



MINNESOTA

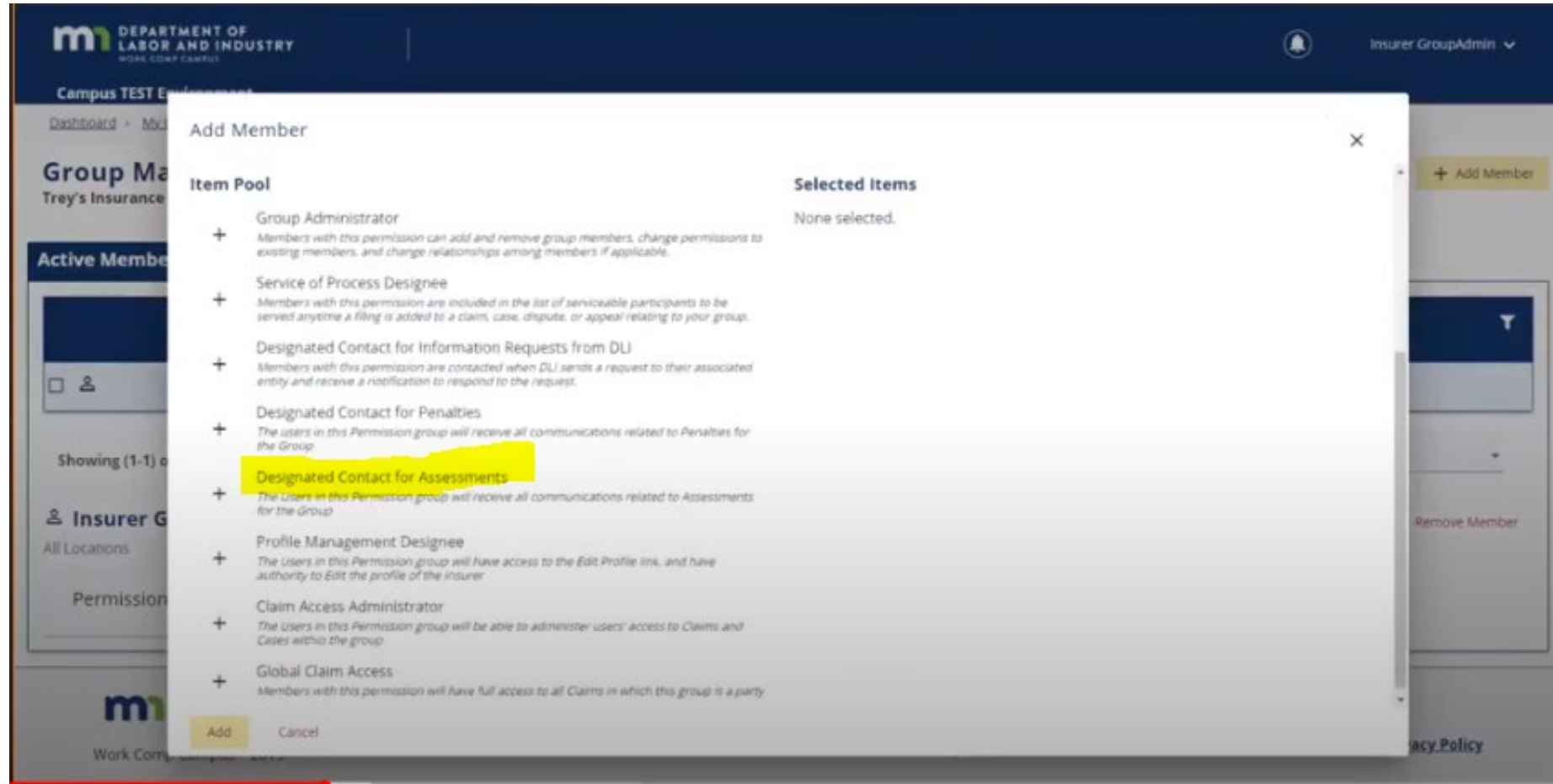
WORKERS' COMPENSATION
MODERNIZATION PROGRAM

Benefits reporting for insurers, third-party administrators (TPAs)

Setting up reporting authority

In Work Comp Campus, group administrators for insurers and self-insurers need to set up someone as the "Designated Contact for Assessments."

