MINNESOTA
WORKERS' COMPENSATION
MODERNIZATION PROGRAM

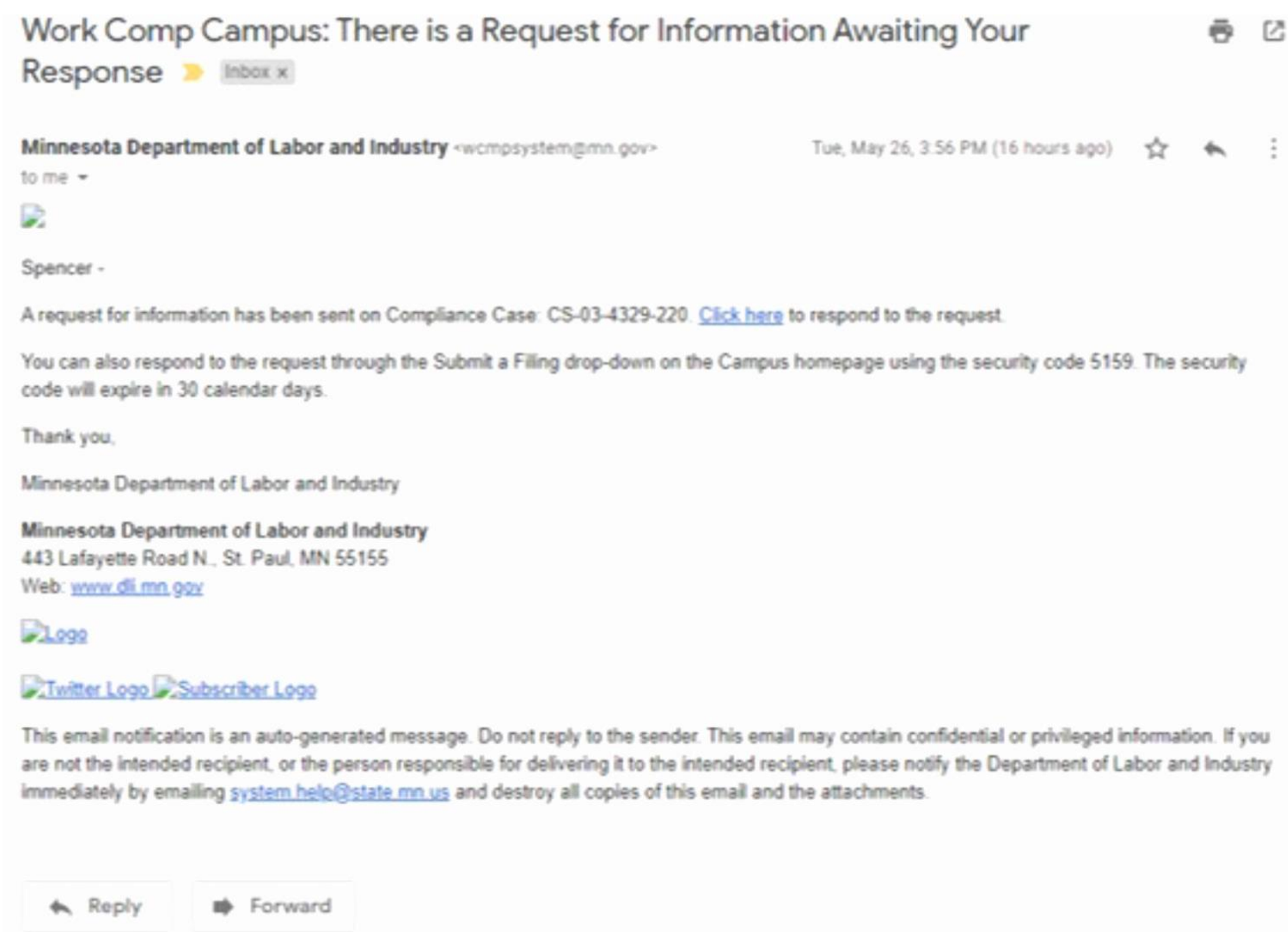
Quick reference guide:
Responding to a request for information (RFI)

Request for information

"Request for information" covers a broad number of topics, but is used by DLI to formalize the process when it requires information or documentation from any individual or entity who is a part of the workers' compensation system.

