MINNESOTA
WORKERS' COMPENSATION
MODERNIZATION PROGRAM

What you do in Campus: A claim administrator's overview

What does this change mean for you?

The Minnesota Department of Labor and Industry's (DLI's) new workers' compensation claims portal, Work Comp Campus, moves DLI from a paper-based, form-driven system into an online and data-driven system. This means you will no longer be faxing, mailing or emailing information to DLI.

Most information, including all claims payment data, will be submitted via Campus by your trading partner, either as an electronic data interchange (EDI) or through electronic form (eForm) submission, depending on the process chosen. Note that the eForm method of providing information to DLI is through the manual completion of all eForm submissions.

Before Campus, your EDI trading partner submitted only first report of injury (FROI) data to DLI via EDI or eForm and all other information about a claim was provided by the filing of paper forms. In Campus, your EDI trading partner will expand their processes to include submissions of subsequent reports of injury (SROI) as well. This expansion into electronic SROI submissions allows all other information about a claim to be submitted via Campus through EDI or eForm, thereby eliminating the need for filing paper forms with DLI. The trading partner's last step is to download the produced documents and send them to the appropriate parties.

Campus provides many tools to help ensure complete and accurate data submission. Here is a list of some but not all options.

- Ability to receive and respond to requests from DLI
- Access to files and contact information for all parties to a claim
- Email notification of filings to claims, disputes and vocational rehabilitation plans
- Electronic event scheduling for conferences and mediations, including the ability to provide availability for DLI's Alternative Dispute Resolution unit mediations and conferences
- Electronic filing for requests for assistance, mediations and others
- Online payment and management of DLI penalties
- Ability to manage account users and claims through a secure Campus account
- Benefit calculation functions to accurately report benefits
- Ability to correct errors and address requests from DLI
- Upload and download documents
- Affidavit of service

Definitions

Active legacy claims – claims reported to DLI before Nov. 2, 2020, that have ongoing indemnity payments, active litigation or active vocational rehabilitation

DLI – Department of Labor and Industry

DNs – data element numbers required for each maintenance code (MTC)

EDI – electronic data interchange

eForm – a data transaction process available to trading partners via the "Submit eForm or webform" portal in Campus (instead of electronic data interchange submission)

FROI – first report of injury

JCN – jurisdictional claim number, the unique identifier assigned to each claim by DLI

MTC – maintenance type code

SROI – subsequent report of injury

Trading partner – the entity (whether insurer, self-insurer, third-party administrator or vendor) that, per agreement, has the role or task of submitting electronic data to DLI

UR – maintenance type code used for reporting legacy claims

Webform – four additional form requirements beyond the standard maintenance type code submissions that provide more data that is unique to the Minnesota jurisdiction

WID number – worker identification number, a unique identifier assigned to each employee by DLI; replaces the Social Security number at the first report of injury transmission for data privacy

