

## A G E N D A

### SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

1333 Main Street, 5<sup>th</sup> Floor  
Columbia, South Carolina 29201

**May 19, 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 MAY 19, 2014 *CHAIRMAN BECK*
2. APPROVAL OF MINUTES OF THE BUSINESS MEETING OF APRIL 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  
Administration – Financial Report (Tab 3) *MR. CANNON*  
Human Resources (Tab 4) *MS. FLOYD*  
Information Services (Tab 5) *MS. HARTMAN*  
Insurance & Medical Services (Tab 6) *MR. DUFFIELD*  
Claims (Tab 7) *MS. SPANN*  
Judicial (Tab 8) *MS. CROCKER*
6. EXECUTIVE DIRECTOR'S REPORT (Tab 9) *MR. CANNON*
7. OLD BUSINESS *CHAIRMAN BECK*
8. NEW BUSINESS *CHAIRMAN BECK*
9. EXECUTIVE SESSION *CHAIRMAN BECK*  
A. Legal Briefing  
B. Personnel Matter
10. ADJOURNMENT *CHAIRMAN BECK*

# Table of Contents

<b>1</b>	<b>Approval of Minutes of the Business Meeting of April 21, 2014</b>
<b>2</b>	<b>Self-Insurance</b>
<b>3</b>	<b>Administration</b>
<b>4</b>	<b>Human Resources</b>
<b>5</b>	<b>Information Services</b>
<b>6</b>	<b>Insurance &amp; Medical Services</b>
<b>7</b>	<b>Claims</b>
<b>8</b>	<b>Judicial</b>
<b>9</b>	<b>Executive Director's Report</b>

THE  
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION  
BUSINESS MEETING

**Monday, April 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, April 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; Cathy Floyd, Human Resources Manager; Betsy Hartman, IT Director; Grant Duffield, Insurance and Medical Services Director; Sonji Spann, Claims Director; Virginia Crocker Judicial Director; Kim Falls, Judicial Department; Wayne Ducote, Coverage & Compliance Director; Amanda Underhill, Business Analyst; W.C. Smith, Self-Insurance Director; Marlene Johnson-Moore, law clerk intern; and Keith Roberts, Attorney. Also present were: Jenna Garraux, Stewart Law Offices; Clara Smith, Injured Workers' Advocates; and Wesley Shull, Attorney, Willson, Jones, Carter & Baxley, P.A.

Chairman Beck called the meeting to order at 10:34 a.m.

**AGENDA**

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

**APPROVAL OF MINUTES – BUSINESS MEETING OF MARCH 17, 2014**

Commissioner Barden moved that the minutes of the Business Meeting of March 17, 2014 be approved. Commissioner Wilkerson seconded the motion, and the motion was approved.

**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-five (45) prospective members of two (2) funds were presented to the Commission for approval. The applications were:

**Palmetto Timber Fund**  
Barry White Logging, LLC

Crews Trucking Company, Inc.  
Jody White Logging, LLC

**SC Home Builders SIF**

AFS of SC, LLC  
Ayres Stucco, Inc.  
Brian Davis The Vinyl Guys  
Carolina Solar Window Tinting, LLC  
Charles Mitchell & Associates, LLC  
Charleston Green, LLC  
Clearpor Construction, LLC  
DA Roofing., Inc  
Dale Rogers Building and Remodeling, LLC  
Daniels Son Construction, LLC  
Dewey Wayne Moore dba Walk on Wood Hardwood Floors  
Frank McAlister dba McAlister Handyman Service  
Greg Hooks  
Hoover Custom Construction, LLC  
Houston Chris, dba Houston Plumbing  
James P Ammer dba Ammer Flooring  
JD McCain Custom Homes, LLC  
JJJ Contractors, LLC  
Joe McManus  
JS Childers Construction, Inc.  
Leonel BC Painting, LLC  
Michael Bain  
Metamar, LLC  
MTB Contracting, LLC  
Orion Construction Co., Inc.  
Pacos Framing, LLC  
Paul Moorehaus dba Metro Heating & Air Conditioning  
Precision Plumbing, Inc.  
Professional Remodelers  
Paul Smallwood dba FP3, LLC  
Randy Fallaw dba Backyard Builders  
Richard E Hewitt  
Rigsby's Hardwood Floors, Inc.  
Rike Roofing Services, Inc.  
Stallion Construction, LLC  
Tammy Bailey  
Torri Gutters & Downspouts, Inc.  
Turf Surfers, LLC  
Twins Grading, LLC  
Wetzel Painting Company, Inc.  
William Ward dba Gene Ward Plumbing  
Young's Contracting & Development, LLC

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**

Gary Cannon, Executive Director, presented the Summary of Revenues and Expenditures for the period ending March 31, 2014. The benchmark for March is 75%. The Commission's revenues are at 74.33%, and expenditures are at 71%. Mr. Cannon announced recruitment has begun for the Director of Administration position.

#### **Human Resources Department**

Cathy Floyd presented the Human Resources report for the period of March 12, 2014 through April 15, 2014. Ms. Floyd pointed out the following highlights from the report:

- Claims Administration Workshop is scheduled for May 8 at S.C. Department of Archives & History.
- Employee Appreciation Luncheon is scheduled for May 19.
- Recruitment has begun for the Records Analyst I Position in the Administration Department. A total of 99 applications were received.
- Recruitment has begun for the Director of Administration Position. Twenty-six applications were received. The interview process is scheduled to begin on Thursday, April 24.
- Materials were emailed to agency staff on the first in a series of Cyber Security Awareness Training courses.

#### **Information Services**

Betsy Hartman presented the Information Services Department's report. Ms. Hartman reported that IT will begin rolling out the new PCs and laptops purchased through state term contract with Ontario Leasing. On March 26, IT staff presented a demonstration of the S.C. Workers' Compensation System to IAIABC via telephone conference. Representatives from more than twenty states participated.

There was discussion on the pending proposed contract agreement for services with DSIT.

#### **Insurance & Medical Services**

Grant Duffield presented the Insurance & Medical Services Department's report. Mr. Duffield reported that the Compliance Division's year-to-date revenue trend is 153% of prior year and coverage fines collections are at 102% for the same period. Year-to-date self-insurance tax revenue is trending at 102% of prior year.

Mr. Duffield reported the Compliance Division completed the 12M administrative process for 2013-14.

Mr. Duffield commended Keith Roberts and Wayne Ducote for their efforts on improving the RTSC case preparation. More cases are being closed and fewer cases are being scheduled for RTSC hearings. A total of 96 cases were closed in April and one case resulted in a RTSC Hearing.

## **Claims Department**

Sonji Spann presented the Claims Department's report. For the month of March, the Claims Department closed 2,119 individual case files. The fine revenue received in March was \$73,100. Claims Examiners reviewed 115 individual case files. A total of 323 Informal Conferences were conducted in ten locations with 192 settled on a Form 16.

## **Judicial Department**

Virginia Crocker presented the Judicial Department's report. Ms. Crocker introduced Kimberly Falls. Ms. Falls began her employment as Insurance Claims Examiner II in the Judicial Department on April 7.

Ms. Crocker pointed out the following highlights from the report:

- The 317 Informal Conferences reported represents approximately six weeks of conferences conducted.
- With the exception of District 3, there were fewer pleadings assigned in March than the same time last year.
- A total of 108 hearings were conducted in March, and 15 oral arguments.

## **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:

### **Commissioners Reappointments**

On April 16, the Senate confirmed the reappointment of Commissioner Beck as Commissioner for a term beginning June 30, 2014 through June 30, 2020 and confirmed his appointment as Chairman for a term beginning on June 30, 2014 through June 30, 2016. The Senate also confirmed the reappointment of Commissioner Wilkerson and Commissioner Taylor for terms beginning on June 30, 2014 through June 30, 2020.

### **Regulation Change – R 67-1605 Lump Sum Payment**

The proposed changes to R67-1605 (Lump Sum Payment) are pending at the Senate Judiciary Committee. The 120 Review Expiration Date for Automatic Approval is May 14, 2014.

### **Narcotics Use Ad Hoc Advisory Committee**

Mr. Cannon announced Attorney Richard "Ric" Davis will serve as chairman of the Narcotics Use Ad Hoc Advisory Committee. The Committee will hold its first meeting in July.

### **S.C. Vocational Rehabilitation Department (SCVRD)**

Beginning April 22 for three months, the Commission will participate with SCVRD's Skilled Workforce Apprentice Training Opportunity for assistance in the IT Department.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **A. Certification of Appellate Record**

Mr. Cannon recommended carrying over the matter of certification of appellate record. Further research is needed.

### **Motion to Carry Over Certification of the Appellate Record**

Commissioner Barden moved to accept the recommendation to carry over the matter of certification of the appellate record. Commissioner Roche seconded the motion. The vote was taken, and the motion was approved.

### **B. Information Security Policies**

Mr. Cannon briefed the Commission concerning the Department of Information Security (DIS) Policies. The DIS Master Policy defines Information Security Programming Planning, Security Organization (Role and Responsibilities), Policy Management (Plan of Action), and Information Security Controls Deployment. Under the Master Policy there are 13 policies. All state agencies must adopt and implement cyber security policies, guidelines and standards developed by the Budget and Control Board. DSI has set deadlines of June 30, 2014 to establish roles and responsibilities, and January 31, 2015 for the plan of action.

Mr. Cannon said that he will present at a future business meeting a request for funding to have an assessment by a third party to develop a benchmark of what vulnerabilities the Commission may have and to acquire actionable items from security experts.

This was received as information.

### **EXECUTIVE SESSION**

Commissioner Roche moved to adjourn into Executive Session to discuss a legal briefing and a personnel matter. Commissioner Barden seconded the motion. The Commission adjourned into Executive Session at 11:00 a.m.

[EXECUTIVE SESSION]

At 11:51 a.m., Commissioner Wilkerson made a motion to arise from Executive Session. Commissioner McCaskill seconded the motion, and the motion was unanimously approved. Upon arising from Executive Session, Chairman Beck stated there was discussion with no action taken.

### **Motion – Personnel Matter**

Commissioner Roche made a motion to accept the Executive Director's recommendation to request from S.C. Office of Human Resources approval for an employee bonus plan pending the determination of available funds. Commissioner Wilkerson seconded the motion, and the motion was unanimously approved.

### **ADJOURNMENT**

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

The April 21, 2014 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:52 a.m.

Reported May 19, 2014  
Kim Ballentine, Office of the Executive Director

*State of South Carolina*

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



TEL: (803) 737-5700  
[www.wcc.sc.gov](http://www.wcc.sc.gov)

*Workers' Compensation Commission*

**TO: Commissioners**

**FROM: Gary Cannon  
Executive Director**

**DATE: May 14, 2014**

**RE: April Administration Report and Financial Statement**

The Administration Report and Financial Statement for the month of April are not available due to the vacancy of the Director of Administration position. The reports for April and May will be presented at the June Commission Business Meeting.



## MEMORANDUM

Date: May 14, 2014

**TO:** Mr. Gary Cannon  
Executive Director

**FROM:** Cathy Floyd  
Human Resources

**SUBJECT:** Human Resources Report Period of April 16 – May 13, 2014

Below is a summary of the Human Resources activity for the period of April 16 – May 13, 2014.