Requesting information by email or webform

When an internal user sends a request for information to an external user, they will receive an email (below) message with instructions about how to respond, as well as the number of days they are expected to respond within.



Work Comp Campus: There is a Request for Information Awaiting Your Response Inbox x

Minnesota Department of Labor and Industry <wcmpsystem@mn.gov> Tue, May 26, 3:56 PM (16 hours ago)
to me

Spencer -

A request for information has been sent on Compliance Case: CS-03-4329-220. Click here to respond to the request.

You can also respond to the request through the Submit a Filing drop-down on the Campus homepage using the security code 5159. The security code will expire in 30 calendar days.

Thank you,

Minnesota Department of Labor and Industry

Minnesota Department of Labor and Industry
443 Lafayette Road N., St. Paul, MN 55155
Web: www.dli.mn.gov

Logo

Twitter Logo Subscriber Logo

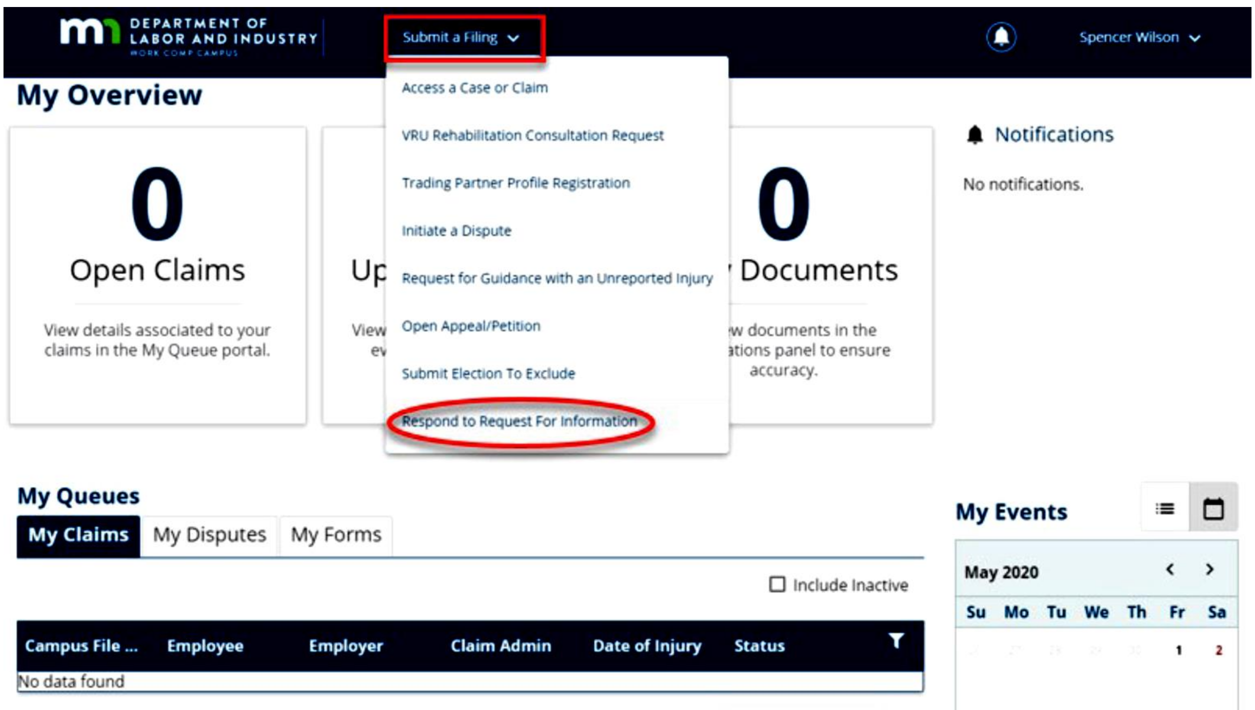
This email notification is an auto-generated message. Do not reply to the sender. This email may contain confidential or privileged information. If you are not the intended recipient, or the person responsible for delivering it to the intended recipient, please notify the Department of Labor and Industry immediately by emailing system.help@state.mn.us and destroy all copies of this email and the attachments.

