

Release Management Process and Implementation Guidelines

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Effective January 1, 2027

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Introduction

This document is intended to ensure greater stability, predictability, and reliability for users of the standards, while allowing necessary modifications.

Since the early 1990s, IAIABC EDI Committees have developed and continue to maintain national electronic standards for trading partners and service providers to report workers' compensation data to jurisdictions. The three IAIABC EDI standards are Claims (First and Subsequent Reports of Injury), Proof of Coverage, and Medical Bill Data Reporting.

The release management system presented here applies to current IAIABC EDI standards (Claims, Proof of Coverage, and Medical Bill Data Reporting) and future standards.

The IAIABC EDI Medical Committee worked with X12 to develop the IAIABC EDI Medical Bill Data Reporting standard, which is based on the HIPAA-compliant X12 standards for medical transactions. Continuing close collaboration between the two organizations ensures the alignment and appropriate support of the standards for reporting workers' compensation medical bill payment data to jurisdictions. Because of the standard's hierarchical structure and IAIABC's dependence on X12's versioning requirements for this product, this IAIABC release management system only applies to the components of the IAIABC Medical Bill Data Reporting standard that are within the control of the IAIABC. Due to the dependence on the X12 standard, we are limited to what changes can be made at the IAIABC. For example, we are not able to add loops or segments until X12 includes them in their standard.

IAIABC recognizes that migrating from paper to EDI or from one release to another is a major undertaking for all parties involved, including jurisdictions, claim administrators, insurers, and service providers. This document explains the difference between releases, why they are different, why it is critical for only one new release per month without a new release in the prior or subsequent month, and their implementation timelines. These guidelines were derived from the solid experience and expertise of the workers' compensation EDI community.

Both initial development and modification to the standard call for clearly documented implementation guides with predictable publication timelines. Jurisdictions, trading partners, and service providers need adequate time to prepare and program to the new release to be successful; implementation timelines are presented below.

IAIABC EDI implementation guides and trading partner tables – Event Table, Element Requirement Table, and Edit Matrix – must be used together for the complete and correct usage of the standard. Upon implementing an IAIABC EDI product, jurisdictions customize the standard trading partner tables to reflect their jurisdictional requirements. If a trading partner sends any data element that the jurisdiction does not specifically call for in its tables, the jurisdiction must ignore and not edit that data element.

Jurisdictions that require new data elements that have been inserted into existing filler space in the flat file record layout must specifically indicate these changes in their trading partner tables and must give their trading partners and service providers adequate time to prepare to send them, as explained in the Implementation Dates section below.

IAIABC EDI standards are developed through a highly detailed issue resolution process that brings together representatives from jurisdictions, claim administrators, insurers, and service providers to craft a viable standard that considers the needs and constraints of all. The purpose of a standard is to ensure that data can be correctly transmitted electronically and that it will clearly convey the intended meaning. After an electronic standard is developed, it may need further changes, clarifications, or modifications. The IAIABC has instituted an issue resolution process that recognizes that majority agreement on those changes is just as important as it is in the initial development of the standard. The IAIABC Issue Resolution Request (IRR) process is presented in the document entitled *IAIABC Issue Resolution Process*.

The IAIABC EDI Claims and Proof of Coverage standards are offered in both flat file and XML reporting formats. They are the work product solely of the IAIABC EDI Committees and were developed specifically for workers'

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compensation reporting purposes. Upon introduction, standards intentionally included ample filler space in the flat file structure to accommodate future expansion needs. All filler space is explicitly reserved for IAIABC use. As the IAIABC EDI committees refine the standard through the Issue Resolution Request (IRR) process, if any new data elements are called for, every effort will be made to fit them into the existing file length by using filler space. Due to the nature of the XML format, there is no need for filler space.

XML Assumption

Release management guidelines for XML are currently dependent on those of the flat file since both technologies are currently supported for EDI standards. XML has separate maintenance guidelines and may be referenced within the IAIABC XSD Overview and Maintenance Guidelines document.

Versioning Scheme and Publication Dates

IAIABC utilizes the following versioning scheme: #.#.# (the # represents a digit like for Release.Version.Edition) in which the first digit is the Release Number (R), second digit is the Version Number (V), and third digit is the Edition Number (E).

