MINNESOTA

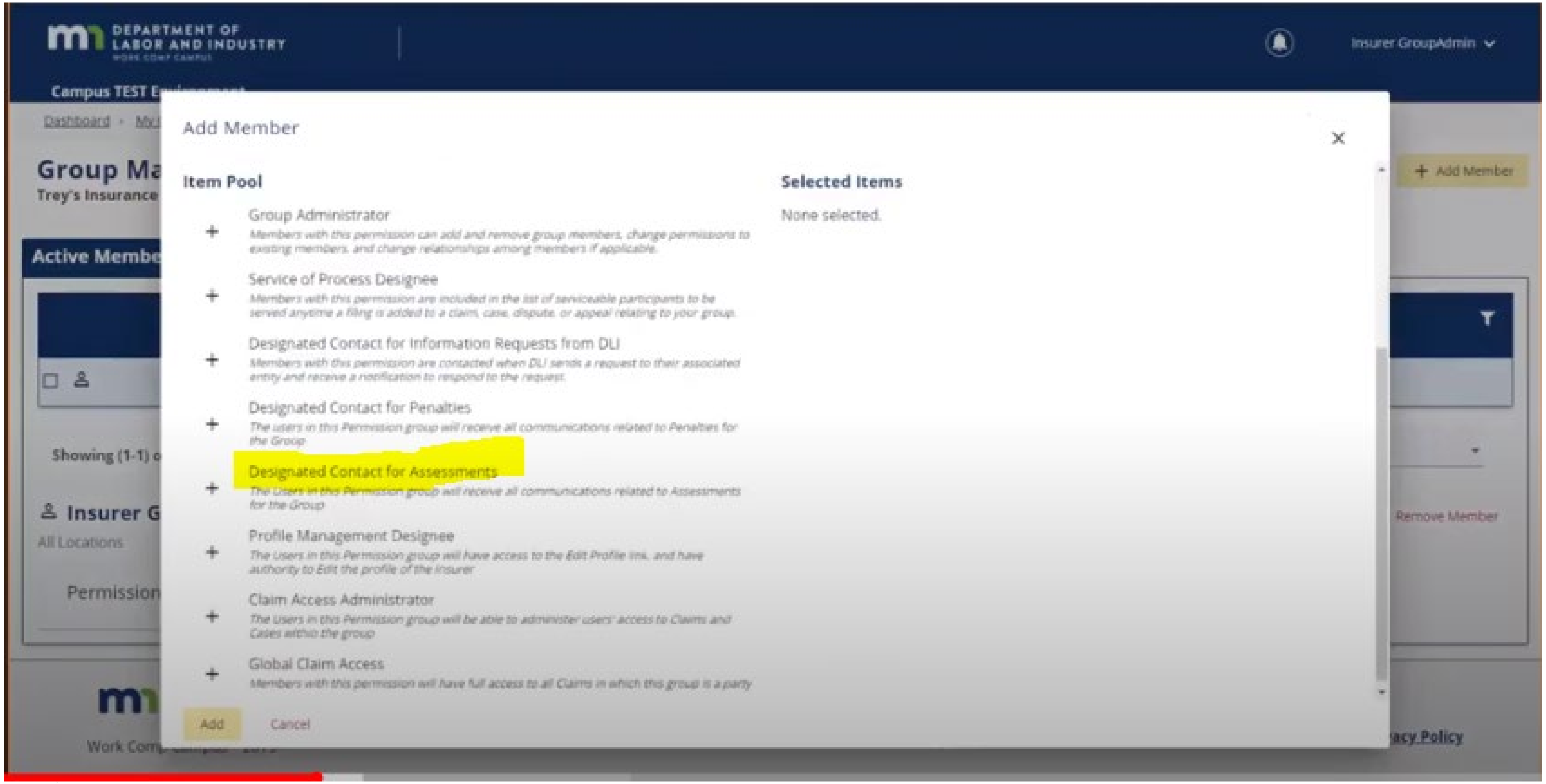
WORKERS' COMPENSATION MODERNIZATION PROGRAM

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.

Campus: It is Time to Submit Your Annual Assessment

Minnesota Department of Labor and Industry

to Insurer

2:01 PM (1 hour ago)

Insurer -

It is time to submit your report for Trey's Insurance Co for workers compensation benefits paid in 2020. The report is due by April 1st, and the information reported will be used to calculate the assessment that will be due August 1st 2021, and February 1st, 2022. Insurers and self-insured employers that are liable for the assessment will receive an invoice approximately 30 days prior to the payment due dates.

