

DSD MMIS Reference Guide

The DSD MMIS Reference Guide contains instructions to enter screening documents and service agreements into MMIS for Disability Services Division (DSD) programs. DSD will update and expand the guide when there are changes in MMIS.

MMIS training opportunities

DSD offers [two self-paced online learning modules](#) specific to MMIS and the disability and aging home and community-based programs.

DHS created a new self-paced training video to explain updates to MMIS that will allow counties/tribal nations to enter CFSS service agreements in MMIS. For more information, refer to [Self-paced online course: CFSS MMIS Updates Training](#).

The Aging and Adult Services Division (AASD) and the Minnesota Board on Aging offer online courses and training materials specific to MMIS. For more information, refer to the MMIS training section of [DHS – Aging and Adult Services: training and webinars](#).

What's new

DHS documents new pages and page updates in this chart.

Date	Section	Page	Action
9/22/25	PCA/CFSS type B service agreement	MMIS transition from PCA and CSG to CFSS	Made the following changes: <ul style="list-style-type: none">Updated the phase 3 instructions for counties/tribal nationsClarified information throughout the page
9/17/25	PCA/CFSS type B service agreement	Finalize a type B service agreement for PCA/CFSS	Clarified the instructions to finalize a service agreement without DHS reviewer exception codes
8/18/25	PCA/CFSS type B service agreement	Finalize a type B service agreement for PCA/CFSS	Made the following changes: <ul style="list-style-type: none">Clarified the instructions to enter the applicable status on each line on the ASA3 screen in the service authorization after an assessment or reassessment sectionAdded instructions to follow if the county/tribal nation makes an error they cannot edit
7/22/25	PCA/CFSS type B service agreement	Type B service agreement (SA) for PCA/CFSS	Made the following changes: <ul style="list-style-type: none">Updated instructions to explain the county/tribal nation can edit a type B CFSS service agreement for up to 183 days after the SA start dateAdded instructions to use the COPY FROM feature
7/14/25	PCA/CFSS type B service agreement	MMIS transition from PCA and CSG to CFSS	Updated instructions to explain the county/tribal nation can edit a type B CFSS service agreement for up to 183 days

			after the SA start date
7/9/25	PCA/CFSS type B service agreement	Finalize a type B service agreement for PCA/CFSS	Made the following updates: <ul style="list-style-type: none"> • Updated the instructions to finalize an SA without DHS reviewer exception codes • Added more situations when the county/tribal nation must deny or pend lines on the ASA3 screen and/or the SA • Updated instructions to explain the county/tribal nation can edit a type B CFSS service agreement for up to 183 days after the SA start date • Clarified information throughout the page
7/9/25	PCA/CFSS type B service agreement	ASA1 screen for PCA/CFSS	Updated instructions to explain the county/tribal nation can edit a type B CFSS service agreement for up to 183 days after the SA start date
6/25/25	CSG type B service agreement	Type B service agreement for CSG	Clarified the instructions in the transition from CSG to CFSS section
6/12/25	PCA/CFSS type B service agreement	ASA3 screen for personal care services (T1019)	Corrected instructions to follow when the person has not selected a provider in the provider number field (PROV NBR) section
6/12/25	PCA/CFSS type B service agreement	ASA3 screen for worker supervision/training line (PCA: T1019 – UA; CFSS: S5116)	Corrected instructions to follow when the person has not selected a provider in the provider number field (PROV NBR) section
6/12/25	PCA/CFSS type B service agreement	ASA3 screen for CFSS failed background studies (T2040 – UB, UA and U6)	Corrected instructions to follow when the person has not selected a provider in the provider number field (PROV NBR) section
6/12/25	PCA/CFSS type B service agreement	ASA3 screen for FMS provider fees (T2040 – UB and UA)	Corrected instructions to follow when the person has not selected a provider in the provider number field (PROV NBR) section
6/12/25	PCA/CFSS type B service agreement	ASA3 screen for PERS (S5160, S5161, S5162)	Corrected instructions to follow when the person has not selected a provider in the provider number field (PROV