Release Number (R): Upon approval of a new release, the release number will be incremented by one. Version number and edition number will be reset to zero. Example: Release 3.1.1 to 4.0.0. The EDI Council will approve an implementation guide publication date. This is the date the guide will be published to the IAIABC website. The Release Number and Version Number are included in Interchange Version ID (DN0105) within the Header Record(s), but the Edition Number will not be included within the Interchange Version ID (DN0105) within the Header Records. Refer to Interchange Version ID (DN0105) in the Data Dictionary for additional information.

Version Number (V): Upon approval of a new version, the version number will be incremented by one and edition number will be reset to zero. Example: Version 3.0.0 to 3.1.0. The EDI Council will approve an implementation guide publication date.

Edition Number (E): Upon finalization of a new edition, the edition number will be incremented by one and will be published according to the annual publication schedule. Example: Edition 3.1.0 to 3.1.1

Publication Date: If approved changes to an existing release are pending inclusion into the guide, a new Claims implementation guide incorporating those approved changes will be published on January 1st of each year, a new Medical Bill Data Reporting guide will be published on February 1st of each year and a new Proof of Coverage implementation guide will be published on July 1st of each year, unless the EDI Council approves a different publication date.

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Issue Resolution Requests (IRRs)

Levels of Severity

There are three levels of severity as they relate to impact and the required amount of lead time for implementation. Generally, changes that fall into the Severity Level 1 category are considered to have major impact and will require a new release. Changes that fall into the Severity Level 2 category are either considered to be a major change with limited impact or a minor change with broad impact and may require a new version. Finally, changes that fall into the Severity Level 3 category may require a new edition and considered to be minor changes with limited or no impact are able to be accommodated within the current standard.

Severity Assessment

A severity assessment should be conducted for each change in order to determine the severity ranking of a final proposed resolution. EDI Committees are responsible for assigning a severity level to a proposed resolution, implementation timeline (if applicable) and versioning scheme recommendation (if applicable) prior to the final 14-day review and vote. If the EDI Committee is unable to assign a severity level, the EDI Standards Task Group will make a determination. If the EDI Standards Task Group is unable to assign a severity level, the EDI Council will make a determination.

Severity assessment is a critical component of the release management process and implementation guidelines for IAIABC EDI standards. It provides an overview of the severity categories, characteristics, impact and recommended timelines along with examples of the types of changes that fall into each of these categories. The Severity Assessment Examples Matrix, provided below, may be used as a guideline to determine the severity level ranking and corresponding implementation timeline for a proposed resolution. The examples that are provided are not absolute and should not solely be used to determine the level. The severity level assignment should be based on a two-thirds majority of either the EDI committee or EDI Council. For Severity Level 2, the recommendation must determine if a 180 or 360-day implementation timeline applies, and should be based on the impact of the change and needed lead-time.

The Issue Resolution Request (IRR) process requires the IAIABC EDI committees to address the implementation timeline for any proposed change to the standard. Deviations that either increase or decrease the recommended timeline outlined below will be addressed with the consensus of all stakeholders utilizing the IRR process.

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Severity Assessment Examples Matrix				
Severity Level	**Characteristics**	**Implementation Timeline**	**Examples (not meant to be all inclusive)**	**Impact**
Level 1	• Major change with broad impact • Requires a new release * • Not backward compatible • Different record layout	360 days	• A new record or record type • Changing the data element's data type • Adding a data element without filler to accommodate • Addition of more occurrences to an existing segment • Addition of a new segment • For EDI Medical, new X12 version or release	Broad impact that has significant implication to more than one of the following: *programming, editing, workflow, or processes* May require legislative or rule changes The cost and lead time associated with these changes is typically more significant compared to changes that have a minor impact
Level 2	• Major change with limited impact, or • Minor change with broad impact • May require a new version based on recommendation of the EDI Committee * • Backward compatibility may be at risk	180 – 360 days **	• Changing the adopted title of a data element • New required code or change to existing code value that are maintained by the IAIABC and changes prior functionality • Adding an optional code value • Moving a data element (e.g., moving the R21 record from existing position to filler space, removing something from one record and adding it to another) • Addition, deletion, or revision of data elements that add or remove functionality using existing filler • Addition, deletion, or revision of Maintenance Type Codes or Proof of Coverage triplicate codes • Changes to sequence rules • Changes to external industry standard code lists that are not maintained by the IAIABC (e.g., NAICS codes and ASWG Part of Body, Nature of Injury, and Cause of Injury codes) will not result in a new version of an IAIABC standard, although an implementation strategy may be required	Isolated impact that may have significant implication to more than one of the following: *programming, editing, workflow, or processes* May require legislative or rule changes The cost and lead time associated with a major change is typically more significant compared to changes that have a minor impact
Level 3	• Minor change with limited or no impact • Able to accommodate within current release / version • Should be backward compatible	Within 30 business days (will be included in next Supplement)	• Ensuring consistent references to the adopted title of a data element • Removing an <u>unused</u> data element or code value • Corrections that are grammatical, typographical or formatting in nature • Changes to descriptive text that clarify, but do not change, its meaning • Changes that do not affect the behavior of either the receiving or sending system • Additions or revisions to scenarios • Additions or revisions to data population rules	No impact or minimal impact Does not require legislative or rule changes (unless required by the jurisdiction) Low cost and with little to no lead time required

