

**Mental Health and Disability Services
State Payment Program Application
User Manual**

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Mental Health and Disability Services State Payment Program Application User Manual

Overview

The purpose of the Mental Health and Disability Services State Payment Program application (MHDSSPP) is to provide a secure method for county CPC's and their staff to submit monthly State Payment Program expenditures. This application also provides a method for CPC's and their staff to retrieve a current list of all cases that are assigned to their county or counties, as well as a daily report of new cases that have been added to their caseload.

Logging In

Security for the application is role based, and is driven by the county or counties that a person is associated with. The role(s) a user is associated with drives drop-down boxes within the application that controls what counties a person has access to.

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The screenshot shows a web browser window titled "Enterprise A&A Service - SSO Logon - Microsoft Internet Explorer provided by State of Iowa". The address bar shows the URL: <https://entaa.iowa.gov/entaa/sso?appId=DH5MHDSP&callingApp=http%3a%2f%2fdhssecure.dhs.state.ia.us%2fmhdsspp%2fdef>. The main heading of the page is "DHS Mental Health and Disability Services State Payment Program". Below the heading is a navigation bar with "Enterprise A&A" and "What Is A&A?". The navigation bar contains four links: "SIGN IN", "CREATE AN ACCOUNT", "FORGOT PASSWORD", and "FORGOT ID". The "SIGN IN" link is highlighted. Below the navigation bar is a sign-in form with the following text: "Sign into DHS Mental Health and Disability Services State Payment Program here." The form contains two input fields: "Account Id:" and "Password:". Below the input fields is a checkbox labeled "Take me to my Account Options after I Sign In." and a "Sign In" button with a help icon. Below the form is a section titled "Account Id Examples:" with a bulleted list of examples:

- *firstname.lastname@iowaid*
- *firstname.lastname@iowa.gov*
- *firstname.lastname@iwd.iowa.gov*
- *firstname.lastname@dhs.state.ia.us*

When you go to the web link for the MHDSSPP application, you will have to log in with your assigned Account ID (user ID) and Password. The format for your user ID will be [Firstname.Lastname@IowaID](#). If you did not already have an account prior to this, the first time into the application you will be prompted to change your password. At any time, you will not need to contact anyone at DHS to assist in changing or resetting your password. To change your password Check the box labeled “Take me to my account options after I sign in”. This will allow you to change your password. If you’ve forgotten your password, simply click the link labeled “Forgot Password”. You will receive an e-mail message with your password.

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Case Changes

The case changes feature is designed to provide CPC's and staff with a way of identifying cases that are newly assigned to their SPP caseload, without having to contact DHS to get the identifying numbers. This is the first page that you will be transferred to after you log in.

There are 2 drop-down boxes on this page. One is to select the county. If you have roles in multiple counties, you will see all of those counties in the drop-down for selection. The second drop-down represents a time period to select. The current options are Today, Last 7 Days, and Last 30 Days. So for example, if you wanted to see all new cases assigned to your county yesterday, you would select the "Last 7 Days" option.

Case Changes:

Select County: DUBUQUE

Select time frame: Last 7 Days

SRS Case ID	State ID	SSN	Last Name	First Name
111111111111	11111111A	123-12-1234	TestSPP	TestSPP
222222222222	2222222A	234-56-7890	TestSPP2	TestSPP

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File Transfer

File transfer is the feature that you will use to submit your monthly State Payment Program Expenditures reports instead of submitting them by secure e-mail. Before running the functions on this web page you must first create your SPP Expenditures spreadsheet. For CoMIS users, this is done in CoMIS by going to the CTRL-E screen.

The file transfer page involves a 2-step process. The first step validates the SPP_Expenditures.XLS spreadsheet (*Note: It is a good practice to rename the SPP_Expenditures .XLS to a file name that indicates what expenditure month the file represents prior to processing it on this page*). The page opens up Excel and validates the information in the spreadsheet prior to creating a file that is then transferred via the secure connection.

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Mental Health and Disability Services State Payment Program

File Transfer
State Payment Program
SSBG
Exit MHDSSPP

Select County: ADAIR

Select New or Replacement: New Submission Replacement Submission

Select File Type: SPP Only

Select Expenditure Reporting Month:

File to process: [Browse...] [Process]

File to upload: [Browse...] [Submit]

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Local intranet

Spreadsheet Edits

If your spreadsheet fails any one of the following edits, your file will be rejected. You will not be able to transfer data until all errors are corrected.