The Workers' Compensation Report of Benefits Paid should now be filed online. To file online, navigate to the Campus system by clicking here.

The instructions attached include details around what benefits should and shouldn't be reported for this assessment. If you have further questions or an unsure about which benefits to report, email dli.assessments@state.mn.us.

Minnesota Department of Labor and Industry

443 Lafayette Road N., St. Paul, MN 55155

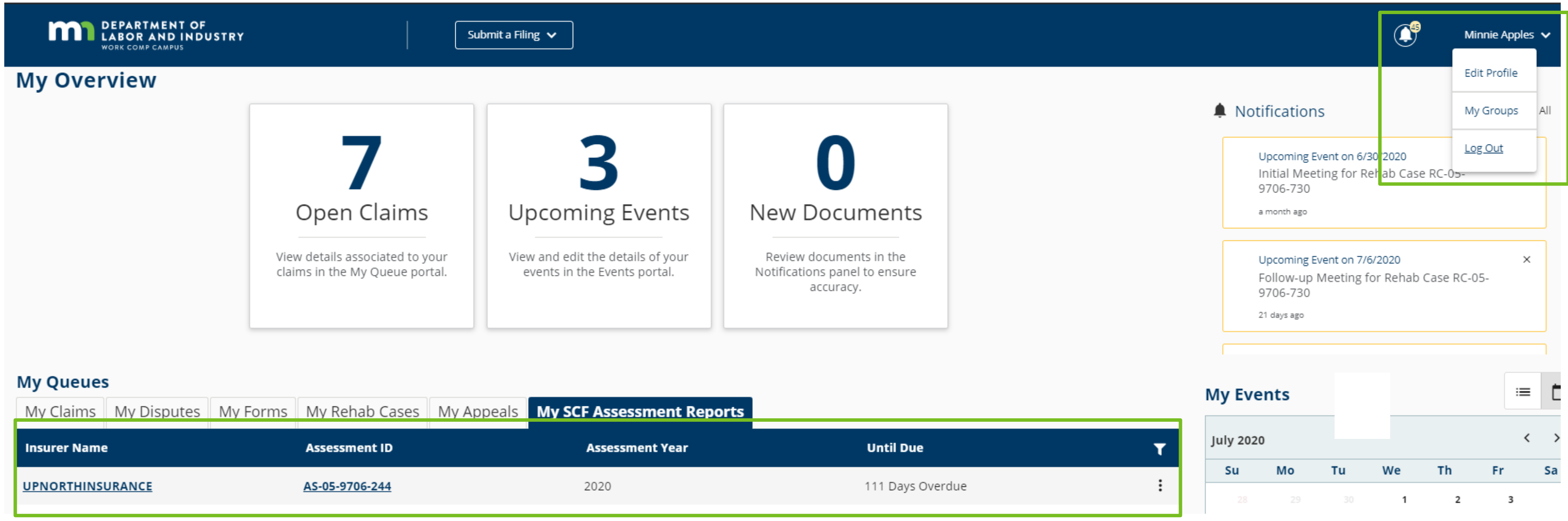
Web: www.dli.mn.gov

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. ⋮

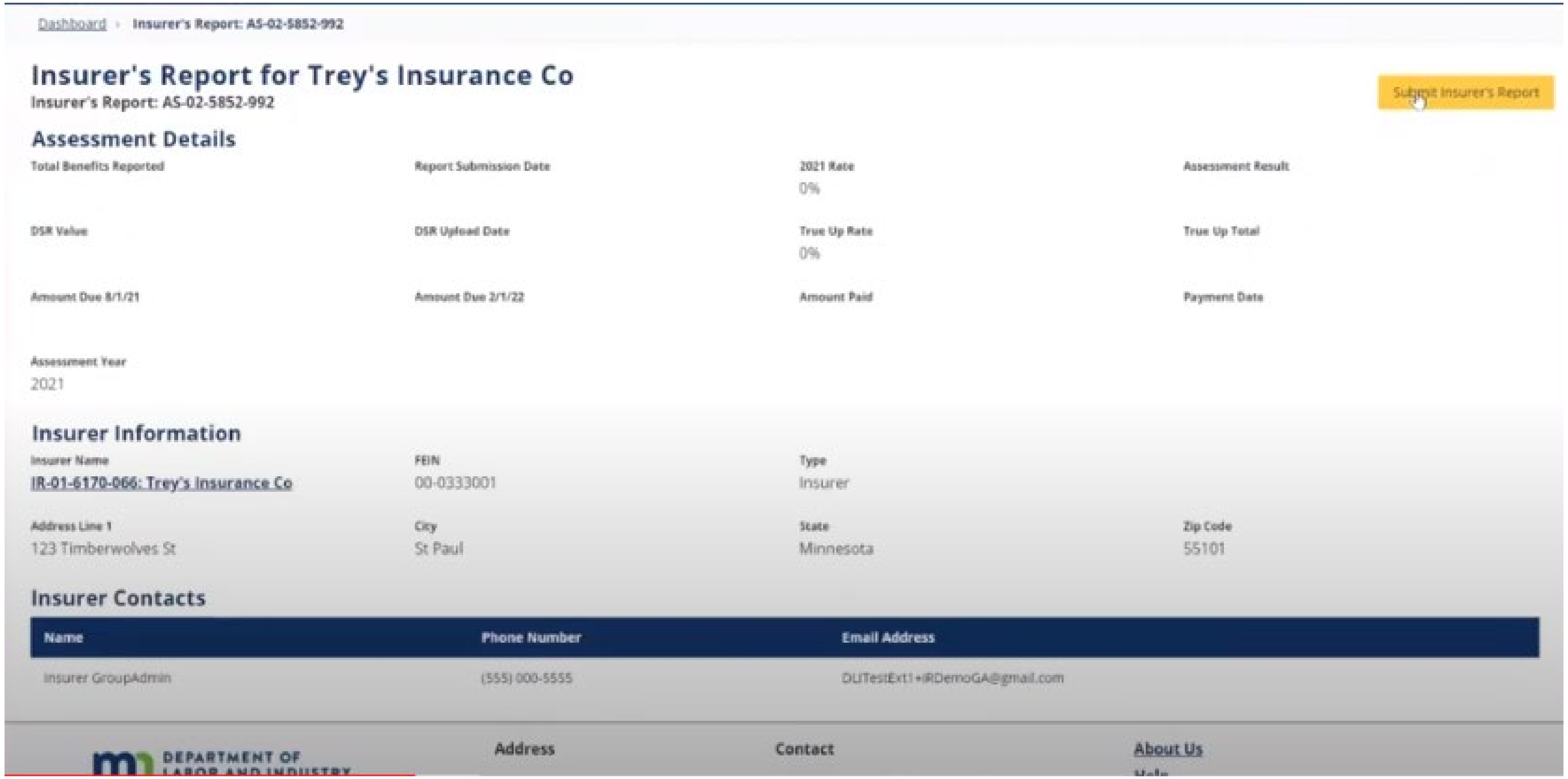


Assessment details page

"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.



Submit insurer report

"Submit Insurer Report" page

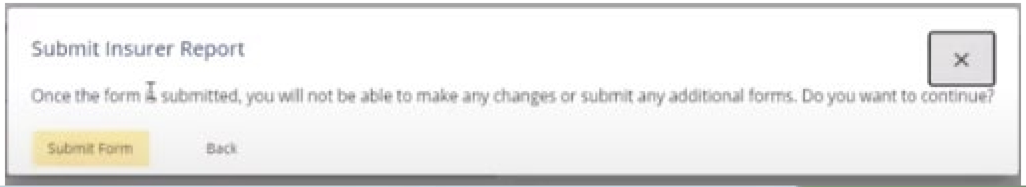
The "Submit Insurer Report" page is used for reporting indemnities paid.