Reply Forward

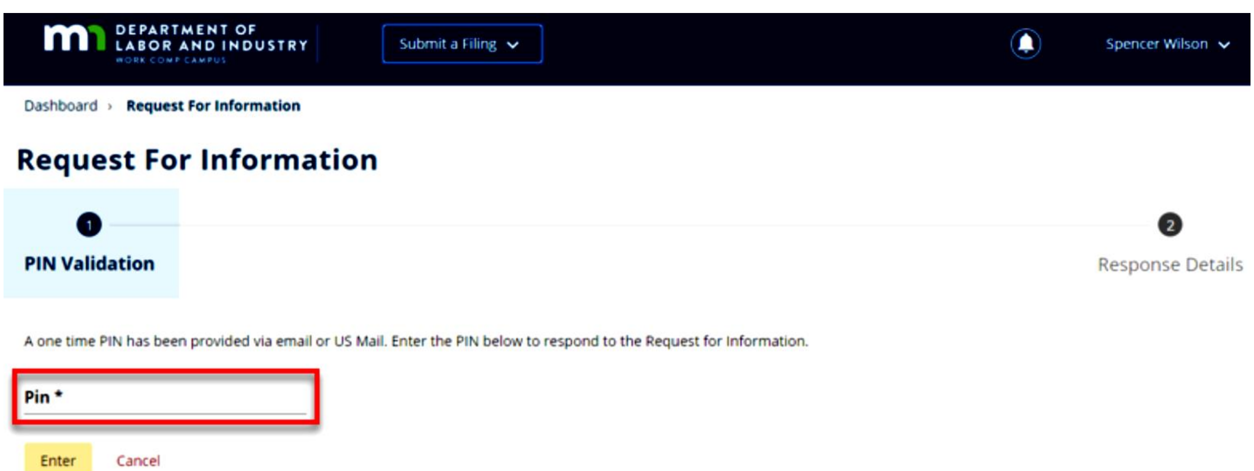
Navigation to the response is possible in two ways:

1. navigate from the email link which was sent in the email message, and do not use the PIN; or

2. navigate via the **Submit a Filing** drop-down menu in the dashboard (see screenshot below).

