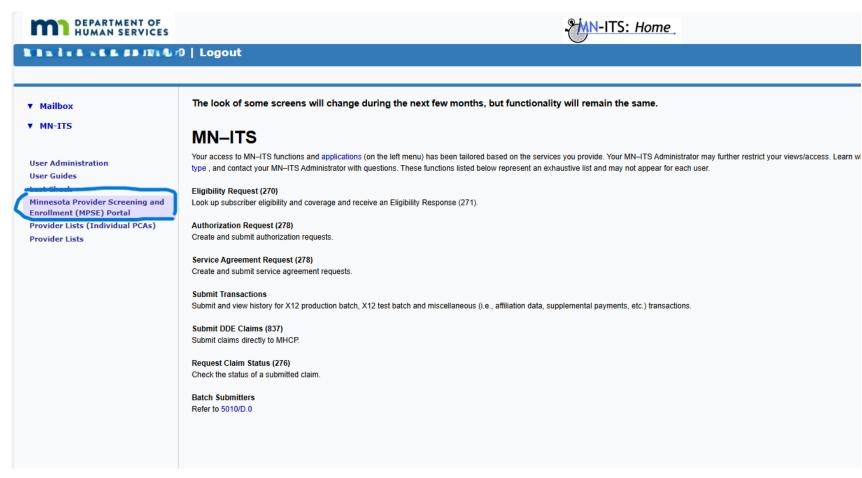
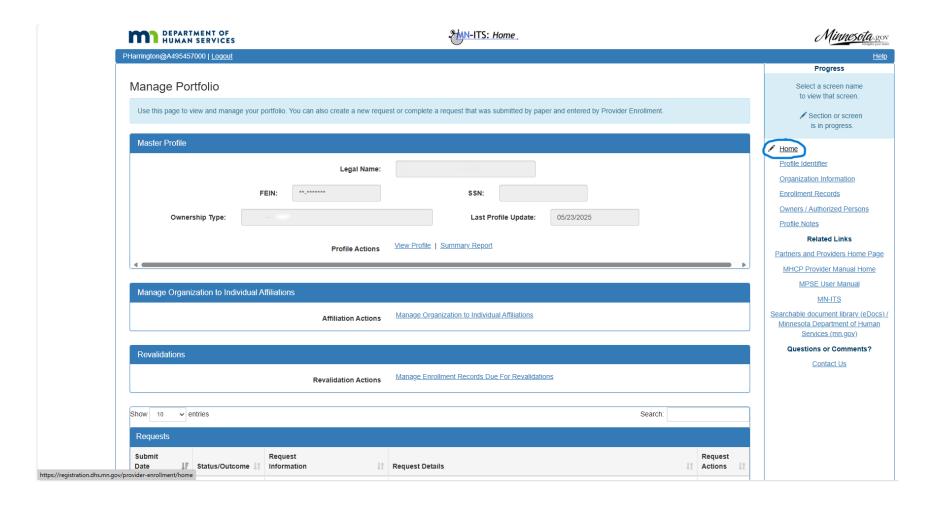
MPSE MNITS HSS REVALIDATIONS

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



You will be brought to the Home page as below:

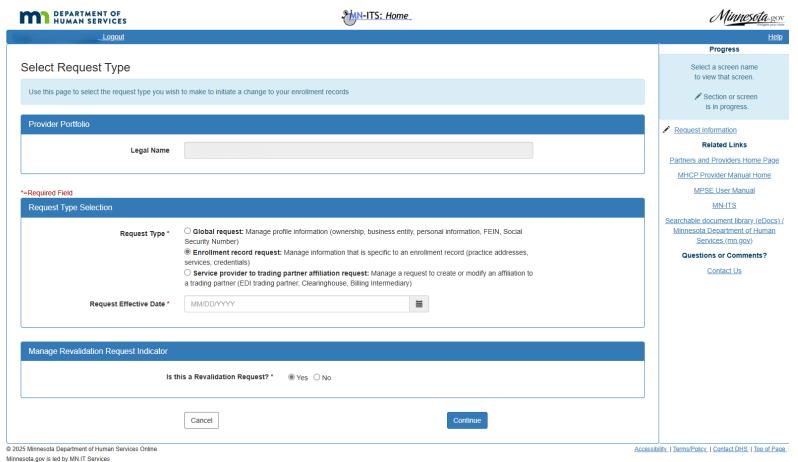


Scroll down below requests and click on the blue button "Create a New Request."

