



MINNESOTA

WORKERS' COMPENSATION
MODERNIZATION PROGRAM

Session II: Initiate Disputes on CAMPUS

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

Claims vs. Disputes

Claims

Each date of injury is a separate claim – Injured employees can have multiple claims

- Claim 1 – 1/1/2020 DOI
- Claim 2 – 2/5/2020 DOI
- Claim 3 – 7/4/2020 DOI

Disputes

Each claim can have multiple disputes

- Medical dispute – 1
- Medical dispute – 2
- Medical dispute – 3...
- Mediation...
- Rehab dispute – 1
- Rehab dispute – 2
- Rehab dispute – 3 ...

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 screenshot shows the CAMPUS Dashboard interface with several callouts explaining key features:

- 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 the following sections:

- My Overview:** 1 Open Claims, 0 Upcoming Events, 0 New Documents.
- My Queues:** My Claims, My Disputes, My Forms.
- Table:**

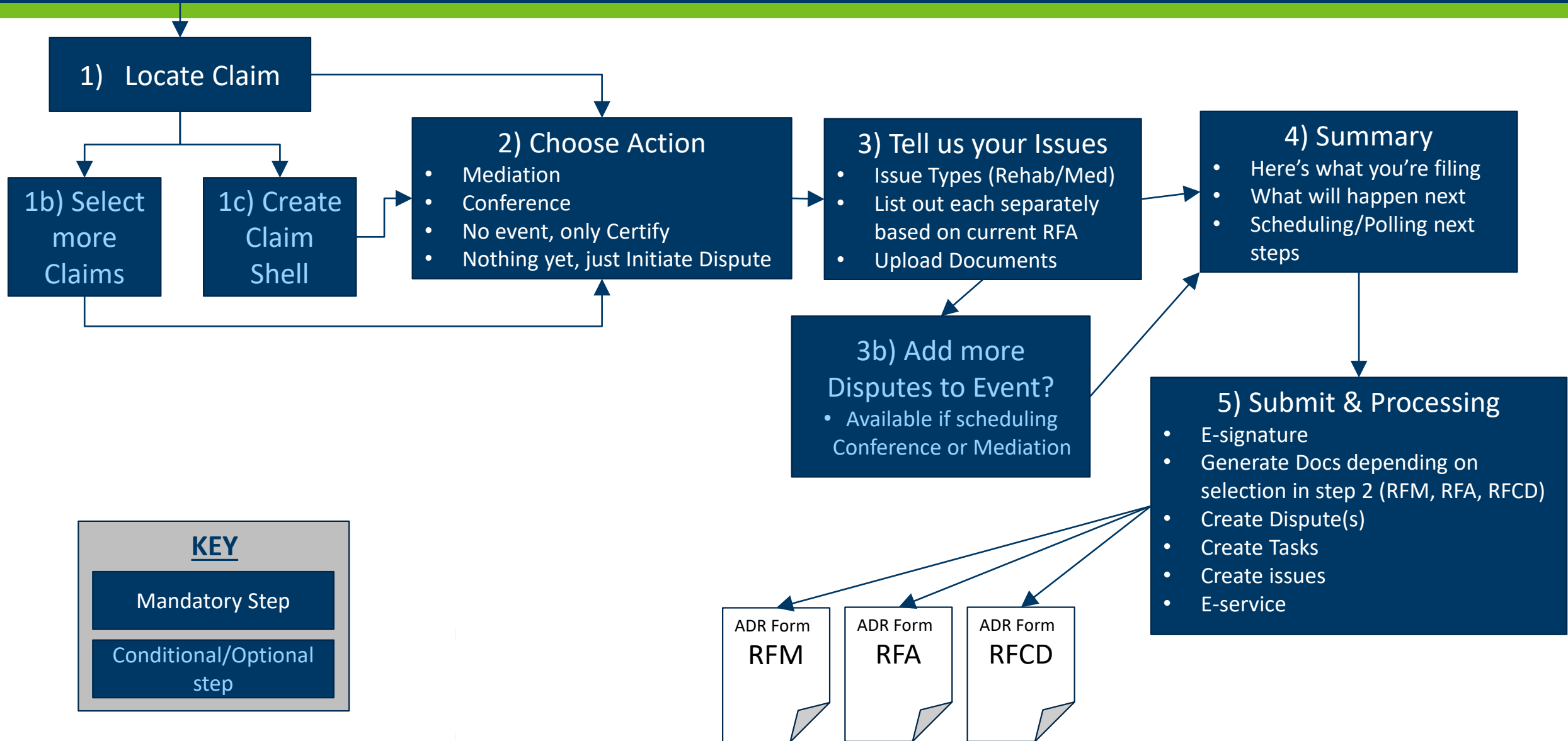
Campus File Number	Employee	Employer	Claim Admin	Date of Injury	Status
CL-123456789	G	M		4/21/2020	Open/Not Contested

