

How to Update the Provider Information Page

Site License Number is Known

- 1) From the RMS Welcome page, click Provider Information
- 2) Click Search License
- 3) Enter site license number in search boxes
- 4) Click Search
- 5) If the site is located, click the underlined word "Select" in front of the license number
- 6) Enter or edit the following boxes:
 - a) Shared Direct Primary Staff/Awake Per Week
 - b) Shared Asleep Staff Hours Per week
 - c) Shared Supervisor Hours
 - d) Use drop down menu to choose Supervisor Type
 - e) Shared Direct Nursing LPN and RN boxes do not allow data entry
- 7) Click Save
- 8) Today's date will appear in the Last Updated Date box
- 9) Your name will appear in the Updated By box
- 10) Click Close to return to Client Information or Back to Search to return to Search License
- 11) Click Clear to enter a different site license number

Site License Number is Unknown

- 1) From RMS Welcome page, click Provider Information
- 2) Click Search License
- 3) Enter name of license holder and zip code if known and use dropdown box to select from city and county
- 4) Click Search
- 5) If the site is on the list, click the underlined word "Select" in front of the license number
- 6) Enter or edit the following boxes:
 - a) Shared Direct Primary Staff/Awake Per Week
 - b) Shared Asleep Staff Hours Per week
 - c) Shared Supervisor Hours
 - d) Use drop down menu to choose Supervisor Type
 - e) Shared Direct Nursing LPN and RN boxes do not allow data entry
- 7) Click Save
- 8) Today's date will appear in the Last Updated Date box
- 9) Your name will appear in the Updated By box
- 10) Click Close to return to Client Information or Back to Search to return to Search License
- 11) Click Clear to search for a different site's license number

Note: RMS Provider Information/License Search uses data from the DHS Licensing database of licensed providers. If you are unable to locate a site after using these instructions, go to the [DHS Licensing](#) website and search for the site's license number using Licensing lookup or review county-by-county licensed program lists. For additional assistance, please contact Dsd.rates@state.mn.us.