

AGENDA

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

1333 Main Street, 5th Floor
Columbia, South Carolina 29201

August 11, 2014 – 10:30 a.m.

Commission Hearing Room A

This meeting agenda was posted prior to the meeting and proper advance notice was made to all concerned parties in compliance with requirements in the Freedom of Information Act.

1. APPROVAL OF AGENDA OF BUSINESS MEETING OF AUGUST 11, 2014 *CHAIRMAN BECK*

2. APPROVAL OF MINUTES OF THE BUSINESS MEETING OF JULY 21, 2014 (Tab 1) *CHAIRMAN BECK*

3. GENERAL ANNOUNCEMENTS *MR. CANNON*

4. APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2) *MR. SMITH*

5. DEPARTMENT DIRECTORS' REPORTS *MS. COPELAND*
 - Administration – Financial Report (Tab 3) *MS. HARTMAN*
 - Information Services (Tab 4) *MR. DUFFIELD*
 - Insurance & Medical Services (Tab 5) *MS. SPANN*
 - Claims (Tab 6) *MR. DUFFIELD*
 - Judicial (Tab 7)

6. EXECUTIVE DIRECTOR'S REPORT (Tab 8) *MR. CANNON*

7. OLD BUSINESS *CHAIRMAN BECK*

8. NEW BUSINESS *CHAIRMAN BECK*
 - A. Approval of 2015 Commission Calendar (Tab 9) Mr. Cannon
 - B. Court Reporters Administrative Policies (Tab 10) Mr. Cannon
 - C. Medical Services Provider Manual Fee Schedule (Tab 11) Mr. Cannon
 - D. Approval of Language for Notice of Hearing Review (Tab 12) Mr. Cannon

9. ADJOURNMENT *CHAIRMAN BECK*

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9	Approval of 2015 Commission Calendar
10	Court Reporters Administrative Policies
11	Medical Services Provider Manual Fee Schedule
12	Approval of Language for Notice of Hearing Review

THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING

Monday, July 21, 2014

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, July 21, 2014 at 10:30 a.m. The meeting agenda was posted prior to the meeting and proper advance notice was made to all concerned parties in compliance with requirements in the Freedom of Information Act. The following Commissioners were present:

T. SCOTT BECK, INTERIM CHAIRMAN
SUSAN S. BARDEN, VICE CHAIR
MELODY L. JAMES, COMMISSIONER
GENE MCCASKILL, COMMISSIONER
ANDREA C. ROCHE, COMMISSIONER
AISHA TAYLOR, COMMISSIONER
AVERY B. WILKERSON, JR., COMMISSIONER

Present also were Gary M. Cannon, Executive Director; Betsy Hartman, IT Director; Grant Duffield, Insurance and Medical Services Director; Sonji Spann, Claims Director; Sherry Copeland, Administration Director; Wayne Ducote, Coverage & Compliance Director; Amanda Underhill, Business Analyst; W.C. Smith, Self-Insurance Director; Marlene Johnson-Moore and Joe Wideman, Law Clerk Interns; and Keith Roberts, Attorney. Also present were: Clara Smith and Gary Christmas, Injured Workers' Advocates.

Chairman Beck called the meeting to order at 10:45 a.m.

AGENDA

Commissioner Barden moved that the agenda be approved. Commissioner Roche seconded the motion, and the motion was approved.

APPROVAL OF MINUTES – BUSINESS MEETING OF JUNE 9, 2014

Commissioner Taylor moved that the minutes of the Business Meeting of June 9, 2014 be approved. Commissioner McCaskill seconded the motion, and the motion was approved.

SPECIAL RECOGNITION

Chairman Beck announced that Commissioner Andrea Roche tenured her resignation from the Commission effective July 31, 2014. On behalf of the Commissioners, Chairman Beck presented to Commissioner Roche the following resolution in recognition of her service to the Commission:

WHEREAS, Commissioner Andrea C. Roche was appointed on March 3, 2006 by Governor Mark Sanford to serve a six-year term ending in 2012; she was appointed by Governor Sanford to serve as Chairman on July 1, 2008 through June 30, 2010; and she was reappointed by Governor Randhawa Haley for a six-year term July 1, 2012 expiring on June 30, 2018; and

WHEREAS, Commissioner Roche continued to serve the Commission, stakeholders in the workers' compensation system, claimants, and the citizens of South Carolina in a quasi-legislative and judicial capacity until July 31, 2014; and

WHEREAS, Commissioner Roche in her judicial capacity was known by the claimants, attorneys, employers and insurance carrier representatives who appeared before her as having a calm demeanor and resolve and rendering fair and consistent decisions in cases by relying on the merits of the case; and

WHEREAS, Commissioner Roche in her public policy making role on the Commission was contemplative, deliberate and judicious in her participation of the decisions of issues before the Commission always concerned about the public policy decision's impact on the overall system; and

WHEREAS, Commissioner Roche, during her term as Chairman, provided exceptional leadership to the Commission, its employees and stakeholders during financial and legal challenges and changes in key leadership positions at the Commission; and

WHEREAS, Commissioner Roche is an avid sports fan with a profound knowledge of football and baseball; attending every University of South Carolina Gamecock football and baseball home games as well as some away games; hosting many lavish tailgating parties for friends and family; and

WHEREAS, the Commission is ever indebted to Commissioner Roche's husband, Jimmy, her confidant and best friend, who accompanied her to hearings across the State ensuring her safety by providing vehicle directional management (chauffeuring); materials management (case files transportation); and moral support; and

WHEREAS, on July 31, 2014 after eight years of service on the Commission, Commissioner Roche resigned from the South Carolina Workers' Compensation Commission to return to private practice, leaving a stellar record of public service to the State of Carolina;

NOW, THEREFORE, BE IT RESOLVED, on this 21st day of July, in the Year 2014, the South Carolina Worker's Compensation Commission commends and offers great appreciation for Commissioner Andrea Roche's eight years of dedicated service to the South Carolina Workers' Compensation Commission and wishes all the best as she begins a new chapter in her life.

GENERAL ANNOUNCEMENTS

There were no general announcements.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Forty-two (42) prospective members of four (4) funds were presented to the Commission for approval. The applications were:

Palmetto Timber Fund
D&C Logging
Twin State Forest Products

SC Home Builders SIF
Accurate Building, LLC

Carolina Electrical Power Company, LLC
Cauley Heating & Air, Inc.
Charles White dba Whites Repair Service
Chris Ellis dba Ellis HVAC
Collins Asphalt Paving, Inc.
DRV Contracting
EGA Masonry, LLC
Fontaine Construction of Anderson, Inc.
For Son's, Inc.
FT Drywall, LLC
Green Build, LLC
Home Team Builders, Inc.
Hoover Custom Contracting, LLC
Howard Perry Wycutt Drywall & Maintenance
Ilgan Paint and Finish, LLC
J&A Masonry, LLC
James Montaque dba Kings Tile Installer
Jason Ward Construction
JCL Grading & Construction
J&L electrical Company, LLC
Jose Martinez Construction
Manigo Brothers, LLC
Midlin Builders, LLC
Moss Framing
Mountain View Mechanical, Inc.
O'Neill-Bagwell Cooling & Heating
Palmetto State Garage Doors, LLC
Patrick Adams dba PG Adams
Pee Dee Renovating, LLC
Perez Framing, LLC
Richardson Electric, LLC
Ronald Irvin Shuler
Seamless Solutions of South Carolina, Inc.
Soto Framing, LLC
Total Quality Home Builders, Inc.
Tri W Construction
Tyrone Wright dba Simple Solutions/Touch

SC Municipal Insurance Trust

City of Forest Acres

South Carolina School Boards Insurance Trust

School District of Newberry County

After examination of the applications, it was determined that each complied with the Commission's requirements and each was recommended for approval. Commissioner Wilkerson made the motion to approve the applications to self-insure, and Commissioner Roche seconded the motion. The motion was unanimously approved.

DEPARTMENT DIRECTORS' REPORTS

The Department Directors presented their reports which were also submitted to the Commission in written form.

Administration Department

Sherry Copeland presented the Summary of Revenues and Expenditures for the period ending June 30. The Commission's revenues are at 94.45%, and expenditures are at 99.2%. Ms. Copeland noted the benchmark for the period ending June 30 is 100% and not 75% as indicated in the report.

Human Resources Department

Gary Cannon, Executive Director, presented the Human Resources report for the period of June 4, 2014 through July 15, 2014. Recruitment has begun for the Judicial Director position. A total of four internal applications were received for the position; one applicant withdrew application. Interviews are scheduled for Tuesday, July 22. Recruitment is underway for the Human Resources Manager position. A total of 55 applications were received. He is currently reviewing the applications and scheduling interviews.

Information Technology Department

Betsy Hartman presented the Information Services Department's report. The Division of Technology Operations (DTO) recent relocation of network files to a new server created minor problems with some of the staff's computer drives. The issue has been resolved.

Ms. Hartman reported Brian Myers accepted a temporary position within the IT Department and is doing an excellent job in providing desktop support.

Ms. Hartman reported that work continues on completing OnBase coding for the upload of electronic documents project. IT hosted a focus group of attorneys and paralegals on June 26, 2014 which included an overview and demonstration of the upload process.

Insurance & Medical Services Department

Grant Duffield presented the Insurance & Medical Services Department's report. Mr. Duffield reported that year to date the Compliance Division has compelled 306 employers in South Carolina to come into compliance with the Act. The Compliance Division's year-to-date revenue trend is 124% of prior year and coverage fines collections are at 210% for the same period. Year-to-date self-insurance tax revenue is trending at 100% of prior year.

Mr. Duffield reported the Compliance Division has notified the most recent cycle of GEAR debtors notice and appeal requirements and transmitted twelve files to Governmental Enterprise Accounts Receivable Collections (GEAR) program, a collection service performed by the Department of Revenue.

Claims Department

Sonji Spann presented the Claims Department's report. For the month of June, the Claims Department closed 2,725 individual case files. The fine revenue received in June was \$31,200. Claims Examiners reviewed 1,141 individual case files.

In follow-up to Chairman Beck's request at last month's Commission Business meeting for a detailed status report regarding electronic submission of the Form 18, Ms. Spann referred to an attachment in her report, *Form 18, Periodic Report (67-413)*. There was discussion. Chairman Beck stated that he is looking at compliance with the filing of the Form 18 and not non-compliance with individual methods of submitting the Form 18. Staff will continue looking into the matter.

Judicial Department

Mr. Duffield presented the Judicial Department's report. He reported the following for June:

- 89 regulatory mediations scheduled
- 20 requested mediations

- 75 matters resolved in mediation with the receipt of Forms 70
- Addressed 326 informal conference cases
- 111 Single Commissioner Hearings conducted
- 23 cases appealed to Full Commission

EXECUTIVE DIRECTOR'S REPORT

Gary Cannon, Executive Director, presented his report which was also submitted to the Commission in written form. He pointed out the following highlights from his report:

Regulation Change – R67-1605 Lump Sum Payment

The new present value tables effective June 27, 2014 were posted on the Commission's website on June 20, 2014.

Narcotics Use Ad Hoc Advisory Committee

The first meeting of the Narcotics Use Ad Hoc Advisory Committee was held on July 10, 2014.

SC Workers' Compensation Education Association

The Commission will have an information booth at the SCWCEA Annual Meeting, October 12-15, 2014.

OLD BUSINESS

A. Information Security Vulnerability Assessment

Mr. Cannon presented a recommendation to contract with Teamia in the amount of \$59,813 to conduct an information security and vulnerability assessment of the Agency's internal and external infrastructure. The assessment is necessary to develop a plan for corrective action and determine the financial and other resources needed in the FY14-15 and FY15-16 budget in order to comply with all SCDIS Information Security Program policies by July 1, 2016.

Motion on Information Security Vulnerability Assessment

Commissioner McCaskill made a motion to approve contracting with Teamia in the amount of \$58,913 to conduct an information security and vulnerability assessment of the Agency's internal and external infrastructure. Commissioner Taylor seconded the motion. The vote was taken, and the motion carried unanimously.

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

Mr. Cannon presented a recommendation to move into Executive Session to discuss a contractual matter. Commissioner Roche moved to adjourn into Executive Session to discuss a contractual matter. Commissioner Barden seconded the motion. The Commission adjourned into Executive Session at 11:15 a.m.

[EXECUTIVE SESSION]

At 11:59 a.m., Commissioner Roche made a motion to arise from Executive Session. Commissioner Barden seconded the motion, and the motion carried unanimously. Upon arising from Executive Session, Chairman Beck stated there was discussion with no action taken.

ADJOURNMENT

Commissioner Barden made the motion to adjourn. Commissioner Roche seconded the motion, and the motion was approved.

The July 21, 2014 meeting of the South Carolina Workers' Compensation Commission adjourned at 12:00 p.m.

Reported August 11, 2014
Kim Ballentine, Office of the Executive Director

INTEROFFICE MEMORANDUM

TO: GARY CANNON, EXECUTIVE DIRECTOR
FROM: SHERRY COPELAND, DIRECTOR OF ADMINISTRATION
SUBJECT: FINANCIAL REPORT PERIOD ENDING JULY 31, 2014
DATE: 8/7/2014

The Summary of Revenues and Expenditures for the period ending June 30, 2014 & July 31, 2014, are attached.

- The Fiscal Year 2014 report is final.
- Revenue collected for FY14 was under budget by 5.55%.
- 99.2% of the State Appropriations were spent and 95.5% of the Earmarked Funds were spent.
- 2,422,633 was transferred to the General Fund, \$2,422,633.00 was retained.

- July is the 1st Fiscal Month of Fiscal Year 2015
- The benchmark for July is 8.33%. The Commission's revenues are at 4.52% and expenses are at 8.7%.
- 35 payments have been made to vendors, travelers, and other State Agencies
- The following is a summary of each department expenditure benchmarks:

General Fund: Total expenditures are at 8.7%.

Earmark Fund:

Commissioners –

- Total expenditures are at 7% of budget.

Administration –

- Overall the expenditures are 7% of budget.

Claims –

- Expenditures are at 6% of budget.

Insurance & Medical –

- Total expenditures are at 10% of budget

Judicial –

- Total expenditures are at 8% of budget.

Activity Report from the Procurement Office:

	MTD	YTD
SCEIS Shopping Carts	14	14
Purchase Orders created from shopping carts	14	14
Visa Procurement Card Orders Placed	5	5
SC Dept of Corrections Orders Placed	0	0
Staples Orders Placed	4	4
State Leased Vehicles taken for Service	2	2
State Reports filed by Procurement Officer	1	1

Mail Room Activity:

	MTD	YTD
Files Copied for Outside Parties	201	201

South Carolina Workers' Compensation Commission
Summary of Revenues and Expenditures
2013 - 2014 Budget

June

	Budget	FY To Date	Benchmark	100.00%
STATE APPROPRIATIONS				
General Appropriation	\$ 1,763,619	\$ 1,322,714.25		0.00%

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,439,044	\$ 1,423,903	\$ 15,141	98.9%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	419,967	419,967	-	100.0%
Total	\$ 1,859,011	\$ 1,843,870	\$ 15,141	99.2%

OTHER APPROPRIATIONS

EARMARKED	Budgeted	Received	% Received
	Revenues	\$ 41,820	
Training Conference Registration Fee	\$ 5,000	\$ 5,780	115.60%
Sale of Publication and Brochures	8,000	3,900	48.75%
Workers' Comp Award Review Fee	73,000	39,750	54.45%
Sale of Photocopies	88,000	62,485	71.01%
Workers' Compensation Filing Violation Fee	1,660,000	1,613,161	97.18%
Sale of Listings and Labels	25,000	21,084	84.33%
Workers' Comp Hearing Fee	562,000	540,391	96.15%
Earmarked Funds - Original Authorization	\$ 2,421,000	\$ 2,286,550	94.45%
Increase Authorization	951,066		
	-		
Total Earmarked Revenues + Fund Balance	\$ 3,372,066		

SELF INSURANCE	Collected	Transferred to	Balance to WCC
	Revenue	State Fund	Fund Balance
Self Insurance	\$ 4,845,266	\$ 2,422,633	\$ 2,422,633

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,587,546	\$ 1,587,546	\$ 0	100.0%
Other Operating Expenses	1,255,229	1,102,271	152,958	87.8%
Employer Contribution	528,629	528,629	-	100.0%
Total Earmarked	\$ 3,371,404	\$ 3,218,446	\$ 152,958	95.5%

TOTAL OTHER APPROPRIATIONS	\$ 3,371,404	\$ 3,218,446	\$ 152,958	95.5%
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South Carolina Workers' Compensation Commission

