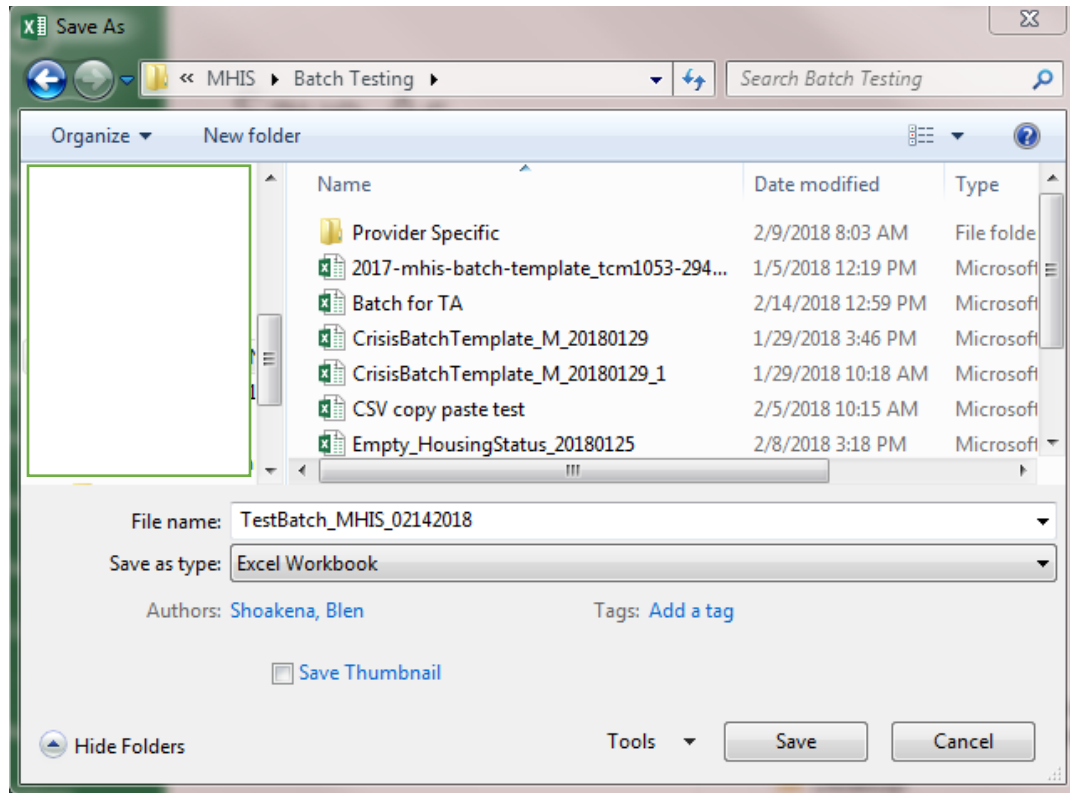


Saving your MHIS Batch Upload as a Comma Delimited Text File

**** If your EHR generates your text file for batch reporting, go directly to the MHIS upload process**

1. Begin by completing the MHIS Batch Template to include all of your reporting information.
 - a. The current general reporting batch templates can be found on the [MHIS TA Webpage](#)
 - i. [MHIS General Reporting Batch Template](#)
 - ii. [MHIS Crisis Reporting Batch Template](#)
 - b. Do not add or delete any columns from the batch template.
 - i. If you are not required to report on a column leave that space blank
 - ii. If you do not have the required information for a column please use the appropriate “unknown” code.
2. After you have entered your data, save your file as an “Excel Workbook”.