### Employee Relations (ER)

- Coordinated the CAME Workshop held May 8
  - Secured a location and caterer for the event
  - Utilizing event planning software, created all aspects of the notification, registration, payment and mass distribution emails to be used for the workshop
  - Compiled all materials and updated the user Workbook and master presentation used during the session
  - At the workshop, registered attendees, ensured proper payment, assisted with online payments, coordinated with facility staff to ensure proper accommodations
- Coordinated the Employee Appreciation Luncheon scheduled for May 19
  - Secured a location and caterer for the event, established a menu and luncheon format
  - Ensured all information and materials are in place for the Employee of the Year announcement
- Processed employee bonuses in compliance with the Employee Bonus Program
  - Processes 41 bonuses, coordinated with the Executive Director, State Human Resources Department and the Office of the Comptroller General
- One employee relations issue was addressed during the activity period
  - Provided counseling sessions for the issues that were brought to my attention, conducted initial investigations into the matter as needed, contacted the supervisor or department director as needed and collaborated with the necessary staff and external resources to find resolution for the issues
- Ensure timely communication with all employees regarding events hosted by the Commission, Prevention Partners, other State agencies and CBRE through email, employee website updates coordinated with the Commission's Website Coordinator and/or posting of flyers
- Continued working with the Social Committee regarding event planning for the year to include planning for the offsite annual holiday event
  - Held a pizza lunch on April 24, polled staff regarding attendance, collecting money for the event, coordinated the food purchases and preparation

### Recruitment and Selection

- Director of Administration Position (Accounting/Fiscal Manager I)
  - Total of 26 applications received for the position
  - Position was offered to and accepted by Sherry Copeland
    - Reviewed all applications received and determined eligibility, contacted all applicants selected for an interview and scheduled the interviews, coordinated with interview panel as needed to provide information, followed-up with all applicants as needed regarding various inquiries received, notified all applicants not selected for the position
- Records Analyst I Position
  - Total of 99 applications received for the position

- Eight interviews tentatively scheduled for May 23
- Coordinated with the IT Department and the SC Vocational Rehabilitation Department regarding their Skilled Workforce Apprenticeship Training (SWAT) Program to obtain qualified candidates for hardware support within the Commission
  - Brian Myers began the 3-month SWAT Program on April 22

#### Benefits

- Issued a COBRA letter
  - Determined if the related insurance change required the issuance of a COBRA letter, determined the COBRA eligibility period based on the type of insurance change, completed the letter, located all required supporting documentation ensuring it was the most current release, notified employee and all dependents in hardcopy format and made copies of completed packet to be kept in the employee's insurance file for auditing purposes
- Assisted three employees with insurance related issues
  - contacted the Public Employee Benefit Authority or outside vendor for clarification as needed, counselled with employees regarding their options
- Assisted an employee with retirement related issues
  - Counseled with employee and discussed the options available to them based on the employee's length of service, age and any possible extenuating circumstances, contacted the Public Employee Benefit Authority for clarification as needed

#### SC Enterprise Information System (SCEIS)

- Thirty-two transactions were keyed into the system
  - Entered into the SCEIS system all required transactions to include time entry and corrections to employee data, leave entry corrections to employee data and position updates
- Processed one employment verification
  - Received notification from an outside source requesting verification of employment, ensure that the employee has authorized the release of information, researched the requested information, completed and submitted the form from the outside source and made copies of completed packet to be kept in the employee's personnel file for auditing purposes
- Continue to assist employees with leave and time issues caused by SCEIS
  - Employees continue to have intermittent leave and time issues related to SCEIS, as identified by the employee or the SCEIS collision report audited the employee's leave and/or time history to determine the error, coordinated with SCEIS in correcting the error and investigated possible corrections to prevent the issues from reoccurring

#### State Human Resources Department (HRD)

- Submitted the Commission's Bonus Plan
- Began working on the data cleanse information provided by HRD in preparation for the possible General Increase

#### Finance Related

- Completed a salary projection spreadsheet for the proposed general increases effect on the budget
- Processed 12 travel reimbursement requests
  - Ensure proper documentation, enter and approve travel through SCEIS,
- Assumed the responsibility of managing the Coke Fund and maintenance of supplies for each until the vacant Director of Administration is filled
  - Turned the maintenance of the coffee fund over to the current members to manage



## Workers' Compensation Commission

---

To: Gary Cannon  
SCWCC Executive Director  
From: Betsy Hartman  
IT Director  
Date: 2014  
Subject: IT Department April 2014 Full Commission Report

---

### IT Department Activities for the Month of April 2014

- All new PC/Laptops and monitors received.
  - Image created for workstations
  - Built laptops
  - Brian Myers, SCVRD Intern started
- EarthLink quote for security assessment received
  - Sent recommendation to Gary Cannon
- Production issues
  - EDI matching when WCC case number in record
  - Multiple Secure Email issues resolved
- ELT projects
  - PC to Fax
    - Resolved PC to Fax issue
  - Upload/View/Epayment
    - Demonstrated upload to staff
    - Completed requirements and specifications for Brave point
    - Need to set up Focus groups for both input and training
      - Attorneys
      - Carrier/TPA
  - eFines
- Desktop support issues
  - Password reset
  - Printer issues

### Committee/Conferences attended in May 2014

- Information Technology Solutions Committee (ITSC) meeting at DTO
- Third Party Patch meeting at DTO
- DIS InfoSec Policy Champion Workshops
- IT Training Center Business Advisory Council – Vocational Rehabilitation
- SC Quality Forum Governors' Quality Award
  - Conducted 2 day training

- Consensus review of assigned application
- BravePoint
  - May 9, 2014 upgrade to Progress
    - Server upgrade completed
    - # of PC/laptops upgraded to 10.2B Open Edge

WCC IT Projects Status Report						
Period Ending	1/30/2014				Status Key:	Not Started   On Track   Timing   Needs Help
<b>SCWCC Strategic Goals</b>						
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 15 Section I and II, Form 15 S.					
4	Refine existing and define future performance metrics to assist Commission leadership and staff in the ongoing performance evaluation of the agency.					
5	Implement system to receive and process all Commission forms electronically including the scanning of all incoming case file documentation for electronic reference.					
6	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.					
15	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 - SRQI		18 months	TBD	TBD	Audra Higbe	start with identification of SRQI capable Claim forms Review forms and edits, cross walk to file layout Development of Element Requirement Table, Event Table and Edit matrix
2, 14	Team 2 -Electronic Access	Upload from eCase user	50	11/1/2013	TBD	Betsy Hartman	Requirements sent to BravePoint for coding Would like to set up focus groups for attorney, carriers and TPA for design and to set up training
2,14		distribution of uploaded documents	40	2/1/2014	TBD	Betsy Hartman	Amanda working on workflows
7, 10, 14		View images	80	TBD	3/15/2014	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	Diana Gantt	
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
	Team 6 - Outgoing Faxes	upgrade Xerox copier with Fax Card	10		TBD	Cathy Floyd	Copiers installed and PC to Fax installed. Need to conduct training for staff
1, 14	Team 7 - Electronic Payments	electronic copy fee	25	11/1/2013	3/30/2014	Diana Gantt	design and full requirements to be completed and submitted to BravePoint for coding
1		fee payments for forms being uploaded	25	TBD	TBD	Diana Gantt	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
6,14	Team 9 - eService Fines and Claim Requests	Deliver Fines assessed by SCWCC to invoiced 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	TBD	TBD	TBD	Betsy Hartman	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
	Team 12 - Personal security issues	Ensure the security of the Commission (facility, personnel, hearing venues and visiting constituents)	TBD	TBD	TBD	Wayne Ducote	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
	Team 13 - Professional Development	Staff Professional development, cross training and internal web training	TBD	TBD	TBD	Cathy Floyd	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
13, 14	Team 14 - Class Action Team	Review of current agency organization, staff PD's and current compensations ranges	TBD	TBD	TBD	Ginger Crocker	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon

Strategic Goal	Key Projects	Sub Project	Estimated hours	Start Date	Estimated Completion Date	Lead	Issues / Comments
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	Diana Gantt	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
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	Upgrade OnBase from version 10 to version 13
	Upgrade wccsqprdProgress 10.2b.06		30	4/1/2014	5/9/2014	IT Staff	Staff testing to start in April. Schedule set with BravePoint for upgrade to be completed on Confederate Memorial Day

State of South Carolina



Workers' Compensation Commission

---

**To:** Mr. Gary Cannon  
SCWCC Executive Director

**From:** Grant Duffield  
IMS Director

**Date:** 14 – May – 2014

**Subj:** Insurance and Medical Services Department  
April 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"><li>1. Working to identify metrics that better illustrate value of effort.</li><li>2. Developing methods to better address Carrier RTSC process.</li></ol>   |
| Coverage Division   | <ol style="list-style-type: none"><li>1. Working with staff to review workflow processes and explore opportunities to enhance service provision.</li><li>2. Adjusting workflow to make best use of staff resources.</li></ol>  |
| Medical Services    | <ol style="list-style-type: none"><li>1. Identifying edits needed within the Medical Services Provider Manual.</li><li>2. Developing ICD-10 information to support our stakeholders.<br/>Experiencing additional inquiry due to recent Federal Legislation.</li><li>3. Continue work with MedAssets to improve Medical Bill reviews.</li></ol>   |
| IMS Administration: | <ol style="list-style-type: none"><li>1. Working with team-members to review / improve team processes and key functions.</li><li>2. Working with Department Mgrs to provide cross coordination of mgmt. functions.</li><li>3. Working with in-house Counsel to improve RTSC case preparation process.</li><li>4. Working with Executive Team concerning strategic planning and future needs forecasting.</li></ol> |

