



MINNESOTA

WORKERS' COMPENSATION
MODERNIZATION PROGRAM

External Dispute Resolution in Campus

Dispute Resolution for External Stakeholders

Course Description

In this course you will learn about Disputes in Campus, how to initiate and amend them, and the different avenues towards resolution available

Audience

- External Users/Parties involved in Disputes

Course Length

2 hours

Prerequisites

- Campus 101 for Organizations



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

Agenda

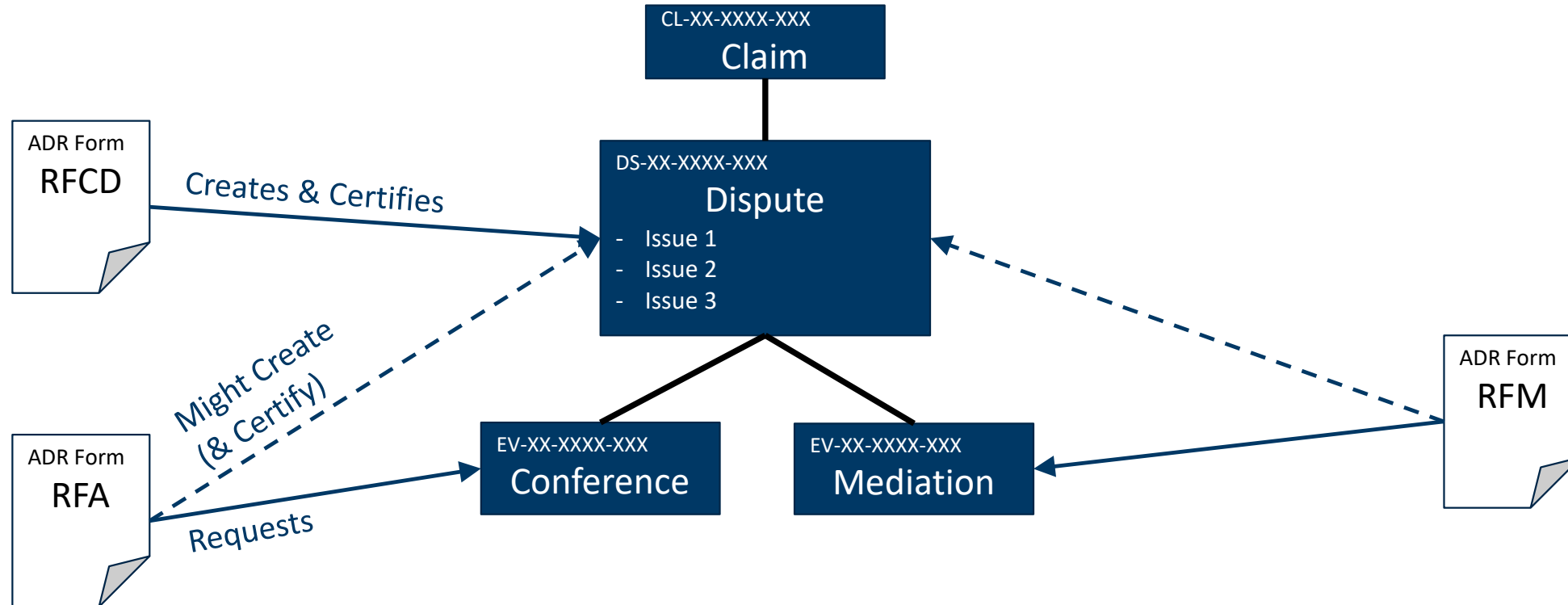
- 1 **Disputes** *60 min*
- 2 **Claim Access** *20 min*
- 3 **Scheduling** *30 min*
- 4 **WCCA Cases** *20 min*

- One of the stated goals of the Minnesota Workers' Compensation Act is to support informal resolution of disputes. See MN Statutes 176.261. The Alternative Dispute Resolution (ADR) unit at DLI helps prevent and resolve disputes among parties to a workers' compensation case. ADR staff or other parties involved may intervene to help prevent and resolve a dispute at any time during a workers' compensation claim. Some services are statutorily required, and others are voluntary.
- The services provided to customers by the ADR unit can be organized as follows:
 1. Certify Dispute: a process whereby an issue can be formally designated by DLI as a "dispute"; required before an employee's attorney can be paid for services on most litigated issues
 2. Administrative Conference: scheduled resolution process resulting in an administrative decision
 3. Mediation: scheduled process to facilitate informal, confidential and mutual agreement-based resolution.