Showing (1-1) of 1 items per page 10

My Events: May 2020 calendar view.

Initiate Dispute

Dispute Resolution: Initiate Dispute Webform



Step 1: Gain Access to a Claim

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.

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)***

- 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.

Step 2: Initiate a Dispute (Medical or Rehab)

Initiate Dispute Webform

External users will have the ability to initiate a dispute in CAMPUS from the Dashboard or the Claims Details page.

- As you go through the webform, some steps will automatically pull in the parties from the related claim and will also give you the option to add others.
- When the webform is completed, and the dispute has been created. If you did not previously have any disputes, the **My Disputes Queue** will now show on the dashboard. But if you already had this, then a new dispute will be added to the queue.

The screenshot shows the CAMPUS webform interface. The top navigation bar includes the logo for the Department of Labor and Industry and the text 'DEPARTMENT OF LABOR AND INDUSTRY WORK COMP CAMPUS'. The main content area is titled 'My Overview' and features several sections: 'Open Claims' (3), 'My Queues' (My Claims, My Disputes, My Forms), and 'Documents' (0). A dropdown menu is open, showing options such as 'Access a Case or Claim', 'Individual Rehab Provider Registration', 'Initiate a Dispute', 'Object to Penalty', 'Open Appeal/Petition', 'Rehab Provider Registration', 'Request for Guidance with an Unreported Injury', 'Respond to Request For Information', 'Submit Election To Exclude', 'Trading Partner Profile Registration', and 'VRU Rehabilitation Consultation Request'. A red circle with the number '1' highlights the 'Submit a Filing' dropdown, and another red circle with the number '2' highlights the 'Initiate a Dispute' option. Below the main content area, there is a section titled 'Rehabilitation Dispute For:' with a dispute ID of 'DS-06-9843-265' and an 'Open' button. A red circle with the number '1' highlights the '+ Submit Filing' button. The 'Dispute Overview' section shows a table with columns for 'Certified', 'Multiple Claims', 'Managed Care', and 'UCWCP'. The 'Dispute Details' section shows 'Dispute Type' as 'Rehabilitation' and 'Date Received' as '6/26/2020'.

Step 3: Admin Conference or Mediation

Choose Dispute Action Webform

- Through this webform, you can **Request a Mediation** or an **Admin Conference**. Note that to request a Mediation, the Dispute must be certified, and to request an Admin Conference, there must be at least one issue in dispute.
- Once this webform is submitted, a poll can be initiated, or assigned to someone else a poll initiator.

Choose a Dispute Resolution Service

Select a Resolution Service you would like to help resolve your Dispute. If you want to request an Administrative Conference, there must be documented issues on this Dispute. To add

--

- Request a Mediation
- Request an Administrative Conference

Your selected request will generate a Document to be distributed to all parties, it also may request an Event. Please see below for details on what your submission will create for your Dispute.