Quick Sheet: Saving your MHIS Batch Upload

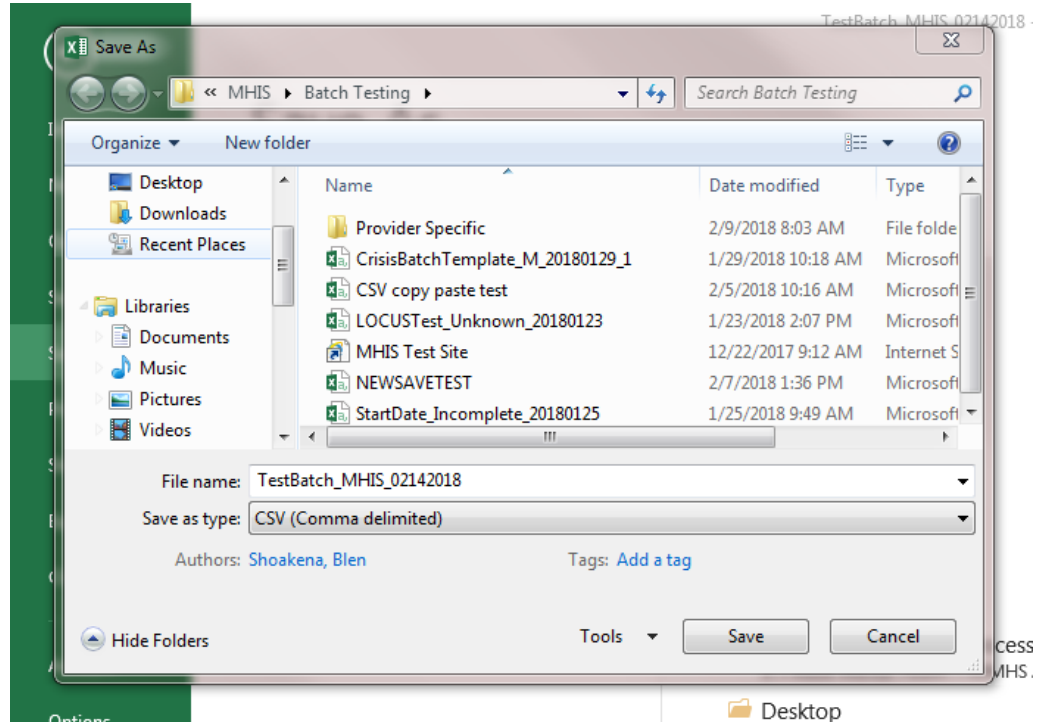
- Return to your file in Excel, highlight all rows and columns with your data, make sure you highlight to the end of the batch questions (currently column CJ), even if you do not report in those columns. Do not copy the file header row, this will be added manually to our txt file at the end.

The screenshot shows an Excel spreadsheet with the following data:

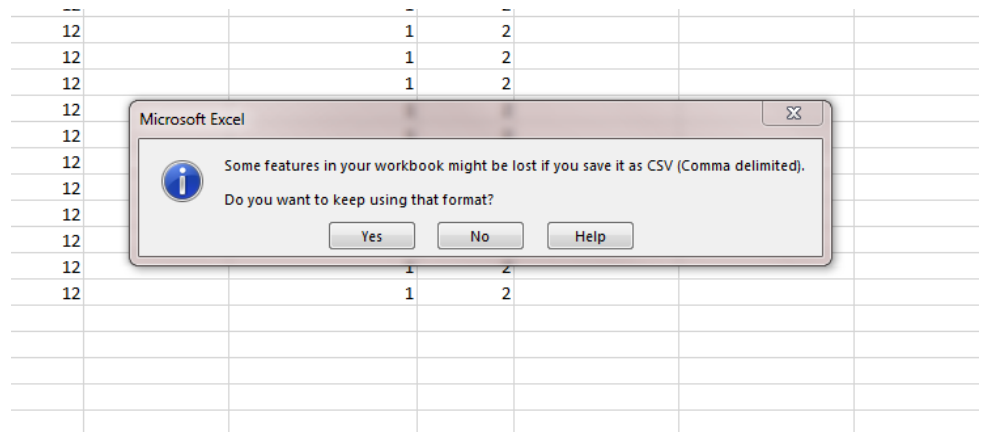
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	2017_12,T123456789,553133662,																			
2	NPI	ZIP	Taxonomy	Payment Source	PMI	SMI	AMH	DOB	Client Status	Start	End	Program/Treatment	Legal Status	Team Code	Gender	Race	Ethnicity	County	Reservation	Trib
3	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14	C15	C16	C17	C18	C19	C20
4	T123	553133662			2		2199001	1/1/1900		2	1/1/1900	1		1	1	1	1			1
5	T123	553133662			2		2199002	1/1/1900		2	1/1/1900	1		1	2	2	2	27		
6	T123	553133662			2		2199003	1/1/1900		1	1/1/1900	1		1	1	3	3	27		
7	T123	553133662			2		2199004	1/1/1900		1	1/1/1900	1		1	2	4	4	27		
8	T123	553133662			2		2199005	1/1/1900		2	1/1/1900	1		1	1	5	5	27		
9	T123	553133662			2		2199006	1/1/1900		2	1/1/1900	1		1	2	6	6	27		
10	T123	553133662			2		2199007	1/1/1900		1	1/1/1900	1		1	1	9	9	27		
11	T123	553133662			2		2199008	1/1/1900		1	1/1/1900	1		1	2	1	1			2
12	T123	553133662			2		2199009	1/1/1900		2	1/1/1900	1		1	1	2	2	27		
13	T123	553133662			2		2199010	1/1/1900		2	1/1/1900	1		1	2	3	3	27		
14	T123	553133662			2		2199011	1/1/1900		1	1/1/1900	1		1	1	4	4	27		
15	T123	553133662			2		2199012	1/1/1900		1	1/1/1900	1		1	2	5	5	27		
16	T123	553133662			2		2199013	1/1/1900		2	1/1/1900	1		1	1	6	6	27		
17	T123	553133662			2		2199014	1/1/1900		2	1/1/1900	1		1	2	9	9	27		
18	T123	553133662			2		2199015	1/1/1900		1	1/1/1900	1		1	1	1	1			3
19	T123	553133662			2		2199016	1/1/1900		1	1/1/1900	1		1	2	2	2	27		
20	T123	553133662			2		2199017	1/1/1900		2	1/1/1900	1		1	1	3	3	27		
21																				
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29																				
30																				
31																				