Dispute Resolution – Old Process

- Currently, ADR forms are filed and create cases of the same name
 - Request for Assistance- When filed, it may open a new Dispute if one does not already exist, and it also serves to request a Conference event. ADR will also Certify if needed
 - Request for Mediation- This form also may open a new Dispute, and it serves to request a Mediation event
 - Request to Certify Dispute- This form will open a new Dispute, and serves to request that Certification

Dispute Resolution – Old Process

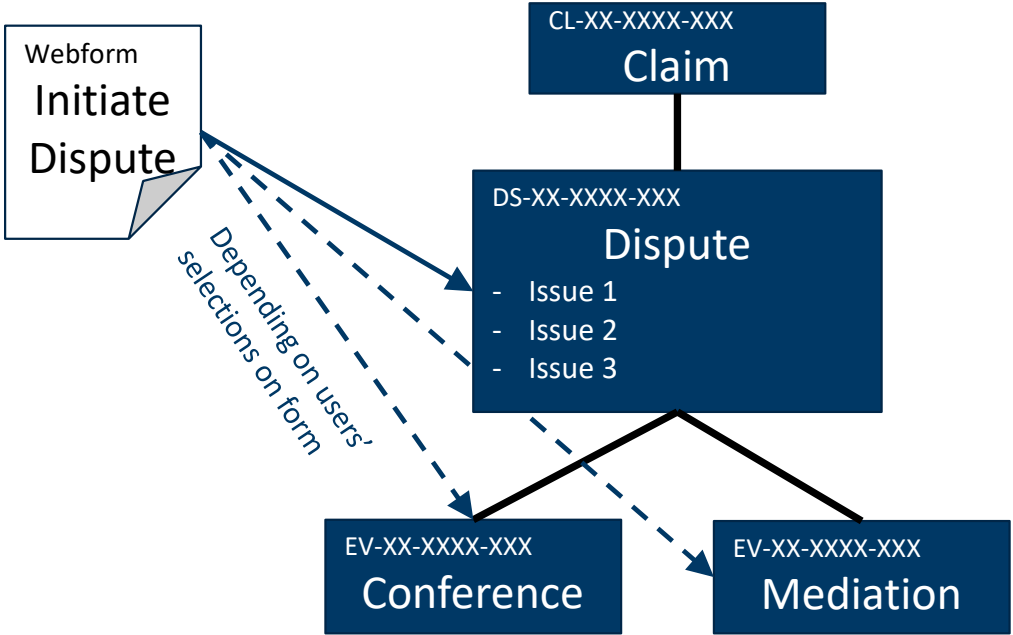


Dispute Resolution – Campus: New Process

New process for filing Disputes...

- Includes single starting point for initiating new Dispute
- Allows User to decide and drive what needs to happen on Dispute
- Still generates existing documents at the end of collecting data from the User (RFA, RFCD, RFM still generated, but don't drive the process)
- Lead users to existing Dispute Details page for further actions on existing dispute