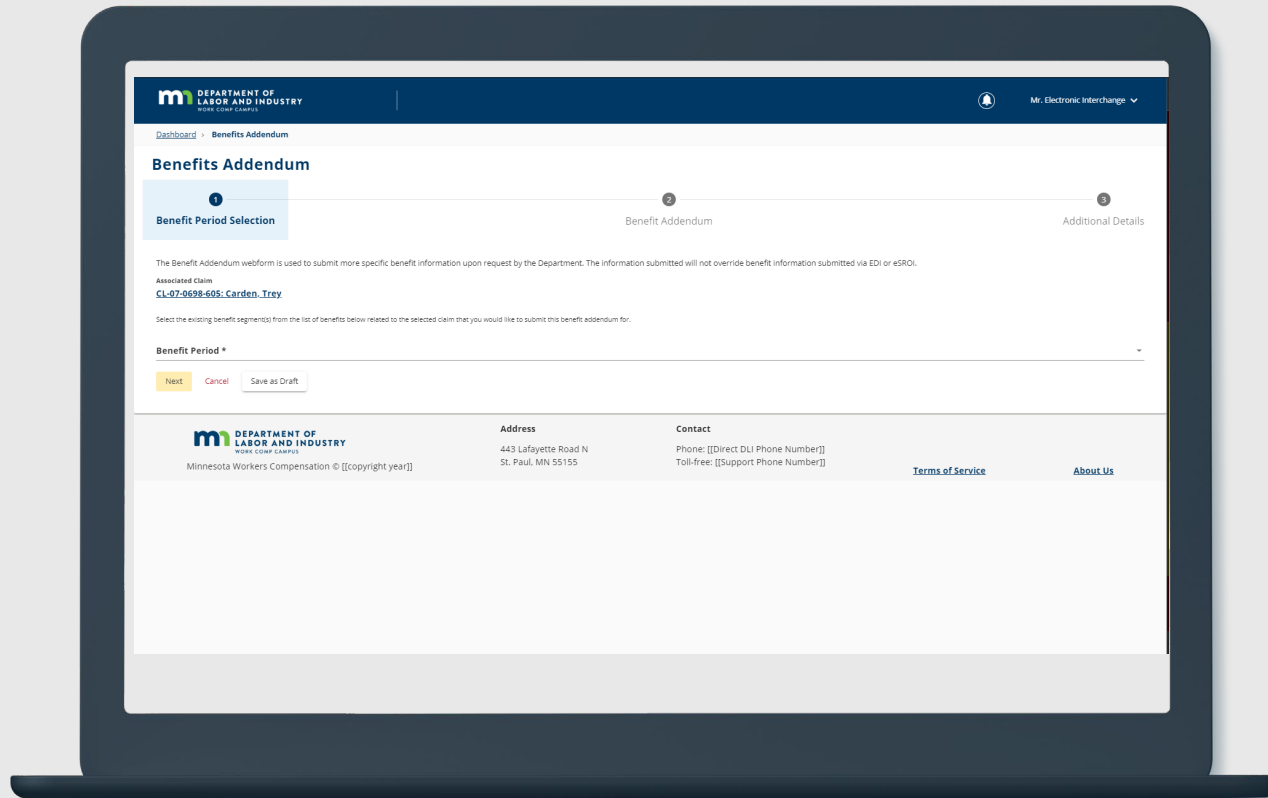
Claims Associated to this Dispute

Claim Name	Employee ID (WID)	Employer	Insurer	TPA
Joe Harris: Injury on 06/01/2020	Joe Harris	Taylor Tools	New Brighton Insurance	

Parties in Dispute

Name	Role	Address
Joe Harris	Requesting Party	None identified
Taylor Tools	Employer	None identified
New Brighton Insurance	Insurer	None identified

Demo



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

- Access/Locate a Claim
- Submit a Request for Certification
- Initiate a Dispute (Medical or Rehab)

Amend Dispute Webform

Using this webform, you can add or remove parties, add or remove issues and add documents to the dispute.