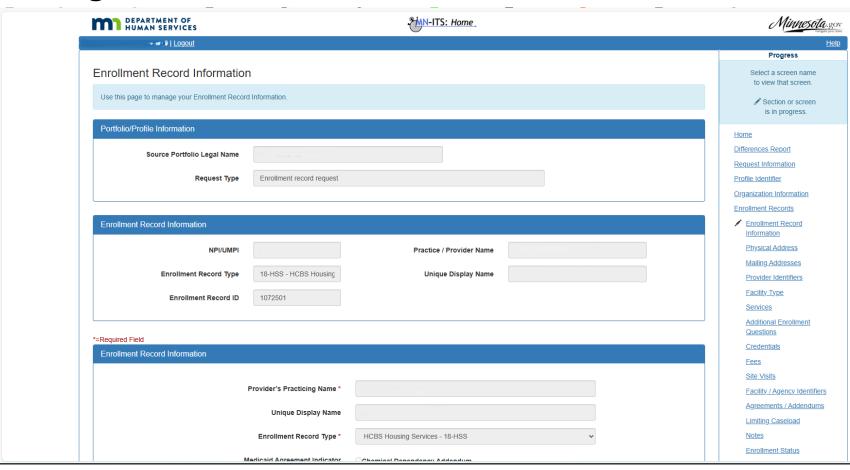


Select Request Type

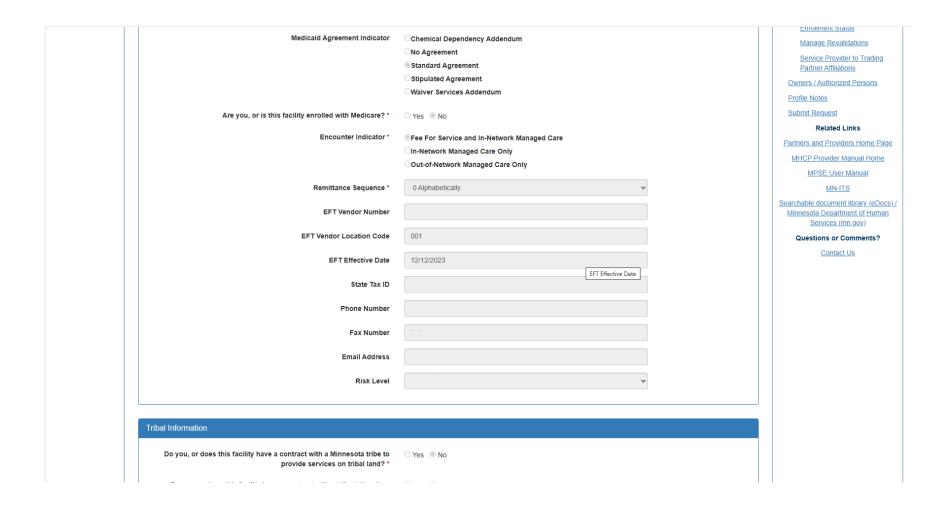
Your Provider Portfolio will self populate. Under Request Type select Enrollment record request, enter effective date (due date of your revalidation) and select "Yes" under Manage Revalidation Indicator.



