle		

Segment: **VEH** Vehicle Information
Position: 025
Loop: LX Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)

- Max Use:** 1
- Syntax Notes:**
- 1 If VEH03 is present, then VEH04 is required.
 - 2 If VEH05 is present, then at least one of VEH06 or VEH08 is required.
 - 3 If VEH06 is present, then VEH05 is required.
 - 4 If VEH07 is present, then both VEH05 and VEH06 are required.
 - 5 If VEH08 is present, then VEH05 is required.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
VEH01	554	Assigned Number	O NO 1/6
		Vehicle occurrence on the policy	
VEH02	539	Vehicle Identification Number	O AN 1/25
VEH03	624	Century	O NO 2/2
VEH04	1095	Year Within Century	X NO 2/2
VEH05	559	Agency Qualifier Code	X ID 2/2
		NA National Insurance Crime Bureau (NICB)	
VEH06	751	Product Description Code	X AN 1/12
		Vehicle make	

Segment: **TDS** Total Monetary Value Summary

Position: 010

Loop:

Level: Summary

Usage: Mandatory

Max Use: 1

Syntax Notes:

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
M	TDS01	610 Amount	M N2 1/15
		Value "1"	

Segment: **CTT** Transaction Totals

Position: 110

Loop:

Level: Summary

Usage: Optional

Max Use: 1

- Syntax Notes:**
- 1 If either CTT03 or CTT04 is present, then the other is required.
 - 2 If either CTT05 or CTT06 is present, then the other is required.

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	CTT01	354	Number of Line Items	M NO 1/6
			Total number of insurance policy transactions involved in this 811 transaction set	

Segment: **SE** Transaction Set Trailer
Position: 120
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Syntax Notes:

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	SE01	96	Number of Included Segments	M NO 1/10
M	SE02	329	Transaction Set Control Number	M AN 4/9

Appendix C

PASCO®, INC d/b/a Validati®

New Mexico IIDB

Automobile Liability Insurance Reporting

New Mexico Usage for IIDB Reporting Error Return

811 Automobile Liability Insurance Reporting

Functional Group ID=**CI**

Notes:

This document is the New Mexico adaptation of the Automobile Liability Insurance Reporting Implementation Guide (TS811). The segments and data elements defined in this document specify the data required by New Mexico and the values required to build a valid 811 transaction. The inclusion of additional data is optional to the sender, but will not be used.

EDI FILE EXAMPLE (File bound from Validati Information Services)

```
ISA*00*          *00*          *ZZ*EXPI  EXPI020      *ZZ*ACCT  USERID1
*020301*1516*U*00304*000000001*0*P*|*
GS*CI*EXPI020*USERID1*020301*1516*1*X*003050
ST*811*0001
BIG*020301*1**U*
N1*IN*INSURANCE COMPANY*NI*12345
N1*SQ*VALIDATI
HL*1**1*1
NM1*IN*2*INSURANCE COMPANY*****NI*12345
IT1**1*IP*0
DTM*368*020301***20
HL*2*1*2*1
NM1*2F*2*NM
HL*3*2*4*1
NM1*IL*1*DOE*JOHN*A***N*123-123-456
N3*10254 W MARION
N4*SOMEWHERE*NM*12345
IT1**1*IP*0
SI*ZZ*11*NBS
REF*IG*123456789
REF*XM**NM
REF*S3*V
DTM*007*020401***20
DTM*222*530701***19
HL*4*3*5
LX*1
VEH*1*2P4FH5138JR534777*19*88*NA*PLYM
REF*1Q*R200
REF*1Q*E201
TDS*1
CTT*1
SE*29*0001
GE*1*1
IEA*1*000000001
```


Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>
M	010	ST	Transaction Set Header	M	1	
M	020	BIG	Beginning Segment for Invoice	M	1	
LOOP ID - N1						1
Must Use	100	N1	Name	O	1	
LOOP ID - N1						1
Must Use	100	N1	Name	O	1	

Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>
LOOP ID - HL						>1
M	010	HL	Hierarchical Level	M	1	
LOOP ID - LX						>1
	020	LX	Assigned Number	O	1	
	050	REF	Reference Numbers	O	>1	
LOOP ID - NM1						1
Must Use	110	NM1	Individual or Organizational Name	O	1	
	150	REF	Reference Numbers	O	2	
LOOP ID - IT1						1
Must Use	210	IT1	Baseline Item Data (Invoice)	O	1	
Must Use	270	DTM	Date/Time Reference	O	10	
LOOP ID - HL						>1
M	010	HL	Hierarchical Level	M	1	
LOOP ID - NM1						1
Must Use	110	NM1	Individual or Organizational Name	O	1	
LOOP ID - HL						>1
M	010	HL	Hierarchical Level	M	1	
LOOP ID - LX						>1
	020	LX	Assigned Number	O	1	
	050	REF	Reference Numbers	O	>1	
LOOP ID - NM1						1
Must Use	110	NM1	Individual or Organizational Name	O	1	
	130	N3	Address Information	O	2	
	140	N4	Geographic Location	O	1	
LOOP ID - IT1						1
	210	IT1	Baseline Item Data (Invoice)	O	1	
Must Use	220	SI	Service Characteristic Identification	O	1	
Must Use	260	REF	Reference Numbers	O	1	
Must Use	260	REF	Reference Numbers	O	1	
Must Use	260	REF	Reference Numbers	O	1	
	260	REF	Reference Numbers	O	1	
	270	DTM	Date/Time Reference	O	1	

	270	DTM	Date/Time Reference	O	1	
	270	DTM	Date/Time Reference	O	1	
LOOP ID - HL						200
M	010	HL	Hierarchical Level	M	1	
LOOP ID - LX						>1
Must Use	020	LX	Assigned Number	O	1	
Must Use	025	VEH	Vehicle Information	O	1	
	050	REF	Reference Numbers	O	>1	

Summary:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat
M	010	TDS	Total Monetary Value Summary	M	1	
	110	CTT	Transaction Totals	O	1	
M	120	SE	Transaction Set Trailer	M	1	

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Syntax Notes:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>		
	<u>Attributes</u>				
M	ST01	143	Transaction Set Identifier Code 811 X12.39 Consolidated Service Invoice/Statement	M	ID 3/3
M	ST02	329	Transaction Set Control Number	M	AN 4/9

Segment: **BIG** Beginning Segment for Invoice
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Syntax Notes:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>		
	<u>Attributes</u>				
M	BIG01	373	Date	M	DT 6/6
			File creation date		
M	BIG02	76	Invoice Number	M	AN 1/22
			Value "1"		
	BIG04	324	Data Type Indicator	O	AN 1/22
			"U" – Update, "T" – Test, "R" - Reload		

Segment: **N1** Name
Position: 100
Loop: N1 Optional (Must Use)
Level: Heading
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes: 1 At least one of N102 or N103 is required.