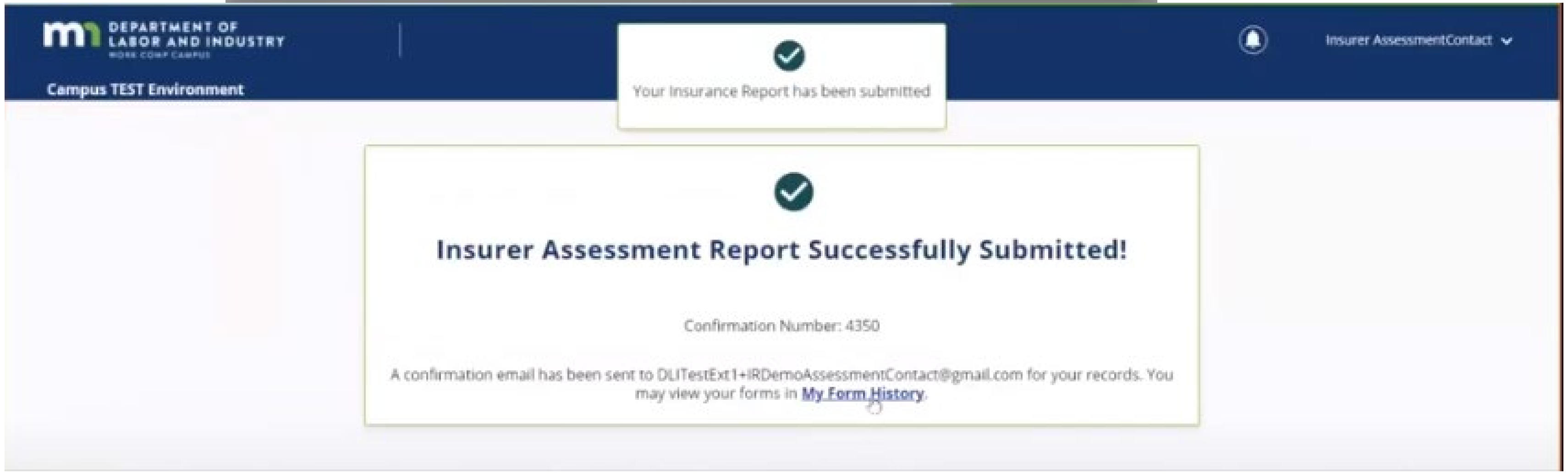
- Report the indemnity benefits total for the 12-month reporting period.
- Only insurers will have the "Replacement Policy" field.
- Benefits reporting instructions, outlining what to include and exclude, are posted online at www.dli.mn.gov/business/workers-compensation/work-comp-results-special-compensation-fund-assessment.

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 clickining "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.



