



MINNESOTA

WORKERS' COMPENSATION
MODERNIZATION PROGRAM

Campus 101 for Law Firms

Campus 101 for Law Firms

Course Description

This course will cover the complete functions available to External Attorney and other Legal staff in Campus and provide an overview of how an Attorney will interact with DLI.

Audience

- Attorneys using Campus

Course Length

2.5 hours

Prerequisites

- None

Agenda

1	Campus Overview & Benefits	<i>5 min</i>
2	Getting Started With Campus	<i>60 min</i>
3	Group Management	<i>20 min</i>
4	Claim Access	<i>20 min</i>
5	Claim Overview	<i>20 min</i>
6	Electronic Service	<i>20 min</i>
7	Requests for Information	<i>20 min</i>

Campus Overview

Welcome to the Minnesota Workers' Compensation Campus!

The Workers' Compensation Campus (Claim Access and Management Platform User System), is your new hub for all workers' compensation claims and filings with the Minnesota Department of Labor & Industry.

Campus allows easy access for all parties to a workers' compensation claim. Quicker access to claim information online will ensure work injuries are reported and compensated in a streamlined process.

The screenshot displays the Minnesota Department of Labor and Industry's Workers' Compensation Campus interface. The top navigation bar includes the logo and a 'Submit a Filing' dropdown menu. The 'My Overview' dashboard features two main cards: '4 Open Claims' with a sub-note 'View details associated to your claims in the My Queue portal.' and '0 New Documents' with a sub-note 'Review documents in the Notifications panel to ensure accuracy.' A dropdown menu is open over the 'Submit a Filing' button, listing actions such as 'Access a Case or Claim', 'Initiate a Dispute', 'Open Appeal/Petition', 'Request for Guidance with an Unreported Injury', 'Respond to Request For Information', 'Submit Election To Exclude', and 'Trading Partner Profile Registration'. Below the dashboard, a detailed claim page for 'Megan Johnson: Injury on 6/10/19' is shown. This page includes a 'Submit Filing' button, a table of claim details, a 'Claim Overview' section with status indicators, and a list of expandable sections: 'Claim Details', 'Key Dates', 'Injury Details', 'Accident Details', 'Employment Details', and 'Benefits and Payment Details'. A right-hand sidebar contains a search bar and a 'status' filter dropdown.

Campus File Number	Employee	Date of Injury	Part of Body Injured
029919986	Megan Johnson	6/11/2019	10: Multiple Head Injury
Employer	Insurer		
The Brick Store	Shield Insurance		

Claim Overview

Claim Involved in Dispute	Claim Denied by Insurer	Employee Returned To Work	Employee Consulted for Vocational Rehab
Employee Receiving Indemnity Benefits	Employee Deceased		

Claim Details

- Key Dates
- Injury Details
- Accident Details
- Employment Details
- Benefits and Payment Details

Entities vs. Transactions

Entities

Entities are the **parties that exist** in the system to which transactions can be associated

- Injured Worker
- Employer
- Insurer
- Trading Partner
- TPA
- QRC Firm
- Health Care Provider
- State Agency
- Law Firm

Transactions

Transactions are the **“things” that will be worked on**

- Appeal/Petition to Vacate
- Claim
- Dispute
- Event
- Reimbursement
- Coverage Investigation
- Election
- Compliance Audit
- Compliance Case
- Penalty
- Rehab Case
- Settlement
- Case Service Funds
- Prepaid Cards
- Receivables
- Medical Policy Violation
- Outgoing Payment
- Payment/Adjustment
- Intervention Case
- Job Placement Case

Details Pages allow internal users to create, view, and edit new entities & transactions and allow external users to view and submit forms to entities & transactions

- Each Transaction and Entity has a Details Page
- Some transactions are viewable by external users

Example of a Details Page

The screenshot displays a web application interface for the Department of Labor and Industry. The page title is 'Fineley & Barge Insurance' with a status of 'ACTIVE'. The insurer ID is 'IR-90-1230-029'. The page includes a search bar for 'Transaction Number Search' and an 'Advanced Search' button. The main content area is divided into sections: 'Insurer Overview' and 'Insurer Status'. The 'Insurer Overview' section contains a table with the following data:

Field	Value	Field	Value		
Company Name	Finley & Barge Insurance	NAIC	72312309		
FEIN	93838290430	Assessment	Assessed/Actively Licensed		
		Insurer Prompt Action	Yes		
		NCCI	398273	SWIFT Customer Number	029374920384029098
				SWIFT Sequence Number	9829209

The 'Insurer Status' section shows the 'Start Date' as 01/05/2017 and 'Bankrupt' as No. Below these sections is a navigation menu with tabs for 'Related Transactions', 'Documents', 'Contacts', 'Relationships', 'Addresses', 'Notes', 'Transaction History', 'Report History', and 'Audit'. The 'Related Transactions' tab is active, showing a table with columns for 'Employee', 'Employer', and 'Insurer'. The table contains one entry for David Brown, with contact information and address details.

Employee	Employer	Insurer
David Brown		

Additional buttons for '+ Add Party' and 'Contact Parties' are visible. The table below the navigation menu has the following data:

Name	WC ID	Phone Number	Email	Address	Status
David Brown	WC-456-87-9087	(518) 321-4567	dbrown@gmail.com	123 4th Street Troy, NY 12180	Active

Common Elements of Entity Details Pages

ENTITY NAME | ENTITY ID

Entity Details

Entity Supporting Information

Addresses/Locations	Documents
Related Claims	Notes
Audit Trail	

Group Supporting Information

Users	User Invites
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- All entities will receive a system-generated unique identifier
 - Format of unique identifiers will be determined in Cycle 1
- Entity Names are captured as Legal Name and DBA Name, and name changes are shown in the History Tab
- Related Claims display all the claims where that entity is referenced as a party

Campus will put the workers' compensation claim information you need at your fingertips



**Self-service
online access**
to claims, related
documents, events
and outcomes.



**Securely send e-
documents
to the parties to
the claim.**



**Securely send
and receive data
between DLI,
OAH and WCCA.**



**Minimize claim
errors
through data
accuracy
verification.**

Agenda

- 1 **Campus Overview & Benefits** *5 min*
- 2 **Getting Started With Campus** *60 min*
- 3 **Group Management** *20 min*
- 4 **Claim Access** *20 min*
- 5 **Claim Overview** *20 min*
- 6 **Electronic Service** *20 min*
- 7 **Requests for Information** *20 min*



Getting Started with Campus |

Before we get started...

You'll notice that screenshots in this deck are annotated with red numbers and text...

- These are from the **User Manuals** which are available to you outside of this training.
- After this course, we'll provide these Manuals, which are your step-by-step guides to completing the actions in this presentation



Getting Started with Campus |

Registering in Campus

As a new user to Campus, you will need to register your account to access the system.

Registration

Login

Reset Password

1. Go to the **Campus** website:
<https://b42tawappsvc002.doli.state.mn.us/user/login>.
2. Select **Sign Up**.
3. Complete fields marked with an * in the **About Me** and **Contact** sections.
4. Enter a valid email address and create password.
5. Click the required boxes.
6. Click Sign Up to register your Campus account.

**A verification email will be sent to the email address that was used to sign up. You will need to access the email and confirm prior to logging into Campus.*

m DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Sign In

Email *

Email

Email is required

Password *

Password is required

[Forgot password?](#)

2

Please read our [Terms of Service & Privacy Policy](#) to get more information about our system.

Register for Work Comp Campus

About Me

I am Registering as a *

First Name * Middle Name Last Name * Suffix

Date of Birth

Contact Information

Phone Type * Phone Country * United States (+1) Phone Number * Extension

Address 1 * Address 2

Outside US

Postal Code * City * County * State Province *

My Account

Email Address * Confirm Email Address *

Email Address Confirm Email Address

Password * Confirm Password *

Password is required

Password Requirements

- × Must be at least 8 characters long
- × Must include an uppercase letter
- × Must include one number
- × Must include one special character

I have read and accept the [Terms of Service & Privacy Policy](#)

I have read and accept the [Access Requirements](#)

I agree to accept legal service, including notifications and documents, electronically via CAMPUS

I'm not a robot

reCAPTCHA Privacy - Terms

6



Getting Started with Campus |

Logging into Campus

If your account is already registered in Campus, follow the steps to log in.

Registration

Login

Reset Password

1. Enter the registered email and password.
2. Click **Login**.
3. Click **I Agree**.

m DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Sign In

Email *
DLITestExt1+TP90@gmail.com

Password *
.....

Forgot password?

Please read our [Terms of Service & Privacy Policy](#) to get more information about our system.

Access Requirements Acknowledgement

By using this system, you affirm that:

- You are accessing a restricted government information system.
- System usage may be monitored, recorded, and subject to audit.
- You consent to such monitoring and recording.
- Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties.



Getting Started with Campus |

Campus User Profile

You can easily edit required information in Campus via the **Your Profile** page.

Registration

Login

Reset Password

1. Click **Forgot Password**.
2. Enter your email address.
3. Click the **reCAPTCHA** box.
4. Click **Submit** to continue.

**The email address that you entered will then be sent an email with directions on how to create a new password. Campus passwords expire every 90 days and you will be prompted to reset at login.*

m1 DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Sign In

Email *

DLITestExt1+general15@gmail.com

Password *

.....

Forgot password? 1

Login Sign Up

m1 DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Please enter the email associated with your account

Email *

DLITestExt1+general15@gmail.com 2

I'm not a robot 3 reCAPTCHA
Privacy • Terms

Submit Cancel 4



Getting Started with Campus |

Campus User Profile

You can easily edit required information in Campus via the **Your Profile** page.

