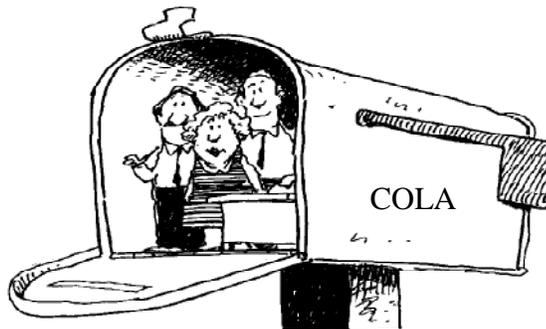




Virginia Workers' Compensation Commission

Compensation Calculations Program



Compensation Calculation

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System Requirements and Installation

System Requirements:

An IBM compatible PC running Windows '95, Windows '98, Windows NT 4.0, or Windows XP.

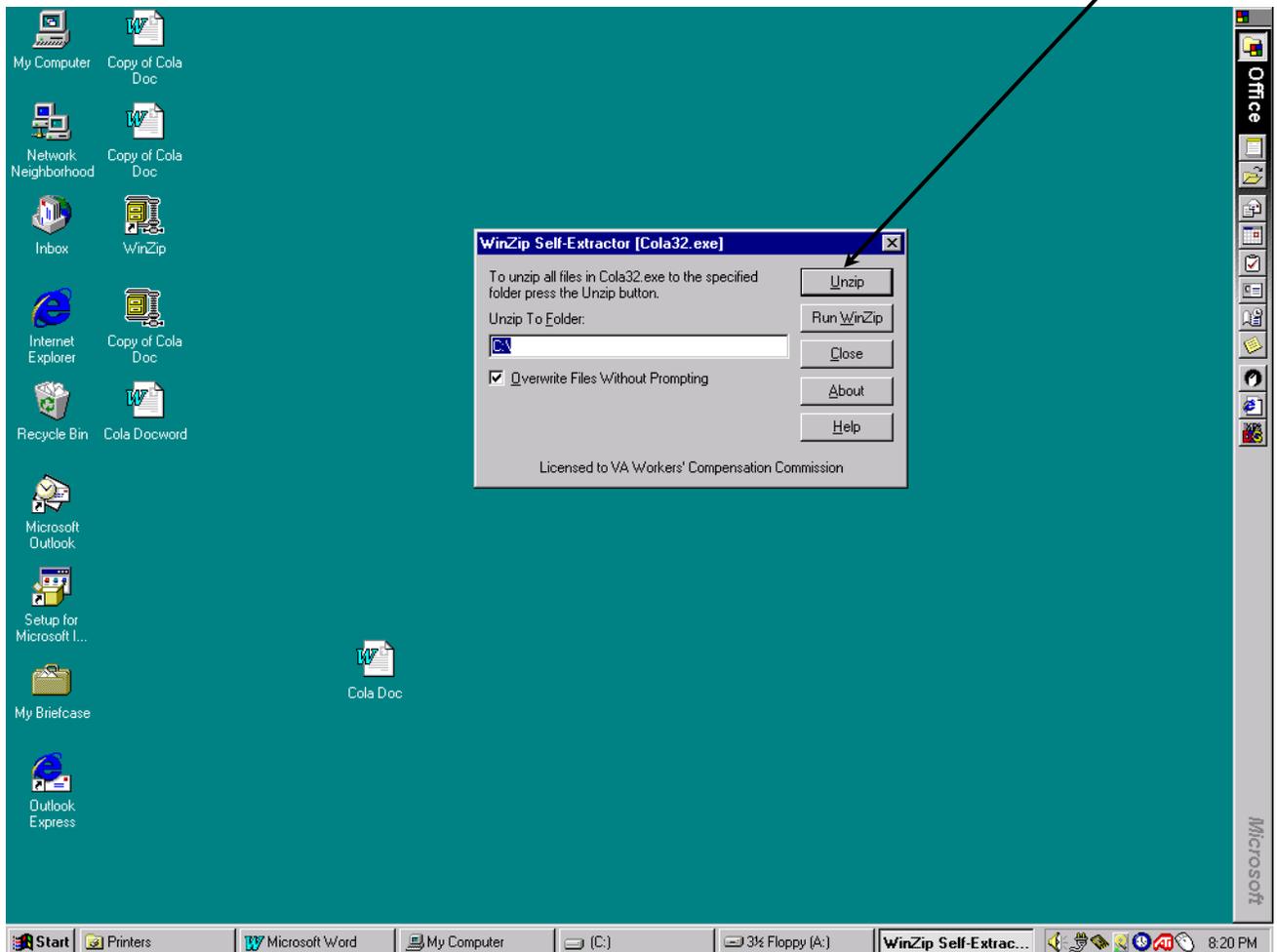
Minimum of 3.6 mg of free disk space

16 mg RAM (This is a minimum requirement, application performance may be slow.)

