



MINNESOTA

WORKERS' COMPENSATION
MODERNIZATION PROGRAM

Session III: Scheduling in CAMPUS

Scheduling

My Events

External users will be able to use CAMPUS to organize and request the scheduling of events related to workers compensation. On the dashboard, there is a card that shows how many upcoming events you have. There is also a calendar in the bottom right, which will show a colored dot(s) to indicate how many events you have on that day.

The screenshot displays the 'My Overview' dashboard. It features three summary cards: 'Open Claims' (0), 'Upcoming Events' (3, highlighted with a red border), and 'New Documents' (0). Below these is the 'My Queues' section with tabs for 'My Claims', 'My Disputes', 'My Forms', and 'My SCF Assessment Reports'. A table below the tabs shows 'No data found' with columns for Campus File, Employee, Employer, Claim Admin, Date of Injury, and Status. To the right, a 'Notifications' panel shows a message about a scheduling poll. At the bottom right, a 'My Events' calendar for June 2020 shows a red dot on the 24th, indicating an event.

Campus File ...	Employee	Employer	Claim Admin	Date of Injury	Status
No data found					

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

My Events

The dashboard calendar can be toggled to a daily view by clicking the 3 bullet point icon next to My Events. To open the full calendar, you can click on any day when in calendar view; or click the **Open Calendar** link in the bottom right.

The screenshot displays the 'My Overview' dashboard. At the top, there are three summary cards: '0 Open Claims', '3 Upcoming Events', and '0 New Documents'. Below these is the 'My Queues' section with tabs for 'My Claims', 'My Disputes', 'My Forms', 'My Rehab Cases', and 'My SCF Assessment Reports'. A table below the tabs shows 'No data found' with columns for Campus File, Employee, Employer, Claim Admin, Date of Injury, and Status. On the right side, the 'My Events' section is visible, showing a calendar for Thursday, June 25, 2020. Two events are listed: 'Mediation' (10:00 AM - 01:00 PM) and 'Administrative Conference' (12:00 PM - 05:00 PM), both for 'Medical Dispute For Craig Robinson'. A red box highlights the three-bullet-point menu icon next to the 'My Events' title. At the bottom right of the 'My Events' section, there is a red circle around the 'Open Calendar' link.

Scheduling

Event Details Page

External users are only able to view events from the calendar, not schedule them. If you click on a day with an event scheduled, it will show you the summary details.

The screenshot displays a calendar grid with days of the week as columns and dates as rows. The date 25 (Thursday) is highlighted in grey and labeled "Selected date" with a red callout bubble. Below the calendar, a dark grey panel shows event details for the selected date. A red box highlights this panel, and a white box with a red border labeled "Summary details" is overlaid on the right side of the panel. The event details include:

- Mediation 10:00 AM - 1:00 PM at Bemidji
- DS-05-9192-798 : Medical Dispute For Craig Robinson
- Created by Spencer Wilson
- DLI Staff: Spencer Wilson, Spencer Wilson
- Administrative Conference 12:00 PM - 5:00 PM at Rochester
- DS-05-9192-798 : Medical Dispute For Craig Robinson
- Created by Spencer Wilson
- DLI Staff: Spencer Wilson, Spencer Wilson, test person, Spencer Wilson, Spencer Wilson, test person

Event Details Page

If you wish to view more information, click on one of the events to be taken to the Event Details page. The Event Details page will list all relevant information for the scheduled event. To add the event to a calendar outside of CAMPUS, click the **Export Event Details** button in the top right. It will allow you to download an .ics file, which can be added to most other online calendars, including Microsoft Outlook, Google Calendar and Apple Calendar.