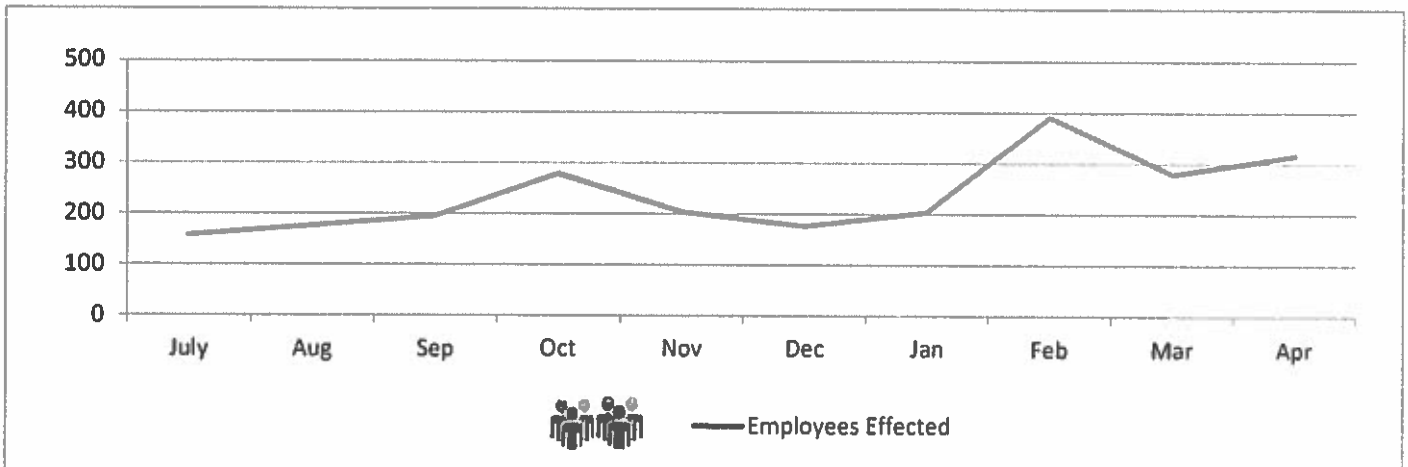
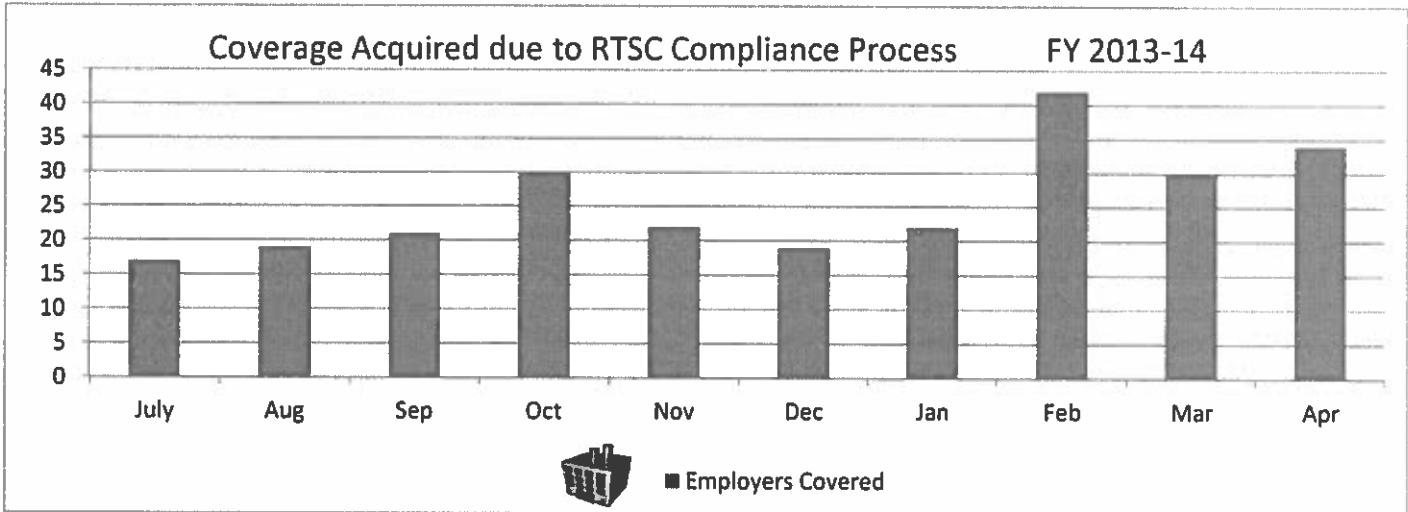
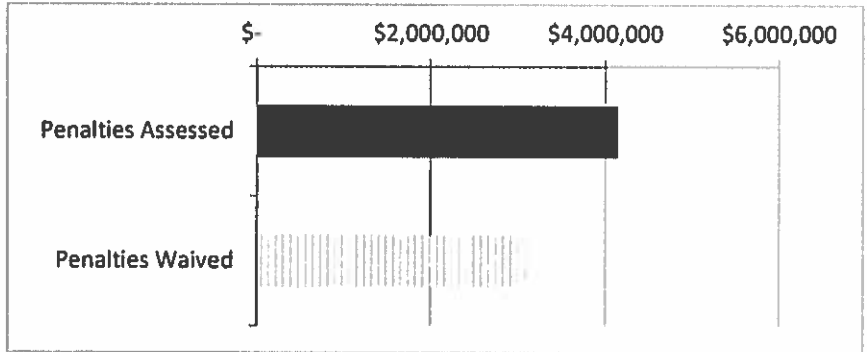
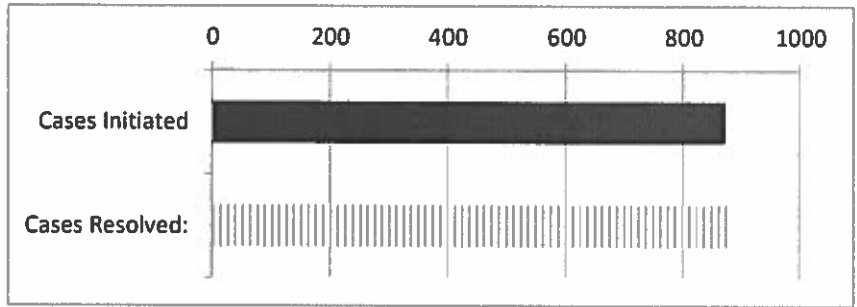
Mr. Cannon, while this summary is in no way all-inclusive, it may serve to assist you and our Commissioners in understanding the key initiatives underway in the IMS Department and provide measures by which the Department's effectiveness can be gauged. IMS welcomes any guidance that you and/or our Commissioners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

**Employers Obtaining Coverage**

For the Fiscal Year 2013 - 2014, 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 256 employers in South Carolina to come into compliance with the Act. In so doing, approximately 2,381 previously uninsured workers are now properly covered.

**Penalties Waived**

Although the Division has assessed 4.1 million dollars in fines, over 75% of those fines (\$3.1m) 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 April 2014 with 345 cases active, compared to an active caseload of 379 at the close of April 2013.

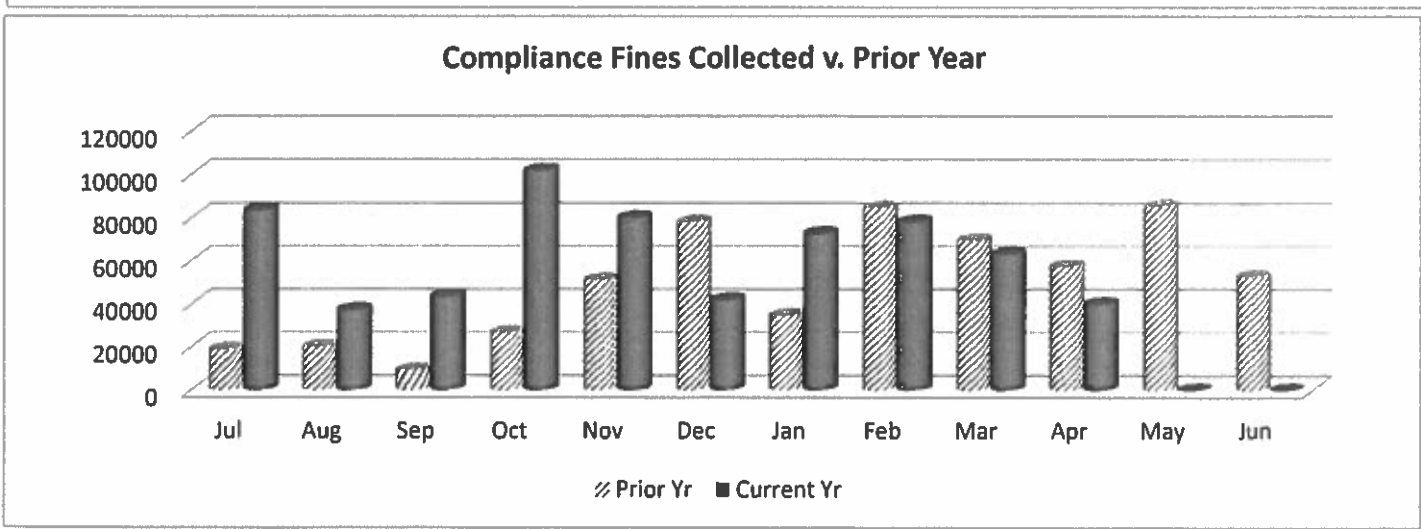
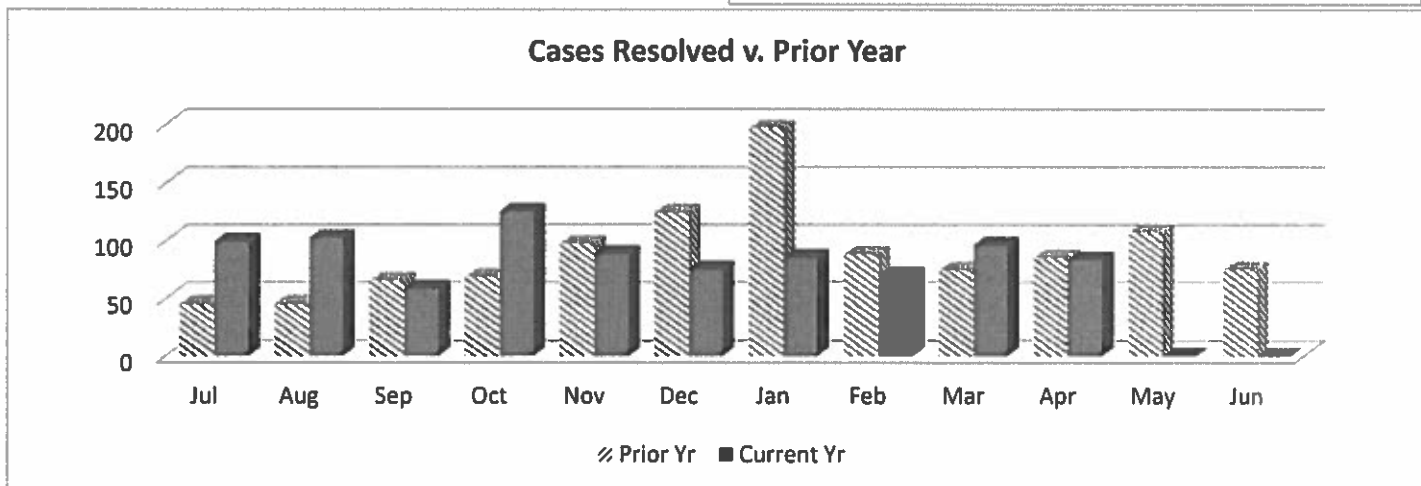
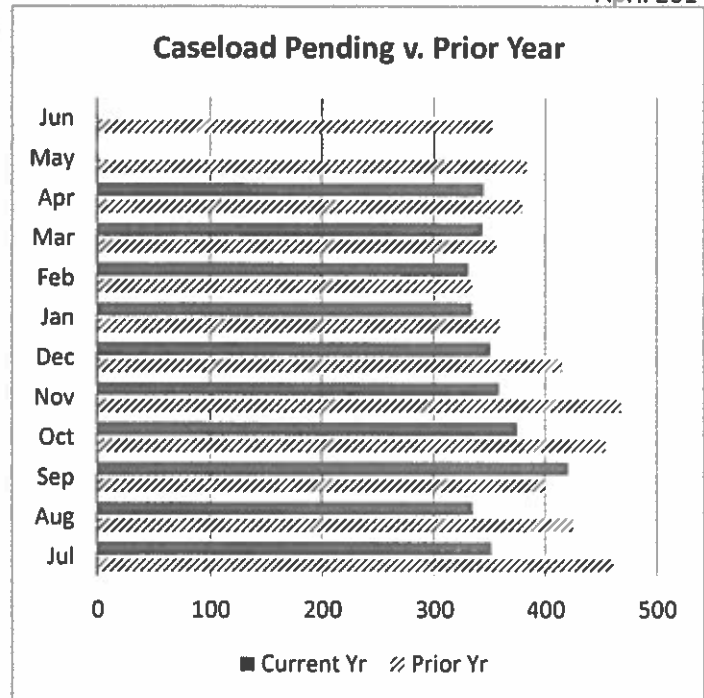
**Cases Resolved:**

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of April 2014, Compliance Division staff closed-out 83 cases.

**Compliance Fines:**

Year to Date, the Compliance Division has collected \$640,572 in fines which represents 109% of prior year's year-end collection (\$587,429). The Compliance Division Year-to-Date revenue trend is 142% of prior year, and month-on-month is at 70% of same month / prior year (April 2013).