The edits that will be performed on your spreadsheet are:

1. Invalid worksheet name – The sheet name must either be Sheet1, or be prefixed with “SPP”
2. All columns present and in the right order – The application checks the header row. All of the column headers must match the SPP_Expenditures.XLS template (you may not insert/delete columns, or change the order of the columns).
3. Multiple expenditure months are not allowed in 1 submission. What you select in the drop-down list for Expenditure Reporting Month must match the month that is in your file
4. The county in all rows of your spreadsheet must match the county that is selected in the drop-down list

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5. The State ID is required and must be the correct length and format (7 digits with 1 alpha character)
6. The SRS case number is required, and must be the correct length (11 characters)
7. The diagnosis group code must be 40, 41, 42, 43 or 44
8. COA codes between 11000 and 12999, 21374, 64317, 71319, 71399, 0 and blanks are not allowed
9. There must be a value in units
10. The Begin date must be a valid date
11. The End date must be a valid date, and can not be less than the begin date
12. The COPD (county paid amount) must be present and must be numeric

New Submission versus Replacement Submission

There are 2 options for submitting expenditures: New or Replacement. The application will not allow you to do a new submission for a month which you have previously submitted.. Likewise, if you do a replacement, the system will present you with a drop-down list of only the months that you have submitted data for. For both new and replacement submissions, the system tracks the date the submission was made, and it also tracks the user id of the person who made the submission. In the case of replacement submissions, the data is not simply deleted and replaced with the new information. A log is kept of all submissions, so as a replacement is done, the prior data is moved to the log.

File To Process

The File To Process is the Excel spreadsheet that you are intending to submit. Click the browse button to find the SPP_Expenditures.XLS spreadsheet. When the file is selected, the full path and file name of the file will appear in the File To Process box. Click the Process button to perform the initial edits. Any errors found in the spreadsheet will be displayed in the box at the bottom of the page. If you receive errors, you will not be able to continue with the file transfer process, until the errors are corrected and the file is processed completely.

If you attempt to run this process, and nothing happens, or you get an error that such as ActiveX component can't create object: "Excel.Application", perform the following steps:

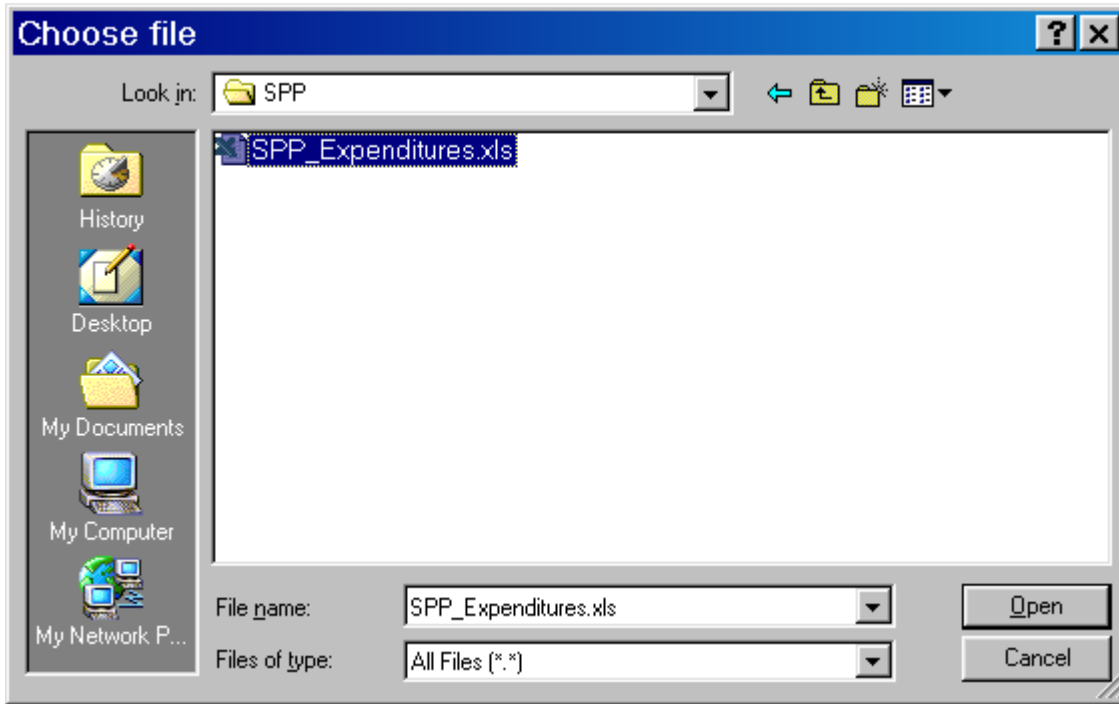
1. Start Microsoft Internet Explorer.
2. From the Tools menu in Internet Explorer (or the View menu in Internet Explorer 4.0), select Internet Options.
3. Click the Security tab.
4. Select Custom (for expert users), and click Settings.
5. Under the Initialize and script ActiveX controls not marked as safe option, change the setting from Disable to Prompt. This prompts users to initialize the object.