- Insurers and self-insurers must designate who they want to report benefits paid for their organization.
- They may designate staff members or a third-party administrator (TPA) to report. Only those set up as a group administrator or a designated contact for assessments will have the security needed to file.
- TPAs do not have the option to designate a contact. Their clients must designate a contact within the insurer/self-insurer account.
- See a group administrator training video or the external system manual for more detail about how to control security access and add contacts.

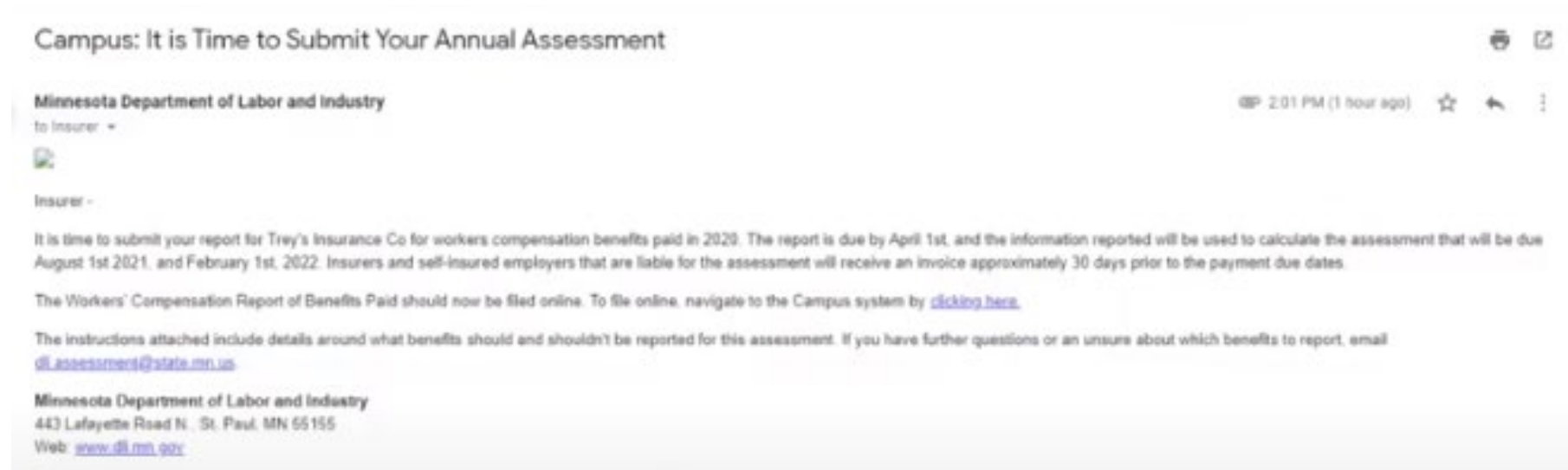


Annual notification to report

Annual emailed notification

Campus will send notification every February that it is time to report.

- Emailed notification will be sent every February to group administrators and designated contacts for assessment.
- That email message generation also creates the new reporting year in the system for the insurer or self-insurer.
- It is the announcement that the system is ready for reporting.



Navigating to reporting page

The "My SCF Assessment Reports" tab

This tab houses all results for the insurers report, current and historical.

- The tabs listed on your queue are based on your security access.
- **Trading partners, see slide 10 for how to navigate to the assessment report.**
- The "My SCF Assessment Reports" tab is where a report is submitted and historical reports can be viewed.
- Click on the insurer's name to get to the "Insurer Details" page.
- Click on the assessment I.D. to get to the "Assessment Details" page.
- To go directly to submitting a report, click on the kebab menu to the far right on the tab.

My Overview

7 Open Claims
View details associated to your claims in the My Queue portal.

3 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 Rehab Cases My Appeals **My SCF Assessment Reports**

| Insurer Name | Assessment ID | Assessment Year | Until Due |
|----------------------------------|--------------------------------|-----------------|------------------|
| UPNORTHINSURANCE | AS-05-9706-244 | 2020 | 111 Days Overdue |

Notifications

- Upcoming Event on 6/30/2020
Initial Meeting for Rehab Case RC-05-9706-730
a month ago
- Upcoming Event on 7/6/2020
Follow-up Meeting for Rehab Case RC-05-9706-730
21 days ago

My Events

July 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 1 | 2 | 3 | |

User Profile: Minnie Apples

- Edit Profile
- My Groups
- Log Out

Assessment details page

"Assessment Details" page

The "Assessment Details" page stores submitted report data, plus DLI-added information, such as DSR values and assessment rates.

- Click on the assessment I.D. from the previous page to get to the "Assessment Details" page.
- The "Submit Insurers Report" button is on the top right.