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Jurisdictional Implementation Types

There are three Types of Jurisdictional Implementations. Guidelines are provided below as they relate to impact and the required amount of lead time for each type of implementation. Generally, changes that fall into the Implementation Type 1 category are considered to have major impact and usually involve a new Release. Changes that fall into the Type 2 category are either considered to be a major change with limited impact, OR a minor change with broad impact, and may require a new Version. Finally, changes that fall into the Implementation Type 3 may require a new Edition, but are considered to be minor changes with limited or no impact, and are able to be accommodated within the current standard.

Jurisdictional Considerations for Implementations

Special Consideration for Jurisdictions Deciding to implement Requirements Changes			
Type	**Type Description**	**Time from notification to adoption**	**Other Considerations**
1	New Release	360 days (minimum 60 days from other jurisdiction's implementations)	Is the adoption of the EDI release as part of a larger system modernization where exceptional circumstances may make the adoption timeline move or change in any way? Has the Notice to Adopt been submitted to the IAIABC?
2	Major changes within a release	180 – 360 days	Are there changes that will affect senders that require substantial programming (e.g., moving from FROI only to FROI/SROI reporting within a release)? Has the Notice of Requirements Revision been submitted to the IAIABC?
3	Minor changes within a release (i.e. adding Valid Value; relaxing an edit)	30 days	Are there only minor changes that can be accommodated by senders with minimal programming changes. Has the Notice of Requirements Revision been submitted to the IAIABC?

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Implementation Dates

Jurisdictions should be sensitive to organizational planning cycles, which are typically completed two years in advance, when setting the timeline for their notice. In addition to providing substantial notice, coordinating implementation dates with the IAIABC Implementation Committee will ensure that one implementation does not occur in the month previous or subsequent to another jurisdiction's implementation date. Even after detailed testing and certification, moving to a new version of the standard does not usually function without issue on day one. It behooves jurisdictions to allow trading partners substantial time to make the necessary changes for the EDI process to settle and begin running smoothly. Providing at least 60 days between implementation dates will better ensure a more successful implementation for all jurisdictions involved. All efforts should be made to provide firm timelines. Rescheduling has a major impact on all involved parties, and in most cases requires major reinvestments of time and capital. Rescheduled dates should not be within 90 days if major requirements changes are involved.

NOTE: In accordance with the EDI Program Governance, a jurisdiction that is adopting a standard for the first time or updating from an older version or release will be required to implement the **current edition of the standard**.

Implementation Type 1 – Release
A new release's implementation date is:

- a date subsequent to its publication date, and
- when a jurisdiction may expect claim administrators, insurers, and service providers to implement the adopted changes.

> **Note: It is strongly encouraged that the proposed date is a month of the year with no other new releases and having no planned releases in the prior or subsequent month unless mutually agreed upon by all parties.**

The gap between publication date and recommended implementation date provides all trading partners and service providers sufficient time to react to data collection and programming changes required by the new release.

