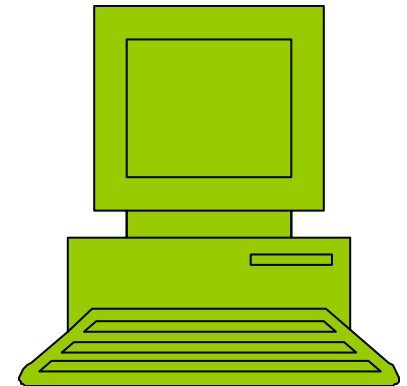# Submission and Edit Processing
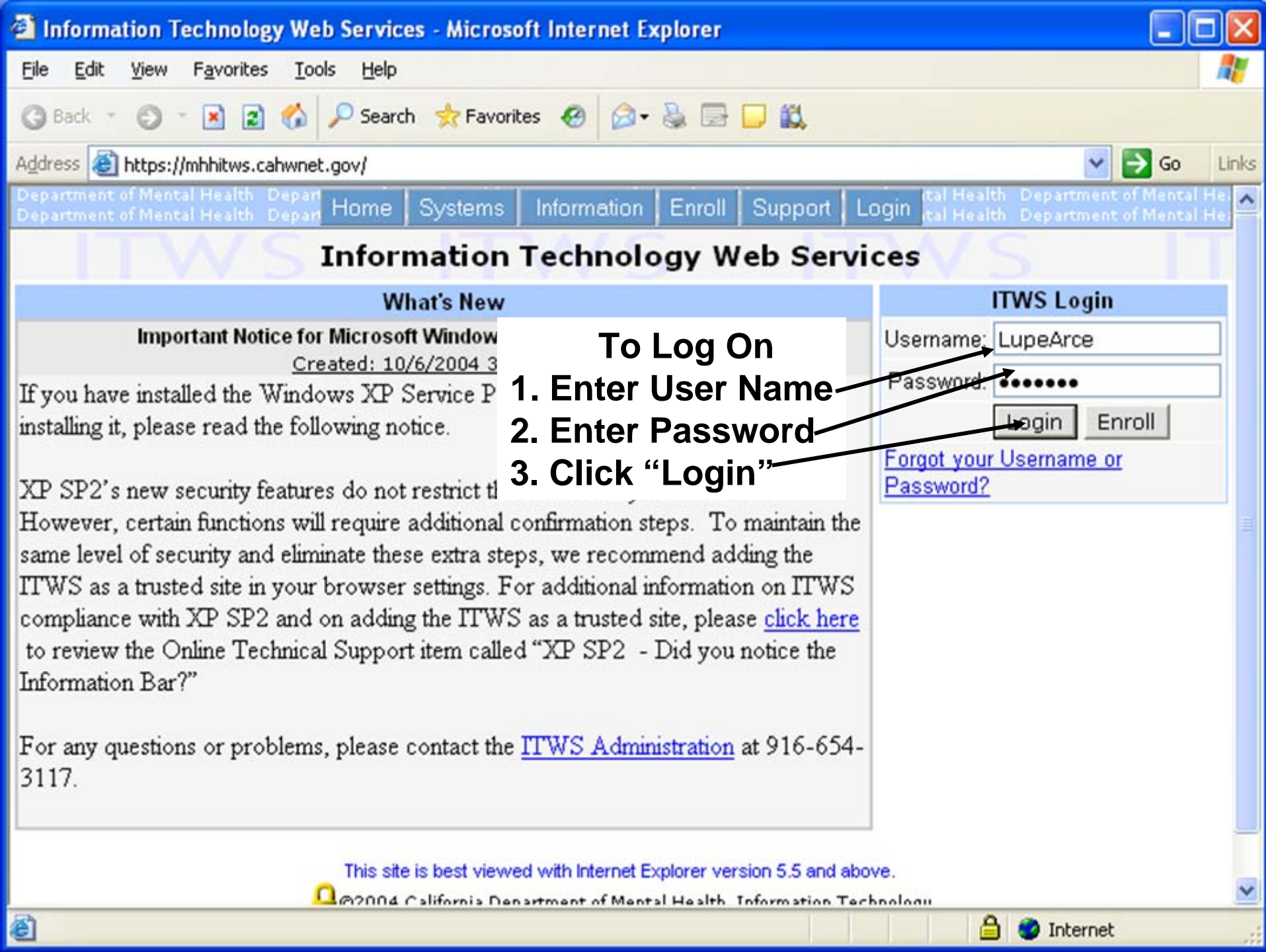# DMH / ITWS
Fiscal Year 2008-2009