You have access to your profile at ALL times in the upper right of the screen. Your profile page is where you:

- Provide or update your contact information
- Provide any personal information relevant to your registration with Campus
- Update any information to be included on a Claim

Your Profile

About Me

First Name *	Middle Name	Last Name *	Suffix
Philip	Middle Nam	Gallagher	

Date of Birth
1/1/1968

(mm/dd/yyyy)

My Account

Email Address *	Confirm Email Address
DLITestExt1+TP90@gmail.com	DLITestExt1+TP90@gmail.com

Reset Password

Contact Information

Phone Type *	Phone Country *	Phone Number *	Extension
Mobile	United States (+1)	(123) 456-7890	

Address 1 *
555 Fifth st

Address 2
Address 2

Attention
Attention

Outside US

Postal Code *	City *	County *
55555	Young America	Carver

State Province *
Minnesota

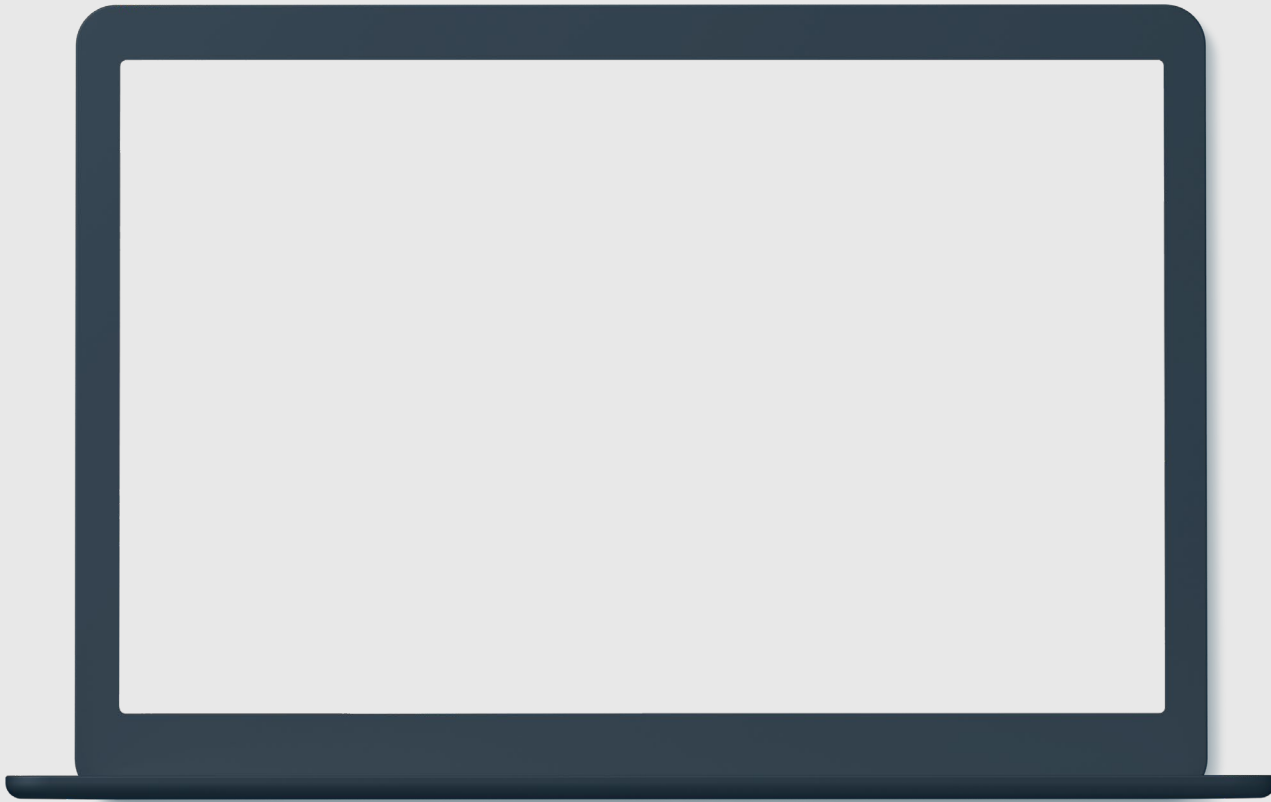
Country
United States

If there is an *, this means the information is required.

4

Save Cancel

Demo



In this demo, you will see how to...

- **Sign up for Campus**
- **Log in to Campus**
- **Navigate to and Edit a user profile**



Getting Started with Campus |

Campus Dashboard

The **Dashboard** is the starting point for users to be able to navigate and perform all necessary job functions.

The Campus Dashboard is where you can see:

- All related claims, upcoming events, and documents
- Queues, which will organize all work to be completed
- Notifications, which provide updates on claims and cases in progress

****When in doubt, navigate to the Dashboard-- what you need next may be there. Click on the MN Logo from anywhere to go to the Dashboard.***

The screenshot shows the Campus Dashboard interface with several callouts:

- Logo:** Click on the Logo image at any time to return to the Dashboard (Home Page).
- Submit a Filing:** The Submit a Filing drop-down contains a list of common tasks that you can click on depending on the specific action you wish to take.
- User Profile:** Your User Name is listed here along with a drop-down menu with the following options: Edit Profile, My Groups and Log Out.
- Notifications:** The bell icon indicates how many Notifications you have. Notifications can also be found here in list form.
- My Overview:** The My Overview section contains a high-level count regarding Open Claims, Upcoming Events and New Documents.
- My Queues:** The My Queues area includes common tabs for Claims, Disputes, Forms, and Appeals along with the associated details.
- My Events:** My Events is a calendar view of events that have been scheduled.

The dashboard includes a table for 'My Queues' with the following data:

Campus File Number	Employee	Employer	Claim Admin	Date of Injury	Status
CL- [redacted]	G	M		4/21/2020	Open/Not Contested



Getting Started with Campus |

Forms Queue

Found at all times on the Dashboard, the Forms Queue will show all forms that you have submitted related to any of the Claims or Cases you have access to. Hardcopy forms are no longer required in relation to a Workers Comp Claim, as you can submit and see the status in Campus.

The Forms Queue is always on the Dashboard, and it will:

- Show all forms submitted to which you have access
- Show relationships between the form filed and the case to which it was filed
- Show status of any filed form
- Provide access to download copies

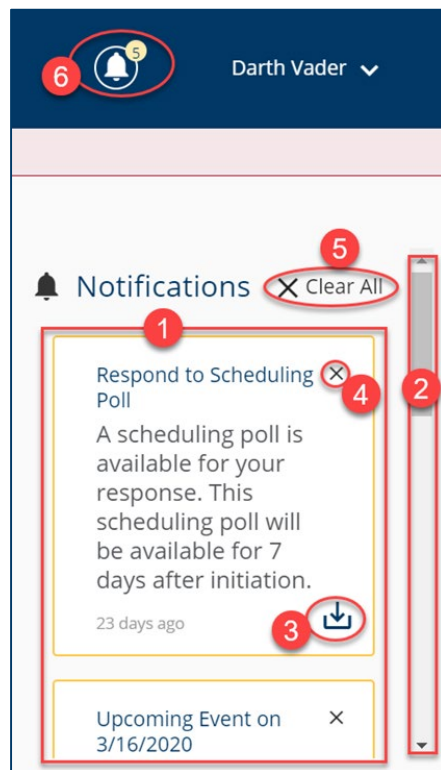
My Queues					
My Claims	My Disputes	My Forms	My Appeals		
Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation ...
Access Case Or C	4/14/2020	Submitted	1699
Motion to Inter	4/2/2020	Submitted	1557
Claim Access Au	4/2/2020	Submitted	1528
Annual Claim fo	4/1/2020	Submitted	1493
Injury Report	3/29/2020	Submitted	1405
Submit Election t	2/25/2020	Submitted	710
Request For Assis	2/24/2020	Submitted	618
Request For Assis	2/21/2020	Submitted	413



Getting Started with Campus |

Viewing Notifications

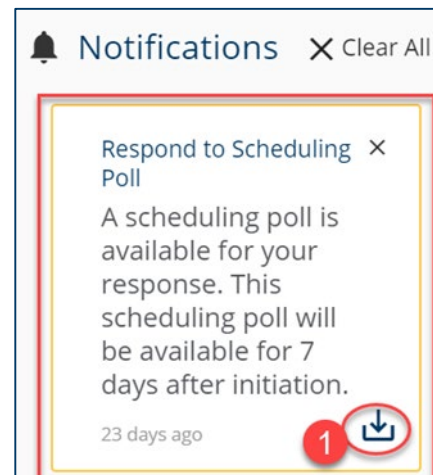
Notifications are system generated messages that can either be specific to tasks that need to be completed or simply an informational message.



Notifications are always on your screen, next to your profile.

You'll get a notification automatically when something happens to a case or claim you're on, like:

- An event is scheduled or upcoming
- A form has been approved
- A scheduling poll has been sent out
- A document is uploaded. In some cases you can download a document right from the notification!





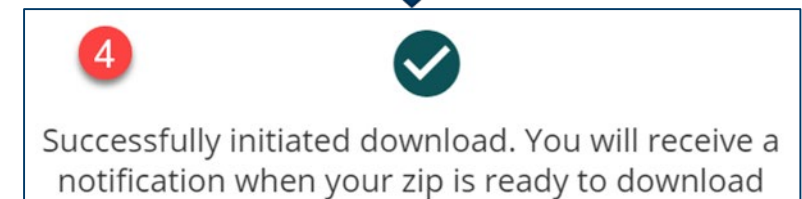
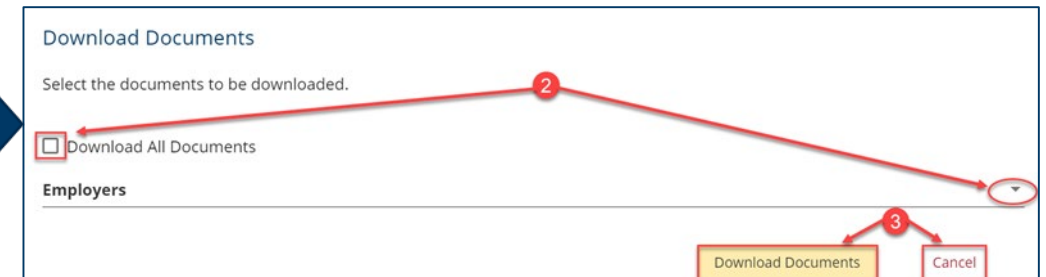
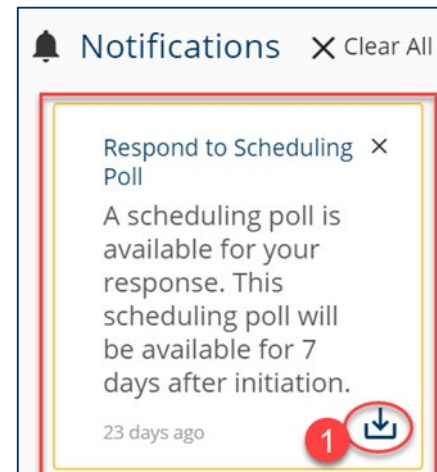
Getting Started with Campus |