2 If either N103 or N104 is present, then the other is required.

Notes: Occurrence 1: Sender Information

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>	
	<u>Des.</u>			
	<u>Attributes</u>			
M	N101	98	Entity Identifier Code	M ID 2/2
			IN Insurer	
			SQ Service Bureau	
	N102	93	Name	X AN 1/35
	N103	66	Identification Code Qualifier	X ID 1/2
			FI Federal Taxpayer's Identification Number	
			NI National Association of Insurance Commissioners (NAIC) Identification	
	N104	67	Identification Code	X AN 2/20

Segment: **N1** Name

Position: 100

Loop: N1 Optional (Must Use)

Level: Heading

Usage: Optional (Must Use)

Max Use: 1

Syntax Notes: 1 At least one of N102 or N103 is required.
2 If either N103 or N104 is present, then the other is required.

Notes: Occurrence 2: Recipient Information

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>	
	<u>Des.</u>			
	<u>Attributes</u>			
M	N101	98	Entity Identifier Code	M ID 2/2
			SQ Service Bureau	
	N102	93	Name	X AN 1/35
			VALIDATI	

Segment: **HL** Hierarchical Level

Position: 010

Loop: HL Mandatory

Level: Detail

Usage: Mandatory

Max Use: 1

Syntax Notes:

Notes: Level 1: Insurer

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		
	<u>Attributes</u>				
M	HL01	628	Hierarchical ID Number	M	AN 1/12
			Value "1"		
	HL02	734	Hierarchical Parent ID Number	O	AN 1/12
			Value "0" or blank		
M	HL03	735	Hierarchical Level Code	M	ID 1/2
			Value "1"		
		1	Service/Billing Provider		
	HL04	736	Hierarchical Child Code	O	ID 1/1
			Value "1"		
		1	Additional Subordinate HL Data Segment in This Hierarchical Structure.		

Segment: **LX** Assigned Number
 Position: 020
 Loop: LX Optional
 Level: Detail
 Usage: Optional
 Max Use: 1
 Syntax Notes:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		
	<u>Attributes</u>				
M	LX01	554	Assigned Number	M	NO 1/6
			Value "1"		

Segment: **REF** Reference Numbers
 Position: 050
 Loop: LX Optional
 Level: Detail
 Usage: Optional
 Max Use: >1
 Syntax Notes: 1 At least one of REF02 or REF03 is required.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		
	<u>Attributes</u>				
M	REF01	128	Reference Number Qualifier	M	ID 2/2
		1Q	Error Identification Code		

Error code from Table 15

Segment: **NM1** Individual or Organizational Name
Position: 110
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.

Data Element Summary

	Ref. Des.	Data Element	Name	
	<u>Attributes</u>			
M	NM101	98	Entity Identifier Code IN Insurer SQ Service Bureau	M ID 2/2
M	NM102	1065	Entity Type Qualifier 2 Non-Person Entity	M ID 1/1
	NM103	1035	Name Last or Organization Name	O AN 1/35
	NM108	66	Identification Code Qualifier NI National Association of Insurance Commissioners (NAIC) Identification	X ID 1/2
	NM109	67	Identification Code Code from NAIC Code table	X AN 2/20

Segment: **REF** Reference Numbers
Position: 150
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Notes: Optional to reference insurer's branch office.

Data Element Summary

	Ref. Des.	Data Element	Name	
	<u>Attributes</u>			
M	REF01	128	Reference Number Qualifier 3L Branch Identifier	M ID 2/2
	REF02	127	Reference Number	X AN 1/30

Segment: **IT1** **Baseline Item Data (Invoice)**
Position: 210
Loop: IT1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes:

- 1 If any of IT102 IT103 or IT104 is present, then all are required.
- 2 If either IT106 or IT107 is present, then the other is required.
- 3 If either IT108 or IT109 is present, then the other is required.
- 4 If either IT110 or IT111 is present, then the other is required.
- 5 If either IT112 or IT113 is present, then the other is required.
- 6 If either IT114 or IT115 is present, then the other is required.
- 7 If either IT116 or IT117 is present, then the other is required.
- 8 If either IT118 or IT119 is present, then the other is required.
- 9 If either IT120 or IT121 is present, then the other is required.
- 10 If either IT122 or IT123 is present, then the other is required.
- 11 If either IT124 or IT125 is present, then the other is required.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Attributes			
IT102	358	Quantity Invoiced	X R 1/10
		Value "1"	
IT103	355	Unit or Basis for Measurement Code	X ID 2/2
		Value "IP"	
		IP Insurance Policy	
IT104	212	Unit Price	X R 1/17
		Value "0"	

Segment: **DTM** **Date/Time Reference**
Position: 270
Loop: IT1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)

Max Use: 10
Syntax Notes: 1 At least one of DTM02 DTM03 or DTM06 is required.
 2 If either DTM06 or DTM07 is present, then the other is required.

Data Element Summary

Ref.	Data	Element Name	
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Attributes			
M	DTM01	374 Date/Time Qualifier	M ID 3/3
		368 Submittal	
	DTM02	373 Date	X DT 6/6
	DTM05	624 Century	O NO 2/2

Segment: **HL** Hierarchical Level
Position: 010
Loop: HL Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Syntax Notes:
Notes: Level 2: Occurs once for the state

Data Element Summary

Ref.	Data	Element Name	
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Attributes			
M	HL01	628 Hierarchical ID Number	M AN 1/12
		Value "2" (If sender is a Service Bureau, this is ID of parent.)	
	HL02	734 Hierarchical Parent ID Number	O AN 1/12
		Value "1" (If sender is a Service Bureau, this is parent ID.)	
M	HL03	735 Hierarchical Level Code	M ID 1/2
		Value "2"	
		2 Billing Arrangement	
	HL04	736 Hierarchical Child Code	O ID 1/1
		Value "1"	
		1 Additional Subordinate HL Data Segment in This Hierarchical Structure.	

Segment: **NM1** Individual or Organizational Name
Position: 110
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1

Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>	
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	NM101	98	Entity Identifier Code 2F State	M ID 2/2
M	NM102	1065	Entity Type Qualifier 2 Non-Person Entity	M ID 1/1
	NM103	1035	Name Last or Organization Name NM New Mexico	O AN 1/35

Segment: **HL** Hierarchical Level

Position: 010

Loop: HL Mandatory

Level: Detail

Usage: Mandatory

Max Use: 1

Syntax Notes:

Notes: Level 4: Policy Detail

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>	
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	HL01	628	Hierarchical ID Number ID Number	M AN 1/12
	HL02	734	Hierarchical Parent ID Number Parent ID number	O AN 1/12
M	HL03	735	Hierarchical Level Code Value "4"	M ID 1/2
		4	Group	
	HL04	736	Hierarchical Child Code Value "1" (level 5 loops present) or "0" (no level 5 loops present)	O ID 1/1
		0	No Subordinate HL Segment in This Hierarchical Structure.	
		1	Additional Subordinate HL Data Segment in This Hierarchical Structure.	

