

MPSE MNITS HSS REVALIDATIONS

Steps to complete revalidation through the MPSE portal in MNITS account. Once you are in the MPSE portal, on the right column, you can identify each section of the Revalidation Enrollment. A small pencil will appear to the left of the section you are in. You are able submit your revalidation prior to receiving your letter from DHS in your MNITS mailbox. If you submit a revalidation early, you can add a note indicating your early submission in the “Notes” Section of MPSE at the end of the process prior to submitting.

Begin by logging in to your MNITS account and clicking on Minnesota Provider Screening and Enrollment (MPSE) Portal

The screenshot shows the MN-ITS Home portal. At the top, there is a header with the Minnesota Department of Human Services logo on the left and the text "MN-ITS: Home" on the right. Below the header is a blue navigation bar with a "Logout" link. The main content area is divided into two columns. The left column contains a sidebar menu with the following items: "Mailbox", "MN-ITS", "User Administration", "User Guides", "Test Check", "Minnesota Provider Screening and Enrollment (MPSE) Portal" (which is highlighted with a blue circle), "Provider Lists (Individual PCAs)", and "Provider Lists". The right column contains the main content area. It starts with a notice: "The look of some screens will change during the next few months, but functionality will remain the same." Below this is the "MN-ITS" section, which includes a paragraph about access and a list of functions: "Eligibility Request (270)", "Authorization Request (278)", "Service Agreement Request (278)", "Submit Transactions", "Submit DDE Claims (837)", "Request Claim Status (276)", and "Batch Submitters".

mn DEPARTMENT OF HUMAN SERVICES

MN-ITS: Home

Logout

▼ Mailbox

▼ MN-ITS

User Administration

User Guides

Test Check

Minnesota Provider Screening and Enrollment (MPSE) Portal

Provider Lists (Individual PCAs)

Provider Lists

The look of some screens will change during the next few months, but functionality will remain the same.

MN-ITS

Your access to MN-ITS functions and [applications](#) (on the left menu) has been tailored based on the services you provide. Your MN-ITS Administrator may further restrict your views/access. Learn w
type , and contact your MN-ITS Administrator with questions. These functions listed below represent an exhaustive list and may not appear for each user.

Eligibility Request (270)
Look up subscriber eligibility and coverage and receive an Eligibility Response (271).

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 DDE Claims (837)
Submit claims directly to MHCP.

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

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

You will be brought to the Home page as below:

The screenshot shows the MN-ITS Home page for a user named PHarrington@A495457000. The page is titled "Manage Portfolio" and includes a "Master Profile" section with fields for Legal Name, FEIN, SSN, Ownership Type, and Last Profile Update (05/23/2025). Below this is a "Manage Organization to Individual Affiliations" section with an "Affiliation Actions" link. A "Revalidations" section has a "Revalidation Actions" link. At the bottom, there is a "Requests" table with columns for Submit Date, Status/Outcome, Request Information, Request Details, and Request Actions. The right sidebar contains a "Progress" section with a "Home" link circled in blue, and a "Related Links" section with various links including "Profile Identifier", "Organization Information", "Enrollment Records", "Owners / Authorized Persons", "Profile Notes", "Partners and Providers Home Page", "MHCP Provider Manual Home", "MPSE User Manual", "MN-ITS", "Searchable document library (eDocs) / Minnesota Department of Human Services (mn.gov)", and "Contact Us".

mn DEPARTMENT OF HUMAN SERVICES

MN-ITS: Home

Minnesota.gov

PHarrington@A495457000 | Logout Help

Manage Portfolio

Use this page to view and manage your portfolio. You can also create a new request or complete a request that was submitted by paper and entered by Provider Enrollment.

Master Profile

Legal Name:

FEIN: SSN:

Ownership Type: Last Profile Update: 05/23/2025

Profile Actions [View Profile](#) | [Summary Report](#)

Manage Organization to Individual Affiliations

Affiliation Actions [Manage Organization to Individual Affiliations](#)

Revalidations

Revalidation Actions [Manage Enrollment Records Due For Revalidations](#)

Show 10 entries Search:

Requests

Submit Date	Status/Outcome	Request Information	Request Details	Request Actions
-------------	----------------	---------------------	-----------------	-----------------

<https://registration.dhs.mn.gov/provider-enrollment/home>

Progress

Select a screen name to view that screen.

Section or screen is in progress.

Home

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Related Links

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[MHCP Provider Manual Home](#)

[MPSE User Manual](#)

[MN-ITS](#)

[Searchable document library \(eDocs\) / Minnesota Department of Human Services \(mn.gov\)](#)

Questions or Comments?

[Contact Us](#)

Scroll down below requests and click on the blue button “Create a New Request.”

Showing 1 to 7 of 7 entries

Previous 1 Next

A horizontal scrollbar with a grey track and a dark grey slider, positioned below the pagination controls.