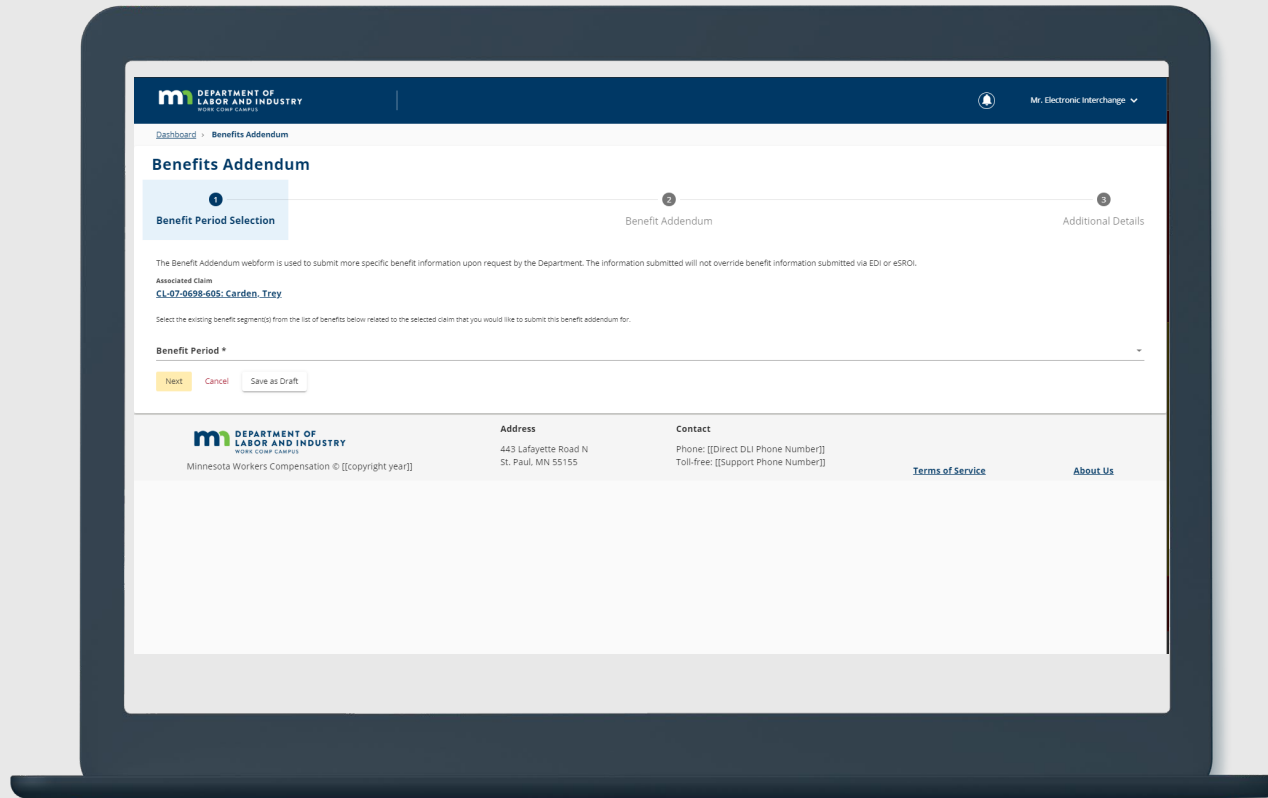
- To access, select **Amend Dispute** in the drop down on the **Submit a Filing** page.
- Complete all 5 sections and click **Submit Form** at the end to complete the action
- Users can only Amend a Dispute **BEFORE** an Administrative Conference is held

The screenshot displays the 'Amend Dispute' webform interface. At the top, a 'Submit a Filing' dropdown menu is open, with 'Amend Dispute' selected and circled in red, marked with a red '1'. Below this, the 'Amend Dispute' section is visible, containing a progress bar with five steps: 1. Identify Parties, 2. Document Issues in Dispute, 3. Filing Summary & Signature, 4. Affidavit of Service, and 5. (unlabeled). The 'Identify Parties' step is currently active. Below the progress bar, there are sections for 'Party You Represent' and 'Parties in Dispute'. The 'Parties in Dispute' section includes a table with the following data:

Role	Address
Employee	None Identified
Insurer	None Identified

At the bottom of the form, there are navigation buttons: 'Back', 'Next', 'Save as Draft', 'Preview', and 'Cancel'. A red '3' is placed over the 'Next' button. The footer of the page includes the logo for the Minnesota Department of Labor and Industry and the website address www.dli.mn.gov.