In Microsoft Excel (versions 2002 and prior), select tools from the menu bar, then Macro, and then Security. Select the "Security Level" tab. If the High is selected for the security level, that needs to be changed to Medium. This will prompt you before running the macro that is in the ActiveX control.

After you change the setting to Prompt, the CreateObject call should succeed. Internet Explorer will prompt the user about whether it should initialize the object. To eliminate the dialog box, you can change the setting in step 5 from Prompt to Enable.

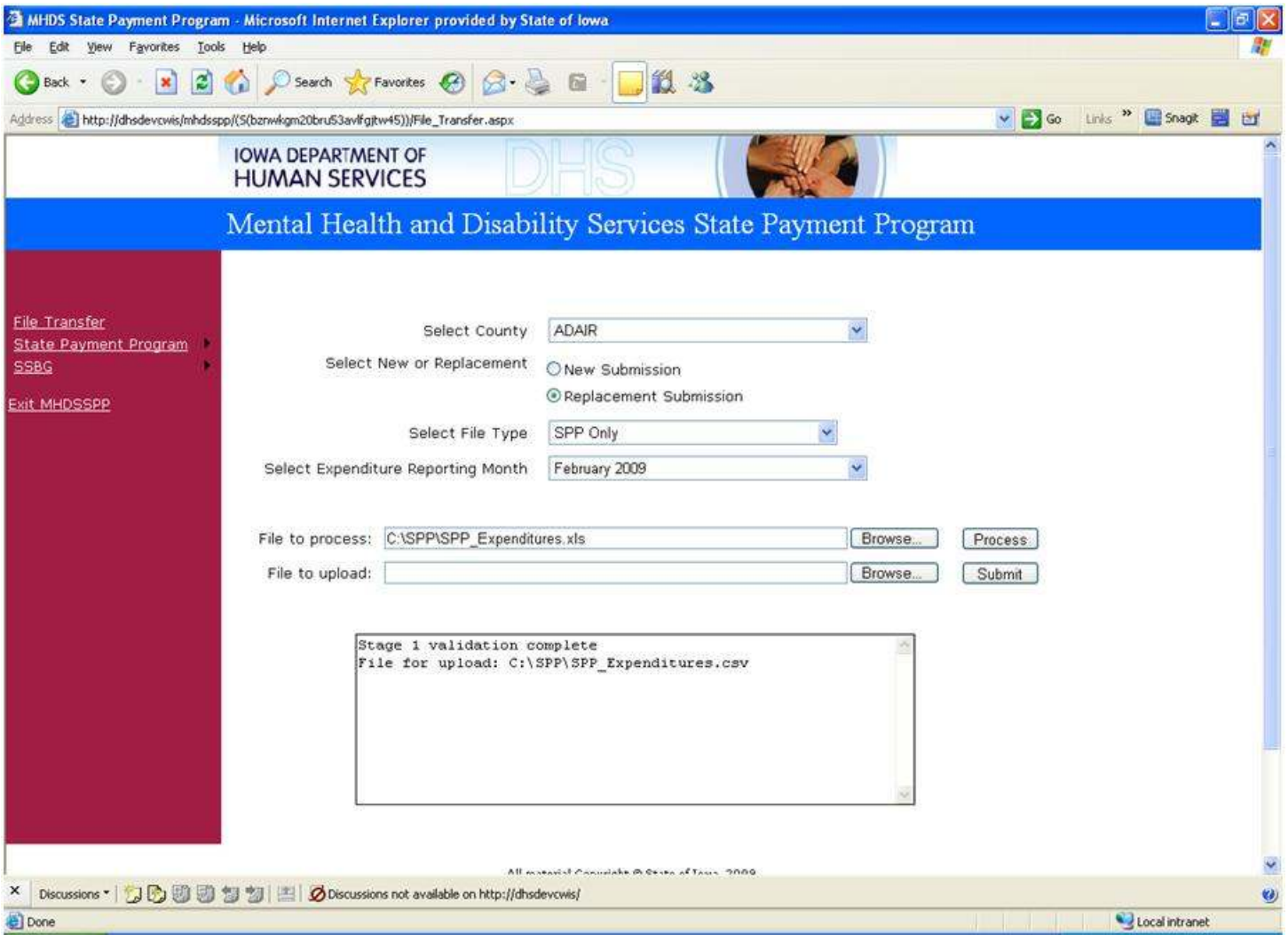
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Browse for the file



Click the process button to perform the initial edits. If the file passes the initial set of edits you will see the message below.