Create a New Request

Your Provider Portfolio will self populate. Under Request Type select Enrollment record request, enter effective date (due date of your revalidation) and select “Yes” under Manage Revalidation Indicator.

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Click on Enrollment Records on the right-side column, scroll down to the bottom of the Enrollment Record information section and select “Add a New Enrollment” Your Enrollment Record Type should be as below- HCBS Housing Services- 18-HSS

The screenshot displays the Minnesota Department of Human Services (Mn-HS) web application interface. The top navigation bar includes the Mn-HS logo, the text "DEPARTMENT OF HUMAN SERVICES", a user profile icon with the text "MN-ITS: Home", the Minnesota state logo with "Minnesota.gov", and a "Logout" button. A "Help" link is also present in the top right corner.

The main content area is titled "Enrollment Record Information" and includes a sub-header "Enrollment Record Information" with a description: "Use this page to manage your Enrollment Record Information." Below this, there are three main sections:

- Portfolio/Profile Information:** Contains fields for "Source Portfolio Legal Name" and "Request Type" (set to "Enrollment record request").
- Enrollment Record Information:** Contains fields for "NPI/UMPI", "Practice / Provider Name", "Enrollment Record Type" (set to "18-HSS - HCBS Housing"), "Unique Display Name", and "Enrollment Record ID" (set to "1072501").
- Enrollment Record Information (Bottom Section):** Contains fields for "Provider's Practicing Name *", "Unique Display Name", "Enrollment Record Type *" (set to "HCBS Housing Services - 18-HSS"), and "Medicaid Annuity Indicator".

A red asterisk (*) indicates required fields. The right sidebar shows a "Progress" section with a list of links: Home, Differences Report, Request Information, Profile Identifier, Organization Information, Enrollment Records, Enrollment Record Information (highlighted with a pencil icon), Physical Address, Mailing Addresses, Provider Identifiers, Facility Type, Services, Additional Enrollment Questions, Credentials, Fees, Site Visits, Facility / Agency Identifiers, Agreements / Addendums, Limiting Caseload, Notes, and Enrollment Status.

Continue completing Enrollment Record Information and your agency information.

	Medicaid Agreement Indicator ☐ Chemical Dependency Addendum ☐ No Agreement ☒ Standard Agreement ☐ Stipulated Agreement ☐ Waiver Services Addendum Are you, or is this facility enrolled with Medicare? * ☐ Yes ☒ No Encounter Indicator * ☒ Fee For Service and In-Network Managed Care ☐ In-Network Managed Care Only ☐ Out-of-Network Managed Care Only Remittance Sequence * 0 Alphabetically EFT Vendor Number EFT Vendor Location Code 001 EFT Effective Date 12/12/2023 EFT Effective Date State Tax ID Phone Number Fax Number Email Address Risk Level	Enrollment Status Manage Revalidations Service Provider to Trading Partner Affiliations Owners / Authorized Persons Profile Notes Submit Request Related Links Partners and Providers Home Page MHCP Provider Manual Home MPSE User Manual MN-ITS Searchable document library (eDocs) / Minnesota Department of Human Services (mn.gov) Questions or Comments? Contact Us
	Tribal Information Do you, or does this facility have a contract with a Minnesota tribe to provide services on tribal land? * ☐ Yes ☒ No	

When completed with enrollment records, click on “Continue.”

Risk Level

Tribal Information

Do you, or does this facility have a contract with a Minnesota tribe to provide services on tribal land? *

YesNo

Do you, or does this facility have a contract with a tribe (other than Minnesota) to provide services on tribal land? *

YesNo

Tribal Service Note

Termination Information

Cancel

Continue

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Manage Physical Address-This page will be auto populated with your agency's information. Review the populated information and make any necessary changes. You should select a “Practice Location” and a “File Location” for Usage Types.



[MN-ITS: Home](#)
[Help](#)

Manage Physical Address

Use this page to manage your physical practice address and your address usage types. For direct support workers, enter their home address.

Portfolio/Profile Information

Source Portfolio Legal Name	
Request Type	Enrollment record request

Enrollment Record Information

NPI/UMPI		Practice / Provider Name	
Enrollment Record Type	18-HSS - HCBS Housing	Unique Display Name	
Enrollment Record ID			

*=Required Field

Physical Practice Address

Primary Practice Name			
Street Address 1 *			
Street Address 2 Type / Data			
City *			

Progress

Select a screen name
to view that screen.

✎ Section or screen
is in progress.

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Manage Physical Address continued. Select Usage Types from left column and they will populate to “selected usage types” on the right column. Click “Continue to proceed to “Manage Mailing Addresses.”