Exporting Documents

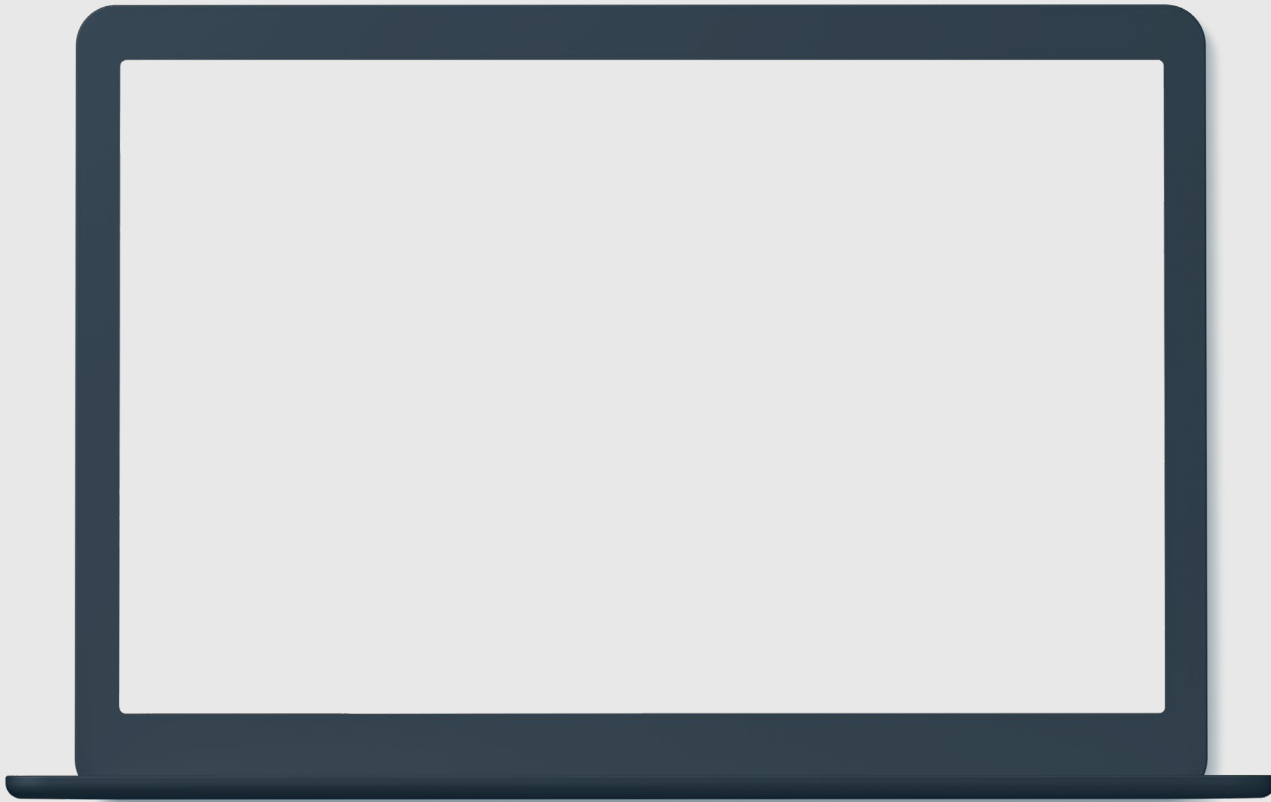
Notifications

Exporting Documents

- Some notifications will include a down arrow icon in the lower right corner of the notification. This allows the user to export documentation.
- Clicking the down arrow will take you to the **Download Documents** window.
- A notification screen will appear if the submission was successful.



Demo



**In this demo, you
will see how to...**

- **Submit an ad-hoc
Injury Report**



Getting Started with Campus |

Groups In Campus

View Group Information

- The **My Groups** screen lists the group that you are associated with.
- Each group that you are associated with shows the **Permissions, Group Admins, and Date Joined**.

Manage Group Information

The screenshot displays the 'My Groups' page for a user named Darth Vader. The page lists three groups: 'Employer', 'Wilson's Wands', and another 'Employer' group. Each group entry includes a table with columns for 'My Permissions', 'Group Admins', and 'Date Joined'. The 'Date Joined' column is highlighted with a red box and the number 4. The group names and member counts are highlighted with red boxes and the number 3. The user's profile dropdown menu is highlighted with a red box and the number 1, and the 'My Groups' link is highlighted with a red box and the number 2.

My Permissions	Group Admins	Date Joined
Group Administrator	Darth Vader (DLITestExt1+general15@gmail.com)	4/14/2020
Service of Process Designee		
Designated Contact for Information Requests from DLI		

My Permissions	Group Admins	Date Joined
Group Administrator	Darth Vader (DLITestExt1+general15@gmail.com)	2/19/2020
Service of Process Designee	Iman Attorney (dlitestext1+attorney@gmail.com)	

My Permissions	Group Admins	Date Joined
Group Administrator	Minnie Apples (DLITestExt1+general@gmail.com)	2/24/2020
Service of Process Designee	Minnie Apples (DLITestExt1+general@gmail.com)	
	Darth Vader (DLITestExt1+general15@gmail.com)	



Getting Started with Campus |

Groups In Campus

View Group Information

- Groups in Campus allow for users to be associated to claims and cases that they need to access.
- Access to claims and cases will be granted to the Group, and then your membership to that Group will allow you to manage the information as needed.
- If you need to delete a member in this Group, click the **Remove Member** icon.

Manage Group Information

Dashboard • My Groups

My Groups

Employer
7 Members

My Permissions
Group Administrator
Service of Process Designee
Designated Contact for Information Requests from DU

Group Admins
Darth Vader (DLITestExt1+general15@gmail.com)

Date Joined
4/14/2020

1 [Menu Icon]

2 Manage Group

View Group
Manage Case/Claim Access
Leave Group

Group Management
S DEPOT : ER-01-2592-270

+ Add Member

Active Members Open Invitations

Name	Email	User Type	Date Joined
Darth Vader	DLITestExt1+general15@gmail...	General	4/14/2020

Showing (1-1) of 1

Items per page 10

Darth Vader, General
79 HWY 1, INTL FALLS MN 56649

4 Edit Location

5 Edit

6 Edit

7 Remove Member

3



Getting Started with Campus |

Groups In Campus

Groups in Campus allow for users to be associated to claims and cases that they need to access. Access to claims and cases will be granted to the Group, and then your membership to that Group will allow you to view the information as needed.

Adding Member(s) to a Group

Leave a Group

- Click the **Add Member** button to enter a valid Email Address for the new member.
- Permissions are assigned by clicking on the + icons.
- Permissions can be viewed in the **Selected Items** column.
- Click the **Add** button as needed to save the information.

Name	Email	User Type	Date Joined
Darth Vader	DLI@TestExt1+general15@gmail...	General	4/14/2020



Getting Started with Campus |

Groups In Campus

Adding Member(s) to a Group

Leave a Group

- Select **Leave Group** and click **Yes, Leave Group** to confirm or **Cancel** to exit without leaving that group.

Employer
3 Members

My Permissions
Group Administrator
Service of Process Designee

Group Admins
Darth Vader (DLITestExt1+general15@gmail.com)
Iman Attorney (dlitestext1+attorney@gmail.com)

Date Joined
2/19/2020

1

2

View Group
Manage Group
Manage Case/Claim Access
Leave Group

Are you sure you want to leave this Group?

Leaving the Group will remove your access to the Group's activity in Campus.

3

Yes, Leave Group Cancel

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Group Management |

Group Administration

Group Administration

Viewing/ Editing Entity Details

- Group Administration tasks such as adding members, changing permissions, updating addresses, etc. can only be performed as a Group Administrator within Campus.
- To access, at the top right of your **User Dashboard**, click the drop-down arrow to display the menu.
- The **My Groups** screen lists the groups that you are associated with.
- Please note that only Group Administrators can manage groups.





Group Management |

Group Administration

Group Administration

Viewing/ Editing Entity Details

- The **Group Management** page appears displays all Active Members.
- The **Open Invitations** tab will show any pending Members.
- Click the **+Add Member** button to add additional Members.
- Click the **Edit** icon to change Permissions and Relationships
- The **Edit Location** icon can be used to update the business address that the Member is associated to.
- Click on the **Remove Member** icon to remove the selected Member from the Group.

Dashboard > My Groups > Group Management

Group Management 6 + Add Member

Active Members **Open Invitations** 5

Name	Email	User Type	Date Joined
Andy Clark	DLITestExt1+QRC90@gmail.com	Qualified Rehab Consultant (QRC)	4/30/2020

Showing (1-1) of 1 | Items per page 10

Andy Clark, Qualified Rehab Consultant (QRC) 8 Edit Location 9 Remove Member

Permissions 7 Edit

- Group Administrator
- Service of Process Designee
- Designated Contact for Information Requests from DLI
- Designated Contact for Penalties
- Profile Management Designee
- Claim Access Administrator