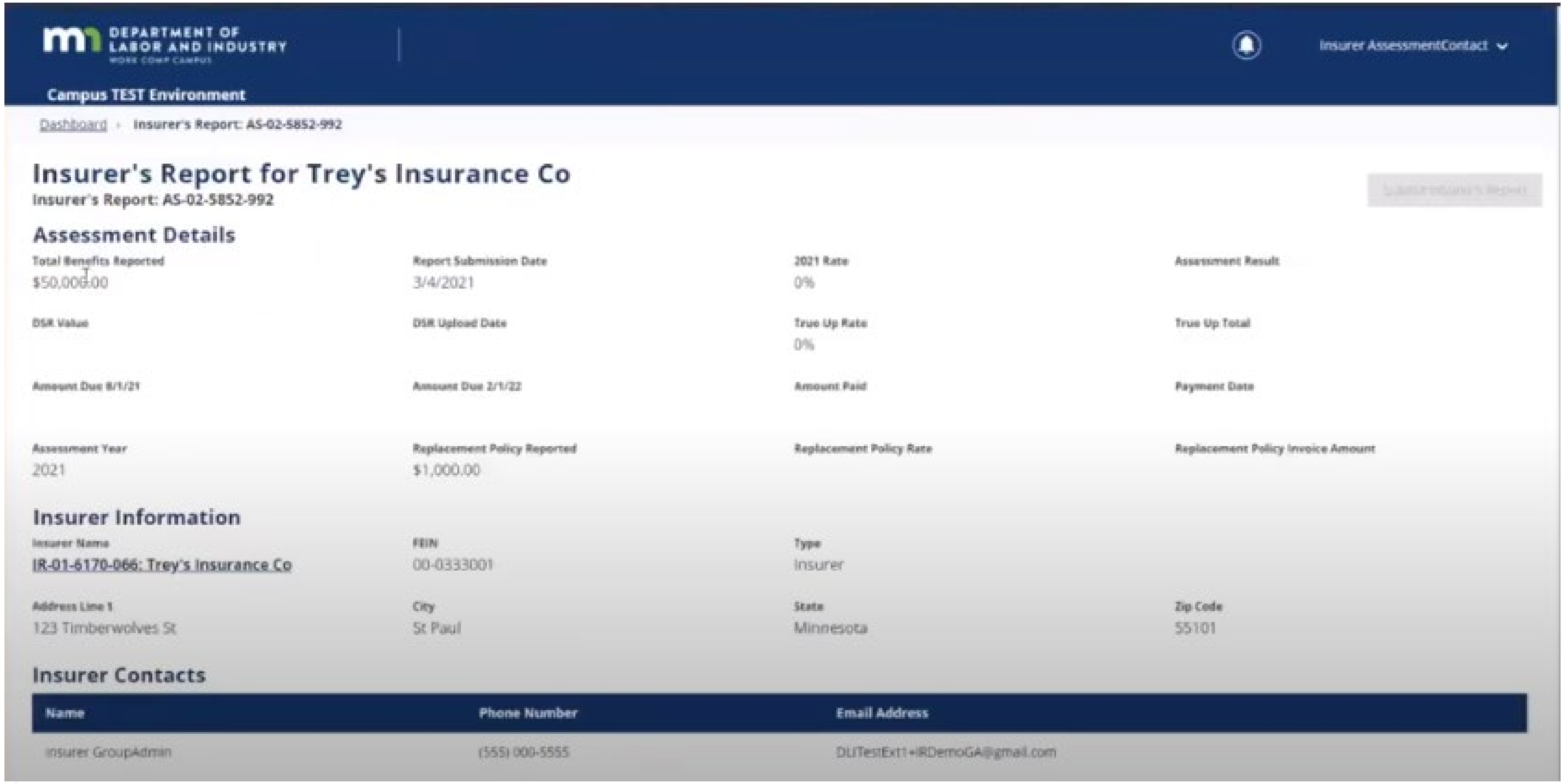


Assessment details page

"Assessment Details" page

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

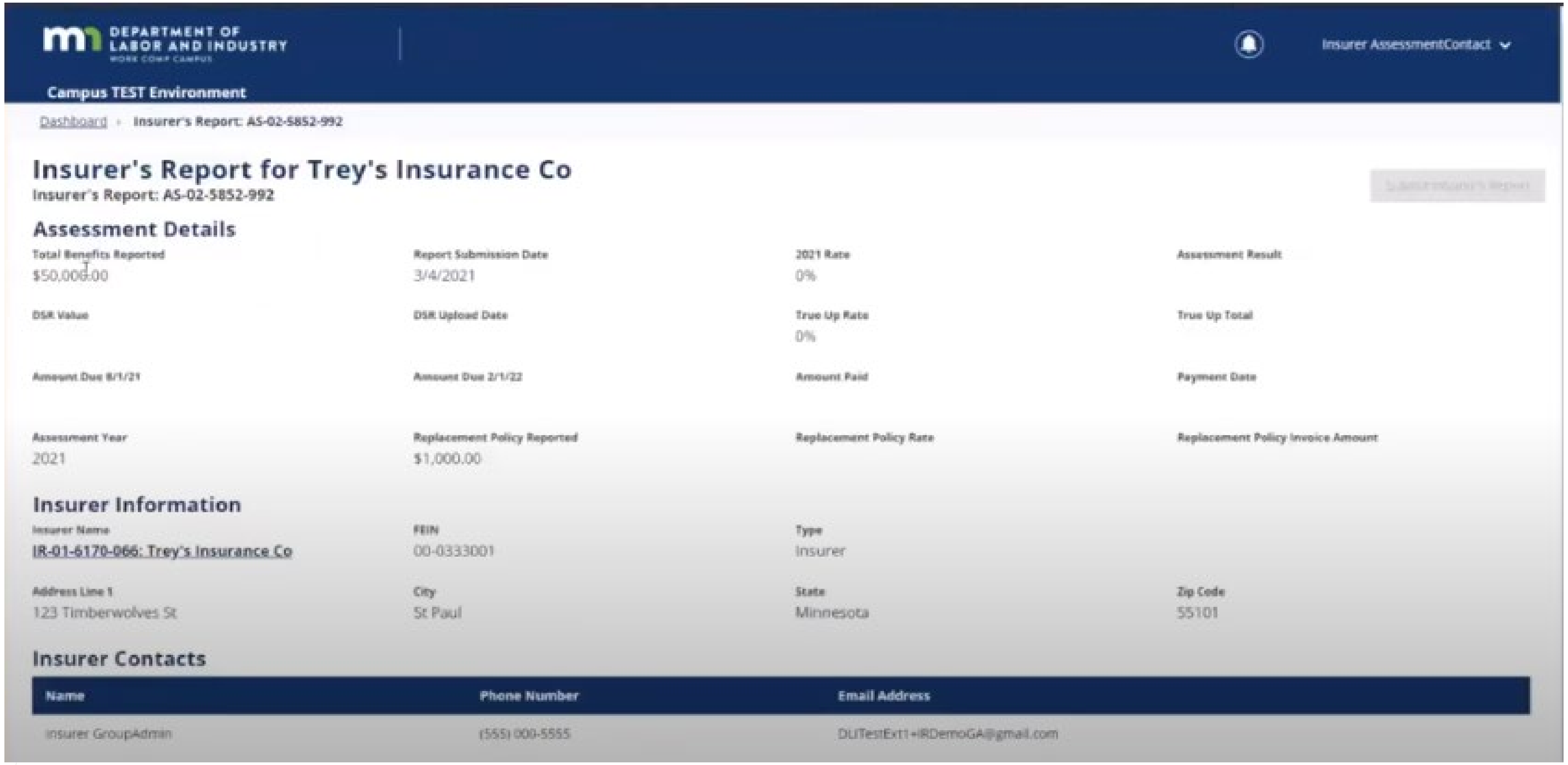
- The "Assessment Details" page shows what was submitted.
- The "Designated Statistical Reported Values" will be uploaded by DLI when received (May or June).
- DLI will finalize the annual rate in June and add it to Campus.
- The "Assessment Result" field will then populate.
  - Insurers = DSR rate
  - 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.