Segment: **LX** Assigned Number

Position: 020

Loop: LX Optional

Level: Detail

Usage: Optional
 Max Use: 1
 Syntax Notes:

Data Element Summary

Ref.	Data	Element Name	
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
M	LX01	554 Assigned Number	M NO 1/6
		Value "1"	

Segment: **REF** Reference Numbers
 Position: 050
 Loop: LX Optional
 Level: Detail
 Usage: Optional
 Max Use: >1
 Syntax Notes: 1 At least one of REF02 or REF03 is required.

Data Element Summary

Ref.	Data	Element Name	
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
M	REF01	128 Reference Number Qualifier	M ID 2/2
		1Q Error Identification Code	
	REF02	127 Reference Number	X AN 1/30
		Error code from Table 15	
	REF03	352 Description	X AN 1/80
		Used where applicable	

Segment: **NM1** Individual or Organizational Name
 Position: 110
 Loop: NM1 Optional (Must Use)
 Level: Detail
 Usage: Optional (Must Use)
 Max Use: 1
 Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.

Data Element Summary

Ref.	Data	Element Name	
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
M	NM101	98 Entity Identifier Code	M ID 2/2

M	NM102	1065	IL	Insured or Subscriber	M	ID 1/1
			Entity Type Qualifier			
			1	Person		
			2	Non-Person Entity		
	NM103	1035	Name Last or Organization Name		O	AN 1/35
	NM104	1036	Name First		O	AN 1/25
	NM105	1037	Name Middle		O	AN 1/25
	NM107	1039	Name Suffix		O	AN 1/10
	NM108	66	Identification Code Qualifier		X	ID 1/2
			FI	Federal Taxpayer's Identification Number		
			N	Insured's Unique Identification Number		
	NM109	67	Identification Code		X	AN 2/20
			Insured Driver's License Number or Insured Federal Tax ID Number			

Segment: **N3** Address Information
Position: 130
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Syntax Notes:

Data Element Summary

	Ref.	Data			
	<u>Des.</u>	<u>Element</u>			<u>Name</u>
	<u>Attributes</u>				
M	N301	166	Address Information	M AN 1/35	

Segment: **N4** Geographic Location
Position: 140
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 1
Syntax Notes: 1 If N406 is present, then N405 is required.

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
<u>Attributes</u>				
N401	19	City Name	O	AN 2/30
N402	156	State or Province Code	O	ID 2/2
N403	116	Postal Code	O	ID 3/11

Segment: **IT1** **Baseline Item Data (Invoice)**
Position: 210
Loop: IT1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Syntax Notes:

- 1 If any of IT102 IT103 or IT104 is present, then all are required.
- 2 If either IT106 or IT107 is present, then the other is required.
- 3 If either IT108 or IT109 is present, then the other is required.
- 4 If either IT110 or IT111 is present, then the other is required.
- 5 If either IT112 or IT113 is present, then the other is required.
- 6 If either IT114 or IT115 is present, then the other is required.
- 7 If either IT116 or IT117 is present, then the other is required.
- 8 If either IT118 or IT119 is present, then the other is required.
- 9 If either IT120 or IT121 is present, then the other is required.
- 10 If either IT122 or IT123 is present, then the other is required.
- 11 If either IT124 or IT125 is present, then the other is required.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Attributes			
IT102	358	Quantity Invoiced	X R 1/10
		Value "1"	
IT103	355	Unit or Basis for Measurement Code	X ID 2/2
		IP Insurance Policy	
IT104	212	Unit Price	X R 1/17
		Value "0"	

Segment: **SI** **Service Characteristic Identification**
Position: 220
Loop: IT1 Optional
Level: Detail
Usage: Optional (Must Use)
Max Use: 1

- Syntax Notes:**
- 1 If either SI04 or SI05 is present, then the other is required.
 - 2 If either SI06 or SI07 is present, then the other is required.
 - 3 If either SI08 or SI09 is present, then the other is required.
 - 4 If either SI10 or SI11 is present, then the other is required.
 - 5 If either SI12 or SI13 is present, then the other is required.
 - 6 If either SI14 or SI15 is present, then the other is required.
 - 7 If either SI16 or SI17 is present, then the other is required.
 - 8 If either SI18 or SI19 is present, then the other is required.
 - 9 If either SI20 or SI21 is present, then the other is required.

Data Element Summary

	Ref. Des.	Data Element	Name	
	<u>Attributes</u>			
M	SI01	559	Agency Qualifier Code ZZ Mutually Defined	M ID 2/2
M	SI02	1000	Service Characteristics Qualifier 11 Policy Transaction Type	M ID 2/2
M	SI03	234	Product/Service ID NBS New Business XLC Cancellation	M AN 1/40

Segment: **REF** Reference Numbers
 Position: 260
 Loop: IT1 Optional
 Level: Detail
 Usage: Optional (Must Use)
 Max Use: 1
 Syntax Notes: 1 At least one of REF02 or REF03 is required.
 Notes: Occurrence 1:

Data Element Summary

	Ref. Des.	Data Element	Name	
	<u>Attributes</u>			
M	REF01	128	Reference Number Qualifier IG Insurance Policy Number	M ID 2/2
	REF02	127	Reference Number Policy number	X AN 1/30

Segment: **REF** Reference Numbers
 Position: 260
 Loop: IT1 Optional
 Level: Detail
 Usage: Optional (Must Use)
 Max Use: 1

Syntax Notes: 1 At least one of REF02 or REF03 is required.

Notes: Occurrence 2:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>		
	<u>Attributes</u>				
M	REF01	128	Reference Number Qualifier	M	ID 2/2
			XM Issuer Number		
	REF03	352	Description	X	AN 1/80
			State or province code of jurisdiction issuing driver license		

Segment: **REF** Reference Numbers

Position: 260

Loop: IT1 Optional

Level: Detail

Usage: Optional (Must Use)

Max Use: 1

Syntax Notes: 1 At least one of REF02 or REF03 is required.