***=Required Field**

Physical Practice Address

Primary Practice Name

Street Address 1 *

Street Address 2 Type / Data

City *

State *

Zip Code *

County / Tribe *

Home Address ☐ Yes ☒ No

Available Address Usage Types

Selected Address Usage Types

File Location
Practice Location

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Manage Mailing Addresses.

You will now be on the “Mailing Addresses” section. You can adjust usage types in this section corresponding with the address you would like to receive mail regarding authorization, remittance advice, 1099, checks, credentialing and correspondence. To add a mailing address, click “Add a Mailing Address.”

Click “Continue” to proceed to Provider Identifiers.

Provider Identifiers- This will take you to Manage Provider Identifiers.

- This should also be pre-populated with your information from your previous enrollment in HSS and show you UMPI or NPI, Enrollment record type and Enrollment Record ID as well as Provider Identifiers from your last enrollments. You can manage this through this page.
- Select “Continue” to proceed to Facility Type.

Facility Type

- This should also be pre-populated with your information from your previous enrollment in HSS and show you UMPI or NPI, Enrollment record type and Enrollment Record ID as well as your Facility Type Information.
- Select “Continue” to proceed to “Services.”

Services- Provider Specialty and Packaged Services should be listed as below along with your agency's information.

NPI/UMPI

Enrollment Record Type

Enrollment Record ID

Practice / Provider Name

Unique Display Name

18-HSS - HCBS Housing

Enrollment Record Type Default Service Categories

Default Service Categories

No default service categories exists

Rows to display:

2050100

Displaying rows 0 to 0 of 0

<<<>>>

Provider Specialty and Packaged Services

Service Name	Service Begin Date	Service End Date	User Actions
Housing Consultation	07/20/2020		View
Housing Transition and Housing Sustaining	07/20/2020		View

Rows to display:

2050100

Displaying rows 1 to 2 of 2

<<<1>>>

Add a Service

Continue

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Manage Additional Enrollment Questions

- Complete all questions as applicable to your individual agency. The last question is about any contracts you may have with individual MCOS (Managed Care Organizations). If you select “Yes,” a pre-populated list of MCOS will display on the left side of the screen. Select any MCOS in the list that your agency is contracted with and they will move to the right of your screen.
- Click Continue to proceed to “Credentials”

Manage Credentials-At the bottom of the page click “Add Credential” for each document that is required; DHS 7967, DHS 7968 and DHS 7618 as demonstrated below. You will be given an option to upload each document.

Portfolio Legal Name

Profile Type

Master Profile

Assigned Reviewer

Last Update Date/Time

05/23/2025 11:52:20 AM

Enrollment Record Information

NPI/UMPI

A506685000

Practice / Provider Name

Enrollment Record Type

18-HSS - HCBS Housing

Unique Display Name

Enrollment Record ID

7 Enrollment Record Type

Credentials

Credential Name	License Type	License Number	Issued By	Start Date	End Date	Credential Status	User Actions
Housing Transition and Housing Sustaining Provider Assurance Statement (DHS-7967)	DHS Approved	DHS-7967	Minnesota	07/20/2020		Active	View
Housing Consultation Provider Assurance Statement (DHS-7968)	DHS Approved	DHS-7968	Minnesota	07/20/2020		Active	View
Home and Community-Based Settings Provider Assurance Statement (DHS-7618)	DHS Approved	DHS-7618	Minnesota	07/20/2020		Active	View

Rows to display:

2050100

Displaying rows 1 to 3 of 3

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Add a Credential

Continue

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MPSE User Manual

MN-ITS

Searchable document library (eDo Minnesota Department of Human Services (mn.gov)

Manage Fees- Select “Add Fee Payment Information” and follow the prompts. You will need to pay your revalidation fee online and a link is provided in the MPSE Portal. You will need to do the following: Pay Online, Save receipt as a PDF, Enter the MNDHS Payment Confirmation # and upload the PDF of the receipt later in after clicking on “Add Fee Payment Information”. When completed, Click Continue.

Manage Fees

Use this page to manage your application fee payments.

Portfolio/Profile Information

Portfolio Legal Name	
Profile Type	Master Profile
Assigned Reviewer	
Last Update Date/Time	05/23/2025 11:52:20 AM

Enrollment Record Information

NPI/UMPI	A506685000	Practice / Provider Name	
Enrollment Record Type	18-HSS - HCBS Housing	Unique Display Name	
Enrollment Record ID	761346		

Manage Provider Fees

Fee Payment Type	Payment Date	Payment Confirmation Number	User Actions
Minnesota	05/19/2020	003234556	View

Rows to display:

2050100

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[Add Fee Payment Information](#)[Continue](#)

Select a screen name to view that screen.

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In this sub-section of Fees (after clicking on add Payment Information) follow the link “MHCP Provider Screening Fee Collections System,” and upload it on this page. Click Continue to return to the 1st Fee Page and Continue again to advance to the Site Visits Page.