Relationships
No relationships assigned



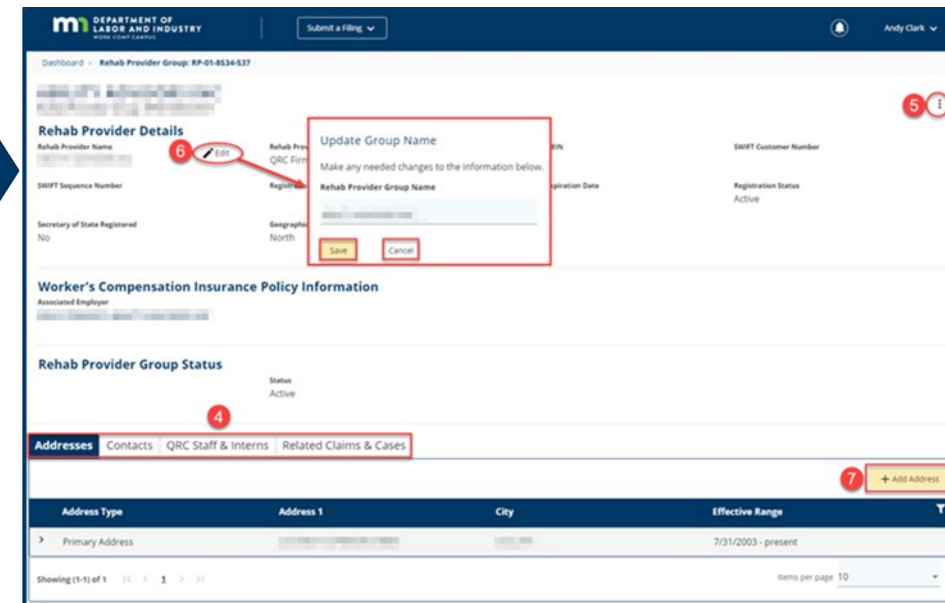
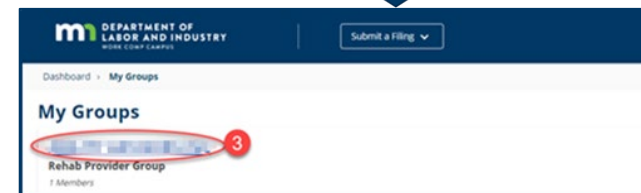
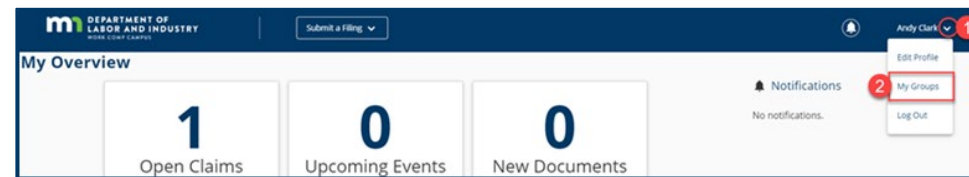
Group Management |

Viewing/ Editing Entity Details

Group Administration

Viewing/ Editing Entity Details

- All Entities (except for Employees and Employers) can view/edit Entity details.
- To access, at the top right of your **User Dashboard**, click the drop-down arrow to display the menu.
- The **My Groups** lists the groups that you are associated with. Click on the hyperlink for the entity that you wish to view/edit.
- The **+Add Address** button adds additional addresses for the entity.
- A Group Administrator or a Profile Management Designee can only perform these functions.





Viewing/ Editing Entity Details

Group Administration

Viewing/ Editing Entity Details

- Information marked with an asterisk (*) is required to continue.
- Click **Save** to submit the new address request or **Close** to exit without saving.
- Any edits made to the entity name or address information will be submitted to DLI and require approval prior to saving to the entity.

Add Address

Address Type *

Address 1 *
Address 1

Address 2
Address 2

Outside US

Postal Code * Postal Code **City *** City **County** County

State Province **Country** United States

Save **Close**

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Filing a Notice of Representation

As an Attorney trying to gain access to a Claim, you will need to file a Notice of Representation.

Filing a Notice of Representation

Claim Access Authorization Webform

Exporting Documents to a Zip File

1. From the Dashboard, click on the **Submit a Filing** drop-down and select **Access a Case or Claim** from the menu. *(*Not Pictured)*
2. Select **File Notice of Appearance or Representation** from the drop down.
3. Click **Next** to continue.
4. Enter claim identifying information and click next to proceed to webform. ***Next button will highlight after information is provided.**
5. Select the Party you represent, attach required documents, and make necessary acknowledgments.



Filing a Notice of Representation

As an Attorney trying to gain access to a Claim, you will need to file a Notice of Representation.

Filing a Notice of Representation

Claim Access Authorization Webform

Exporting Documents to a Zip File

6. Finish by populating the required Attorney info and clicking **Next**.
7. Serve Parties Step – Select parties to serve, check the Declaration box, and digitally sign.
8. Click **Submit Form**.

**Submission Confirmation page will display, the selected parties will be served, and you will be taken to a submission confirmation page. (Not pictured)*

Attorney Information

Attorney Name
Ivan Attorney

Select an address from the list below. This address will be used if you receive service by mail for this Claim and Case(s) if applicable only and will not update the address on your profile. If you do not see the address listed below, contact your group administrator to get it set up or update it.

Address *
1313 Cemetery Lane Saint Paul, Minnesota 55155

Phone Number
1234567890

Email Address
dli@connect-attorney@gmail.com

Attorney ID *
1234567

Next Cancel Save as Draft

Notice of Appearance or Representation

Locate a Claim Enter Appearance Serve Parties

Affidavit of Service

Parties
Select the parties to serve below. You may update service addresses for parties served via mail. Click the Add Service Recipient button to add parties to the service list.

+ Add Service Recipient

Serve Party	Name	Role	Address	Service Method	Service Date
<input type="checkbox"/>	Carol Jeffrey	Employee		Electronic	6/1/2020
<input type="checkbox"/>	The Brick Store	Employer		Electronic	6/1/2020
<input type="checkbox"/>	Ron Haskley	Other Representative	N/A	None	
<input type="checkbox"/>	Mariacita Branspach	Other Representative	N/A	None	
<input type="checkbox"/>	TA Insurer Test	Insurer		Electronic	6/1/2020

Notice
Upon clicking (Submit), Campus will:

- Create and merge an Affidavit of Service with your filed document
- Send an email to all parties who receive service via Campus

 To serve parties by mail you must print a copy of the filed document and your Affidavit of Service.

Declaration
 I declare under penalty of perjury that everything that I have stated in this document is true and correct. Minn. Stat. § 35B.116.

Electronic Signature
 Please type your First and Last Name as they appear on your CAIR/US profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, any attorney(s), the Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation Unit (VRU).

Full Name of Signatory *
Ivan Attorney

I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

Submit Form Cancel Review Document



Claim Access Authorization Webform

Filing a Notice of Representation

Claim Access Authorization Webform

Exporting Documents to Zip File

- Users who are not parties to the Claim (ex. Spouse of injured worker, QRCs, representative of Employee's Estate, etc.) must submit the Claim Access Authorization webform to DLI.
- DLI will then review the submission and determine whether Claim access will be granted.

Claim Access Authorization

1 Identification 2 Locate a Claim 3 Submit Authorization

Claim Information

This form authorizes Tom Bombadil to access all parts of the Minnesota workers' compensation claim file maintained by the Department of Labor and Industry (DLI) for the employee and claim record you have identified. Upon submission of this webform, DLI will review your authorization request and notify you with the result.

- Following receipt of this properly completed authorization, DLI will review the request and may grant access to the online workers' compensation claim file that would not otherwise be accessible to the public.
- Once access to this information is granted, DLI does not control how it is used or further distributed by the recipient.
- A copy of this authorization may be used in the same manner and with the same effect as the original documents.
- This authorization is valid for six months from the date signed, or until this consent is withdrawn by notifying DLI in writing at the following address: Department of Labor and Industry Workers' Compensation File Review PO Box 64226 St. Paul, MN 55164-0226

Authorizing Individual Information

I am authorized to sign this form because I am the:

- Parent of a minor or incapacitated employee (attach proof of relation)
- Guardian of a minor or incapacitated employee (attach a court order documenting guardianship)
- Dependent of a deceased employee (attach proof of dependency)
- Representative of the employee's estate (attach a court order)



Claim Access Authorization Webform

Requesting and Redeeming a Unique Access Code

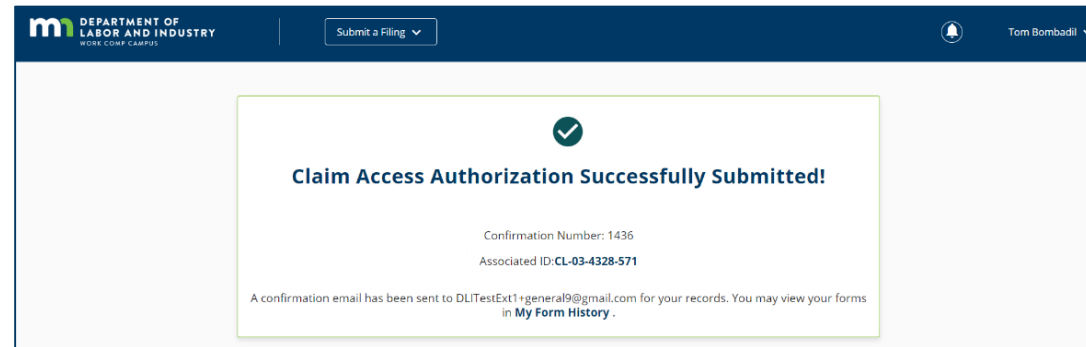
Claim Access Authorization Webform

Exporting Documents to Zip File

- Upon submission you will see a confirmation screen showing a Confirmation Number and the Associated ID. You will also receive a confirmation email.
- A DLI representative will then review your submission, and either accept or reject.
 - If **Approved** – you will receive an email to the account on file informing you of access approval and you will now see the Claim displayed on your **My Claims** tab.
 - If **Denied** – you will receive an email to the account on file informing you of the access denial and providing you with the Campus support hotline information.

****Access will be granted for a 6-month period beginning on the approval date. Once your access expires, you will receive an automated email informing you of your access removal.***

*****If at any point during a Claim's lifetime your access is removed, you will receive an email indicating your removal.***





Exporting Documents to a Zip File

Documents relating to a Claim or other Case in Campus can be downloaded as a Zip file that will contain all of the files together.

Requesting and Redeeming a Unique Access Code

Claim Access Authorization Webform

Exporting Documents to Zip File

- Documents relating to a Claim or other Case in Campus can be downloaded as a Zip file that will contain all of the files together.
- When enacted, the Zip file will begin downloading to your browser.

2

Parties | Batch Table of Contents | Benefits | Documents | Related Claims & Cases | Reporting History | Claim Payments

3

Document ID	Document Type	Created By - Party	Created By - User	Created On
DD-03-4328-605	Notice of Representation (2 Attachment s)		Iman Attorney	5/1/2020 4:41 pm
DD-03-4328-574	Claim Access Authorization (1 Attachment)		Tom Bombadi	5/1/2020 2:11 pm

Showing 11-2 of 2 items per page 10

4

5

Download Documents

Select the documents to be downloaded.

