

## Work Comp Campus assessments manual

The annual Special Compensation Fund assessment is for all insurers with reported benefits in the previous year. The Special Compensation Fund receives money from insurers each year, which goes toward funding supplementary and second-injury benefit programs. Each year, insurers and self-insured employers are required to report indemnity benefits paid in the previous year and are invoiced according to the reported benefits and the rate of that year’s Special Compensation Fund assessment. Each insurer and self-insured employer has a group administrator and can designate a contact for assessments. Each Feb. 14, these individuals are contacted via email to inform them they are now able to report benefits from the previous year, which must be done by April 1.

In early Feb., Campus will automatically generate the insurer report details page for all insurers and self-insured employers that paid indemnity benefits in the previous year. This Campus page is accessible only to the insurer’s group administrator and designated contact for assessments.

### Users will navigate to the page in two primary ways.

1. Users will have a **My SCF Assessments** tab in their **My Queues** dashboard that shows all assessments for insurers if they are either the group administrator or designated contact for assessments. In the queue, will be a hyperlink to the details page and some summary information about the assessment.

The screenshot displays the 'My Overview' dashboard. At the top, there are three summary cards: '3 Open Claims', '0 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' (which is highlighted with a red box). A table below the tabs shows one assessment report for 'New Brighton Insurance' with ID 'AS-05-9705-787' and status 'Submitted'. To the right, there are 'Notifications' and 'My Events' sections. The 'My Events' section shows a calendar for June 2020.

Insurer Name	Assessment ID	Assessment Year	Until Due
New Brighton Insurance	AS-05-9705-787	2020	Submitted

2. Users can also navigate to the insurer report details page from the **Insurer Details** page. The **Insurer Details** page has a **SCF Assessment History** tab that will show past and present assessments for that insurer. There will be a hyperlink to the details page and some summary information about the assessment.

**Insurance**  
Insurer: IR-02-5696-958 Submit Insurer's Report

**Insurer Details**  
Insurer Name: New Brighton Insurance Edit Insurer Type: Insurer NAIC: FEIN: 86-7530909  
NCCI:

**Insurer Status**  
Status: Active  
Bankrupt: No

Addresses | Contacts | Insurer's Transaction History | Insurer's Relationships | **SCF Assessment History** | First Action | Related Claims & Cases

Assessment Id	Assessment Year	Total Amount Due	Assessment Status	Penalty Status
AS-05-9705-787	2020	\$3,750.00	Report Received	No Penalty Assessed

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

The insurer report details page starts out sparsely populated outside of the insurer's information, which is pulled in from the **Insurer Details** page. The only action an external user can take from this page is to click the **Submit Insurer's Report** button in the top right, which allows them to report benefits from the previous year.

The webform is used to report benefits and replacement policies, which are then used to populate the insurer report details page. **Indemnity Benefits** is a required field, but **Replacement Policy** is not. All insurers are required to file this form by each March 31, even if they are reporting zero benefits.

An insurer can only have one webform submitted each year. After the webform is submitted, the insurer will not be able to make any edits to the page in Campus. The rest of the information on the details page is handled within the Special Compensation Fund or by the application itself. For insurers, the Special Compensation Fund enters a designated statistical reporting (DSR) value and DSR upload date. For self-insurers, these fields will not show and neither will the fields **True-up Total** or **True-up Rate**. The current year rate is maintained by the Special Compensation Fund in the database and will have one value for all insurers and one value for all self-insured employers.

Based on the results of the assessment, most insurers will be required to pay two different invoices of equal amounts. The first invoice is due by Aug. 1 of the year the assessment was started; the second invoice is due by Feb. 1 of the following year. The amounts, once calculated, can be found on the insurer report details page.

Insurer's Report for

Insurance

Submit Insurer's Report

Insurer's Report: AS-05-9705-818

### Assessment Details

<b>Total Benefits Reported</b> \$12,000.00	<b>Report Submission Date</b> 6/17/2020	<b>2020 Rate</b> 25%	<b>Assessment Result</b> \$3,000.00
<b>DSR Value</b> \$12,750.00	<b>DSR Upload Date</b> 6/17/2020	<b>True Up Rate</b> 30%	<b>True Up Total</b> \$3,825.00
<b>Amount Due 8/1/20</b> \$1,912.50	<b>Amount Due 2/1/21</b> \$1,912.50	<b>Amount Paid</b>	<b>Payment Date</b>

**Assessment Year**  
2020

### Insurer Information

<b>Insurer Name</b> IR-02-5776-418: Capital City Insurance	<b>FEIN</b> 86-7530999	<b>Type</b> Insurer	
<b>Address Line 1</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

### Insurer Contacts

Name	Phone Number	Email Address
Spencer	(703) 481-	@gmail.com