2013 - 2014 Budget

June

Consolidated

	Original Budget	Budget Amendments	Amended Budget	Benchmark; 100%				
				Expended June	Year to Date	%	Encumb	Balance
Commissioners								
Salaries	\$ 1,175,584	\$ -	\$ 1,175,584	\$ 103,660	\$ 1,220,439	104%	\$ -	\$ 17,562
Other Operating Expenditures								
Total Contractual Services	201,275	-	201,275	24,072	182,022	90%	-	19,253
Total Supplies & Materials	12,120	-	12,120	83	9,055	75%	-	3,065
Total Fixed Charges	153,899	-	153,899	32,822	153,514	100%	-	385
Total Travel	57,600	-	57,600	16,961	69,635	121%	-	(10,358)
Total Other Operating Exp	424,894	-	424,894	73,938	414,225	97%	-	12,346
Total Commissioners	\$ 1,600,478	\$ -	\$ 1,600,478	\$ 177,598	\$ 1,634,664	102%	\$ -	\$ 29,908
Administration								
Salaries	\$ 471,969	\$ -	\$ 471,969	\$ 26,584	\$ 632,164	134%	\$ -	\$ (142,104)
Other Operating Expenditures								
Total Contractual Services	294,063	(2,472)	291,591	8,721	152,670	52%	-	138,921
Total Supplies & Materials	33,134	2,472	35,606	6,029	22,076	62%	-	13,530
Total Fixed Charges	133,426	-	133,426	20,199	121,907	91%	-	11,519
Total Travel	20,000	-	20,000	3,281	15,682	78%	-	4,318
Total Equipment	-	-	-	7,238	7,238	0%	-	(7,238)
Total Other Operating Exp	480,623	-	480,623	45,468	319,573	66%	-	161,050
Total Administration	\$ 952,592	\$ -	\$ 952,592	\$ 72,052	\$ 951,737	100%	\$ -	\$ 18,946
Claims								
Salaries	\$ 394,463	\$ -	\$ 394,463	\$ 14,960	\$ 374,565	95%	\$ -	\$ 13,943
Other Operating Expenditures								
Total Contractual Services	40,570	-	40,570	6,228	30,166	74%	-	10,404
Total Supplies & Materials	24,600	-	24,600	2,988	16,388	67%	-	8,212
Total Fixed Charges	82,234	-	82,234	13,690	74,763	91%	-	7,471
Total Travel	2,100	-	2,100	-	26	1%	-	2,074
Total Other Operating Exp	149,504	-	149,504	22,906	121,343	81%	-	28,161
Total Claims	\$ 543,967	\$ -	\$ 543,967	\$ 37,866	\$ 495,908	91%	\$ -	\$ 42,104
Insurance and Medical Services								
Salaries	\$ 456,650	\$ -	\$ 456,650	\$ 21,954	\$ 522,516	114%	\$ -	\$ (39,516)
Other Operating Expenditures								
Total Contractual Services	98,898	-	98,898	8,049	73,160	74%	-	25,738
Total Supplies & Materials	20,800	-	20,800	1,556	15,437	74%	-	5,363
Total Fixed Charges	63,090	-	63,090	10,507	54,627	87%	-	8,463
Total Travel	1,350	-	1,350	-	241	18%	-	1,109
Total Other Operating Exp	184,138	-	184,138	20,113	143,465	78%	-	40,673
Total Insurance and Medical Services	\$ 640,788	\$ -	\$ 640,788	\$ 42,067	\$ 665,981	104%	\$ -	\$ 1,157
Judicial								
Salaries	\$ 390,995	\$ -	\$ 390,995	\$ 25,854	\$ 316,553	81%	\$ -	\$ 102,097
Other Operating Expenditures								
Total Contractual Services	35,522	-	35,522	5,700	26,627	75%	-	8,895
Total Supplies & Materials	29,270	-	29,270	1,903	10,378	35%	-	18,230
Total Fixed Charges	70,545	-	70,545	12,254	65,568	93%	-	4,977
Total Travel	5,445	-	5,445	-	431	8%	-	5,014
Total Other Operating Exp	140,782	-	140,782	19,857	103,003	73%	-	37,117
Total Judicial	\$ 531,777	\$ -	\$ 531,777	\$ 45,711	\$ 419,557	79%	\$ -	\$ 139,213
Totals By Departments								
Department Totals								
Commissioners	\$ 1,600,478	\$ -	\$ 1,600,478	\$ 177,598	\$ 1,634,664	102%	\$ -	\$ 29,908
Administration	952,592	-	952,592	72,052	951,737	100%	-	18,946
Claims	543,967	-	543,967	37,866	495,908	91%	-	42,104
Insurance & Medical	640,788	-	640,788	42,067	665,981	104%	-	1,157
Judicial	531,777	-	531,777	45,711	419,557	79%	-	139,213
Total Departmental Expend	\$ 4,269,602	\$ -	\$ 4,269,602	\$ 375,294	\$ 4,167,846	98%	\$ -	\$ 231,328
Employer Contributions	930,371	15,635	946,006	38,346	948,596	100%	-	(63,229)
Total General & Earmarked Funds	\$ 5,199,973	\$ 15,635	\$ 5,215,608	\$ 413,640	\$ 5,116,442	98%	\$ -	\$ 168,099

South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 June

General Appropriation

	Original Budget	Budget Amendments	Amended Budget	Year to Date: 99%			
				Expended June	Year to Date	%	Encumb Balance
Commissioners							
Salaries							
Chairman	\$ 118,890	\$ -	\$ 118,890	\$ 4,954	\$ 118,890	100%	\$ -
Commissioner	684,540	-	684,540	28,523	684,540	100%	-
Bonus	-	-	7,000	-	7,000		-
Taxable Subsistence	-	-	54,788	2,274	54,788		-
Terminal Leave	-	-	-	-	-	0%	-
Classified Employees	299,804	-	300,433	13,122	300,433	100%	-
Total Commissioners	1,103,234	-	1,165,651	48,873	1,165,651	100%	-
Administration							
Salaries							
Director	\$ 96,976	\$ -	\$ 96,976	\$ 4,041	\$ 96,976	100%	\$ -
Bonus	-	-	\$ 3,000	-	\$ 3,000		-
Classified Positions	46,169	-	46,169	1,924	46,169	100%	-
Total Administration	143,145	-	146,145	5,964	146,145	100%	0
Claims							
Salaries							
Classified Positions	\$ 63,487	\$ -	\$ 46,754	\$ 3,125	\$ 31,613	68%	\$ -
Temporary Position	\$ -	-	\$ 277	\$ 277	\$ 277		\$ 15,141
Terminal Leave	13,736	-	13,736	-	13,736	100%	\$ (0)
Total Claims	77,223	-	60,767	3,402	45,626	75%	15,141
Insurance and Medical Services							
Salaries							
Bonus	0	-	2000	0	2000		-
Classified Positions	\$ 26,110	\$ -	\$ 29,960	\$ 1,088	\$ 29,960	100%	\$ -
Total Ins and Medical Svcs	26,110	-	31,960	1,088	31,960	100%	-
Judicial							
Salaries							
Bonus	0	-	1000	1000	1000		-
Classified Positions	\$ 28,693	\$ -	\$ 33,521	\$ 1,425	\$ 33,521	100%	\$ -
Total Judicial	28,693	-	34,521	1,425	34,521	100%	-
General Funds							
Department Totals							
Commissioners	\$ 1,103,234	\$ -	\$ 1,165,651	\$ 48,873	\$ 1,165,651	100%	\$ -
Administration	143,145	-	146,145	5,964	146,145	100%	-
Claims	77,223	-	60,767	3,402	45,626	75%	15,141
Insurance & Medical	26,110	-	31,960	1,088	31,960	100%	-
Judicial	28,693	-	34,521	1,425	34,521	100%	-
Total Departmental Expend	\$ 1,378,405	\$ -	\$ 1,439,044	\$ 60,753	\$ 1,423,903	99%	\$ 15,141
Employer Contributions	464,971	15,635	419,967	18,128	419,967	100%	-
Total General Fund Appropriations	\$ 1,843,376	\$ 15,635	\$ 1,859,011	\$ 78,881	\$ 1,843,870	99%	\$ 15,141

**South Carolina Workers' Compensation Commission
2013 - 2014 Budget**

June

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Benchmark; 100%				
				Expended June	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Taxable Subsistence	\$ 72,350	\$ -	\$ 72,350	\$ 54,788	\$ 54,788	76%	\$ -	\$ 17,562
Total Salaries	72,350	-	72,350	54,788	-	0%	-	17,562
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,300	-	1,300	-	-	0%	-	1,300
Data Processing Services	34,000	-	34,000	6,123	30,173	89%	-	3,827
Freight Express Delivery	100	-	100	-	-	0%	-	100
Telephone	3,500	-	3,500	654	3,825	109%	-	(325)
Cellular Phone Service	11,500	-	11,500	1,525	10,005	87%	-	1,495
Legal Services/Attorney Fees	150,675	-	150,675	15,760	137,579	91%	-	13,096
Other Professional Services	200	-	200	10	440	220%	-	(240)
Total Contractual Services	201,275	-	201,275	24,072	182,022	90%	-	19,253
Supplies & Materials								
Office Supplies	2,900	-	2,900	-	2,446	84%	-	454
Copying Equipment	2,300	-	2,300	-	1,769	77%	-	531
Printing	1,800	-	1,800	-	814	45%	-	986
Data Processing Supplies	50	-	50	-	104	207%	-	(54)
Postage	4,800	-	4,800	32	3,107	65%	-	1,693
Maint/Janitorial Supplies	150	-	150	-	93	62%	-	57
Motor Vehicle Supp/Gasoline	50	-	50	51	51	102%	-	(1)
Other Supplies	70	-	70	-	671	959%	-	(601)
Total Supplies & Materials	12,120	-	12,120	83	9,055	75%	-	3,065
Fixed Charges								
Rental-Cont Rent Payment	1,000	-	1,000	105	747	75%	-	253
Rent-Non State Owned Property	143,000	-	143,000	25,204	144,604	101%	-	(1,604)
Insurance-State	8,300	-	8,300	7,513	7,513	91%	-	787
Insurance-Non State	1,169	-	1,169	-	-	0%	-	1,169
Dues & Memberships	430	-	430	-	650	151%	-	(220)
Total Fixed Charges	153,899	-	153,899	32,822	153,514	100%	-	385
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	200	-	200	-	1,562	781%	-	(1,362)
In State - Auto Mileage	18,000	(6)	17,994	4,792	17,217	96%	-	777
In State - Misc Exp	-	6	6	-	6	100%	-	-
Reportable Subsistence	-	-	-	1,677	1,677	-	-	-
In State - Subsistence Allowance	9,000	-	9,000	1,806	15,192	169%	-	(6,192)
Out State - Meals	100	-	100	-	337	337%	-	(237)
Out State - Auto Mileage	300	-	300	-	-	0%	-	300
Leased Car	30,000	-	30,000	8,686	33,644	112%	-	(3,644)
Total Travel	57,600	-	57,600	16,961	69,635	121%	-	(10,358)
Total Other Operating Expenditures	424,894	-	424,894	73,938	414,225	97%	-	12,346
Total Commissioners	\$ 497,244	\$ -	\$ 497,244	\$ 128,726	\$ 414,225	83%	\$ -	\$ 29,908
Administration								
Salaries								
Classified Positions	\$ 316,210	\$ -	316,210	\$ 17,558	\$ 430,761	136%	\$ -	\$ (114,551)
Bonus	-	-	-	-	14,500	-	-	-
Temporary Employees	12,614	-	12,614	2,471	40,167	318%	-	(27,553)
OT ans Shift	-	-	-	591	591	-	-	-
Terminal Leave	-	-	-	-	-	0%	-	-
Total Salaries	328,824	-	328,824	20,620	486,019	148%	-	(142,104)
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	8,100	-	8,100	380	2,888	36%	-	5,212
Copying Equipment Service	3,000	-	3,000	-	-	0%	-	3,000
Print/Bind/Advertisement	10,000	-	10,000	2,166	3,798	38%	-	6,202
Print Pub Annual Reports	6,000	-	6,000	2,691	-	0%	-	6,000
Data Processing Services	213,993	(2,472)	211,521	-	134,311	63%	-	77,211
Freight Express Delivery	1,800	-	1,800	-	164	9%	-	1,636
Telephone	7,060	-	7,060	836	3,191	45%	-	3,869
Cellular Phone Service	5,000	-	5,000	962	3,472	69%	-	1,528

**South Carolina Workers' Compensation Commission
2013 - 2014 Budget**

June

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Benchmark; 100%				
				Expended	Year	%	Encumb	Balance
				June	to Date			
Education & Training Services	5,000	-	5,000	-	325	7%	-	4,675
Attorney Fees	25,000	-	25,000	690	884	4%	-	24,116
General Repair	1,500	-	1,500	-	85	6%	-	1,415
Audit Acct Finance	110	-	110	-	114	104%	-	(4)
Catered Meals	4,000	-	4,000	-	1,698	42%	-	2,302
Other Professional Services	1,500	-	1,500	895	1,065	71%	-	435
Other Contractual Services	2,000	-	2,000	101	675	34%	-	1,325
Total Contractual Services	294,063	(2,472)	291,591	8,721	152,670	52%	-	138,921
Supplies & Materials								
Office Supplies	9,500	-	9,500	3,098	9,883	104%	-	(383)
Copying Equipment Supplies	4,434	-	4,434	-	1,041	23%	-	3,393
Printing	3,500	-	3,500	-	904	26%	-	2,596
Data Processing Supplies	2,300	2,472	4,772	326	2,024	42%	-	2,747
Postage	8,000	-	8,000	1,746	5,416	68%	-	2,584
Maint/Janitorial Supplies	1,000	-	1,000	-	272	27%	-	728
Fees & Fines	1,800	-	1,800	-	-	0%	-	1,800
Gasoline/ Motor Vehicle Supply	100	-	100	-	-	0%	-	100
Employee Recog Award	1,500	-	1,500	859	859	57%	-	641
Other Supplies	1,000	-	1,000	-	1,676	168%	-	(676)
Total Supplies & Materials	33,134	2,472	35,606	6,029	22,076	62%	-	13,530
Fixed Charges								
Rental-Cont Rent Payment	6,000	-	6,000	992	4,344	72%	-	1,656
Rent-Non State Owned Property	95,000	-	95,000	16,556	92,059	97%	-	2,941
Rent-Other	11,000	-	11,000	1,655	10,876	99%	-	124
Insurance-State	7,490	-	7,490	-	3,653	49%	-	3,837
Insurance-Non State	750	-	750	-	-	0%	-	750
Dues and Memberships	5,000	-	5,000	-	4,830	97%	-	170
Sales Tax Paid	8,186	-	8,186	995	6,145	75%	-	2,041
Total Fixed Charges	133,426	-	133,426	20,199	121,907	91%	-	11,519
Travel (Includes Leased Car)								
In State - Meals Non/ Reportable	1,000	-	1,000	325	554	55%	-	446
Reportable Meals	1,000	-	1,000	-	898	90%	-	102
In State - Lodging	1,000	-	1,000	85	572	57%	-	428
In State - Auto Mileage	-	1,000	1,000	-	720	72%	-	280
In State - Registration Fees	2,000	(1,000)	1,000	-	36	4%	-	964
Out State - Lodging	-	400	400	-	763	191%	-	(363)
Out State - Meals	-	100	100	13	898	898%	-	(798)
Leased Car	15,000	(500)	14,500	2,858	11,241	78%	-	3,259
Total Travel	20,000	-	20,000	3,281	15,682	78%	-	4,318
Equipment								
Equipment Data Processing- PC's	-	-	-	7,238	7,238	0%	-	(7,238)
Total Equipment	-	-	-	7,238	7,238	0%	-	(7,238)
Total Other Operating Expenditures	480,623	-	480,623	45,468	319,573	66%	-	161,050
Total Administration	\$ 809,447	\$ -	\$ 809,447	\$ 66,088	\$ 805,592	100%	\$ -	\$ 18,946

**South Carolina Workers' Compensation Commission
2013 - 2014 Budget**

June

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Benchmark; 100%				
				Expended June	Year to Date	%	Encumb	Balance
Claims								
Salaries								
Classified Positions	\$ 301,790	\$ (7,118)	\$ 294,672	\$ 10,943	\$ 292,830	99%	\$ -	\$ 1,842
Bonus					\$ 10,500			
Temporary Positions	15,450	-	15,450	615	15,825	102%	-	(375)
Terminal Leave	-	7,118	7,118	-	9,784	0%	-	(2,666)
Total Salaries	317,240	-	317,240	11,558	328,938	104%	-	(1,198)
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,800	-	1,800	-	-	0%	-	1,800
Data Processing Services	33,050	-	33,050	5,719	26,811	81%	-	6,239
Telephone	4,000	-	4,000	509	3,161	79%	-	839
Cellular Phone Service	1,720	-	1,720	-	194	11%	-	1,526
Total Contractual Services	40,570	-	40,570	6,228	30,166	74%	-	10,404
Supplies & Materials								
Office Supplies	2,000	-	2,000	351	1,846	92%	-	154
Copying Equipment	3,000	-	3,000	-	1,105	37%	-	1,895
Printing	1,500	-	1,500	-	645	43%	-	855
Data Processing Supplies	3,500	-	3,500	-	934	27%	-	2,566
Postage	14,000	-	14,000	2,637	11,786	84%	-	2,214
Maint/Janitorial Supplies	500	-	500	-	72	14%	-	428
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	24,600	-	24,600	2,988	16,388	67%	-	8,212
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	178	1,551	62%	-	949
Rent-Non State Owned Property	75,000	-	75,000	12,329	72,029	96%	-	2,971
Insurance-State	2,800	-	2,800	1,183	1,183	42%	-	1,617
Insurance-Non State	134	-	134	-	-	0%	-	134
Equipment- Copying	800	-	800	-	-	0%	-	800
Equipment Maintenance	1,000	-	1,000	-	-	0%	-	1,000
Total Fixed Charges	82,234	-	82,234	13,690	74,763	91%	-	7,471
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	300	-	300	-	-	0%	-	300
In State - Lodging	600	-	600	-	-	0%	-	600
In State - Auto Mileage	600	-	600	-	-	0%	-	600
In-State Registration	200	-	200	-	-	0%	-	200
Reportable Meals	400	-	400	-	26	7%	-	374
Total Travel	2,100	-	2,100	-	26	1%	-	2,074
Total Other Operating Expenditures	149,504	-	149,504	22,906	121,343	81%	-	28,161
Total Claims	\$ 466,744	\$ -	\$ 466,744	\$ 34,464	\$ 450,281	96%	\$ -	\$ 26,963

**South Carolina Workers' Compensation Commission
2013 - 2014 Budget**

June

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Benchmark; 100%				
				Expended June	Year to Date	%	Encumb	Balance
Insurance and Medical Services								
Salaries								
Classified Positions	430,540	-	430,540	20,866	470,056	109%	-	(39,516)
Bonus pay					20,500			
Terminal Leave	0		0	0	0	0%	-	-
Total Salaries	430,540	-	430,540	20,866	490,556	114%	-	(39,516)
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	100	-	100	-	-	0%	-	100
Copying Equipment Service	100	-	100	-	-	0%	-	100
Data Processing Services	55,000	-	55,000	7,868	48,613	88%	-	6,387
Telephone	2,300	-	2,300	-	2,275	99%	-	25
Cell Phone	1,000	-	1,000	181	812	81%	-	188
Catered Meals	1,600	-	1,600	-	-	0%	-	1,600
Other Professional Services	38,298	-	38,298	-	20,451	53%	-	17,847
Other Contractual Services	500	-	500	-	1,008	202%	-	(508)
Total Contractual Services	98,898	-	98,898	8,049	73,160	74%	-	25,738
Supplies & Materials								
Office Supplies	9,000	-	9,000	-	5,623	62%	-	3,377
Copying Equipment	2,500	-	2,500	-	1,428	57%	-	1,072
Printing	2,500	-	2,500	-	1,925	77%	-	575
Data Processing Supplies	500	-	500	-	527	105%	-	(27)
Postage	5,000	-	5,000	1,556	5,853	117%	-	(853)
Maintenance/Janitorial Supplies	150	-	150	-	80	54%	-	70
Building Materials	1,000	-	1,000	-	-	0%	-	1,000
Fees & Fines	50	-	50	-	-	0%	-	50
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	20,800	-	20,800	1,556	15,437	74%	-	5,363
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	442	1,124	45%	-	1,376
Rent-Non State Owned Property	52,000	-	52,000	8,834	50,975	98%	-	1,025
Rent-Other	2,000	-	2,000	-	983	49%	-	1,017
Insurance-State	2,500	-	2,500	1,183	1,183	47%	-	1,317
Insurance-Non State	148	-	148	-	-	0%	-	148
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	3,000	-	3,000	48	363	12%	-	2,637
Total Fixed Charges	63,090	-	63,090	10,507	54,627	87%	-	8,463
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	400	-	400	-	26	7%	-	374
In-State Registration	100	-	100	-	-	0%	-	100
Reportable Meals	150	-	150	-	-	0%	-	150
In State - Lodging	700	-	700	-	215	31%	-	485
Total Travel	1,350	-	1,350	-	241	18%	-	1,109
Total Other Operating Expenditures	184,138	-	184,138	20,113	143,465	78%	-	40,673
Total Insurance and Medical Services	\$ 614,678	\$ -	\$ 614,678	\$ 40,979	\$ 634,021	103%	\$ -	\$ 1,157

