Employees’ Compensation Operations and Management Portal (ECOMP)
ECOMP Contacts at DFEC

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Julia A. Tritz – Chief, Technical Assistance
ECOMP Overview

ECOMP is a web-based application accessible via the DOL public Internet site. Through this portal, federal workers and their employers may:

1. Electronically file OSHA 301s, CA-1s, CA-2s, CA-7s and CA-6s;
2. Track the exact status of any form or document submitted via ECOMP (e.g., Pending Supervisor Approval, with Agency Reviewer, Received by OWCP, etc.); and
3. Electronically upload and submit documents to DFEC’s case files.
ECOMP Advantages

- Provides a solution for filing forms electronically with no cost to users or employing agencies
- Supports the submission of attachments by employees, witnesses, supervisors, medical providers, etc.
- Publicly Accessible on the web, requiring no special downloads
- ECOMP will assist users in completing forms
- Ensured support for form or process changes, since OWCP manages the site.
Who Benefits from ECOMP

**Agencies**
- Those without electronic filing capability can now participate at no cost
- ECOMP will notify authorized agency personnel of form inactivity using email blasts. This will assist agencies in tracking their POWER Initiative performance.

**Claimants**
- Claims will be delivered more quickly and with supporting evidence, allowing for faster case-creation, adjudication, benefit delivery and improved customer service.
- They can get the status of their forms directly from ECOMP instead of contacting OWCP or their employer for updates

**DFEC**
- Reduction in contractor costs for data entry during case creation
- Reduction in handling of paper
- Attachments will allow DFEC to potentially adjudicate cases without any development
- Quicker adjudication of claims promotes faster intervention in cases requiring disability management.
DOL and the agency enter into a Memorandum of Understanding (MOU) which establishes an agreement for the transferring of data between ECOMP and iFECs.

All or part of an agency may participate in ECOMP; however, sub-agencies may not enter into an MOU unless sanctioned by their parent agency.

MOU must be signed by your agency’s Designated Approval Authority (DAA)

OWCP Acting Director Gary Steinberg is DOL’s DAA
ECOMP MOU

MOU Steps:

- Request MOU from Julia Tritz, TA Branch Chief (Tritz.Julia@dol.gov)
- Review and respond with any comments or requested revisions
- Once approved, two copies of MOU signed by Mr. Steinberg will be sent
- Return one copy signed by your DAA, keep one copy for your records
ECOMP MOU

Post-MOU:

- You will be contacted for assistance with initial setup of Agency Maintenance functions
- You will be provided with access to the ECOMP training site
- Agency Toolkit will be provided to introduce ECOMP to your agency
- Designated OWCP staff will be available to support you
Welcome to ECOMP
The Employee Compensation & Management Portal

Have you been hurt on the job?

Federal Employees and Contractors: If you are a Federal employee or a contractor who has sustained a work-related injury or illness, you may use this portal to report the incident or illness to your supervisor using OSHA’s Form 301 (Injury and Illness Incident Report).

Federal Employees Only: If you are a Federal employee you may also file a claim for benefits under the Federal Employees Compensation Act.

ECOMP For Supervisors
ECOMP Training Modules

- Training modules are available on the ECOMP home page
- Printable text instructions
- Narrated videos demonstrating how to perform functions in ECOMP
- Modules available for all users from the injured worker filing a form to the National Workers’ Compensation Program Manager managing ECOMP for the agency and everyone in between
ECOMP Training Modules

- Self-guided training modules provide detailed instructions to users
  - Claimants and Supervisors receive instructions on how to file and track forms.
  - Safety and workers’ compensation staff are provided training on how to review forms and track work flow.
  - National Program Managers are provided with instructions on how to structure ECOMP to best manage the agency’s workers’ compensation program.
Once the structure is completed, the agency hierarchy is loaded into a special version of the ECOMP system.

This “playground” is identical to the production version of ECOMP in every way.

Allows agency users to become familiar with the look, feel, and function of ECOMP before having to work with live data.

Once you are comfortable with the system and have fine-tuned your structure and settings, the structure and settings are loaded into production (test data is not).

This unique approach ensures that when you go live, the system responds exactly the way you want it to respond.
ECOMP provides agencies with the flexibility to customize your agency hierarchy in ECOMP with 2 benefits:

- This allows you to provide meaningful geographical job site information to the claimants without changing your agency chargeback structure in iFECS.
- You can assign safety and workers’ compensation management functions to appropriate staff for their assigned areas/locations.
Agency Hierarchy in ECOMP

- **Department**
  - **Agency Group**
    - **Agency**
      - **Division**
      - Duty Station

- Agency Groups are created to manage sub-organizations with similar needs
- Structure will vary depending on size of department/agency
Agency Hierarchy – Employee Registration

Government Organization

What part of the government were you working for at the time of your injury?