Notes: Occurrence 3:

Data Element Summary

		Ref.	Data	Element Name	
		<u>Des.</u>	<u>Element</u>		
<u>Attributes</u>					
M	REF01	128	Reference Number Qualifier		M ID 2/2
			S3 Specification Number		
	REF02	127	Reference Number		X AN 1/30
			V Vehicle Specific		
			NS Not Vehicle Specific		

Segment: **REF** Reference Numbers

Position: 260

Loop: IT1 Optional

Level: Detail

Usage: Optional

Max Use: 1

Syntax Notes: 1 At least one of REF02 or REF03 is required.

Notes: Occurrence 4:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>			
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		
	<u>Attributes</u>				
M	REF01	128	Reference Number Qualifier	M	ID 2/2
			DD Document Identification Code		
	REF03	352	Description	X	AN 1/20

Segment: **DTM** Date/Time Reference
Position: 270
Loop: IT1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Syntax Notes: 1 At least one of DTM02 DTM03 or DTM06 is required.
2 If either DTM06 or DTM07 is present, then the other is required.
Notes: Occurrence 1:

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	DTM01	374	Date/Time Qualifier 222 Birth	M ID 3/3
	DTM02	373	Date	X DT 6/6
	DTM05	624	Century	O NO 2/2

Segment: **DTM** Date/Time Reference
Position: 270
Loop: IT1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Syntax Notes: 1 At least one of DTM02 DTM03 or DTM06 is required.
2 If either DTM06 or DTM07 is present, then the other is required.
Notes: Occurrence 2:

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	DTM01	374	Date/Time Qualifier 007 Effective	M ID 3/3
	DTM02	373	Date	X DT 6/6
	DTM05	624	Century	O NO 2/2

Segment: **DTM** Date/Time Reference
Position: 270
Loop: IT1 Optional
Level: Detail
Usage: Optional

Max Use: 1
Syntax Notes: 1 At least one of DTM02 DTM03 or DTM06 is required.
 2 If either DTM06 or DTM07 is present, then the other is required.
Notes: Occurrence 3:

Data Element Summary

Ref.	Data	Element Name	
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Attributes			
M	DTM01	374 Date/Time Qualifier	M ID 3/3
		177 Cancellation	
	DTM02	373 Date	X DT 6/6
	DTM05	624 Century	O NO 2/2

Segment: **HL** Hierarchical Level
Position: 010
Loop: HL Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Syntax Notes:
Notes: Level 5: Occurs once for each vehicle covered by the policy in level 4

Data Element Summary

Ref.	Data	Element Name	
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Attributes			
M	HL01	628 Hierarchical ID Number	M AN 1/12
		HL Identifier	
	HL02	734 Hierarchical Parent ID Number	O AN 1/12
		Parent identifier	
M	HL03	735 Hierarchical Level Code	M ID 1/2
		Value "5"	
		5 Category	
	HL04	736 Hierarchical Child Code	O ID 1/1
		Value "0"	
		0 No Subordinate HL Segment in This Hierarchical Structure.	

Segment: **LX** Assigned Number
Position: 020
Loop: LX Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1

Syntax Notes:

Data Element Summary			
	Ref.	Data	
	<u>Des.</u>	<u>Element Name</u>	
	<u>Attributes</u>		
M	LX01	554 Assigned Number	M NO 1/6
		Sequential number beginning with 1 and incremented by 1 for each vehicle	

Segment: **VEH** Vehicle Information
Position: 025
Loop: LX Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Syntax Notes:

- 1 If VEH03 is present, then VEH04 is required.
- 2 If VEH05 is present, then at least one of VEH06 or VEH08 is required.
- 3 If VEH06 is present, then VEH05 is required.
- 4 If VEH07 is present, then both VEH05 and VEH06 are required.
- 5 If VEH08 is present, then VEH05 is required.

Data Element Summary			
	Ref.	Data	
	<u>Des.</u>	<u>Element Name</u>	
	<u>Attributes</u>		
	VEH01	554 Assigned Number	O NO 1/6
		Vehicle occurrence on the policy	
	VEH02	539 Vehicle Identification Number	O AN 1/25
	VEH03	624 Century	O NO 2/2
	VEH04	1095 Year Within Century	X NO 2/2
	VEH05	559 Agency Qualifier Code	X ID 2/2
		NA National Insurance Crime Bureau (NICB)	
	VEH06	751 Product Description Code	X AN 1/12
		Vehicle make	

Segment: **REF** Reference Numbers
Position: 050
Loop: LX Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Syntax Notes:

- 1 At least one of REF02 or REF03 is required.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>	
	<u>Des.</u>			
	<u>Attributes</u>			
M	REF01	128	Reference Number Qualifier 1Q Error Identification Code	M ID 2/2
	REF02	127	Reference Number Error code from Table 15	X AN 1/30

Segment: **TDS** Total Monetary Value Summary
 Position: 010
 Loop:
 Level: Summary
 Usage: Mandatory
 Max Use: 1
 Syntax Notes:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>	
	<u>Des.</u>			
	<u>Attributes</u>			
M	TDS01	610	Amount Value "1"	M N2 1/15

Segment: **CTT** Transaction Totals
 Position: 110
 Loop:
 Level: Summary
 Usage: Optional
 Max Use: 1
 Syntax Notes:

- 1 If either CTT03 or CTT04 is present, then the other is required.
- 2 If either CTT05 or CTT06 is present, then the other is required.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element Name</u>	
	<u>Des.</u>			
	<u>Attributes</u>			
M	CTT01	354	Number of Line Items Total number of insurance policy transactions involved in this 811 transaction set	M N0 1/6

Segment:	SE Transaction Set Trailer
Position:	120
Loop:	
Level:	Summary
Usage:	Mandatory
Max Use:	1

Data Element Summary

	<u>Ref.</u>	<u>Data</u>			
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		
	<u>Attributes</u>				
M	SE01	96	Number of Included Segments	M	N0 1/10
M	SE02	329	Transaction Set Control Number	M	AN 4/9

Appendix D

PASCO®, INC d/b/a Validati®

New Mexico IIDB

Automobile Liability Insurance Reporting

**New Mexico Adaptation of Functional Acknowledgment
Guide (TS997)**

997 Functional Acknowledgment

Functional Group ID=**FA**

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat
M	010	ST	Transaction Set Header	M	1	
M	020	AK1	Functional Group Response Header	M	1	
			LOOP ID - AK2			999999
	030	AK2	Transaction Set Response Header	O	1	
			LOOP ID - AK3			999999
	040	AK3	Data Segment Note	O	1	
	050	AK4	Data Element Note	O	99	
M	060	AK5	Transaction Set Response Trailer	M	1	
M	070	AK9	Functional Group Response Trailer	M	1	
M	080	SE	Transaction Set Trailer	M	1	