The screenshot shows the 'Assessment Details' page for an insurer's report. At the top, there is a breadcrumb trail: 'Dashboard > Insurer's Report: AS-02-5852-992'. The main title is 'Insurer's Report for Trey's Insurance Co' with the sub-header 'Insurer's Report: AS-02-5852-992'. A yellow button labeled 'Submit Insurer's Report' is in the top right corner. The page is divided into several sections:

- Assessment Details:** A table with four columns: 'Total Benefits Reported', 'Report Submission Date', '2021 Rate', and 'Assessment Result'. Below this are rows for 'DSR Value', 'DSR Upload Date', 'True Up Rate', 'True Up Total', 'Amount Due 8/1/21', 'Amount Due 2/1/22', 'Amount Paid', and 'Payment Date'. The 'Assessment Year' is listed as 2021.
- Insurer Information:** A table with three columns: 'Insurer Name', 'FEIN', and 'Type'. Below this are rows for 'Address Line 1', 'City', 'State', and 'Zip Code'.
- Insurer Contacts:** A table with three columns: 'Name', 'Phone Number', and 'Email Address'.

At the bottom of the page, there is a footer with the Minnesota Department of Labor and Industry logo and the text 'DEPARTMENT OF LABOR AND INDUSTRY'. Navigation links for 'Address', 'Contact', and 'About Us' are also present.

Submit insurer report

"Submit Insurer Report" page

The "Submit Insurer Report" page is used for reporting indemnities paid.

- Report the indemnity benefits total for the 12-month reporting period.
- Only insurers will have the "Replacement Policy" field.
- Benefits reporting instructions, outlining what to include and exclude, are posted online at www.dli.mn.gov/business/worker-s-compensation/work-comp-results-special-compensation-fund-assessment.

[Dashboard](#) > [Submit Insurer Report](#)

Submit Insurer Report

Report the indemnity amount paid by Demonstration IR during the 12-month reporting period 1/1/2019 - 12/31/2019

1

Report Details

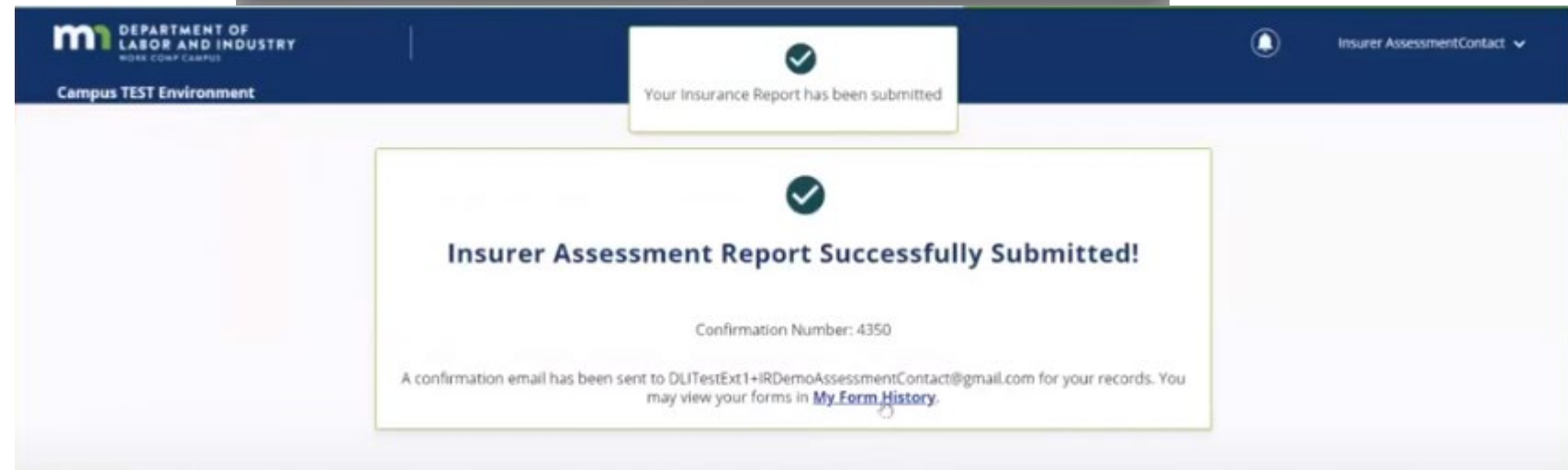
Use the fields below to report benefits paid by Demonstration IR. A report must be submitted even if no benefits were paid during the reporting period.

