



Uploading Your ECS Service Authorization Tool Spread-Sheets to DHS via Mn-ITS website

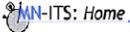
To upload a tool submission:

1. Save each spreadsheet file as an individual Excel file.
 - Do not send a .pdf or other formatted file.
 - Do not save in other formats such as .xml, .xlsb, .mht, or .mhtml.
 - Do not Zip or compress your files in any way
 - Do not combine in a zipped file, archive, or folder.
 - Select each file individually for MN-ITS submission. You may submit several files in one MN-ITS upload session, but select each file individually. See the instructions beginning with step 11 for detailed instructions on sending several files in one submission.

2. Use the naming convention specified here. (Note! This is a change in format from that previously used.)
 - Begin with your NPI number followed by an underscore (_). Ex: 1234567890_
 - Add EW ECS (upper case) and another underscore. Ex: 1234567890_EW ECS_
 - Add the client's PMI and another underscore. Ex: 1234567890_EW ECS_01111111_
 - Add other text as requested by your lead agency as long as it contains only letters and numbers (no special characters or spaces). Do not include any information in the filename that could easily identify the client such as their name, DOB, Address, etc. Use this portion of the name to make certain the file name is unique and does not duplicate any file name you have previously uploaded. Today's date and a letter may be a good option
 - Leave the file extension in place and do not add additional extensions. One simple extension is all that is needed and will reflect the Excel format in which Excel saves the files. This will be .xlsm.
 - Your final valid name may look something like this: 1234567890_EW ECS_01111111_021510a.xlsm. Your own NPI (or UMPI) will replace the 1234567890, the client's PMI will replace the 01111111, and the portion after the PMI will be whatever you wish that makes the file name unique. The file extension will be just as it was when you saved the original file.



3. Login to MN-ITS at [https:// MN-ITS.dhs.state.mn.us](https://MN-ITS.dhs.state.mn.us)


Minnesota Department of Human Services

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Friday, February 05, 2010


Username:

Password:

I agree to the [terms and conditions of use](#).

MN-ITS now requires [strong passwords](#)

What's new for MN-ITS

Welcome to MN-ITS, the Minnesota Health Care Programs (MHCP) system for submitting claims and other transactions. You must be [MHCP-enrolled](#) and [MN-ITS-registered](#) to use MN-ITS.

- MHCP enhanced the [home care authorization service agreement \(278\)](#) transaction
- Learn about [5010/D 0/3 0](#)
- Continue reporting coordination of benefits (COB) claims as you have in the past per [Additional E3 Changes](#)
- Review [Electronic Claim Attachments](#) to find out when and how to send a claim attachment
- [X12 billers](#) are required to test new claim types. Contact your clearinghouse to determine which payer ID they use for DHS/MHCP billing transactions
- Sign up to get [e-mail notices](#) of [Provider Updates](#) and [Manual changes](#)

Features

MN-ITS enables you to:

- Verify active provider enrollment status
- [Verify program eligibility](#) for one or more MHCP recipients at one time
- [Submit authorization requests](#) for medical, dental or medical supply authorizations
- Submit service agreement (SA) requests for home care services
- Retrieve your authorization and service agreement letters in Miscellaneous Received mailbox folder
- [Submit claims](#) (including claims with third party insurance or Medicare)
- [Copy](#) previously submitted MN-ITS claims or [replace](#) incorrectly submitted paid claims or request to [void](#) a claim you submitted
- Check a claim's [paid or denied status](#)
- [Submit a Pay-for-Performance Results Payment](#)
- Retrieve your [Remittance Advices \(RAs\)](#)

Scheduled Downtimes

Avoid potential MN-ITS slowdowns. Submit claims on an ongoing basis, not just at claim cut-off.