**South Carolina Workers' Compensation Commission
2013 - 2014 Budget**

June

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Benchmark; 100%				
				Expended June	Year to Date	%	Encumb	Balance
Judicial								
Salaries								
Classified Positions	\$ 360,302	\$ -	\$ 360,302	\$ 10,101	\$ 259,021	72%	\$ -	\$ 101,281
Bonus					\$ 7,500			
Terminal Leave				\$ 14,327	\$ 14,327			
Temporary Employees	2000	-	2000	0	1184	59%	-	816
Total Salaries	362,302	-	362,302	24,428	282,032	78%	-	102,097
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	80	-	80	-	-	0%	-	80
Copy Equipment Services	850	-	850	-	-	0%	-	850
Print/Bind/Advertisement	800	-	800	-	-	0%	-	800
Data Processing Services	29,972	-	29,972	5,314	23,736	79%	-	6,236
Telephone	2,500	-	2,500	386	2,276	91%	-	224
Cellular Phone Service	1,120	-	1,120	-	535	48%	-	585
Other Professional Services	200	-	200	-	80	40%	-	120
Total Contractual Services	35,522	-	35,522	5,700	26,627	75%	-	8,895
Supplies & Materials								
Office Supplies	4,000	-	4,000	523	1,994	50%	-	2,006
Copying Equipment Supplies	2,500	-	2,500	-	1,367	55%	-	1,133
Printing	2,000	-	2,000	-	577	29%	-	1,423
Data Processing Supplies	2,500	-	2,500	-	467	19%	-	2,033
Postage	18,000	-	17,338	1,380	5,908	34%	-	11,430
Maintenance/Janitorial Supplies	150	-	150	-	65	43%	-	85
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	29,270	-	28,608	1,903	10,378	36%	-	18,230
Fixed Charges								
Rental-Cont Rent Payment	3,000	-	3,000	112	750	25%	-	2,250
Rent-Non State Owned Property	65,300	-	65,300	11,042	63,718	98%	-	1,582
Rent-Other	125	-	125	-	-	0%	-	125
Insurance-State	2,000	-	2,000	1,100	1,100	55%	-	900
Insurance-Non State	120	-	120	-	-	0%	-	120
Total Fixed Charges	70,545	-	70,545	12,254	65,568	93%	-	4,977
Travel (Includes Leased Car)								
In State - Meals / Non-Reportable	450	-	450	-	62	14%	-	388
Reportable Meals	770	-	770	-	14	2%	-	756
In State - Lodging	2,200	-	2,200	-	-	0%	-	2,200
In State - Auto Mileage	1,800	-	1,800	-	330	18%	-	1,470
In State - Misc Travel Expense	25	-	25	-	25	100%	-	-
In-State Registration	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	100	-	100	-	-	0%	-	100
Total Travel	5,445	-	5,445	-	431	8%	-	5,014
Total Other Operating Expenditures	140,782	-	140,120	19,857	103,003	74%	-	37,117
Total Judicial	\$ 503,084	\$ -	\$ 502,422	\$ 44,285	\$ 385,036	77%	\$ -	\$ 139,213
Earmarked Funds								
Department Totals								
Commissioners	\$ 497,244	\$ -	\$ 497,244	\$ 128,726	\$ 414,225	83%	\$ -	\$ 29,908
Administration	809,447	-	809,447	66,088	805,592	100%	-	18,946
Claims	466,744	-	466,744	34,464	450,281	96%	-	26,963
Insurance & Medical	614,678	-	614,678	40,979	634,021	103%	-	1,157
Judicial	503,084	-	502,422	44,285	385,698	77%	-	139,213
Total Departmental Expend	\$ 2,891,197	\$ -	\$ 2,890,535	\$ 314,542	\$ 2,689,818	93%	\$ -	\$ 216,187
Employer Contributions	465,400	-	465,400	20,218	528,629	114%	-	(63,229)
Total Earmarked Funds	\$ 3,356,597	\$ -	\$ 3,355,935	\$ 334,760	\$ 3,218,446	96%	\$ -	\$ 152,958
Capital / Computer Project Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -

South Carolina Workers' Compensation Commission
Summary of Revenues and Expenditures
2014 - 2015 Budget
July 31, 2014

STATE APPROPRIATIONS	Budget	FY To Date	Benchmark	8.33%
General Appropriation	<u>\$ 1,763,619</u>	<u>\$ 146,968.25</u>		8.33%

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,432,255	\$ 127,906	\$ 1,304,349	8.9%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	480,606	37,601	443,005	7.8%
Total	<u>\$ 1,912,861</u>	<u>\$ 165,507</u>	<u>\$ 1,747,354</u>	<u>8.7%</u>

OTHER APPROPRIATIONS

EARMARKED	Budgeted Revenues	Received thru 07/31/2014	% Received
Training Conference Registration Fee	\$ 5,000	\$ -	0.00%
Sale of Publication and Brochures	8,000	-	0.00%
Workers' Comp Award Review Fee	73,000	3,000	4.11%
Sale of Photocopies	88,000	4,239	4.82%
Workers' Compensation Filing Violation Fee	1,660,000	68,475	4.13%
Sale of Listings and Labels	25,000	1,170	4.68%
Workers' Comp Hearing Fee	562,000	32,475	5.78%
Earmarked Funds - Original Authorization	<u>\$ 2,421,000</u>	<u>\$ 109,359</u>	<u>4.52%</u>
Increase Authorization	951,066		
	-		
Total Earmarked Revenues + Fund Balance	<u>\$ 3,372,066</u>		

SELF INSURANCE	Collected Revenue	Transferred to State Fund	Balance to WCC Fund Balance
Self Insurance	\$ 3,620	\$ -	\$ 3,620

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,448,178	\$ 125,719	\$ 1,322,459	8.7%
Taxable Subsistence	50,000	4,167	45,833	8.3%
Other Operating Expenses	1,354,939	62,580	1,292,359	4.6%
Employer Contribution	465,400	57,887	407,513	12.4%
Total Earmarked	<u>\$ 3,318,517</u>	<u>\$ 250,353</u>	<u>\$ 3,068,164</u>	<u>7.5%</u>

TOTAL OTHER APPROPRIATIONS	<u>\$ 3,318,517</u>	<u>\$ 250,353</u>	<u>\$ 3,068,164</u>	<u>7.5%</u>
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South Carolina Workers' Compensation Commission
2014 - 2015 Budget
July 31, 2014

Consolidated

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				Balance
				Expended July	Year to Date	%	Encumb	
Commissioners								
Salaries	\$ 1,153,234	\$ -	\$ 1,153,234	\$ 108,403	\$ 108,403	9%	\$ -	\$ 1,054,008
Other Operating Expenditures								
Total Contractual Services	200,094	-	200,094	6,426	6,426	3%	-	193,668
Total Supplies & Materials	12,120	-	12,120	20	20	0%	-	12,100
Total Fixed Charges	153,899	143,000	296,899	8,714	8,714	3%	-	2,185
Total Travel	57,600	-	57,600	2,777	2,777	5%	-	55,785
Total Other Operating Exp	423,713	143,000	566,713	17,937	17,937	3%	-	263,738
Total Commissioners	\$ 1,576,947	\$ 143,000	\$ 1,719,947	\$ 126,340	\$ 126,340	7%	\$ -	\$ 1,317,746
Administration								
Salaries	\$ 640,790	\$ -	\$ 640,790	\$ 55,657	\$ 55,657	9%	\$ -	\$ 585,363
Other Operating Expenditures								
Total Contractual Services	265,142	-	265,142	118	118	0%	-	265,024
Total Supplies & Materials	33,134	-	33,134	-	-	0%	-	33,134
Total Fixed Charges	479,633	-	479,633	39,975	39,975	8%	-	439,657
Total Travel	20,000	-	20,000	909	909	5%	-	19,091
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Exp	797,909	-	797,909	41,002	41,003	5%	-	756,906
Total Administration	\$ 1,438,699	\$ -	\$ 1,438,699	\$ 96,659	\$ 96,659	7%	\$ -	\$ 1,342,269
Claims								
Salaries	\$ 428,856	\$ -	\$ 428,856	\$ 30,267	\$ 30,267	7%	\$ -	\$ 398,589
Other Operating Expenditures								
Total Contractual Services	40,570	-	40,570	-	-	0%	-	40,570
Total Supplies & Materials	23,670	-	23,670	-	-	0%	-	23,670
Total Fixed Charges	82,234	75,000	157,234	1,465	1,465	1%	-	5,769
Total Travel	100	-	100	-	-	0%	-	100
Total Other Operating Exp	146,574	75,000	221,574	1,465	1,465	1%	-	70,109
Total Claims	\$ 575,430	\$ 75,000	\$ 650,430	\$ 31,732	\$ 31,732	5%	\$ -	\$ 468,698
Insurance and Medical Services								
Salaries	\$ 325,560	\$ -	\$ 325,560	\$ 44,969	\$ 44,969	14%	\$ -	\$ 284,441
Other Operating Expenditures								
Total Contractual Services	96,021	-	96,021	710	710	1%	-	95,311
Total Supplies & Materials	20,800	-	20,800	-	-	0%	-	20,800
Total Fixed Charges	63,090	52,000	11,090	-	-	0%	-	11,090
Total Travel	1,350	-	1,350	-	-	0%	-	1,350
Total Other Operating Exp	181,261	52,000	129,261	710	710	1%	-	128,551
Total Insurance and Medical Services	\$ 506,821	\$ 52,000	\$ 454,821	\$ 45,679	\$ 45,679	10%	\$ -	\$ 412,992
Judicial								
Salaries	\$ 328,143	\$ -	\$ 328,143	\$ 18,496	\$ 18,496	6%	\$ -	\$ 314,475
Other Operating Expenditures								
Total Contractual Services	35,522	-	35,522	-	-	0%	-	35,522
Total Supplies & Materials	29,270	-	29,270	-	-	0%	-	29,270
Total Fixed Charges	70,545	65,300	135,845	1,466	1,466	1%	-	3,779
Total Travel	5,445	-	5,445	-	-	0%	-	5,445
Total Other Operating Exp	140,782	65,300	206,082	1,466	1,466	1%	-	74,016
Total Judicial	\$ 468,925	\$ 65,300	\$ 534,225	\$ 19,961	\$ 19,961	4%	\$ -	\$ 388,492
Totals By Departments								
Department Totals								
Commissioners	\$ 1,576,947	\$ 143,000	\$ 1,719,947	\$ 126,340	\$ 126,340	7%	\$ -	\$ 1,317,746
Administration	1,438,699	-	1,438,699	96,659	96,659	7%	-	\$ 1,342,269
Claims	575,430	75,000	650,430	31,732	31,732	5%	-	468,698
Insurance & Medical	506,821	52,000	558,821	45,679	45,679	8%	-	412,992
Judicial	468,925	65,300	534,225	19,961	19,961	4%	-	388,492
Total Departmental Expend	\$ 4,566,822	\$ 335,300	\$ 4,902,122	\$ 320,371	\$ 320,371	7%	\$ -	\$ 3,930,197
Employer Contributions	946,006	-	946,006	95,488	95,488	10%	-	850,518
Total General & Earmarked Funds	\$ 5,512,828	\$ 335,300	\$ 5,848,128	\$ 415,860	\$ 415,860	7%	\$ -	\$ 4,780,715

South Carolina Workers' Compensation Commission
2014 - 2015 Budget
July 31, 2014

General Appropriation

	Original Budget	Budget Amendments	Amended Budget	Year to date: 99%				
				Expended July	Year to Date to Date	%	Encumb	Balance
Commissioners								
Salaries								
Chairman	\$ 118,890	\$ -	\$ 118,890	\$ 9,698	\$ 9,698	8%	\$ -	\$ 109,192
Commissioner	684,540	-	684,540	58,593	58,593	9%	-	625,947
Bonus	-	-	-	-	-	-	-	-
Terminal Leave	-	-	-	-	-	0%	-	-
Taxable Subsistence	50,000	-	50,000	9,177	9,177	-	-	-
Classified Employees	299,804	-	299,804	26,768	26,768	9%	-	273,036
Total Commissioners	1,103,234	-	1,153,234	104,236	104,236	9%	-	1,008,175
Administration								
Salaries								
Director	\$ 96,976	\$ -	\$ 96,976	\$ 8,243	\$ 8,243	8%	\$ -	\$ 88,733
Bonus	-	-	-	\$ -	\$ -	-	-	-
Classified Positions	46,169	-	46,169	3,924	3,924	8%	-	42,245
Total Administration	143,145	-	143,145	12,167	12,167	8%	-	130,978
Claims								
Salaries								
Classified Positions	\$ 77,223	\$ -	\$ 77,223	\$ 6,375	\$ 6,375	8%	\$ -	\$ 70,848
Temporary Positions	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
Terminal Leave	0	-	-	0	0	-	-	\$ -
Total Claims	77,223	-	77,223	6,375	6,375	8%	-	70,848
Insurance and Medical Services								
Salaries								
Bonus	-	-	0	0	0	-	-	0
Classified Positions	\$ 26,110	\$ -	\$ 29,960	\$ 2,219	\$ 2,219	7%	\$ -	\$ 27,741
Total Ins and Medical Svcs	26,110	-	29,960	2,219	2,219	7%	-	27,741
Judicial								
Salaries								
Bonus	-	-	0	-	-	-	-	0
Classified Positions	\$ 28,693	\$ -	\$ 33,521	\$ 2,908	\$ 2,908	9%	\$ -	\$ 30,613
Total Judicial	28,693	-	28,693	2,908	2,908	10%	-	30,613
General Funds								
Department Totals								
Commissioners	\$ 1,103,234	\$ -	\$ 1,110,863	\$ 104,236	\$ 104,236	9%	\$ -	\$ -
Administration	143,145	-	146,145	12,167	12,167	8%	-	133,978
Claims	77,223	-	77,223	6,375	6,375	8%	-	-
Insurance & Medical	26,110	-	26,110	2,219	2,219	8%	-	23,891
Judicial	28,693	-	28,693	2,908	2,908	10%	-	25,785
Total Departmental Expend	\$ 1,378,405	\$ -	\$ 1,389,034	\$ 127,906	\$ 127,906	9%	\$ -	\$ -
Employer Contributions	480,606	-	480,606	37,601	37,601	8%	-	443,005
Total General Fund Appropriations	\$ 1,859,011	\$ -	\$ 1,859,011	\$ 165,507	\$ 165,507	9%	\$ -	\$ 1,268,354

South Carolina Workers' Compensation Commission
2014 - 2015 Budget
 July 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				
				Expended June	Year to Date	%	Encumb Balance	
Commissioners								
Salaries								
Taxable Subsistence	\$ 50,000	\$ -	\$ 50,000	\$ 4,167	\$ 4,167	8%	\$ -	\$ 45,833
Total Salaries	50,000	-	50,000	4,167	4,167	8%	-	45,833
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,300	-	1,300	-	-	0%	-	1,300
Data Processing Services	34,000	-	34,000	-	-	0%	-	34,000
Freight Express Delivery	100	-	100	-	-	0%	-	100
Telephone	3,500	-	3,500	-	-	0%	-	3,500
Cellular Phone Service	11,500	-	11,500	-	-	0%	-	11,500
Legal Services/Attorney Fees	149,494	-	149,494	6,426	6,426	4%	-	143,068
Other Professional Services	200	-	200	-	-	0%	-	200
Total Contractual Services	200,094	-	200,094	6,426	6,426	3%	-	193,668
Supplies & Materials								
Office Supplies	2,900	-	2,900	-	-	0%	-	2,900
Copying Equipment	2,300	-	2,300	-	-	0%	-	2,300
Printing	1,800	-	1,800	-	-	0%	-	1,800
Data Processing Supplies	50	-	50	-	-	0%	-	50
Postage	4,800	-	4,800	-	-	0%	-	4,800
Maint/Janitorial Supplies	150	-	150	-	-	0%	-	150
Motor Vehicle Supp/Gasoline	50	-	50	20	20	40%	-	30
Other Supplies	70	-	70	-	-	0%	-	70
Total Supplies & Materials	12,120	-	12,120	20	20	0%	-	12,100
Fixed Charges								
Rental-Cont Rent Payment	1,000	-	1,000	-	-	0%	-	1,000
Rent-Non State Owned Property	143,000	143,000	Transferred to	Administrati	-	0%	-	-
Insurance-Workers Comp.	8,300	-	8,300	8,294	8,294	100%	-	6
Insurance-Non State	1,169	-	1,169	-	-	0%	-	1,169
Dues & Memberships	430	-	430	420	420	98%	-	10
Total Fixed Charges	153,899	143,000	10,899	8,714	8,714	80%	-	2,185
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	200	-	200	-	-	0%	-	200
In State - Auto Mileage	18,000	-	18,000	-	-	0%	-	18,000
In State - Subsistence Allowance	9,000	-	9,000	(774)	(774)	-9%	-	9,774
Reportable Subsistence	-	-	-	-	-	-	-	-
Out State - Meals	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	300	-	300	-	-	0%	-	300
Out of State Registration Fees	-	-	-	962	962	-	-	-
Leased Car	30,000	-	30,000	2,589	2,589	9%	-	27,411
Total Travel	57,600	-	57,600	2,777	2,777	5%	-	55,785
Total Other Operating Expenditures	423,713	143,000	280,713	17,937	17,937	6%	-	263,738
Total Commissioners	\$ 473,713	\$ 143,000	\$ 330,713	\$ 22,104	\$ 22,104	7%	\$ -	\$ 308,609