Demo



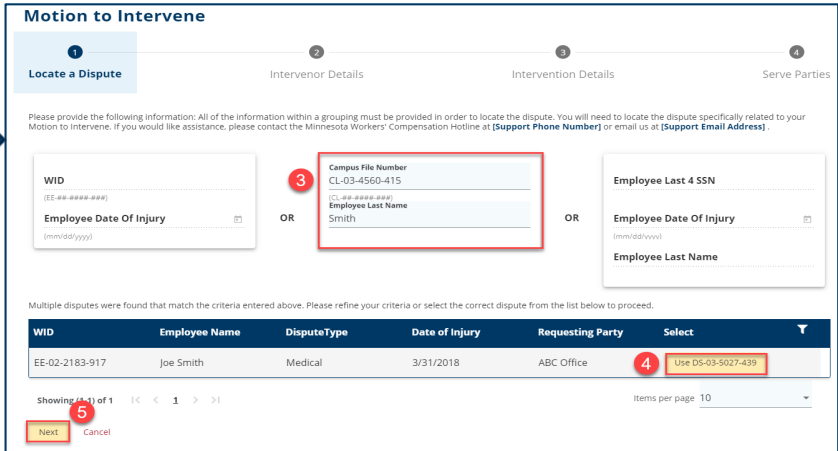
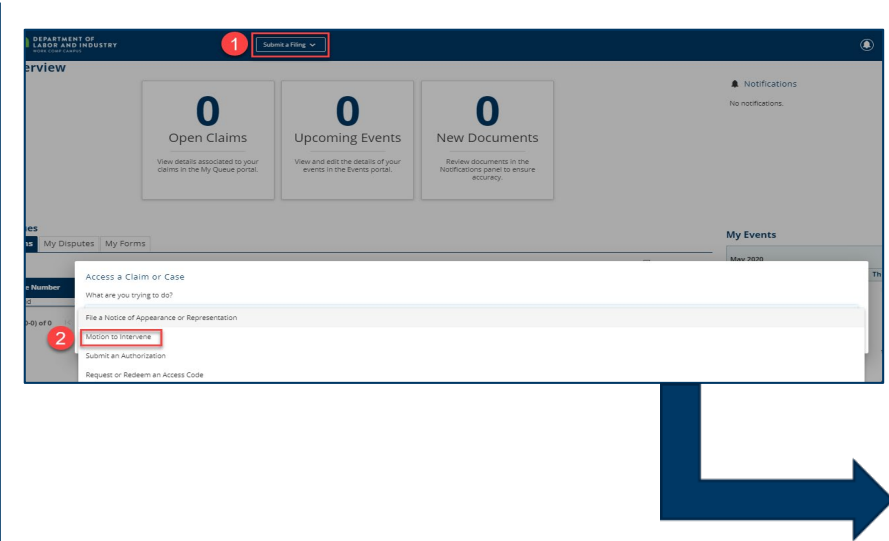
In this demo, you will see how to...

- Amend a Dispute
- Responding to Request (Filing a Medical or Rehab Request)

Motion to Intervene

Motion to Intervene

- As a potential Intervenor looking to gain access to a Dispute, you will need to file a Motion to Intervene.
- To access, click on the **Submit a Filing** drop-down to access the menu and **Select Access a Case or Claim**.



Motion to Intervene

Motion to Intervene

- Fill out the required fields on the page.
- Click the **+Upload Document** button to attach supporting documentation.
- When complete, click **Submit Form**.

Demo

The screenshot shows a web browser displaying the 'Notice of Appearance or Representation' form. The page header includes the Minnesota Department of Labor and Industry logo and the user name 'Johnnie Cochran'. A progress bar at the top indicates four steps: 1. Locate a Claim (active), 2. Representation on a Claim or on a Case Under a Claim, 3. Enter Appearance, and 4. Serve Parties. Below the progress bar, a note states: 'Please provide at least one of the following sets of information. All of the information within a grouping must be completed in order to locate a claim. If you would like assistance, please contact the Minnesota Workers' Compensation Hotline at [Support Phone Number] or email us at [Support Email Address].'

The form contains three input groups:

- Group 1:** WID (EE-##-####-###) and Employee Date Of Injury (mm/dd/yyyy).
- Group 2:** Campus File Number (CL-##-####-###) and Employee Last Name.
- Group 3:** Employee Last 4 SSN and Employee Date Of Injury (mm/dd/yyyy).

Each group is separated by an 'OR' label. At the bottom left, there are 'Next' and 'Cancel' buttons. The footer contains the department logo, address (443 Lafayette Road N, St. Paul, MN 55155), contact information (Phone: [[Direct DLI Phone Number]], Toll-free: [[Support Phone Number]], Terms of Service, and About Us.



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

- File a Motion to Intervene

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.

Dispute ID	Dispute Type	Petitioner	Employee	Date of Injury	Status
DS-03-5028-391	Medical	Shawn Spencer	Shawn Spencer: EE...	05/04/2020	Pending Review
DS-03-5028-395	Rehabilitation	Shawn Spencer	Shawn Spencer: EE...	05/04/2020	Pending Review

The applicant is filing this Motion to Intervene in the following disputes: DS-03-5028-391

Medical Request Date * 5/28/2020

Total Claim Amount to Date * Start Date * End Date *

Organization *

First Name * Spencer, Last Name * Wilson, Title * , Phone * (703) 481-9944, Email * minivikes@gmail.com

Supporting Attachments

+ Upload Document

Submit a Filing

Please indicate the type of filing you wish to make.