Event: EV-05-9705-815
For Case: Medical Dispute For Craig Robinson DS-05-9192-798

[Export Event Details](#)

Event Details

Event Type	Event Status	Related Claim(s)	Related Case(s)
Mediation	Scheduled	CL-05-9191-531	undefined
Unit Responsible for Event	Date	Start Time	End Time
SCF	6/25/2020	10:00 am	01:00 pm
Location Type	Physical Location Name		
Physical Location	Bemidji		
Address 1			
616 America Ave. N.W.			
Address 2			
Suite 300			
City	State	ZIP Code	
Bemidji	MN	56601	
Source	Number Of Times Rescheduled		
Campus	0		

Notice

When an event is scheduled, a notice will appear in the party's dashboard, and an email will be sent. The email will include this information:

An event associated with DS-02-3945-200 has been scheduled:

Description: Administrative Conference

Date & Time: October 13, 2020, 01:00 PM – 02:00 PM CT

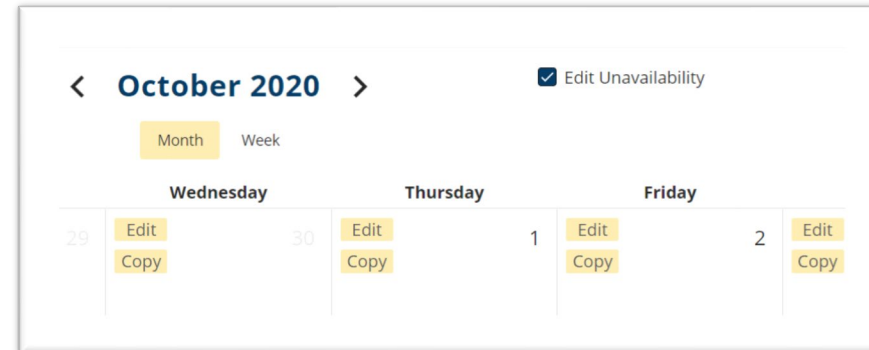
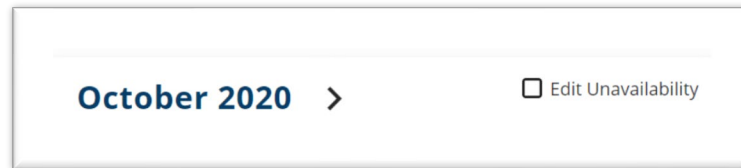
Location: DLI St. Paul Office located at 443 Lafayette Road N., , St. Paul, MN 55155

[Click here](#) to view further details for this event.

If you need to attend this event remotely or have questions regarding this event, please call 651-284-5032 or email us at helpdesk.dli@state.mn.us .

Editing the Calendar

Users can add unavailable dates and times to their calendars. In the calendar view screen, select “Edit Unavailability” which opens the calendar up.



Request for Mediation

When an external user initiates a dispute and requests a mediation, they will immediately be led to the Initiate Polling screen. They can then set up a scheduling poll to receive feedback from other attendees on when it should be scheduled.

Dashboard > Initiate Scheduling Poll

Initiate Scheduling Poll

Please fill out the sections below, choosing up to 3 potential mediators, 3 potential dates, and 6 potential time blocks, to allow attendees to vote on the best time to hold your event.

1 Set Another Poll Initiator 2 **Basic Information** 3 Potential Mediators, Dates, and Times 4 Confirm and Submit

Basic Information

Set Poll Responders

Select the required Attendees from the list below. Note that you do not need to invite all members from a Party, or even a member from each party. You may choose only those who must attend. If there are no Associated Users to select below, please continue to fill out the poll, and a DU specialist will schedule the Mediation upon submission.

Party Name	Associated User	Title	Set as Poll Responder
<input type="text"/>	Andy Clark	Other Representative	<input checked="" type="checkbox"/>
<input type="text"/>	There are no associated users for this Party		

Special Accommodations

Add any special accommodations or notes to consider when holding this event. Please enter preferred location or city as well.

Enter Event Special Accommodations

Have all attendees already agreed upon event date, time, and preferred mediator?

If your group has already agreed upon a desired Mediator, and a Date & Time that works for all required attendees, select Yes, then enter this information below to ensure that the desired Mediator is free to run your event.

