Instructions for submitting a PCA-CDCS-CSG Reporting Spreadsheet through MN–ITS

Completing the spreadsheet

To correctly complete the reporting spreadsheet:

- Download and save the spreadsheet from this link: PCA Choice-CDCS-CSG-Reporting Spreadsheet or from the Minnesota Department of Human Services (DHS) Home and community-based services providers webpage.
- Retain a record of the spreadsheet you complete for each pay period.

For training on how to correctly complete the spreadsheet, take the online SEIU Contract Compliance course.

Submitting the spreadsheet

After you complete the required data fields on the spreadsheet, follow these steps to submit the spreadsheet through the secure process:

1. Save the document to your computer by inserting your own agency NPI or UMPI in place of Agency NPI or UMPI, the date you submitted the file to DHS, and the dates of the specific pay period for that spreadsheet. The date of submission and dates of the specific pay periods should be in year, month, day format as shown:

Agency NPI or UMPI_MPSMISC_YYYYMMDD_Reporting_Spreadsheet_YYYYMMDD_YYYYMMDD
Example: If this is your information for these dates:

- Your agency NPI or UMPI is A00000000X0
- You submitted the file to DHS on July 15, 2019
- The pay period for this spreadsheet is July 1 – July 14, 2019

Then, this is how the name of your document will look:
A00000000X0_MPSMISC_20190715_Reporting_Spreadsheet_20190701_20190714

2. Log in to your MN–ITS account using your username and password.
3. Select **MN–ITS** from the left menu.
4. Select **Submit Transactions** from the left menu.
5. Select the **Browse** action button on the main screen to locate your file.
6. Select **Open** to populate the document into the File field.
7. Select **Miscellaneous** from the drop down menu under transaction type.
8. Select **Upload & Submit** to send file.
9. Review the screen to see a message indicating if the file upload was successful.

You must submit all spreadsheets for pay periods in a month by the 20th day of the following month. You might not be able to get payment from MHCP and managed care organizations if you do not send the data timely each pay period.