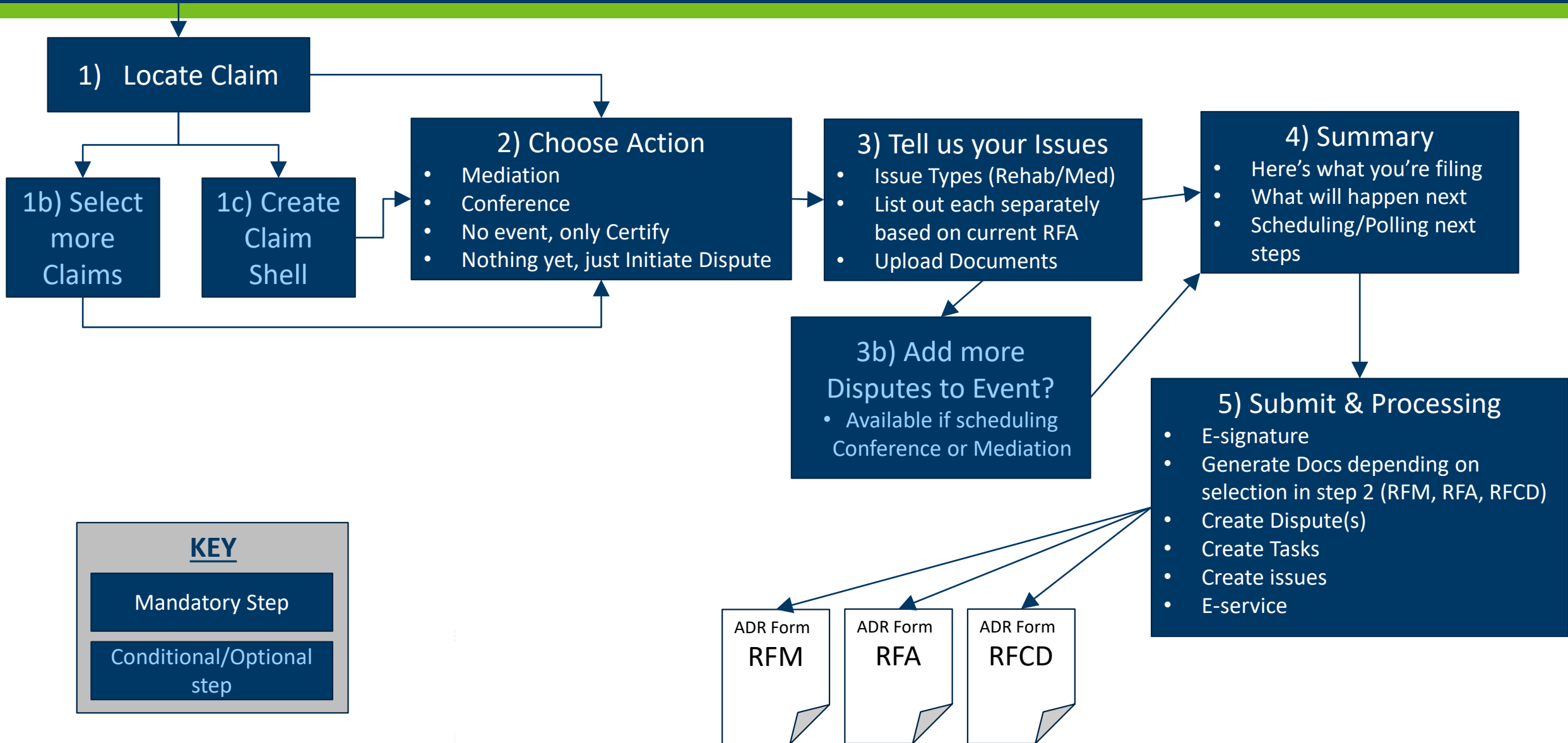
Dispute Resolution – Campus: New State



From an existing Dispute in Campus, the user can also request additional resolution services (Certification/Conference/Mediation)

Initiate Dispute

Dispute Resolution: Initiate Dispute Webform





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 Department of Labor and Industry web portal. The top navigation bar includes the logo and the text 'DEPARTMENT OF LABOR AND INDUSTRY WORK COMP CAMPUS'. The main content area is divided into several sections: 'My Overview' with '3 Open Claims', 'My Queues' with 'My Claims', 'My Disputes', and 'My Forms', and 'Documents' with '0 Documents'. A dropdown menu is open, showing options like '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, there is a 'Rehabilitation Dispute For' form with a red circle and the number '1' highlighting the '+ Submit Filing' button. The form displays 'Dispute: DS-06-9843-265' and 'June 2020'. The 'Dispute Overview' section shows a table with columns for 'Certified', 'Multiple Claims', 'Managed Care', 'UCWCP', 'Denial of Primary Liability', 'Asbestos Claim', 'Minor', and 'Employee Deceased'. The 'Dispute Details' section shows 'Dispute Type: Rehabilitation' and 'Date Received: 6/26/2020'.