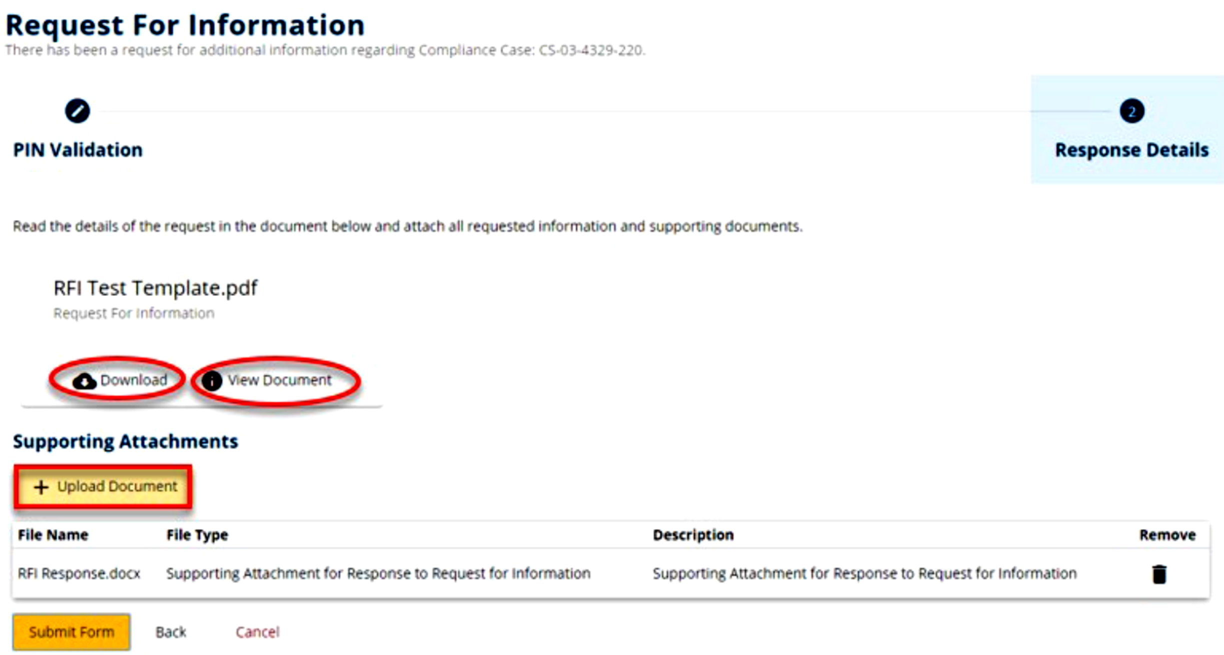


This will prompt you to enter a PIN, which will link responses to the correct request for information.

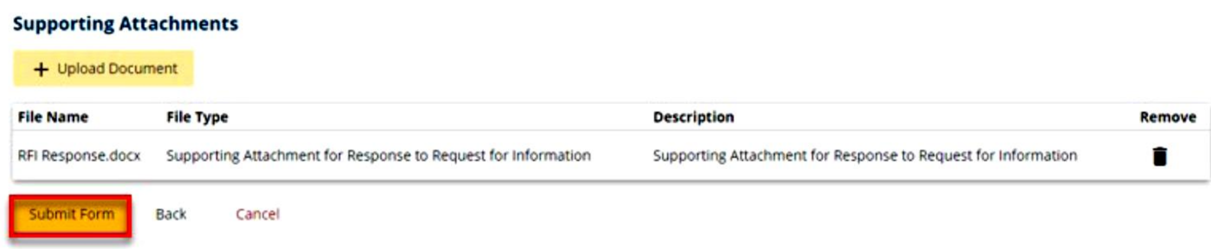


Clicking the link in the email message, will not require you to enter a PIN. The login page will display and, from there, the user will go directly to the webform submission. (If you are already logged into Campus, the webform will display.)

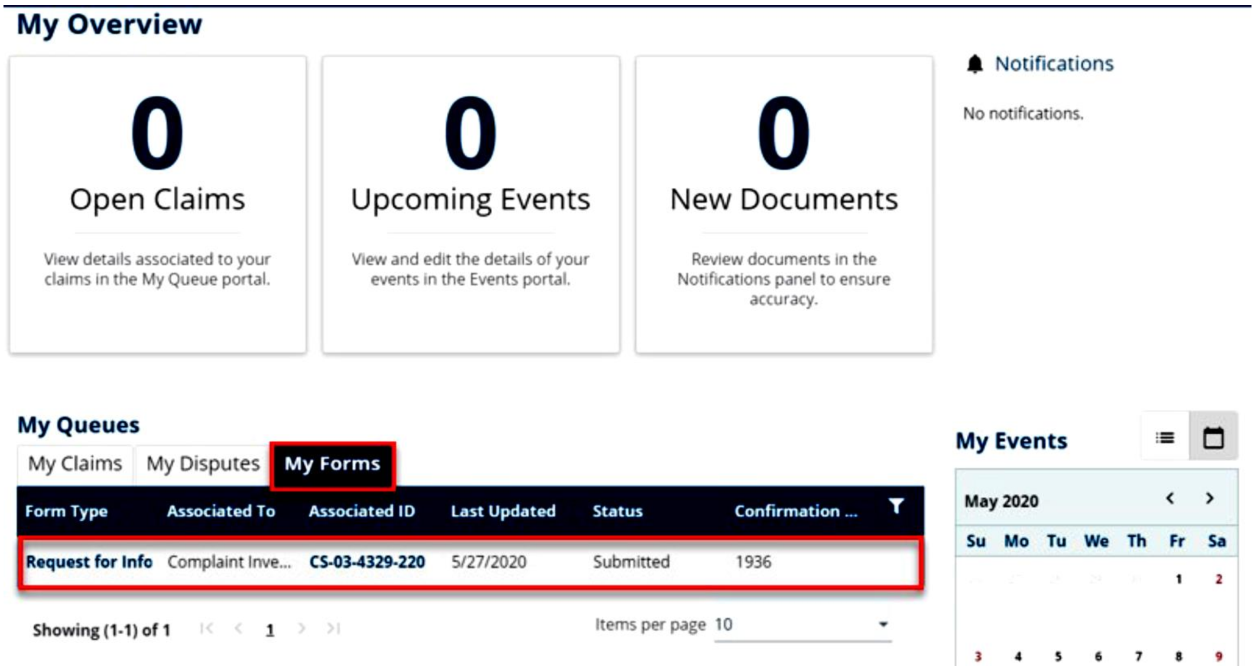
There are two buttons on the next page: **Download** and **View Document**. The **Download** button allows the download of the actual request for information; the **View Document** button allows you to view the document in the browser. To respond to the request for information, click **Upload Document**.