Have all attendees already agreed upon event parameters?

No Yes

Request for Mediation

When an external user initiates a dispute and requests a mediation, they will immediately be led to the Initiate Polling screen. They can then set up a scheduling poll to receive feedback from other attendees on when it should be scheduled. They can choose 3 potential Mediators, 3 potential Dates, and up to 6 different times.

Date & Time

Would you like to set a meeting Date & Time now, or send an Event Poll to all required Campus users to find the best time?

Set Date and Time now Send availability Poll to required attendees

Proceed **Cancel**

Potential Mediators

Parth AAA Corinne Abele Christie Ahern Saleh Ahmed Angie Andresen Angie Andresen Sandra Barnes David Bateson

Potential Dates

Select Potential Date 1 *
7/14/2020

Select Potential Date 2
7/15/2020

Select Potential Date 3
7/16/2020

(mm/dd/yyyy) (mm/dd/yyyy) (mm/dd/yyyy)

Potential Times

Select Potential Times for Date 1 *

Select Potential Times for Date 2 *

Select Potential Times for Date 3 *

Back **Next**

Polling for Mediation

- All attendees of an event that is out for polling will get an email to respond to the poll
- Once all the responses have been filled out the DPRS or OAS staff can schedule the Mediation

View Scheduling Poll Results
To schedule this event outside of the normal time blocks, or if you have any other questions or concerns, please contact ADR Support [Placeholder Support Number].

Event Details & Initiator Information

- Event Details
- Initiator Details
- Responding Party Details

Poll Responses
Below are all recorded responses to the scheduling Poll for this event. When all responses are collected, DLI will be notified and will handle scheduling the Mediation automatically, if you have any questions or concerns about the Polling or Scheduling of this event, please contact the Alternative Dispute Resolution unit of DLI [placeholder contact info].

✓ Time is available ✗ Time is not available ? Responder has not yet responded

	Alan Attorney Attorney (218) 744-3570	Andy Clark Attorney (123) 456-7890	Aaron Frederickson Employee (651) 478-8202
Nicolette Lerch			
July 10th			
Morning (9 am to 12 pm)	?	?	?
Afternoon (1 pm to 4 pm)	?	?	?
July 13th			
Morning (9 am to 12 pm)	?	?	?
July 14th			

Responding to a Mediation Poll

If you are sent a poll, you will receive both an email and a CAMPUS notification. Use the following steps to respond when received.

1. Select the dates and times in CAMPUS that work for you, then click **Confirm**.
 - The **Confirm** button will highlight after the dates/times are selected.
 - The **Events Details** page will display.
2. Click the **Currently Polling** link under Date, Start Time and End Time to view the response to the poll.

Respond to Mediator, Date & Time Choices

Spencer Wilson

Wednesday, July 29, 2020

Morning (9 am to 12 pm)

Afternoon (1 pm to 4 pm)

Thursday, July 30, 2020

Morning (9 am to 12 pm)

Afternoon (1 pm to 4 pm)

Friday, July 31, 2020

Morning (9 am to 12 pm)

Afternoon (1 pm to 4 pm)

I cannot attend any of the dates and times listed

Respond to Special Accommodation Notes

Below are the Special Accommodations and Notes that the Poll Initiator wrote when initiating this poll. If you have any additional accommodations needed or would like to add your own thoughts on location, please add them in the field below.

Event Special Accommodations

Respond to Special Accommodations

Confirm Cancel

Event: EV-06-0217-418

For Case: DS-05-9191-199

Event Details

Event Type: Mediation

Unit Responsible for Event:

Location Type: Physical Location

Address 1:

Address 2:

City:

State: MN

Source: Campus

Event Status: Polling

Date: **Currently Polling**

Start Time: **Currently Polling**

End Time: **Currently Polling**

Physical Location Name:

Related Claim(s):

Related Case(s): undefined

Number Of Times Rescheduled: 0

Export Event Details

Thank you!

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