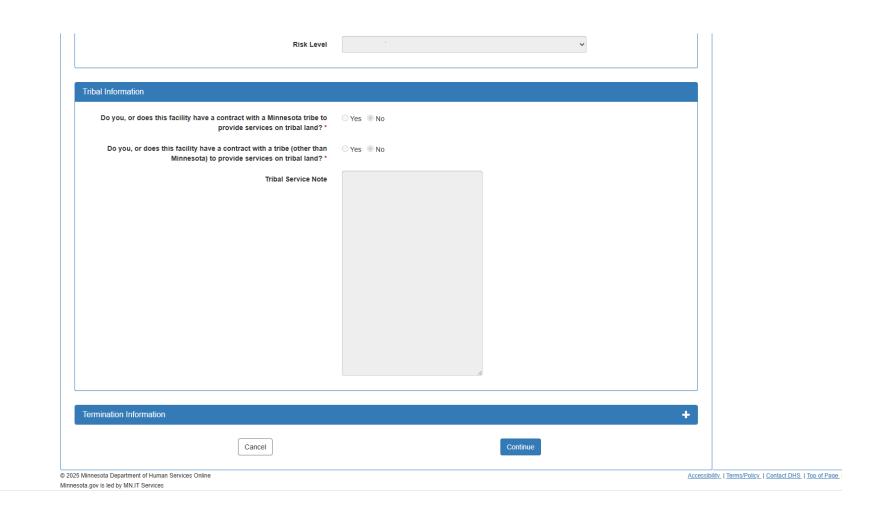
Click on Enrollment Records on the right-side column, scroll down to the bottom of the Enrollment Record information section and select "Add a New Enrollment" Your Enrollment Record Type should be as below-HCBS Housing Services- 18-HSS



Continue completing Enrollment Record Information and your agency information.

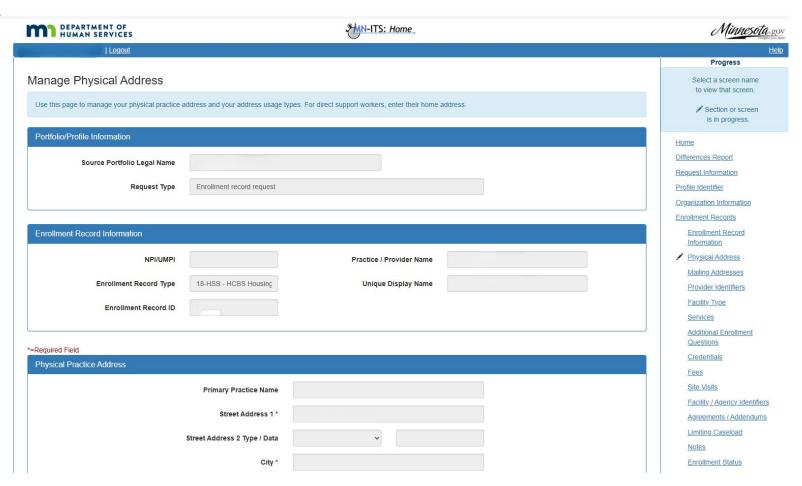


When completed with enrollment records, click on "Continue."

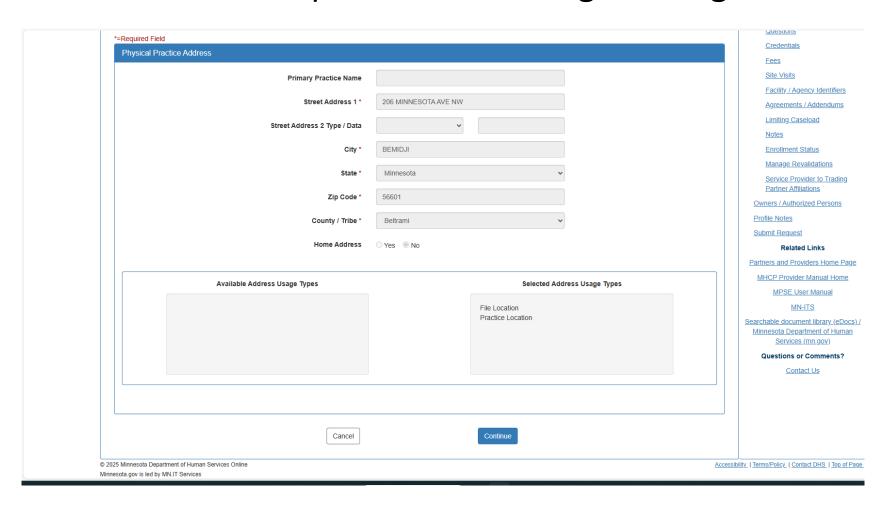


Manage Physical Address-This page will be auto populated with your agency's information. Review the populated information and make any necessary changes. You should select a "Practice Location" and a "File Location" for

Usage Types.