Publication and Implementation dates for new releases, unless otherwise approved by the EDI Council, are:

- no sooner than 360 days from the IAIABC's publication date when maintaining the existing format (e.g.: Flat R3.0 to Flat R3.1)
- a minimum of 360 days (regardless of the IAIABC publication date) when a new IAIABC approved format is mandated in conjunction with a new release (e.g.: Flat R3.0 to XML R3.1).
- a minimum of 180 days from the publication date of the jurisdiction's trading partner tables (Event Table, Element Requirement Table, Edit Matrix or other document that requires new elements or functionality)
- a minimum of 60 days before or after the implementation date of any other jurisdiction

> **NOTE: The Jurisdictional Notice to Adopt is required to be filed with IAIABC for this type of change**

Implementation Type 2 – Version
A new version's implementation date is:

- a date subsequent to its publication date, and
- when a jurisdiction expects claim administrators, insurers, and service providers to implement the adopted changes.

The gap between publication date and recommended implementation date provides all trading partners and service providers sufficient time to react to data collection and programming changes required by the new version.

Recommended implementation dates for new versions, unless otherwise approved by the EDI Council, are:

- no sooner than 360 days from the publication date, and
- a minimum of 180 days from the completion date of the jurisdiction's trading partner tables (Event Table, Element Requirement Table, Edit Matrix or other document that requires new elements or functionality)
- a minimum of 60 days before or after the implementation date of any other jurisdiction

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Recommended implementation dates for inclusion within the current version, unless otherwise approved by the EDI Council, are:

- no sooner than 180 days from the publication date, and
- a minimum of 180 days from the completion date of the jurisdiction's trading partner tables (Event Table, Element Requirement Table, or Edit Matrix or other document that requires new elements or functionality)

> **NOTE: The Jurisdictional Notice to Requirements Revision is required to be filed with IAIABC for this type of change**

Implementation Type 3 – Edition
A new edition's implementation date is effective as of the resolution approval date. These changes are considered non-substantial and do not involve data collection or programming changes. These changes are included within the Implementation Guide Supplement of Approved Changes within 30 business days of the approval date and published according to the annual publication schedule.

> **NOTE: The Jurisdictional Notice to Requirements Revision is required to be filed with IAIABC for this type of change**

Changes to a Jurisdiction's Requirements for an Existing Standard

When a jurisdiction already in production with an existing standard changes its trading partner tables to make use of approved changes, it must allow adequate time for its trading partners and service providers to make program changes and notify and train its staff. Recommended implementation dates for jurisdictions' changes to their trading partner tables are:

- Event Table: When a jurisdiction changes its Event Table to require new Claims Maintenance Type Codes, Proof of Coverage Triplicate Codes, or report due dates, all trading partners and service providers should be given at least 180 days' notice from the date the revised Event Table is published (see Trading Partner Table documentation requirements below). The full 180 days' notice may not be required if the jurisdiction reduces, rather than increases, its requirements. Claims UR (Upon Request) reports are excluded from this limitation.
- Element Requirement Table: When a jurisdiction makes a change to its requirements to include new data elements or functionality, all trading partners and service providers should be given at least 180 days' notice from the date the revised Element Requirement Table is published (see Trading Partner Table documentation requirements below). The full 180 days' notice may not be required if the jurisdiction reduces, rather than increases, its element requirements.
- Edit Matrix: When a jurisdiction changes its Edit Matrix, all trading partners and service providers should be given at least 180 days' notice from the date the revised Edit Matrix is published (see Trading Partner Table documentation requirements below). The full 180 days may not be required if the jurisdiction relaxes, rather than strengthens, its edits.

Note: Jurisdictions are expected to utilize the full 180 days' notice for informing Trading Partners of changes and allowing lead time to make programming changes. Jurisdictions are encouraged to use current communication channels as well as the IAIABC Online Communities (Jurisdictional News and Notices and EDI General Interest) to announce forthcoming changes to Trading Partner Tables and state reporting requirements. Please consult the IAIABC Implementation Schedule to coordinate all implementation dates (https://www.iaiabc.org/edi-claims).