Sundays:
 6:00 AM to 12:00 PM (noon)
 8:00 PM to Monday 1:00 AM

Mondays & Non-warrant
 Wednesdays:
 10:00 AM to 10:15 AM

Sunday, February 7
 4:00 AM to 7:00 AM

Related Pages

- [Learn about MN-ITS](#)
- [Basics and Screens](#)
- [Registration](#)
- [User Guides](#)
- [Troubleshooting Guide](#)
- [MHCP Payment & Claim Cut-off Calendars](#)



4. Select MN-ITS.

Minnesota Department of Human Services | MN-ITS: Home | Saturday, February 06, 2010

MUser@1234567890 | Logout |

Mailbox
 Transaction Responses
 Miscellaneous Received
MN-ITS
 User Administration
 User Guides
 CCDF Rates
 CMH Outcome Measures
 MFPP Forms
 Pay for Performance
 Provider Lists (Individual PCAs)
 Provider Lists
 RxPrice Compare Update
 Taxonomy/Contract Code Maintenance

Mailbox-Home
 Find Links here to the last 30 days of Provider Updates for the services you deliver, and Provider News for all providers. Use Quick Search to find older updates or check Provider Updates. Contact our Provider Call Center at 651.431.2700 or 1.800.366-5411 to request that we place a file older than 6 months in your Archive folder.

Quick Search
 Start Date: 11/08/2009
 End Date: 02/06/2010
 File Type: Links (1) Archive (1)
 Search

Mark as Unread | Page 1 of 1 Total Files 12 | 1

Name | Date | Size

Related Pages
 • Troubleshooting Guide
 • MHCP Payment & Claim Cut-off Calendars
 • MHCP Fee Schedule
 • X12/NCPDP Submitters
 • Provider Updates
 • Provider Website
 • Sign Up for Email Lists
 • File Naming Convention

Related Links
 • Washington Publishing Company

Questions or Comments?
 • Contact Provider Relations

5. Select Submit Transactions (if you don't see this option, request that your organization's MN-ITS Administrator gives you "Batch" access).

Minnesota Department of Human Services | MN-ITS: Home | Saturday, February 06, 2010

MUser@1234567890 | Logout |

Mailbox
 MN-ITS
 Eligibility Request (270)
 Authorization Request (278)
 Service Agreement Request (278)
Submit Transactions
 Submit Interactive Claims (837)
 Request Claim Status (276)
 User Administration
 User Guides
 CCDF Rates
 CMH Outcome Measures
 MFPP Forms
 Pay for Performance
 Provider Lists (Individual PCAs)
 Provider Lists
 RxPrice Compare Update
 Taxonomy/Contract Code Maintenance

MN-ITS
Eligibility Request (270)
 Look up subscriber eligibility and coverage and receive an Eligibility Response (271). Verify eligibility for up to 50 recipients at a time by using the Multiple Eligibility Inquiry function.
Authorization Request (278)
 Create and submit authorization requests.
Service Agreement Request (278)
 Create and submit service agreement requests.
Submit Transactions
 Submit and view history for X12 production batch, X12 test batch and miscellaneous (i.e., affiliation data, supplemental payments, etc.) transactions.
Submit Interactive Claims (837)
 Submit claims directly to MHCP.
Request Claim Status (276)
 Check the status of a submitted claim.
Batch Users
 Refer to the [MHCP X12/NCPDP Submitters](#) page for more information.

Related Pages
 • Troubleshooting Guide
 • MHCP Payment & Claim Cut-off Calendars
 • MHCP Fee Schedule
 • X12/NCPDP Submitters
 • Provider Updates
 • Provider Website
 • Sign Up for Email Lists

Related Links
 • Washington Publishing Company

Questions or Comments?
 • Contact Provider Relations



6. Select the **Browse** button.

The screenshot shows the 'Submit Transactions' page in the DHS web application. The page includes a navigation menu on the left with links like 'Mailbox', 'Eligibility Request (270)', and 'Submit Transactions'. The main content area has instructions for submitting production or test batches. Below the instructions is a form with three columns: 'Filename', 'Type', and 'Description (Optional)'. The 'Filename' column has a text input field and a 'Browse...' button. A red box highlights the 'Browse...' button, and a red arrow points to it. The 'Type' column has a dropdown menu set to '-- Select --'. The 'Description (Optional)' column has a text input field. At the bottom of the form is an 'Upload & Submit' button.