The dashboards

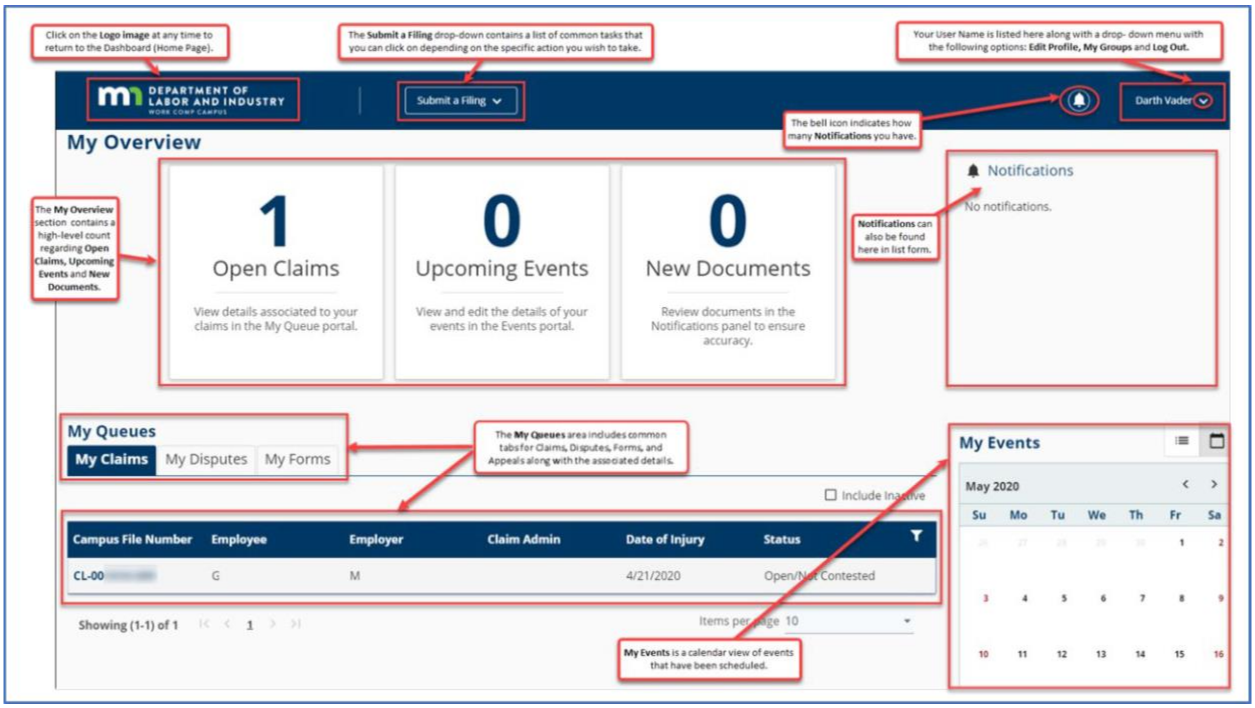
The dashboard is the starting point for users to be able to navigate and perform all necessary job functions. Campus includes two dashboards: one for all general users; and one specific to trading partners. Both dashboard types provide built-in tools, features to enable easy sorting and management of tasks, work queues and notifications.

See the Oct. 13, 2020, training video, External-user Campus view, at www.dli.mn.gov/business/workers-compensation/work-comp-campus-training.

> Tip: Think of your dashboard as your homepage or the table of contents. Wherever you are in a claim, you can always select the DLI logo at the top left of the page to get back to your dashboard.

General user dashboard

After logging in, the **dashboard** (homepage) will appear for all users (other than registered trading partners), with several built-in tools and features to enable easy sorting and management of tasks.



Key items on your dashboard

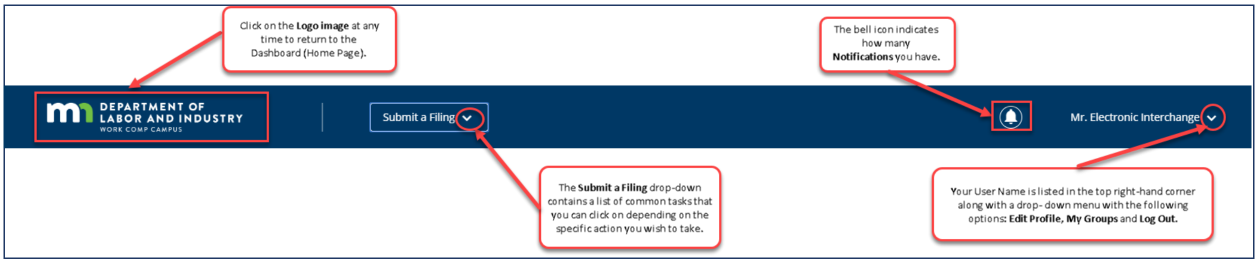
- **Logo image** – Click on the DLI logo at any time to return to the dashboard.
- **Submit a Filing** – This drop-down menu contains a list of available filing options.
- **Bell icon** – This icon indicates how many **Notifications** you have.
- **Your Username** – This drop-down menu has the options: **Edit Profile**, **My Groups** and **Log Out**.
- **My Overview** – This contains high-level counts of **Open Claims**, **Upcoming Events** and **New Documents**.
- **Notifications** – This lists all notifications.