Quick Sheet: Saving your MHIS Batch Upload

4. While your information is highlighted, Select “File” → “Save As”
 - a. Select a location and a name for your file.
 - b. The suggested naming convention is: YourNPI_MHIS_DateYouAreSubmitting
 - c. Under “Save as type”, select “CSV (Comma delimited)”

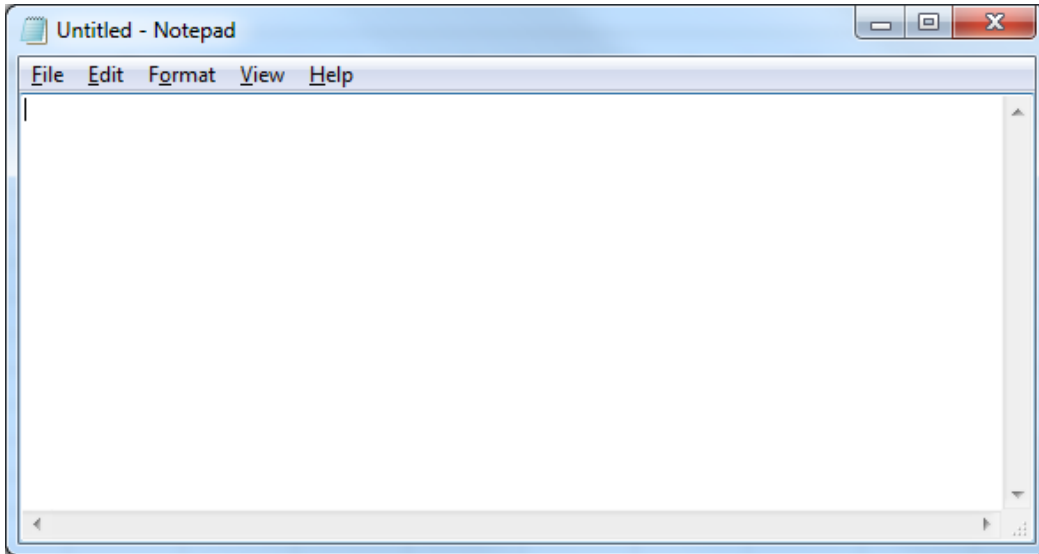


- i. Select “Yes”