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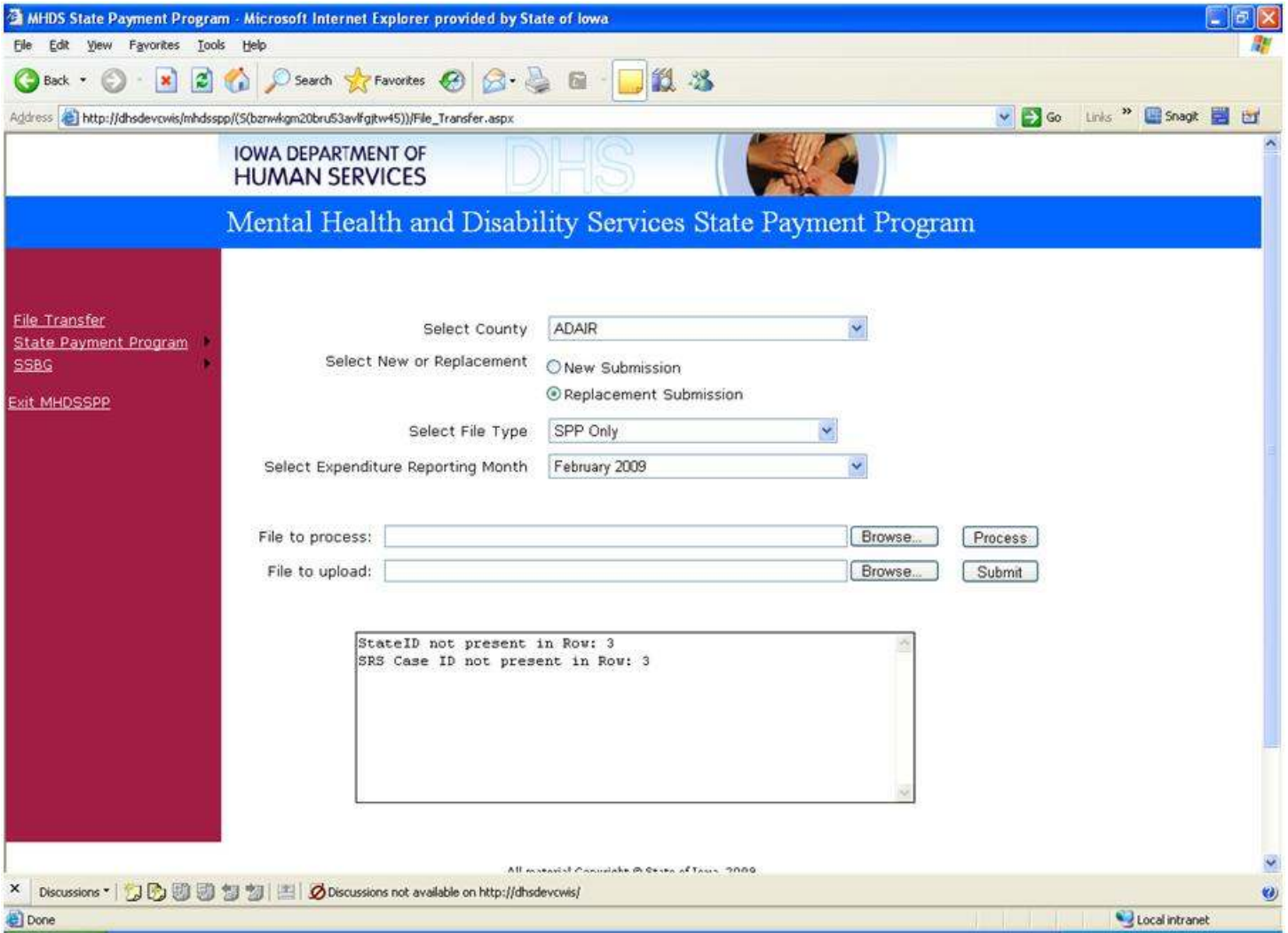


The message “Stage 1 validation complete” indicates that the file has passed all of the initial edits, and a transfer file has been created in the same directory as the Excel file that was just processed.

Important note: in order for this process to work correctly, you will need to have permissions to write to the folder or network share where the Excel file is located.