Filing Name: Motion to Intervene

Save Back

Motion to Intervene

Locate a Dispute Intervenor Details Intervention Details Serve Parties

Organization *

Next Back Cancel Save as Draft

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:

- 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. § 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 *

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

Setting up Service of Process Designees

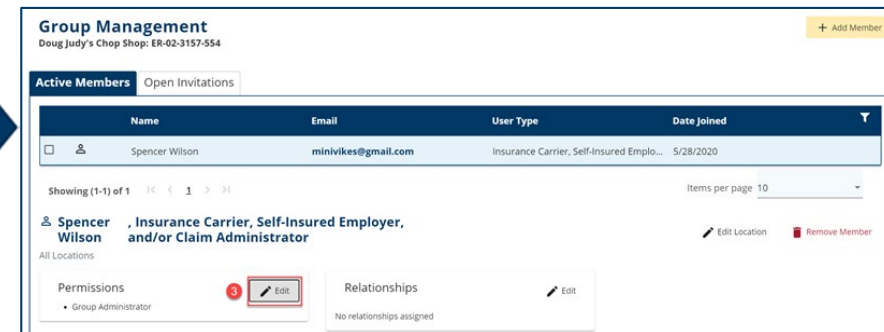
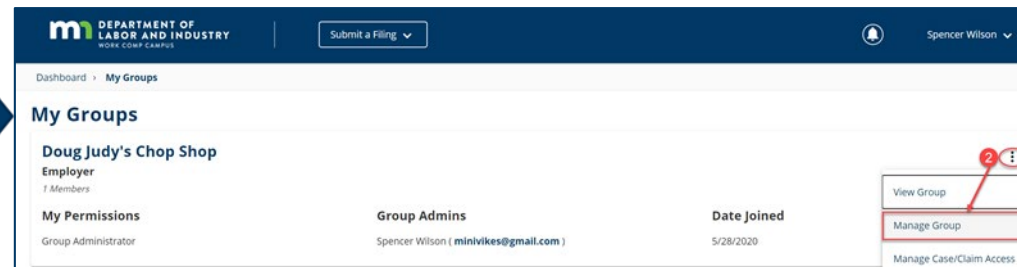
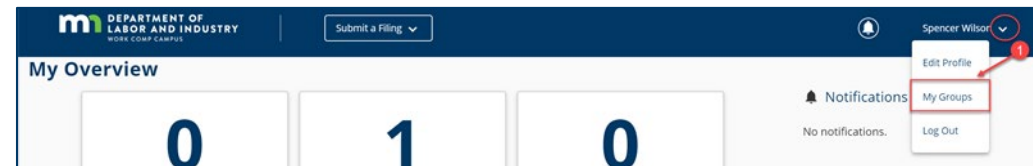
External users will also be served documents.

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
<p>4 + Service of Process Designee 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.</p>	<p>Group Administrator Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</p>
+ Designated Contact for Information Requests from DLI Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.	
+ Designated Contact for Penalties The users in this Permission group will receive all communications related to Penalties for the Group.	
+ Claim Access Administrator The Users in this Permission group will be able to administer users' access to Claims and Cases within the group.	

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
+ Designated Contact for Information Requests from DLI Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.	<p>5 Service of Process Designee 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.</p>
+ Designated Contact for Penalties The users in this Permission group will receive all communications related to Penalties for the Group.	<p>Group Administrator Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</p>
+ Claim Access Administrator The Users in this Permission group will be able to administer users' access to Claims and Cases within the group.	

6 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 Informi...		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

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](#)

Document Content:

MOTION TO INTERVENE

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

2. The applicant, Name (enter name 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 costs 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, Employee can be contacted at (762) 461-6264 (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, and appropriate attorney's fees.

Date signed: 6/2/2020 Signature of person filing motion: Spencer Wilson
Printed name: Spencer Wilson Date: 6/2/2020 at 10:46:57
Name: Spencer Wilson
Mailing address: Email address: mwilson@dlm.com
Telephone: (762) 461-6264

Thank you!

 **MINNESOTA**
WORKERS' COMPENSATION
MODERNIZATION PROGRAM