Prepared By The State Department Of Mental Health
Administrative Services / Local Program Financial Support

Step One: Logging Onto ITWS

- Logging onto ITWS Requires Enrollment in the ITWS System and Permission to Access the Cost and Financial Reporting System (CFRS).

Step Two: Download the Cost Report Templates For FY 2008-2009

- Download The Most Recent Detail Cost Report Template.

- Download The Most Recent Summary Cost Report Template.

Department of Mental Health Department of Ment | Home | Systems | CFRS Information | Functions | Utilities | Support | Logout | th Department of Mental Health Department of
Department of Mental Health Department of Ment

CFRS - Templates

2 Files	Page 1 of 1	Results 5

Titles	Description	Last Updated
FY 07-08 Templates		
CC00000X_(V1.83Beta)	Summary Cost Report	10/03/08
CC99999X_(V2.34Beta)	Detail Cost Report	01/30/09
FY 06-07 Templates		
CC00000X_(V2.80)	Summary Cost Report	08/31/07
CC99999X_(V1.80)	Detail Cost Report	08/31/07
CC99999X_(V1.90)	Detail Cost Report	01/02/08
CC99999X_(V1.95)	Revised Detail Template	01/29/08
FY 05-06 Templates		
CC00000X_(V2.58)	Summary Cost Report	08/01/06
CC99999X_(V2.37)	Detail Cost Report	
FY 04-05 Templates		
CC99999X_(V8.11)	New version of Detailed Cost Report Templat	
CC99999X_(V8.05)	Detail Template	
CC00000X_(V7.16)	New version of Summary Cost Report Template	11/16/05
CC00000X_(V7.05)	Summary Template	10/04/05
CC00000X_(V7.33)	Revised version of Summary Cost Report	12/08/05
FY 03-04 Templates		
CC99999X_(V5.01.01)	Detail template	08/17/04
CC00000X_(v4.01)	Summary template	05/17/05
FY 02-03 Templates		
CC99999X_(V3.50)	Detail Template	08/20/03
CC00000X_(V6.20)	Summary Template	08/20/03
FY 01-02 Templates		

To Download Detail and
Summary Templates
Right Click on "Template"

| Home | Systems | CFRS Information | Functions | Utilities | Support | Logout |

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Department of Mental Health   Department of Ment   Department of Mental Health   Department of

CFRS - Templates

2 Files	Page 1 of 1		Results 5 ▾
Titles	**Description**		**Last Updated**
FY 07-08 Templates			
CC00000X_(V1.83Beta)	Summary Cost Report		10/03/08
CC99999X_(V2.34Beta)	Detail Cost Report		01/30/09
FY 06-07 Templates			
CC00000X_(V2.80)			08/31/07
CC99999X_(V1.80)			08/31/07
CC99999X_(V1.90)			01/02/08
CC99999X_(V1.95)			01/29/08
FY 05-06 Templates			
CC00000X_(V2.58)			09/01/06
CC99999X_(V2.37)			09/01/06
FY 04-05 Templates			
CC99999X_(V8.11)	Template	11/16/05
CC99999X_(V8.05)		10/04/05
CC00000X_(V7.16)	New version of Summary Cost Report Template	11/16/05
CC00000X_(V7.05)	Summary Template	10/04/05
CC00000X_(V7.33)	Revised version of Summary Cost Report	12/08/05
FY 03-04 Templates		
CC99999X_(V5.01.01)	Detail template	08/17/04
CC00000X_(v4.01)	Summary template	05/17/05
FY 02-03 Templates		
CC99999X_(V3.50)	Detail Template	08/20/03
CC00000X_(V6.20)	Summary Template	08/20/03
FY 01-02 Templates		