The response cannot be submitted without an uploaded document. After a document or multiple documents have been uploaded, click **Submit** to complete the response.



After a response has been submitted, the process is complete. The user who submitted the response can view it on the **My Forms** queue on their dashboard.

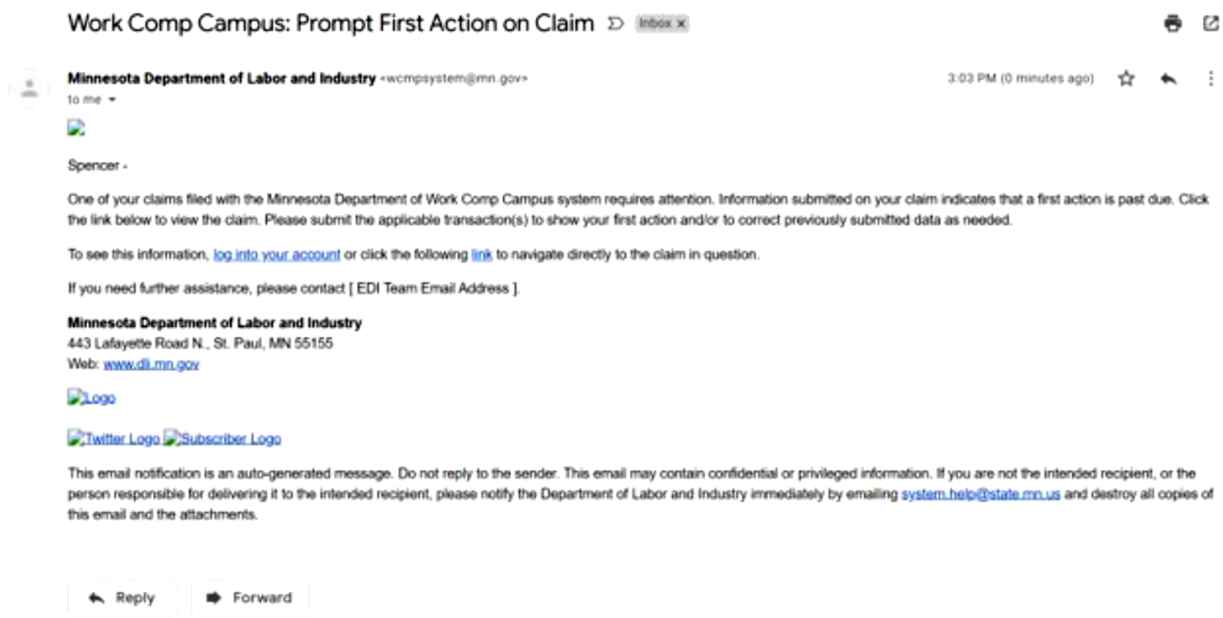


Specific requests

DLI may also request specific information, which may follow a different process than the standard requests for information. Several examples are laid-out below.