"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.

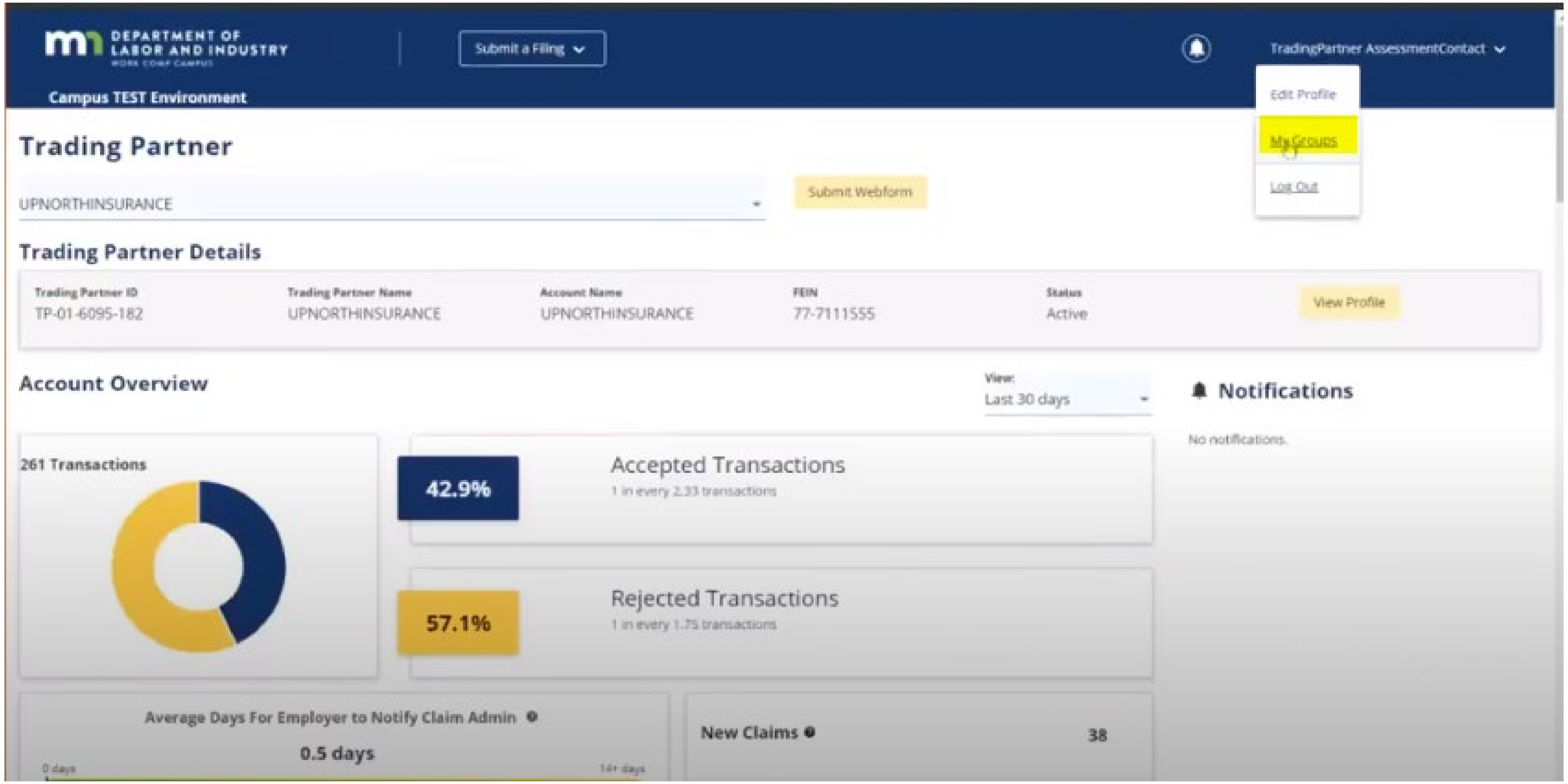


Trading partner navigation to reporting page

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.

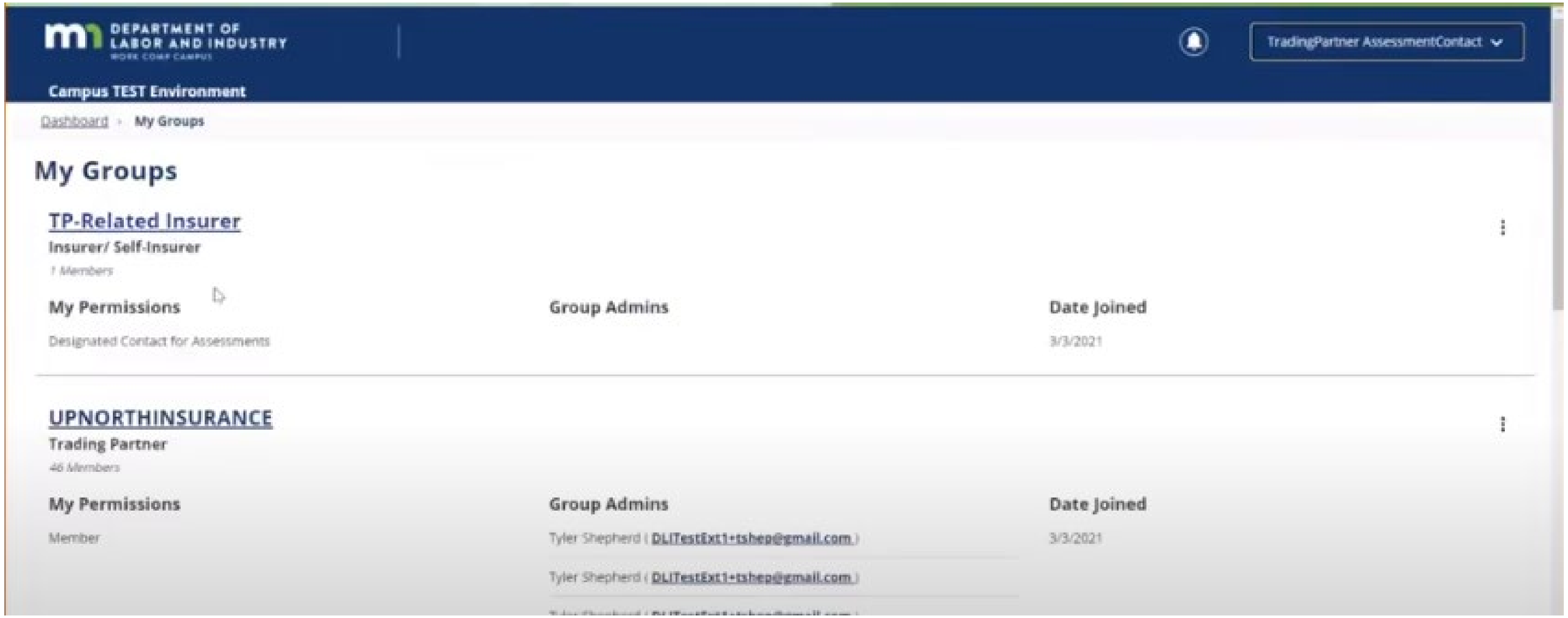


Trading partner navigation to reporting page

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."

