

Date: October 5, 2010

To: Mental Health Provider

From: Department of Mental Health Medi-Cal Claims Customer Service Office 1600 9th Street, Room 400 Sacramento, CA 95814

Subject: Notification of Report

The Department of Mental Health Medi-Cal Claims Customer Service Office is publishing a new report, Mental Health Provider Statement. This report will include comprehensive payment information, including 837 Claim File Name. This report can be accessed from the DMH Information Technology Web Services (ITWS) website. To navigate this website, please follow the instructions included on the following page.

If you are not already enrolled in ITWS, go to <u>https://mhhitws.cahwnet.gov/</u>. Select Enroll into ITWS from the Enrollment drop–down list and follow the six enrollment steps. If you are already enrolled in ITWS, log–in to ITWS with your username and password. Select Request Additional Membership – <u>Cost and Financial Reporting</u> from the Utilities drop–down list. The person in your county who authorizes access to ITWS must approve your request and then fax it to the ITWS administrator at (916) 654-3007. More detailed instructions for requesting additional membership can be found here:

https://mhhitws.cahwnet.gov/docs/public/enrollmentguides.asp.

If you have any questions, please contact our office at (916) 651-3283 or MedCCC@dmh.ca.gov.

Sincerely,

MedCCC

1. Go to https://mhhitws.cahwnet.gov/itws/home.asp.

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California Department of Mental Health Information Technology Web Services (ITWS)	ITWS ITW
What's New	ITWS Login
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THE CLENT AND SERVICE INFORMATION (CSD BATCH REPORTING <u>AND</u> CSI ON LINE SYSTEM (OLS) WILL BE TEMPORARELY UNAVAILABLE FOR SCHEDULED MAINTEXANCE BEGINNING 12:01 AM PACIFIC STANDARD THEF WEDNESDAT, JULT 14, 2010.	Login Enroll Eorgot your Username or Password?
Please note that used the maintenance is completed, the CSI system will not procese CSI batch submittal files, and users will not be able to access the CSI OLS.	We encourage everyone to read the Pre- Enrollment Guide and get familiar with the
CSI batch submittal files uploaded during this period will be held in a queue for processing immediately following this maintenance process.	ITWS enrollment process, for users and
We anticipate that the maintenance period will continue through Monday, July 26, 2010. Please check back after Monday, July 26, 2010.	approvers.
We apologize for any inconvenience this may cause. If you have any questions or concerns please contact your county's CSI analyst.	Quick Links
	Pre-Enrollment guide
Important Notice for Microsoft Windows XP Service Pack 2 Users	ADP Approver certification forms
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iddinonal information on ITWS compliance with XF SF2 and on adding the 11 WS as a trusted site, please <u>cars; here</u> to review the Unine Technical Support item called "XF SF2 - Did you notice the Information Bar?"	User computer requirements OMH-IT mission
For any questions or problems, please contact the TTWS Administration at 916-654-3117.	
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For Security Information, click on the nadlock	
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2. Enter your username and password in the appropriate fields and click Login.

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Last Onli	Cost and Financial Reporting	#dmh.ca.gov	
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Important Notice for N	Short-Doyle/Medi-Cal Claims - EOB		In order to ensure the intended site
you have installed the Windows XP Service Pack 2 (SP2); or, are co	Short-Doyle/Medi-Cal Claims - EOB (HIPAA Testing)		navigation, the Quick Links interface has been discontinued, effective 09/07/2006.
\mathbb{P} SP2's new security features do not restrict the functionality of the IIT ame level of security and eliminate there extra steps, we recommend ad IWS compliance with XP SP2 and on adding the ITWS as a trusted sh ou notice the Information Bar7 ⁻	NS. However, certain functions will require additional c fing the ITWS as a trusted site in your browser settings e, please <u>click here</u> to review the Online Technical Sup	onfirmation steps. To maintain the For additional information on port item called "XP SP2 - Did	to navgate to a system function, select the corresponding system from the "Systems" menu and select the function from the "Functions" menu. <u>Click here</u> to see the screen prints.
or any questions or problems, please contact the <u>ITWS Administration</u>	af 916-654-3117.		Example1: To access WARMSS Quick Hits, Step1: select Wellness and Recovery Model Supped System" from the Systems menu Step2: select WARMSS Quick Hits" from the Functions menu Example2: To access Disallow Claim System,
	This stells belt viewed with internet Explorer version 5.5 and allo 02004 California Department of Mental Health, Information Tech	we. hoalogy	Step: sets Claims - EOS (Wo DMR)" from the Systems menu Step2 setect "Deallow Claim System" from the Functions menu
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3. Select Cost and Financial Reporting from the Systems drop-down list.

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4. Select Transfer Files (Upload and Download) from the Functions drop-down list.

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