Installation:

Download the COLA file from <http://www.vwc.state.va.us/cola.htm>. The file contains a self-extracting zip file that will install to C:\COLA. Please be sure to check the amount of available disk space on your hard drive as the expanded program files will consume almost 3.6 megs of disk space.

1. The following screen should then appear. You do not need to make any changes to this screen, just click on “**Unzip**”. The default path should remain C:\

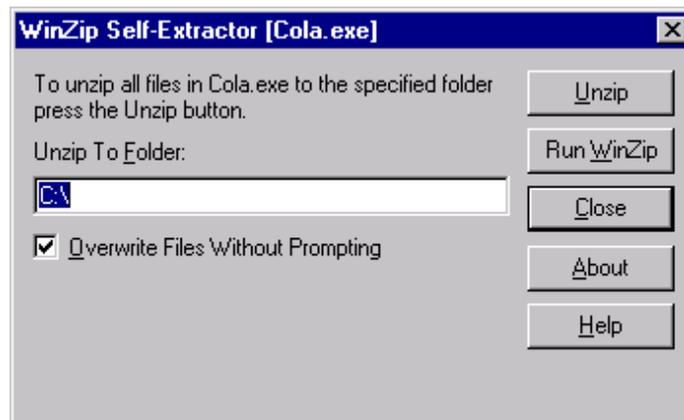


2. Thirty files should be extracted from the floppy drive.

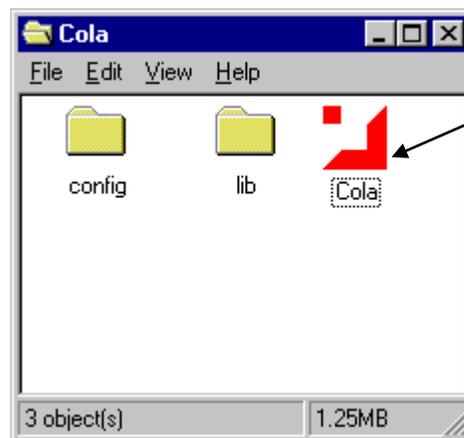


3. Click on OK.

4. The first pop-up box for the WinZip Self-Extractor will still be open, click on **Close**.



5. Using My Computer, double click on the **C:** drive. Drag the Cola icon from the Cola directory to your desktop. Please do not attempt to make any changes to the short cut.



6. The installation of the Virginia Workers' Compensation Calculating Program is now complete. You may now close all of the open "My Computer" windows used during installation. Double click your desktop "VWC Cola" short cut to start the calculating program.

Help

If you have questions about the program operation, calculation formulas or results, contact the Claims department at (877) 664-2566 or send email to questions@vwc.state.va.us.

If you have installation or screen navigation questions, contact

Doug.Singlemann@vwc.state.va.us or call the Helpdesk at (804) 367-2254.

Miscellaneous

Availability of the Calculations Program:

The General Assembly sets new maximum and minimum compensation rates and a new cost of living percentage every year. If you do not have internet access, updates may be obtained annually from the Information Systems department at the Commission. To request an update via federal mail, send a request to Webmaster@vwc.state.va.us or call (804) 367-2254 with your name and address. A CD will be mailed to you within five business days.

The Cola program is now available for download via the internet at www.vwc.state.va.us/cola.htm. All future updates will also be made available from our web site.

Date Handling:

All dates are inclusive. The format for the date field is MM/DD/YYYY. Dashes may be used when inputting the date; the dashes will convert automatically. The system will not accept a date without the use of one or the other (- or /).

Once the necessary data has been entered to perform a calculation, the cursor may be anywhere on the screen when the "calculate" button is pressed.

Uninstalling the Calculations Program:

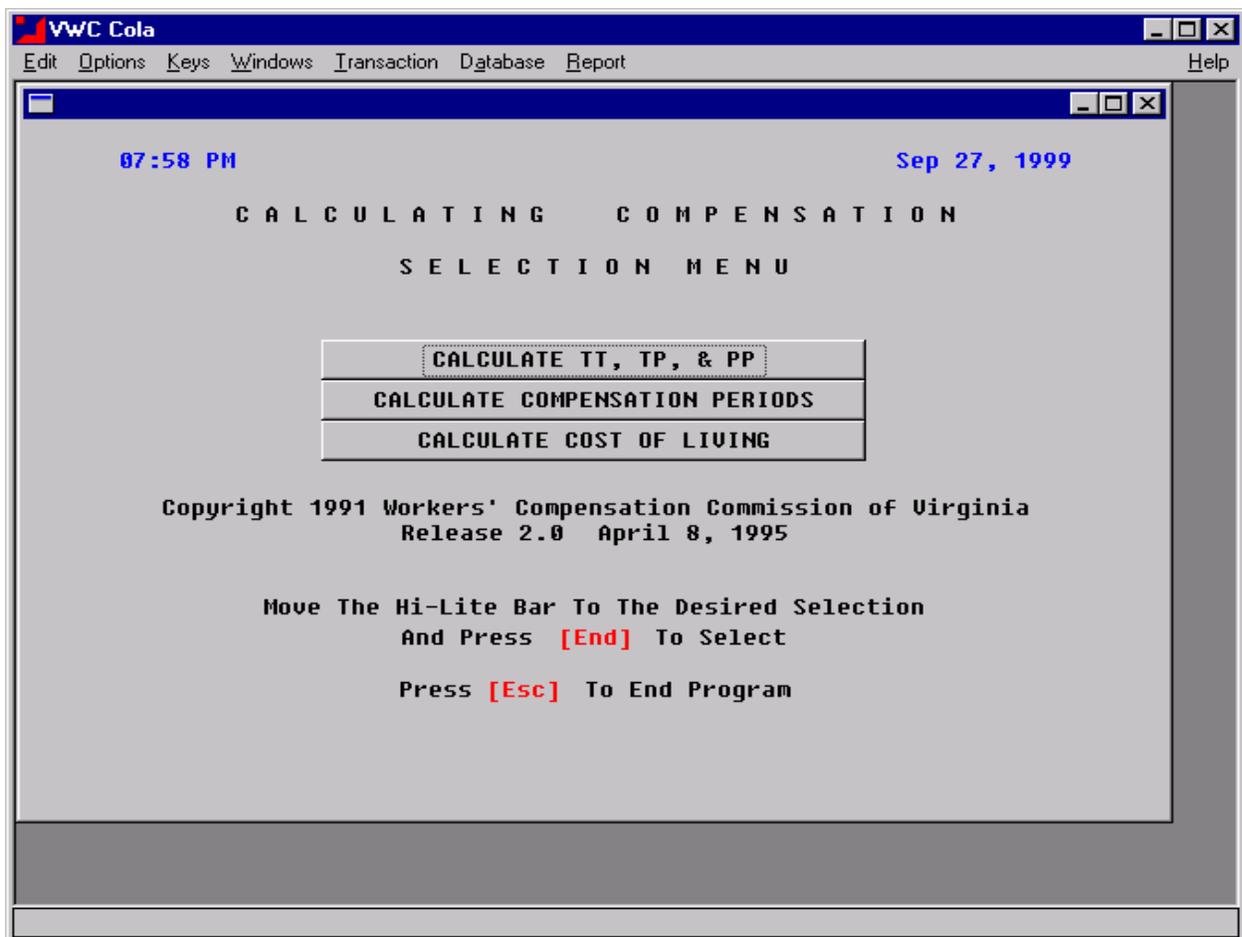
The Calculations program can be removed simply by deleting the COLA directory and its contents. Remember to also delete the shortcut. The installation of this program makes no changes to the Windows registry.

Caveat:

In order to print any of the screens within the program, you must do a **cut** (ctrl&printscreen) and then **paste** the image into any type of windows document.

CALCULATION MENU

PURPOSE: The CALCULATION MENU provides access to three screens used to calculate compensation.



SELECTIONS AVAILABLE:

1. **CALCULATE TT, TP, & PP** - calculates Temporary Total, Temporary Partial or Permanent Partial compensation due a claimant for a single period of compensation.
2. Page 4 of 18 **CALCULATE COMPENSATION PERIODS** -- calculates compensation and

cost-of-living adjustments due a claimant for multiple periods of compensation. For Permanent Partial awards, the weeks due for a specific injury may be calculated as well as the compensation due for those weeks.