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."



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 Adress."

Click "Continue" to proceed to Provider Identifiers.

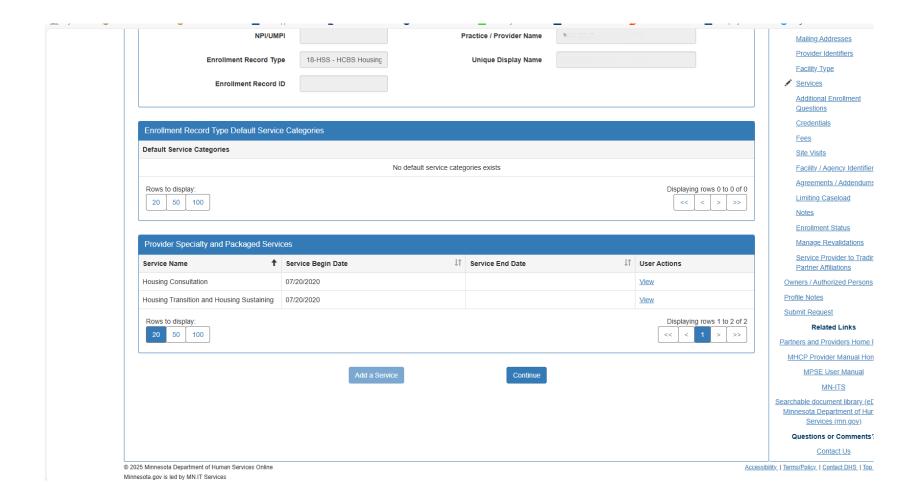
Provider Identifiers- This will take you to Manage Provider Identifiers.

- 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."

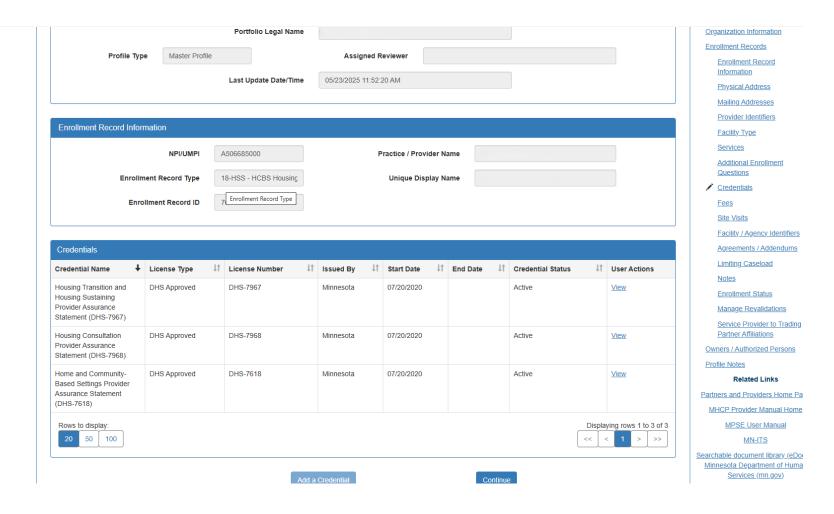
Services- Provider Specialty and Packaged Services should be listed as below along with your agency's information.