Manage Fee Information

Use this page to manage your application fee payment information, request a refund or hardship exemption.

If you have not yet paid your application fee, you can pay your fee online using the [MHCP Provider Screening Fee Collections System](#).

Portfolio/Profile Information

Source Portfolio Legal Name

Request Type

Enrollment record request

Enrollment Record Information

NPI/UMPI

Practice / Provider Name

Enrollment Record Type

18-HSS - HCBS Housing

Unique Display Name

Enrollment Record ID

1072501

*=Required Field

Fee Information

Fee Payment Type *

Minnesota

Payment Date

05/23/2025

Payment Confirmation Number *

MN2DHS004174309

Payment Confirmation Documentation

Revalidation FEE Paid 5.23.2025 Minnesota - Depar

Select a screen name to view that screen.

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Site Visits Section

- This screen should pre-populate your agency's Profile Information, Enrollment Record Information, and a section named "Manage Site Visits." If there are no items in this section to complete it will say "There are no items in the list to display."
- If there is anything needed it will be shown under the last column "User Actions"
- Click Continue to advance to Facility Agency Identifiers Section

Facility Agency Identifiers Section

- This page should pre-populate your Profile Information, Enrollment Record Information and your Facility/Agency Identifiers. There is most likely nothing you will need to complete in this section.
- Click “Continue to proceed to Agreements/Addendums Section.

Agreements/Addendums Section- At the bottom of this page select “Add Agreements/Addendums” and upload a completed and signed DHS 4138 MHCP Provider Agreement form. Click Continue to “Limiting Caseload Section”

is in progress.

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Portfolio/Profile Information

Source Portfolio Legal Name

Request Type

Enrollment record request

Enrollment Record Information

NPI/UMPI

A506685000

Practice / Provider Name

Enrollment Record Type

18-HSS - HCBS Housing

Unique Display Name

Enrollment Record ID

1072501

Agreement/Addendum

Agreement/Addendum *

Minnesota Health Care Programs (MHC)

Agreement/Addendum Documentation

DHS 4138 to upload 2025.pdf uploaded on 05/23/2021

Digital Signature *

Signers Title *

Signature Date *

Cancel

Continue

https://registration.dhs.mn.gov/provider-enrollment/portfolio/id/request/id/enrollmentRecord/id/documents/95069...

Limiting Caseload Section- Click Continue to proceed to “Notes Section.”

- This is not applicable to HSS Revalidation

Note- Manage Notes Section.

- This Section allows you to upload other supporting documents if needed. MNITS Helpdesk guidance stated that DHS Form 3891 is not required, but it is a form that is listed as being required on the MHCP Enrollment Page. If you choose to upload that form, the Notes Section is where you would do this by selecting at the bottom “Add a Note” and uploading your desired document. You are also able to add a note of text in the blank field in this section explaining any supporting documents you have uploaded.
- If you are submitting your revalidation paperwork prior to receiving a letter from DHS, you can add a note text in this section explaining that you are submitting your revalidation paperwork early or prior to receiving your letter in your MNITS mailbox.

Notes image

Manage Notes

Use this page to manage notes within a profile. Notes are visible and assigned based on your role types. Users can create, update or view notes of a request.

Portfolio/Profile Information

Source Portfolio Legal Name

Request Type

Enrollment record request

Enrollment Record Information

NPI/UMPI

Enrollment Record Type

18-HSS - HCBS Housing

Enrollment Record ID

Practice / Provider Name

Unique Display Name

Manage Notes

Note text	User Name	Update Date	Note Documentation	User Actions
Revalidation Payment Confirmation Letter of Fee Pa... More		05/23/2025 12:18:30 PM	Revalidation FEE Paid 5.23.2025 Minne	View
Form 3891 attached. More		05/23/2025 12:17:51 PM	DHS 3891 to upload 2025.pdf uploaded	View

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Select a screen name to view that screen.

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<https://registration.dhs.mn.gov/provider-enrollment/portfolio/23891/request/552602/enrollmentRecord/1072501/notesList>

Enrollment Status, Manage Revalidations, Service Providers to Trading Partner Affiliations, Owners/Authorized Persons.

- Complete the above four sections as indicated in the sections if Applicable to your agency. If there have been no changes to your prior enrollment, these should be pre-populated, and you can click “Continue” to proceed to Profile Notes Section.

Profile Notes Section- “Manage Notes”

- Use this page to manage notes within a profile. Notes are visible and assigned based on your role types. Users can create, update or view notes of a request. This may already be completed by DHS.

You have now submitted your Revalidation to DHS.

- DHS has 30 days to evaluate and review your submission from the day your revalidation is due. You may submit your revalidation early as you may not receive a letter in your MNITS Mailbox in your “Private Letters” section before your revalidation is due.