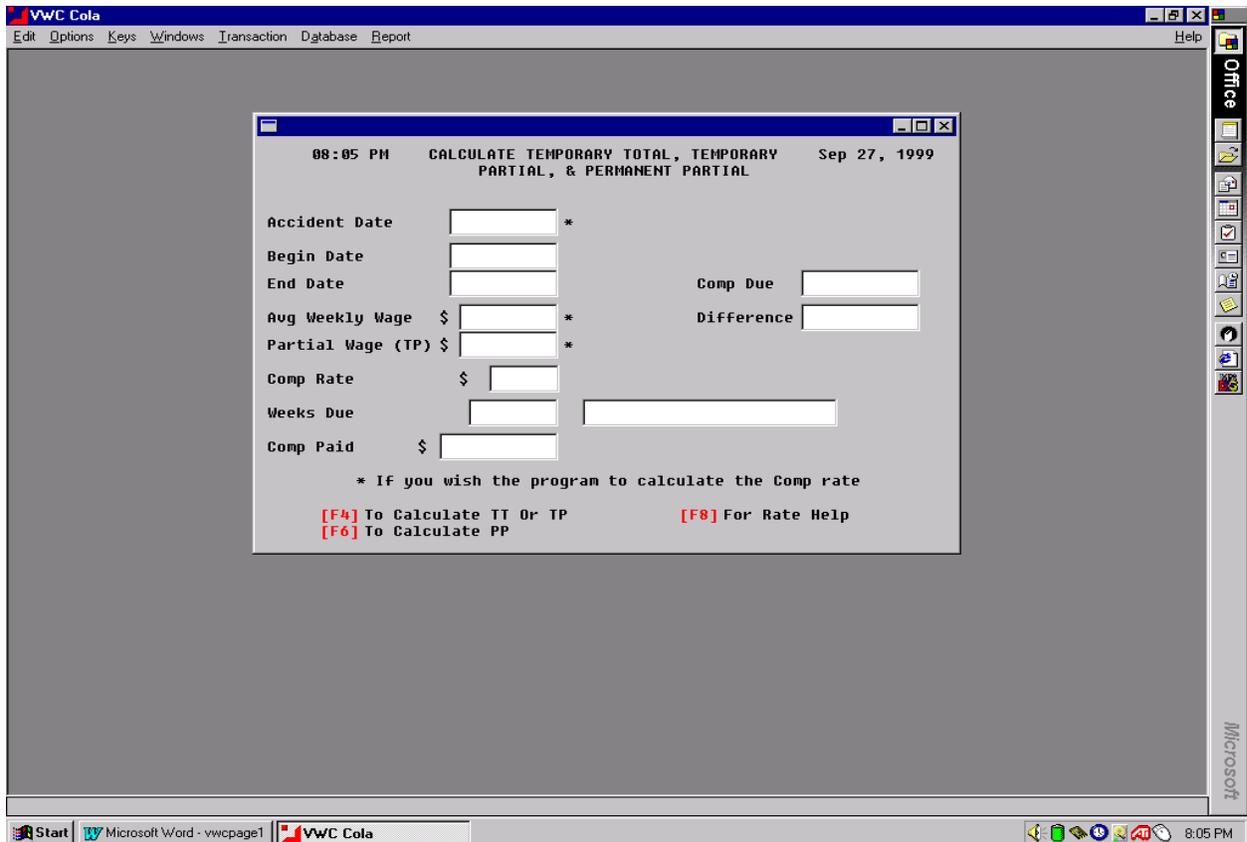
3. **CALCULATE COST OF LIVING** - calculates the cost-of-living adjustments due a claimant for a specific period of compensation.

PROCEDURE FOR SCREEN USE:

To select an option from the CALCULATION MENU, you may either navigate the bars by tabbing to the desired option and hitting <enter> or simply click on the button.

CALCULATE TEMPORARY TOTAL, TEMPORARY PARTIAL, AND PERMANENT PARTIAL

PURPOSE: The CALCULATE TEMPORARY TOTAL, TEMPORARY PARTIAL, AND PERMANENT PARTIAL screen performs the calculations necessary to determine the compensation due for either Temporary Total (TT), Temporary Partial (TP), or Permanent Partial (PP) awards, and optionally compares the amount due to the compensation actually paid. The RATE HELP SCREEN, a summary of annual rate information, is available from this screen.



EXPLANATION OF FIELDS:

1. Accident Date (Optional): The accident date associated with the claim, if you want the program to calculate the compensation rate considering the maximum and minimum rates in effect at the time of the accident.
2. Begin Date: The first day of the period for which you are calculating compensation.
3. End Date: For Temporary Total or Temporary Partial, the last day before the claimant returned to work. For Permanent Partial, the program based on the weeks due calculates this date.
4. Avg. Weekly Wage (Optional): The claimant's average weekly wage if you want the program to calculate the compensation rate.
5. Partial Wage (TP) (Optional): The claimant's partial weekly wage if you want the program to calculate the compensation rate for a temporary partial period.

CALCULATE TEMPORARY TOTAL, TEMPORARY PARTIAL, AND PERMANENT PARTIAL

6. Comp Rate: The claimant's weekly compensation rate, either calculated or entered. If calculated:

TT or PP $\text{Avg. Weekly Wage} * .66667$, or, if applicable, the minimum or maximum rate

TP = $(\text{Avg. Weekly Wage} - \text{Partial Wage}) * .66667$
7. Weeks Due: The field where the program displays the calculated number of weeks comprising a temporary total period; or the field for entering the weeks of compensation the claimant is entitled to for a permanent partial disability. If temporary total or temporary partial this field will be calculated BV the program. If permanent partial. You must enter it.
8. Comp Paid (Optional): The amount of compensation actually paid to the claimant.
9. Comp Due: The amount due the claimant, calculated by the program:
 $\text{Weeks Due} * \text{Comp Rate}$
10. Difference: The difference between the compensation due and the compensation actually paid the claimant, calculated by the program. If it is a negative number, the claimant was underpaid.