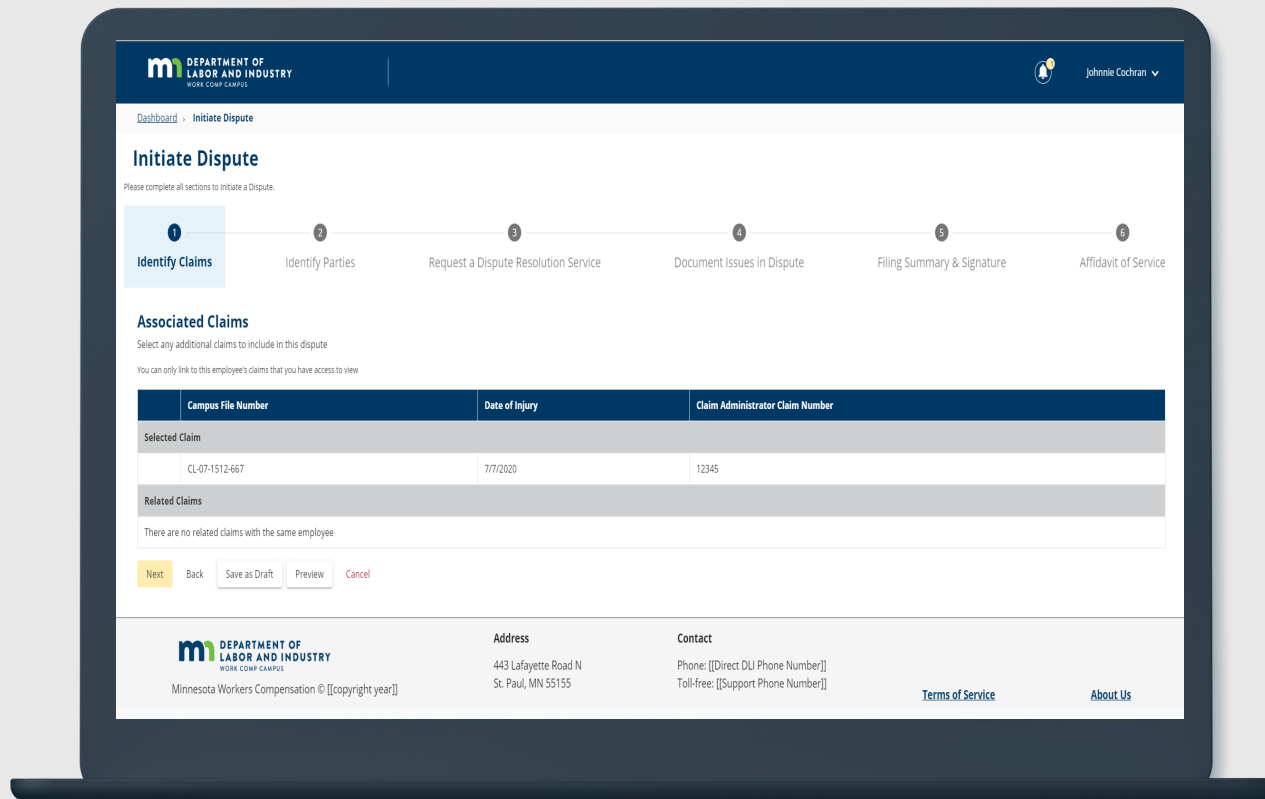
Dispute Details Page

- Once a Dispute has been Initiated - The Dispute Details page is where the Parties to a Dispute can view the details of a dispute, submit filings, view events, view related cases & claims, contact parties, and download any documents related to the Dispute.

The screenshot shows the 'Dispute Details' page for a 'Medical Dispute For: Peter Parker' (Dispute: DS-07-1509-794). The page includes a 'Dispute Overview' section with a 'Certified' status and various claim types like 'Multiple Claims', 'Managed Care', and 'UCWCP'. Below this is an 'Associated Claim Summary' section and a 'Parties' section with tabs for 'Events', 'Related Cases & Claims', and 'Documents'. The 'Parties' section is currently showing the 'Requesting Party' tab, which includes a table of party information.

Peter Parker									
ID	Address			Service Method					
EE-02-5791-499	21044 Kenrick Ave Lakeville, MN 55048585			Electronic					
Name	Title	Law Firm	Location	Email	Phone Number	Address	Default Service Method	Status	
UAT Attorney	Attorney	Uat New Firm		uattestdli+atty@gmail.com	6123333333	222 S 9th St Minneapolis, MN 55401	Electronic	Active	
Jane Other	Other Representative			Uattestdli+gen4@gmail.com	6128889999	222 S 9th St Minneapolis, MN 55401	Electronic	Active	
Johnnie Cochran	Attorney	Test Law Firm		DLITestExt1+attorney5@gmail.com	5555555555	123 Main St Young America, MN 55555	Electronic	Active	

Demo



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

- Initiate a Dispute
- Understand the Claim Shell webform step



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

Name	Role	Address
[Redacted]	Employee	None Identified
[Redacted]	Insurer	None Identified



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



Rehab/Medical Response Webform

- The Rehab/Medical Response can only be filed once an RFA has been filed and an Admin Conference is scheduled; but has not taken place yet.
- The form cannot be submitted by a user whose role is that of the petitioner.

The screenshots show the 'Dispute Response' webform with the following sections and callouts:

- Step 1: Filing Party** (Callout 1): Shows radio button options for 'Joe Morris - Requesting Party', 'New Brighton Insurance - Insurer', 'Taylor Tools - Employer', and 'Taylor Tools - Potential Intervenor'. A 'Next' button is highlighted with callout 2.
- Step 2: Locate Additional Parties** (Callout 3): Shows a 'Name' input field with a 'Lookup' button. A '+ Add Party' button is also visible.
- Step 3: Response to Disputed Issues & Payments** (Callout 5): Shows a table with columns for Issue ID, Request Type, Benefits at Issue, and Issue Type. Two rows are visible, each with a 'Response to Issue' dropdown menu.
- Step 4: Supporting Attachments** (Callout 6): Shows a text area for 'Reason for Disagreement to Requesting Party Request?'.
- Navigation** (Callout 7): Shows 'Next', 'Save as Draft', and 'Cancel' buttons at the bottom of the form.