South Carolina Workers' Compensation Commission

2014 - 2015 Budget

July 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%			
				Expended June	Year to Date	%	Encumb Balance
Administration							
Salaries							
Classified Positions	\$ 462,641	\$ -	\$ 462,641	\$ 35,819	\$ 35,819	8%	\$ -
Temporary Employees	35,004	-	35,004	7,441	7,441	21%	-
Ot and Shift Different	-	-	-	230	230	-	-
Bonus pay	-	-	-	-	-	-	-
Terminal Leave	-	-	-	-	-	0%	-
Total Salaries	497,645	-	497,645	43,490	43,490	9%	-
Other Operating Expenditures							
Contractual Services							
Office Equipment Service	7,139	-	7,139	-	-	0%	-
Copying Equipment Service	3,000	-	3,000	-	-	0%	-
Print/Bind/Advertisement	3,000	-	3,000	-	-	0%	-
Print Pub Annual Reports	100	-	100	-	-	0%	-
Data Processing Services	213,933	-	213,933	-	-	0%	-
Freight Express Delivery	1,800	-	1,800	-	-	0%	-
Telephone	7,060	-	7,060	-	-	0%	-
Cellular Phone Service	5,000	-	5,000	-	-	0%	-
Education & Training Services	5,000	-	5,000	-	-	0%	-
Attorney Fees	10,000	-	10,000	-	-	0%	-
General Repair	1,500	-	1,500	-	-	0%	-
Audit Acct Finance	110	-	110	-	-	0%	-
Catered Meals	4,000	-	4,000	-	-	0%	-
Other Professional Services	1,500	-	1,500	-	-	0%	-
Other Contractual Services	2,000	-	2,000	118	118	6%	-
Total Contractual Services	265,142	-	265,142	118	118	0%	-
Supplies & Materials							
Office Supplies	9,500	-	9,500	-	-	0%	-
Copying Equipment Supplies	4,434	-	4,434	-	-	0%	-
Printing	3,500	-	3,500	-	-	0%	-
Data Processing Supplies	2,300	-	2,300	-	-	0%	-
Postage	8,000	-	8,000	-	-	0%	-
Maint/Janitorial Supplies	1,000	-	1,000	-	-	0%	-
Fees & Fines	1,800	-	1,800	-	-	0%	-
Gasoline/ Motor Vehicle Supply	100	-	100	-	-	0%	-
Employee Recog Award	1,500	-	1,500	-	-	0%	-
Other Supplies	1,000	-	1,000	-	-	0%	-
Total Supplies & Materials	33,134	-	33,134	-	-	0%	-
Fixed Charges							
Rental-Cont Rent Payment	6,000	-	6,000	-	-	0%	-
Rent-Non State Owned Property	442,893	-	442,893	36,652	36,652	8%	-
Rent-Other	11,000	-	11,000	560	560	5%	-
Insurance-Workers Comp	7,490	-	7,490	2,703	2,703	36%	-
Insurance-Non State	750	-	750	-	-	0%	-
Dues and Memberships	5,000	-	5,000	60	60	1%	-
Sales Tax Paid	6,500	-	6,500	-	-	0%	-
Total Fixed Charges	479,633	-	479,633	39,975	39,975	8%	-
Travel (Includes Leased Car)							
In State - Meals Non/ Reportable	1,000	-	1,000	-	-	0%	-
Reportable Meals	1,000	-	1,000	-	-	0%	-
In State - Lodging	1,000	-	1,000	-	-	0%	-
In State - Registration Fees	2,000	-	2,000	-	-	0%	-
Leased Car	15,000	-	15,000	909	909	6%	-
Total Travel	20,000	-	20,000	909	909	5%	-
Equipment							
Equipment Data Processing- PC's	-	-	-	-	-	0%	-
Total Equipment	-	-	-	-	-	0%	-
Total Other Operating Expenditures	797,909	-	797,909	41,002	41,003	5%	-
Total Administration	\$ 1,295,554	\$ -	\$ 1,295,554	\$ 84,492	\$ 84,492	7%	\$ -

South Carolina Workers' Compensation Commission

2014 - 2015 Budget

July 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				
				Expended June	Year to Date	%	Encumb	Balance
Claims								
Salaries								
Classified Positions	\$ 331,158	\$ -	\$ 331,158	\$ 23,892	\$ 23,892	7%	\$ -	\$ 307,266
Temporary Positions	20,475	-	20,475	-	-	0%	-	20,475
Terminal Leave	-	-	-	-	-	0%	-	-
Total Salaries	351,633	-	351,633	23,892	23,892	7%	-	327,741
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,800	-	1,800	-	-	0%	-	1,800
Data Processing Services	33,050	-	33,050	-	-	0%	-	33,050
Telephone	4,000	-	4,000	-	-	0%	-	4,000
Cellular Phone Service	1,720	-	1,720	-	-	0%	-	1,720
Total Contractual Services	40,570	-	40,570	-	-	0%	-	40,570
Supplies & Materials								
Office Supplies	2,000	-	2,000	-	-	0%	-	2,000
Copying Equipment	2,535	-	2,535	-	-	0%	-	2,535
Printing	1,500	-	1,500	-	-	0%	-	1,500
Data Processing Supplies	3,035	-	3,035	-	-	0%	-	3,035
Postage	14,000	-	14,000	-	-	0%	-	14,000
Maint./Janitorial Supplies	500	-	500	-	-	0%	-	500
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	23,670	-	23,670	-	-	0%	-	23,670
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	-	-	0%	-	2,500
Rent-Non State Owned Property	75,000	75,000	Transferred to Administration	-	-	100%	-	-
Insurance Workers Comp	2,800	-	2,800	1,465	1,465	52%	-	1,335
Insurance-Non State	134	-	134	-	-	0%	-	134
Equipment- Copying	800	-	800	-	-	0%	-	800
Equipment Maintenance	1,000	-	1,000	-	-	0%	-	1,000
Total Fixed Charges	82,234	75,000	7,234	1,465	1,465	20%	-	5,769
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	50	-	50	-	-	0%	-	50
In State - Lodging	-	-	-	-	-	0%	-	-
In State - Auto Mileage	-	-	-	-	-	0%	-	-
In-State Registration	-	-	-	-	-	0%	-	-
Reportable Meals	50	-	50	-	-	0%	-	50
Total Travel	100	-	100	-	-	0%	-	100
Total Other Operating Expenditures	146,574	75,000	71,574	1,465	1,465	2%	-	70,109
Total Claims	\$ 498,207	\$ 75,000	\$ 423,207	\$ 25,357	\$ 25,357	6%	\$ -	\$ 397,850

South Carolina Workers' Compensation Commission
2014 - 2015 Budget
 July 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				
				Expended June	Year to Date	%	Encumb	Balance
Insurance and Medical Services								
Salaries								
Classified Positions	299,450	-	299,450	42,750	42,750	14%	-	256,700
Temporary Employees	-	-	-	-	-	#DIV/0!	-	-
Terminal Leave	0	-	0	0	0	0%	-	-
Total Salaries	299,450	-	299,450	42,750	42,750	14%	-	256,700
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	100	-	100	-	-	0%	-	100
Copying Equipment Service	100	-	100	-	-	0%	-	100
Data Processing Services	55,000	-	55,000	-	-	0%	-	55,000
Telephone	2,300	-	2,300	-	-	0%	-	2,300
Cell Phone	1,000	-	1,000	-	-	0%	-	1,000
Catered Meals	1,600	-	1,600	-	-	0%	-	1,600
Other Professional Services	35,421	-	35,421	-	-	0%	-	35,421
Other Contractual Services	500	-	500	710	710	142%	-	(210)
Total Contractual Services	96,021	-	96,021	710	710	1%	-	95,311
Supplies & Materials								
Office Supplies	9,000	-	9,000	-	-	0%	-	9,000
Copying Equipment	2,500	-	2,500	-	-	0%	-	2,500
Printing	2,500	-	2,500	-	-	0%	-	2,500
Data Processing Supplies	500	-	500	-	-	0%	-	500
Postage	5,000	-	5,000	-	-	0%	-	5,000
Maintenance/Janitorial Supplies	150	-	150	-	-	0%	-	150
Building Materials	1,000	-	1,000	-	-	0%	-	1,000
Fees & Fines	50	-	50	-	-	0%	-	50
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	20,800	-	20,800	-	-	0%	-	20,800
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	-	-	0%	-	2,500
Rent-Non State Owned Property	52,000	52,000	-	Transferred to Administrator		100%	-	-
Rent-Other	2,000	-	2,000	-	-	0%	-	2,000
Insurance-State	2,500	-	2,500	-	-	0%	-	2,500
Insurance-Non State	148	-	148	-	-	0%	-	148
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	3,000	-	3,000	-	-	0%	-	3,000
Total Fixed Charges	63,090	52,000	11,090	-	-	0%	-	11,090
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	400	-	400	-	-	0%	-	400
In-State Registration	100	-	100	-	-	0%	-	100
Reportable Meals	150	-	150	-	-	0%	-	150
In State - Lodging	700	-	700	-	-	0%	-	700
Total Travel	1,350	-	1,350	-	-	0%	-	1,350
Total Other Operating Expenditures	181,261	52,000	129,261	710	710	1%	-	128,551
Total Insurance and Medical Services	\$ 480,711	\$ 52,000	\$ 428,711	\$ 43,460	\$ 43,460	10%	\$ -	\$ 385,251

South Carolina Workers' Compensation Commission

2014 - 2015 Budget

July 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				
				Expended June	Year to Date	%	Encumb Balance	
Judicial								
Salaries								
Classified Positions	\$ 299,450	\$ -	\$ 299,450	\$ 15,588	\$ 15,588	5%	\$ -	\$ 283,862
Temporary Employees	0	-	0	0	0	0%	-	-
Total Salaries	299,450	-	299,450	15,588	15,588	5%	-	283,862
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	80	-	80	-	-	0%	-	80
Copy Equipment Services	850	-	850	-	-	0%	-	850
Print/Bind/Advertisement	800	-	800	-	-	0%	-	800
Data Processing Services	29,972	-	29,972	-	-	0%	-	29,972
Telephone	2,500	-	2,500	-	-	0%	-	2,500
Cellular Phone Service	1,120	-	1,120	-	-	0%	-	1,120
Other Professional Services	200	-	200	-	-	0%	-	200
Total Contractual Services	35,522	-	35,522	-	-	0%	-	35,522
Supplies & Materials								
Office Supplies	4,000	-	4,000	-	-	0%	-	4,000
Copying Equipment Supplies	2,500	-	2,500	-	-	0%	-	2,500
Printing	2,000	-	2,000	-	-	0%	-	2,000
Data Processing Supplies	2,500	-	2,500	-	-	0%	-	2,500
Postage	18,000	-	18,000	-	-	0%	-	18,000
Maintenance/Janitorial Supplies	150	-	150	-	-	0%	-	150
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	29,270	-	29,270	-	-	0%	-	29,270
Fixed Charges								
Rental-Cont Rent Payment	3,000	-	3,000	-	-	0%	-	3,000
Rent-Non State Owned Property	65,300	65,300	Transferred to	Administratlor	-	100%	-	-
Rent-Other	125	-	125	-	-	0%	-	125
Insurance Workers Comp	2,000	-	2,000	1,466	1,466	73%	-	534
Insurance-Non State	120	-	120	-	-	0%	-	120
Total Fixed Charges	70,545	65,300	5,245	1,466	1,466	28%	-	3,779
Travel (Includes Leased Car)								
In State - Meals / Non-Reportable	450	-	450	-	-	0%	-	450
Reportable Meals	770	-	770	-	-	0%	-	770
In State - Lodging	2,200	-	2,200	-	-	0%	-	2,200
In State - Auto Mileage	1,800	-	1,800	-	-	0%	-	1,800
In State - Misc Travel Expense	25	-	25	-	-	0%	-	25
In-State Registration	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	100	-	100	-	-	0%	-	100
Total Travel	5,445	-	5,445	-	-	0%	-	5,445
Total Other Operating Expenditures	140,782	65,300	75,482	1,466	1,466	2%	-	74,016
Total Judicial	\$ 440,232	\$ 65,300	\$ 374,932	\$ 17,053	\$ 17,053	5%	\$ -	\$ 357,879
Earmarked Funds								
Department Totals								
Commissioners	\$ 473,713	\$ 143,000	\$ 330,713	\$ 22,104	\$ 22,104	7%	\$ -	\$ 308,609
Administration	1,295,554	-	1,295,554	84,492	84,492	7%	-	1,211,063
Claims	498,207	75,000	423,207	25,357	25,357	6%	-	397,850
Insurance & Medical	480,711	52,000	428,711	43,460	43,460	10%	-	385,251
Judicial	440,232	65,300	374,932	17,053	17,053	5%	-	357,879
Total Departmental Expend	\$ 3,188,417	\$ 335,300	\$ 2,853,117	\$ 192,465	\$ 192,466	7%	\$ -	\$ 2,660,652
Employer Contributions	465,400	-	465,400	57,887	57,887	12%	-	407,513
Total Earmarked Funds	\$ 3,653,817	\$ 335,300	\$ 3,318,517	\$ 250,353	\$ 250,353	8%	\$ -	\$ 3,068,165
Capital / Computer Project Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -

State of South Carolina

1333 Main St, Suite 500
P.O. Box 1715
Columbia, S.C. 29202-1715



Tel: (803) 737-5700
Fax: (803) 737-1258
www.wcc.sc.gov

Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director
From: Betsy Hartman
IT Director
Date: August 6, 2014
Subject: IT Department July 2014 Full Commission Report

IT Department Activities for the Month of July 2014

- Production issues
 - Multiple Secure Email issues - resolved
 - eService issues with OnBase
 - Attachments not being sent – Continue monitoring with DTO for resolution.
 - EDI RIs3
 - Moved new TPA to production
 - Set up and testing in development for new TPA
 - Tightened Claims R3 edits for erroneous Jurisdiction Claim numbers
 - Processing error research and resolution
 - Trace cause of EDI Claims run hang-up. Evaluate remediation requirements. Design and implementation process to back out incomplete transactions and test.
 - Progress
 - OpenEdge 10.2 B upgrade clean up
 - Template updates
 - Evaluate impact of erroneous service of Orders and remediated
 - Evaluated inconsistent behavior of invoice system on deletion of payments
 - Ad Hoc reports
 - Upload process modifications
 - POC EDI
 - Coverage processing questions
 - Modified POC edits for Canadian addresses
- Desktop support
 - Installed new VPN tokens to IT and Directors
 - 3 Virus Issues
 - 2 Password Resets
 - 7 Printer issues
 - 4 Mailroom Scanner issues
 - 4 Virtual Print issues
 - 2 Outlook Issues
 - New PC/Laptops and monitors deployed
 - IMS Temp
 - Commissioner Campbell
 - Informal Conference laptop – DiAnn Davis
 - 2 Office moves – breakdown and set up of IT equipment
 - Meeting Setup – Gary Cannon
 - Remapped Drives – Grant Duffield
 - 1 Macro Issue
- ELT projects
 - Upload
 - Created workflows for distribution of documents after upload
 - Created new document types
 - Finalizing production moves
 - Validating Production
 - Creating user manual
 - Development of implementation – soft launch 9/15/2014
 - SROI – Form 18
 - Set weekly Team meetings

- Completed Event Table Document
- Started on Element Requirement Table
- DIS Policies
 - Submitted PO request for Teamia Assessment – proposed start in August

Committee/Conferences attended in July 2014

- IT Training Center Business Advisory Council – Vocational Rehabilitation
- SC Quality Forum Governors’ Quality Award
 - Steering Committee meeting
 - Boss User group conference call
- DTO meetings
 - VPN 2 factor authentication implementation
 - Contract
- DIS Policy Champion Workshops
 - Mobile Security

WCC IT Projects Status Report			
Period Ending	1/30/2014	Status Key:	Not Started On Track Timing
SCWCC Strategic Goals			
1	Implement Phase II of system to receive payments for Self-insurance taxes and fees; fines; filing fees; document copying fee; fee for Medical Services Provider Manual; and other publications produced by the Commission.		
2	Develop and implement system to allow stakeholders to upload electronic documents via eCase.		
3	Develop system to receive Second Report of Injury (SROI) EDI Release 3 Forms 16 Section I and II, Form 16 B.		
4	Refine existing and define future performance metrics to assist Commission leadership and staff in the ongoing performance evaluation of the agency.		
6	Implement system to receive and process all Commission forms electronically including the scanning of all incoming case file documentation for electronic reference.		
8	Replace the claims manual review processes with electronic review and electronic notification of deficiency.		
7	Provide access to SCWCC claim file images via eCase web portal to registered users.		
	Enhance the eService via a mobile application to allow iPad use for review, processing and delivery of Single Commissioner Notices, Decision and Orders, and Full Commission orders and settlements		
8	Implement Second Report of Injury (SROI) EDI Release 3, Forms 16, 17, 18, and 19 electronically by implementing EDI Release 3 Second Report of Injury (SROI).		
9	Develop and implement system to automate all processes of the Rule to Show Cause hearings conducted by the Commission.		
10	Provide mobile electronic access to data to eliminate need for Commissioners to transport paper documents case file to hearings.		
11	Provide mobile electronic access to data to eliminate need for Commissioners to transport paper documents case file to hearings.		
12	Provide mobile electronic access to data to eliminate need for Commissioners to transport paper documents case file to hearings.		
13	Provide mobile electronic access to data to eliminate need for Commissioners to transport paper documents case file to hearings.		
14	Refine existing and define future performance metrics to assist Commission leadership and staff in the ongoing performance evaluation of the agency.		
16	Continue to ad hoc advisory committees and focus groups to communicate and partner with stakeholders for improvements in business processes and seek input on policy direction of the Commission.		

Strategic Goal	Key Projects	Sub Project	Estimated hours	Start Date	Estimated Completion Date	Lead	Issues / Comments
3, 8, 14	Team 1 - SROI		18 months	7/23/2014	TBD	Sorji Spann	Developed Event Table Documentations Starting on Element Requirement Table
2, 14	Team 2 -Electronic Access	Upload from eCase user	50	11/1/2013	9/15/2014	Betsy Hartman	Completed workflow Development of soft launch implementation et for 9/15/2014
2, 14		distribution of uploaded documents	40	2/1/2014	7/30/2014	Betsy Hartman	Amanda working on workflows
7, 10, 14		View images	80	After upload & with epayment	TBD	Betsy	WebService developed by KeyMark. Need SCWCC testing and sign off. Full requirements and design to be completed and sent to BravePoint for coding
4, 14	Team 3 - Switchboard updates	Review auto attendant	TBD	TBD	TBD	Sherry Copeland	
5, 14	Team 4 - Conversion to paperless	modifications to back filing process, creation of appellant record for FC and centralized scanning	TBD	TBD	TBD	Amy Bracy	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
1,2,5,7,14	Team 5 - eCase Enhancements	Make more user friendly, linking in eCase to also link in progress, modify navigation	TBD	TBD	TBD	Amy Bracy	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
1, 14	Team 7 - Electronic Payments	electronic copy fee	25	after upload and with view	TBD	Sherry Copeland	design and full requirements to be completed and submitted to BravePoint for coding
1		fee payments for forms being uploaded	25	TBD	TBD	Sherry Copeland	develop requirements and design for allowing payments via eCase when uploading forms with payments
9, 14	Team 8 - RTSC process and automation		TBD			Wayne Ducote	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
8, 14	Team 9 - eService Fines and Claim Requests	Deliver Fines assessed by SCWCC to imoiced parties by email where applicable.	75	11/1/2013	3/1/2014	Amanda Underhill	Code complete, in final testing stages. Once signed off by Business Units will be implemented in production
	Team 10 - ProSe notification		TBD	TBD	TBD	Amy Bracy	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
	Team 11 - Security Strategic Planning	multiple projects to prioritize what security issues should be addresses and in what order.	150+	11/2013 or before	7/1/2016	Betsy Hartman	Full Commission Approved procurement of Assessment Services with Teamia
	Team 12 - Personal security issues	Ensure the security of the Commission (facility, personnel, hearing venues and visiting constituents)	TBD	TBD	TBD	Wayne Ducote	Could be part of Security Policies
	Team 13 - Professional Development	Staff Professional development, cross training and internal web training	TBD	TBD	TBD	Cathy Floyd	On line security training deployed to all state employees.
13, 14	Team 14 - Class Action Team	Review of current agency organization, staff PD's and current compensations ranges	TBD	TBD	TBD	tbd	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
14	Team 15 - Web External Training	will provide external self-study online courses for stakeholders and constituents on the	TBD	TBD	TBD	Kim Ballentine	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
4, 14	Team 16 - Budget Issues	template for the commission and implement the use of it to have department directors involved in	TBD	TBD	TBD	Sherry Copeland	Sherry developing new budget worksheets to give to Department Heads. Will pull all IT cost into the IT budget
4	Team 17 - Collections	actively collect and clear all outstanding fines and invoices and to have an accurate account of	TBD	TBD	TBD	Juliet Bush	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
6, 14	Replace the claims manual review process with electronic review		TBD	TBD	TBD	TBD	Not specifically mentioned but could be part of team 9's project
10	iPad application upgrades	OnBase upgrade	200	7/1/2014	TBD	Amanda Underhill / DSIT	UpgradeOnBase from version 10 to version 13.