Changes to a Jurisdiction's Format for an Existing Standard

When a jurisdiction, already in production with an existing standard, mandates a new IAIABC approved format (e.g.: Flat R3.1 to XML R3.1), an adequate amount of time must be allotted to trading partners and service providers to make program changes and notify and train its staff. A minimum 360 days' notice, unless another timeline is mutually agreed upon by all parties, is required by the jurisdiction in order to provide trading partners

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with adequate time to prepare. Jurisdictions should also be sensitive to organizational planning cycles, which are typically completed two years ahead, when setting the timeline for their notice. Jurisdictions should coordinate release dates with IAIABC EDI Standards Development Director. Jurisdictions should provide any changes to the tables to the IAIABC Implementation Team one month prior to publication of the tables to allow review and comment. Additional details may be found within the **IAIABC Electronic Transmission Profile.**

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Documentation Requirements: Implementation Guides, Supplements, Trading Partner Tables, and Appendices

Implementation Guide

Each publication of an EDI standard's implementation guide must reflect release, version and edition identifiers along with a publication date on its front page. Upon the EDI Council's approval of a new implementation guide, it will immediately be posted to the IAIABC website. The website will include an announcement of its availability and a link to the specific documentation for the guide.

Supplement of Approved Changes

A cumulative supplement, displaying all approved changes pending inclusion in the next publication of each standard, will be published on the IAIABC website within 30 business days of an IRR's approval. The cumulative supplement will be in a spreadsheet format, so it can be easily sorted, and will contain:

- IRR number, summary of change, and a link to detailed supporting documentation (e.g., IRR or committee minutes)
- Implementation guide section(s) affected by the change
- Reference to the trading partner tables that will be updated, if applicable
- Date the change was approved
- Impact of the change (i.e., non-substantial or release):
  - N = Non-substantial (Level 3)
  - D = New DN (Level 2)
  - O = New code value (Level 2)
  - P = Process (Level 1-3, depends on severity of change)
- Earliest permitted implementation date
- Publication date
- Comments explaining any unusual circumstances

A cumulative listing of changes that have been made to all prior release publications will also be published on the IAIABC website and will include the publication date of the guide in which the change first appeared.

Trading Partner Tables

In addition to documentation in the Supplement of Approved Changes, IAIABC will publish revised tables within 30 business days of an IRR's approval date to reflect the approved change, to enable jurisdictions to publish updates to their tables accordingly. A Jurisdiction may adopt and provide notice of this change following the release of the IAIABC Supplement. The Jurisdiction's publication date should be subsequent to the IAIABC's revision date of the Supplement.

The following presents the format of the IAIABC Trading Partner Tables filenames and a suggestion for the Jurisdiction Trading Partner Tables filenames.

For example:
IAIABC Table Filename format:
IAIABC EDI-Claims-R3.1.7_Element-Requirement-Table (Pub 01-01-24_Rev 01-01-24).xlsx
Indicates:

- IAIABC Release.Version.Edition: (**R3.1.7**)
- IAIABC Pub: Associated IAIABC Guide Publication Date: (**Pub 01-01-24**)
- IAIABC Rev: Latest Revision Date for changes made by the IAIABC to current Version and Pub: (**Rev 01-01-24**)

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Jurisdiction Table Filename format:
[Jurisdiction] Claims-R3.1.2_Element-Requirement-Table (Pub 01-01-24_Rev 12-16-2024) v1.0.xlsx
Indicates:

- IAIABC Release.Version.Edition: **(R3.1.2).** IAIABC full version number that the Jurisdiction's table is based on
- Jurisdiction Code: State abbreviation
- IAIABC Publication: (**Pub 01-01-24**) Associated IAIABC Guide Publication Date
- Jurisdiction Revision: (**Rev 12-16-2024**) Latest Revision Date for changes by the Jurisdiction
- Jurisdiction Version: (**V1.0**). Jurisdiction's Version of the table

Example for Missouri: **MODWC Claims-R3.1.2_Element-Requirement-Table (Pub 01-01-19_Rev 12-16-2024) v1.0.xlsx**

- IAIABC Release.Version.Edition: **(R3.1.2)**
- Jurisdiction Code: (**MODWC**)
- IAIABC Publication: (**Pub 01-01-19**)
- Jurisdiction Revision: (**Rev 12-16-2024**)
- Jurisdiction Version: (**V1.0**)

Appendices

The appendix is a historical summary of all changes to that release of the standard. Each implementation guide will include an appendix that incorporates the approved changes of all previous Supplements for a release.

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