Demo

Dashboard > Initiate Dispute

Initiate Dispute
Please complete all sections to initiate a Dispute.

1 Identify Claims 2 Identify Parties 3 Request a Dispute Resolution Service 4 Document Issues in Dispute 5 Filing Summary & Signature 6 Affidavit of Service

What type of request are you filing?
Select the type that most applies to the reason you are filing this dispute *

I Prefer Not To Answer This Question
We found a potential duplicate dispute that matches the information you have entered on this form. You can gain access to the claim in Campus to view the details and to file this request to the existing file. Contact the Minnesota Department of Labor Alternative Dispute Resolution team for support.

Disputed Issues
+ Add Issue

Supporting Attachments
+ Upload Document

File Name	File Type	Description	Remove
-----------	-----------	-------------	--------

Instructions
If you are requesting reimbursement, attach copies of the itemized bills, prescriptions, mileage or parking expenses, medical reports, doctor's office notes or other information that supports your position. If the employer or insurer has denied the expense was necessary for treatment or rehabilitation related to the work injury, attach documentation that the expense was necessary. If you are requesting approval of prescribed treatment, surgery, equipment, rehabilitation, retraining, or other service, you will need to submit a report from a provider recommending the treatment or describing the physical restrictions or permanent partial disability. Include any treatment parameter or departure that supports your request in your description of the issue above.

Explain the details of your request

A decision can be reached solely on the documents provided below and the explanation provided here.

Back Next Save as Draft Preview Cancel



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

- Document issues in a dispute
- View parties, access and service
- View other disputes on the claim

Agenda

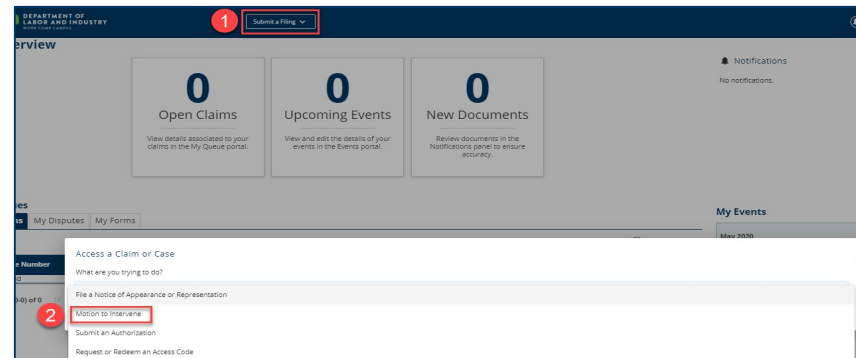
- 1 Disputes 60 min
- 2 Claim Access 20 min
- 3 Scheduling 30 min
- 4 WCCA Cases 20 min



Claim Access |

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

1 Locate a Dispute 2 Intervenor Details 3 Intervention Details 4 Serve Parties

Please provide the following information: All of the information within a grouping must be provided in order to locate the dispute. You will need to locate the dispute specifically related to your Motion to Intervene. If you would like assistance, please contact the Minnesota Workers' Compensation Hotline at **[Support Phone Number]** or email us at **[Support Email Address]**.

WID (EE-##-####-###)	OR	3 Campus File Number CL-03-4560-415 (CL-##-####-###) Employee Last Name Smith	OR	Employee Last 4 SSN (mm/dd/vvww)
Employee Date Of Injury (mm/dd/yyyy)				Employee Date Of Injury (mm/dd/yyyy)
				Employee Last Name

Multiple disputes were found that match the criteria entered above. Please refine your criteria or select the correct dispute from the list below to proceed.

WID	Employee Name	DisputeType	Date of Injury	Requesting Party	Select
EE-02-2183-917	Joe Smith	Medical	3/31/2018	ABC Office	4 Use DS-03-5027-439

Showing 1 of 1 1 < > >> Items per page 10

5 Next Cancel



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**.

Motion to Intervene

1 Locate a Dispute 2 Intervenor Details 3 Intervention Details 4 Serve Parties

Complete the following information related to the organization filing this Motion to Intervene. Intervenor details provide services or pay benefits to or on behalf of the employee and have a statutory right to intervene under Minnesota Statutes § 176.361.

Are you one of the following potential intervenors?