- **My Queues Tabs** – This shows what is applicable to your work, such as **My Claims**, **My Disputes** and **My Forms**.
- **My Queues details** – This shows associated details listed after the **Queues tab** is selected.

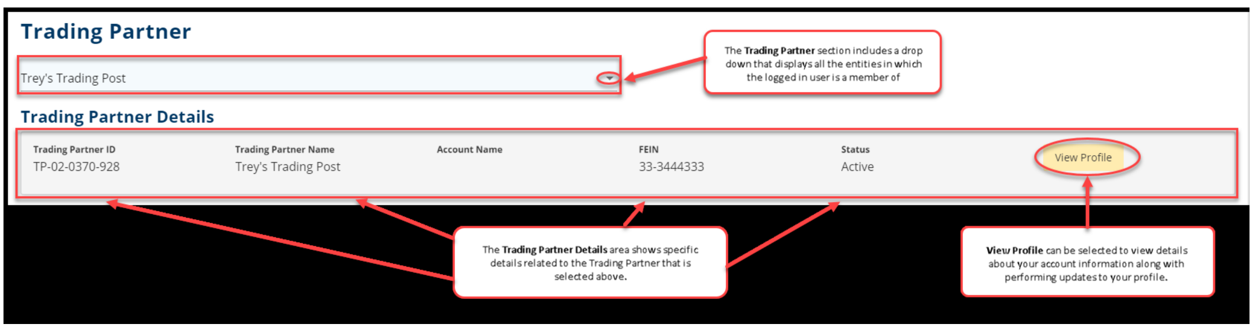
Trading partner dashboard

If you register and login as a **trading partner**, the customized **Trading Partner dashboard** will appear, with several built-in tools and features to enable easy sorting and management of tasks.

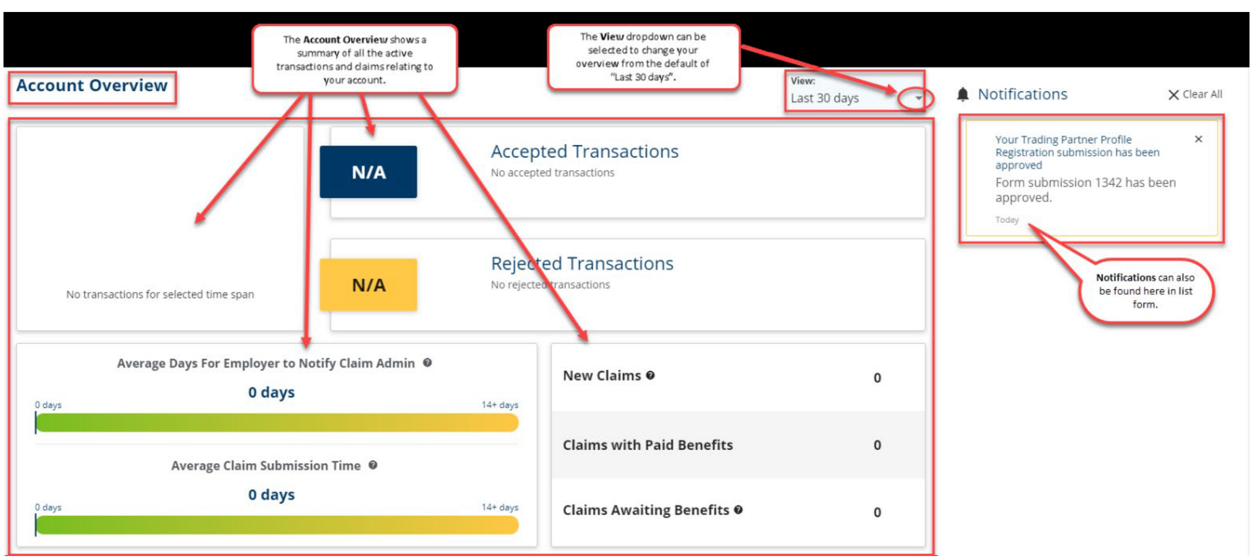
Dashboard header



Trading partner details



Account overview



Key items on trading partner dashboard header

- **Logo image** – Click on the DLI logo at any time to return to the dashboard.
- **Submit a Filing** – This drop-down menu contains the list of available filing options.
- **Bell icon** – This icon indicates how many **Notifications** you have.
- **Your Username** – This drop-down menu has the options: **Edit Profile**, **My Groups** and **Log Out**.

