Session II: Initiate Disputes on CAMPUS
Entities vs. Transactions

Entities

Entities are the **parties that exist** in the system to which transactions can be associated

- Injured Worker
- Employer
- Insurer
- Trading Partner
- TPA
- QRC Firm
- Health Care Provider
- State Agency
- Law Firm

Transactions

Transactions are the **"things" that will be worked on**

- Appeal/Petition to Vacate
- Claim
- Dispute
- Event
- Reimbursement
- Coverage
- Investigation
- Election
- Compliance Audit
- Compliance Case
- Penalty
- Rehab Case
- Settlement
- Case Service Funds
- Prepaid Cards
- Receivables
- Medical Policy Violation
- Outgoing Payment
- Payment/Adjustment
- Intervention Case
- Job Placement Case
Claims vs. Disputes

Claims

Each date of injury is a separate claim – Injured employees can have multiple claims

- Claim 1 – 1/1/2020 DOI
- Claim 2 – 2/5/2020 DOI
- Claim 3 – 7/4/2020 DOI

Disputes

Each claim can have multiple disputes

- Medical dispute – 1
- Medical dispute – 2
  Medical dispute – 3...
- Mediation...
- Rehab dispute – 1
- Rehab dispute – 2
- Rehab dispute – 3 ...

DEPARTMENT OF LABOR AND INDUSTRY
Getting Started with CAMPUS

CAMPUS Dashboard
The Dashboard is the starting point for users to be able to navigate and perform all necessary job functions.
Dispute Resolution: Initiate Dispute Webform

From Dashboard – Submit a Filing: Initiate Dispute

1) Locate Claim

1b) Select more Claims

1c) Create Claim Shell

2) Choose Action

- Mediation
- Conference
- No event, only Certify
- Nothing yet, just Initiate Dispute

3) Tell us your Issues

- Issue Types (Rehab/Med)
- List out each separately based on current RFA
- Upload Documents

3b) Add more Disputes to Event?

- Available if scheduling Conference or Mediation

4) Summary

- Here’s what you’re filing
- What will happen next
- Scheduling/Polling next steps

5) Submit & Processing

- E-signature
- Generate Docs depending on selection in step 2 (RFM, RFA, RFCD)
- Create Dispute(s)
- Create Tasks
- Create issues
- E-service

KEY

- Mandatory Step
- Conditional/Optional step

ADR Form RFM
ADR Form RFA
ADR Form RFCD
Step 1: Gain Access to a Claim

Filing a Notice of Representation
As an Attorney trying to gain access to a Claim, you will need to file a Notice of Representation.

1. From the Dashboard, click on the Submit a Filing drop-down and select Access a Case or Claim from the menu. (*Not Pictured)
2. Select File Notice of Appearance or Representation from the drop down.
3. Click Next to continue.
4. Enter claim identifying information and click next to proceed to webform. *Next button will highlight after information is provided.
5. Select the Party you represent, attach required documents, and make necessary acknowledgments.
6. Finish by populating the required Attorney info and clicking Next.
7. Serve Parties Step – Select parties to serve, check the Declaration box, and digitally sign.
8. Click Submit Form.

*Submission Confirmation page will display, the selected parties will be served, and you will be taken to a submission confirmation page. (Not pictured)

• Users who are not parties to the Claim (ex. Spouse of injured worker, QRCs, representative of Employee’s Estate, etc.) must submit the Claim Access Authorization webform to DLI.
• DLI will then review the submission and determine whether Claim access will be granted.
Step 2: Initiate a Dispute (Medical or Rehab)

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.
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](image)

**Claims Associated to this Dispute**

- Joe Harris: Injury on 06/01/2020
- Employer: Taylor Tools
- Insurer: New Brighton Insurance

**Parties in Dispute**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Harris</td>
<td>Requesting Party</td>
<td>None Identified</td>
</tr>
<tr>
<td>Taylor Tools</td>
<td>Employer</td>
<td>None Identified</td>
</tr>
<tr>
<td>New Brighton Insurance</td>
<td>Insurer</td>
<td>None Identified</td>
</tr>
</tbody>
</table>
In this demo, you will see how to...

- Access/Locate a Claim
- Submit a Request for Certification
- Initiate a Dispute (Medical or Rehab)
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.

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Demo

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

• Amend a Dispute
• Responding to Request (Filing a Medical or Rehab Request)
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

- Fill out the required fields on the page.
- Click the +Upload Document button to attach supporting documentation.
- When complete, click Submit Form.
Demo

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

• File a Motion to Intervene
Filing a Form with an Affidavit of Service

• The external user submitting a Motion to Intervene on a Dispute must require legal service.
• After selecting the applicable Dispute ID hyperlink, you will be taken to the Dispute Details page.
• Select Motion to Intervene from the drop-down menu and Save. This will take you to the webform, where you will go through the steps of filing the motion.
• In filling out the intervention details, anything with an asterisk (*) is required.
• Add any Supporting Attachments by clicking the +Upload Document button to continue.
### Serving Documents

Serving documents allows you to serve the intervention to select parties on the dispute.

#### Filing a Form with an Affidavit of Service

- In the Serve Parties step, all parties on the dispute will be displayed. The user can click the checkbox in the **Serve Party** column to select who gets served.
- Each party will set their own preferred **Service Method**, which is how the motion will be served.
- You can also manually add service recipients by clicking on the **+Add Service Recipient** button.

#### Serving Documents

![Diagram of Affidavit of Service](image)

**Locate a Dispute**

**Intervenor Details**

<table>
<thead>
<tr>
<th>Part</th>
<th>Intervenor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>Service Method</td>
</tr>
<tr>
<td></td>
<td>Service Date</td>
</tr>
</tbody>
</table>

**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 motion via Campus.
- To serve parties by mail you must print a copy of the filed document and your Affidavit of Service.

**Declaration**
- I declare under penalty of perjury that everything that I have stated in this document is true and correct. *Minn. Stat. § 168.116.

**Electronic Signature**
- This sign your file and print a copy of the service document as they appear on your computer or file. By signing and serving this form, I certify copies of this form and attachments being sent to the employee, union, any attorney(s), the Department of Labor and Industry, and, if required, to the department's vocational mediation center (VCM).

**Full Name of Signatory**

I understand that by checking this box, I am legally signing this electronic form and confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

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Serving Documents
Serving documents allows you to serve the intervention to select parties on the dispute.

- In filling out the information, anything with an asterisk (*) is required.
- All boxes must be checked to declare and confirm, and your Electronic Signature must be entered exactly as it is in your CAMPUS profile.
- Once the filing is submitted, you can find a record of it by going to the My Forms queue on the dashboard and clicking on the hyperlink under Form Type.
Electronic Service

Setting up Service of Process Designees
External users will also be served documents.

- Each external entity will have an assigned group admin, and the group admin can assign another user, or themselves, as the Service of Process Designee.
- From the Dashboard, click on your username on the top right and select My Groups from the drop-down menu.
- To assign a Service of Process Designee, click the kabob icon and choose Manage Group.
- On this page, it will show all Active Members and their roles. To assign a role to a user, click the Edit option in the Permissions box under their name.
Setting up Service of Process Designees

• Once this is done, if a document needs to be served on the entity, the user assigned to this role will receive that document.
The **Document Details** page shows additional information about the document along with related links to associated transactions that can be viewed.

To access the page from the Dashboard, click on the **My Forms** queue and click on the hyperlink under **Form Type**.

The **Related Links** section is useful and shows any additional transactions associated to the document and can be viewed by clicking on the hyperlink.
Thank you!