



MINNESOTA

WORKERS' COMPENSATION
MODERNIZATION PROGRAM

Group Management

Course Description

This course will review general processes for adding and removing users to your groups within Campus, as well as adjusting permissions for users and allocating claim and/or case access.

Audience

- External Campus Users

Course Length

1.5 hours

Prerequisites

None

- 1 **Navigation**
- 2 **Roles, Permissions, and Relationships**
- 3 **Invitations, Adding, and Removing Users**
- 4 **Claim and Case Access**
- 5 **Questions**



Groups In Campus

My Groups

- 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.**

Group Information

Dashboard > My Groups

My Groups

Employer
7 Members

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		

Employer
3 Members

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)	

Wilson's Wands
Employer
5 Members

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)	



Groups In Campus

My Groups

- 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

DEPARTMENT OF LABOR AND INDUSTRY
WORK CAMPUS

Darth Vader

Dashboard > My Groups

My Groups

Employer
7 Members

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

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

Date Joined
4/14/2020

- 1. Menu icon
- 2. Manage Group

Group Management

+ 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 << < 1 > >> Items per page 10

Darth Vader, General

- 4. Edit Location
- 5. Edit Permissions
- 6. Edit Relationships
- 7. Remove Member
- 3. Date Joined header

Permissions
• Group Administrator
• Service of Process Designee
• Designated Contact for Information Requests from DLI

Relationships
No relationships assigned

Agenda

- 1 Navigation
- 2 Roles, Permissions, and Relationships
- 3 Invitations, Adding, and Removing Users
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Roles, Permissions, and Relationships

- Group Administrator - able to add or remove members from the group and assign or revoke group permissions for each group member
- Service of Process Designee - receives documents requiring legal service through Campus
- Designated Contact for Penalties - receives penalties created and served within Campus
- Designated Contact for Information Requests from DLI - receives any requests for information from DLI (similar to the letters sent via mail today)
- Profile Management - able to update entity information, such as addresses or entity name
- Claim Access Administrator - manages access to specific claims and cases
- Global Claim Access – gives access to all claims associated with the group (this is limited to Insurer and TPA entities)



Roles, Permissions, and Relationships

Groups In Campus

My Groups

- Each group that you are associated with shows the **Permissions, Group Admins,** and **Date Joined.**

Group Information

My Groups

Twin Lakes Claims

TPA

2 Members

My Permissions

Group Administrator

Service of Process Designee

Designated Contact for Information Requests from DLI

Designated Contact for Penalties

Profile Management Designee

Claim Access Administrator



Roles, Permissions, and Relationships

Groups In Campus

My Groups

Manage Group Members

- Permissions and roles are flexible, so users can have multiple permissions and/or roles, and multiple users may be assigned to a role.

The screenshot shows a web interface for "Group Management" under "My Groups". The main heading is "Management" and the sub-heading is "Manage permissions for Angie Andresen, General". Below this, there is a description: "Adjust the information below to add or remove permissions for the selected user, and click save to make any changes." The interface is divided into two columns: "Item Pool" and "Selected Items".

Item Pool	Selected Items
<ul style="list-style-type: none"> + Group Administrator <i>Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</i> + Service of Process Designee <i>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.</i> + Designated Contact for Information Requests from DLI <i>Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.</i> + Designated Contact for Penalties <i>The users in this Permission group will receive all communications related to Penalties for the Group</i> + Profile Management Designee <i>The Users in this Permission group will have access to the Edit Profile link, and have authority to Edit the profile of the TPA</i> + Claim Access Administrator <i>The Users in this Permission group will be able to administer users' access to Claims and Cases within the group</i> 	None selected.

At the bottom of the interface, there are "Save" and "Cancel" buttons. The footer of the page includes the logo for the Department of Labor and Industry, the address "443 Lafayette Road N", and the phone number "651-284-500".



Roles, Permissions, and Relationships

Groups In Campus

Manage Group Members

Relationships

- For certain types of users, relationships can be established. Related users can take certain actions on behalf of others (e.g. paralegals may file on behalf of related attorneys).

Lindsey Crawford, Paralegal

All Locations

Permissions

 Edit

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

Relationships

 Edit

- Erin Brockovich, Attorney

Agenda

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Adding Users

Groups In Campus

Manage Group Members

Add Members

- As a Group Administrator, you have the ability to add users to Campus.

Add Member

Enter the email address of the individual you wish to invite to this group.

Email Address *
Email Address

Confirm Email *
Confirm Email

(Optional) Select a location for this Member. If no specific location applies, leave as All.

Address
All

(Optional) Assign permissions. These will be applied for the individual when he/she joins the group. If none selected, default permissions will apply.