Key items in the trading partner details section

- Displays the logged in user's entities for which they are a member.
- Displays the trading partner identification, name, account name, FEIN, status and profile.

Key items in the account overview

- **Summary of active transactions**, such as accepted transactions and rejected transaction
- **Notifications** – a list of all notifications
- **View** options

Submitting information into Campus

All claim data submission is provided electronically in one of two ways:

1. via electronic data interchange (EDI); or
2. via DLI's web portal (eForms such as an eFROI, eSROI and other webforms).

All claim data submission is processed by your trading partner in one of three ways:

1. direct connect via EDI;
2. vendor connect via EDI; or
3. web portal via internet browser.

Other information, such as documents, must now be uploaded and transmitted via Campus, rather than being submitted via fax or mail.

See the Oct. 15, 2020, training video, Uploading documents in Campus, at www.dli.mn.gov/business/workers-compensation/work-comp-campus-training.

How to report legacy claims

MTC: FROI UR (first report of Injury update report) must be filed if any of the following criteria are met on any previously submitted legacy claims:

- has ongoing indemnity payments, any active litigation or any active vocational rehabilitation;
- on which a first action (first payment, denial or partial denial) needs to be filed;
- if submitted to DLI with the past 30 days; or
- upon request from DLI.

MTC: SROI UR (subsequent report of injury update report) must be filed if any of the following criteria are met on any previously submitted legacy claims (**a FROI UR must be accepted before a SROI UR can be filed**):

- on all previously submitted claims with ongoing indemnity payments, active litigation or active vocational rehabilitation;
- upon request from DLI; or
- on every claim that was filed with DLI before Nov. 2, 2020, before any other transaction can be submitted.

Tip: If a file initially reported to DLI before Nov. 2, 2020, is acquired by a different claim administrator after Nov. 2, 2020, an AQ may be submitted by the new claim administrator in place of a FROI UR. A SROI UR will not be needed in this circumstance because SROI sequencing should follow expected requirements following AQ submissions.

Tip: The FROI UR and SROI UR transaction reports are also required to be filed whenever a previously closed claim in the 3.0 release experiences a new benefit payment, litigation or new vocational rehabilitation services sometime in the future. These transactions are required submissions before any other new activity transactions can be submitted.

Filing a FROI transaction

Filing a FROI transaction		
MTC	**Transaction**	**When and why used**
00	Original	To file the first notice of a new injury
02	Change	To change/correct/update any of the data fields that were filed on the 00 (original transaction) such as a name, SSN, wages, RTW date, etc.
AQ	Acquired claim	When you acquire a “previously reported” Campus claim from somewhere else, such as another jurisdiction or through a change in claim administrator
AU	Acquired “unallocated” claim	In the place of the FROI 00 original transaction when an acquired claim has “not been previously reported” to the department’s new Campus
UR	Under investigation	Only when reporting a previously unreported asbestosis claim

Filing a SROI transaction

NOPLD form replacements	
MTC	**Transaction**
IP	Initial payment
EP	Employer paid
PD	Partial denial
04	Denial of primary liability
AP	Acquired payment, provides notice of first payment on an acquired claim
CD	Compensable death
CB	Change in benefit amount

NOID, NOD upon death of employee and NOD of dependency benefits form replacements	
MTC	**Transaction**
SX	NOID #1 Return to work full wage
PX	NOID #2 Return to work reduced wage
SX	NOID #3 No return to work (must also file a discontinuance webform)
SX	NOD upon death of employee; death occurs while benefit being paid
SX	NOD of a dependent (must also file a discontinuance webform)
AC	Acquisition/indemnity ceased