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level:
Usage: Mandatory
Max Use: 1
Syntax Notes:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	ST01	143	Transaction Set Identifier Code	M ID 3/3
		997	X12.20 Functional Acknowledgment	
M	ST02	329	Transaction Set Control Number	M AN 4/9

Segment: **AK1** Functional Group Response Header
Position: 020
Loop:
Level:
Usage: Mandatory
Max Use: 1
Syntax Notes:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	AK101	479	Functional Identifier Code	M ID 2/2
M	AK102	28	Group Control Number	M NO 1/9

Segment: **AK2** Transaction Set Response Header
Position: 030
Loop: AK2 Optional
Level:
Usage: Optional
Max Use: 1
Syntax Notes:

Data Element Summary

Ref.	Data
------	------

	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	AK201	143	Transaction Set Identifier Code	M ID 3/3
M	AK202	329	Transaction Set Control Number	M AN 4/9

Segment: **AK3** Data Segment Note
 Position: 040
 Loop: AK3 Optional
 Level:
 Usage: Optional
 Max Use: 1
 Syntax Notes:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	AK301	721	Segment ID Code	M ID 2/3
M	AK302	719	Segment Position in Transaction Set	M N0 1/6
	AK303	447	Loop Identifier Code	O AN 1/4
	AK304	720	Segment Syntax Error Code	O ID 1/3

Segment: **AK4** Data Element Note
 Position: 050
 Loop: AK3 Optional
 Level:
 Usage: Optional
 Max Use: 99
 Syntax Notes:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
	<u>Attributes</u>			
M	AK401	C030	Position in Segment	M
M	C03001	722	Element Position in Segment	M N0 1/2
	C03002	1528	Component Data Element Position in Composite	O N0 1/2
	AK402	725	Data Element Reference Number	O N0 1/4
M	AK403	723	Data Element Syntax Error Code	M ID 1/3
	AK404	724	Copy of Bad Data Element	O AN 1/99

Segment: **AK5** Transaction Set Response Trailer
 Position: 060

Loop: AK2 Optional
Level:
Usage: Mandatory
Max Use: 1
Syntax Notes:

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
M	AK501	717 Transaction Set Acknowledgment Code	M ID 1/1
	AK502	718 Transaction Set Syntax Error Code	O ID 1/3
	AK503	718 Transaction Set Syntax Error Code	O ID 1/3
	AK504	718 Transaction Set Syntax Error Code	O ID 1/3
	AK505	718 Transaction Set Syntax Error Code	O ID 1/3
	AK506	718 Transaction Set Syntax Error Code	O ID 1/3

Segment: **AK9** Functional Group Response Trailer
Position: 070
Loop:
Level:
Usage: Mandatory
Max Use: 1
Syntax Notes:

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
<u>Attributes</u>			
M	AK901	715 Functional Group Acknowledge Code	M ID 1/1
M	AK902	97 Number of Transaction Sets Included	M N0 1/6
M	AK903	123 Number of Received Transaction Sets	M N0 1/6
M	AK904	2 Number of Accepted Transaction Sets	M N0 1/6
	AK905	716 Functional Group Syntax Error Code	O ID 1/3
	AK906	716 Functional Group Syntax Error Code	O ID 1/3
	AK907	716 Functional Group Syntax Error Code	O ID 1/3
	AK908	716 Functional Group Syntax Error Code	O ID 1/3
	AK909	716 Functional Group Syntax Error Code	O ID 1/3

Segment: **SE** Transaction Set Trailer
Position: 080
Loop:
Level:
Usage: Mandatory
Max Use: 1

Syntax Notes:

Data Element Summary					
	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	
	<u>Des.</u>				
	<u>Attributes</u>				
M	SE01	96	Number of Included Segments		M N0 1/10
M	SE02	329	Transaction Set Control Number		M AN 4/9

Appendix E

Commonly Asked Questions and Answers

Question: *What, if anything should be reported if an insured moves out of state?*

Answer: If the vehicle is still registered in New Mexico then normal reporting is still required. If the vehicle is no longer registered in New Mexico you can send in a termination notice. Keep in mind the purpose of the IIDB program is to provide law enforcement with the most accurate information as to whether a vehicle registered in New Mexico is insured or not.

Question: *Do insurers need to report insurance data on boats?*

Answer: No.

Question: *If data is sent in error to Validati, how should this be handled?*

Answer: It depends on the data that was sent in error. If you realize that a totally wrong vehicle has been sent, you must send a cancellation (XLC) on the wrong record and a new business (NBS) on the correct vehicle. Otherwise, law enforcement may verify insurance coverage and obtain inaccurate information about a specific vehicle or operator. In another example, if an insured marries and changes their name; (if the policy is vehicle specific), it is unnecessary to notify Validati of this name change.

Question: *If the insurance company receives an error message back from Validati stating the VIN, make or year of the vehicle is in error, should they send in a cancellation followed by a new transaction to make the correction?*

Answer: Currently you could receive a record error (record returned for correction) for the VIN, make or year. These edits include: the VIN does not contain alphanumeric characters, no VIN or the make field is not alpha, the make field is blank on a vehicle specific policy, the year is impossible, the year field is blank on a vehicle specific policy. These errors require you to send us another new transaction with the correction. The expectation is the insurance company will check the problem and make any necessary corrections to their records. These corrections should be made as soon as possible. Failure to make prompt corrections will ultimately affect the timeliness of records marked for insurance compliance and ultimately affect your customer when law enforcement accesses the records.

Question: *Suppose the insured cancels their New Mexico policy and obtains a policy from another state because they have moved? The insurer sent in a cancellation on the New Mexico policy. However the insured does still carry insurance?*

Answer: The insured should re-register their vehicle in their new state of residence. If at all possible you should report the new policy with your normal monthly updates. If the insured still has their vehicle registered in New Mexico and an electronic submission by your company is not possible then they can provide proof of Out Of State Insurance and submit it to the IIDB along with their current policy card and they will be marked as insured by an out of state policy for the current policy term.

Question: *How does Validati want the insured to send names on DBA's. EXAMPLE: The insured is John Smith, private person, doing business as ABC Rental? or ABC rental, the business that the policy insures, listing John Smith as the insured?*

Answer: If the policy is for a personal vehicle and the identifier code is a person, then the expectation is the named insured would be a person. If the policy is for an organization and the identifier code is an organization, then the expectation is the named insured would be the business name.

Question: *How do we differentiate an organization from a person?*

Answer: The X12 811 standard has 2 specific codes to identify an organization from a person.

Question: *If the organization name is longer than the allowed fields, what should the insurer do?*

Answer: Truncate the name. Do not put the rest of the organization name in the first name or middle name field. The first name and middle name field will not be recognized.