Party Name
Best Health Care Clinic

7 Next Back Cancel Save as Draft

Motion to Intervene

1 Locate a Dispute 2 Intervenor Details 3 Intervention Details 4 Serve Parties

The applicant is filing this Motion to Intervene in the following disputes: 05-03-5027-439

Medical Request Date *
5/27/2020

The applicant, APPLICANT, has provided services or paid benefits to or on behalf of the employee and has a statutory right to intervene under Minnesota Statutes § 176.361. Attached to this Motion to Intervene is an exhibit itemizing the charges for services provided or payments made to or on behalf of the employee by the applicant for the dates below.

Total Claim Amount to Date * \$ 500

Start Date * 5/14/2020

End Date * 5/25/2020

Use a request of a party or to present evidence of the intervention claim at hearing, the applicant acknowledges it will provide additional documentation, records and reports as required by law.

Acknowledge Intervention

Intervention in this case may affect the ability of the applicant to obtain payment from any source for the services provided or payments made to or on behalf of the employee as itemized in the exhibit(s).

The applicant's representative, who has authority to settle on behalf of the applicant can be contacted using the information below.

First Name * Tom Last Name * Bombardi Title * Other Rep

Phone * (101) 111-1111 Email * DLFBExt1+general@gmail.com

Therefore the applicant requests it be allowed to intervene as a party in the above-captioned proceeding and that payment for services provided or benefits paid be made, plus appropriate statutory interest.

Supporting Attachments

+ Upload Document 10

File Name	File Type	Description	Remove
Intervention Doc.docx	Other	Other	

11 Next Back Cancel Save as Draft

Motion to Intervene

1 Locate a Dispute 2 Intervenor Details 3 Intervention Details 4 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"/>	ABC Office	Petitioner		None	N/A
<input checked="" type="checkbox"/>	Citron Employer	Other Representative	wcmptester-employer@gmail.com	Electronic	5/28/2020
<input checked="" type="checkbox"/>	Smith	Employee	wcmptester-employer@gmail.com	Electronic	5/28/2020
<input type="checkbox"/>	Smith	Employee	321 Snow Street St Paul, MN 55101	None	N/A
<input type="checkbox"/>	Best Health Care Clinic	Potential Intervenor		None	N/A
<input type="checkbox"/>		Insurer	4345 Center Street Minneapolis, MN 55101	None	N/A
<input type="checkbox"/>	Andy Insurer	Service of Process Designer for UPNORTHINSURANCE	toangh317-r@gmail.com	None	N/A

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, 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).

All Name of Signatory *
Tom Bombardi

14 Submit Form Back Cancel Preview Document

15 Submit Form Back Cancel Preview Document

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 name 'Johnnie Cochran'. The main heading is 'Notice of Appearance or Representation'. Below this is a progress bar with four steps: 1. Locate a Claim (highlighted), 2. Representation on a Claim or on a Case Under a Claim, 3. Enter Appearance, and 4. Serve Parties. 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: 1. WID (EE-##-####-####) and Employee Date Of Injury (mm/dd/yyyy). 2. Campus File Number (CL-##-###-###) and Employee Last Name. 3. Employee Last 4 SSN and Employee Date Of Injury (mm/dd/yyyy) and Employee Last Name. At the bottom, there are 'Next' and 'Cancel' buttons. The footer contains the department's address (443 Lafayette Road N, St. Paul, MN 55155), contact information (Phone: [Direct DLI Phone Number], Toll-free: [Support Phone Number]), and links for 'Terms of Service' and 'About Us'.



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

- File a Motion to Intervene
- File a Notice of Representation

Agenda

- 1 Disputes 60 min
- 2 Claim Access 20 min
- 3 Scheduling 30 min
- 4 WCCA Cases 20 min



My Events

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

The screenshot displays the 'My Overview' dashboard. It features three summary cards: 'Open Claims' (0), 'Upcoming Events' (3, highlighted with a red border), and 'New Documents' (0). Below these is the 'My Queues' section with tabs for 'My Claims', 'My Disputes', 'My Forms', and 'My SCF Assessment Reports'. A table below the tabs shows 'No data found' with columns for Campus File, Employee, Employer, Claim Admin, Date of Injury, and Status. To the right, there is a 'Notifications' panel with a message about a scheduling poll. At the bottom right, a 'My Events' calendar for June 2020 shows a red dot on the 24th and 25th, indicating events on those days.