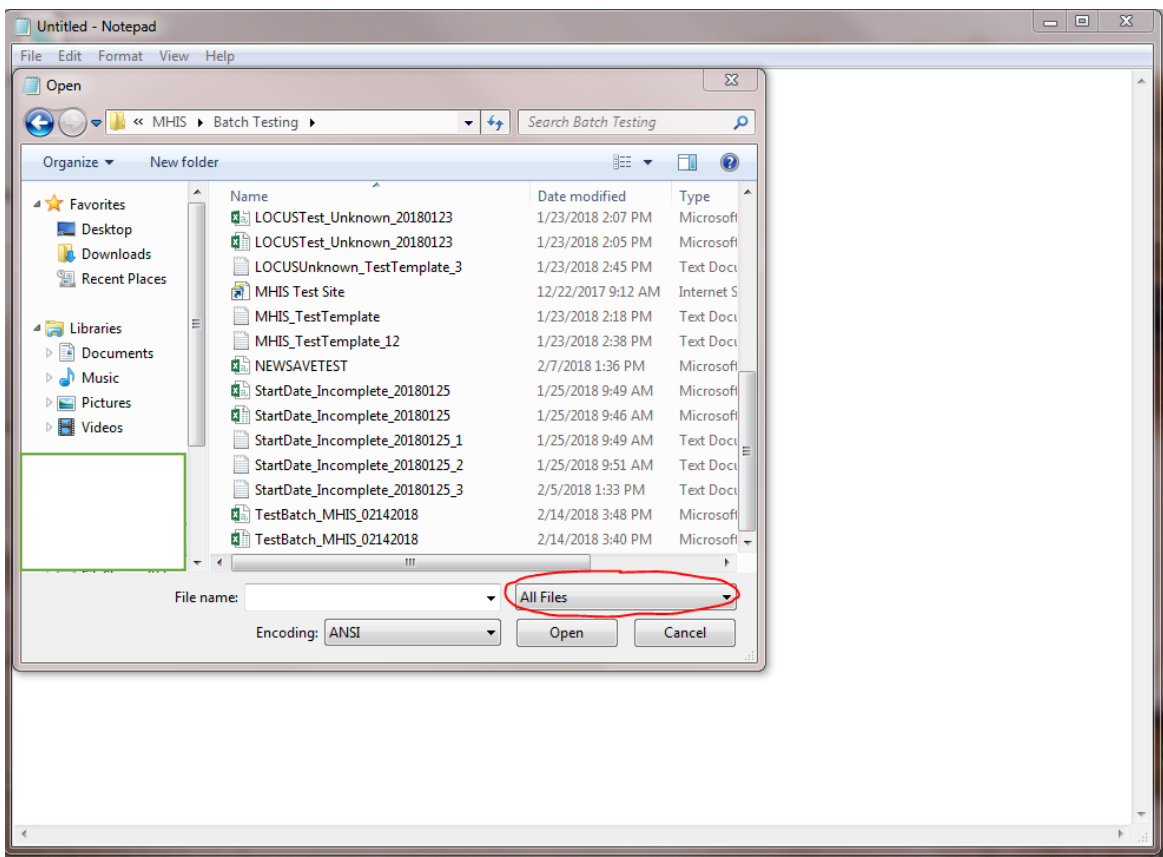


Quick Sheet: Saving your MHIS Batch Upload

5. Open the Notepad program on your computer

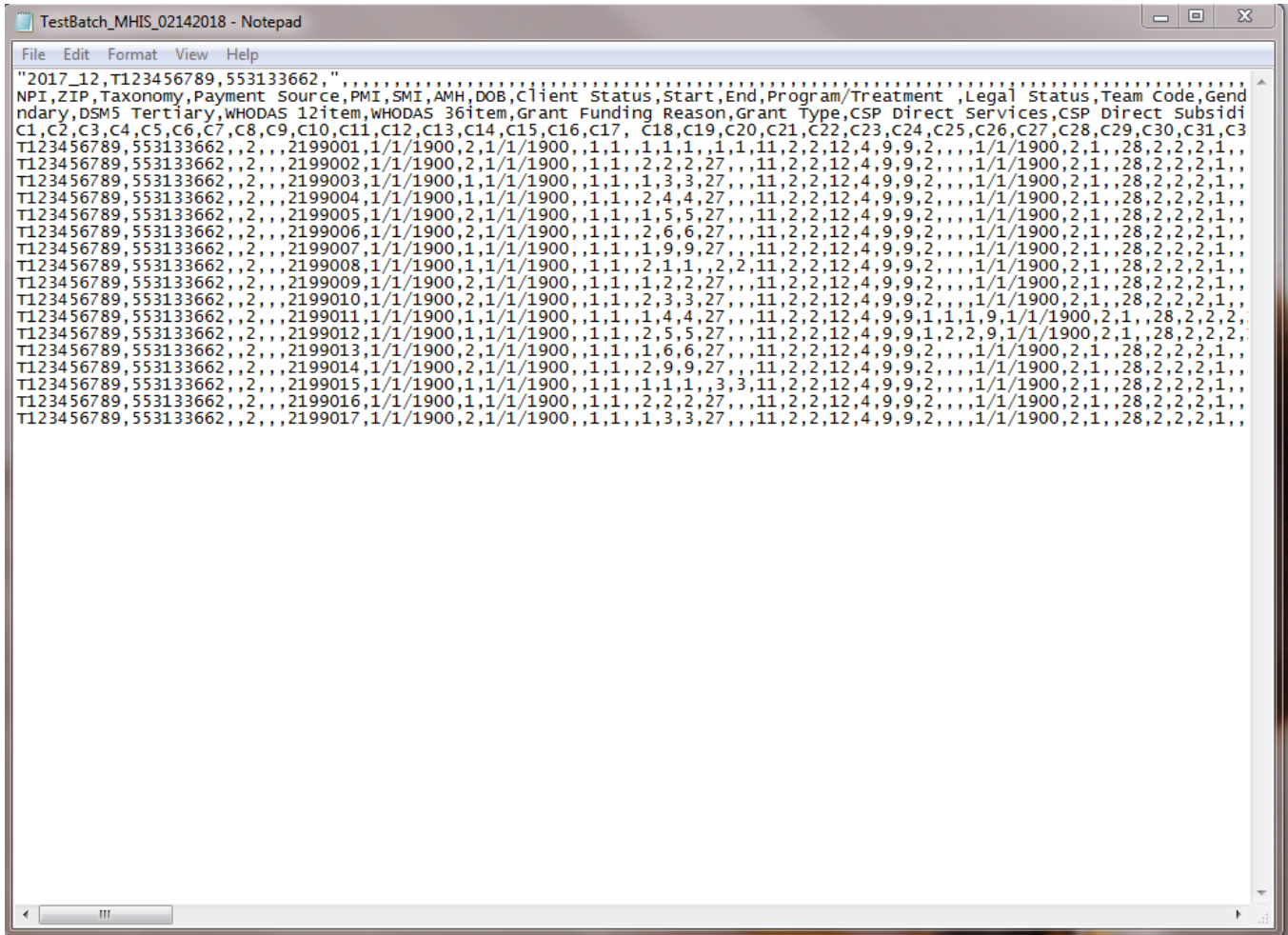


6. Select "File" → "Open"
7. Make sure the dropdown menu next to "File