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



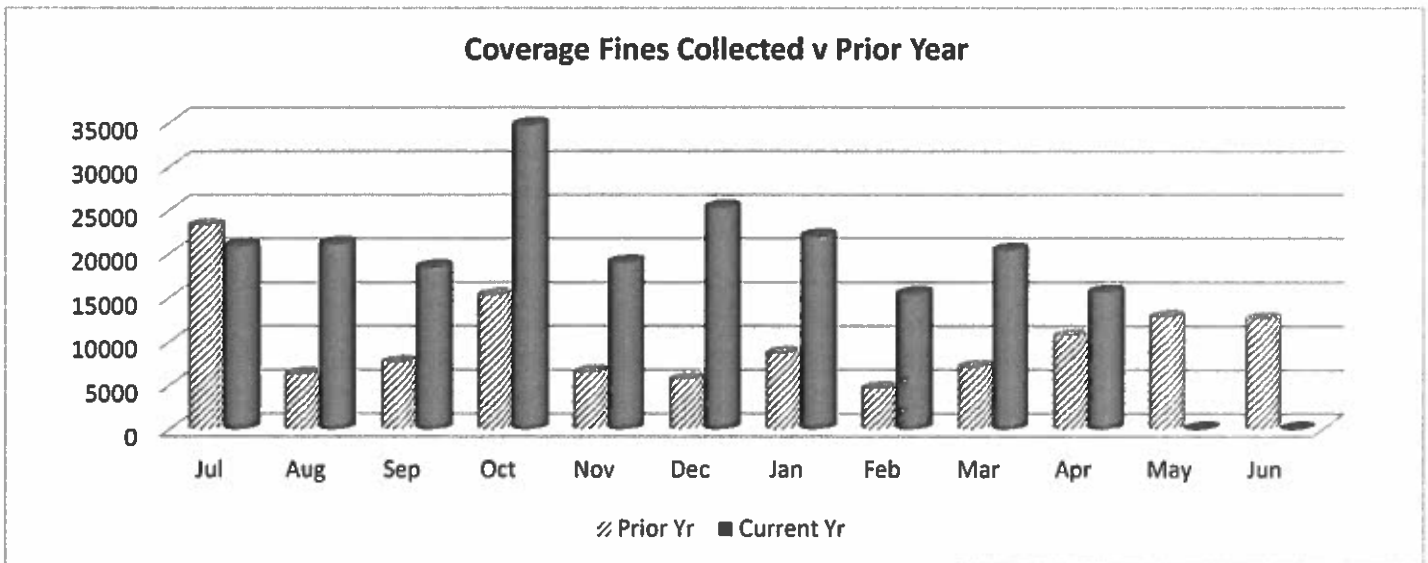
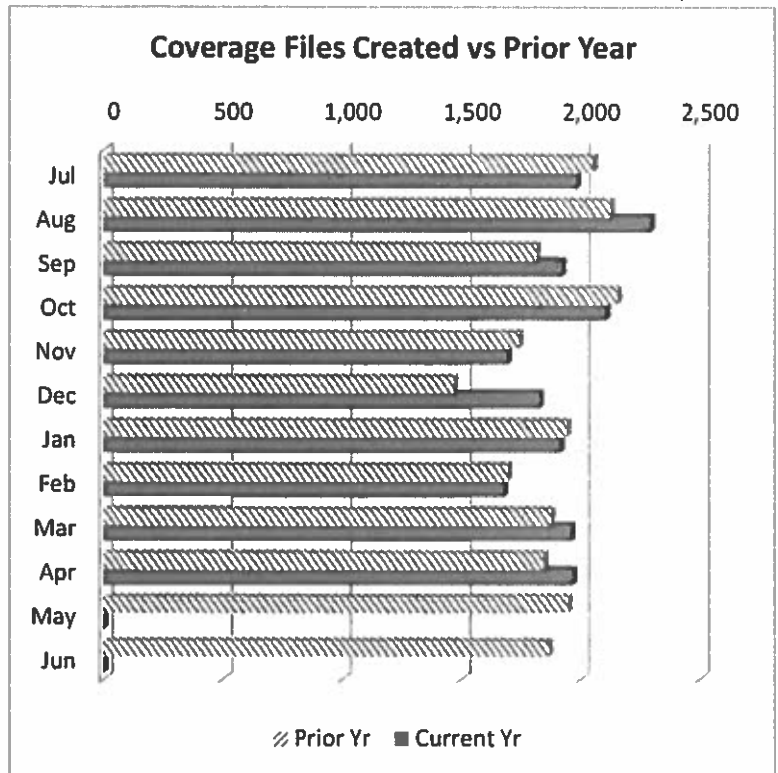
**WCC Claim Files:**

In April 2014, the Coverage Division received a total of 1,967 WCC Claim files. Of these, 1,663 were created electronically, and 304 were submitted in hard copy format. Year to Date, 19,338 Claim files have been created which is 103% of claim file volume for the same period in prior year(18,702).

**Coverage Fines:**

The Coverage Division collected \$20,400 in fine revenue in April 2014, as compared to \$10,600 in Coverage fines/penalties accrued during April 2013. Year on Year, Coverage fines are at 224% of collections for the same period.

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



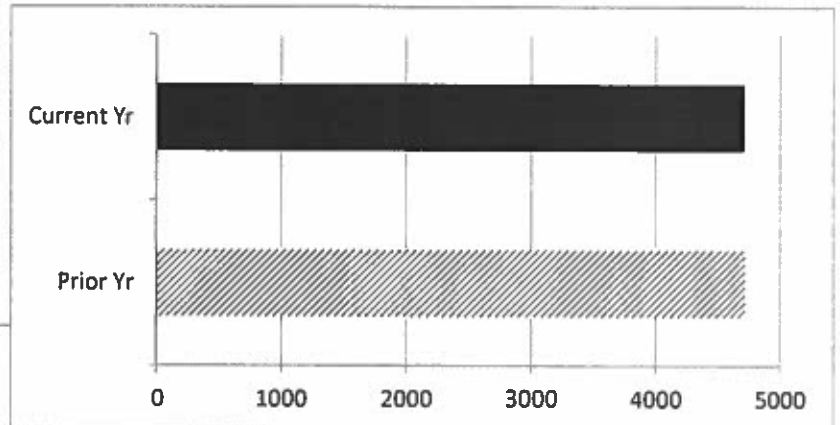
**IMS SELF INSURANCE DIVISION**

April 2014

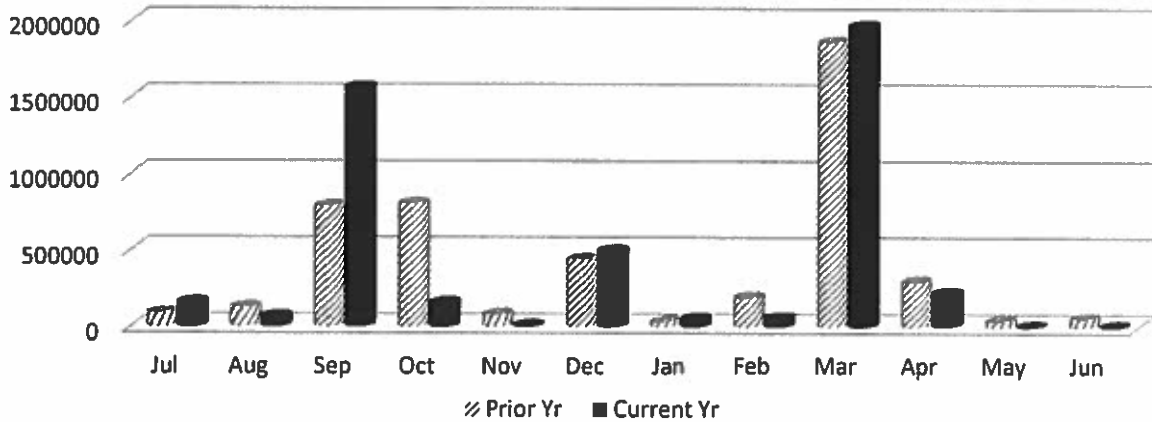
During the month of April 2014, the Self Insurance Division:

- \* collected \$1,967,903 in self-insurance tax.
- \* added 45 new self-insurers.
- \* conducted 5 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 100% of prior year and 43 Self Insurance audits have been completed.



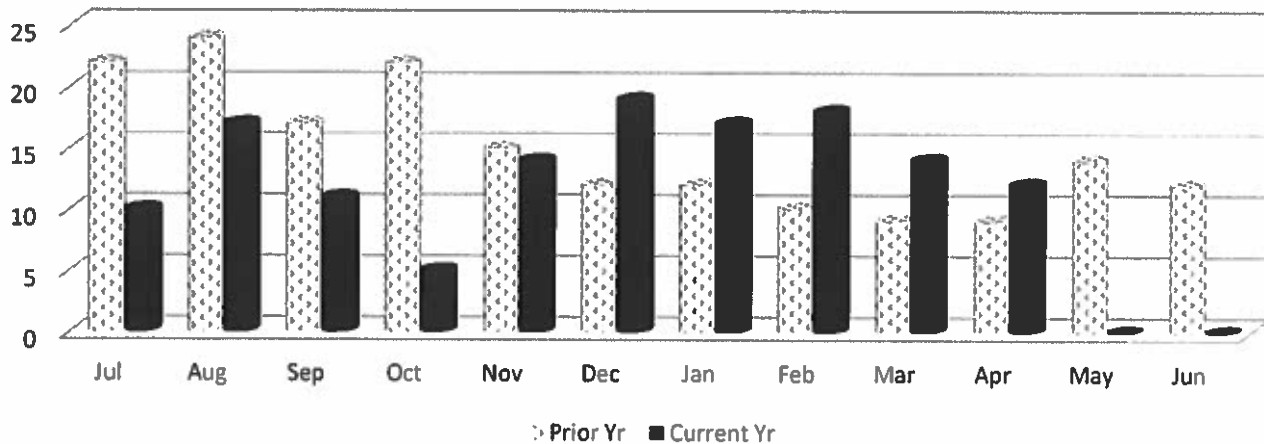
**Self Insurance Tax Collections v. Prior Year**



**IMS MEDICAL SERVICES DIVISION**

In April 2014, the Medical Services Division began the month with 14 bills pending review, received an additional 21 bills for review, conducted 23 bill reviews and ended the month with 12 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:** May 6, 2014

**Subj:** Claims Department  
April 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 April 2014, the Claims Department has:

1. Closed 2201 individual case files.
2. Collected \$45,350 in fine revenue.
3. The examiners reviewed 1090 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. Greg Line had 259 informal conferences set in 8 locations with 155 settled on a Form 16.
7. DiAnn Davis conducted 15 informal conferences in Richland and 9 in Lexington County.

Five Year Claims Fine Collection History												
FY 2009-2010, 2010-2011, 2011-2012, 2012-2013 and 2013-2014												
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2009-2010	100,383	119,853	100,026	66,565	61,627	54,390	66,200	1,003,600	203,410	159,375	218,150	86,500
2010-2011	147,025	144,825	119,325	120,300	128,000	103,000	104,200	101,700	110,650	119,525	117,875*	124,650*
2011-2012	111,875	103,800	83,300	81,300	85,100	110,700	126,700	120,225	116,915	100,200	61,050	90,450
2012-2013	80,825	69,100	57,075	91,925	64,825	65,950	60,550	79,875	67,000	56,650	47,550	48,500
2013-2014	42,350	21,900	35,050	110,350	57,425	50,900	27,000	38,550	73,100	45,350		

\*May collected figures include payments 5/1/2010 through 6/1/2010

\*\* June collected figure includes payments 6/1/2010 through 6/30/2010

CLAIMS DEPARTMENT REPORT													
STATISTICS FOR FISCAL YEAR 2013-2014													
Prepared May 1, 2014													
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
I. Claims Services Division													
Forms 15-I	1,321	1,476	1,284	1,262	1,104	1,085	1,252	1,053	1,430	1,254			12,521
Forms 15-III/Forms 17	672	723	965	919	814	916	943	798	1,022	882			8,654
Forms 16 for PP/Disf	255	264	273	253	263	235	180	152	267	250			2,392
Forms 18	4,363	4,436	4,287	4,507	4,041	4,407	4,539	4,517	4,830	4,329			44,256
Forms 20	842	947	979	942	796	773	821	740	957	847			8,644
Form 50 Claims Only	307	287	316	265	245	192	293	247	328	285			2,765
Form 61	658	575	770	724	578	775	723	552	804	651			6,810
Letters of Rep	131	144	158	123	111	82	121	112	181	178			1,341
Clinchers	883	681	797	770	708	876	865	760	930	704			7,974
Third Party Settlements	38	14	26	29	24	16	23	28	18	22			238
SSA Requests for Info	88	118	124	144	84	87	64	71	125	101			1,006
Cases Closed	1,970	2,154	2,561	3,116	2,348	1,967	2,235	2,210	2,119	2,201			22,881
Cases Reviewed	404	473	998	883	402	211	103	136	115	1,090			4,815
<b>Total</b>	<b>11,932</b>	<b>12,292</b>	<b>13,538</b>	<b>13,937</b>	<b>11,518</b>	<b>11,622</b>	<b>12,162</b>	<b>11,376</b>	<b>13,126</b>	<b>12,794</b>	<b>0</b>	<b>0</b>	<b>124,297</b>