State of South Carolina



Workers' Compensation Commission

To: Mr. Gary Cannon
SCWCC Executive Director

From: Grant Duffield
IMS Director

Date: 6 – August – 2014

Subj: Insurance and Medical Services Department
July 2014 Full Commission Report

Please find attached information provided to summarize the status and workflow of initiatives currently underway within the Insurance and Medical Services (IMS) Department

In addition to the statistical data provided, please be advised of the following workflow initiatives:

- | | |
|---------------------|--|
| Compliance Division | <ol style="list-style-type: none">1. Working to identify metrics that better illustrate value of effort.2. Observing fewer employers in non-compliance.3. Considering workflow process changes to verify ongoing Compliance |
| Coverage Division | <ol style="list-style-type: none">1. Working with staff to review workflow processes and explore opportunities to enhance service provision.2. Adjusting workflow to make best use of staff resources.3. Preparing for staffing transitions in coming months.4. Preparing for arrival of B. Jolly |
| Medical Services | <ol style="list-style-type: none">1. Identifying edits needed within the Medical Services Provider Manual.2. Develop and review Scope of Work concerning fee schedule analysis.3. Developing ICD-10 information to support our stakeholders.4. Continue work with MedAssets to improve Medical Bill reviews. |
| IMS Administration: | <ol style="list-style-type: none">1. Working with team-members to review / improve team processes and key functions.2. Working with Division Mgrs to provide cross coordination of mgmt. functions.3. Working with Counsel to improve RTSC case preparation process.4. Working with Counsel to improve GEAR process.5. Working with Executive Team concerning strategic planning and future needs forecasting. |

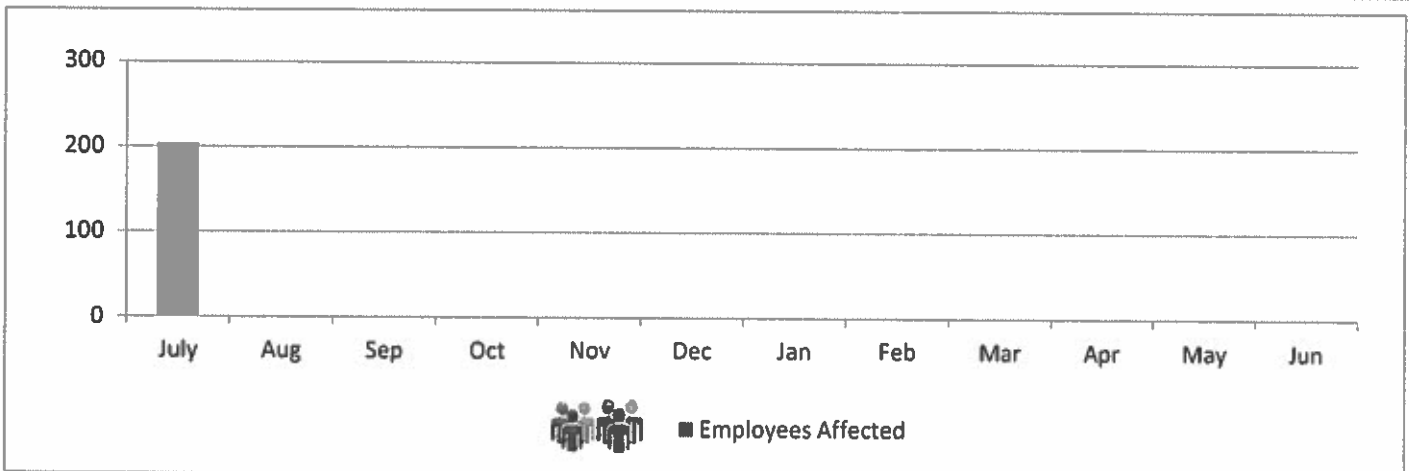
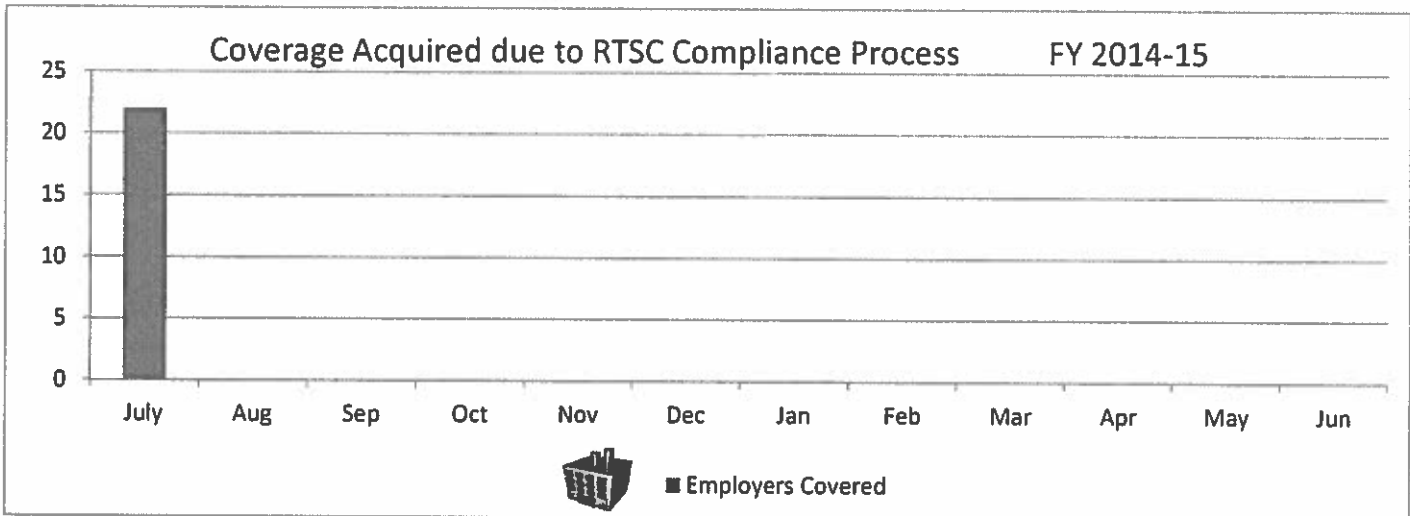
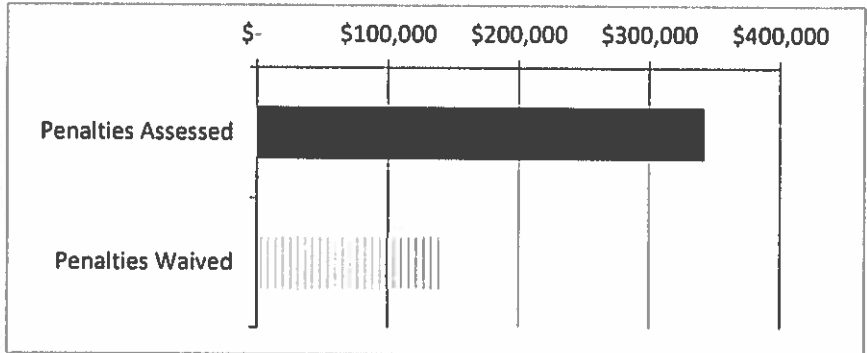
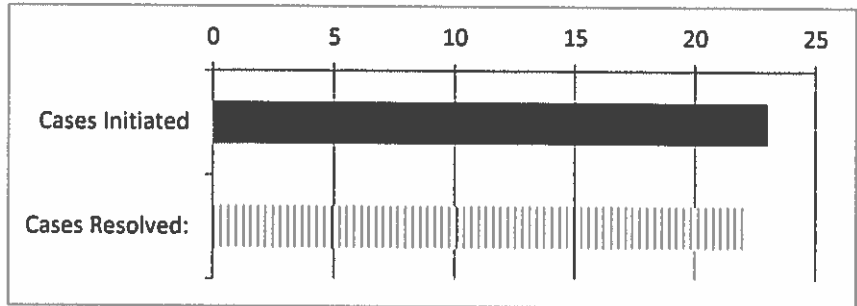
Mr. Cannon, while this summary is in no way all-inclusive, it may serve to assist you and our Commissioners in understanding the key initiatives underway in the IMS Department and provide measures by which the Department's effectiveness can be gauged. IMS welcomes any guidance that you and/or our Commissioners can provide concerning our performance and direction.

Employers Obtaining Coverage

For the Fiscal Year 2014 - 2015, the Compliance Division has worked with great diligence to help employers come into compliance with the South Carolina Workers' Compensation Act. Year to date, the Compliance Division has compelled 22 employers in South Carolina to come into compliance with the Act. In so doing, approximately 205 previously uninsured workers are now properly covered.

Penalties Waived

Although the Division has assessed .3 million dollars in fines, over 41% of those fines (\$0.15m) have been waived or rescinded as employers have either obtained insurance coverage or were found not to be subject to the Act.



Carryover Caseload:

The Compliance Division closed July 2014 with 329 cases active, compared to an active caseload of 352 at the close of July 2013.

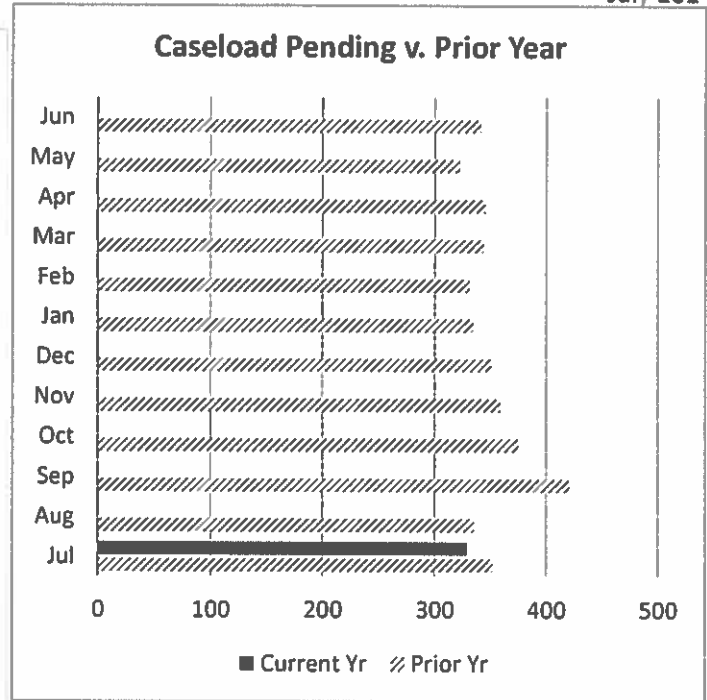
Cases Resolved:

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of July 2014, Compliance Division staff closed-out 93 cases.

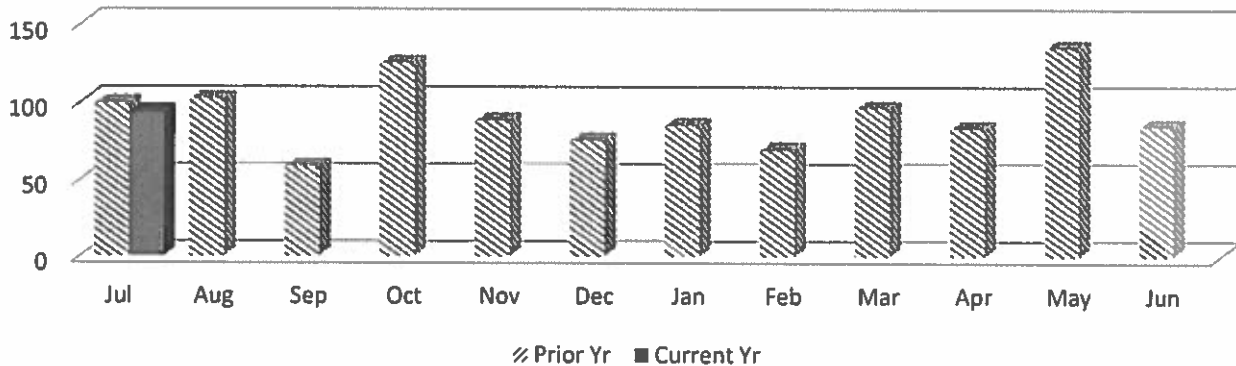
Compliance Fines:

Year to Date, the Compliance Division has collected \$20,467 in fines which represents 3% of prior year's year-end collection (\$725,776). The Compliance Division Year-to-Date revenue trend is 3% of prior year.

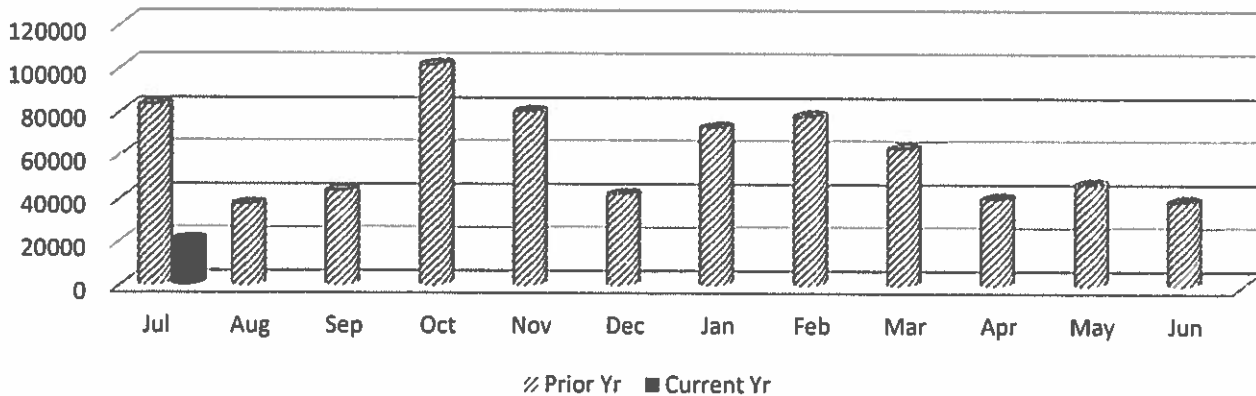
Compliance fine revenue represents 19% of the Commission's annual earmarked revenue budget.



Cases Resolved v. Prior Year



Compliance Fines Collected v. Prior Year



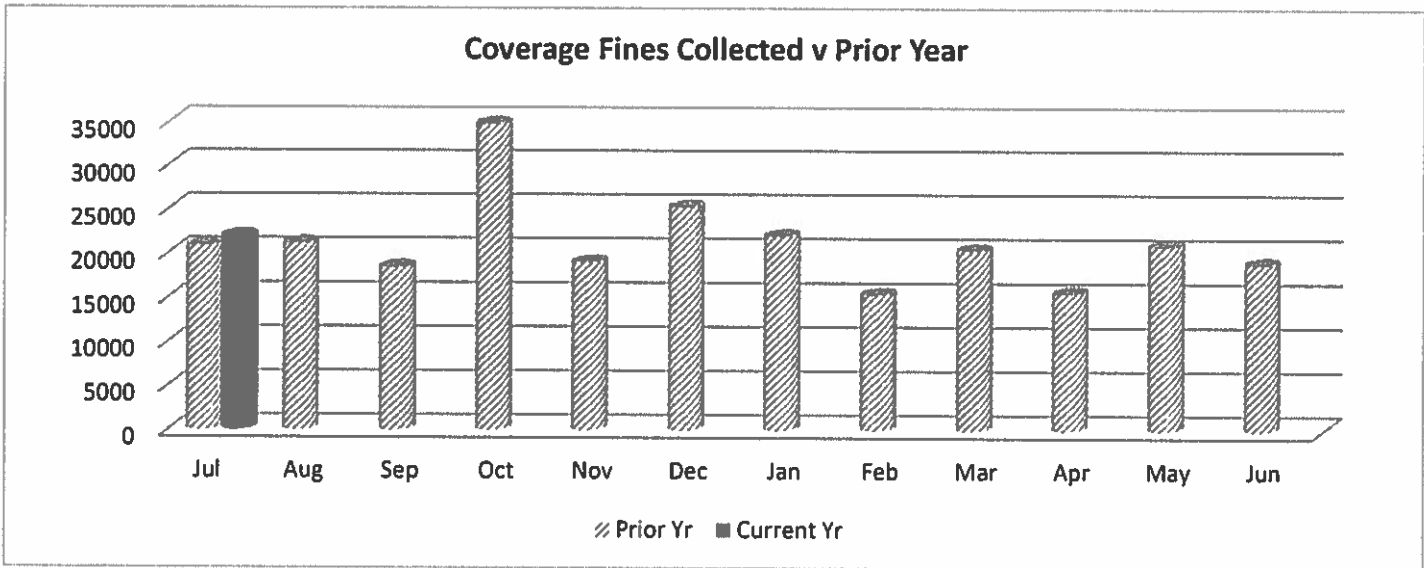
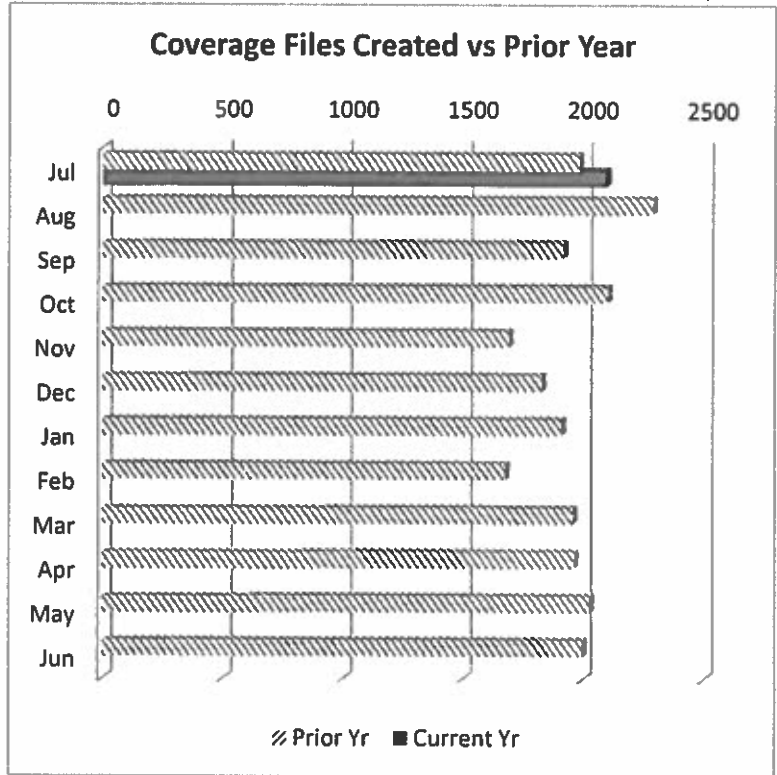
WCC Claim Files:

In July 2014, the Coverage Division received a total of 2,096 WCC Claim files. Of these, 1,754 were created electronically, and 342 were submitted in hard copy format. Year to Date, 2,096 Claim files have been created which is 9% of claim file volume prior year (23,369).