My Events

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

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



Event Details Page

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Selected date

Mediation 10:00 AM - 1:00 PM at Bemidji
DS-05-9192-798 : Medical Dispute For Craig Robinson
Created by Spencer Wilson
DLI Staff: Spencer Wilson, Spencer Wilson

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

Summary details



Event Details Page

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

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

[Export Event Details](#)

Event Details

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

Request for Mediation

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

Dashboard > Initiate Scheduling Poll

Initiate Scheduling Poll

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

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

Basic Information

Set Poll Responders

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

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

Special Accommodations

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

Enter Event Special Accommodations

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

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

Have all attendees already agreed upon event parameters?

No Yes

Request for Mediation

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

Date & Time

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

Set Date and Time now Send availability Poll to required attendees

Proceed **Cancel**

Potential Mediators

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

Potential Dates

Select Potential Date 1 *
7/14/2020

Select Potential Date 2
7/15/2020

Select Potential Date 3
7/16/2020

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

Potential Times

Select Potential Times for Date 1 *

Select Potential Times for Date 2 *

Select Potential Times for Date 3 *

Back **Next**

Polling for Mediation

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

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

Event Details & Initiator Information

- Event Details
- Initiator Details
- Responding Party Details

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

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

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

Demo

Dashboard > Initiate Scheduling Poll

Initiate Scheduling Poll

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

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

Basic Information

Set Poll Responders

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

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

Special Accommodations

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

Enter Event Special Accommodations

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

Have all attendees already agreed upon event parameters?
 No Yes



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

- Initiate a conference or mediation
- Add .isc File to calendar
- Understanding integration with C-Track (OAH)



Responding to a Mediation Poll

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

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

Respond to Mediator, Date & Time Choices

Spencer Wilson

Wednesday, July 29, 2020

Morning (9 am to 12 pm)

Afternoon (1 pm to 4 pm)

Thursday, July 30, 2020

Morning (9 am to 12 pm)

Afternoon (1 pm to 4 pm)

Friday, July 31, 2020

Morning (9 am to 12 pm)

Afternoon (1 pm to 4 pm)

I cannot attend any of the dates and times listed

Respond to Special Accommodation Notes

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

Event Special Accommodations

Respond to Special Accommodations

Confirm Cancel

Event: EV-06-0217-418
For Case: DS-05-9191-199

Event Details

Event Type: Mediation

Unit Responsible for Event:

Location Type: Physical Location

Address 1:

Address 2:

City:

State: MN

Source: Campus

Event Status: Polling

Date: **Currently Polling**

Start Time: **Currently Polling**

End Time: **Currently Polling**

Physical Location Name:

Number Of Times Rescheduled: 0

Export Event Details

Agenda

- 1 Disputes *60 min*
- 2 Claim Access *20 min*
- 3 Scheduling *30 min*
- 4 **WCCA Cases** *20 min*



WCCA Details Page

From the Dashboard, you can view the WCCA Case(s) that you are involved with. Note that WCCA Cases have ID numbers that are shorter than others in Campus. They follow a different ID convention than every other transaction in campus, which helps integrate with other state-wide systems.

My Overview

- 2** 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.

My Queues

- My Claims
- My Disputes
- My Forms
- My Appeals** ¹

WCCA Case ID	WCCA Case Type	Appellant/Petitioner	Cross-Appellant	Claim Employee	Date Filed	Status
WC20-0294 ²	Petition to Vacate			Rory Gilmore	6/15/2020	Open
WC20-0295	Appeal	Luke Danes		Luke Danes	6/15/2020	Open