**CLAIMS DEPARTMENT REPORT**

**STATISTICS FOR FISCAL YEAR 2013-2014**

Prepared May 1, 2014

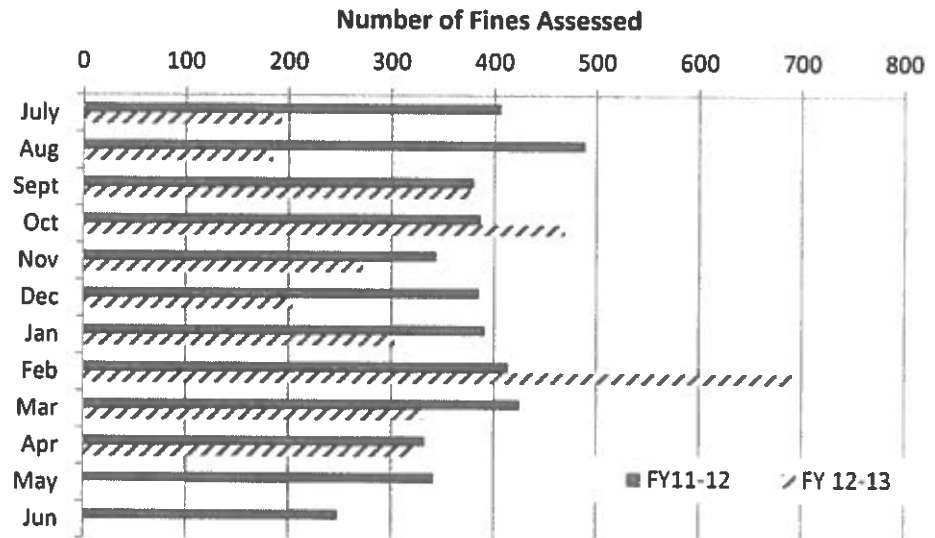
**II. Fines Assessed by Claims Department**

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
<b># Assessed</b>	193	185	377	469	272	204	304	691	331	324			3,350
<b># Rescinded</b>	43	44	30	52	65	24	121	83	289	77			828
<b># Reduced</b>	1	6	5	8	2	1	15	2	1	0			41
<b># Paid</b>	162	190	174	459	242	203	138	175	336	219			2,298
<b># Outstanding*</b>	775	861	899	857	822	799	844	1,277	983	1011			822
<b>Total Amt. Assessed</b>	\$40,000	\$39,000	\$93,500	\$127,250	\$69,350	\$42,750	\$67,200	\$143,600	\$67,600	\$82,700			772,950
<b>Total Amt. Rescinded</b>	\$10,700	\$8,500	\$7,850	\$9,900	\$15,100	\$4,800	\$26,450	\$16,800	\$58,250	\$16,000			174,350
<b>Total Amt. Reduced</b>	\$300	\$600	\$700	\$950	\$200	\$300	\$1,500	\$300	\$100	\$0			4,950
<b>Net Assessed</b>													
<b>Total Amt. Paid</b>	\$42,350	\$21,200	\$35,050	\$110,350	\$57,425	\$50,900	\$27,000	\$38,550	\$73,100	\$45,350			501,275
<b>Total Outstanding*</b>	\$154,569	\$172,369	\$213,619	\$219,669	\$216,294	\$203,044	\$215,294	\$303,244	\$239,394	\$260,744			216,294

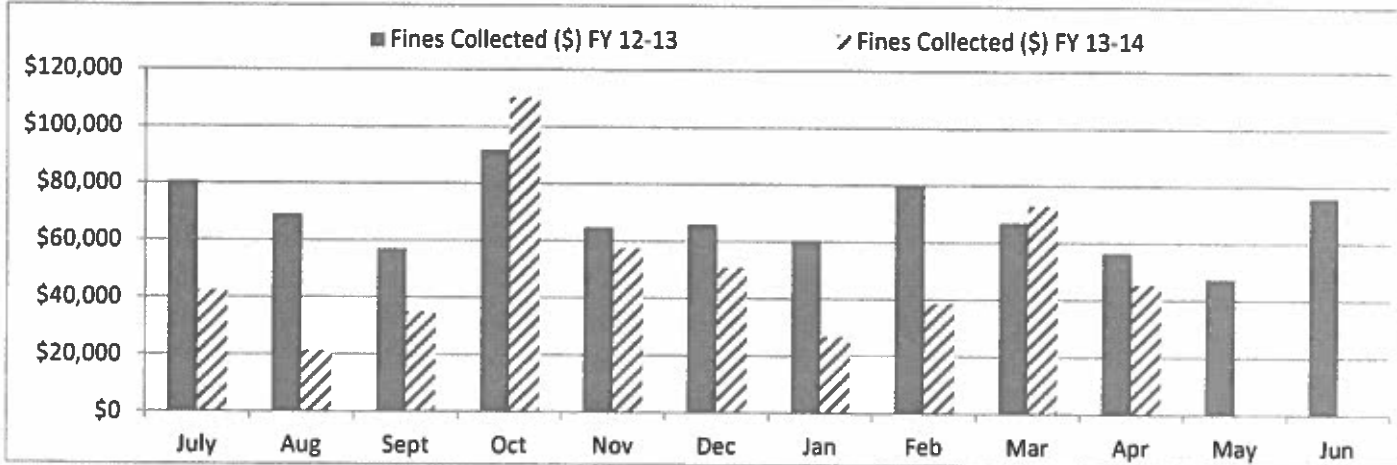
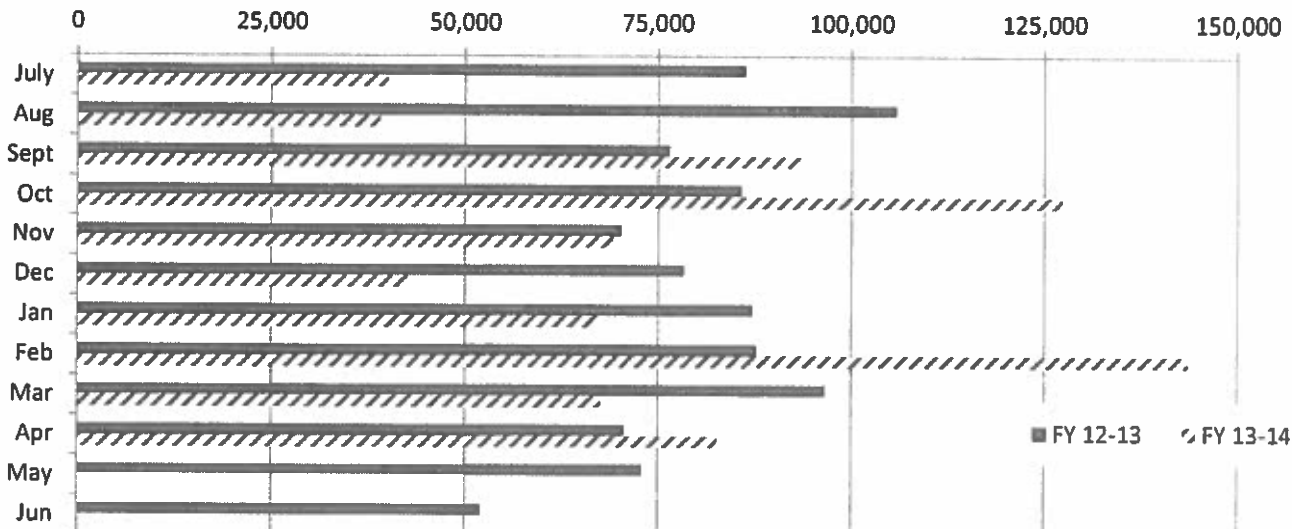
**CLAIMS DEPARTMENT - Fine Activity Report April 2014**

The number of fines assessed by the Claims Department decreased in number to 324 from 331 in April. The number of Claims fines paid decreased from 336 in March to 219 in April.

Total fine dollars assessed in April was \$82,700 an increase over prior month \$67,600. Fine revenue received in April was \$45,350 a decrease over prior month \$73,100.



**Net Fines Assessed (\$)**





Claims Department - Fine Activity Report -April 2014

Fines Assessed (#)

	FY12 -13	FY 13-14
July	406	193
Aug	489	185
Sept	380	377
Oct	387	469
Nov	344	272
Dec	386	204
Jan	391	304
Feb	414	691
Mar	425	331
Apr	333	324
May	342	0
Jun	248	0
<b>Total</b>	<b>4,545</b>	<b>3,350</b>
<b>Mo Avg</b>	<b>379</b>	<b>336</b>

Fines Received (#)

	FY 11-12	FY 12-13
July	363	162
Aug	314	190
Sept	275	174
Oct	437	459
Nov	295	242
Dec	313	203
Jan	302	138
Feb	373	175
Mar	334	336
Apr	307	219
May	235	0
Jun	371	0
<b>Total</b>	<b>3,919</b>	<b>2,298</b>
<b>Mo Avg</b>	<b>478</b>	<b>231</b>

Net Fines Assessed (\$)\*

	FY 12-13	FY 13-14
July	86,325	40,000
Aug	105,800	39,000
Sept	76,500	93,500
Oct	85,780	127,250
Nov	70,300	69,350
Dec	78,400	42,750
Jan	87,200	67,200
Feb	87,700	143,600
Mar	96,650	67,600
Apr	70,750	82,700
May	73,000	0
Jun	52,100	0
<b>Total</b>	<b>970,505</b>	<b>772,950</b>
<b>Mo Avg</b>	<b>80,875</b>	<b>77,831</b>

Fines Collected (\$)

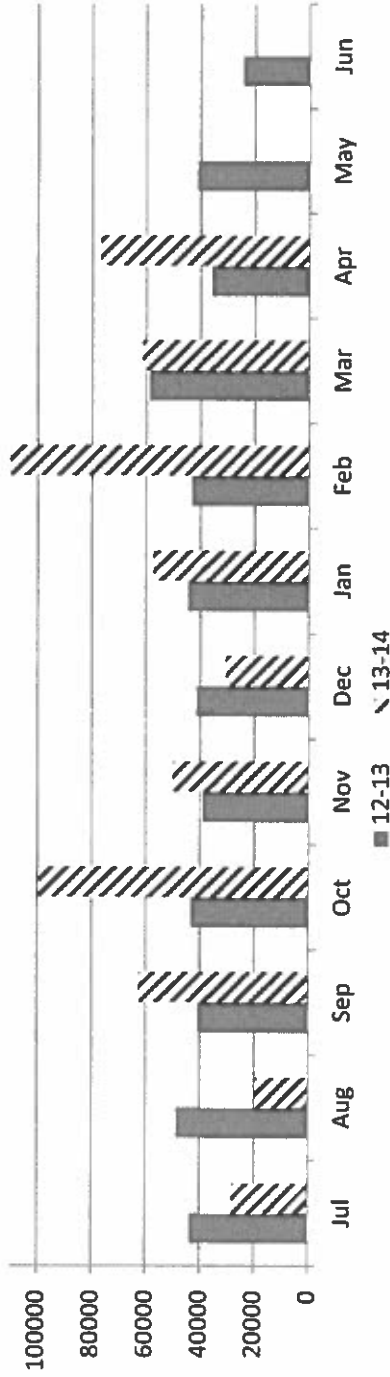
	FY 12-13	FY 13-14
July	\$80,825	42,350
Aug	\$69,100	21,200
Sept	\$57,075	35,050
Oct	\$91,925	110,350
Nov	\$64,825	57,425
Dec	\$65,950	50,900
Jan	\$60,550	27,000
Feb	\$79,875	38,550
Mar	\$67,000	73,100
Apr	\$56,650	45,350
May	\$47,550	0
Jun	\$76,100	0
<b>Total</b>	<b>817,425</b>	<b>501,275</b>
<b>Mo Avg</b>	<b>68,119</b>	<b>46,603</b>