name" says "All Files", or change it to say "All Files"



Quick Sheet: Saving your MHIS Batch Upload

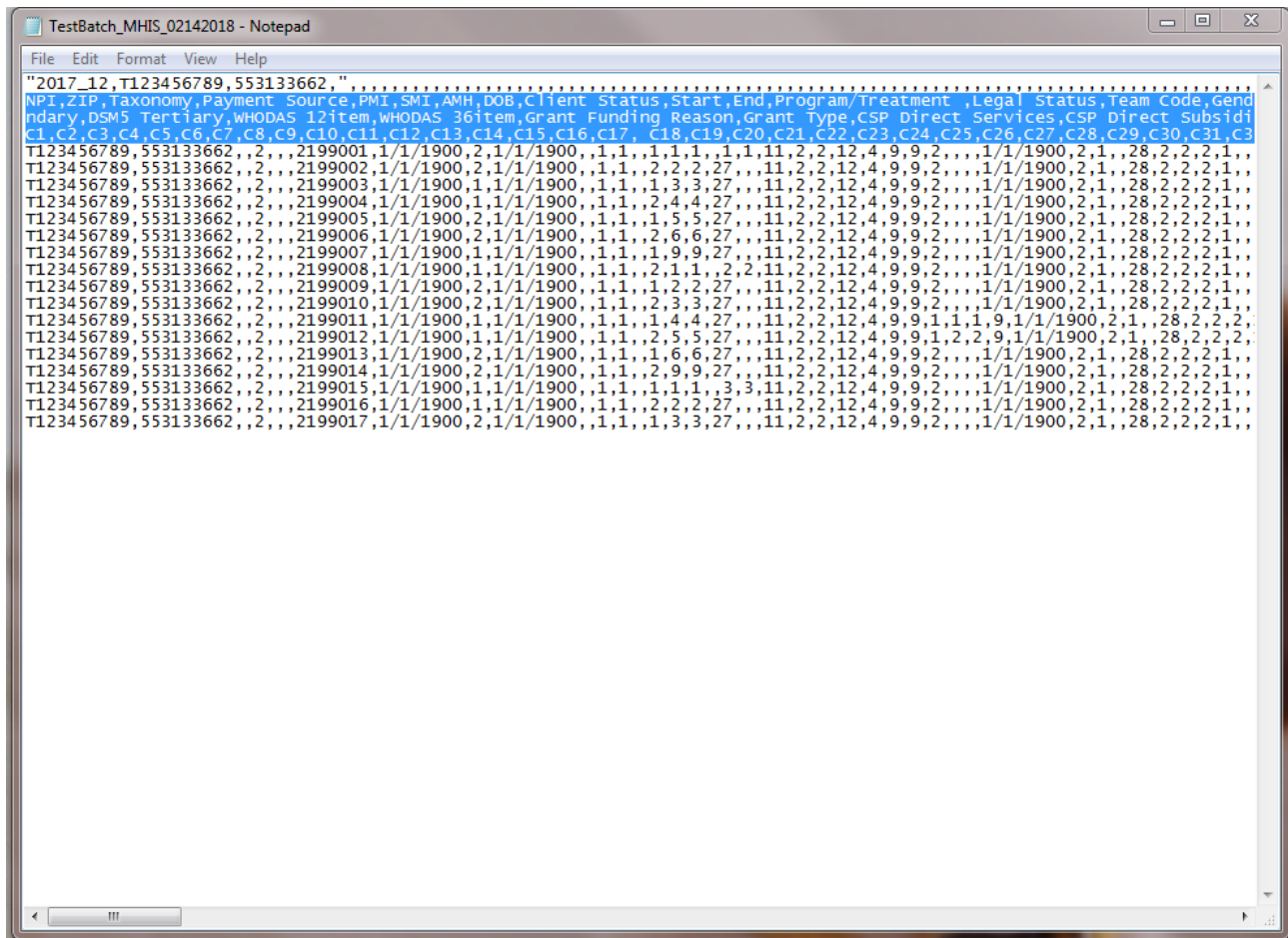
8. Find your CSV file that was saved in step #4 and click "Open"
9. Your file will look similar to this:



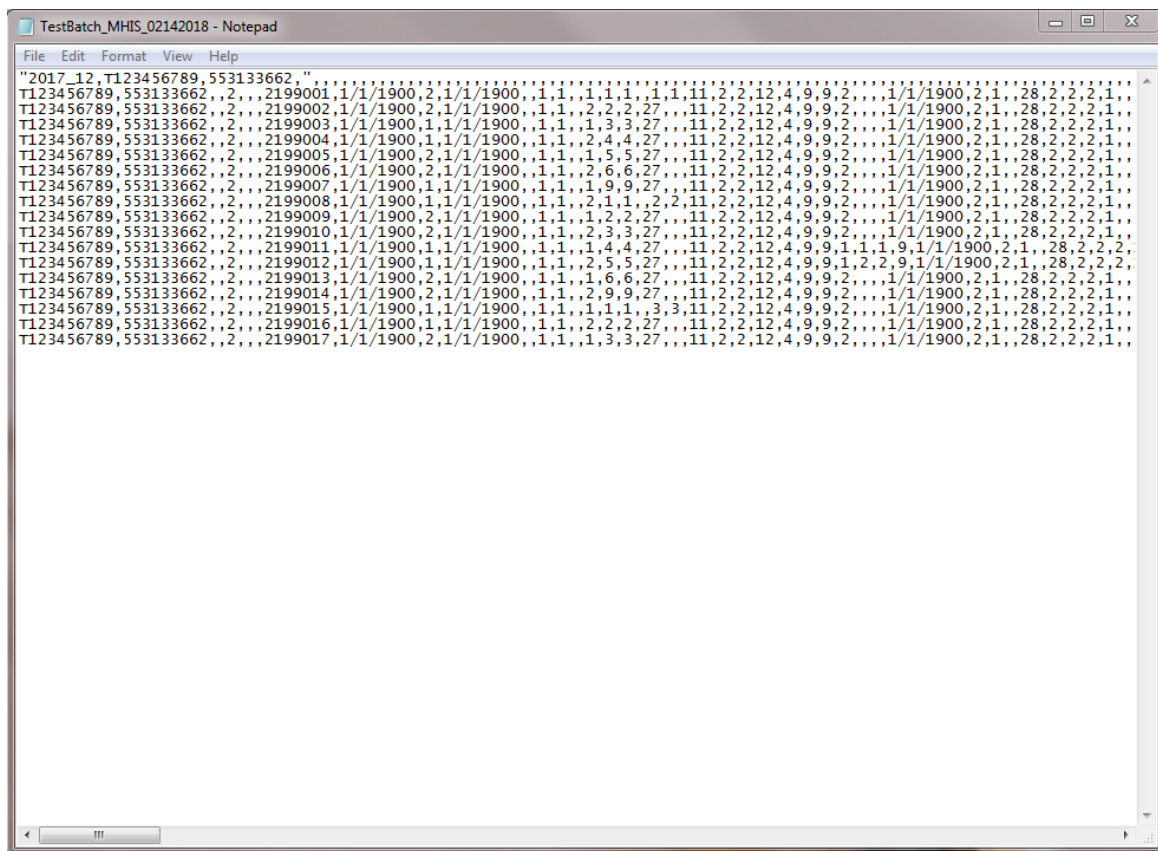
```
TestBatch_MHIS_02142018 - Notepad
File Edit Format View Help
"2017_12,T123456789,553133662,"
NPI, ZIP, Taxonomy, Payment Source, PMI, SMI, AMH, DOB, Client Status, Start, End, Program/Treatment, Legal Status, Team Code, Gender,
ndary, DSM5 Tertiary, WHODAS 12item, WHODAS 36item, Grant Funding Reason, Grant Type, CSP Direct Services, CSP Direct Subsidy,
C1, C2, C3, C4, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, C21, C22, C23, C24, C25, C26, C27, C28, C29, C30, C31, C3
T123456789,553133662,,2,,2199001,1/1/1900,2,1/1/1900,,1,1,,1,1,1,1,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199002,1/1/1900,2,1/1/1900,,1,1,,2,2,2,2,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199003,1/1/1900,1,1/1/1900,,1,1,,1,3,3,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199004,1/1/1900,1,1/1/1900,,1,1,,2,4,4,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199005,1/1/1900,2,1/1/1900,,1,1,,1,5,5,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199006,1/1/1900,2,1/1/1900,,1,1,,2,6,6,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199007,1/1/1900,1,1/1/1900,,1,1,,1,9,9,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199008,1/1/1900,1,1/1/1900,,1,1,,2,1,1,2,2,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199009,1/1/1900,2,1/1/1900,,1,1,,1,2,2,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199010,1/1/1900,2,1/1/1900,,1,1,,2,3,3,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199011,1/1/1900,1,1/1/1900,,1,1,,1,4,4,27,,11,2,2,12,4,9,9,1,1,1,9,1/1/1900,2,1,,28,2,2,2,
T123456789,553133662,,2,,2199012,1/1/1900,1,1/1/1900,,1,1,,2,5,5,27,,11,2,2,12,4,9,9,1,2,2,9,1/1/1900,2,1,,28,2,2,2,
T123456789,553133662,,2,,2199013,1/1/1900,2,1/1/1900,,1,1,,1,6,6,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199014,1/1/1900,2,1/1/1900,,1,1,,2,9,9,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199015,1/1/1900,1,1/1/1900,,1,1,,1,1,1,3,3,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199016,1/1/1900,1,1/1/1900,,1,1,,2,2,2,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199017,1/1/1900,2,1/1/1900,,1,1,,1,3,3,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
```