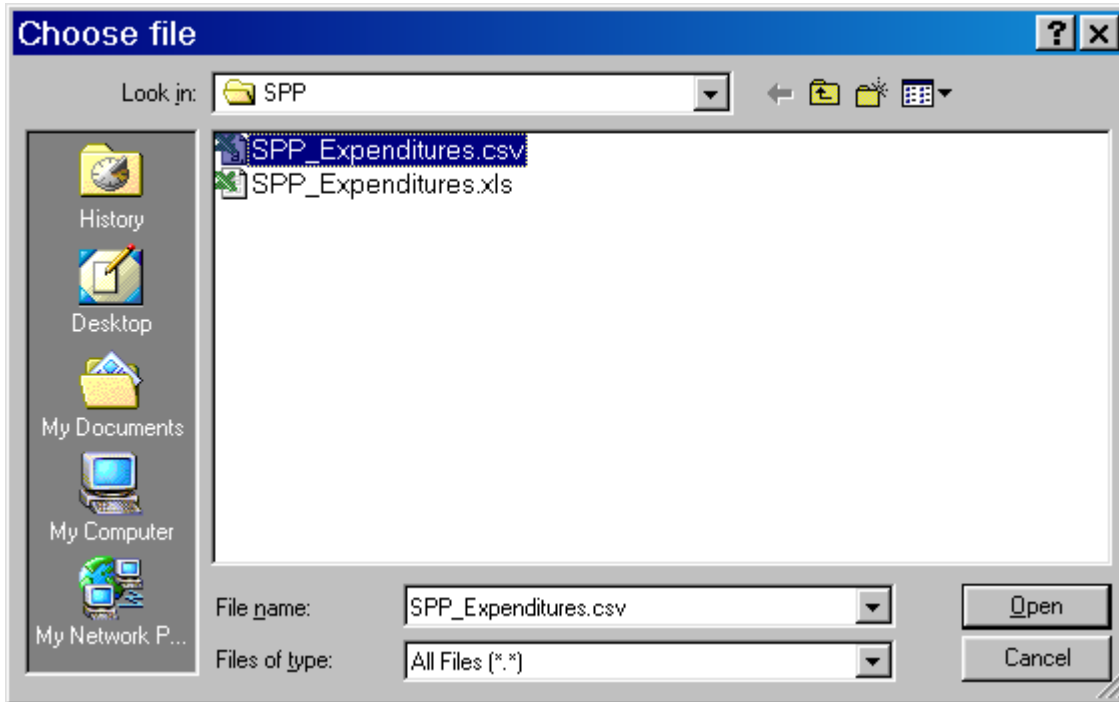
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If there are errors in the spreadsheet, you will see error messages in the box on the file transfer page, that indicate the error, and what row number in your spreadsheet the error occurred.