PROCEDURE FOR SCREEN USE:

To CALCULATE TEMPORARY TOTAL or TEMPORARY PARTIAL, perform the following steps:

- Step 1. If you want the program to calculate the compensation rate, enter the Accident Date. Type the digits only (DDMMYY); the cursor will skip over the slashes in the date. Or, Tab through the field.
- Step 2. Enter the Begin Date and End Date for the period (required for TT or TP).
- Step 3. If you want the program to calculate the compensation rate, enter the claimant's average weekly wage at the time of the accident. Or, Tab through the field.

- Step 4. If you want the program to calculate the compensation rate for a temporary partial period, enter the claimant's partial weekly wage for the period. Or, Tab through the field.

**CALCULATE TEMPORARY TOTAL, TEMPORARY PARTIAL,
AND PERMANENT PARTIAL**

- Step 5. If you entered the claimant's Avg. Weekly Wage (and for TP, the Partial Wage), the program will calculate and display the correct compensation rate in the Comp Rate field. If you did not enter these fields, enter the weekly compensation rate. If it is an even dollar amount, you do not need to type in cents; if it is an uneven dollar amount, enter the decimal point and the cents.
- Step 6. (Optional) Tab past the Weeks Due field to the Comp Paid field and enter the amount of compensation actually paid to the claimant.
- Step 7. When you have entered all fields, press F4 to CALCULATE TT or TP. The program will calculate and display the Weeks Due (up to 4 decimal places), the Comp Due, and Difference.
- Step 8. To perform a new calculation, press return then cursor to Accident Date and enter the new information.

TO CALCULATE PERMANENT PARTIAL, perform the following steps:

- Step 1. Enter the Accident Date and Begin Date as above.
- Step 2. Tab past the End Date field to the Avg. Weekly Wage field. If you want the program to calculate the compensation rate, enter the claimant's average weekly wage, or Tab through the field.
- Step 3. Tab through the Partial Wage field to the Comp Rate field. If you entered the claimant's Avg. Weekly Wage, the program will calculate and display the correct compensation rate. If you did not enter that field, enter the weekly compensation rate. If it is an even dollar amount, you do not need to type in cents; if it is an uneven dollar amount, enter the decimal point and the cents.
- Step 4. Enter the number of weeks' compensation the claimant is entitled to for his permanent partial disability in the Weeks Due field. You may enter up to 4 decimal places.
- Step 5. Enter the amount of compensation actually paid to the claimant. (As above, this step is optional if you are only interested in calculating the amount of Comp Due.)
- Step 6. When you have entered all fields, press F6 to CALCULATE PP. The program will calculate and display the End Date, Comp Due, and Difference.
- Step 7. To perform a new calculation, return the cursor to Accident Date and enter the new information.

CALCULATE TEMPORARY TOTAL, TEMPORARY PARTIAL, AND PERMANENT PARTIAL

The RATE HELP window may be displayed from this screen by pressing F8. This window displays a table of important rate information by year from 1976 to the present.

Rate Year: The twelve months beginning July 1 of that year. This is the date that the maximum and minimum rates become effective.

July Max: The maximum weekly compensation rate effective July 1 of that year. July Mm: The minimum weekly compensation rate effective July 1 of that year. COL Year: The twelve months beginning October 1 of that year. This is the date that the COL increase is effective.

COL: The cost-of-living percent increase effective October 1 of that year.

To move through the list, use Page Up-Page Down or the arrow keys. Press Esc to return to the CALCULATE COST OF LIVING screen.

TT Temporary Total

All are subject to maximum rates.

CALCULATE COMPENSATION PERIODS

4. Partial/Wage/Rate: For TT and PP, the program-calculated weekly compensation rate, based upon the average weekly wage entered:

Average Weekly Wage x .66667 (subject to maximum and minimum rates)

For TP, the field for entering the claimant's Partial Wage, which will be replaced with the calculated compensation rate:

(Average Weekly Wage - Partial Wage) x .66667 (subject to maximum rate)

5. Beginning (Required for all types): The first day for which compensation is due for the period being calculated.
6. Ending (Required for TT, TP; calculated for PP): The date through which compensation is due. For PP, the ending date is calculated based upon the beginning date and the number of weeks due.
7. Weeks Due: The number of weeks of compensation due, calculated and rounded to two digits in decimal format. For TT and TP, it is calculated from the beginning and ending dates entered. For PP, the number of weeks due is either calculated by the program based upon the body part code and the percent loss (or loss of use) entered or is entered manually.
8. Comp Due (Calculated):

Weeks Due x Comp Rate

9. X For COL (Optional): Entering 'X' in this field will calculate the cost-of-living adjustment, if any, due for the period (for TT-, FT, and PT only).
10. COL Due: the cost-of-living adjustment, if any, due for the period if 'X' was entered in the X For COL field.
11. Paid (Optional): The field for entering the compensation paid by the carrier for the period.
12. Diff.: The difference between the amount entered as Paid and the total due calculated for the period:

Paid - (COMP Due + COL Due)

If it is a negative number, the claimant was underpaid.