Item Pool	Selected Items
<input type="checkbox"/> Group Administrator <i>Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</i>	None selected.
<input type="checkbox"/> Service of Process Designee <i>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.</i>	
<input type="checkbox"/> Designated Contact for Information Requests from DLI <i>Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.</i>	
<input type="checkbox"/> Designated Contact for Penalties <i>The users in this Permission group will receive all communications related to Penalties for the Group</i>	
<input type="checkbox"/> Profile Management Designee <i>The Users in this Permission group will have access to the Edit Profile link, and have authority to Edit the profile of the TPA</i>	

Add **Cancel**



Group Invitations

Groups In Campus

Manage Group Members

Invitations

- You can also invite users to join Campus and/or your established groups.

The screenshot shows the 'Group Management' page for 'Twin Lakes Insurance: IR-02-5896-357'. The page has a dark blue header with the 'm' logo and 'DEPARTMENT OF LABOR AND INDUSTRY WORK COMP CAMPUS'. The breadcrumb trail is 'Dashboard > My Groups > Group Management'. The main title is 'Group Management' with a '+ Add Member' button. Below the title are two tabs: 'Active Members' and 'Open Invitations', with 'Open Invitations' selected. A table lists one invitation:

Name	Email	User Type	Date Invited
<input type="checkbox"/> Justin Thompson	wcmptester+training2@gmail.com	Pending Registration	8/20/2020

Below the table, it says 'Showing (1-1) of 1' with navigation arrows and 'Items per page 10'. A profile card for Justin Thompson is shown with address '123 Main St NE, Minneapolis MN 55418' and a list of permissions: Group Administrator, Service of Process Designee, Designated Contact for Information Requests from DLI, Designated Contact for Penalties, Designated Contact for Assessments, Profile Management Designee, and Claim Access Administrator. Action buttons for 'Edit Location', 'Resend Invite', and 'Retract Invite' are visible.



Removing Group Members

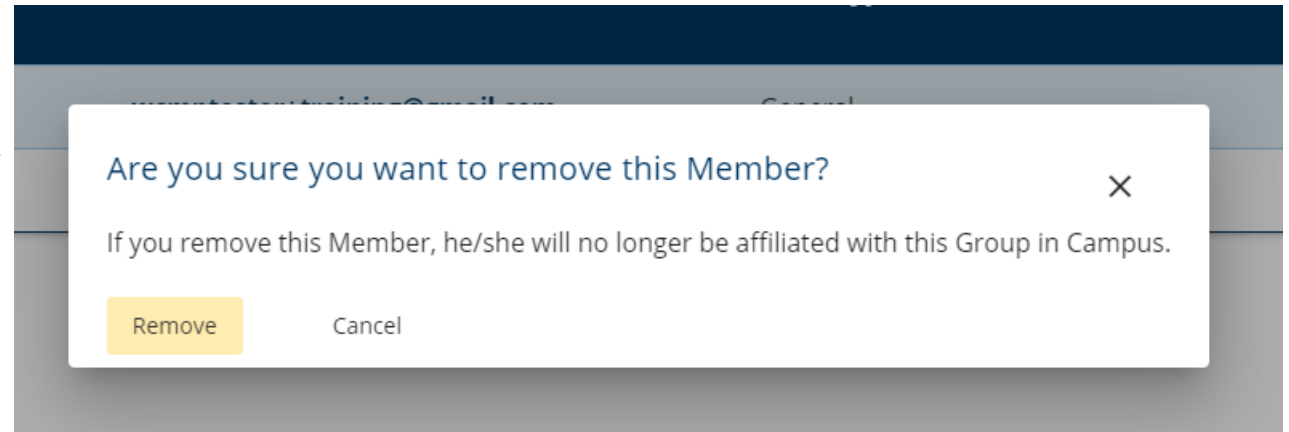
Groups In Campus

Manage Group Members

Remove Members

- You can also remove members from your groups.
- Removing a member does not remove their access to Campus, only their access to your group(s).

 Edit Location  Remove Member



Agenda

- 1 Navigation
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Claim and Case Access

Groups In Campus

Manage Case/Claim Access

- Claim and/or access can be granted to any and all members of your group.
- Members of Employer, Insurer, or TPA groups may allocate access to claims and/or cases via the Global Claim Access permission OR by specifically granting access at the claim level.
- Members of Law Firms or Rehab Firms may allocate access to cases, as claim access is assigned via authorizations or specific legal filings.

Members with Access

Aubree Johnson: Injury on 08/01/2020

Claim : CL-07-2921-189

Members with Access[®] Edit

- Angie Andresen
- Rose Scott



Claim and Case Access

Groups In Campus

Manage Claim/Case Access

Bulk Editing of Access

- Access may be granted individually or in bulk.

Bulk Grant or Remove Member Access to Claims

Select one of the following:

Grant Access Remove Access

Select members and claims for which you wish to edit access. You may select multiple members and claims.

Select All Claims

Claims

Group Members

- + Angie Andresen
- + Rose Scott

Selected Group Members

No group members selected

Save Cancel

Injury on 03/29/2018 DMP1032918 CL-07-2920-991 Claim Admin Default Status Placeholder

Agenda

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Congratulations!

You have completed the Campus Group Management Training.

Reach out with any questions to DLI.WCMP@state.mn.us.

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