Question: *Would Validati consider encrypting the insurance data submitted? Record security is an issue to the insurance industry.*

Answer: The data will not be encrypted. Validati is required to fully comply with New Mexico Public Record laws and will allow access to only those individuals or organizations that have been identified by the State as having a legitimate, official purpose for accessing the data.

Question: *Will Validati notify the insured of any vehicle data edit errors?*

Answer: The insurance company is responsible for the integrity of the data that is submitted to Validati. It is not the intent of Validati to contact the insured regarding incorrect or incomplete data elements.

Question: *Some companies within the insurance industry provide policies that are effective only certain months out of the year. They are a standing policy. How should these policies be reported?*

Answer: Keep in mind the purpose of the program today. The information submitted to Validati will primarily be used to provide law enforcement with a tool to determine reasonable grounds as to whether a vehicle is insured or not. If your insured is operating a vehicle that is uninsured it is important that law enforcement know this. If the vehicle is stored and the insurance company knows the vehicle is not being operated, law enforcement would not be accessing the insurance file to verify coverage as the vehicle would not be on the road. It is a determination that the insurance industry will need to make to best suit the needs of the customer and the purpose of the program, as there are several variables to these situations.

Question: *Our company sells re-insurance. Are we required to report into the IIDB program?*

Answer: As we understand re-insurance, you are not the actual insurer of the vehicle. The primary company is the company responsible for settling a claim with the customer. It is the primary company that would be identified by the customer as the insurance company, and the primary company that would report to the IIDB program. Based on this understanding of re-insurance, it would not be required for a re-insurer to report insurance to the IIDB program.

Question: *What is the penalty for not sending data in accordance with the deadlines?*

Answer: Validati is required to report to the MVD the names of any insurers that do not report initially all insureds, or subsequently, on a monthly basis, cancelled, terminated or newly issued policies. MVD, according to NM Stat. 66-5-205.1 (F) is to advise the New Mexico Department of Insurance on insurance company non-compliance. Other than that, it is expected that insurers will comply for the sake of customer service. If you do not report your customer's insurance data to Validati, the vehicle record shows the vehicle is uninsured and law enforcement may take action on this information. It could create an unnecessary problem for your customers and generate an increased customer assistance workload. You may find your insureds shopping for another company if they are stopped and possibly cited by law enforcement based on information not received by Validati on the vehicle.

Question: *When should new business be reported?*

Answer: Any changes to the insurance coverage should be reported as soon as possible to keep the insurance database up to date and avoid any misrepresentation of insurance coverage on a vehicle or driver.

Question: *Is there a way to send the insurer branch number on the policy document that could be returned on an error record to route the error to the branch for correction?*

Answer: We investigated this possibility and have included a REF segment for sending the insurer branch id. See new specifications for details.

Question: *My company only insures 2 vehicles in New Mexico so many months I will have nothing to report. How do I comply with the reporting requirements if I have nothing to report?*

Answer: A form will be provided to be e-mailed to Validati in the months that there is no activity to report. Call the Validati Help Desk to request copies of this form.

Question: *What policies do I send on the initial load file?*

Answer: Send all auto policies that are in force at the time the initial load is run. From that point on the company should be prepared to report any changes to those policies as well as new business that are added.

Question: *Can I send a single vehicle on a policy document or should all vehicles on the policy be reported on a single document?*

Answer: There is flexibility in the reporting to send all or 1 on a policy document. It will be more efficient to report all vehicles on a single policy document. Also, only report the information on the document that has actually changed rather than sending all the policy information.

Question: *My company reports for several companies. Can I send all company's policies on one tape for the initial load?*

Answer: The EDI format allows for sending multiple companies policy documents on a single transmission so we will allow multiple companies to be sent on a single initial load tape.

Question: *Are there some vehicle types that can be excluded from reporting?*

Answer: Some vehicle types are exempt from reporting. Although if you are unsure about whether or not to send a particular vehicle(s), send more vehicles instead of trying to exclude certain types. The risk of under-reporting is that your customer's vehicle may show on the database as uninsured.

Types that will be monitored include:

New Mexico Vehicle Class #10 - Passenger Car

- AM - Ambulance
- CH - Coach
- CP - Coupe
- CV - Convertable
- DB - Dune Buggy
- HR - Hearse
- HT - Hard Top
- JP - Jeep
- LL - Carryall, Suburban, Travelall
- LM - Limousine
- OP - Open Body

RD - Roadster
RH - Retractable Hardtop
SD - Sedan, Taxi Sedan
SW - Station Wagon, Taxi Station Wagon Track Type
VN - Van
VT - Vanette
2D - Sedan, 2 Door; Taxi 2 Door Farm
2T - Hard Top, 2 Door
3D - Three Door
4D - Sedan, 4 Door; Taxi 4Door
4T - Hardtop, 4 Door

New Mexico Vehicle Class #11 - Light Truck

AM - Ambulance
BU - Bus
CB - Chassis and/or Chassis Cab
FB - Flatbed and/or Platform
FR - Flat Rack
GR - Glass Rack
JP - Jeep
LC - Line Construction
LL - Carryall/Suburban/Travelall
LW - Lunch Wagon
PK - Pick Up
PN - Panel
RF - Refrigerated Van
ST - Stake or Rack
SV - Sports Van
TT - Tow Truck r Wrecker
TW - Truck
VN - Van
VT - Vanette

New Mexico Vehicle Class #15 - Agriculture Bus

New Mexico Vehicle Class #16 - Commercial Bus

New Mexico Vehicle Class #17 - Taxi

New Mexico Vehicle Class #21 – Motorcycle

MB - Motorbike
MC - Motorcycle

New Mexico Vehicle Class #23 - Horseless Carriage (Any Vehicle 35 years or older)

AM - Ambulance
BU - Bus
CB - Chassis or Chassis/Cab Bed
CH - Coach
CP - Coupe
CV - Convertible
FB - Flatbed
FR - Flat Rack

FT - Fire Truck Type
 GR - Glass Rack
 HO - Hopper Camper
 HR - Hearse
 HT - Hardtop
 LC - Line Construction
 LL - Carryall, Suburban, Travelall
 LM - Limousine
 LW - Lunch Wagon
 OP - Open Body
 PK - Pickup
 PM - Pickup w.camper mounted on
 PN - Panel
 RD - Roadster
 RF - Refrigerated Ban
 RH - Retractable Hardtop
 SD - Sedan
 SV - Sports Van
 SW - Station Wagon
 TT - Tow Truck or Wrecker
 TW - Truck with Chassis Mount
 VN - Van
 2D - Sedan, 2 Door
 2T - Hardtop, 2 Door
 4D - Sedan, 4 Door
 4t - Hardtop, 4 Door

New Mexico Vehicle Class #27 - Non-Profit/Religious Bus

Types that are exempt include:

New Mexico Vehicle Class #12 – Farm Truck
 New Mexico Vehicle Class #13 – Heavy Vehicle
 New Mexico Vehicle Class #14 – School Bus
 New Mexico Vehicle Class #18 – Utility Trailer
 New Mexico Vehicle Class #19 – Travel Trailer
 New Mexico Vehicle Class #22 – Off Highway
 New Mexico Vehicle Class #31 – Mobile Home
 New Mexico Vehicle Class #29 - Motorized Home/RV

Question: *In section 6.5 what does column heading M/O/X mean?*

Answer: The M means mandatory, O means optional, and X means that the data element requirement is dependent on other information in the transaction.