7. The Choose file pop-up window will appear. Select your Excel file.

The screenshot shows the same 'Submit Transactions' page as in the previous image, but with a 'Choose file' dialog box open. The dialog box is titled 'Choose file' and shows the 'Desktop' location. It contains a list of three Excel files: '1234567890_EWCL_01111111_02052010.xls', '1234567890_EWCL_02222222_02052010.xls', and '1234567890_EWCL_03333333_02052010.xls'. The first file is highlighted with a red box, and a red arrow points to it. The dialog box also has a 'File name' field, a 'Files of type' dropdown set to 'All Files (*.*)', and 'Open' and 'Cancel' buttons. The background web application is partially visible, showing the same 'Submit Transactions' form.



8. Select Open.

The screenshot shows a web browser window with a file upload form. A 'Choose file' dialog box is open, displaying the Desktop folder. Three files are listed: 1234567890_EWCL_01111111_02052010.xls, 1234567890_EWCL_02222222_02052010.xls, and 1234567890_EWCL_03333333_02052010.xls. The 'Open' button is highlighted with a red box and a red arrow. The background shows the 'Submit Transactions' page with instructions and a form with fields for 'Filename', 'Type', and 'Description (Optional)'. The 'Type' dropdown menu is currently set to '-- Select --'.

9. Choose **Miscellaneous** from the menu under Type.(this is important!)

The screenshot shows the 'Submit Transactions' page. The 'Type' dropdown menu is open, showing options: '-- Select --', '-- Select --', Production, Test, and Miscellaneous. The 'Miscellaneous' option is highlighted with a red box and a red arrow. The background shows the 'Submit Transactions' page with instructions and a form with fields for 'Filename', 'Type', and 'Description (Optional)'. The 'Type' dropdown menu is currently set to '-- Select --'.

10. Add any optional description text to further identify the file, if you wish, in **Description**.



11. To specify the next file for upload, click the blue **Add Another File** link below the File box and repeat the steps above for each file you wish to include in this upload.

Screenshot of the DHS web application interface. The page title is "Submit Transactions". The user is logged in as "MUser@1234567890". The page contains a sidebar with navigation links, a main content area with instructions, and a form for uploading files. The form has columns for "Filename", "Type", and "Description (Optional)". A red box highlights the "Add Another File" link below the first file entry, with a red arrow pointing to it.

Screenshot of the DHS web application interface. The page title is "Submit Transactions". The user is logged in as "MUser@1234567890". The page contains a sidebar with navigation links, a main content area with instructions, and a form for uploading files. The form has columns for "Filename", "Type", and "Description (Optional)". A file named "123456789_EWCL_01111111_020520" is already added to the list. The "Add Another File" link is visible below the list.

- Select Remove to delete any files from the upload list. (This will not delete the files from your computer).
- Do not send the same file more than once or you will receive an error message saying the file must be renamed.
- Make sure each file in your list is unique.



12. When you are satisfied with your selection, select **Upload & Submit** to send your files.

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MUser@1234567890 | Logout

Mailbox
MN-ITS
Eligibility Request (270)
Authorization Request (278)
Service Agreement Request (278)
Submit Transactions
Transaction History
Submit Interactive Claims (837)
Request Claim Status (276)

User Administration
User Guides
CCDTF Rates
CMH Outcome Measures
MFPP Forms
Pay for Performance
Provider Lists (Individual PCAs)
Provider Lists
RxPrice Compare Update
Taxonomy/Contract Code Maintenance

Submit Transactions

- Select Production to submit an X12 or NCPDP production batch file to DHS.
When you submit an X12 837 or X12 270 transaction, DHS will place a 997 (Functional Acknowledgment Transaction Set) response in the Transaction Responses section of the Mailbox within one hour of submission.
If you submit an X12 270 - you will also receive an X12 271 if you receive an accepted 997.
If you do not receive the appropriate response - please contact the Provider Call Center at 651-431-2700 or 800-366-5411 and press option 6.
- Select Test to submit an X12 or NCPDP test batch to DHS.
- Select Miscellaneous to submit non-X12 data - requested by DHS staff.
- Click on Add Another File to submit more than 1 file.
- To assure access to the 997 and prevent file transmission errors, the following characters should not be used in your Submitted file name (837, 270, etc.): # % & + | : < > ? \ /) (or spaces.