Quick Sheet: Saving your MHIS Batch Upload

10. Delete the column titles from your file



The screenshot shows a Notepad window titled "TestBatch_MHIS_02142018 - Notepad". The text in the window is a CSV file. The first line is a header row with column titles: "2017_12,T123456789,553133662," followed by a long list of column titles: NPI,ZIP,Taxonomy,Payment Source,PMI,SMI,AMH,DOB,Client Status,Start,End,Program/Treatment,Legal Status,Team Code,Gender,ndary,DSM5 Tertiary,WHODAS 12item,WHODAS 36item,Grant Funding Reason,Grant Type,CSP Direct Services,CSP Direct Subsidy. The second line is the first data row: T123456789,553133662,,2,,2199001,1/1/1900,2,1/1/1900,,1,1,,1,1,1,,1,1,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,. The column titles in the first line are highlighted in blue.



The screenshot shows the same Notepad window, but the column titles have been removed. The first line is now: "2017_12,T123456789,553133662,". The data rows remain the same, starting with: T123456789,553133662,,2,,2199001,1/1/1900,2,1/1/1900,,1,1,,1,1,1,,1,1,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,.

Quick Sheet: Saving your MHIS Batch Upload

11. Go to the top row and edit your header information

12. It should be formatted to have

a. Reporting Period, NPI, Zip Code, Taxonomy

i. There are a total of 3 commas for this line

ii. Example: 2017_12,T123456789,555551111,123456789X

iii. If you do not use a taxonomy, leave that space blank but continue to include all commas

1. Example: 2017_12,T123456789,555551111,

iv. If your file carried over additional commas and parenthesis, delete these now.

Your file should look similar to the example below.