NOBP form replacements	
MTC	**Transaction**
PY (payment)	Payment upon award or order
PY (payment)	PPD payment (must also file a PPD follow up webform)

NOBR form replacements	
MTC	**Transaction**
RB	Reinstate benefits
ER	Employer reinstated benefits

ISR form replacements	
MTC code	**Transaction**
SA (subannual)	Required within 30 days of each six-month anniversary of the date of injury when benefits payments continue (may also need to file a benefit addendum webform to itemize payments and/or a dependency webform to provide additional dependent details)

Notice of file closing form replacement	
MTC	**Transaction**
FN	Used within six months of cessation of indemnity benefit payments and when there is no longer any additional claim activity, such as litigation or rehabilitation. A file with an accepted FN can be reopened by filing a new MTC to indicate reinstatement of benefits, litigation or vocational rehabilitation.

Other document type replacements	
MTC	**Transaction**
CL01	claim investigation report
WT01	witness statement
WS01	wage statement
DH01	dependency/heir information
CR01	correspondence
PP01	permanent partial disability (PPD) report
ME01	medical report
HCPR	health care provider report

OT01	other
PT01	photograph

Filing a webform

Webforms are required to provide additional data beyond the SROI EDI transactions that are unique to the Minnesota jurisdiction in the following four instances:

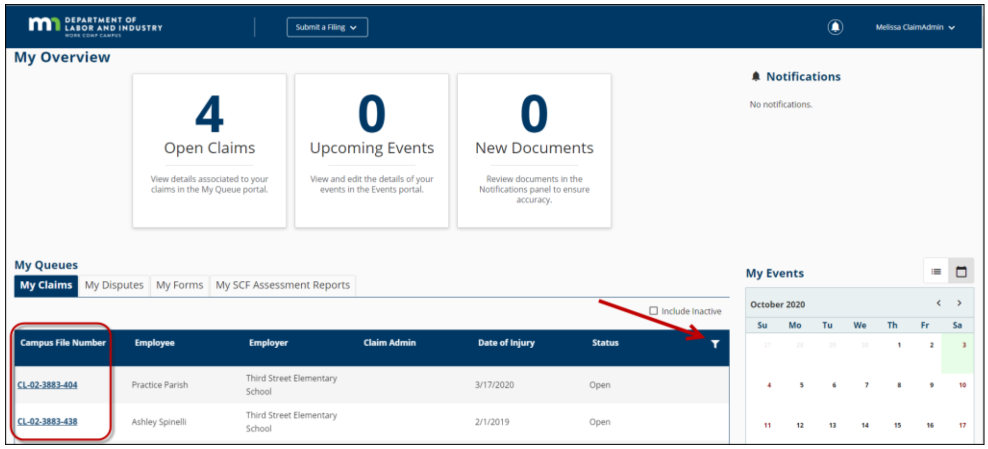
- discontinuance webform (NOID#3: for reason other than return to work with supporting documents);
- benefit addendum webform (allows complete breakdown of individual benefit periods of time with supporting documents);
- dependency webform (specific dependent(s) details with supporting documents); and
- PPD follow-up webform (supplemental PPD information, such as Minnesota PPD schedule citations with supporting documents).