13. Totals (Unlabeled): the totals of the columns immediately above.
14. Ttl Due Total Comp Due + Total COL Due.
15. Ttl Diff.: Ttl Paid - Ttl Due.

CALCULATE COMPENSATION PERIODS

PROCEDURE FOR SCREEN USE:

To 'CALCULATE COMPENSATION PERIODS, perform the following steps:

Step 1. Enter the accident date associated with the claim and the claimant's average weekly wage at the time of the accident.

Step 2. Enter the compensation type for the period to be calculated, either TT-, TP, or PP.

For TT or PP: The program will calculate the compensation rate as above, which may be adjusted to allow for differences in rounding. To accept, Tab through Pwage/Rate to the next field.

For TP: Enter the claimant's partial weekly wage for the period in the Pwage/Rate field, and press Tab

The program will calculate the compensation rate for the wage you entered.

(Note: If you do not wish the program to calculate the TP compensation rate based on the partial wage, use TT- as the comp type and enter the temporary partial rate over the calculated rate.)

Step 3. Enter the Beginning date for the period.

For PP: A window will automatically pop up. If you want the program to calculate the weeks due for a specific medical rating₁ enter the Percent Loss (or loss of use) of the affected body part.

Enter the 3-digit code for the part of the body. F1 Will display a list of valid codes and their meanings. Press [End to close the window and calculate. If you do not want the program to calculate weeks due, press Esc when the window appears. (Note:

The program does not calculate disfigurement ratings. Calculate the number of weeks due manually and enter them as for PP in Step 4 below.)

Step 4. TT and TP: Enter the Ending date of the period.

PP if not calculated by window: Tab through the Ending date field to Weeks Due, and enter the weeks due. (This is the method you will want to use to calculate 500 weeks, or to calculate a PPD award for a disfigurement.) Tab from the field to calculate.

Step 5. If cost of living is due for the period, type 'X' in the X For Col field. Any cost-of-living adjustment due for the period will be calculated and displayed. Tab through the field if COL is not due.

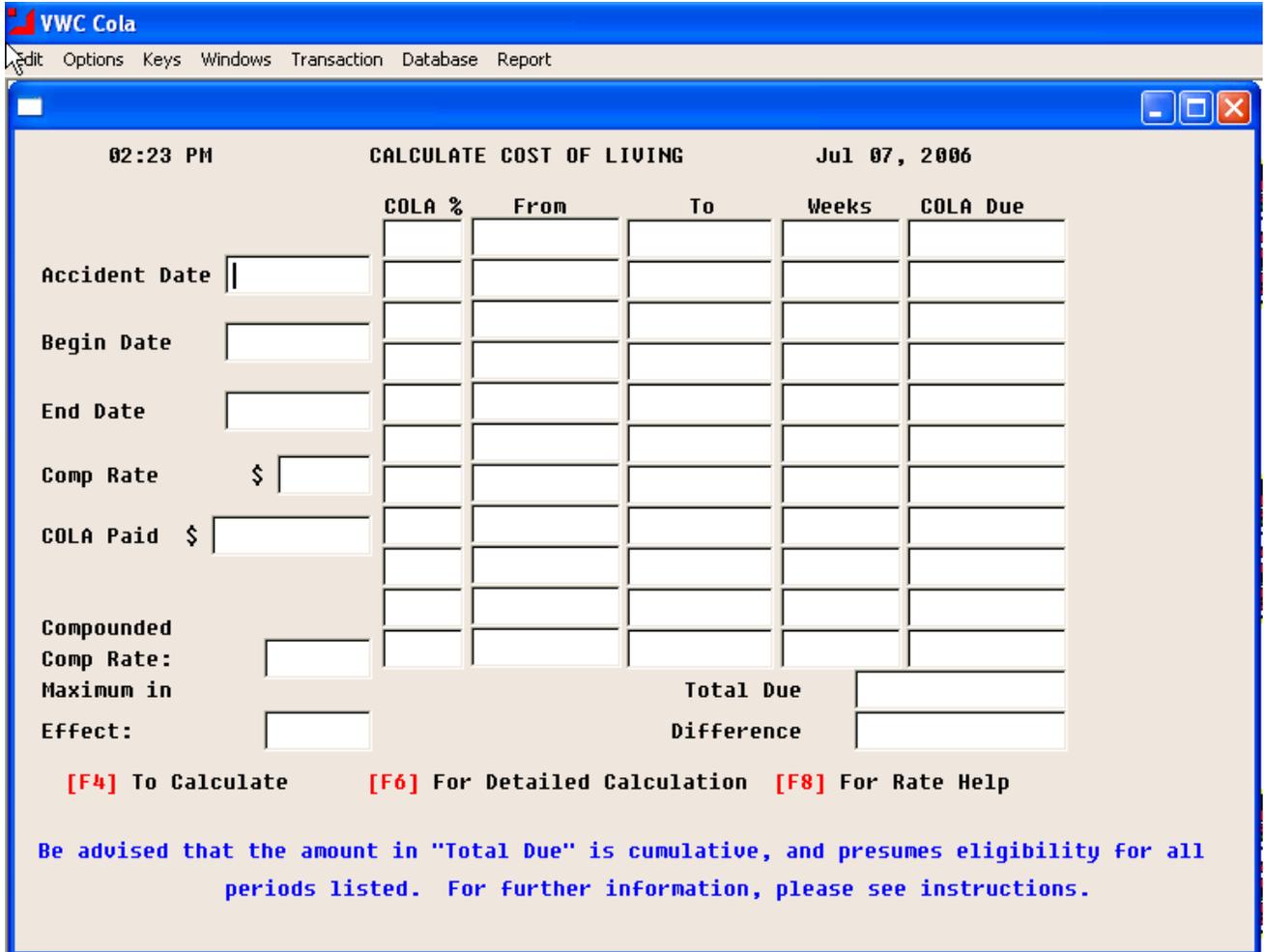
Step 6. If you want to compare the calculated compensation and COL due to what has been paid, enter the amount Paid.