The selected documents and their related attachments associated with this transaction will be processed. You will receive an email when your zip file is ready for download. This process can take a few minutes.

All Select Subset of Documents Include Claim Summary Report

Document Category

Download Documents Cancel

6

Dashboard - Document Export for CL-03-4328-571

Document Export

Claim: CL-03-4328-571

Click the button below to download the document you requested from Claim: CL-03-4328-571. If you have previously downloaded the document you will be unable to do so again and must request the document export again.

Download

7

mn DEPARTMENT OF LABOR AND INDUSTRY WORK COMP CAMPUS

Iman -

Your document has been exported and is ready for download. Follow the following link to retrieve your documents: [Download Documents](#)



Claim Access |

Managing Claim Access

You can easily edit required information in Campus via the **Your Profile** page.

Managing Claim Access

Claim Details Page

Parties

- Click the kabob icon to select **Manage Case/Claim Access**.
- Use the **Claims** and **Cases** tabs to specify the lists.
- The Filter icon can narrow down the search.
- The Bulk Edit button will allow you to grant or remove Member Access to claims for multiple members at once.

Dashboard > My Groups

My Groups

Ski & Shred, Inc.
Employer
2 Members

My Permissions

Group Administrator

Group Admins

Minnie Apples (DLTestExt1-general@gmail.com)
Sarah McCurdy (dlitestext1-gc4@gmail.com)

Date Joined

4/29/2020

Stig Services

TPA
2 Members

Dashboard > Employer: ER-00-0000-057 > Group Case and Claim Access Management

Group Case and Claim Access Management

Ski & Shred, Inc.: ER-00-0000-057

You can control your Employer Group Members' claim and case access from this page. Below are some tips to help you get started:

- The claims and cases on which your group is a party are listed in the table below. Use the tab navigation to toggle between the list of claims and cases.
- Control which group members have access to an individual claim by clicking the claim row in the table. Then in the claim card that appears under the data table, click "Edit" next to the "Members with Access" list. Note: granting access at the claim level also grants access to any cases that are on that claim.
- Control which group members have access to an individual case by clicking the claim row in the table. Then in the case card that appears under the data table, click "Edit" next to the "Members with Access" list. Note: granting access at the case level does not grant access to the claim.
- Grant claim access in bulk by clicking "Bulk Edit Claim Access".

Ski & Shred, Inc.

Claims Cases

Claim Name	Campus File Number	Group Role	Status
Fred Flintstone: Injury on 01/01/2020	CL-01-7178-068	Employer	Open

Showing (1-1) of 1

Fred Flintstone: Injury on 01/01/2020

Claim : CL-01-7178-068

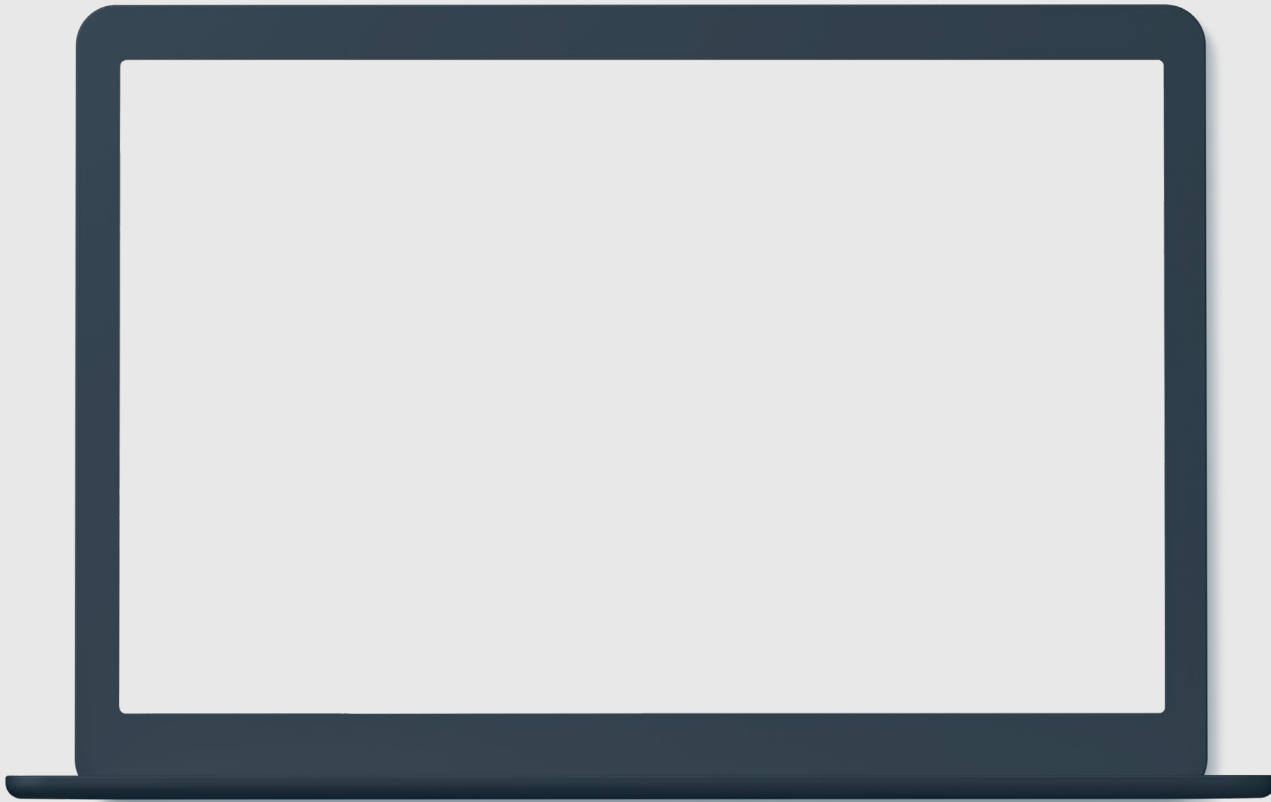
Members with Access

No members have access

Cases on this Claim

No related cases

Demo



In this demo, you will see how to...

- TBD

Agenda

- 1 **Campus Overview & Benefits** *5 min*
- 2 **Getting Started With Campus** *60 min*
- 3 **Group Management** *20 min*
- 4 **Claim Access** *20 min*
- 5 **Claim Overview** *20 min*
- 6 **Electronic Service** *20 min*
- 7 **Requests for Information** *20 min*



Claim Overview |

Claim Details Page

The Claim Details page provides additional details about a Claim such as **Key Dates**, **Injury**, **Accident**, **Employment**, **Benefits**, and **Payment**. You can navigate to any of the sections by clicking on the main headers to expand the information.

The screenshot displays the 'Claim Overview' page for a specific claim (CL-00-2157-418) titled 'Injury on 4/21/20'. The page includes a header with the Minnesota Department of Labor and Industry logo and a 'Submit a Filing' button. Below the header, there are buttons for 'Open/View Comments' and 'Assignee: Owner'. The main content area is divided into several sections:

- Claim Overview:** A summary of the claim with a 'Claim Type' dropdown menu.
- Claim Details:** A section containing fields for 'Campus File Number', 'Date of Injury' (4/21/2020), 'Time of Injury' (10:25 am), 'Employee', 'Employer', 'Insurer', and 'Employer's Insurance Status' (Not yet implemented).
- Claim Narrative:** A section for the 'Claim Narrative'.
- Managed Care Provider:** A section for 'Organization Type' and 'Organization Name'.
- Expandable Sections:** At the bottom, there are five expandable sections: 'Key Dates', 'Injury Details', 'Accident Details', 'Employment Details', and 'Benefits and Payment Details'. A red box highlights the 'Claim Details' section, and a red arrow points to the expandable sections with the text 'Click on each Title to expand the detail for that section'.



Claim Overview |

Parties

Parties

Submitting to a Claim

Uploading Documents to a Claim

- The **Parties** tab shows individuals and entities related to the claim.
- On the bottom of the **Claim Details page**, you can find the **Parties** tab on the far right.
- The only external users with access to the claim are the users listed as Parties to the claim.
- Click on **Email All Parties** to send an email to the parties listed or **Cancel** to exit without sending.

ID	Address	Service Method				
18-01-2402-012		Other				
Name	Title	Email	Phone Number	Address	Default Service Method	Status
Darth Vader	Administrator	DU7estExt1+general15@gmail.com	5555555555	5555-5555-5555	Mail	Withdrawn on 5/31/2020

Contact Parties

Employee

Administrator
Darth Vader
DLITestExt1+general15@gmail.com
(555) 555-5555

Employer
No contact information available

Insurer
No contact information available

Claim Admin
No contact information available

Cancel **Email All Parties**



Submitting to a Claim

Parties

Submitting to a Claim

Demo

- There are 2 ways a user can submit a transaction to an existing claim in Campus:
 1. Via Electronic Data Interchange (EDI).
 2. The other method is by eFORM submission. If the external user has the correct roles they will be able to click the **Submit eFROI eSROI / Webform** button.
- Depending on the selections, you will be directed to a webform to fill out the remaining information needed to continue.

DEPARTMENT OF LABOR AND INDUSTRY
MORE COMFORT. SAFER.