Question: *What constitutes the requirement to report to the New Mexico Motorist Insurance Database?*

Answer: Any insurer that insures certain defined vehicles registered in the state of New Mexico (as described above and in Section 1.5).

Question: *Do I need to report the insured on the policy if the insured is an organization?*

Answer: The major reason for reporting the insured business on a new policy would be for matching the vehicle if the we are unable to match by VIN.

Question: *Explain the policy types listed.*

Answer: V - Vehicle specific = Policies that are written with the vehicles listed. This type of policy may be personal lines or commercial.

NS - Not vehicle specific = Policies that are written with no vehicles listed. This type of policy is usually a commercial policy. It has been determined that NS policies will be accepted for this program.

Question: *Could you send an example of what the 811 format looks like.*

Answer: An example is included in Appendix B.

Question: *Is the record structure in 6.5 data definitions the record structure for the 811 format.*

Answer: No. The data definitions in section 6.5 are intended only to define some of the data elements in the 811 segments. The elements are group together by type and are not intended to be the format of the record structure.

Question: *What data element changes on a vehicle should trigger a transaction to be sent to the IIDB?*

Answer: Normally a transaction would be triggered to be sent on a vehicle when the coverage on the vehicle is added or terminated. If a vehicle VIN, make, or year are being corrected to allow a vehicle to be matched on the database, the transaction should be sent. If the vehicle has been matched on the database and a change occurs in one the data elements listed, a cancellation transaction on the old data and a new business transaction on the new data can be sent but would not necessarily be required.

Question: *I need to send a NBS for a policy/vehicle I cancelled last month, what effective date should I use for the NBS?*

Answer: When you are sending a NBS transaction for a policy/vehicle you have previously cancelled, the effective date for the NBS should be equal to or after the cancellation date.

Question: *A large number of the XLC (cancel) transactions that I am sending are being returned as rejects (E201), why couldn't Validati cancel this policy?*

Answer: Validati can only successfully apply an XLC transaction to a vehicle that is actively covered by that policy on Validati's database. If that vehicle was previously canceled for the

policy or was never sent under this policy number, the XLC transaction will result in a reject. Also, if the policy number has changed and the new policy number was never sent to Validati as an NBS transaction, this will result in a reject when the new policy is sent as an XLC transaction.

Question: *If my policy number changes what do I need to send to Validati?*

Answer: If the policy number changes, even slightly, Validati should be notified of the change. Send an XLC transaction for the old policy number listing all vehicles covered. Then send an NBS transaction for the new policy number listing all vehicles covered. It is also very important that policy numbers are identical in both update and reload files sent to Validati.

Question: *Can I use FTP to send files to NMIIIDB?*

Answer: Yes.

Question: *What encryption is used for FTP?*

Answer: Validati will utilize FTP with Pretty Good Privacy (PGP) encryption.

Question: *Why is New Mexico now requiring an Annual Reload?*

Answer: The state of New Mexico has been collecting data through the IIDB for a number of years and has realized that over time the database becomes unreliable with stale data, most notably policies that fail to be cancelled and subsequently are still showing as insured. The annual reload process will mean that the states database and the insurance industry will be able to match their entire books of business on at least an annual basis.

Question: *When will Validati start requiring annual reloads?*

Answer: The initial annual reload process started after January 1, 2012.

Question: *What must be included in the reload file?*

Answer: The reload file must contain all currently active personal and commercial policies in New Mexico.

Question: *What if we have 2 different locations reporting for our company?*

Answer: Validati will accept multiple files from an insurance company and then combine them into a single reload file. This can only happen if the multiple files, once combined, represent the full book of business for the company. The files must all be transmitted at relatively the same time (within 24 hours of each other).

Question: *What will happen to all the additional owners that we have added through the Commercial Policy Website?*

Answer: As long as there is one instance of the Non-Specific (NS) policy within the reload file the rest of the owners on the IIDB system remain attached. If the NS policy is not included in the reload file then all owners will be removed the policy.

Question: *Will Validati verify any of the information before processing the reload?*

Answer: Validati will compare the record counts within the reload file to existing record counts on the IIDB system. Validati will then have the Insurance Company confirm the counts on the reload file before proceeding with the reload. This will prevent a reload file with counts significantly lower than current system counts from being processed and terminating a large amount of policies possibly in error.

Question: *How do I change the policy type for a policy that I have previously submitted?*

Answer: The only way to change the policy type for a previously submitted policy (whether active or not) is to have it listed in the annual reload file as the type that it should be. For example a policy was originally submitted as vehicle specific and now needs to be reported as non-specific the policy would need to be included in the reload file as a “NS” policy and the database will be updated accordingly. This is the only time that a policy type can be changed.

Appendix F

Validati Policy Data Exchange Format

File Header Record		1 Record per File		
Field	Length	Begin	End	Notes
Record ID	2	1	2	FH - File Header
File date	8	3	10	Ccyymmdd
Sender Entity ID Code	2	11	12	Entity Identifier Code(IN or SQ)
Sender Name	30	13	42	Name
Sender ID Code Qualifier	2	43	44	ID Qualifier(FI, NI)
Send ID code	20	45	64	Sender NAIC code or Federal Tax Id
Filler	13	65	77	
Data Type	1	78	78	U - Update data, T – Test data, R - Reload or Initial load data
Version	2	79	80	Version number - currently 01
Policy Record		1 Record per Policy		
Field	Length	Begin	End	Notes
Record ID	2	1	2	PL - Policy Record
Company	9	3	11	Company NAIC code
Reporting State	2	12	13	State code for state reporting (NM – New Mexico)
Transaction Type	3	14	16	NBS - New Business; XLC – Cancellation
Policy Number	40	17	56	Policy number
Policy Type	2	57	58	V – Vehicle, NS – Not Vehicle Specific
Effective Date	8	59	66	Effective Date (ccyymmdd)
Cancel Date	8	67	74	Cancellation Date (ccyymmdd)
Filler	6	75	80	Filler
Policy Owner Record		0 to 30 Records per Policy		
Field	Length	Begin	End	Notes
Record ID	2	1	2	SB - Subject record
Subject Number	2	3	4	Sequence number for each subject. Start with 00.
Subject Type	1	5	5	Type - 1=Person, 2=Business
F-Name	15	6	20	First name
M-Name	1	21	21	Middle initial
L-Name	30	22	51	Last Name/Business name
S-Name	3	52	54	Last Name suffix
Filler	9	55	63	
Birthdate	8	64	71	Birthdate – ccyymmdd
Filler	1	72	72	
Filler	8	73	80	
License Record		0 to 1 Record per Policy Subject		
Field	Length	Begin	End	Notes
Record ID	2	1	2	LC - License Record
Subject Number	2	3	4	Subject assigned to the license
License#	22	5	26	License #
License State	2	27	28	License state code
ID Qualifier	2	29	30	N - Identifies if the license value is a License#.