Coverage Fines:

The Coverage Division collected \$21,880 in fine revenue in July 2014, as compared to \$20,850 in Coverage fines/penalties accrued during July 2013. Year on Year, Coverage fines are at 9% of collections for prior year.

Coverage Division fines represent 10% of the Commission's annual earmarked budget.



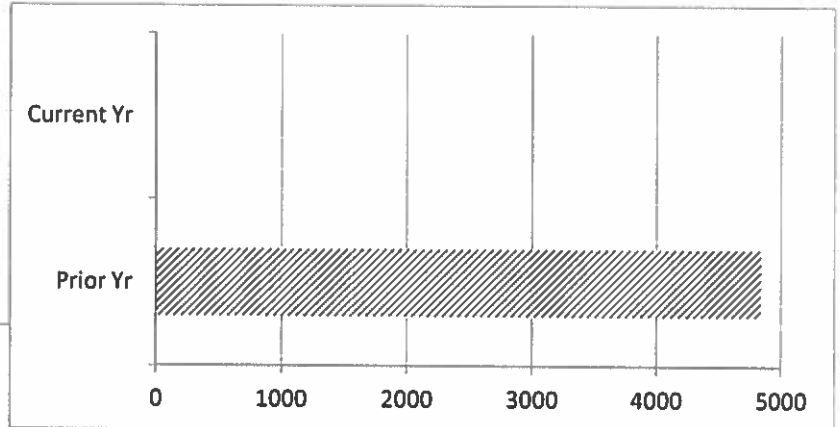
IMS SELF INSURANCE DIVISION

July 2014

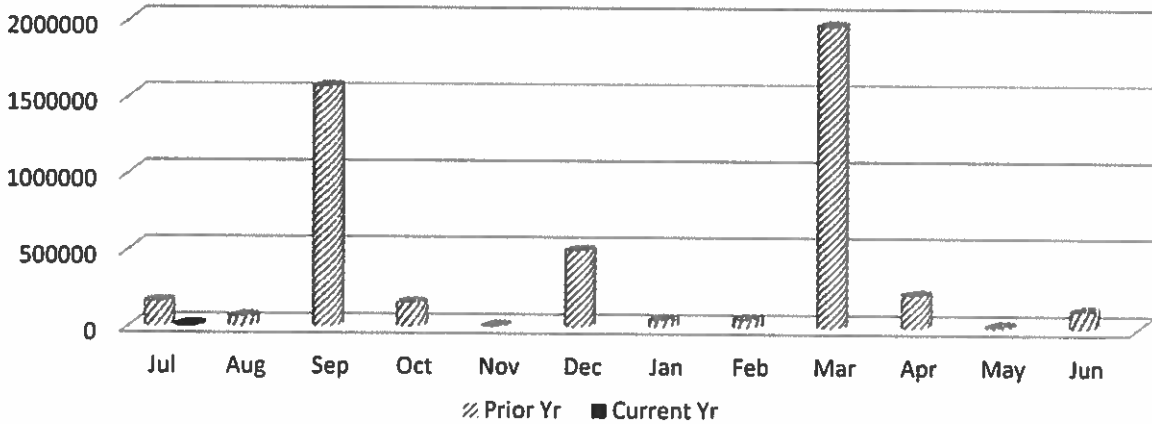
During the month of July 2014, the Self Insurance Division:

- * collected \$2,860 in self-insurance tax.
- * added 42 new self-insurers.
- * conducted 5 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 1% of prior year and 5 Self Insurance audits have been completed.



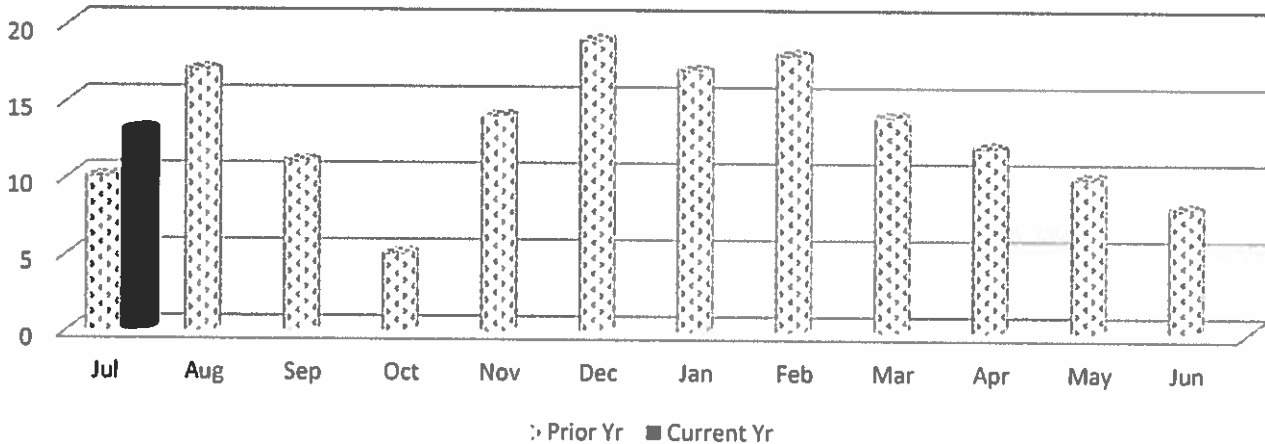
Self Insurance Tax Collections v. Prior Year



IMS MEDICAL SERVICES DIVISION

In July 2014, the Medical Services Division began the month with 8 bills pending review, received an additional 23 bills for review, conducted 18 bill reviews and ended the month with 13 bills pending.

Medical Bills Pending Review v. Prior Year



State of South Carolina



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director

From: Sonji Spann
Claims Director

Date: August 5, 2014

Subj: Claims Department
July 2014 Full Commission Report

Please find attached information provided to summarize key workflow benchmarks related to the functions of the Claims Department. In addition to the statistical data provided herein, please note the following information.

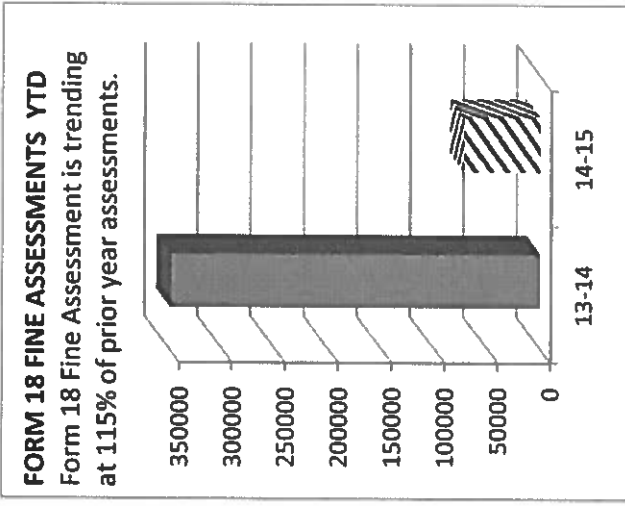
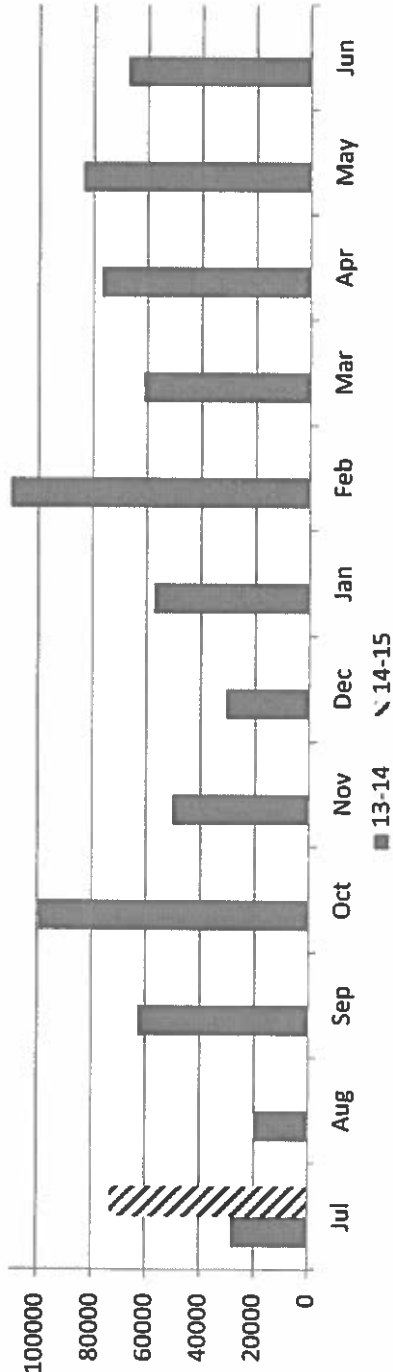
For the month of July 2014, the Claims Department has:

1. Closed 2588 individual case files.
2. Collected \$43,300 in fine revenue.
3. The examiners reviewed 723 individual case files.
4. Continued to assist IMS in the processing of Carrier related Order and Rule to Show Cause Hearing matters.
5. Worked with IT to improve our intra departmental processes in an effort to continue to provide exceptional service.
6. Continue to review the Report of 19's rec'd and file open
7. The SROI team meets every Wednesday; Following the Preparation Instructions IAIABC:
8. Claims, Coverage and Judicial: Trying determine the best way to enter Form 20's when there are one or more employers without adding the secondary employer as a party to the claim.

FORM 18 FINE ASSESSMENTS

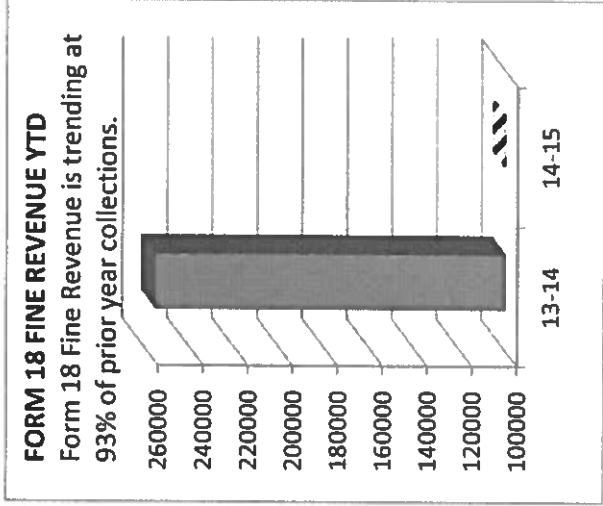
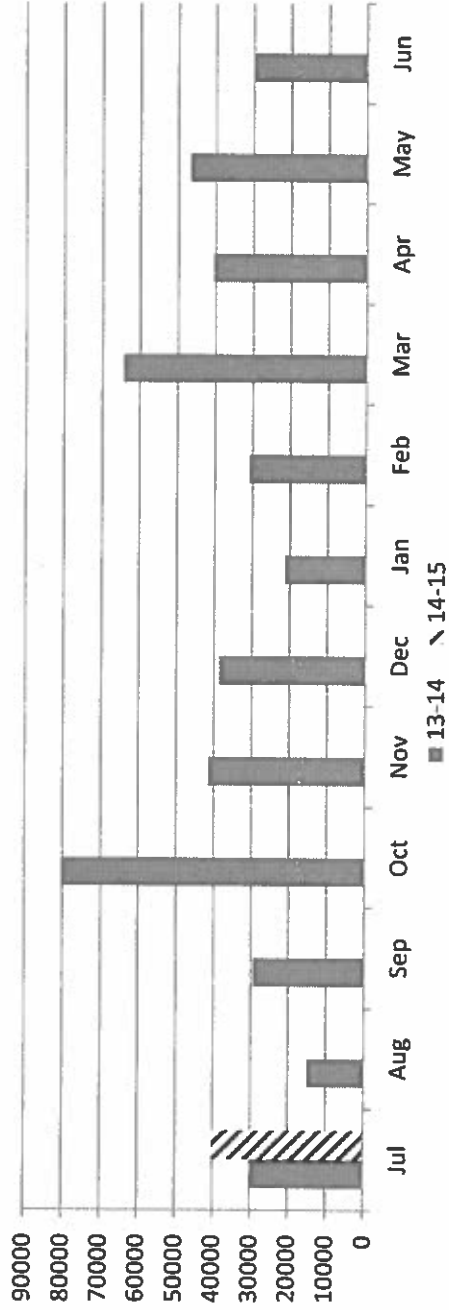
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of July 2014, this has resulted in a increase in Form 18 Fine Assessments to \$72,800 as compared to June 2014 of \$67,400. The actual number of fines assessed increased from 321 in June 2014 to 363 in July 2014.

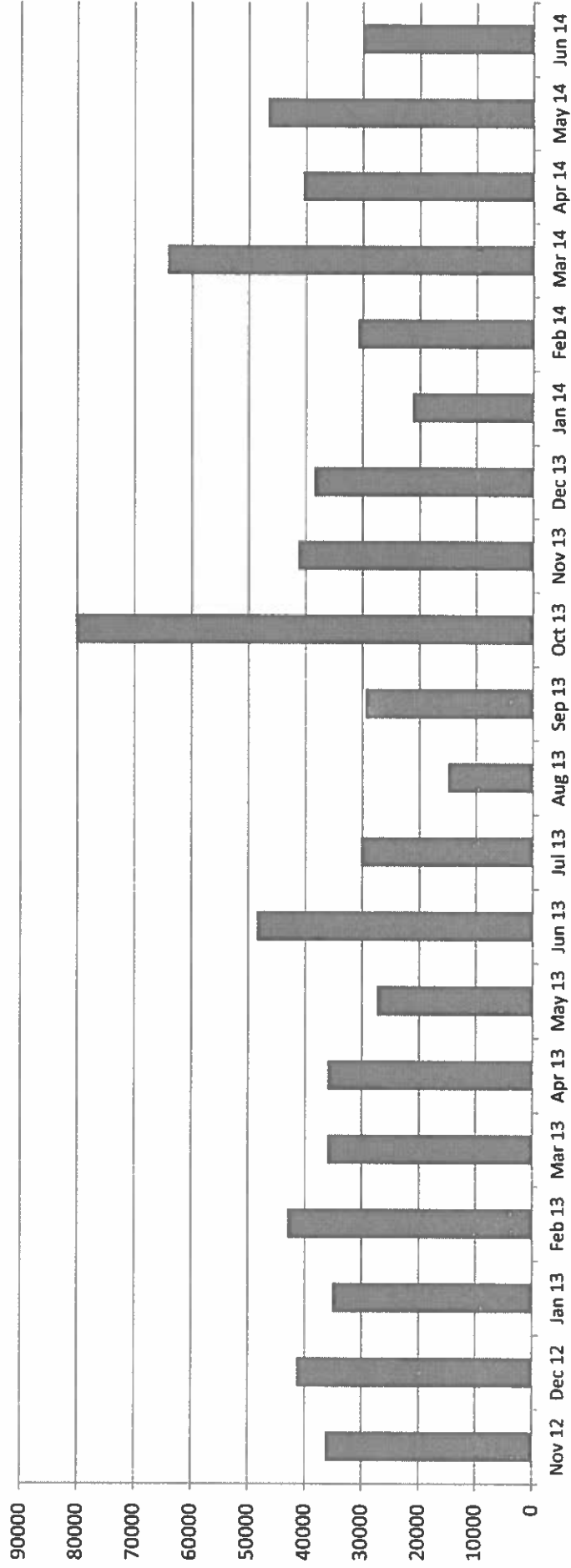


FORM 18 FINE COLLECTION

In July 2014, the Claims Department received payment on Form 18 Fines resulting in revenue of \$40,200.



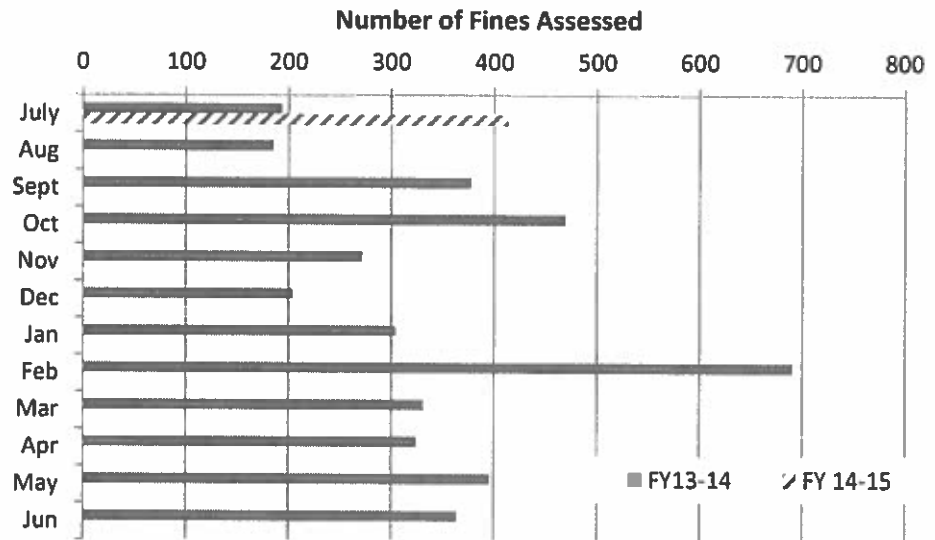
\$ Collected



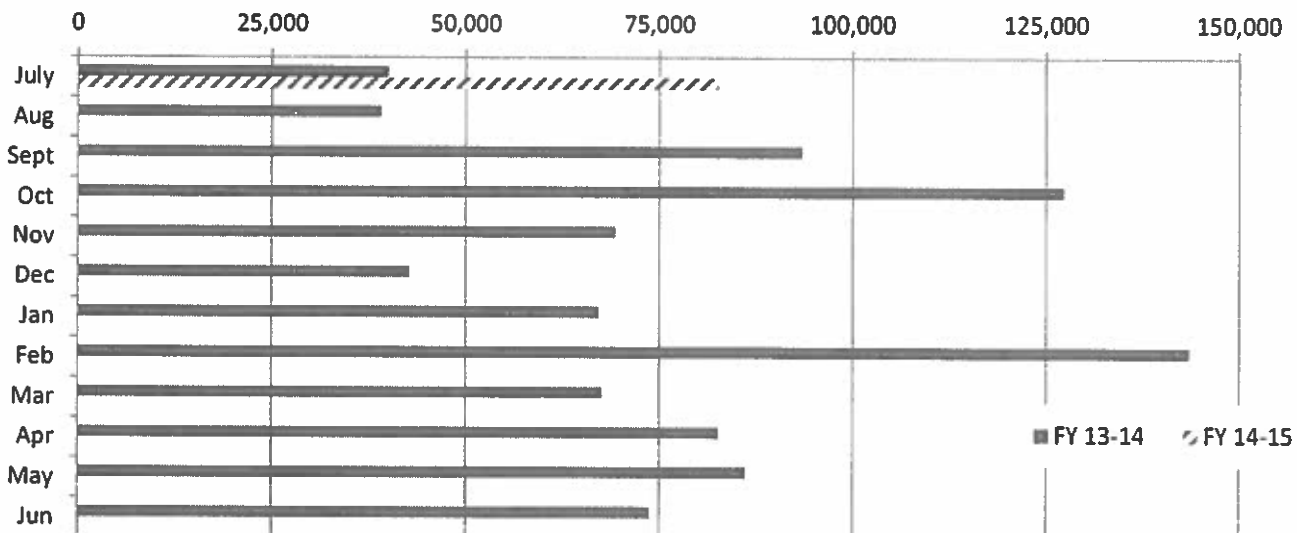
CLAIMS DEPARTMENT - Fine Activity Report July 2014

The number of fines assessed by the Claims Department increased in number to 413 from 364 in July. The number of Claims fines paid increased from 130 in June to 198 in July.