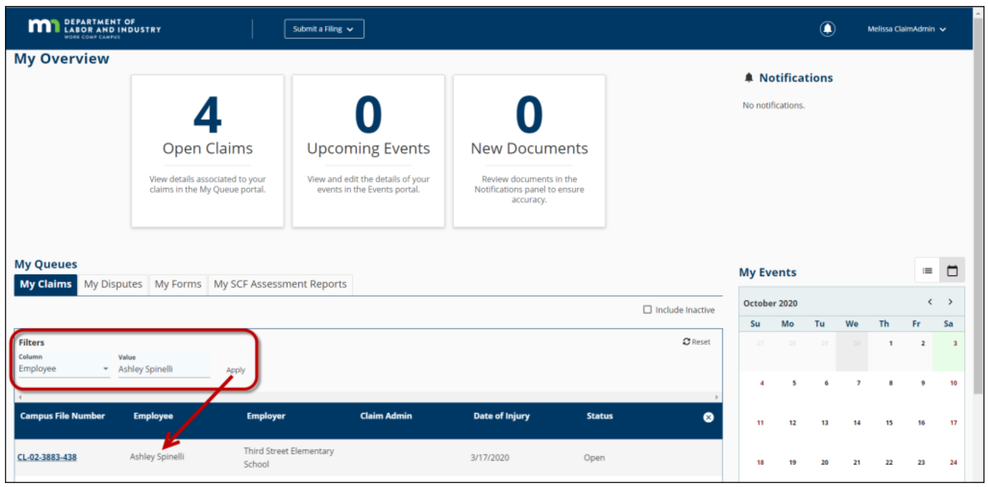
See the Oct. 7, 2020, training video, Benefit addendum webform and discontinuance webform, at www.dli.mn.gov/business/workers-compensation/work-comp-campus-insurers-self-insurers

See the Oct. 14, 2020, training video, Dependency webform and PPD follow-up webform, at www.dli.mn.gov/business/workers-compensation/work-comp-campus-insurers-self-insurers

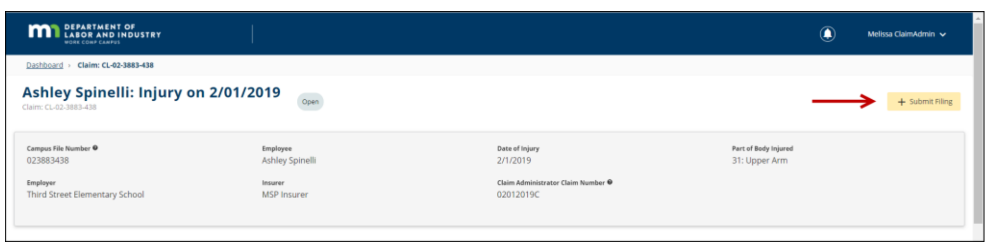
The following is an example of how to file a discontinuance webform. Note: Depending on which webform is selected, the drop-down menu options may differ from the example below.

1. On your Campus dashboard, find the claim on the **My Claims** tab. Click on the Campus File Number (CFN, also the jurisdiction claim number or JCN) to link directly to the claim. You can also click on the filter button to filter by any of the column headers, then click on the CFN/JCN to link directly to the claim.