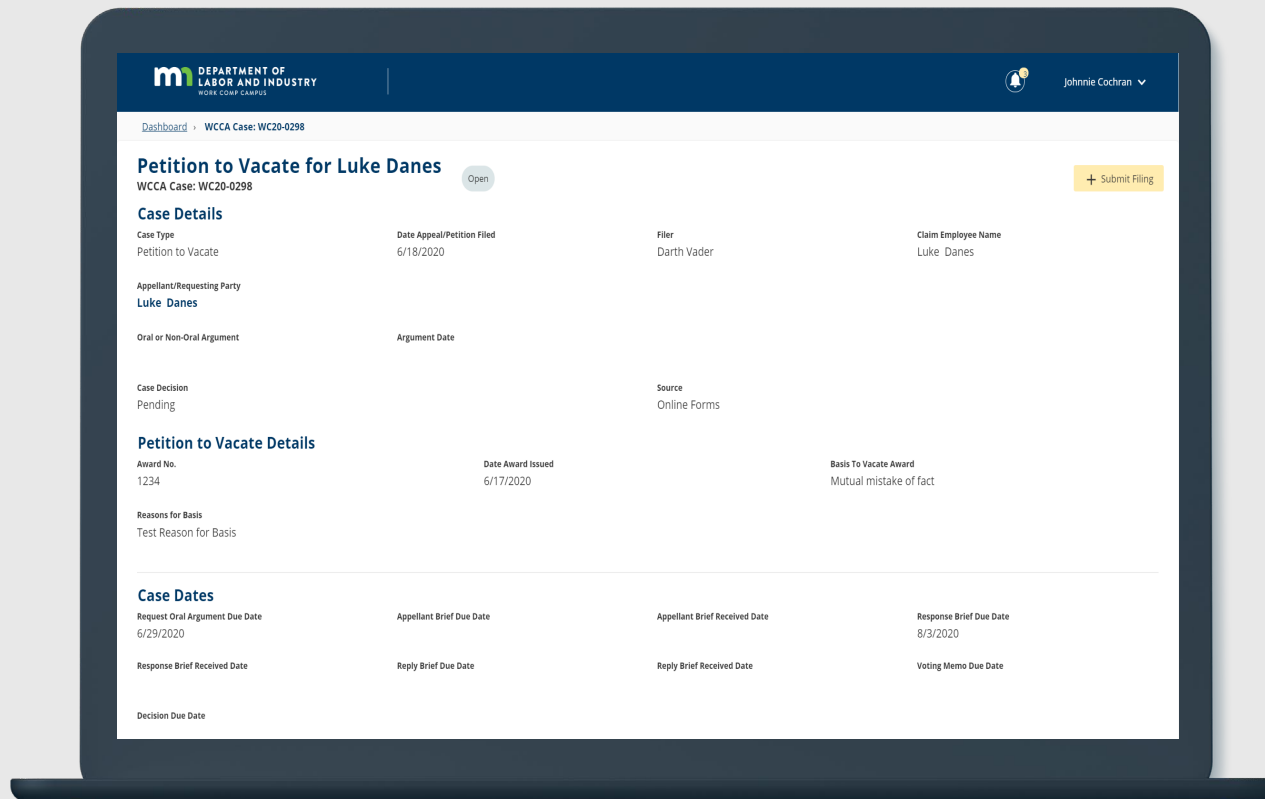
Showing (1-2) of 2 | Items per page 10

My Events

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13

Demo



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

- Access the WCCA Case Details page and view to understand the page options



Petition to Vacate Webform

Within the WCCA Case Details Page, you have the option to **Submit a Filing**. Here you can choose to Open a Petition to Vacate Case or Submit Other Filing.

The screenshot displays the 'Petition to Vacate for Rory Gilmore' webform. The page header includes the Minnesota Department of Labor and Industry logo and the user name 'Erin Brockovich'. The case details section shows the case type as 'Petition to Vacate', the date filed as 6/15/2020, the filer as Corinne Abele, and the claim employee name as Rory Gilmore. A modal form titled 'Submit a Filing' is open, prompting the user to indicate the type of filing. The modal contains a dropdown menu with 'Open Petition to Vacate' selected, a 'Save' button, and a 'Cancel' button. Red callout boxes with numbers 1, 2, and 3 highlight the '+ Submit Filing' button, the 'Filing Name' dropdown, and the 'Save' button, respectively.

Case Type	Date Appeal/Petition Filed	Filer	Claim Employee Name
Petition to Vacate	6/15/2020	Corinne Abele	Rory Gilmore

Appellant/Petitioner	Oral or Non-Oral Argument	Argument Date
Rory Gilmore		

Case Decision	Petition to Vacate for Rory Gilmore: WC20-0294
Award No.	
Reasons for Basis	

Case Dates			
Request Oral Argument Due Date	Appellant Brief Due Date	Appellant Brief Received Date	Response Brief Due Date
6/25/2020			7/30/2020
Response Brief Received Date	Reply Brief Due Date	Reply Brief Received Date	Voting Memo Due Date
Decision Due Date			

Demo

The screenshot shows a webform titled "Open Petition to Vacate" from the Department of Labor and Industry. The interface includes a progress bar with six steps: 1. Locate a Claim, 2. Identify Claims, 3. Identify Parties, 4. Award to Vacate (highlighted), 5. Summary & Signature, and 6. Affidavit of Service. Below the progress bar, the "Award to Vacate Information" section contains the following fields:

- Award No. ***: A text input field with "Award No." as a placeholder.
- Date Award Issued ***: A date picker field with the format "(mm/dd/yyyy)".
- Basis to Vacate Award ***: A dropdown menu.
- Reasons for Basis ***: A large text area for providing details.

At the bottom of the form, there are navigation buttons: "Next" (disabled), "Back", "Save as Draft", and "Cancel".



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

- **View a Petition to Vacate Webform and understand the steps to Open a Petition to Case**

Congratulations in completing Dispute Resolution in Campus!