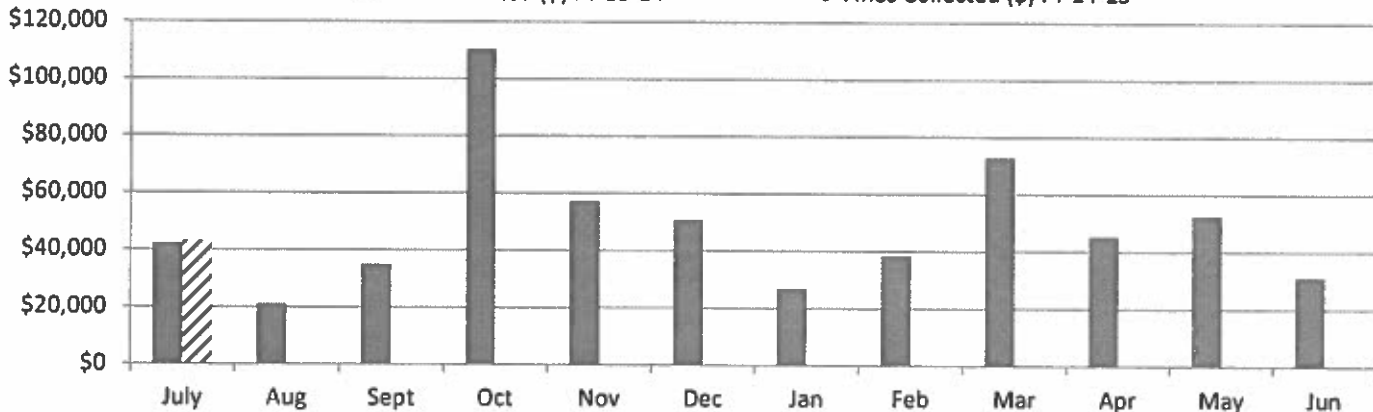
Total fine dollars assessed in July was \$82,650 an increase over prior month \$73,750. Fine revenue received in July was \$43,300 an increase over prior month \$31,200.



Net Fines Assessed (\$)



Fines Collected (\$) FY 13-14 **Fines Collected (\$) FY 14-15**



Claims Department - Fine Activity Report - July 2014

Fines Assessed (#)

	FY 13 -14	FY 14-15
July	193	413
Aug	185	0
Sept	377	0
Oct	469	0
Nov	272	0
Dec	204	0
Jan	304	0
Feb	691	0
Mar	331	0
Apr	324	0
May	396	0
Jun	364	0
Total	4,110	413
Mo Avg	343	413

Fines Received (#)

	FY 13-14	FY 14-15
July	162	198
Aug	190	0
Sept	174	0
Oct	459	0
Nov	242	0
Dec	203	0
Jan	138	0
Feb	175	0
Mar	336	0
Apr	219	0
May	214	0
Jun	130	0
Total	2,642	198
Mo Avg	220	198

Net Fines Assessed (\$)*

	FY 13-14	FY 14-15
July	40,000	82,650
Aug	39,000	0
Sept	93,500	0
Oct	127,250	0
Nov	69,350	0
Dec	42,750	0
Jan	67,200	0
Feb	143,600	0
Mar	67,600	0
Apr	82,700	0
May	86,200	0
Jun	73,750	0
Total	932,900	82,650
Mo Avg	77,742	82,650

Fines Collected (\$)

	FY 13-14	FY 14-15
July	\$42,350	43,300
Aug	\$21,200	0
Sept	\$35,050	0
Oct	\$110,350	0
Nov	\$57,425	0
Dec	\$50,900	0
Jan	\$27,000	0
Feb	\$38,550	0
Mar	\$73,100	0
Apr	\$45,350	0
May	\$52,550	0
Jun	\$31,200	0
Total	585,025	43,300
Mo Avg	48,752	43,300

*after reductions and rescinded

State of South Carolina

1333 Main Street
P.O. Box 1715
Columbia, S.C. 29202-1715



Tel: (803) 737-5700
Fax: (803) 737-5768
www.wcc.sc.gov

Workers' Compensation Commission

August 5, 2014

To: Gary M. Cannon
Executive Director

From: Grant Duffield
Interim Judicial Director

RE: Monthly Judicial Report

Please be advised of the following:

There were one hundred nine (109) regulatory mediations scheduled and twenty-seven (27) requested mediations. The Judicial Department was notified of ninety-four (94) matters resolved in mediation with the receipt of Forms 70.

The Informal Conference system continues to run smoothly and effectively and has addressed one hundred (100) cases during the last month.

There were one hundred five (105) Single Commissioner Hearings conducted during the past month.

There were thirty-five (35) cases appealed to Full Commission during the past month.

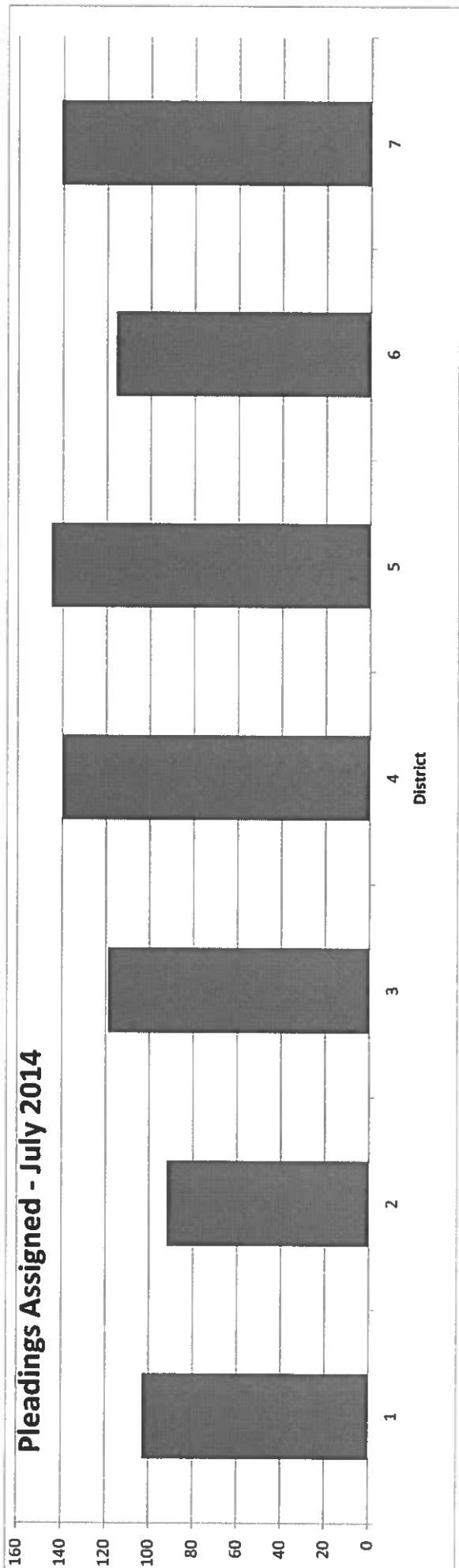
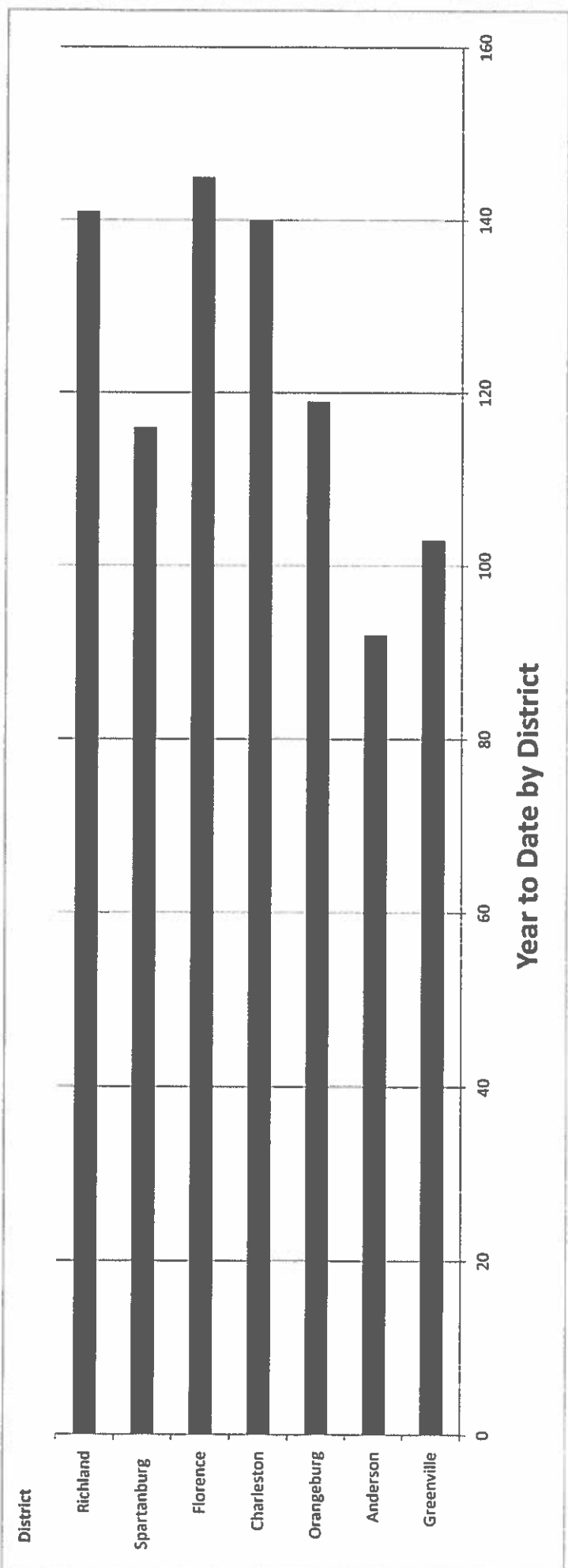
(Many thanks to Tracy Riddle for volunteering to update the numbers for this report!)

Pleadings Assigned

	District 1 Greenville			District 2 Anderson			District 3 Orangeburg			District 4 Charleston			District 5 Florence			District 6 Spartanburg			District 7 Richland		
	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13
Jul	103	119	94	92	96	89	119	121	124	140	164	160	145	117	140	116	111	99	141	135	173
Aug		121	133		71	100		121	126		170	176		131	153		119	149		141	215
Sep		102	95		80	100		97	101		163	144		137	101		90	107		132	144
Oct		124	118		84	97		128	120		170	188		159	138		106	115		160	146
Nov		115	111		67	99		115	125		163	153		115	139		79	106		112	138
Dec		78	74		93	80		102	142		123	126		108	118		95	116		113	108
Jan		92	111		56	106		100	118		151	193		95	128		88	121		119	141
Feb		93	106		98	98		98	115		157	165		146	114		93	89		106	133
Mar		101	104		76	90		107	107		121	134		130	143		91	121		128	160
Apr		98	122		69	73		100	107		144	155		141	108		101	103		150	162
May		88	67		97	67		124	78		169	134		121	80		100	102		153	107
Jun		81	98		79	80		95	121		148	163		110	121		79	110		123	144
Totals	103	1212	1233	92	966	1079	119	1308	1384	140	1843	1891	145	1510	1483	116	1152	1338	141	1572	1771

Pleadings Assigned 2014-15



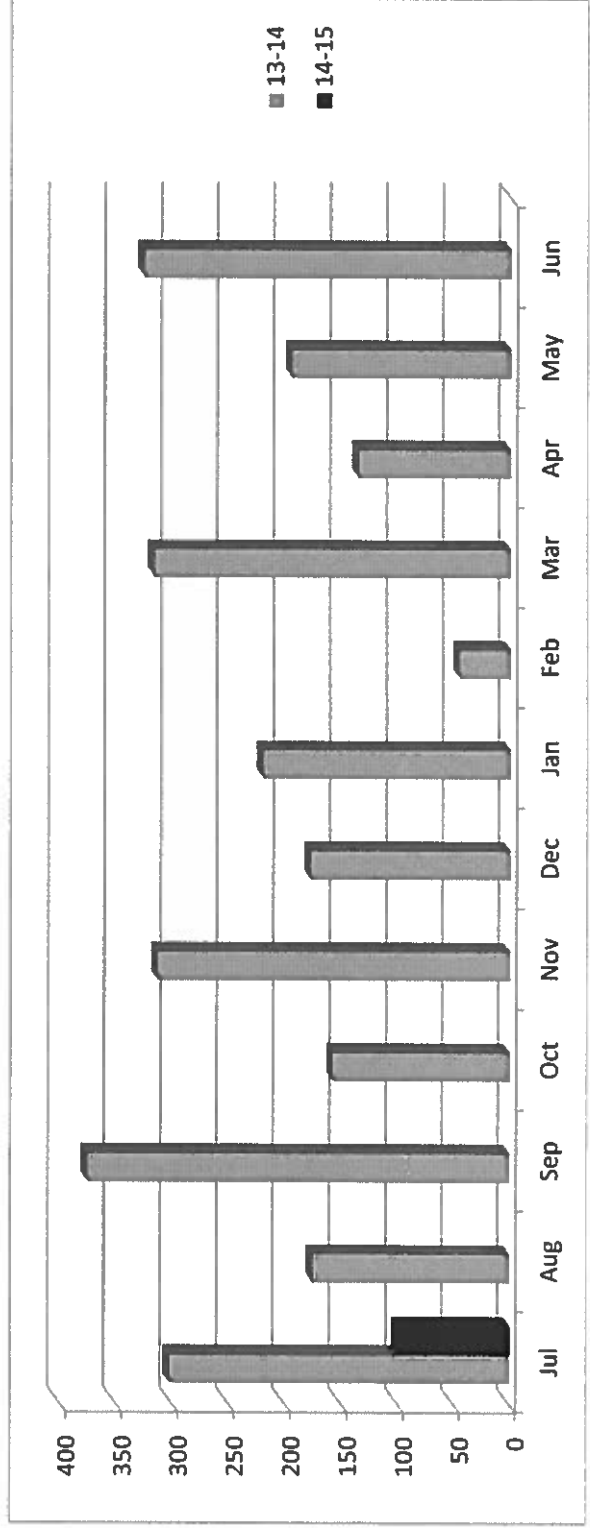
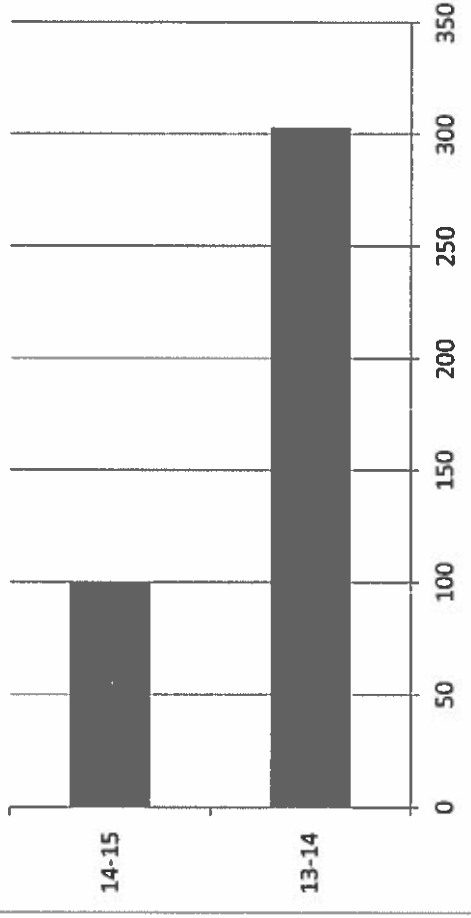


Informal Conf. Conducted

	13-14	14-15	
Jul	303	100	33.0%
Aug	176		0.0%
Sep	376		0.0%
Oct	158		0.0%
Nov	314		0.0%
Dec	178		0.0%
Jan	220		0.0%
Feb	46		0.0%
Mar	317		0.0%
Apr	136		0.0%
May	195		0.0%
Jun	326		0.0%
Total	2745	100	