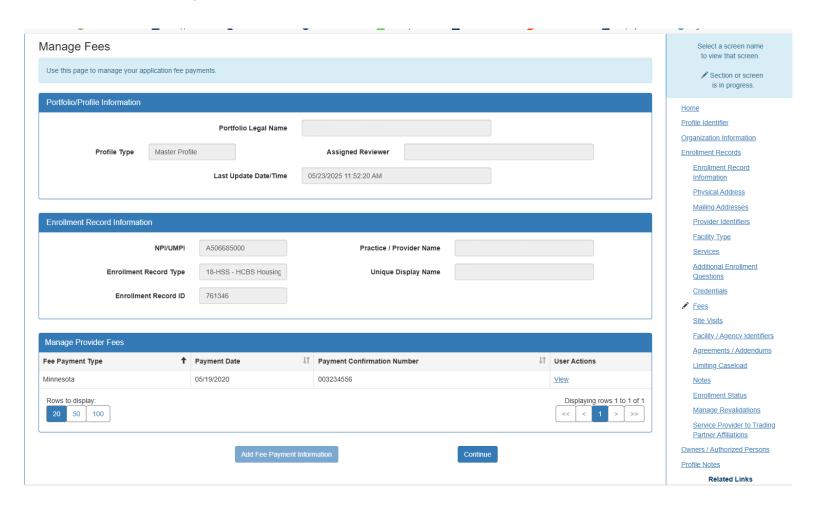
Manage Additional Enrollment Questions

- 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"

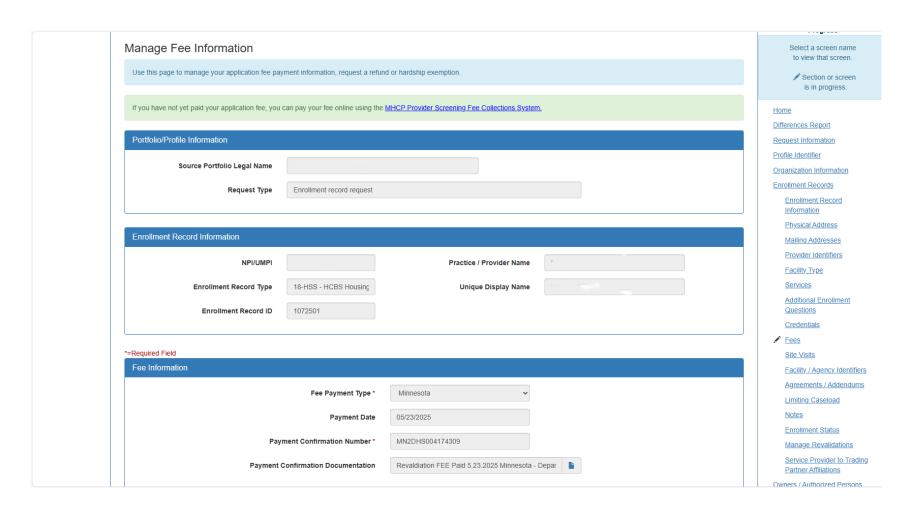
Manage Credentials-At the bottom of the page click "Add Credential" for each document that is required; DHS 7967, DHS 7968 and DHS 7618 as demonstrated below. You will be given an option to upload each document.



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.



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.



Site Visits Section

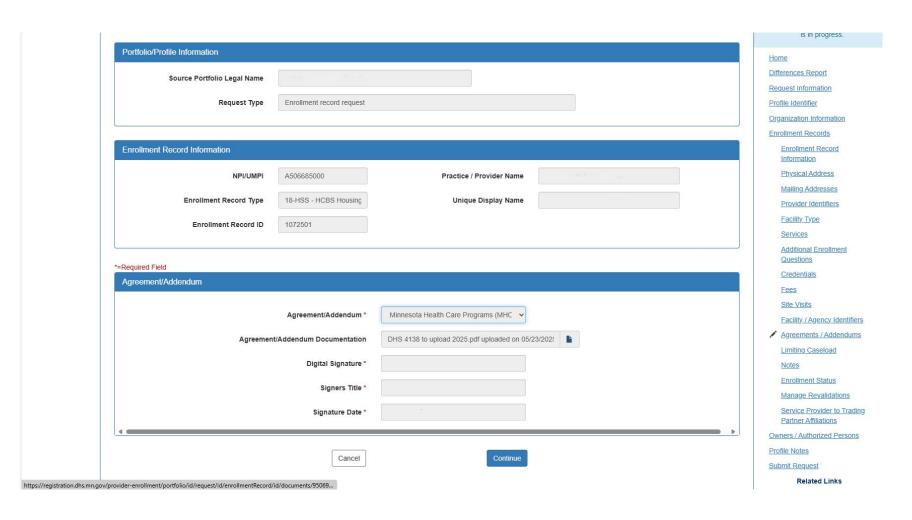
- This screen should pre-populate your agency's Profile Information, Enrollment Record Information, and a section named "Manage Site Visits." If there are no items in this section to complete it will say "There are no items in the list to display."
- If there is anything needed it will be shown under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