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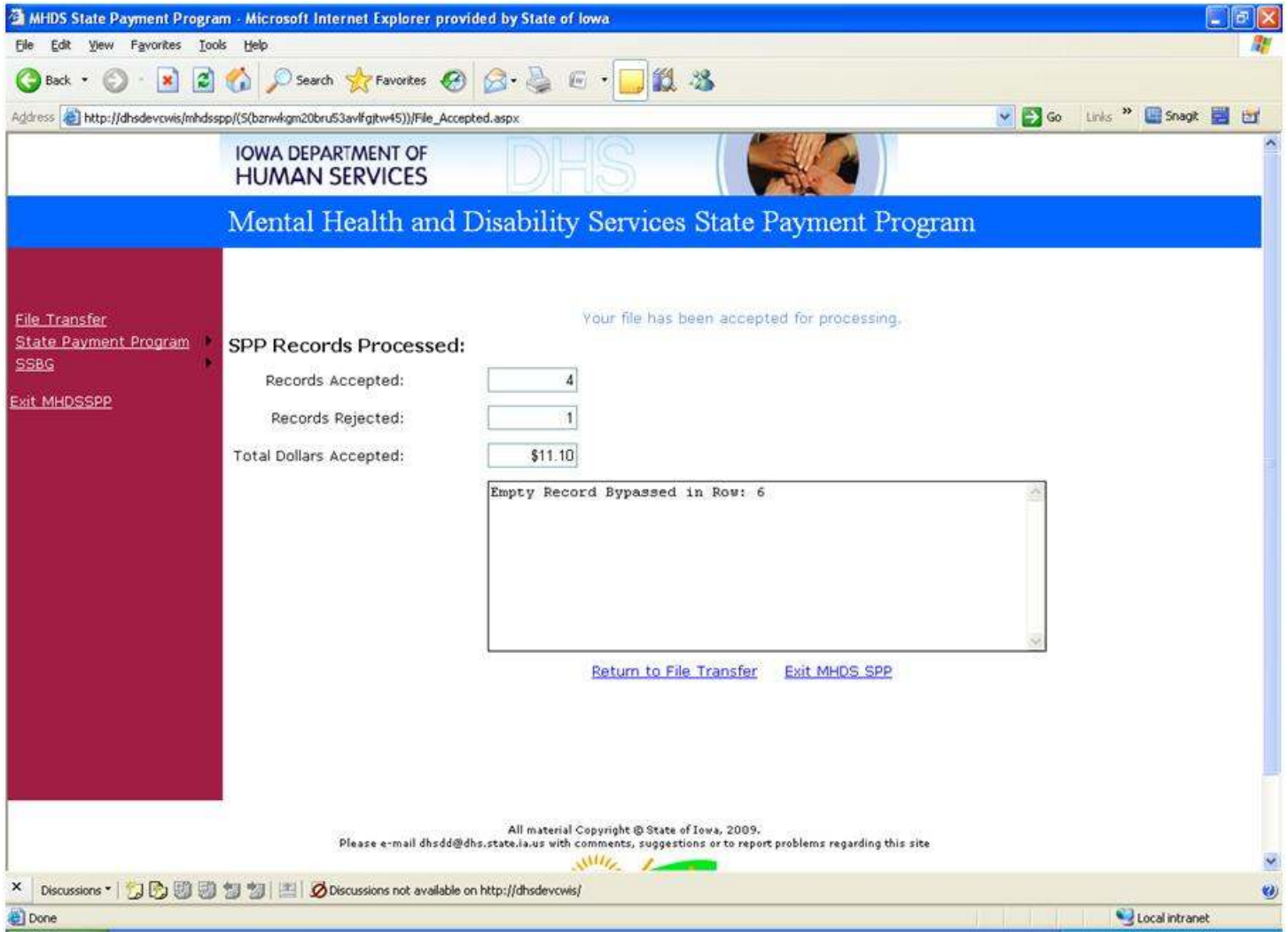
The next step is to select the CSV file that was created, and that needs to be submitted for transfer. The file name will be the same as the Excel file only with a .CSV file extension instead of .XLS.



After the CSV file is selected and the submit button is clicked you will be transferred to the File Accepted page.

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File Accepted



The file accepted page shows the total number of records accepted and rejected from the CSV file that was submitted. There are 2 second stage edits that the application performs. It checks the provider name against a list of providers that SPP expenditures are not allowed for. If the file contains expenditures for any one of those providers, it will consider those expenditures as rejected, but still accept the file. It also checks the SRS case ID numbers for closed cases against the application accepted and closed dates for those cases. If the service begin date is outside those dates in the SRS system, the expenditure will not be allowed. The rows that are in error will be displayed in the box at the bottom of the page.

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Assigned Cases

The assigned cases page contains a drop down list for selecting the county. When the county is selected, the list of SPP cases that are assigned to that county will display. Additionally, an Export to Excel button has been provided if you would like to save the case list in an Excel file in a folder or network share.

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Select County:

SRS Case ID	Service Code	ORG Code	State ID	SSN	Last	Suffix	First	Middle	Address Line 1	Address Line 2	City	State	Zip	Birthdate	Sex	ID Code	Eligibility Basis	Serv Effect Dat
111111111111	8101	6930	1111111A	111111111	Test		Testfirst	J	111 Test		Our Town	IA	50309	07-06-81	M	1	8045	09-01
222222222222	8101		2222222A	222222222	Test2		Testfirst		222 Test RD		DESMONIES	IA	50319	01-06-56	F	1		04-14
222222222222	8102		2222222A	222222222	Test2		Testfirst		222 Test RD		DESMONIES	IA	50319	01-06-56	F	1		04-14
333333333333	8101		3333333A	333333333	Test3		Test		333 Test		Des Moines	IA	50319	01-24-49	F	1		05-18
444444444444	8101	6930	4444444A	444444444	Test4		Test		444 Test	Our Town	Des Moines	IA	50319	06-24-89	M	2	8045	09-11

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Submitted Expenditures

The Submitted Expenditures page contains a drop down list for county (if you are associated with more than 1 county), and a drop down list of every month that expenditures have been submitted. When using the page, select the month that you want to review using the drop-down list. Note that only those months that data was submitted for will display in the list. When you change months, the data on the details tab and the totals tab will automatically display. To change between the details and the totals, click on the tab and the view will change.

