

How to Submit Consumer Level Data to the CCBHC Secure Data Portal

Consumer Level Data

Logging into MN-ITS

DEPARTMENT OF HUMAN SERVICES

MN-ITS: Home

Minnesota 2025

Ship to: [User content](#) | [Subnavigation](#) | [Quicklinks](#)
Tuesday, October 24, 2017

Log in Here
You must be [MHCPC certified](#), [MN-ITS registered](#) and agree to these [Terms and Conditions](#).

Username:

Password:

MN-ITS requires strong passwords.

Important Notices
Refer to the [Provider news and updates](#) for current messages about MN-ITS maintenance and availability.

- Secure FTP client users only. All FTP directories and sub-directories will retain data from the last 15 days only. These directories will be purged daily of data older than 15 days. Providers may also delete files from any FTP directory, including submitted files. If you think you may need data older than 15 days, you will need to save it to your own server. This affects only providers who submit and receive batch files through secure FTP clients. **This does not affect files received through the MN-ITS mailbox.**
- Providers who have not successfully completed 5010 syntax testing for MN-ITS Claim Status (276/277) must first do so in order to use the Claim Status transaction due to the CORE changes. Review the [5010 X12 Batch Transaction Guidelines](#).

MN-ITS Troubleshooting

- Use [MN-ITS Troubleshooting Guide](#) to resolve known MN-ITS related issues
- Windows 7 and 8 users with Internet Explorer 10: Follow the steps in [Compatibility View Settings](#) instructions of the guide. #
 - The Mailbox optimizer dialogue box continually runs upon login
 - You are unable to view or access your MN-ITS Menu options on the left menu after you log in

MN-ITS Administration

- [Registration](#)
- [User Administration](#)
 - Delete and Disable in MN-ITS User Administration are now fully functional
 - Within the MN-ITS User Administration function, select the MN-ITS Home logo at the top of the page to return to the MN-ITS menu options
- [MN-ITS User Manual](#)
- Sign up to get [email notices of Provider news and updates](#) and changes to your [MHCPC Provider Manual](#) sections.

What can I do here?

- [Access other applications](#)
- [Verify eligibility](#)
- [Submit authorization requests](#)
- [Submit claims](#)
- [Copy, replace or void](#) a claim you submitted previously
- [Check claim status](#) (paid or denied)
- Get your remittance advice (RA), authorization or service authorization (SA) letters, and other items in your [Mailbox](#)

NOTE: X12 files are accepted, but not processed on Mondays between 5:00 AM and 4:30 PM

Scheduled Downtimes

Every Sunday:
6:00 a.m. - 12:00 p.m.
8:00 p.m. - 1:00 a.m.

Every Monday and Wednesday:
10:00 a.m. - 10:15 a.m.
Thursdays of Payment Week:
10:00 a.m. - 10:15 a.m.
Saturdays following Cut-off
6:00 p.m. - 7:30 p.m.

Related Pages

- [Troubleshooting Guide](#)
- [MHCPC Payment & Claim Cut-off Calendar](#)
- [MHCPC Fee Schedule](#)
- [Provider Training](#)
- [Provider Updates](#)
- [Provider Website](#)
- [Sign Up for Email Lists](#)

Related Links

- [Washington Publishing Company](#)
- [NDC Search](#)

Questions or Comments?

- [Contact Us](#)

© 2014 Minnesota Department of Human Services Online
Minnesota.gov is led by MN.IT Services

Updated: 10/01/2014 11:00 PM | [Accessibility](#) | [Terms/Policy](#) | [Contact DHS](#) | [Top of Page](#)

- The CCBHC portal can be accessed by logging into the [MN-ITS portal](#)
- This is the same portal that you login to get into MHIS.
- If you are not an admin, you will need to have the admin user give you access.
- The admin user can give access by following these instructions:
 1. Click on the “User Administration” link on the left side when they first sign into MN-ITS
 2. Search for the person you want to give access to in your organization
 3. Select the person you want in the User Id column
 4. Check the “Certified Community Behavioral Health Clinic” in the “Application/Forms/List
 5. Submit your change
 6. They should see it in the MN-ITS menu within 45 minutes or sooner.

CCBHC Secure Data Portal

Once the user logs in to MN-ITS and they have access to the CCBHC portal, the CCBHC link will appear in their menu on the left side

Mailbox

User Administration
 User Guides
CCBHC
 Last Check

MN-ITS

Your access to MN-ITS functions and applications (on the left menu) MN-ITS Administrator with questions. These functions listed below r

Eligibility Request (270)
 Look up subscriber eligibility and coverage and receive an Eligibility Resp

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 mix

Submit DDE Claims (837)
 Submit claims directly to MHCP.