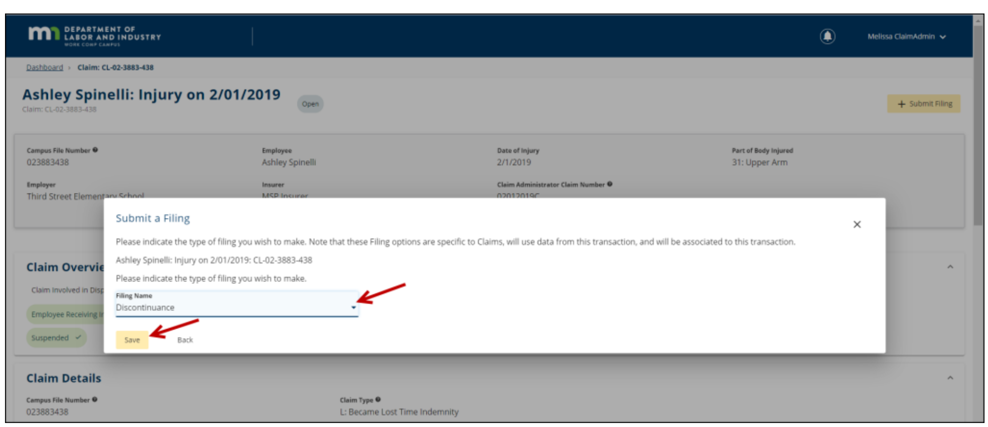




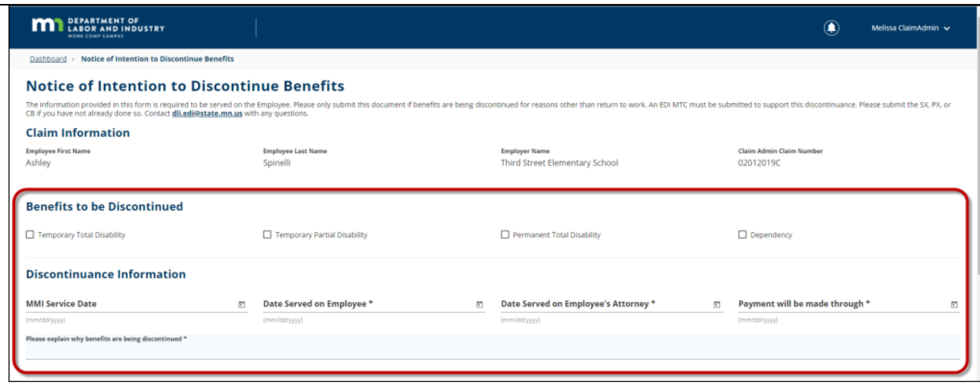
2. On the claim details page, click on the **Submit Filing** button.



3. When the **Submit a Filing** box appears, select the applicable form from the Filing Name drop-down menu and click **Save**.

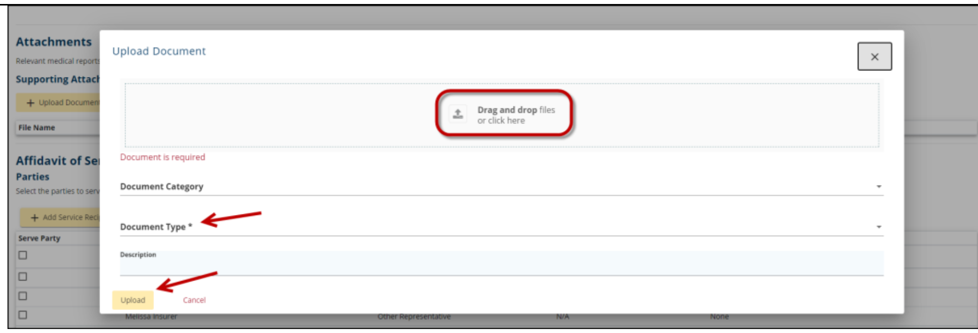


4. The employee’s name, employer’s name and Claim Admin Claim Number will populate from the claim. Check the applicable box under **Benefits to be Discontinued**.
5. Under Discontinuance Information fill in the **MMI Service Date**, if applicable. Either the **Date Served on Employee** or the **Date Served on Employee’s Attorney** must be filled in, as well as the **Payment will be made through** date. A narrative must be entered with a factual, legal reason for discontinuance. The narrative must be stated in language easily understood by a person of average intelligence and in sufficient detail to inform the employee of the factual basis for the discontinuance.

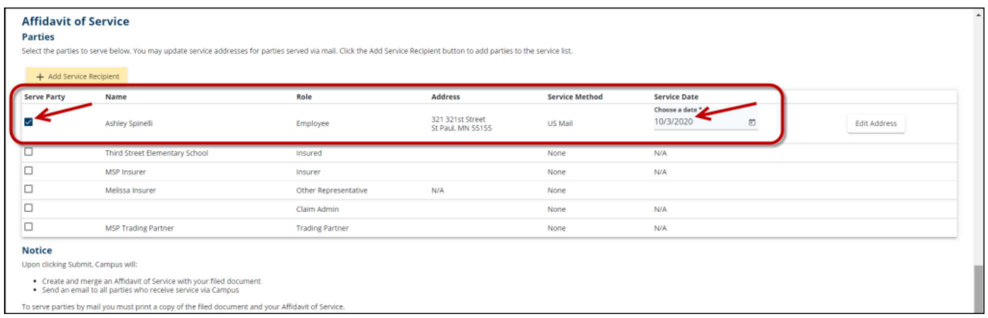


6. Relevant medical reports or other documents must be attached to the Discontinuance webform. In the **Attachments** section, click **Upload Document**.