Submit a Filing

Mr. Electronic Interchange

Dashboard > Claim: CL-03-4328-393

Payment ETL: Injury on 4/1/20
Claim: CL-03-4328-393

Default Status Placeholder Assignee: Owner:

+ Submit Filing + Submit eFROI eSROI / Webform

Campus File Number	Employee	Date of Injury	Part of Body Injured
034328393	Payment ETL	4/1/2020	35: Hand

Employer
Payment Employer

eFORM Submission

What would you like to do?
Submit to Existing Claim

My Claims
CL-03-4328-393 - Payment ETL

Next Action
CA - Change in Benefit Amount

Next Cancel

Claim Overview

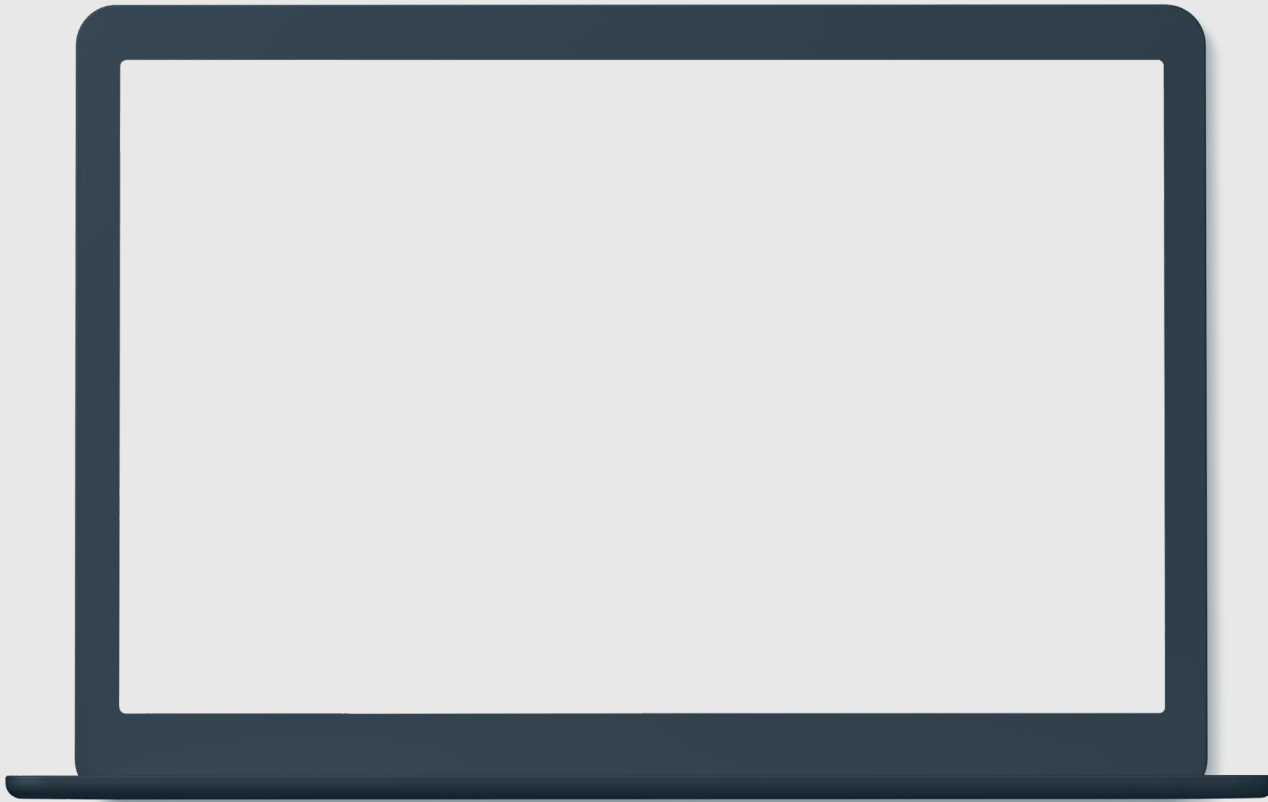
Claim Involved in Dispute
Employee Receiving It
Suspended

Claim Details

Campus File Number	Claim Type
034328393	M: Medical Only

Date of Injury Time of Injury

Demo



In this demo, you will see how to...

- **Perform a Bulk Edit to a Claim**
- **Remove member access to a Claim**
- **Upload a document to a Claim**

Agenda

1	Campus Overview & Benefits	5 min
2	Getting Started With Campus	60 min
3	Group Management	20 min
4	Claim Access	20 min
5	Claim Overview	20 min
6	Electronic Service	20 min
7	Requests for Information	20 min



Filing a Form with an Affidavit of Service

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

- The external user submitting a Motion to Intervene on a Dispute must require legal service.
- After selecting the applicable **Dispute ID** hyperlink, you will be taken to the Dispute Details page.
- Select **Motion to Intervene** from the drop-down menu and **Save**. This will take you to the webform, where you will go through the steps of filing the motion.
- In filling out the Intervention details, anything with an asterisk (*) is required.
- Add any Supporting Attachments by clicking the **+Upload Document** button to continue.



Serving Documents

Serving documents allows you to serve the intervention to select parties on the dispute.

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

- In the Serve Parties step, all parties on the dispute will be displayed. The user can click the checkbox in the **Serve Party** column to select who gets served.
- Each party will set their own preferred **Service Method**, which is how the motion will be served.
- You can also manually add service recipients by clicking on the **+Add Service Recipient** button.

Locate a Dispute	Intervenor Details	Intervention Details	Serve Parties		
Affidavit of Service					
Parties					
Select the parties to serve below. You may update service addresses for parties served via mail. Click the Add Service Recipient button to add parties to the service list.					
+ Add Service Recipient 3					
Serve Party	Name	Role	Address	Service Method	Service Date
<input checked="" type="checkbox"/> 1	Shawn Spencer	Employee	123 Main Street Lone Tree, CO 80124 2	US Mail	Choose a date * 6/2/2020 Edit Address
Notice					
Upon clicking Submit, Campus will:					
<ul style="list-style-type: none"> • Create and merge an Affidavit of Service with your filed document • Send an email to all parties who receive service via Campus 					
To serve parties by mail you must print a copy of the filed document and your Affidavit of Service.					
Declaration					
<input type="checkbox"/> I declare under penalty of perjury that everything that I have stated in this document is true and correct. Minn. Stat. § 358.116					
Electronic Signature					
Please type your First and Last Name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, any attorneys, the Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).					
Full Name of Signatory *					
<input type="checkbox"/> I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.					
Submit Form Back Cancel Preview Document					



Serving Documents

Serving documents allows you to serve the intervention to select parties on the dispute.

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

- In filling out the information, anything with an asterisk (*) is required.
- All boxes must be checked to declare and confirm, and your Electronic Signature must be entered exactly as it is in your Campus profile.
- Once the filing is submitted, you can find a record of it by going to the **My Forms** queue on the dashboard and clicking on the hyperlink under **Form Type**.

Add Service Recipient

Complete the fields below to add a service recipient. This recipient must be served via mail. Adding a recipient during this step will not add them as a party to the Case or Claim.

Name *

Role *

Address 1 *
Address 1

Address 2 *
Address 2

Outside US

Postal Code * City * Country

State Province Country
United States

Save 5 Cancel

Declaration

I declare under penalty of perjury that everything that I have stated in this document is true and correct. Minn. Stat. § 358.116

Electronic Signature

Please type your first and last name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, any attorney(s), the Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).

Full Name of Signatory *
Spencer Wilson

I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

Submit Form 7 Back Cancel Preview Document

My Queues

My Claims My Disputes 8 My Forms

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Nu...
Motion to Intervene		None	6/2/2020	Submitted	2048
Request for Inform...		None	5/28/2020	Submitted	2024
Initiate Dispute		None	5/28/2020	Submitted	2023
Initiate Dispute		None	5/28/2020	Submitted	2022



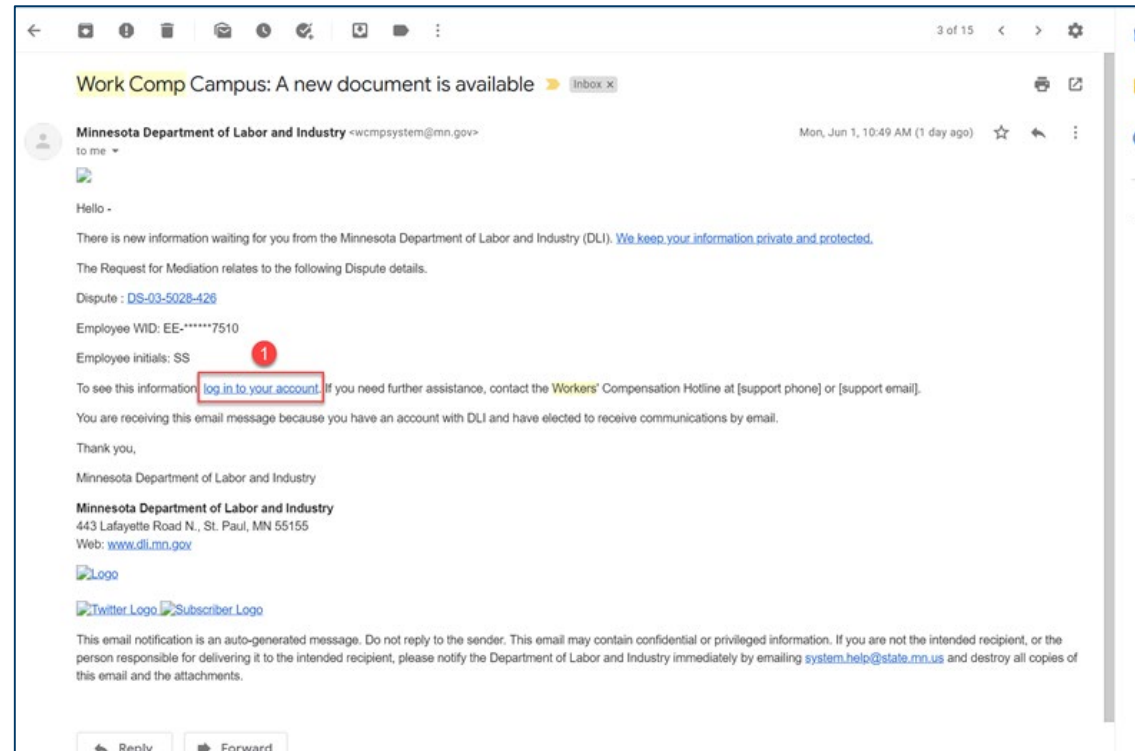
Receiving Service Emails

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

- When you are served a document electronically, you will receive an email indicating that there is a document available for you to view.
- This email will only contain basic information about the document and associated transaction.
- Once you click the hyperlink to log in and enter your log in credentials, you will be taken to the **Document Details** page in Campus.