\*after reductions and rescinded

### FORM 18 FINE ASSESSMENTS

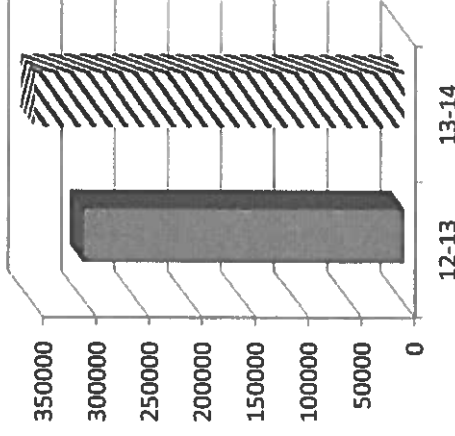
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of April 2014, this has resulted in a increase in Form 18 Fine Assessments to \$76,800 as compared to March 2014 of \$61,400. The actual number of fines assessed decreased from 300 in March 2014 to 290 in April 2014.



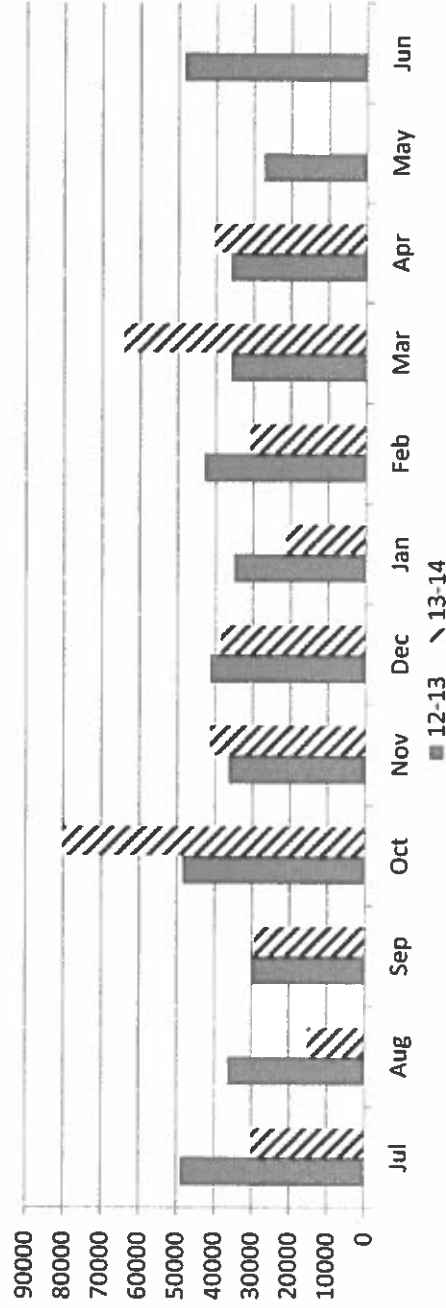
### FORM 18 FINE ASSESSMENTS YTD

Form 18 Fine Assessment is trending at 115% of prior year assessments.



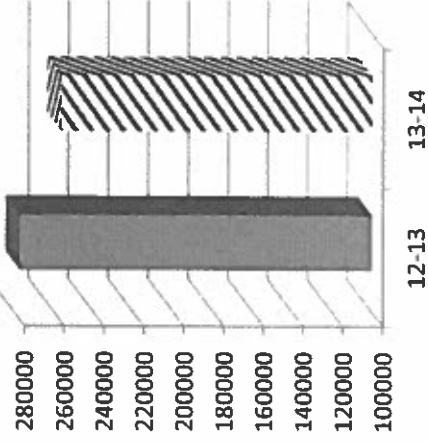
### FORM 18 FINE COLLECTION

In April 2014, the Claims Department received payment on Form 18 Fines resulting in revenue of \$40,600.

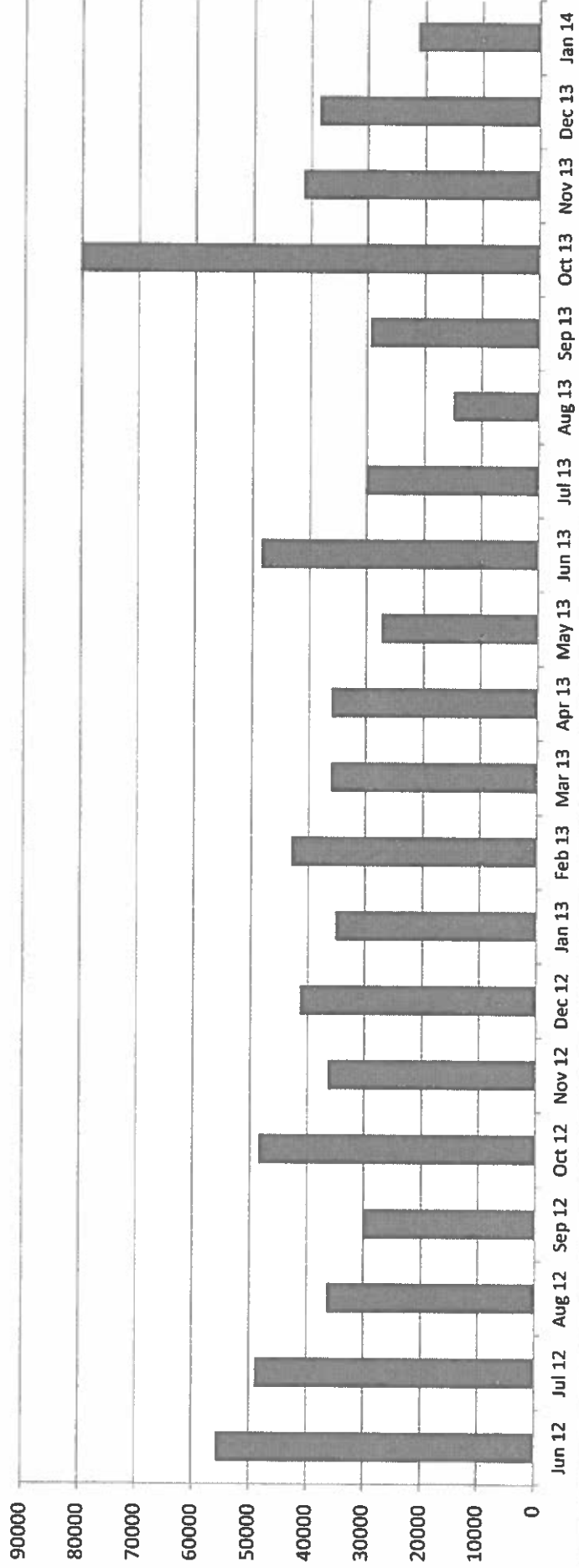


### FORM 18 FINE REVENUE YTD

Form 18 Fine Revenue is trending at 93% of prior year collections.



# \$ Collected



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](http://www.wcc.sc.gov)

## Workers' Compensation Commission

May 19, 2014

**To:** Gary M. Cannon  
Executive Director

**From:** Virginia L. Crocker

**RE:** **Monthly Judicial Report**

The beginning of summer is evident in the pleadings submitted during the past month. There were reductions in pleadings throughout the system with the exception of Consent Orders and Administrative Orders.

There were one hundred and fifty-five (155) regulatory mediations scheduled and nine (9) requested mediations, excluding aggregate cases. The Judicial Department was notified of sixty-two (62) matters resolved in mediation with the receipt of Forms 70.

We conducted another round of aggregate mediations and resolved forty (40) additional cases. We anticipate another round to be scheduled by the end of the summer.

The Informal Conference system continues to run smoothly and effectively and has addressed one hundred and thirty-eight (138) cases during the last month.

There were sixty-seven (67) Single Commissioner Hearings conducted during the past month.

There were twenty-five (25) cases appealed to Full Commission during the past month.