Detail tab

Current Submitted Expenditures

Select County: ADAIR

Select Expenditure Month: February 2009

Detail | Totals | Expenditures by COA

Tracking Number	County Number	Payment Month	Last Name	First Name	State Id Number	SRS Case Id	DG	Provider Name	COA	Units	Begin Date	End Date	County Paid Amount	Report Submit Date	Action Code	Audit Date
890	1	2/2009	Test	Testfirst1	1111111A	11111111111	40	Test MH	40420	3.00	11/1/2009 12:00:00 AM	11/15/2009 12:00:00 AM	1.1100	1/4/2010 10:09:29 AM	1	1/4/2010 10:09:28 AM
890	1	2/2009	Test2	Testfirst2	2222222A	22222222222	40	Test MH	40420	3.00	11/1/2009 12:00:00 AM	11/15/2009 12:00:00 AM	2.2200	1/4/2010 10:09:29 AM	1	1/4/2010 10:09:28 AM
890	1	2/2009	Test3	Testfirst3	3333333A	33333333333	40	Test MH	40420	3.00	11/1/2009 12:00:00 AM	11/15/2009 12:00:00 AM	3.3300	1/4/2010 10:09:29 AM	1	1/4/2010 10:09:28 AM
890	1	2/2009	Test4	Testfirst4	4444444A	44444444444	40	Test MH	40420	3.00	11/1/2009 12:00:00 AM	11/15/2009 12:00:00 AM	4.4400	1/4/2010 10:09:29 AM	1	1/4/2010 10:09:28 AM

Export Detail To Excel

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Drop-down list for expenditure month

The screenshot shows a web browser window titled "MHDSSPP Current Submitted Expenditures - Microsoft Internet Explorer provided by State of Iowa". The address bar shows the URL: [http://dhsdevcwis/mhdsspp/\(S\(bzrwkqm20bru53avfjgtv45\)\)/SPP_Submitted_Expenditures.aspx](http://dhsdevcwis/mhdsspp/(S(bzrwkqm20bru53avfjgtv45))/SPP_Submitted_Expenditures.aspx). The page header includes the Iowa Department of Human Services (DHS) logo and the title "Mental Health and Disability Services State Payment Program".

The main content area is titled "Current Submitted Expenditures". It features two dropdown menus: "Select County" (set to ADAIR) and "Select Expenditure Month" (set to February 2009). The month dropdown menu is open, showing a list of months: February 2009, March 2007, February 2008, April 2008, and February 2009.

Below the dropdowns are three tabs: "Detail", "Totals", and "Expenditures by COA". The "Totals" tab is active, displaying a table with the following data:

County Number	Payment Month	Expenditure Rows	Total Paid
1	2/2009	4	11,1000

Below the table is a button labeled "Export Totals To Excel".

The browser's status bar at the bottom shows "Done" and "Local intranet".

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Totals Tab

The screenshot shows a web browser window titled "MHDSSPP Current Submitted Expenditures - Microsoft Internet Explorer provided by State of Iowa". The address bar shows the URL: [http://dhsdevcwis/mhdsspp/\(S\(bzrwkmgm20bru53avlfqjtw45\)\)/SPP_Submitted_Expenditures.aspx](http://dhsdevcwis/mhdsspp/(S(bzrwkmgm20bru53avlfqjtw45))/SPP_Submitted_Expenditures.aspx). The page header includes the Iowa Department of Human Services (DHS) logo and the title "Mental Health and Disability Services State Payment Program".

The main content area is titled "Current Submitted Expenditures". It features two dropdown menus: "Select County" set to "ADAIR" and "Select Expenditure Month" set to "February 2009".

Below the dropdowns are three tabs: "Detail", "Totals", and "Expenditures by COA". The "Totals" tab is active, displaying a table with the following data:

County Number	Payment Month	Expenditure Rows	Total Paid
1	2/2009	4	11.1000

Below the table is a button labeled "Export Totals To Excel".

The left sidebar contains navigation links: "File Transfer", "State Payment Program", "SSBG", and "Exit MHDSSPP".

The browser's status bar at the bottom shows "Done" and "Local intranet".

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Added 5/2008: Expenditures by COA report tab

When the Expenditures by COA tab is clicked, a new drop down list is displayed labeled “Select a Reporting Period”. This drop down list is calculated from all submitted expenditures as of the previous day, and includes additional selections for “All Months” as well as calculating the fiscal years and fiscal year quarters that are available in submitted expenditures data.