Department: DEPARTMENT OF LABOR
Agency-Group: OWCP - OFFICE OF WORKERS' COMPENSATION PROC
Agency: DIVISION OF FEDERAL EMPLOYEES' COMPENSATION
Duty Station: DFEC-JACKSONVILLE DISTRICT OFFICE

Password
Choose a password: 
Re-enter password: 
Passwords must be a minimum of 6 characters, and contain at least one upper-case letter, one lower-case letter, one number, and one special character.

Security Questions
If you forget your password, we will ask you three security questions. Choose security questions which only you know, but you can easily remember in the future.

Choose security question 1: 
Your answer to question 1: 
Choose security question 2: 
Your answer to question 2: 
User Roles in ECOMP

- **Agency Maintenance User** – ECOMP Power User at the Agency
- **Agency Reviewer** – Injury Compensation Specialist at the Agency
- **OSHA Record Keeper** – Safety staff at the Agency responsible for OSHA reporting
- **Employee** – Manages own account and registration
- **Supervisor** – No account needed
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<th>Role</th>
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<tr>
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Adding a User
Assigning Users

- Once you have created your agency hierarchy and created accounts for the ARs and ORKs, you can create settings for your Department/Agency Group/Agency, etc.

- This includes choosing what forms can be filed, when you would like notifications to be sent on form status, and the ARs and ORKs responsible for each agency.
Agency Maint. / Dept. Settings

DEPARTMENT OF LABOR

This organization is set up, but one or more sub-organizations are not.

Form Settings

Which forms can be submitted within this organization? (CA-6 is always available.):
- [ ] OSHA301, CA-1, and CA-2
- [x] CA-7, CA-7a, and CA-7b

For forms in process, send email notice when:

- OSHA301, CA-1 & 2
  - with Supervisor: 5 days
  - with Reviewer: 5 days
  - age overall since filing: 8 days

- CA-7, 7a & 7b
  - with Supervisor: 2 days
  - with Reviewer: 2 days
  - age overall since filing: 3 days

Email Domains

Allowed Domains: .gov

Reviewers & Recipients of Form Notifications

Reviewers:
- Tahmooz, Derek - tahmooz.derek@doj.gov (OSHA)
- Ross, Tony - tony.ross@doj.gov (OSHA)

Other Recipients:

Help

Each organization must have at least one domain, one Agency Reviewer, and one OSHA Record Keeper.
ECOMP’s Workflow

The ECOMP Claims Process

**If Federal Employee**

START
Employee gets injured or sick and files an OSHA 301

FED Employees can also file one CA-1 or CA-2 using the OSHA Form 301 and CA-1/CA-2 goes to Supervisor

Supervisor reviews, completes, and forwards the OSHA 301 and CA-1/CA-2

**If Contractor**

Supervisor reviews, completes, and forwards the OSHA Form 301

Agency Reviewer (AR) reviews and returns or forwards CA-1/CA-2 to OWCP

OSHA Record Keeper (ORK) records OSHA Form 301
End of 301 process.

OSHA Record Keeper (ORK) records the OSHA Form 301. End of the Contractor process.

OWCP creates Claim, issues 9-digit claim number, and provides OWCP Case Number to employee and employer.
In addition to the email notifications, you will have access to an Agency Reviewer Dashboard. You can log in each morning and view:

- Claims awaiting your review
- Claims awaiting Supervisor Review
- Claims you filed on behalf of the injured worker
- Claims rejected by DFEC
- All claim forms
Coming Enhancements

- In the next phase of ECOMP, additional forms will be available for electronic submission:
  - CA-7a: Time Analysis Form
  - CA-7b: Leave Buy Back
  - CA-6: Report of Employee Death
The next phase of ECOMP will also include report functionality:

- OSHA 300/300a Injury and Illness logs
  - Will be populated from information entered on OSHA 301 forms
  - May be edited by ORK
- Injury and Occupational Disease Trends
- Real-time POWER Timeliness reports
  - CA-1 and 2 and CA-7 real-time submission timeliness
  - Can be run for specific Bureaus or locations (based on Chargeback code)
Coming Enhancements

- ECOMP will continue to evolve and be enhanced based on our experiences and feedback received from our customers.
- Any changes to FECA procedures, forms, etc. will be implemented in ECOMP by OWCP.
ECOMP User Testing

- ECOMP has undergone several weeks of User Acceptance Testing
  - Four agencies participated in the testing: Department of Labor, Department of Justice, Department of Homeland Security (ICE), and the Federal Bureau of Investigation
  - The first agency slated to go live with filing forms in ECOMP is the FBI. To talk briefly about ECOMP from an agency’s point of view, please welcome Michael Huff.