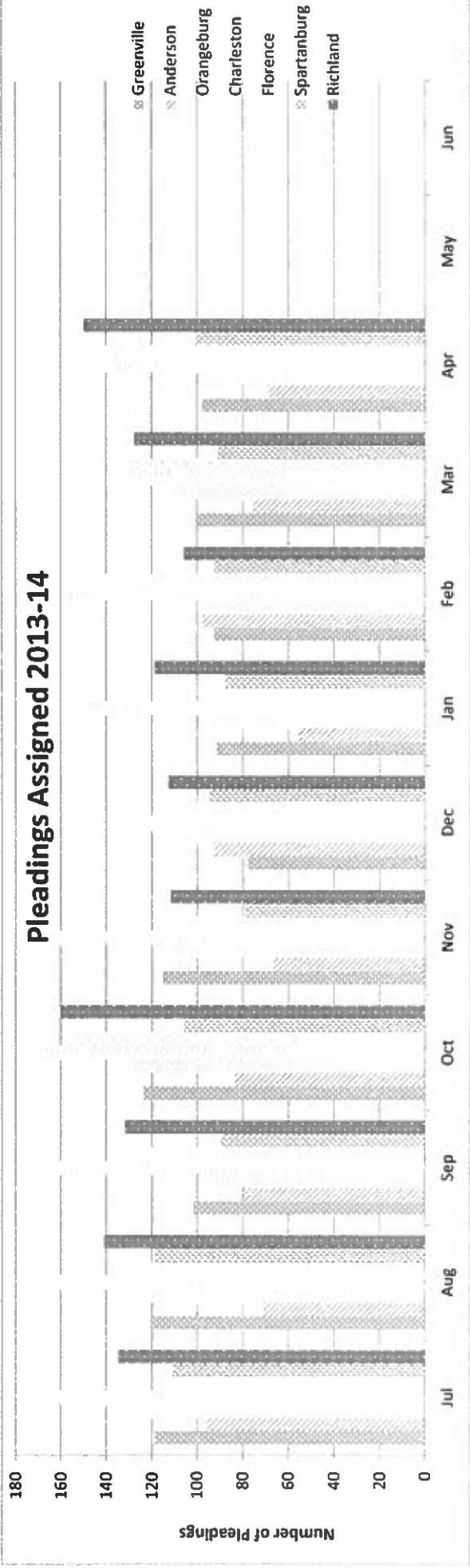


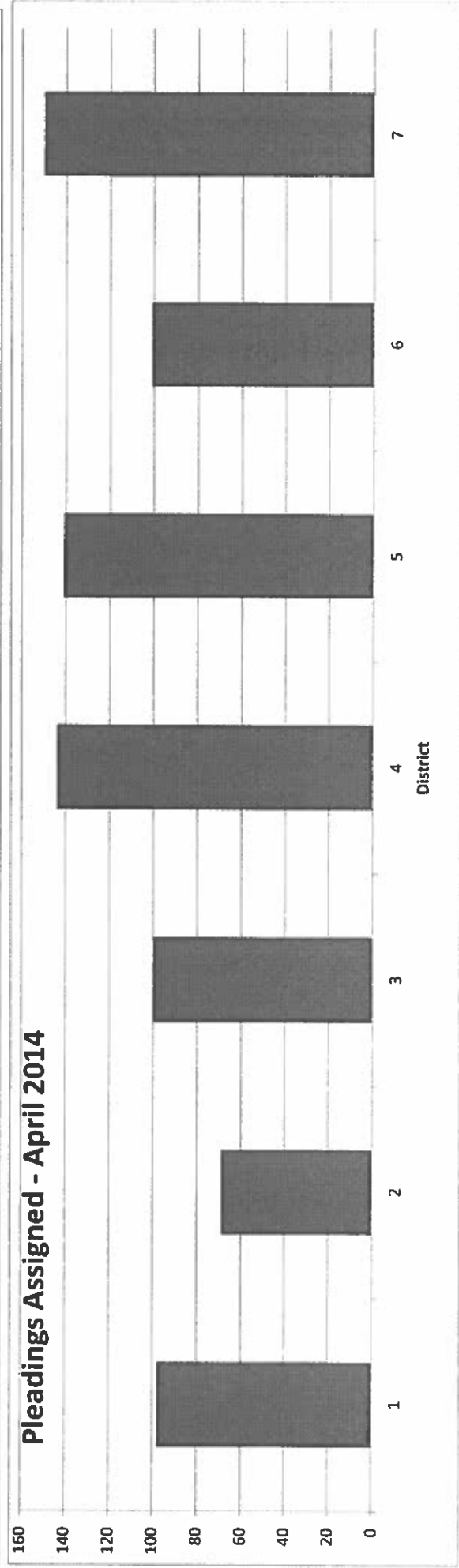
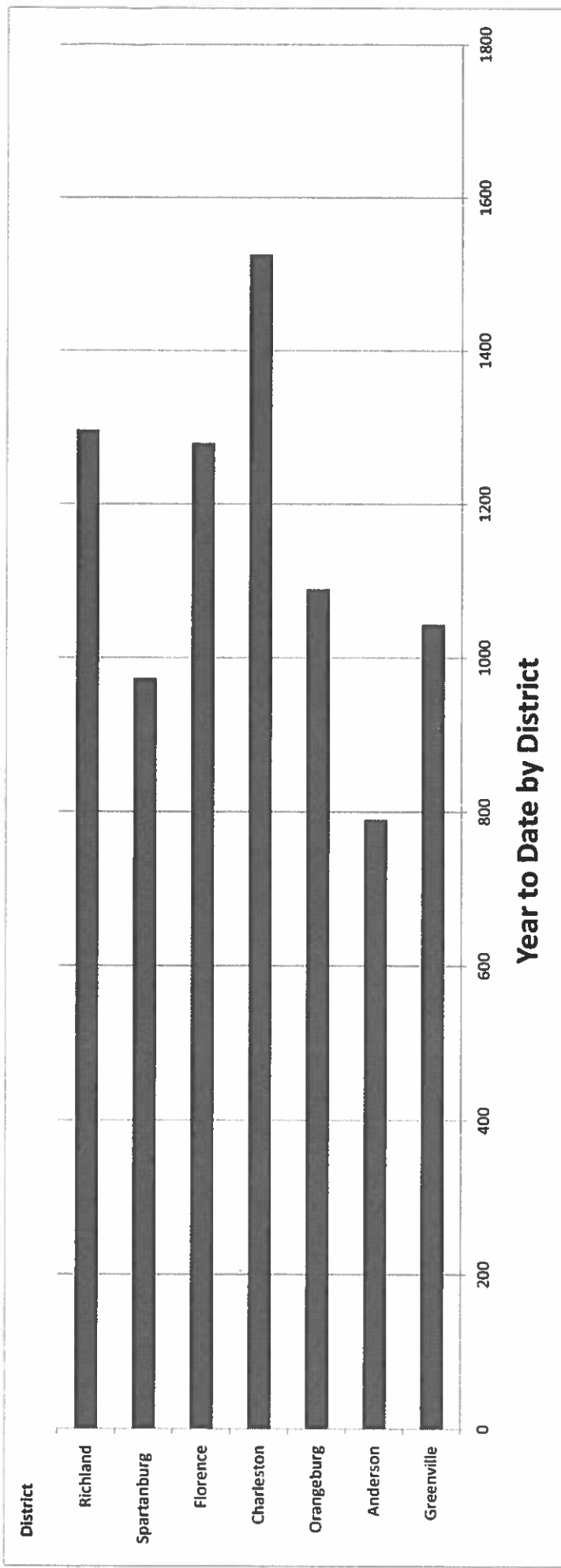


### Pleadings Assigned

	District 1 Greenville			District 2 Anderson			District 3 Orangeburg			District 4 Charleston			District 5 Florence			District 6 Spartanburg			District 7 Richland		
	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12
Jul	119	94	85	96	89	106	121	124	103	164	160	153	117	140	155	111	99	139	135	173	163
Aug	121	133	140	71	100	104	121	126	122	170	176	199	131	153	149	119	149	184	141	215	183
Sep	102	95	121	80	100	95	97	101	128	163	144	143	137	101	152	90	107	131	132	144	148
Oct	124	118	118	84	97	97	128	120	134	170	188	198	159	138	128	106	115	132	160	146	144
Nov	115	111	159	67	99	94	115	125	133	163	153	151	115	139	121	79	106	138	112	138	191
Dec	78	74	164	93	80	142	102	142	104	123	126	181	108	118	117	95	116	115	113	108	144
Jan	92	111	112	56	106	90	100	118	122	151	193	180	95	128	111	88	121	98	119	141	129
Feb	93	106	163	98	98	114	98	115	112	157	165	141	146	114	136	93	89	117	106	133	153
Mar	101	104	118	76	90	84	107	107	126	121	134	162	130	143	149	91	121	134	128	160	118
Apr	98	122	121	69	73	89	100	107	101	144	155	126	141	108	143	101	103	106	150	162	185
May		67	105		67	79		78	131		134	148		80	130		102	109		107	144
Jun		98	112		80	94		121	119		163	170		121	134		110	143		144	154
<b>Totals</b>	<b>1043</b>	<b>1233</b>	<b>1518</b>	<b>790</b>	<b>1079</b>	<b>1188</b>	<b>1089</b>	<b>1384</b>	<b>1435</b>	<b>1526</b>	<b>1891</b>	<b>1952</b>	<b>1279</b>	<b>1483</b>	<b>1625</b>	<b>973</b>	<b>1338</b>	<b>1546</b>	<b>1296</b>	<b>1771</b>	<b>1856</b>

### Pleadings Assigned 2013-14







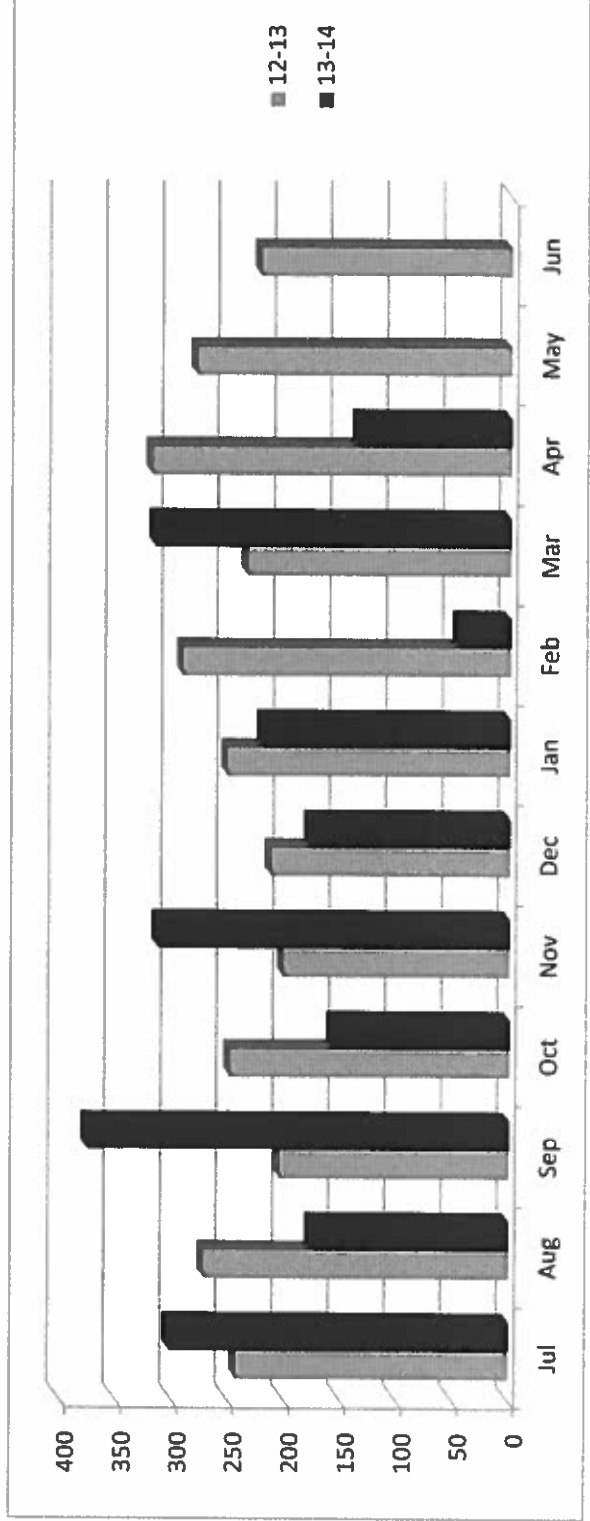
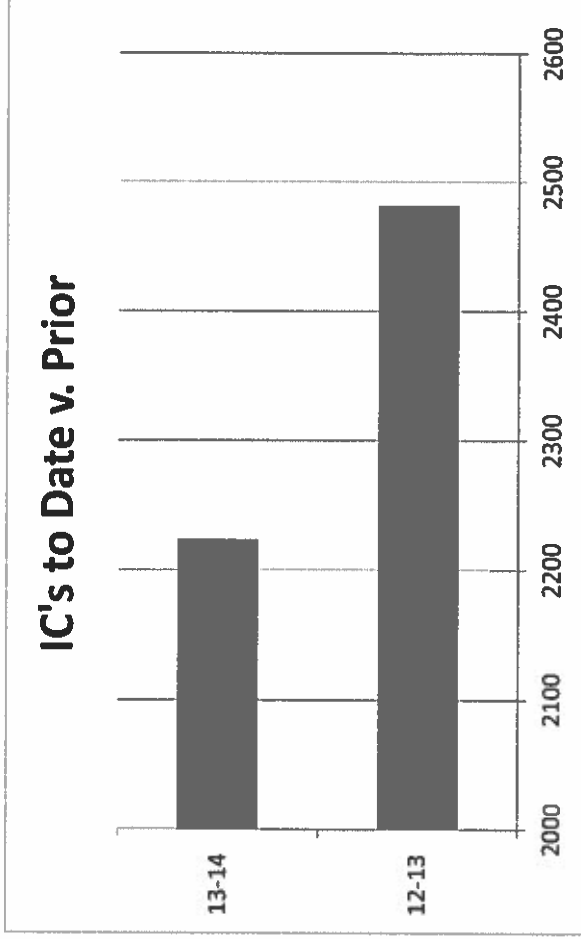
**Informal Conf. Conducted**

	12-13	13-14	
Jul	243	303	124.7%
Aug	272	176	64.7%
Sep	205	376	183.4%
Oct	249	158	63.5%
Nov	202	314	155.4%
Dec	213	178	83.6%
Jan	252	220	87.3%
Feb	292	46	15.8%
Mar	234	317	135.5%
Apr	320	136	42.5%
May	280	0	0.0%
Jun	223	0	0.0%
<b>Total</b>	<b>2985</b>	<b>2224</b>	