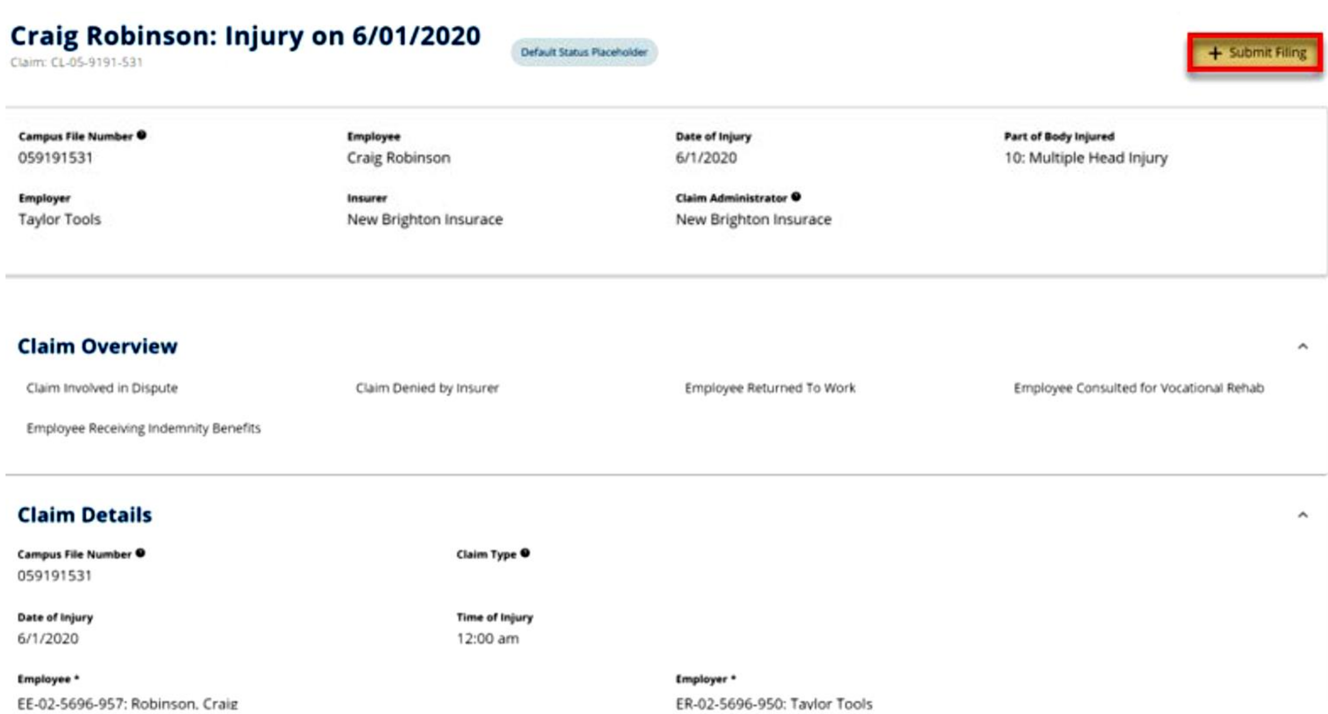
Prompt action

DLI can send alerts to claim administrators when their first action is past due. The claim administrator will receive an email message indicating what is needed and with a link that will take them to the associated claim. In the claim, the claim administrator can view the details of the request and take the necessary action. Any filing can be done by using the **Submit a Filing** button and choosing the appropriate submission.