Y-T-D
 13-14 **303** 14-15 **100** **33.0%**

IC's to Date v. Prior

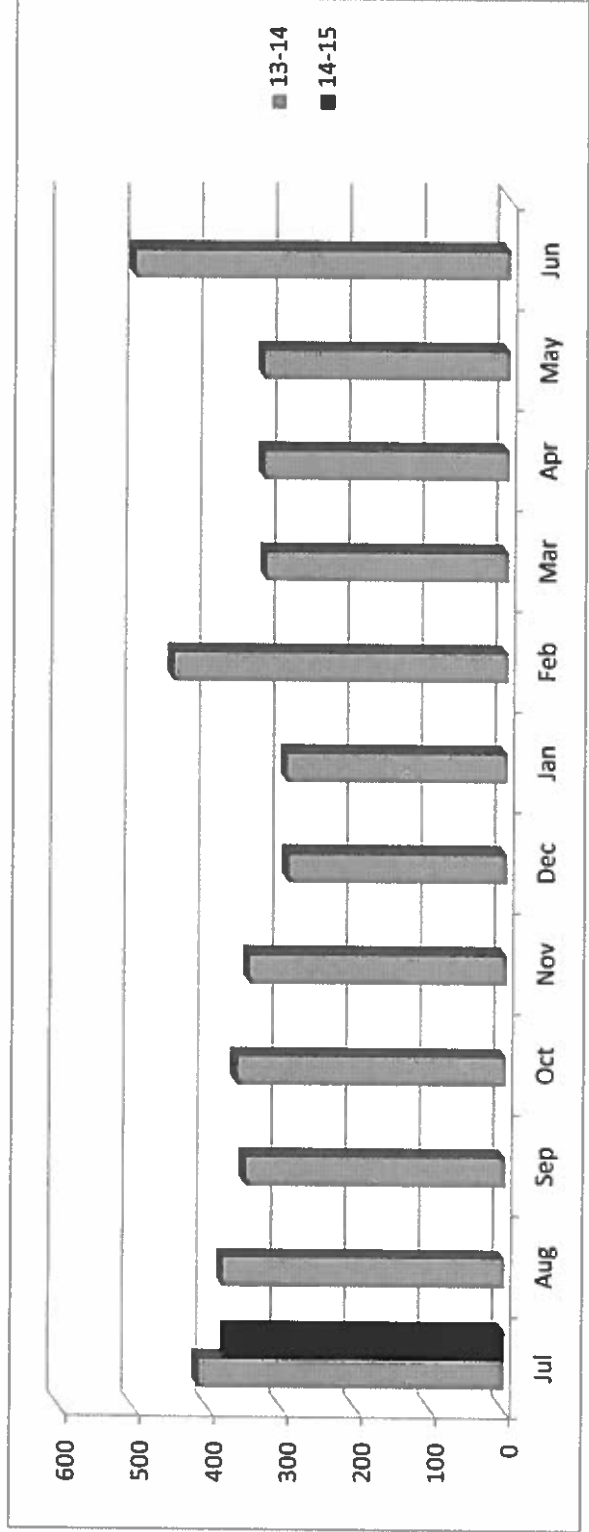
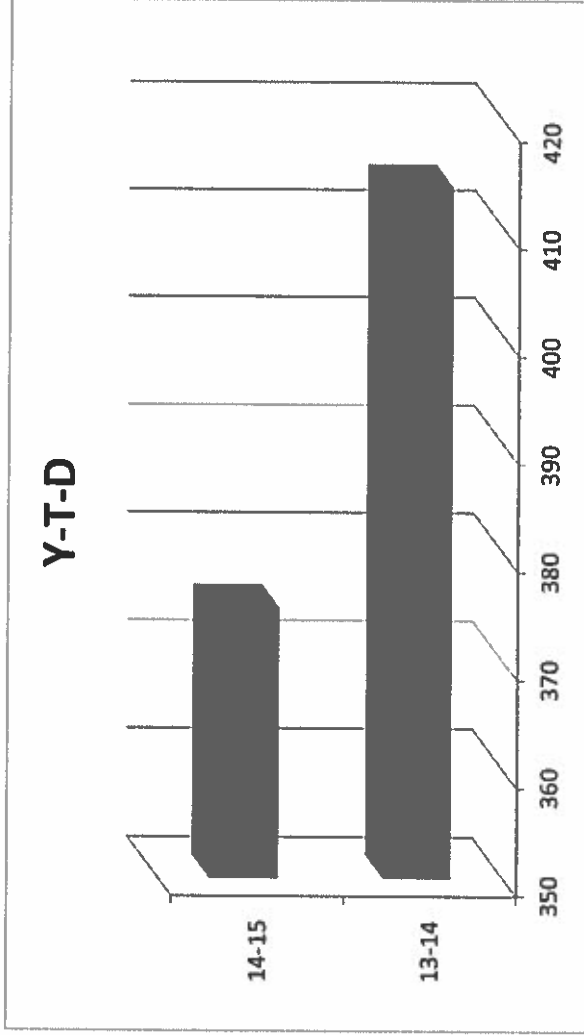


Informal Conf. Requested

	13-14	14-15
Jul	414	375
Aug	382	
Sep	352	
Oct	364	
Nov	348	
Dec	296	
Jan	299	
Feb	452	
Mar	328	
Apr	331	
May	332	
Jun	506	
Total	4404	375

13-14 **414** 14-15 **375** **0.905797**

Y-T-D



State of South Carolina

1333 Main Street, 5th Floor
P.O. Box 1715
Columbia, S.C. 29202-1715



TEL: (803) 737-5700
www.wcc.sc.gov

Workers' Compensation Commission

Executive Director's Report Gary M. Cannon August 8, 2014

Narcotics Use Advisory Committee

Staff has submitted a request to the insurance carriers on the committee for data on the use of opioids and narcotics in workers' compensation cases. After receipt of the data, the Chairman plans to schedule the next committee meeting.

Personnel Recruitment

Judicial Director

Three internal candidates were interviewed for the position of Judicial Director. Amy Bracy was selected for the position. She began her new responsibilities August 4.

Human Resources Manager

Fifty-five individuals submitted applications for the Human Resources Manager I position. Interviews are scheduled on August 11 with six candidates.

Administrative Coordinator II

Recruiting has begun for the Administrative Coordinator II position in Chairman Beck's Office. The closing date for accepting applications was midnight on Monday, August 4, 2014. A total of 156 individuals submitted applications.

Employee Meetings/Staff Training

An All Employee meeting was held on July 24. The next All Employee meeting is scheduled for August 21. The Executive Director met with the Department Heads on July 28. The Employee Social Committee is hosting a family picnic on Saturday, August 23, at Saluda Shoals Park.

Other Meetings

The Executive Director participated in the following meetings/activities:

- July 17 - Conference call with Optum consultants
- July 25 - Conference call with Gary Christmas, IWA President
- July 30 - Department Heads briefing with Commissioner Campbell
- August 8 - Attended United Way Meeting

Constituent /Public Information Services

For the period July 17, 2014 through August 5, 2014 the Executive Director's Office and the General Counsel's office had 676 contacts with various system constituents and stakeholders. The increase in number of contacts resulted from Executive Director's office handling 146 contacts Human Resource related in the absence of a Human Resources manager. The contacts included telephone communications; electronic and personal contacts with claimants or constituents, state agencies, federal agencies, attorneys, service providers, business partners; and letters with congressional offices.

SCWCC Stakeholder Electronic Distribution List

For the period July 17, 2014 through August 12, 2014, we added three individuals to the Commission's stakeholder distribution list. A total of 487 individuals currently receive notifications from the Commission.

SC Vocational Rehabilitation Department

A monthly report was not available. On August 6, 2014, SCVRD staff and SCWCC staff met to discuss the final stages of implementation for the WCC-SCVRD electronic portal to allow access to data.

Commission 2015 Calendar

- 1 – New Year's Day
- 9, 10, 11 – IWA Paralegal Conference, Myrtle Beach
- 19 – Martin Luther King Day
- 20 – Commission Business Meeting
- 20, 21 – Commission Appellate Panel Hearings

JANUARY						
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JULY						
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- 3 – Independence Day Holiday (Observed)
- 20 – Commission Business Meeting
- 20, 21 – Commission Appellate Panel Hearings
- 23, 24, 25 – SCDTAA Conference, Asheville

- 16 – President's Day
- 17 – Commission Business Meeting
- 17, 18 – Commission Appellate Panel Hearings

FEBRUARY						
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AUGUST						
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- 6, 7, 8 – SCAJ Convention, Hilton Head
- 17 – Commission Business Meeting
- 17, 18 – Commission Appellate Panel Hearings
- 23, 24, 25, 26 – NAWCJ Judiciary College

- 8, 9, 10 – SCWCEA Medical Seminar (Myrtle Beach)
- 16 – Commission Business Meeting
- 16, 17 – Commission Appellate Panel Hearings
- 20 – IWA Spring Seminar, Isle of Palms

MARCH						
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SEPTEMBER						
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- 7 – Labor Day
- 21 – Commission Business Meeting
- 21, 22 – Commission Appellate Panel Hearings

- 15, 16, 17 – SC Self-Insurers Conf Litchfield
- 20 – Commission Business Meeting
- 20, 21 – Commission Appellate Panel Hearings

APRIL						
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OCTOBER						
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- 11, 12, 13, 14 – SCWCEA Annual Conference, Myrtle Beach
- 19 – Commission Business Meeting
- 19, 20 – Commission Appellate Panel Hearings

- 11 – Confederate Memorial Day (Observed)
- 18 – Commission Business Meeting
- 18, 19 – Commission Appellate Panel Hearings
- 25 – Memorial Day

MAY						
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NOVEMBER						
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- 11 – Veterans Day
- 12, 13, 14 – Injured Workers' Advocates Conf. Greensboro, GA
- 16 – Commission Business Meeting
- 16, 17 – Commission Appellate Panel Hearings
- 26, 27 – Thanksgiving Holidays

- 15 – Commission Business Meeting
- 15, 16 – Commission Appellate Panel Hearings

JUNE						
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DECEMBER						
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- 21 – Commission Business Meeting
- 21, 22 – Commission Appellate Panel Hearings
- 24, 25 – Christmas Holidays
- 28 – Day after Christmas (expected observance)

State of South Carolina

1333 Main Street, 5th Floor
P.O. Box 1715
Columbia, S.C. 29202-1715



TEL: (803) 737-5700
www.wcc.sc.gov

Workers' Compensation Commission

TO: Commissioners
FROM: Gary M. Cannon
DATE: August 7, 2014
RE: Court Reporters Policy

Pursuant to your request, attached is the proposed Administrative Policy for the Commission's use of Court Reporters for your approval.

**S.C. Workers' Compensation Commission
Administrative Policies and Procedures**

Private Court Reporter Services

Proposed: August 11, 2014

Adopted: _____

Reporters as Private Contractors. It shall be the policy of the Commission to utilize court reporter services from private court reporters ("Reporter"). The Reporter shall not be an employee of the Commission.

Contract Required. The Reporter services will be procured through a contract with each Reporter. The contract will specify the rate of pay approved by the Commission for services provided by the Reporter. The Commission will approve the standard contract for court reporter services. The Executive Director will be authorized to execute the contract on behalf of the Commission.

List of Court Reporters. The Commission will establish a list of eligible court reporters for use by the Commissioners. The Commission will establish minimum qualifications and experience for a Reporter to be eligible for inclusion on the list of eligible court reporters.

Minimum Qualifications and Experience. The minimum qualifications and experience are: High school diploma or G.E.D. and a degree in court reporting OR certification as a proficient stenotype writer from an accredited school OR Court reporting institution qualifications such as a Registered Professional Reporter (RPR) or a Certified Verbatim Reporter (CVR); or four (4) years prime court reporting experience; a thorough knowledge of legal terminology and considerable knowledge of hearing procedures and preparation of complex legal records or any combination of the minimum qualifications and experience.

Hourly Rate. The Reporter shall be paid an hourly rate for attending the scheduled hearing(s). The first hour shall be paid at a flat rate of \$85.00, no partial hour payment. The Reporter will be paid \$35 for each hour thereafter the Reporter is present at the hearing. After the first hour, hours shall be paid by quarter hour increments. Payment for the hour begins with the first hour of the scheduled hearing on the docket or when the Commissioner opens the proceedings and goes on the record, whichever occurs first.

Cancellation Fee. The Reporter shall be paid a cancellation fee of \$50.00 for notice of cancellation of scheduled Workers' Compensation proceedings when notice is given less than 24 hours in advance.

Short Notice Fee. The Reporter may be paid a short notice fee of \$50.00 in addition to the regular rate of pay if Commission contracts for Reporter's Services on short notice, required to fill a cancellation, or as otherwise needed. Short notice is any notice given less than 24 hours.

Scheduling. Each Commissioner or Commissioner's Assistant shall be responsible for obtaining the services of a Reporter on the list of eligible reporters for the Commissioner's hearings. The

Judicial Department shall be responsible for obtaining the services of a Reporter for Appellate Hearings. The billing rate for Appellate Hearings shall be the same as the billing rate for an individual Commissioner hearing.

Per Page Charge (ordinary charge). The Reporter shall not charge more than \$2.50 per page for providing written transcripts in the following manner, except for expedited processing. The party requesting the transcript pays for the cost of the original transcript and one copy at a reduced fee. The original transcript is provided to Commission.

Expedited Processing Fee. The Reporter may charge increased rates per page based on the schedule of delivery options as follows: (1) Ordinary rate – 30 calendar days after receipt of order; (2) 14-Day Rate – an increase of \$1.00 per page for transcripts scheduled to be delivered on or before 14 calendar days after receipt of order; (3) Expedited Rate – an increase of \$2.00 per page for transcripts scheduled to be delivered on or before 7 calendar days after receipt of order; (4) Daily Rate – an increase of \$3.00 per page for transcripts scheduled to be delivered on or before the morning following adjournment; (5) Hourly Rate (ordered unusual circumstances) – an increase of \$4.00 per page for transcripts scheduled to be delivered within 2 hours. The maximum allowable charge per page is \$6.50.

When a party to a proceeding requests an expedited processing of a transcript, the remaining parties shall have the option of receiving expedited delivery of a copy for the same expedited processing fee. Otherwise, the ordinary charge and delivery schedule shall apply.

Maximum Allowable Charge. The Reporter may charge increased rates per page based on a schedule of delivery options. The maximum allowable charge per page is \$6.50.

Other Fees. The Reporter may designate charges for edited and unedited recordings on disc or tape format. The Reporter may designate fees other than those listed herein and such fees to be charged shall be agreed upon by Reporter and the requesting party.

Invoices. The Reporter will remit the invoice for services to the Commissioner's office that was responsible for ordering the services and for whom the services were performed. The Commissioner will be responsible for reviewing the invoice, verifying the amount, approving for payment and forwarding to the Director of Administration for payment. Invoices will not be paid unless authorized by a Commissioner.

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Workers' Compensation Commission

TO: Commissioners

FROM: Gary M. Cannon

DATE: August 7, 2014

RE: Medical Services Provider Manual Fee Schedule

Attached is a recommendation from Mr. Duffield to contract with Optum for professional services to conduct an analysis and recommend changes to the Medical Services Provider Manual Fee Schedule.

Optum is currently our consultant of record. They conducted the analysis and recommended changes to Ambulatory Surgery Center Fee Schedule concerning the maximum allowable payment for surgically implanted devices.

I recommend approval of the request to contract with Optum to conduct the MSPM fee schedule update for the amount of \$17,000.

State of South Carolina



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director

From: Grant Duffield
IMS Director

Date: 7- August – 2014

CC:

Subj: Optum MSPM Review Proposal

The Medical Services Division of the Insurance and Medical Services Department employs the use of a standardized “fee schedule” to help regulate medical practices and costs within the South Carolina Workers’ Compensation System. The Medical Services Provider Manual (Fee Schedule) as developed, approved and published by the Commission, establishes the Maximum Allowable Payment (MAP) for services provided to claimants by physicians and other medical services providers. As medical services fees represent slightly less than 50% of the cost of Workers’ Compensation benefits in South Carolina, the Fee Schedule is designed to ensure that the compensation paid for medical services is fair and equitable to all of the Commission’s stakeholder-partners. In so doing, the Fee Schedule enables the Commission to impose some measure of overall cost control and containment in the Workers’ Compensation System.

The Commission first published the Fee Schedule in 1950. Although edited and revised periodically through the years, the most recent comprehensive revision of the Fee Schedule was completed in 2010. The 2010 Fee Schedule uses the Healthcare Common Procedure Coding System (HCPCS), which is comprised of Current Procedural Terminology (CPT®), a coding system maintained by the American Medical Association. CPT codes are primarily used to identify medical services and procedures furnished by a physician and other medical service providers. Each code is assigned a “relative value” based on the resources required to conduct the procedure. The resources factored are pro-rata values related to the: complexity of the procedure used, average overhead or facility cost associated with the procedure, and cost malpractice insurance. Combined, this approach represents the Resource Based Relative Value Scale (RBRVS) used in the provision of Medicare related services. Update of the fee schedule requires a comparison of existing RBRVS weights, actual utilization data and conversion factors to determine the correct valuation to assign to each code and procedure.

In 2012, the Commission initiated a study to examine the impact associated with updating the Fee Schedule. However, shortly following completion of the study, the Legislature passed H3111 which was subsequently signed into law as Act 183. Act 183 places strict limitations

upon the degree to which the Fee Schedule can be modified by providing that should any modification of more than 10% within a Fee Schedule service discipline be adopted by the Commission, such adoption may be challenged before an Administrative Law Judge. The ALJ then has the authority to override the Commission's previous determination and unilaterally establish a Fee Schedule rate for such discipline. The conditions imposed by Act 183 potentially jeopardize the Commission's ability to help maintain equilibrium within the benefit cost balance of South Carolina's Workers' Compensation system. To date, the Commission has elected to make no changes to the Fee Schedule (thus preventing contest and ALJ review) as it further explores the implications of Act 183.

At the request of the Commission, Optum Insight has provided a contract proposal that staff believes may enable the Commission to retain its regulatory authority concerning the Fee Schedule while also facilitating annual reviews and updates of the Medical Services Provider Manual. The proposal is attached for review.



Proposal to Update the South Carolina Medical Services Provider Manual

Project

Provide a comparison and update from the state's 2010 Medical Services Provider fee schedule to a proposed 2014 fee schedule for professional services using 1) 2014 RBRVS and CLAB, DMEPOS and ASP fee schedules and/or Optum's Essential RBRVS gapfills 2) a \$30 conversion factor for anesthesia and \$50 conversion factor for all other codes 4) incorporate +/- 10% cap on fee values. The professional fee schedule will include professional fees, professional and technical components; follow-up days and assistant surgery indicators, as applicable per CMS. Optum will maintain and provide general support to the state during the updating process and while the fee schedule is effective.

Timeline

To be determined

Fees

Professional Service Fees for the Above Services, Exclusive Of the License Fee for the Consultant Licensed RBRVS Intellectual Property	\$7,000
If gapfills are used, license fee for Optum's 2014 Essential RBRVS (can be subject to change depending on how used and displayed)	\$10,000
Project Total (without gapfills)	\$7,000
Project Total (with gapfills)	\$17,000

Notes:

Subsequent years will update similarly (2014 to 2015, 2015 to 2016, etc.) including a review of codes capped the previous year and implementation of capped codes for the new update (as applicable).

There may be codes that due to description, classification ('add on') or technology change may warrant an allowance of change greater than +/-10 percent.

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Workers' Compensation Commission

TO: Commissioners

FROM: Gary M Cannon

DATE: August 7, 2014

RE: Notice of Review Hearing (R67-704)

At the Judicial Conference in July, you discussed potential changes to the language in the Notice of Review Hearing (R67-704).

This matter will be discussed in Judicial Conference on August 11. Changes to the Notice may be approved by the Commission, and is therefore included on the August 11 Business Meeting agenda.