Filename	Type	Description (Optional)
File <input type="text" value="123456789_EWCL_01111111_020520"/> Remove	Miscellaneous	<input type="text"/>
File <input type="text" value="123456789_EWCL_02222222_020520"/> Remove	Miscellaneous	<input type="text"/>
File <input type="text" value="123456789_EWCL_03333333_020520"/> Remove	Miscellaneous	<input type="text"/>
File <input type="text"/> <input type="button" value="Browse..."/>	-- Select --	<input type="text"/>

[Add Another File](#)

13. You will know your file(s) have been be successfully uploaded when you see the following screen. If problems or issues occur, contact the provider call center at 651-431-2700 or 1-800-366-5411. **(Do not call between 12:00pm and 12:45pm as they are closed).** When you get to the menu system, select **1** for Provider help line. Next, listen closely and select the choice for the selection corresponding to your NPI or UMPI number (1, 2 or 3). You will be asked to enter your provider number. (Do not enter anything for a leading letter. Only enter the digits.) After you have entered your provider number Select **4** for Waiver help.



MUser@1234567890 | Logout |

Mailbox
MN-ITS

- Eligibility Request (270)
- Authorization Request (278)
- Service Agreement Request (278)
- Submit Transactions**
- Transaction History
- Submit Interactive Claims (837)
- Request Claim Status (276)

- User Administration
- User Guides
- CCDTF Rates
- CMH Outcome Measures
- MFPF Forms
- Pay for Performance
- Provider Lists (Individual PCAs)
- Provider Lists
- RxPrice Compare Update
- Taxonomy/Contract Code Maintenance

Submit Transactions

Your file/s were uploaded successfully.

- Select Production to submit an X12 or NCPDP production batch file to DHS.
- When you submit an X12 837 or X12 270 transaction, DHS will place a 997 (Functional Acknowledgment Transaction Set) response in the Transaction Responses section of the Mailbox within one hour of submission. If you submit an X12 270 - you will also receive an X12 271 if you receive an accepted 997. If you do not receive the appropriate response - please contact the Provider Call Center at 651-431-2700 or 800-366-5411 and press option 6.
- Select Test to submit an X12 or NCPDP test batch to DHS.
- Select Miscellaneous to submit non-X12 data - requested by DHS staff.
- Click on Add Another File to submit more than 1 file.
- To assure access to the 997 and prevent file transmission errors, the following characters should not be used in your Submitted file name (837, 270, etc.): # % & + | : < > ? \ /) (or spaces.

Filename	Type	Description (Optional)
Click Browse to locate the file you'd like to upload.		
File <input type="text"/>	<input type="button" value="Browse..."/> --Select--	<input type="text"/>
Add Another File		
<input type="button" value="Upload & Submit"/>		

Your submission is complete.

To verify that your file has been received by DHS:

- Click on **Transaction History**.



MUser@1234567890 | Logout |

Mailbox
MN-ITS

- Eligibility Request (270)
- Authorization Request (278)
- Service Agreement Request (278)
- Submit Transactions**
- Transaction History**
- Submit Interactive Claims (837)
- Request Claim Status (276)

- User Administration
- User Guides
- CCDTF Rates
- CMH Outcome Measures
- MFPF Forms
- Pay for Performance
- Provider Lists (Individual PCAs)
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- RxPrice Compare Update
- Taxonomy/Contract Code Maintenance

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- Select Production to submit an X12 or NCPDP production batch file to DHS.
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- Select Test to submit an X12 or NCPDP test batch to DHS.
- Select Miscellaneous to submit non-X12 data - requested by DHS staff.
- Click on Add Another File to submit more than 1 file.
- To assure access to the 997 and prevent file transmission errors, the following characters should not be used in your Submitted file name (837, 270, etc.): # % & + | : < > ? \ /) (or spaces.