Setting up Service of Process Designees

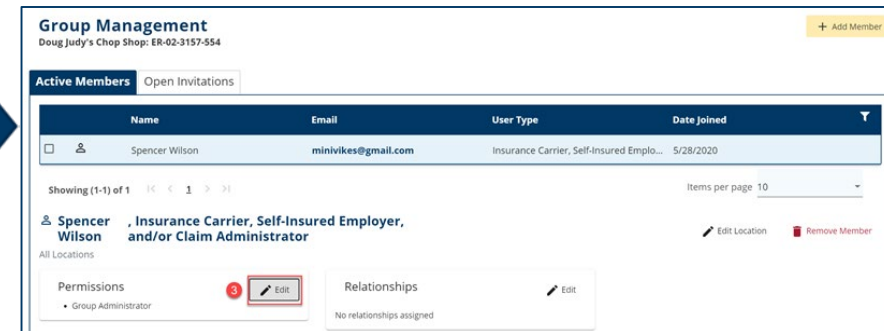
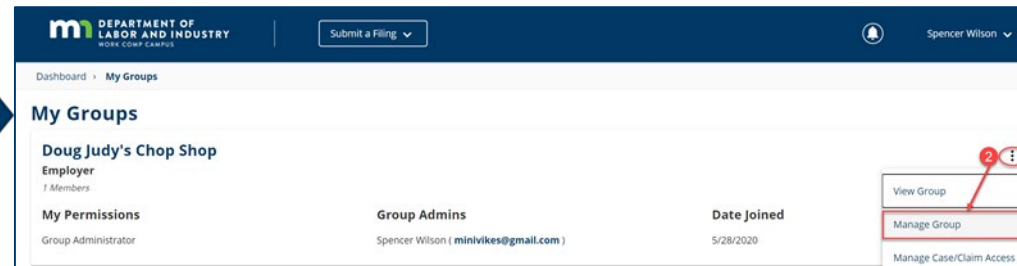
External users will also be served documents.

Setting up Service of Process Designees

Document Details Page

Demo

- Each external entity will have an assigned group admin, and the group admin can assign another user, or themselves, as the Service of Process Designee.
- From the Dashboard, click on your username on the top right and select **My Groups** from the drop-down menu.
- To assign a Service of Process Designee, click the kabob icon and choose **Manage Group**.
- On this page, it will show all Active Members and their roles. To assign a role to a user, click the **Edit** option in the **Permissions** box under their name.





Setting up Service of Process Designees

Setting up Service of Process Designees

Document Details Page

Demo

- Once this is done, if a document needs to be served on the entity, the user assigned to this role will receive that document.

Manage permissions for Spencer Wilson, Insurance Carrier, Self-Insured Employer, and/or Claim Administrator

Adjust the information below to add or remove permissions for the selected user, and click save to make any changes.

Item Pool	Selected Items
<input checked="" type="checkbox"/> Service of Process Designee <small>Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.</small>	<input type="checkbox"/> Group Administrator <small>Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</small>
<input type="checkbox"/> Designated Contact for Information Requests from DLI <small>Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.</small>	
<input type="checkbox"/> Designated Contact for Penalties <small>The users in this Permission group will receive all communications related to Penalties for the Group.</small>	
<input type="checkbox"/> Claim Access Administrator <small>The Users in this Permission group will be able to administer users' access to Claims and Cases within the group.</small>	

Save Cancel

Manage permissions for Spencer Wilson, Insurance Carrier, Self-Insured Employer, and/or Claim Administrator

Adjust the information below to add or remove permissions for the selected user, and click save to make any changes.

Item Pool	Selected Items
<input type="checkbox"/> Designated Contact for Information Requests from DLI <small>Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.</small>	<input type="checkbox"/> Group Administrator <small>Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</small>
<input type="checkbox"/> Designated Contact for Penalties <small>The users in this Permission group will receive all communications related to Penalties for the Group.</small>	<input checked="" type="checkbox"/> Service of Process Designee <small>Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.</small>
<input type="checkbox"/> Claim Access Administrator <small>The Users in this Permission group will be able to administer users' access to Claims and Cases within the group.</small>	

Save Cancel



Document Details Page

Document Details Page

Demo

- The **Document Details** page shows additional information about the document along with related links to associated transactions that can be viewed.
- To access the page from the Dashboard, click on the **My Forms** queue and click on the hyperlink under **Form Type**.
- The **Related Links** section is useful and shows any additional transactions associated to the document and can be viewed by clicking on the hyperlink.

My Overview

1
Open Claims
View details associated to your claims in the My Queue portal.

1
Upcoming Events
View and edit the details of your events in the Events portal.

0
New Documents
Review documents in the Notifications panel to ensure accuracy.

My Queues

My Claims | My Disputes | **My Forms**

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Nu...
Motion to Intervene		None	6/2/2020	Submitted	2048
Request for Inform...		None	5/28/2020	Submitted	2024
Initiate Dispute		None	5/28/2020	Submitted	2023

Dashboard • Document: DO-03-5593-769

Document: DO-03-5593-769

MOTION TO INTERVENE

1. The applicant is filing this Motion to Intervene in the following (checklist):
Medical Request dated: 6/2/2020 Reapplication Request dated: 6/2/2020
Claim Petition for City Medical Benefits or Reapplication Benefits dated: 6/2/2020

2. The applicant, Name (number) of entity filing this Motion to Intervene, has provided services or paid benefits to or on behalf of the employee and has a statutory right to intervene under Minnesota Statutes § 179.201.

3. Absent to this Motion to Intervene is an affidavit, setting the charges for services provided or payments made to or on behalf of the employee by the applicant from 5/1/2020 (date) to 5/1/2020 (date). The claim to date is \$100.00. Upon receipt of a party or a signed affidavit of the respondent/claimant hearing, the applicant acknowledges it will provide additional documentation, records and reports as required by law.

4. A determination in this case may affect the ability of the applicant to obtain payment for any services for the services provided or payments made to or on behalf of the employee as provided in the attached affidavit.

5. The applicant's representative, who has authority to settle on behalf of the applicant, Spencer Wilson, can be contacted at (762) 451-6264 (phone number) and mwilson@dlm.com (email address).

6. Therefore, the applicant requests it be allowed to intervene as a party in the above-captioned proceeding and that payment for services provided to benefits paid be made, with appropriate attorney's fees.

Date signed: 6/2/2020 Signature of person filing motion: Spencer Wilson
Attest: Electronically Signed by: Spencer Wilson
Name: Spencer Wilson Date: 6/2/2020 at 10:46:07 CT
Mailing address: Email address: mwilson@dlm.com
Telephone: (762) 451-6264

Document Details

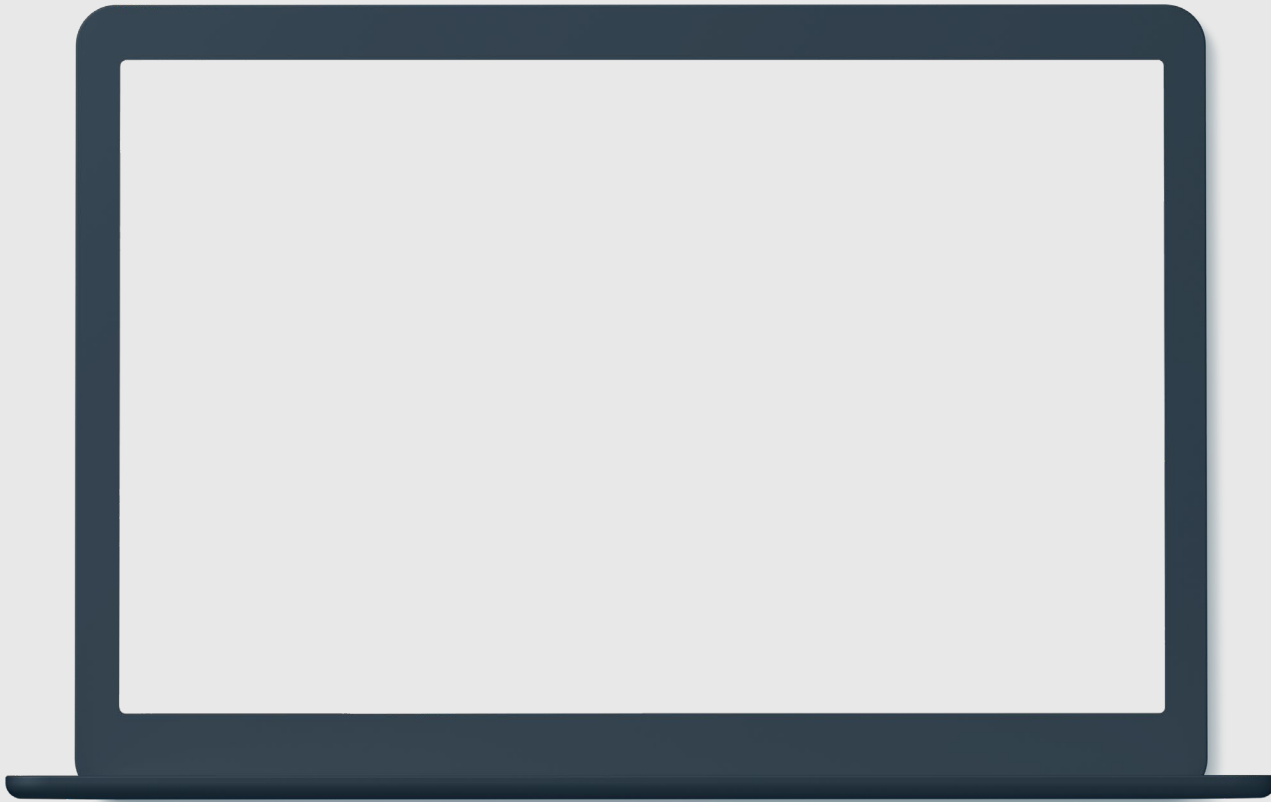
If document details or the Case/Claim to which the document was uploaded should be updated, please contact the Department of Labor and Industry at (Support Phone Number) or (Support Email Address).

Document Type: Motion to Intervene
Document Source: Webform
Description: Motion To Intervene
Created By: Spencer Wilson
Created Date: 6/2/2020
Updated By: Spencer Wilson
Updated Date: 6/2/2020
Confidential: No

Related Links

Associated To: DS-03-5028-391

Demo



In this demo, you will see how to...