			NBR) section
6/12/25	PCA/CFSS type B service agreement	ASA3 screen for goods and services (T5999)	Corrected instructions to follow when the person has not selected a provider in the provider number field (PROV NBR) section
6/12/25	PCA/CFSS type B service agreement	ASA3 screen for consultation services (T1023)	Corrected instructions to follow when the person has not selected a provider in the provider number field (PROV NBR) section
5/9/25	PCA/CFSS type B service agreement	MMIS transition from PCA and CSG to CFSS	Updated the phase 3 instructions for counties/tribal nations
5/2/25	PCA/CFSS type B service agreement	ASA3 screen overview	Updated the overview section with a note to explain potential errors the county/tribal nation may receive when they update an SA with a personal care (T1019) line
4/15/25	PCA/CFSS type B service agreement	ASA3 screen for personal care services (T1019)	Added instructions to resolve MMIS exception code 323 error to the initial authorization section and instructions to resolve the REQ TOT AMT field error to the requested total amount field section For more information, refer to the April 15, 2025 eList announcement .
4/2/25	PCA/CFSS type B service agreement	ASA3 screen overview	Clarified the CFSS service agreement calculator instructions
3/12/25	PCA/CFSS type B service agreement	ASA3 screen for worker supervision/training (PCA: T1019 – UA; CFSS: S5116)	Clarified that the county/tribal nation always enters the full amount of the current rate in the requested total amount (REQ TOT AMT) field
2/28/25	PCA/CFSS type B service agreement	45-day temporary start of CFSS services	Added instructions to add a worker supervision/training (S5116) line on the ASA3 screen
1/6/25	PCA/CFSS type B service agreement	ASA3 screen overview	Clarified instructions to adjust a person's units to match the length of their service agreement
11/26/24	PCA/CFSS type B service agreement	ASA3 screen for worker supervision/training (PCA: T1019 – UA; CFSS: S5116)	Updated information about a service extension for people who currently use PCA/CSG services while they transition to CFSS

			For more information, refer to the Nov. 26, 2024 eList announcement .
11/26/24	PCA/CFSS type B service agreement	MMIS transition from PCA and CSG to CFSS	Made the following updates: <ul style="list-style-type: none"> • Clarified information throughout the page • Updated information about a service extension for people who currently use PCA/CSG services while they transition to CFSS. For more information, refer to the Nov. 26, 2024 eList announcement.
11/26/24	PCA/CFSS type B service agreement	Type B service agreement (SA) for PCA/CFSS	Updated information about a service extension for people who currently use PCA/CSG services while they transition to CFSS For more information, refer to the Nov. 26, 2024 eList announcement .
11/26/24	PCA/CFSS type B service agreement	ASA3 screen for personal care services (T1019)	Updated information about a service extension for people who currently use PCA/CSG services while they transition to CFSS For more information, refer to the Nov. 26, 2024 eList announcement .
11/26/24	PCA/CFSS type B service agreement	ASA3 screen for consultation services (T1023)	Updated information about a service extension for people who currently use PCA/CSG services while they transition to CFSS For more information, refer to the Nov. 26, 2024 eList announcement .
11/26/24	CSG type B service agreement	Type B service agreement for CSG	Updated information about a service extension for people who currently use PCA/CSG services while they transition to CFSS For more information, refer to the Nov. 26, 2024 eList announcement .
11/25/24	PCA/CFSS type B service agreement	ASA3 screen for consultation services (T1023)	Added information about claims-only modifiers
11/18/24	PCA/CFSS type B	ASA3 screen for personal	Clarified instructions for the