| | |
|----------------------|--------------------|
| Indemnity Benefits * | |
| \$ | Indemnity Benefits |
| <hr/> | |
| Replacement Policy | |
| \$ | Replacement Policy |
| <hr/> | |

Submitting benefits paid report

"Submit Insurer Report" page

- When "Submit Report" is clicked, a pop-up window warns the user changes can no longer be made after submission and asking if the user want to continue. Afterward, any changes that are needed to a submitted report must be emailed to dli.assessment@state.mn.us or the Workers' Compensation Division Help Desk at helpdesk.dli@state.mn.us.
- After clicking "Submit Form," a notification is generated indicating the report was successfully submitted.
- Clicking on the "My Forms" tab shows the information has been submitted.
- The "My SCF Assessment" tab will also show the updated status.



| My Queues | | | | | |
|------------------------|---------------------|----------------|--------------|-----------|---------------------|
| Form Type | Associated To | Associated ID | Last Updated | Status | Confirmation Number |
| Insurer Assessment Rep | Trey's Insurance Co | IR-01-6170-066 | 3/4/2021 | Submitted | 4350 |

Assessment details page

"Assessment Details" page

The "Assessment Details" page stores submitted report data, plus DLI-added information, such as DSR values and assessment rates.

- The "Assessment Details" page shows what was submitted.
- The "Designated Statistical Reported Values" will be uploaded by DLI when received (May or June).
- DLI will finalize the annual rate in June and add it to Campus.
- The "Assessment Result" field will then populate.
 - Insurers = DSR rate
 - Self-insurers = benefits rate
- The assessment amount due is the assessment result divided by two, unless the total amount due is less than \$1,000.

Insurer's Report for Trey's Insurance Co
Insurer's Report: AS-02-5852-992

Assessment Details

| | | | |
|--|---|-------------------------|-----------------------------------|
| Total Benefits Reported \$50,000.00 | Report Submission Date 3/4/2021 | 2021 Rate 0% | Assessment Result |
| DSR Value | DSR Upload Date | True Up Rate 0% | True Up Total |
| Amount Due 8/1/21 | Amount Due 2/1/22 | Amount Paid | Payment Date |
| Assessment Year 2021 | Replacement Policy Reported \$1,000.00 | Replacement Policy Rate | Replacement Policy Invoice Amount |

Insurer Information

| | | | |
|---|--------------------|--------------------|-------------------|
| Insurer Name IR-01-6170-066: Trey's Insurance Co | FEIN 00-0333001 | Type Insurer | |
| Address Line 1 123 Timberwolves St | City St Paul | State Minnesota | Zip Code 55101 |

Insurer Contacts

| Name | Phone Number | Email Address |
|--------------------|----------------|--------------------------------|
| insurer GroupAdmin | (555) 000-5555 | DLITestExt1+IRDemoGA@gmail.com |

"Assessment Details" page

The "Assessment Details" page stores submitted report data, plus DLI-added information, such as DSR values and assessment rates.

- Invoices will be created based on the amounts due.
- Historically, invoices have gone to either the insurer/self-insurer or the TPA, depending on how information was submitted in the prior system.
- DLI heard feedback that this flexibility would be beneficial in Campus and will identify options for sending assessment invoices to either the insurer/self-insurer or the TPA.
- This slide will be updated based on options identified.

The screenshot shows a web interface for the Department of Labor and Industry. The header includes the logo and 'DEPARTMENT OF LABOR AND INDUSTRY WORK CORP CAMPUS'. The page title is 'Insurer's Report for Trey's Insurance Co' with a sub-header 'Insurer's Report: AS-02-5852-992'. A 'Submit Insurer's Report' button is visible. The main content is divided into sections: 'Assessment Details', 'Insurer Information', and 'Insurer Contacts'. The 'Assessment Details' section contains a grid of key-value pairs. The 'Insurer Information' section contains a grid of key-value pairs. The 'Insurer Contacts' section contains a table with columns for Name, Phone Number, and Email Address.