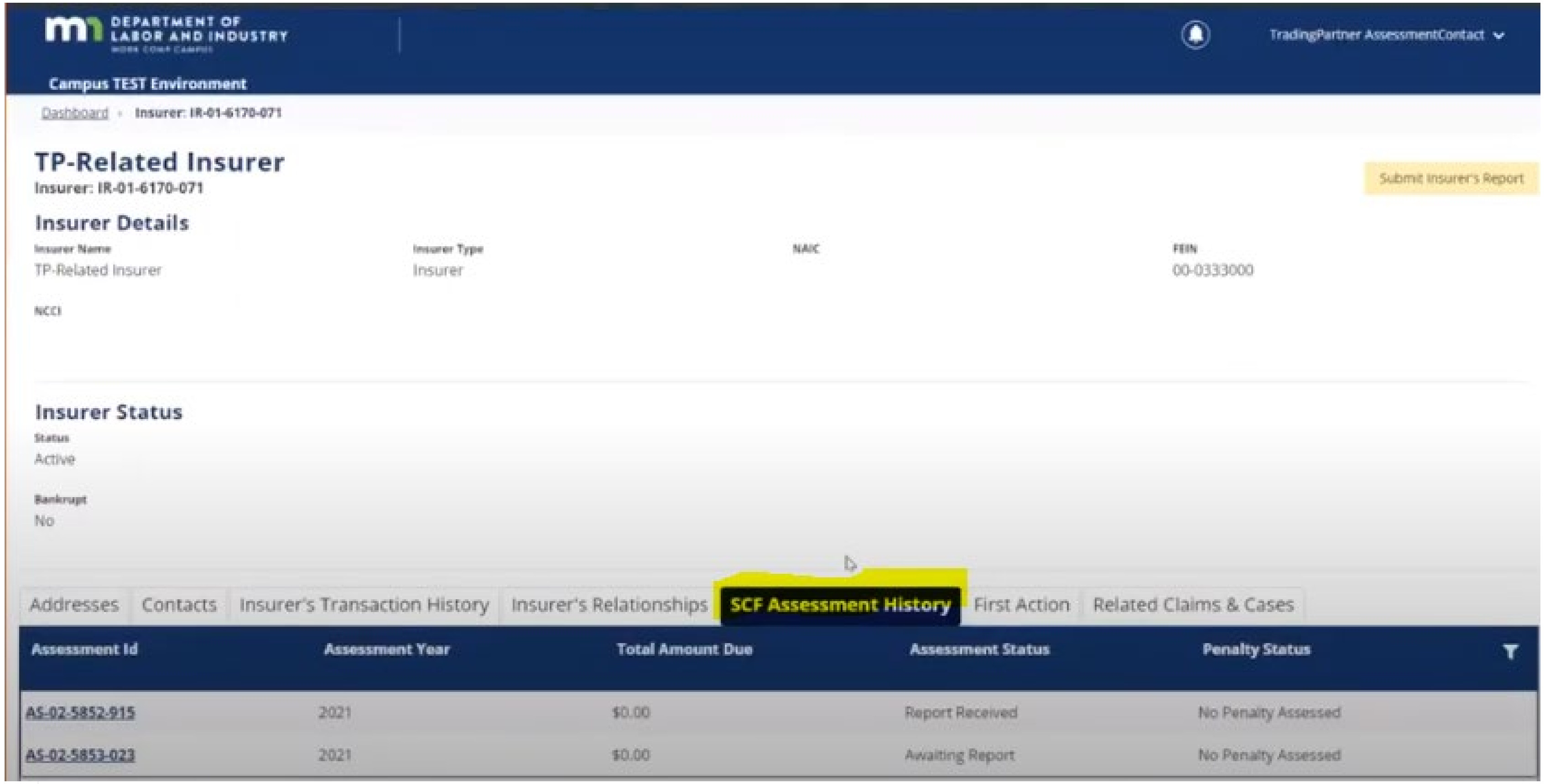


Trading partner navigation to reporting page

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.



Thank you

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