Current Submitted Expenditures

Select County: ADAIR

Select a Reporting Period: February, 2008

Reporting Period Start	Reporting Period End	County Number	IA Description	Expenditures Submitted	County Paid Amt
02-01-2008	02-29-2008	1	Coordination 21375 Case Management - 100% County	1	2.0000
02-01-2008	02-29-2008	1	Information and Education Services 03000 Information & Referral	1	1.0000
02-01-2008	02-29-2008	1	Personal and Environmental Support 32321 Chore	1	3.0000

Export to Excel

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Potential Duplicates

(Added to the application 5-2-2008)

The potential duplicates page contains the detail information on expenditures that were submitted, that have been identified as being a possible duplicate payment. The criteria for determining a duplicate is:

- Same client name

- Same Provider

- Same COA code

- Same Begin date

- Same End Date

- Same number of units

- Same county paid amount

COA codes excluded from the duplicates matching are: 74353 (Sheriff Transportation) and 41306 (Physiological Treatment Prescription Medicine).

Also excluded from the list of duplicates are those pairs where the sum of the dollars are zero, such as pairings where one amount is positive and the other amount is negative, but the sum of the amounts equals zero.

The duplicates will be recalculated daily, using all submitted expenditures. The default sort order for the display on the page is:

- County Number

- Last Name

- First Name

- Provider

- COA

- Begin Date

- End Date

- Units

- County Paid Amount

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Mental Health and Disability Services State Payment Program

Potential Duplicate Expenditures Submitted

Select County:

Tracking Nbr.	County Number	Payment Month	Last Name	First Name	State ID Number	SRS Case ID	BG	Provider Name	COA	Units	Begin Date	End Date	COPI	Report Submit Date	Action Code	Audit Date
825	1	2/2008	Test1	Client	11111111A	111111111111	40	TestProvider	03000	4.00	4/27/2007 12:00:00 AM	4/30/2007 12:00:00 AM	1.0000	3/10/2008 9:24:35 AM	0	3/10/2008 9:24:34 AM
826	1	4/2008	Test1	Client	11111111A	111111111111	40	TestProvider	03000	4.00	4/27/2007 12:00:00 AM	4/30/2007 12:00:00 AM	1.0000	4/25/2008 10:00:23 AM	0	4/25/2008 10:00:23 AM
826	1	4/2008	Test1	Client	11111111A	111111111111	40	TestProvider	21375	4.00	4/27/2007 12:00:00 AM	4/30/2007 12:00:00 AM	2.0000	4/25/2008 10:00:23 AM	0	4/25/2008 10:00:23 AM
825	1	2/2008	Test1	Client	11111111A	111111111111	40	TestProvider	21375	4.00	4/27/2007 12:00:00 AM	4/30/2007 12:00:00 AM	2.0000	3/10/2008 9:24:35 AM	0	3/10/2008 9:24:34 AM
825	1	2/2008	Test1	Client	11111111A	111111111111	40	TestProvider	32321	4.00	4/27/2007 12:00:00 AM	4/30/2007 12:00:00 AM	3.0000	3/10/2008 9:24:35 AM	0	3/10/2008 9:24:34 AM
826	1	4/2008	Test1	Client	11111111A	111111111111	40	TestProvider	32321	4.00	4/27/2007 12:00:00 AM	4/30/2007 12:00:00 AM	3.0000	4/25/2008 10:00:23 AM	0	4/25/2008 10:00:23 AM

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Case Search

The case search page allows you to search for a particular case by a client's last name or social security number.

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DHS

Mental Health and Disability Services State Payment Program

State Payment Program Case Search

Last Name:

SSN:

SRS Case ID	State ID	SSN	Last	Suffix	First	Middle	Address 1	Address 2	City	State	Zip	DOB	Gender	Case Status
11111111111	11111111A	111111111	Test		Testfirst1	S	104 1ST AVE E	#105	NEWTON	IA	50208	04-06-67	M	3
22222222222	22222222A	222222222	Test2		Testfirst2	LEE	918 PIUS LANE		BETTENDORF	IA	52722	03-10-59	M	2
33333333333	33333333A	333333333	Test3		Testfirst3		128 CRESTVIEW		BURLINGTON	IA	52601	02-25-65	M	2
44444444444	44444444A	444444444	Test4		Testfirst4		220 GLENDA DR	#4	MARSHALLTOWN	IA	50158	01-02-67	F	2
66666666666	66666666A	666666666	TESTER		Testfirst6		18062 H AVE		ALDEN	IA	50006	05-27-52	F	3
55555555555	55555555A	555555555	TESTA		Testfirst5	N	624 1/2 PALEAN ST		KEOKUK	IA	52632	05-18-89	F	3

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