| Assessment Details | | | |
|-------------------------|-----------------------------|-------------------------|-----------------------------------|
| Total Benefits Reported | Report Submission Date | 2021 Rate | Assessment Result |
| \$50,000.00 | 3/4/2021 | 0% | |
| DSR Value | DSR Upload Date | True Up Rate | True Up Total |
| | | 0% | |
| Amount Due 8/1/21 | Amount Due 2/1/22 | Amount Paid | Payment Date |
| | | | |
| Assessment Year | Replacement Policy Reported | Replacement Policy Rate | Replacement Policy Invoice Amount |
| 2021 | \$1,000.00 | | |

| Insurer Information | | | |
|-------------------------------------|------------|-----------|----------|
| Insurer Name | FBIIN | Type | |
| IR-01-6170-066: Trey's Insurance Co | 00-0333001 | Insurer | |
| Address Line 1 | City | State | Zip Code |
| 123 Timberwolves St | St Paul | Minnesota | 55101 |

| Insurer Contacts | | |
|--------------------|----------------|--------------------------------|
| Name | Phone Number | Email Address |
| Insurer GroupAdmin | (555) 000-5555 | DLITestExt1+IRDemoGA@gmail.com |

Trading partner navigation to reporting page

Trading partner navigations

Trading partner navigation paths are slightly different from those for the insurers and self-insurers.

- The "Trading Partner" dashboard does not have the same queue tabs.
- Navigate to "My Groups" in the top right corner.

The screenshot shows the 'Trading Partner' dashboard for 'UPNORTHINSURANCE' in a 'Campus TEST Environment'. The top navigation bar includes the 'm' logo, 'DEPARTMENT OF LABOR AND INDUSTRY', 'WORK COMP CAMPUS', a 'Submit a Filing' button, a notification bell, and a user profile dropdown menu. The dropdown menu is open, showing 'TradingPartner AssessmentContact', 'Edit Profile', 'My Groups' (highlighted in yellow), and 'Log Out'. Below the navigation bar, the 'Trading Partner' section shows a dropdown for 'UPNORTHINSURANCE' and a 'Submit Webform' button. The 'Trading Partner Details' section is a table with the following data:

| Trading Partner ID | Trading Partner Name | Account Name | FEIN | Status | View Profile |
|--------------------|----------------------|------------------|------------|--------|--------------|
| TP-01-6095-182 | UPNORTHINSURANCE | UPNORTHINSURANCE | 77-7111555 | Active | View Profile |

The 'Account Overview' section features a donut chart for '261 Transactions' and two summary cards: 'Accepted Transactions' (42.9%, 1 in every 2.33 transactions) and 'Rejected Transactions' (57.1%, 1 in every 1.75 transactions). A 'View: Last 30 days' dropdown is present. The 'Notifications' section shows 'No notifications'. At the bottom, there are two more cards: 'Average Days For Employer to Notify Claim Admin' (0.5 days) and 'New Claims' (38).

Trading partner navigation to reporting page

Trading partner navigations

Trading partner navigation paths are slightly different from those for the insurers and self-insurers.

- Click on the insurer for which the report is being made.
- Ensure "Designated Contact for Assessments" is listed under "My Permissions."

The screenshot shows the 'My Groups' page in the Department of Labor and Industry system. The page header includes the logo and 'DEPARTMENT OF LABOR AND INDUSTRY WORK COMP CAMPUS'. The user is logged in as 'TradingPartner AssessmentContact'. The page displays two groups:

- TP-Related Insurer**: Insurer/ Self-Insurer, 1 Member. Under 'My Permissions', it lists 'Designated Contact for Assessments'. Under 'Group Admins', it lists 'Date Joined' as 3/3/2021.
- UPNORTHINSURANCE**: Trading Partner, 40 Members. Under 'My Permissions', it lists 'Member'. Under 'Group Admins', it lists 'Tyler Shepherd (DLITestExt1+tshep@gmail.com)' and 'Date Joined' as 3/3/2021.

Trading partner navigation to reporting page

Trading partner navigations

Trading partner navigation paths are slightly different from those for the insurers and self-insurers.

- The "Insurer Details" page will open, along with tabs at the bottom of the page.
- Click on "SCF Assessment History."
- This will open the "Assessment Details" page; return to slide five for the remaining steps about how to complete the report.

TP-Related Insurer
Insurer: IR-01-6170-071

Insurer Details

| | | | |
|--------------------|--------------|------|------------|
| Insurer Name | Insurer Type | NAIC | FEIN |
| TP-Related Insurer | Insurer | | 00-0333000 |
| 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-02-5852-915 | 2021 | \$0.00 | Report Received | No Penalty Assessed |
| AS-02-5853-023 | 2021 | \$0.00 | Awaiting Report | No Penalty Assessed |

Thank you