Step 7. Press (Enter] to go to the next line and repeat for each period to be calculated. Press F4 TO CALCULATE TOTALS to calculate the Diff column for each period and the totals of all columns.

Step 8. To perform new calculations, press Home to return the cursor to the Accident Date field and press Ctrl-Page-Down to clear the calculations.

CALCULATE COST OF LIVING

PURPOSE: The CALCULATE COST OF LIVING screen calculates additional payments due over a given period if cost-of-living increases are applied and compounded. The calculations take into account early maximum compensation rates. The RATE HELP SCREEN, a summary of annual rate information, is also available from this screen.



02:23 PM CALCULATE COST OF LIVING Jul 07, 2006

	COLA %	From	To	Weeks	COLA Due
Accident Date					
Begin Date					
End Date					
Comp Rate \$					
COLA Paid \$					
Compounded					
Comp Rate:					
Maximum in					
Effect:					
			Total Due		
			Difference		

[F4] To Calculate
 [F6] For Detailed Calculation
 [F8] For Rate Help

Be advised that the amount in "Total Due" is cumulative, and presumes eligibility for all periods listed. For further information, please see instructions.

EXPLANATION OF FIELDS:

Entered fields:

1. Accident Date: The accident date associated with the claim.
2. Begin Date: The first day of the compensation period for which you are calculating cost of living.
3. End Date: The last day of the compensation period for which you are calculating cost of living.
4. COMP Rate: The claimant's original weekly compensation rate for the period (with no cost-of-living adjustments).
5. COLA Paid (Optional): The cost-of-living adjustment actually paid to the claimant.

CALCULATE COST OF LIVING

Calculated fields:

6. Compounded Comp Rate: The claimant's original compensation rate compounded by each annual cost-of-living percent effective during the period (taking into account the accident date and beginning and ending dates).
7. Maximum in Effect: The maximum compensation rate effective at the time of the last COLA adjustment.
8. COL Percent: The cost-of-living percent increase effective during the period.
9. From: The date the increase was effective for the claim.
10. To: The ending date of the period to which the increase was applied (the End Date entered for the calculation).
11. Weeks: The decimal representation of weeks due in the period over which that increase is compounded. The first COLA DUE will be for the total number of weeks from the date the claimant is first entitled to the cost-of-living adjustment to the end of the period. The second COLA DUE will be from the date of the second effective adjustment to the end of the period, etc.).
12. COLA Due: The amount due the claimant for those weeks from that cost-of-living adjustment (the claimant's total weekly comp rate not to exceed the maximum rate for that year).
13. Total Due: The total due the claimant for all cost-of-living adjustments effective during the period.
14. Difference: The difference between the total cost-of-living adjustment due and any cost-of-living adjustment actually paid the claimant (if entered).