12-13 **2482** 13-14 **2224** **89.6%**

**Y-T-D**

**IC's to Date v. Prior**

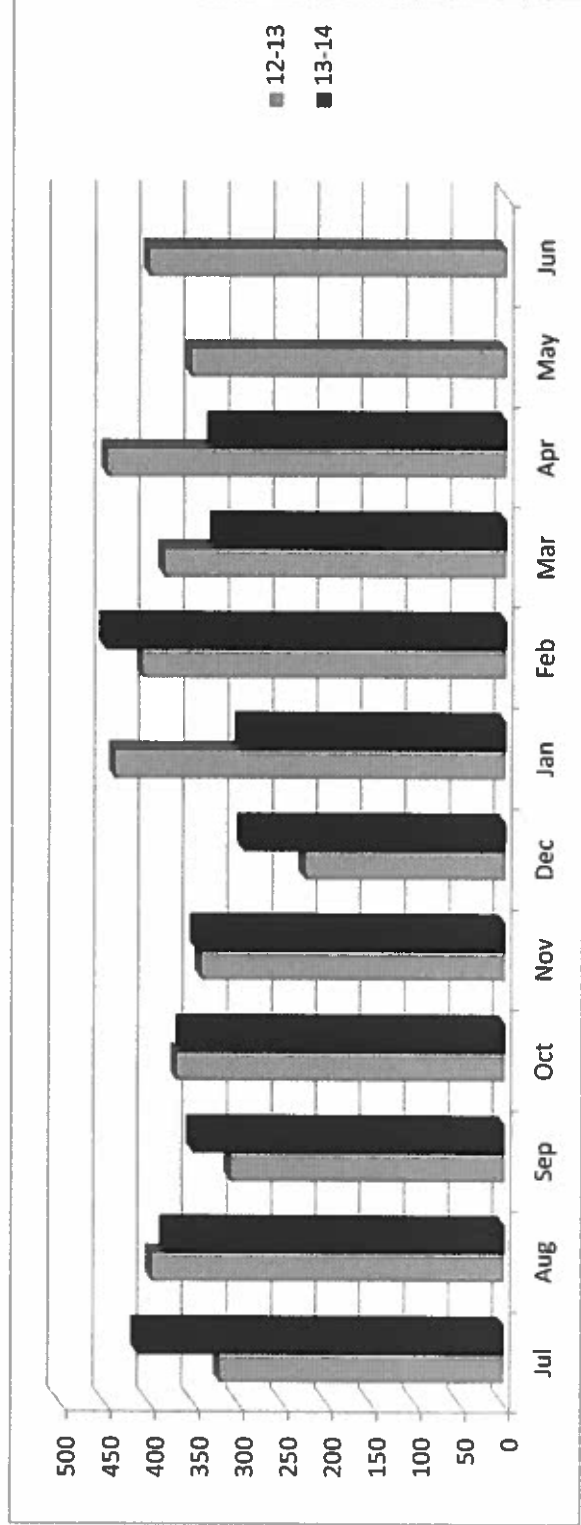
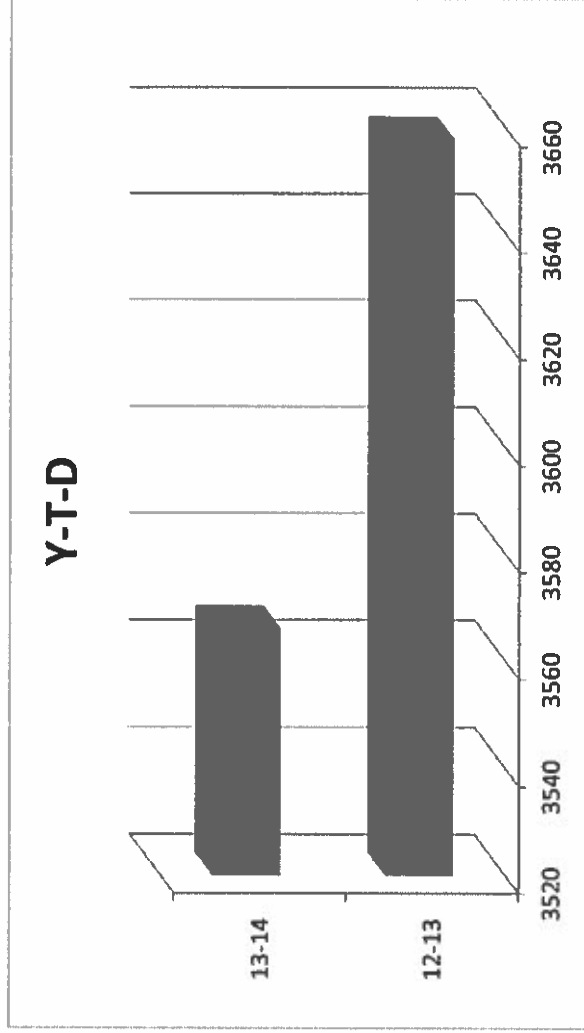


**Informal Conf. Requested**

	12-13	13-14
Jul	322	414
Aug	398	382
Sep	310	352
Oct	371	364
Nov	343	348
Dec	227	296
Jan	441	299
Feb	410	452
Mar	386	328
Apr	450	331
May	356	
Jun	403	
<b>Total</b>	<b>4417</b>	<b>3566</b>

12-13 **3658** 13-14 **3566** **0.97485**

**Y-T-D**



# State of South Carolina

1333 Main Street, 5<sup>th</sup> 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 May 16, 2014**

#### **Regulation Change – R 67-1605 Lump Sum Payment**

May 14, 2014 was the date for the 120-day period for automatic approval of proposed changes to R67-1605 Lump Sum Payment. The final regulation takes effect on the date of publication in the *State Register*, June 27, 2014.

#### **Narcotics Use Ad Hoc Advisory Committee**

The first meeting of the Narcotics Use Ad Hoc Advisory Committee is scheduled for Thursday, July 10, at 2:00 p.m. in the First Floor Conference Room.

#### **Personnel**

##### Director of Administration

Twenty-six individuals submitted applications for the Director of Administration position. Four candidates were interviewed on Thursday, April 24. Sherry Copeland was selected for the position. She will begin her employment with the Commission on Monday, May 19.

##### Records Analyst I

Ninety-nine individuals submitted applications for the Records Analyst I position. We are currently in the process of reviewing the applications and scheduling interviews.

#### **Claims Administration Workshop (CAME)**

Staff conducted a Claims Administration Workshop on Thursday, May 9, 2014. A total of 71 stakeholders and 7 staff members participated.

#### **Budget Preparation FY 2014-15 and FY2015-16**

The Executive Director continues to work closely with Department Heads on the proposed budget for FY2014-15 and the budget preparation for FY2015-16.

#### **SC Bar Diversity Clerkship Program**

Joseph Wideman has been selected to work with our agency through the SC Bar Diversity Clerkship program. Mr. Wideman will begin his six week summer internship with the Agency on June 16, 2014.

### **Summer Intern**

Frazier Baldwin, sophomore at Presbyterian College, will begin his summer internship with the Agency on June 2.

### **Employee Meetings/Staff Training**

The Executive Director met with the Department Heads on April 23. An All Employee meeting was held on March 26. The Employee Social Committee hosted a Pizza Lunch for the employees on April 24, 2014. The Employee Appreciation Luncheon will be held on Monday, May 19, at which time the 2013 Employee of the Year will be announced.

Administrative Assistant to the Executive Director completed 17 hours of instructor-led SCEIS training in Time and Leave Administration.

The Administrative Assistant to the Executive Director and the Executive Director completed the Cyber Security Awareness Training Program. It is the first training course available online for all state employees. The training courses are designed to help equip state employees with the most effective tools possible for recognizing cybersecurity concerns and preventing cyber related incidents. Each employee at the Commission is required to take the training.

### **Other Meetings**

The Executive Director participated in the following meetings/activities:

- April 16 – Meeting with Attorney General’s staff regarding a litigation matter
- April 17 – Conference call with Al Riddle, VA Workers’ Compensation Commission
- April 24 – Conducted interviews for Director of Administration
- April 25 – Meeting with the Employee of the Year Nomination Review Panel

### **Constituent/Public Information Contacts**

For the two month period March 13, 2014 through May 13, 2014 the Executive Director’s Office and the General Counsel’s office had 842 contacts with various system constituents and stakeholders. 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 March 13, 2014 through May 13, 2014, we added ten individuals to the Commission’s stakeholder distribution list. A total of 467 individuals currently receive notifications from the Commission.

### **SC Vocational Rehabilitation Department**

Attached is a report on SCVRD/WCC referrals provided by Chuck Hamden, SCVRD Counselor, for April 2014. The Commission is participating with SCVRD’s Skilled Workforce Apprentice Training. Brian Myers began his three-month apprenticeship in the IT Department on April 22, 2014.



## South Carolina Vocational Rehabilitation Department

*Enabling eligible South Carolinians with disabilities to prepare for, achieve and maintain competitive employment.*

Barbara G. Hollis, Commissioner

---

### MEMO

TO: Gary Cannon  
FROM: Chuck Hamden, SCVRD Counselor  
DATE: April 29, 2014  
RE: SCVRD/WCC Referrals

---

As the SCVRD counselor assigned to the Workers Compensation Commission, I held office hours at WCC for four (4) days in the month of April 2014.

During the April office hours, SCVRD has completed the review the Workman's Compensation Commission files for Richland and Lexington counties for 2012.

As of April 30th, 2014, four (4) WCC claimants were referred for further services:

- Two (2) referrals have been made for the Richland County SCVRD office.
- One (1) Attorney referral has been made for the Lexington SCVRD office
- One (1) Attorney referral has been made for the Marlboro SCVRD office

Once the 2012 Richland and Lexington counties review was completed, the WCC-SCVRD Portal was utilized to review claimant cases for possible services. The initial query, which included cases from 2012 and partial listing for 2013, resulted in 167 cases to be review. This represents a 91% correlation rate from the cases that were previously reviewed using Excel spreadsheets and the cases reviewed on the Portal.

Based on this information, nine (9) new WCC claimants have been sent letters to see if they are interested in learning more about SCVRD services.

Preparations for the WCC-SCVRD Portal transition continue. The next scheduled meeting between WCC and SCVRD is scheduled for May 20<sup>th</sup>, 2014 to continue roll-out of this program.

**SC Vocational Rehabilitation Dept  
Workers' Comp Referrals SFY 2013**

COUNTY	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Cnty Total
Abbeville													0
Aiken		1											1
Allendale													0
Anderson													0
Bamberg													0
Barnwell													0
Beaufort													0
Berkeley	1			1									2
Calhoun													0
Charleston	1	2	1										4
Cherokee													0
Chester													0
Chesterfield													0
Clarendon													0
Colleton													0
Darlington													0
Dillon													0
Dorchester	1	1											2
Edgefield													0
Fairfield													0
Florence													0
Georgetown			1										1
Greenville	1												1
Greenwood													0
Hampton													0
Horry													0
Jasper													0
Kershaw		1											1
Lancaster						1	1						2
Laurens													0
Lee													0
Lexington		2	2	1	1			2	1	1			10
Marion													0
Marlboro										1			1
McCormick													0
Newberry													0
Oconee													0
Orangeburg		1			1								2
Pickens													0
Richland			1	2	1	1	2	3	4	2			16
Saluda													0
Spartanburg													0
Sumter		1											1
Union													0
Williamsburg													0
York													0
Monthly TtIs	4	9	5	4	3	2	3	5	5	4	0	0	44

SC Vocational Rehabilitation Dept  
Workers' Comp Referrals SFY 2013

Primary Disability	#
Mobility Impairments	2
Manipulation/dexterity impairments (hand/fingers)	4
Other Orthopedic Impairments (e.g. limited range of motion)	21
General physical debilitation (faigue, weakness, chronic pain)	15
Hearing or visual impairments	
Other physical impairments (not listed above)	2
Total	44