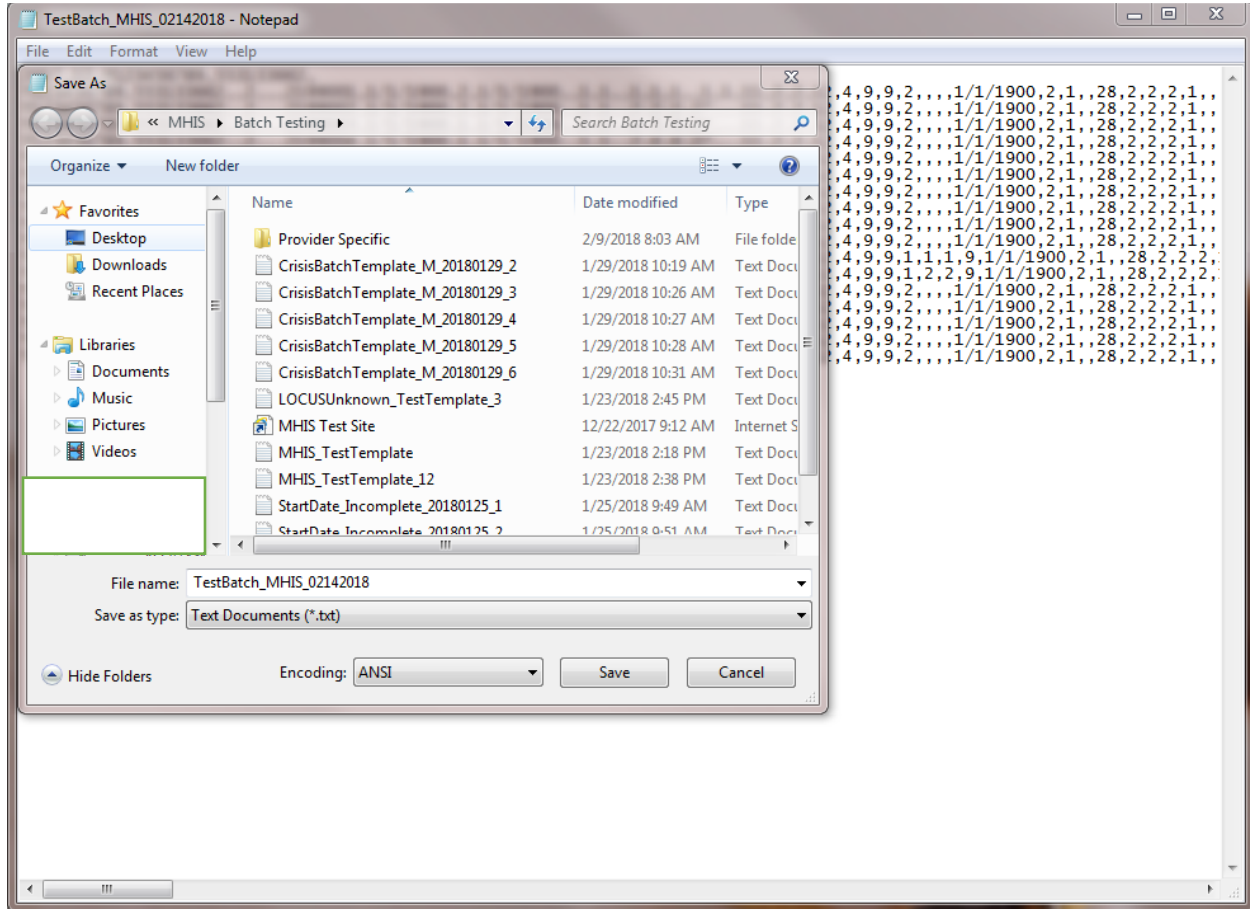
```
TestBatch_MHIS_02142018 - Notepad
File Edit Format View Help
2017_12,T123456789,553133662,
T123456789,553133662,,2,,2199001,1/1/1900,2,1/1/1900,,1,1,,1,1,1,,1,1,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199002,1/1/1900,2,1/1/1900,,1,1,,2,2,2,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199003,1/1/1900,1,1/1/1900,,1,1,,1,3,3,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199004,1/1/1900,1,1/1/1900,,1,1,,2,4,4,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199005,1/1/1900,2,1/1/1900,,1,1,,1,5,5,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199006,1/1/1900,2,1/1/1900,,1,1,,2,6,6,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199007,1/1/1900,1,1/1/1900,,1,1,,1,9,9,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199008,1/1/1900,1,1/1/1900,,1,1,,2,1,1,,2,2,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199009,1/1/1900,2,1/1/1900,,1,1,,1,2,2,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199010,1/1/1900,2,1/1/1900,,1,1,,2,3,3,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199011,1/1/1900,1,1/1/1900,,1,1,,1,4,4,27,,11,2,2,12,4,9,9,1,1,1,9,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199012,1/1/1900,1,1/1/1900,,1,1,,2,5,5,27,,11,2,2,12,4,9,9,1,2,2,9,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199013,1/1/1900,2,1/1/1900,,1,1,,1,6,6,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199014,1/1/1900,2,1/1/1900,,1,1,,2,9,9,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199015,1/1/1900,1,1/1/1900,,1,1,,1,1,1,1,,3,3,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199016,1/1/1900,1,1/1/1900,,1,1,,2,2,2,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
T123456789,553133662,,2,,2199017,1/1/1900,2,1/1/1900,,1,1,,1,1,3,3,27,,11,2,2,12,4,9,9,2,,1/1/1900,2,1,,28,2,2,2,1,,
```

Quick Sheet: Saving your MHIS Batch Upload

13. Click “File” → “Save As”

a. The “Save as type” should say “Text Documents (*.txt)”, change it if it does not

14. Click “Save”



You file is now saved and ready for upload! You should have three saved files with the same name, but different extensions (.xls, .csv, .txt). It is important to save all three in the event that you need to make corrections to your data.

****Note:** any upload attempt must have a unique name. If your first attempt did not go through and you are attempting another upload, you must edit the name of your file. We recommend adding a letter to the end of your file name.

Ex. T123456789_MHIS_02142018a.txt, T123456789_MHIS_02142018b.txt, and so on

If you need further assistance uploading your file, please send us an email at dhs.amhis@state.mn.us