

## MN-ITS User Manual

### 2023 ARCHIVED Manual Revisions

Updates cited below do not include minor grammatical or formatting changes that otherwise do not have bearing on the meaning of the policy contained herein.

**October 17, 2023**

#### MN-ITS Administration

- [Assigned or New MN-ITS Administrator](#) – Under **Process**, we added information about what option to select when calling the MHCP Provider Resource Center and updated information about the time frame to receive a Change of Primary Administrator form.
  - [MN-ITS Troubleshooting Guide](#) – We added a [Video Modules](#) section with videos for MN-ITS and Billing.
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**August 21, 2023**

#### Direct Data Entry (DDE) 837I Institutional

- [Outpatient Substance Use Disorder \(SUD\) Services](#) – Per Substance Use Disorder policy, Rule 25 went away July 31, 2022, and the final end date for timely claim filing is July 31, 2023. Under [Claim Information](#), the Prior Authorization Number field is no longer applicable.
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**May 9, 2023**

#### Batch Submission

- [MN-ITS User Guide: FTP \(File Transfer Protocol\) Software Instructions for MN-ITS Batch Use](#) – We added the NCPDP/Pharmacy information to the SFTP User Guide. All of the technical information in the guide has been updated. The SFTP User Guide was previously in the format of a PDF, but it has now been updated to be a webpage accessible in the Batch Submission section of the MN-ITS User Manual.
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**April 20, 2023**

#### MN-ITS Administration

- [MN-ITS Administration](#) – We changed the name of Provider Point Administrator (PPA) to Secondary Administrator (PPA).

#### MN-ITS User Manual Home

- [MN-ITS User Manual Home](#) – We added video modules for additional guidance on the basics of using MN-ITS and billing using MN-ITS.
- [Table of Contents](#)
  - Under **Other Applications**, we added links to Minnesota Provider Screening and Enrollment webpages and links to County Mailbox guides.
  - Under **MN-ITS Administration**, we replaced the broken link for Change the Primary Administrator.

**April 19, 2023**

## Other Applications

- [Create/Update/Assign MN-ITS User Access](#) – We changed the name of application from ApplyMN to MNbenefits.

April 14, 2023

## Other Applications

- [Other Provider Application User Guides](#) – Under Other Application User Guides, we updated the MN-ITS user manual section "ApplyMN" to "MNbenefits" to reflect the new name of the application. We also added a new County Mailbox Application Quick Guide and a County Mailbox SFTP User Guide.
  - We have published a new [County Mailbox SFTP User Guide](#) to provide some basic information on the process and procedures of FTP functionality.
  - We added a [County Mailbox Application Quick Guide](#) to assist users.
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March 8, 2023

## MN-ITS Administration

- [MN-ITS Administration](#) – Under [Related User Guides](#), we added a link to the MPSE User Roles Guide.
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January 30, 2023

## MN-ITS Administration

- [MN-ITS Administration](#) – Under [Related User Guides](#), we added a link to the **MN-ITS - Password Information** webpage.
  - [MN-ITS Password Information](#) – Under [Creating Strong Passwords](#), we updated the MN-ITS password requirements to include passwords must begin with an alphabetical character (A-Z, either upper or lower case).
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[2022 Archived Manual Revisions](#)

[2021 Archived Manual Revisions](#)

[2020 Archived Manual Revisions](#)

[2019 Archived Manual Revisions](#)

[2018 Archived Manual Revisions](#)

[2017 Archived Manual Revisions](#)

[2014 – 2016 Archived Manual Revisions](#)