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

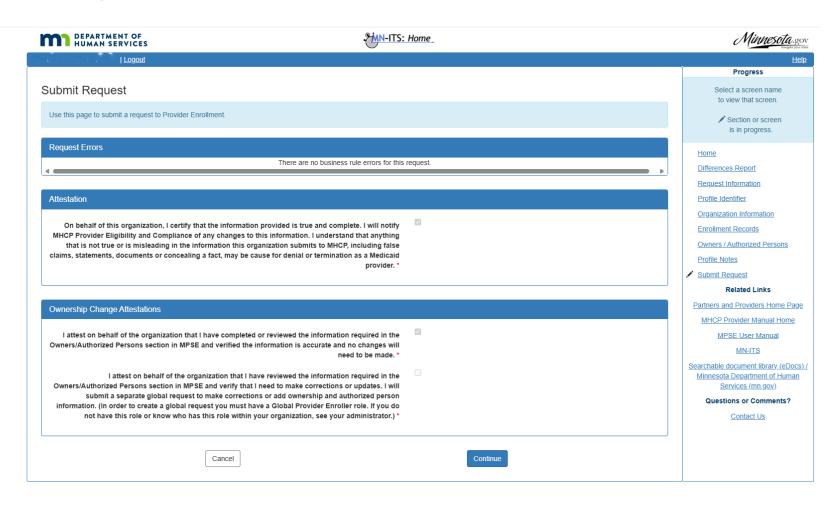
lanage Notes								Select a screen name to view that screen.
Use this page to manage notes	s with	nin a profile. No	tes are visible and assi	gned based on your role types.	Users (can create, update or view notes of a request.		Section or screen is in progress.
Portfolio/Profile Information	1							<u>Home</u>
Source Portfolio Legal Name				<u>Differences Report</u>				
				Request Information				
	Req	uest Type	Enrollment record re	Profile Identifier				
								Organization Information
								Enrollment Records
Enrollment Record Informat	tion							Enrollment Record Information
NPI/UMPI Practice / Provider Name								Physical Address
								Mailing Addresses
Enrollment Record Type Enrollment Record ID			18-HSS - HCBS Housing Unique Display Name					Provider Identifiers
								<u>Facility Type</u>
				<u>Services</u>				
								Additional Enrollment
Manage Notes								Questions Credentials
Note text	11	User Name	11	Update Date	+	Note Documentation	User Actions	<u>Fees</u>
Revalidation Payment				05/23/2025 12:18:30 PM		Revaldiation FEE Paid 5.23.2025 Minne	View	Site Visits
Confirmation Letter of Fee Pa						Revaluation FEE Palu 5.25.2025 Milline		Facility / Agency Identifiers
More								Agreements / Addendums
Form 3891 attached.				5/23/2025 12:17:51 PM		DHS 3891 to upload 2025.pdf uploaded	<u>View</u>	Limiting Caseload Notes
<u>More</u>								
Rows to display:							Displaying rows 1 to 2 of 2	Enrollment Status Manage Revalidations
20 50 100							<< < 1 > >>	
								Service Provider to Trading Partner Affiliations
vider-enrollment/portfolio/23891/requ	uest/5	52602/enrollment	tRecord/1072501/notesList					Owners / Authorized Persons

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. Submit Request Section. Check the Attestation Box and the appropriate Ownership Change Attestations. If you need to make any edits do so before submitting. Click submit when complete.



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.