	service agreement	care services (T1019)	requested total units and requested total amount fields
11/5/24	PCA/CFSS type B service agreement	45-day temporary increase of PCA/CFSS services	Updated information throughout the page for the transition from PCA and CSG to CFSS
11/4/24	PCA/CFSS type B service agreement	ASA3 screen overview	Clarified how to calculate total units/dollars of personal care in the total units/dollars (CFSS) section.
10/31/24	PCA/CFSS type B service agreement	AHC2 screen for PCA/CFSS	Clarified information in the PCA and CFSS assessment field definitions section
10/31/24	PCA/CFSS type B service agreement	Finalize a type B service agreement for PCA/CFSS	Made the following changes: <ul style="list-style-type: none"> • Corrected an error and clarified the county/tribal nation can edit a CFSS SA for up to 60 days after the date in the agreement start date field on the ASA1 screen • Clarified information throughout the page
10/25/24	PCA/CFSS type B service agreement	ASA1 screen for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
10/21/24	PCA/CFSS type B service agreement	45-day temporary start of CFSS services	Updated information throughout the page for the transition from PCA and CSG to CFSS
10/18/24	PCA/CFSS type B service agreement	ASA3 screen for goods and services (T5999)	Corrected information in the requested total amount field (REQ TOT AMT) section
10/10/24	PCA/CFSS type B service agreement	ASA3 screen for worker supervision/training (PCA: T1019 – UA; CFSS: S5116)	Added a link to Long-Term Services and Supports Service Rate Limits, DHS-3945 (PDF)
10/3/24	PCA/CFSS type B service agreement	AHC2 screen for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
10/2/24	PCA/CFSS type B service agreement	MMIS transition from PCA and CSG to CFSS	Added new page to explain the transition from PCA and CSG to CFSS
10/1/24	PCA/CFSS type B service agreement	Type B service agreement (SA) for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
10/1/24	PCA/CFSS type B service agreement	ASA2 screen for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
10/1/24	PCA/CFSS type B service agreement	Finalize a type B service agreement for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
9/30/24	CSG type B service	Notice of denial of CSG	Added a note about the

	agreement		transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	EN home care rating for CSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	10-day notice of termination of CSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	10-day notice of reduction of CSG services	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	Finalize a type B service agreement for CSG and CSG with FSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	ARCP screen for CSG and CSG with FSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	Type B service agreement for CSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	ADHS screen for CSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	AHC3 screen for CSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	AHC2 screen for CSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	AHC1 screen for CSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	ASA3 screen CSG and FSE lines	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	ASA2 screen for CSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	ASA1 screen for CSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	CSG type B service agreement	Type B service agreement for CSG	Added a note about the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	Notice of denial of PCA services	Made the following changes: <ul style="list-style-type: none"> • Updated the page title • Added a note about the transition from PCA and CSG to CFSS • Added information about the 10-day notice of

			<ul style="list-style-type: none"> • reduction of PCA services • Added information about the 10-day notice of termination of PCA services
9/30/24	PCA/CFSS type B service agreement	EN home care rating for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	45-day temporary start of PCA services	Added a note about the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	45-day temporary increase of PCA services	Added a note about the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ARCP screen for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	APRV screen for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ADHS screen for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	AHC3 screen for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	AHC1 screen for PCA/CFSS	Updated information throughout the page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ASA3 screen for consultation services (T1023)	Added new page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ASA3 screen for goods and services (T5999)	Added new page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ASA3 screen for PERS (S5160, S5161, S5162)	Added new page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ASA3 screen for FMS provider fees (T2040 – UB and UA)	Added new page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ASA3 screen for CFSS failed background studies (T2040 – UB, UA and U6)	Added new page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ASA3 screen for a person on Minnesota Restricted Recipient Program (MRRP)	Updated information throughout the page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ASA3 screen for worker supervision/training (PCA:	Updated information throughout the page for the transition from

		T1019 – UA; CFSS: S5116)	PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ASA3 screen for personal care services (T1019)	Updated information throughout the page for the transition from PCA and CSG to CFSS
9/30/24	PCA/CFSS type B service agreement	ASA3 screen overview	Added new page for the transition from PCA and CSG to CFSS
9/27/24	PCA/CFSS type B service agreement	ASA1 screen for PCA	Added a note about the transition from PCA and CSG to CFSS
5/26/20	SNBC LTC screening document	LTC screening ALT4 and ALT5 panels for SNBC	Comprehensively reviewed and made the following changes throughout the page: <ul style="list-style-type: none"> • Clarified information • Removed outdated information
5/21/20	SNBC LTC screening document	LTC screening ALT2 panel for section B for SNBC	Comprehensively reviewed and added fields for assessment team, dental concerns and dentist
5/19/20	SNBC LTC screening document	LTC screening ALT1 panel for SNBC	Comprehensively reviewed and made the following changes throughout the page: <ul style="list-style-type: none"> • Clarified information • Removed outdated information
5/19/20	Main	MMIS LTC screening ALT1 panel – County, tribal and health plan codes	Updated codes for health plans