Request Claim Status (276)
 Check the status of a submitted claim.

Batch Submitters
 Refer to [5010D.0](#)

CCBHC Secure Portal Overview

Once you click on the CCBHC link, it will bring you to this window. Here, you can pick one where you want to upload your data.

Select	Provider Name	NPI	Provider Address	Provider City	Provider ZipCode	Provider Taxonomy
Select	WILDER CHILDREN AND FAMILY SERVICES	1548337355		ST PAUL	551044636	
Select	WILDER CHILDREN AND FAMILY SERVICES	1548337355		ST PAUL		261QM0801X
Select	WILDER CHILDREN AND FAMILY SERVICES	1548337355		ST PAUL	551044636	261QM0801X

Once you select one of the options, it will bring you to this screen where you can upload your file.

- Please verify that the NPI and the name of your organization is correct.

The CCBHC Secure Portal have 3 tabs: Home, Upload, and Resources

NPI: 1548337355 Taxonomy: 261QM0801X Zip Code: 551044636

To submit data for CCBHC Quarterly Report, please browse for your file then click Submit.

- . File name format is: NPI_CCBHC_YYYYMM_yyyyMMdd.csv. "NPI" is your NPI number; "YYYYMM" is the last month of the quarter for the reporting period; "yyyymmdd" is the date submitted.
- . File name can only be used once and the file has to have an extension of csv or CSV.
- . Example of name of file: 1548337355_CCBHC_201709_20171015.csv.

Provider Name: WILDER CHILDREN AND FAMILY SERVICES

Quarter: * ** Select **

Choose File: * Browse...

Upload File

Data Submission

Please pay close attention to the bullet points here.

- o The name format is listed here. It must be in this format in order for your file to be uploaded.

NPI: 1548337355 Taxonomy: 261QM0801X Zip Code: 551044636

To submit data for CCBHC Quarterly Report, please browse for your file then click Submit.

- . File name format is: NPI_CCBHC_YYYYMM_yyyyMMdd.csv. "NPI" is your NPI number; "YYYYMM" is the last month of the quarter for the reporting period; "yyyymmdd" is the date submitted.
- . File name can only be used once and the file has to have an extension of csv or CSV.
- . Example of name of file: 1548337355_CCBHC_201709_20171015.csv.

Provider Name: WILDER CHILDREN AND FAMILY SERVICES

Quarter: * ** Select **

Choose File: * Browse...

Upload File

If the name is not in the right format, you will get an error when you submit your data. The file name is important because it helps us keep track of files that are submitted and that the correct file is uploaded into the right reporting period.

CCBHC Reporting System

NPI: 1548337355 Taxonomy: 261QM0801X Zip Code: 551044636

To submit data for CCBHC Quarterly Report, please browse for your file then click Submit.

- . File name format is: NPI_CCBHC_YYYYMM_yyyyMMdd.csv. "NPI" is your NPI number; "YYYYMM" is the last month of the quarter for the reporting period; "yyyymmdd" is the date submitted.
- . File name can only be used once and the file has to have an extension of csv or CSV.
- . Example of name of file: 1548337355_CCBHC_201709_20171015.csv.

The file name you are uploading is CCBHC consumer level Dummy data Q1.csv

The file name is not in the correct format NPI_CCBHC_YYYYMM_yyyyMMdd.

Provider Name: WILDER CHILDREN AND FAMILY SERVICES
Quarter: * Quarter 1 - 7/1/2017 to 9/30/2017 Last report submission date for this quarter is: 10/31/2017
Choose File: * Browse...

CCBHC Reporting System

NPI: 1548337355 Taxonomy: 261QM0801X Zip Code: 551044636

To submit data for CCBHC Quarterly Report, please browse for your file then click Submit.

- . File name format is: NPI_CCBHC_YYYYMM_yyyyMMdd.csv. "NPI" is your NPI number; "YYYYMM" is the last month of the quarter for the reporting period; "yyyymmdd" is the date submitted.
- . File name can only be used once and the file has to have an extension of csv or CSV.
- . Example of name of file: 1548337355_CCBHC_201709_20171015.csv.

The file name you are uploading is 999999999_CCBHC_201710_20171013.csv

The NPI number in the file name does not match your account.
The YYYYMM part of the file name should be the last month of the quarter for the reporting period.
The yyyymmdd part of the file name should be the date submitted.

Provider Name: WILDER CHILDREN AND FAMILY SERVICES
Quarter: * Quarter 1 - 7/1/2017 to 9/30/2017 Last report submission date for this quarter is: 10/31/2017
Choose File: * Browse...

If you upload a file that is not CSV, you will get the following error.