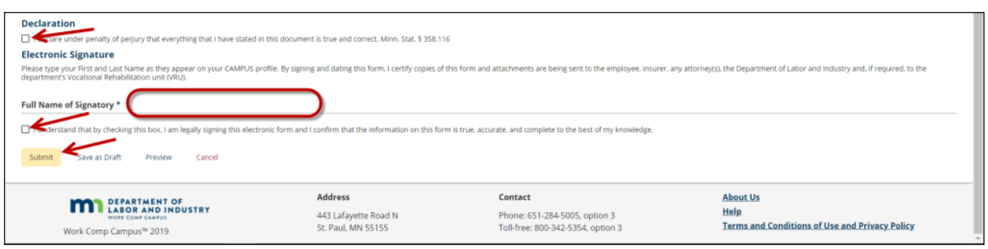
7. Either drag and drop your PDF document or click to do a search of your computer to find the document. Next, click **Document Type** to select the applicable document type from the drop-down menu. After it is selected, the **Description** will automatically populate with the Document Type name, but you can edit the Description to be more specific if needed. Finally, click **Upload**.



8. Under **Affidavit of Service** select the party you will serve this notice on by checking the box next to their name. The Discontinuance webform must be served on the employee and, if applicable, on the employee's attorney. You can edit the Service Date to a future date when applicable.



9. Check the box below **Declaration**. Add your first and last name as they appear on your Campus profile and check the box below your name to legally sign the electronic webform.
10. Click **Submit** to submit your Discontinuance webform.



Helpful tips

- After the discontinuance webform is successfully submitted, it will appear on the **My Forms History** tab of your Campus dashboard. Open the form to print and serve on the employee.
- A confirmation email message will be sent to the email address registered to your Campus Profile.
- Buttons at the bottom of the webform allow you to **Save as Draft**, **Preview** or **Cancel**.
- The discontinuance webform is submitted in addition to the appropriate electronic data interchange (EDI) Maintenance Type Code (MTC): SX (Suspension), PX (Partial Suspension) or CB (Change in Benefit Type) when discontinuance of benefits is for reasons other than return to work.

When discontinuing benefits because the employee has returned to work, only the appropriate EDI

Responding to requests and penalties from DLI's Compliance, Records and Training unit

1. Request for first action – past due
2. Request for information (RFI)
3. Correspondence
4. Penalties

See the Oct. 20, 2020, training video, Responding to requests for information, at www.dli.mn.gov/business/workers-compensation/work-comp-campus-training.

See the Oct. 22, 2020, training video, Penalties, at www.dli.mn.gov/business/workers-compensation/work-comp-campus-training.

Reference materials

The following lists some available quick-reference guides, manuals, presentations and videos. All of them are on the Work Comp Campus training webpage at www.dli.mn.gov/business/workers-compensation/work-comp-campus-training.

External technical manual

Quick reference guides:

- Affidavit of service
- Claim details page
- EDI/eform document overview
- Form to maintenance type code (MTC) guide

Presentations and video recordings:

- Benefit addendum webform and discontinuance webform
- Campus 101 for organizations
- Campus 201 for insurers and third-party administrators

- Dependency webform and PPD follow up webform
- eForms Basics
- External-user Campus view
- Group management
- Penalties
- Trading partner overview
- Uploading documents into Campus
- What you do in Campus: A claim administrator’s overview

Help desk

The Workers' Compensation Division Help Desk is DLI’s dedicated customer service for facilitating and resolving workers’ compensation related questions and issues, including for Campus. The help desk is available from 8 a.m. to 4:30 p.m., Monday through Friday at:

- 651-284-5005 (press 3);
- 800-342-5354 (press 3); and
- helpdesk.dli@state.mn.us.