Filler	50	31	80	
Address Record		1 Record per Policy Subject		
Field	Length	Begin	End	Notes
Record ID	2	1	2	AD - Address record
Subject Number	2	3	4	Subjects assigned to the address
Address Type	1	5	5	Type - P=Policy
Address	30	6	35	
City	25	36	60	
State	2	61	62	
Zip Code	9	63	71	
Filler	9	72	80	
Vehicle Record		0 to 50 Records per Policy		
Field	Length	Begin	End	Notes
Record ID	2	1	2	VH - Vehicle record
Sequence Number	3	3	5	Vehicle sequence number. Start with 001.
VIN	20	6	25	Vehicle Identification number
Make	5	26	30	Vehicle manufacturer
Year	4	31	34	Year of vehicle – ccyy
Filler	46	35	80	
Policy Trailer Record		1 Record per Policy		
Field	Length	Begin	End	Notes
Record ID	2	1	2	PT - Policy Trailer
Process Date	8	3	10	Current Date
Insurer Name	30	11	40	Name of the insurance company
Branch number	20	41	60	Insurer Branch number – optional
Reference text	20	61	80	REF DD information – optional
File Trailer Record		1 Record per File		
Field	Length	Begin	End	Notes
Record ID	2	1	2	FT - File Trailer
Total Policies	6	3	8	Total Transactions(policies)
Total Records	10	9	18	Total records in the file including the header and trailer
Receiver Entity ID Code	2	19	20	Entity Identifier Code(SQ)
Receiver Name	30	21	50	Name(Validati)
Receiver ID Code Qualifier	2	51	52	ID Qualifier(FI)
Receiver ID code	20	53	72	Federal Tax Id (999999)
Filler	8	73	80	

Validati Policy Data Exchange Example

FH19980805INTEST	INSURANCE	FI689231	U01
PL689231	NMNBS134622		V 19980801
SB001KEN	WCARLSON		19630511
LC00941310822	NM		
AD00P928 N LINNMLN AVE	LOVELAND		NM80537
VH01 WDBGA32E5RA151708	MEB 1993		
VH02 2B5WB35Z2NK151479	DOD 1992		
PT19980801TEST	INSURANCE		

PL689232	NMNBS134623			V 19980801
SB001HOWARD		HHAMPTON		19450808
LC00920933680		NM		
AD00P12874 W JEWEL DR			LAKESWOOD	NM80228
VH01 1FKDE30G4KHA21569		FOR	1989	
PT19980801TEST NMMPANY				
FT2	18	SQVALIDATI		FI999999

Appendix G

Insurance Notification Examples

1.1 EDI Example:

Notification Transaction

HL*3*2*4*1
NM1*IL*1*DOE*JOHN*A***N*123-123-456
N3*10254 W MARION
N4*SOMEWHERE*CO*12345
IT1**1*IP*0
SI*ZZ*11*ACK
REF*IG*123456789*1
REF*XM***NM
REF*S3*V
DTM*007*980701***19
HL*4*3*5
LX*1
VEH*1*2P4FH5138JR534777*19*88*NA*PLYM

Positive Notification Response Transaction

HL*3*2*4*1
IT1**1*IP*0
SI*ZZ*11*NBS
REF*IG*123456789*1
REF*XM***NM
REF*S3*V
DTM*222*510816***19
DTM*007*980701***19
HL*4*3*5
LX*1
VEH*1*2P4FH5138JR534777*19*88*NA*PLYM

1.2 Email Example:

Notification Format

**Validati Proof of Insurance Notification
For New Mexico IIDB
December 14, 2002**

Insurance Company: 12345 - ABC Insurance Company

<u>Validati#</u> <u>Date</u>	<u>VIN</u>	<u>Make</u> <u>Year</u>	<u>Policy#</u>	<u>Effective</u>
1234567890	2P4FH5138JR534777	PLYM 1998	123456789098765123432434	07/01/1998
Owner: JOHN A DOE 10254 W MARION, SOMEWHERE NM 12345				
1234567891	3P4FH5138JR534888	CHE 1995	2T34T267890987651298797	12/15/1998
Owner: JOHN A DOE 10254 W MARION, SOMEWHERE NM 12345				

Insurance Company: 54321 - DEF Insurance Company

<u>Validati#</u> <u>Date</u>	<u>VIN</u>	<u>Make</u> <u>Year</u>	<u>Policy#</u>	<u>Effective</u>
543133	2P4FH5138JR999777	DODG 1991	562456256	09/01/1996
Owner: BEN JOHNSON 888 W MAIN, SOMEWHERE NM 12345				

1.3 Fax Example:

Notification Format

Validati Proof of Insurance Notification For New Mexico IIDB December 14, 2002

Insurance Company: 12345 - ABC Insurance Company

<u>Validati#</u> <u>Date</u>	<u>VIN</u>	<u>Make</u> <u>Year</u>	<u>Policy#</u>	<u>Effective</u>
1234567890	2P4FH5138JR534777	PLYM 1998	123456789098765123432434	07/01/1998
Owner: JOHN A DOE 10254 W MARION, SOMEWHERE NM 12345				
1234567891	3P4FH5138JR534888	CHE 1995	2T34T267890987651298797	12/15/1998
Owner: JOHN A DOE 10254 W MARION, SOMEWHERE NM 12345				

Insurance Company: 54321 - DEF Insurance Company

<u>Validati#</u> <u>Date</u>	<u>VIN</u>	<u>Make</u> <u>Year</u>	<u>Policy#</u>	<u>Effective</u>
543133	2P4FH5138JR999777	DODG 1991	562456256	09/01/1996
Owner: BEN JOHNSON 888 W MAIN, SOMEWHERE NM 12345				