PROCEDURE FOR SCREEN USE:

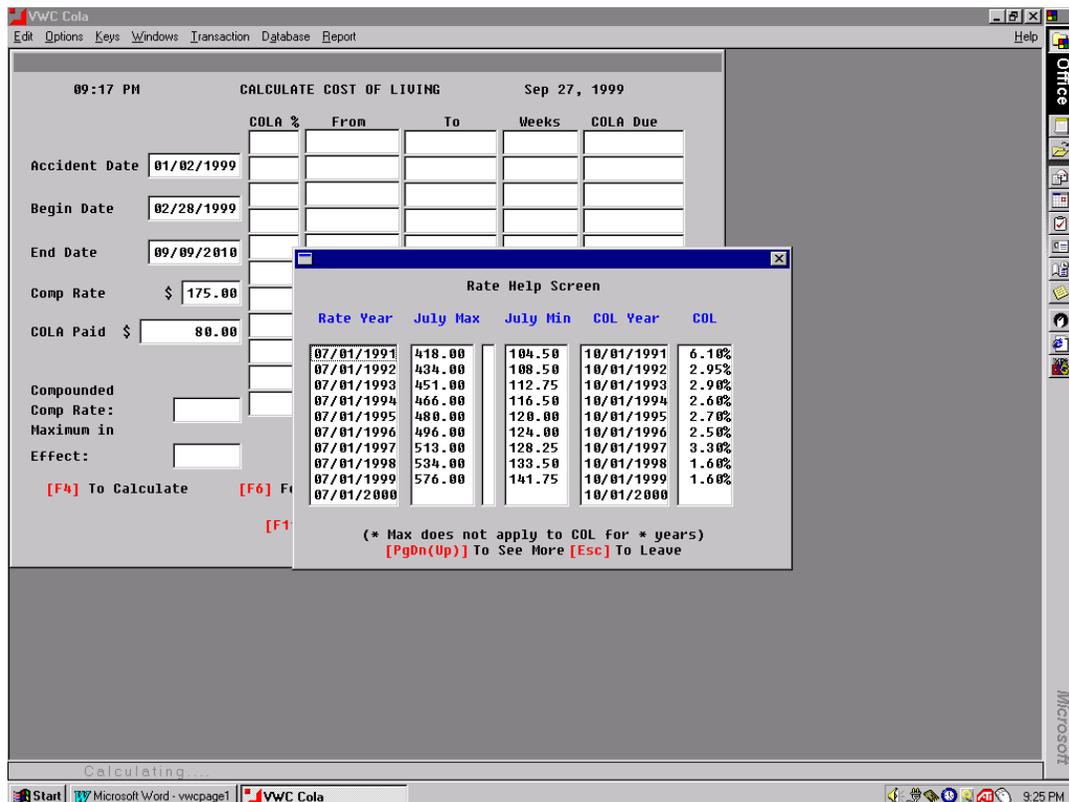
To CALCULATE COST OF LIVING, perform the following steps:

- Step 1. Enter the Accident Date for the claim. Type the digits only (DDMMYY); the cursor will skip over the slashes in the date. Only claims for accidents after 07101176 are eligible for cost of living.
- Step 2. Enter the Begin Date and End Date as above. If the award is still outstanding (i.e., there is no ending date and you wish to calculate through the present), enter today's date for the End Date.
- Step 3. Enter the weekly Comp Rate for the period. If it is an even dollar amount, you do not need to type in cents; if it is an uneven dollar amount, enter the decimal point and the cents.
- Step 4. (Optional) Enter the amount of cost of living actually paid to the claimant.
- Step 5. When you have entered all fields, press F4 to CALCULATE COST OF LIVING. The program will calculate and display the COL Percent, the effective dates, the weeks due (in decimal form), and the COLA due for each effective increase and the total for the period.

CALCULATE COST OF LIVING

To view a more detailed display of the dates and calculations for the period, press [F6] FOR DETAILED CALCULATIONS.

The RATE HELP window may be displayed from this screen by pressing F8. This window displays a table of important rate information by year from 1976 to the present.



Rate Year: The twelve months beginning July 1 of that year. This is the date that the maximum and minimum rates become effective.

July Max: The maximum weekly compensation rate effective July 1 of that year

July Min: The minimum weekly compensation rate effective July 1 of that year.

COL Year: The twelve months beginning October 1 of that year. This is the date that the COL increase is effective.

COL: The cost-of-living percent increase effective October 1 of that year.

To move through the list, use PageUp, PageDown or the arrow keys. Press [Esc] to return to the CALCULATE COST OF LIVING screen.

CALCULATE COST OF LIVING (DETAILED CALCULATIONS)

7. COLA \$: The weekly cost-of-living adjustment due the claimant for the period (the difference between the previous rate, and either the new compounded rate or the maximum, whichever is less). If the maximum rate for the period applied, an asterisk (*) will be displayed next to this amount.
8. Weeks: The decimal representation of weeks due in the period for which that adjustment is due, either the total weeks for the entire period, or the number of weeks before a new maximum compensation rate became effective.
9. COLA Due: The amount due the claimant for the period (COLA \$ x Weeks).
10. Total Due: The total due the claimant for all cost-of-living adjustments effective during the period.