CCBHC Reporting System

NPI: 1548337355 Taxonomy: 261QM0801X Zip Code: 551044636

To submit data for CCBHC Quarterly Report, please browse for your file then click Submit.

- . File name format is: NPI_CCBHC_YYYYMM_yyyyMMdd.csv. "NPI" is your NPI number; "YYYYMM" is the last month of the quarter for the reporting period; "yyyymmdd" is the date submitted.
- . File name can only be used once and the file has to have an extension of csv or CSV.
- . Example of name of file: 1548337355_CCBHC_201709_20171015.csv.

The file name you are uploading is 1548337355_CCBHC_201709_20171024.xlsx

Only .csv files are allowed!

Provider Name: WILDER CHILDREN AND FAMILY SERVICES
Quarter: * Quarter 1 - 7/1/2017 to 9/30/2017 Last report submission date for this quarter is: 10/31/2017
Choose File: * Browse...

When you are ready to upload your file, select the quarter from the Quarter drop down list. Then click Browse to select your file.

NOTE: The file should not have a header row.

If the file has no errors and was successfully uploaded, the screen will say so.

The screenshot shows the CCBHC Reporting System interface. At the top left is the logo for the Department of Human Services (MN). Below the logo are navigation buttons for Home, Upload, and Resources. The main heading is "CCBHC Reporting System".

Metadata displayed: NPI: 1548337355 Taxonomy: 261QM0801X Zip Code: 551044636

Instructions: To submit data for CCBHC Quarterly Report, please browse for your file then click Submit.
File name format is: NPI_CCBHC_YYYYMM_yyyyMMdd.csv. "NPI" is your NPI number; "YYYYMM" is the last month of the quarter for the reporting period; "yyyymmdd" is the date submitted.
File name can only be used once and the file has to have an extension of csv or CSV.
Example of name of file: 1548337355_CCBHC_201709_20171015.csv.

Upload status: The file name you are uploading is 1548337355_CCBHC_201709_20171024.csv
Your data has been successfully submitted. There were 250 rows in the file you uploaded.

Form fields: Provider Name: WILDER CHILDREN AND FAMILY SERVICES
Quarter: * Quarter 1 - 7/1/2017 to 9/30/2017 Last report submission date for this quarter is: 10/31/2017
Choose File: * [Browse...] [Upload File]

At this point you are done and can exit the application by closing your tab and logging out of MN-ITS. Your data gets stored into the database and will be moved into the data warehouse where DHS will be able to retrieve the data from.

However, if there are errors in your file, the screen will display what your errors are. You can export the errors by clicking on the "Export Errors" button.

The screenshot shows the CCBHC Reporting System interface with an error report. At the top left is the logo for the Department of Human Services (MN). Below the logo are navigation buttons for Home, Upload, and Resources. The main heading is "CCBHC Reporting System".

Metadata displayed: NPI: A342517700 Taxonomy: N/A Zip Code: N/A

Instructions: To submit data for CCBHC Quarterly Report, please browse for your file then click Submit.
File name format is: NPI_CCBHC_YYYYMM_yyyyMMdd.csv. "NPI" is your NPI number; "YYYYMM" is the last month of the quarter for the reporting period; "yyyymmdd" is the date submitted.
File name can only be used once and the file has to have an extension of csv or CSV.
Example of name of file: 1548337355_CCBHC_201709_20171015.csv.

Upload status: The file name you are uploading is A342517700_CCBHC_201709_20180109.csv

Error list:
Received Peer Service is required in Row 4 and Column R
Received Telemedicine Service is required in Row 4 and Column S
Gender is required in Row 5 and Column E
PMIN is required in Row 10 and Column B
Other Consumer ID is required in Row 10 and Column C
Date Of Birth is required in Row 10 and Column D
Date of First CCBHC Contact for new consumer is required in Row 12 and Column N
Gender is required in Row 20 and Column E
CCBHC Start Date for current consumer is required in Row 24 and Column M
Consumer Status is required in Row 24 and Column P

Export Errors button: A button labeled "Export Errors" is highlighted with a yellow box.

Form fields: Provider Name: N/A
Quarter: * Quarter 1 - 7/1/2017 to 9/30/2017 Last report submission date for this quarter is: 10/31/2017
Choose File: * [Browse...] [Upload File]

Go back into your original excel file, fix the errors, save and submit a new CSV file. You can also access instructions on how to make corrections to your CSV file by clicking on the Resources tab and the link “Instructions for Retaining Leading Zeroes in CSV File”.

Row Number Submission

Once you have successfully uploaded your CSV file, please take a screenshot of the success message including the number of rows that were uploaded and send in an email to [CCBHC Evaluation Specialist](#).