- **Filing a Form with an Affidavit of Service**

Agenda

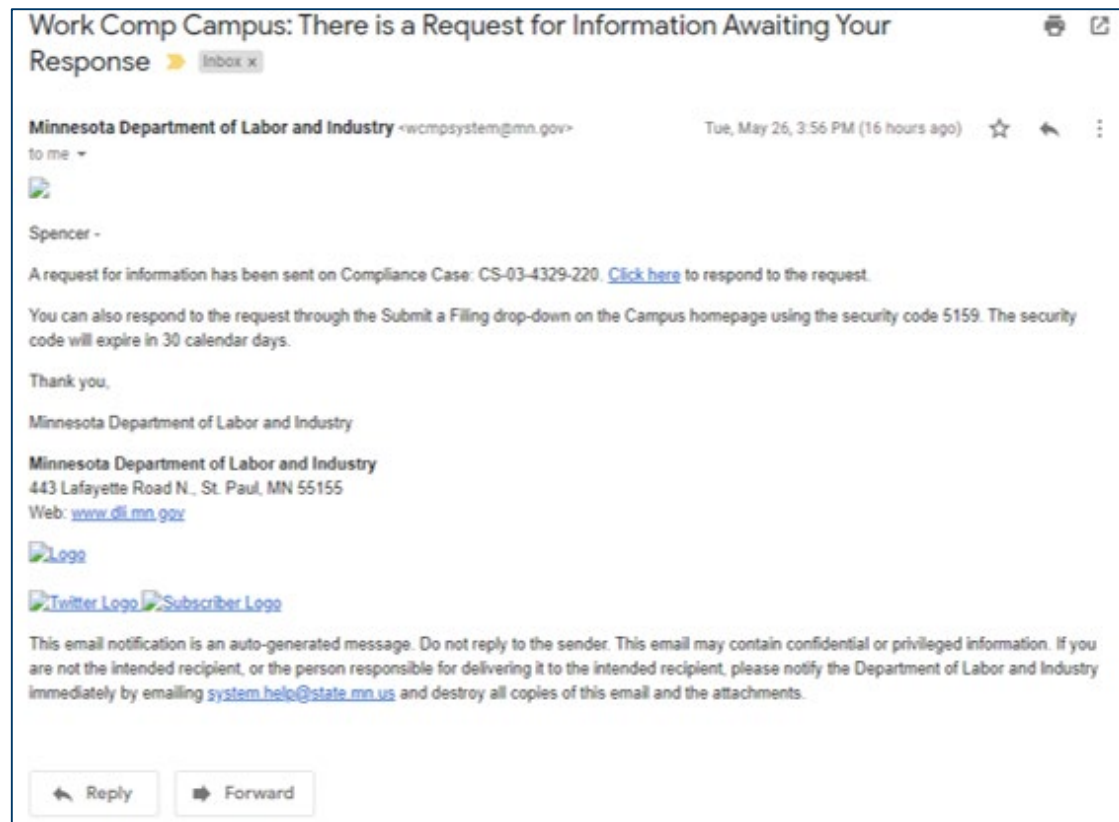
- 1 **Campus Overview & Benefits** *5 min*
- 2 **Getting Started With Campus** *60 min*
- 3 **Group Management** *20 min*
- 4 **Claim Access** *20 min*
- 5 **Claim Overview** *20 min*
- 6 **Electronic Service** *20 min*
- 7 **Requests for Information** *20 min*



Request for Information |

Request for Info Email & Webform

When an internal user sends a Request for Information to an external user, they will receive an email with instructions on how to respond, as well as the number of days they are expected to respond within.



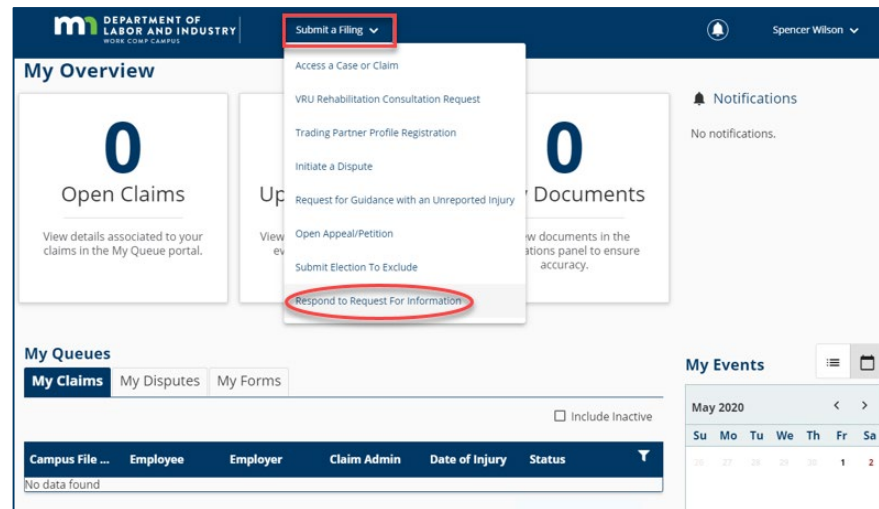


Request for Information |

Request for Info Email & Webform

Navigation to the response is possible in two ways:

1. Do not navigate from the email link and use the PIN, which was sent in the email.
2. Navigate via the Submit a Filing dropdown in the dashboard. (Screenshot below)



This will prompt to enter a PIN, which will link responses to the correct request for information. Clicking the link in the email, will not require to entering a PIN. The log-in page will display, and from there, directly to the webform submission. If already logged into Campus, the webform will display.



Request for Information |

Request for Info Email & Webform

On the next page, there are two buttons: **Download** and **View Document**. The **Download** button will allow the download of the actual request for information, while the **View Document** button will be able to view it in the browser.

Request For Information
There has been a request for additional information regarding Compliance Case: CS-03-4329-220.

PIN Validation **2** Response Details

Read the details of the request in the document below and attach all requested information and supporting documents.

RFI Test Template.pdf
Request For Information

Download View Document

Supporting Attachments

+ Upload Document

File Name	File Type	Description	Remove
RFI Response.docx	Supporting Attachment for Response to Request for Information	Supporting Attachment for Response to Request for Information	Remove

Submit Form Back Cancel

The response cannot be submitted without a document uploaded. Once a document or multiple documents have been uploaded, they click **Submit** to complete the response.

Supporting Attachments

+ Upload Document

File Name	File Type	Description	Remove
RFI Response.docx	Supporting Attachment for Response to Request for Information	Supporting Attachment for Response to Request for Information	Remove

Submit Form Back Cancel



Request for Information |

Request for Info Email & Webform

Once a response has been submitted, the process has been completed. The user who submitted the response can view it on the **My Forms Queue** on their dashboard.

My Overview

0 Open Claims
View details associated to your claims in the My Queue portal.

0 Upcoming Events
View and edit the details of your events in the Events portal.

0 New Documents
Review documents in the Notifications panel to ensure accuracy.

Notifications
No notifications.

My Queues

My Claims | My Disputes | **My Forms**

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation ...
Request for Info	Complaint Inve...	CS-03-4329-220	5/27/2020	Submitted	1936

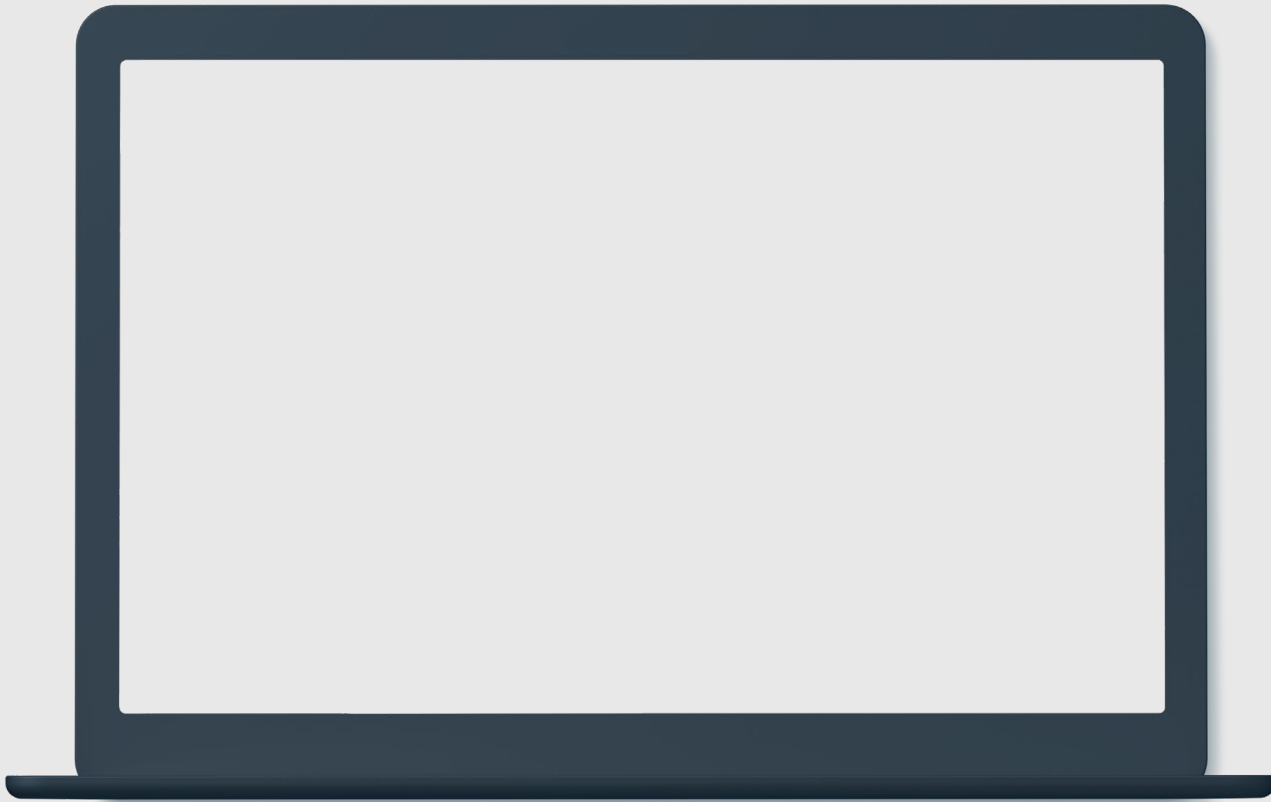
Showing (1-1) of 1 | Items per page 10

My Events

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Demo



In this demo, you will see how to...

- TBD

Congratulations in completing Campus 101 for Attorneys!

Reach out with any questions to <placeholder support email>.



Thank you!