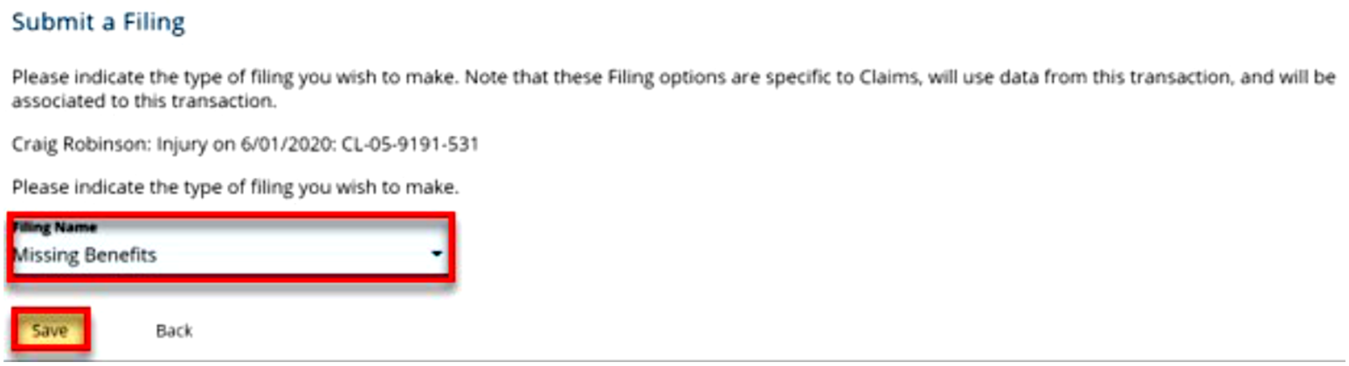


Missing benefits webform

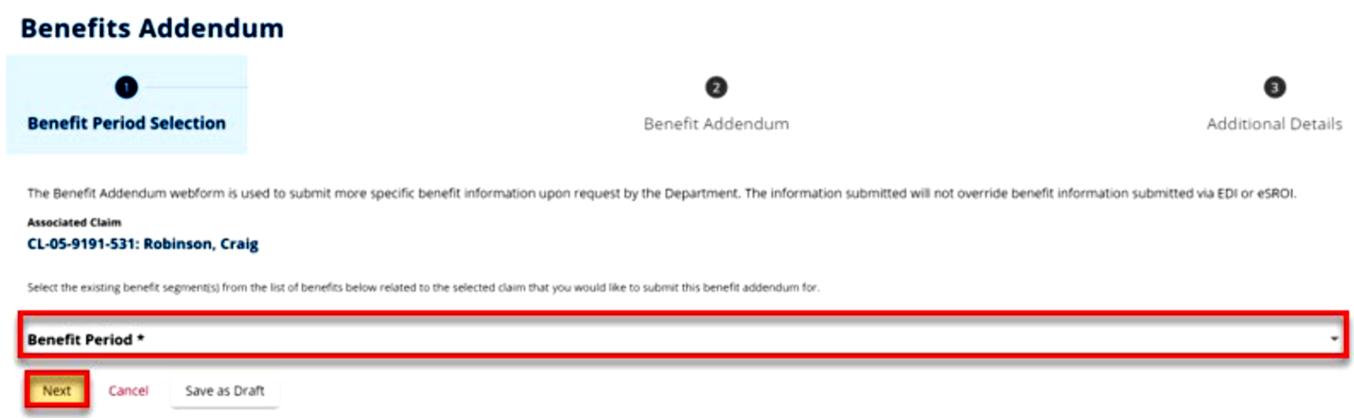
Campus can be used by external parties to submit missing benefits. To file, go to the **External Claim Details** page and click the **Submit a Filing** button.



In the **Filing Name** drop-down menu, select **Missing Benefits**. Click **Save** when complete.



Select the **Benefit Period** for where to file missing benefits. Click **Next**.



After the benefits and benefits period are selected, input the changes that should be made by editing existing benefits or adding new benefits, and click **Next**.

Provide any attachments or additional details and click **Submit Form**.

Benefits Addendum

Benefit Period Selection | **Benefit Addendum** | 3 **Additional Details**

Provide any additional explanation for the reason behind submitting this Benefit Addendum.

Explanation

Supporting Attachments

Attach any supporting documentation that you believe will assist in the review of this submission.

+ Upload Document

File Name	File Type	Description	Remove

At least one addendum must be created to submit the missing benefit addendum

Submit Form | Back | Cancel | Save as Draft