Filename	Type	Description (Optional)
Click Browse to locate the file you'd like to upload.		
File <input type="text"/>	<input type="button" value="Browse..."/> --Select--	<input type="text"/>
Add Another File		
<input type="button" value="Upload & Submit"/>		



2. Select your date range under Quick Search.
3. Select the **Miscellaneous** radio button under File Type and select **Search**.

The screenshot shows the Minnesota Department of Human Services web application. The header includes the logo, the text "Minnesota Department of Human Services", and "MN-ITS: Home". The user is logged in as "MUser@1234567890" and the date is "Saturday, February 06, 2010". The main content area is titled "Transaction History" and contains a "Quick Search" form. The form has two date pickers: "Start Date" set to "11/08/2009" and "End Date" set to "02/06/2010". To the right of the date pickers is a "File Type" section with three radio buttons: "Production", "Test", and "Miscellaneous". The "Miscellaneous" radio button is selected. A red box highlights the "Miscellaneous" radio button and the "Search" button, with a red arrow pointing to the "Search" button. The left sidebar contains a "Mailbox" section with links to "Eligibility Request (270)", "Authorization Request (278)", "Service Agreement Request (278)", "Submit Transactions", "Transaction History", "Submit Interactive Claims (837)", and "Request Claim Status (276)". Below this is a "User Administration" section with links to "User Guides", "CCDTF Rates", "CMH Outcome Measures", "MFPF Forms", "Pay for Performance", "Provider Lists (Individual PCAs)", "Provider Lists", "RxPrice Compare Update", and "Taxonomy/Contract Code Maintenance".



4. Verify that your uploaded file / files appear below.

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[minnesota](#) [north star](#)

MUser@1234567890 | Logout |

Mailbox MN-ITS

- Eligibility Request (270)
- Authorization Request (278)
- Service Agreement Request (278)
- Submit Transactions**
 - Transaction History
 - Submit Interactive Claims (837)
 - Request Claim Status (276)
- User Administration
- User Guides
- CCDTR Rates
- CMH Outcome Measures
- MFPP Forms
- Pay for Performance
- Provider Lists (Individual PCAs)
- Provider Lists
- RxPrice Compare Update
- Taxonomy/Contract Code Maintenance

Transaction History

Quick Search

Start Date: 11/08/2009

End Date: 02/06/2010

File Type: Production Test Miscellaneous

Search

Mark as Unread Page 1 of Total Files 3 1

Name	Date	Size	Description
1234567890_EWCL_03333333_02052010.xls	02/06/10 09:17 PM	13.8 KB	
1234567890_EWCL_02222222_02052010.xls	02/06/10 09:17 PM	13.8 KB	
1234567890_EWCL_01111111_02052010.xls	02/06/10 09:17 PM	13.8 KB	

Mailbox MN-ITS

- Eligibility Request (270)
- Authorization Request (278)
- Service Agreement Request (278)
- Submit Transactions**
 - Transaction History
 - Submit Interactive Claims (837)
 - Request Claim Status (276)
- User Administration
- User Guides
- CCDTR Rates
- CMH Outcome Measures
- Health Information Request
- MFPP Forms
- Pay for Performance
- Provider Lists (Individual PCAs)
- Provider Lists
- Primary Care Coordination
- RxPrice Compare Update
- Taxonomy/Contract Code Maintenance

Transaction History

Quick Search

Start Date: 01/13/2010

End Date: 01/13/2010

File Type: Production Test Miscellaneous

Search

Mark as Unread Page 1 of 1 Total Files 1 1

Name	Date	Size	Description
test.xls	01/13/10 12:56 PM	74.6 KB	

5. You will want to periodically open the ‘Production Failed’ folder in your MN-ITS email account. If you find ECS Tool Workbooks files in this folder you will know you accidently sent the workbooks to Production rather than **Miscellaneous**. You will need to properly re-submit the ECS Tool Workbooks or they will not be entered.



December 5, 2014

Uploading ECS Service Authorization Tool Spread-Sheets to DHS

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Uploading ECS Service Authorization Tool Spread-Sheets to DHS

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The file name to be removed in the subject line is all that is required, but you may send a note or question as well in the body of the email. DHS staff will remove the bad file from the production system, but you will still see the bad file in the Mn-ITS upload transaction history.