Context menu:

Open
Open in New Window
Save Target As...
Print Target

Cut
Copy
Copy Shortcut
Paste

Add to Favorites...

Convert link target to Adobe PDF
Convert link target to existing PDF

Properties

Click "Save Target As"

Step Three: Rename and Complete The Cost Reports

- Rename & create a copy of the Detail Cost Report Template for each Contract Provider Legal Entity.

- Rename & create a copy of the Detail Cost Report Template for the County Legal Entity.

- Rename & create a copy of the Summary Cost Report Template.
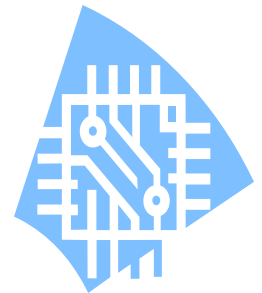
File   Edit   View   Favorites   Tools   Help

Address 🔵 https://mhhitws.cahwnet.gov/systems/cfrs/docs/private/templates.asp   ✔   → Go

Department of Mental Heal Home Systems CFRS Information Functions Utilities Support Logout artment of Mental Health
Department of Mental Heal   artment of Mental Health

ITWS   ITWS   **CFRS - Templates**   ITWS

Titles

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📊 CFRS_20052006_5800000F.XLS   📊 CFRS_20052006_5800949F.XLS
📊 CFRS_20052006_5800058F.XLS   📊 CFRS_20052006_5801042F.XLS
📊 CFRS_20052006_5800118F.XLS   📊 CFRS_20052006_5801164F.XLS
📊 CFRS_20052006_5800120F.XLS   📊 CFRS_20052006_5801230F.XLS
📊 CFRS_20052006_5800236F.XLS
📊 CFRS_20052006_5800461F.XLS
📊 CFRS_20052006_5800512F.XLS
📊 CFRS_20052006_5800523F.XLS
📊 CFRS_20052006_5800529F.XLS
📊 CFRS_20052006_5
📊 CFRS_20052006_5
📊 CFRS_20052006_5800593F.XLS
📊 CFRS_20052006_5800617F.XLS
📊 CFRS_20052006_5800705F.XLS
📊 CFRS_20052006_5800797F.XLS

My Recent Documents

Desktop

LArce logged into 22258GX2...

HQ

Where Will You Save The Templates?

Complete the File Naming Process

Then Save

File name: 0000X_(V2[1].80Beta)_Summary_Template.xls   ✔   Save

Save as type: Microsoft Excel Worksheet   ✔   Cancel

start 🔵🔵🔵🔵🔵🔵🔵 » 🔵C 🔵F.   🔵🔵🔵🔵🔵🔵🔵 8:24 AM

Fiscal Year 2008-2009 Naming Conventions

Summary County Cost Report:

- CFRS_20082009_8900000B.xls

- Detail Cost Report for County Legal Entity: CFRS_20082009_8900089B.xls

- Detail Cost Report for Legal Entities
  by Number: CFRS_20082009_8909989B.xls
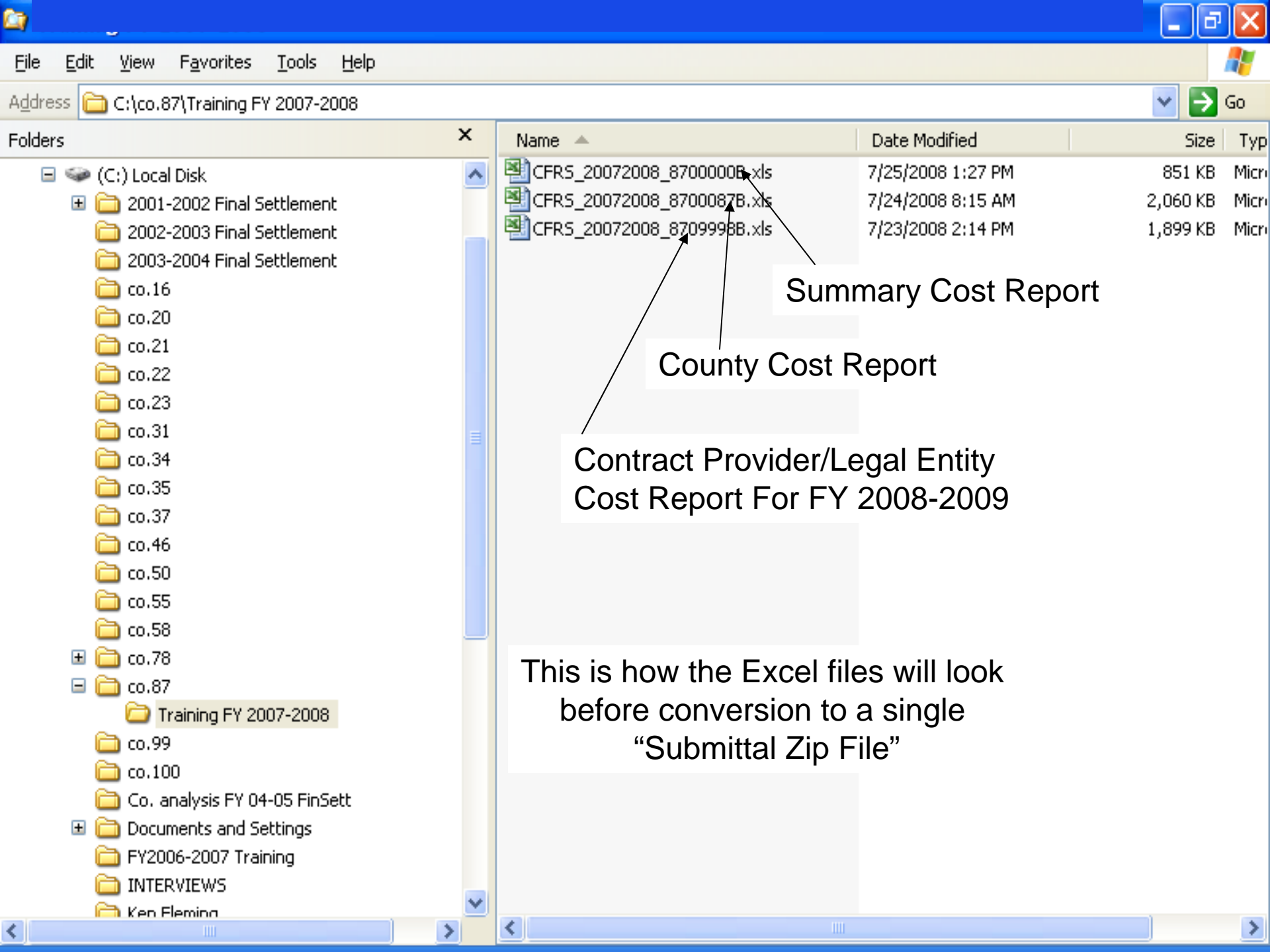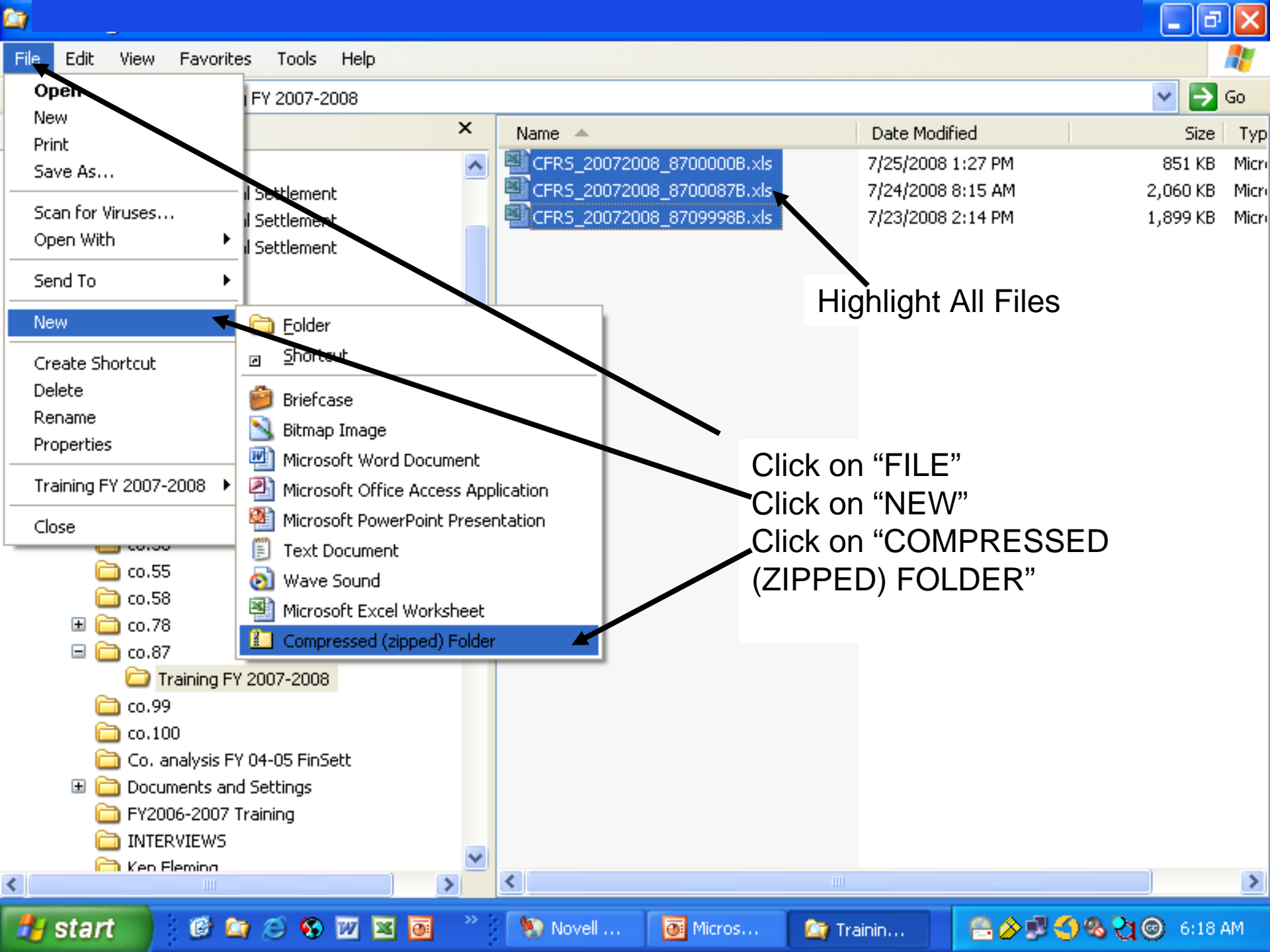
Click on "File"
Click on "New Compressed (zipped) Folder"
Click on "Rename"

Step Four: Zip All Excel Files And Create a Submittal File

- Highlight all cost report files for FY 2008-2009
- Go File drop down menu
- Choose "New"
- Go to Compressed (zipped) Folder
- Click on Rename – Use most current file naming convention for this file

Files Will Look Like This
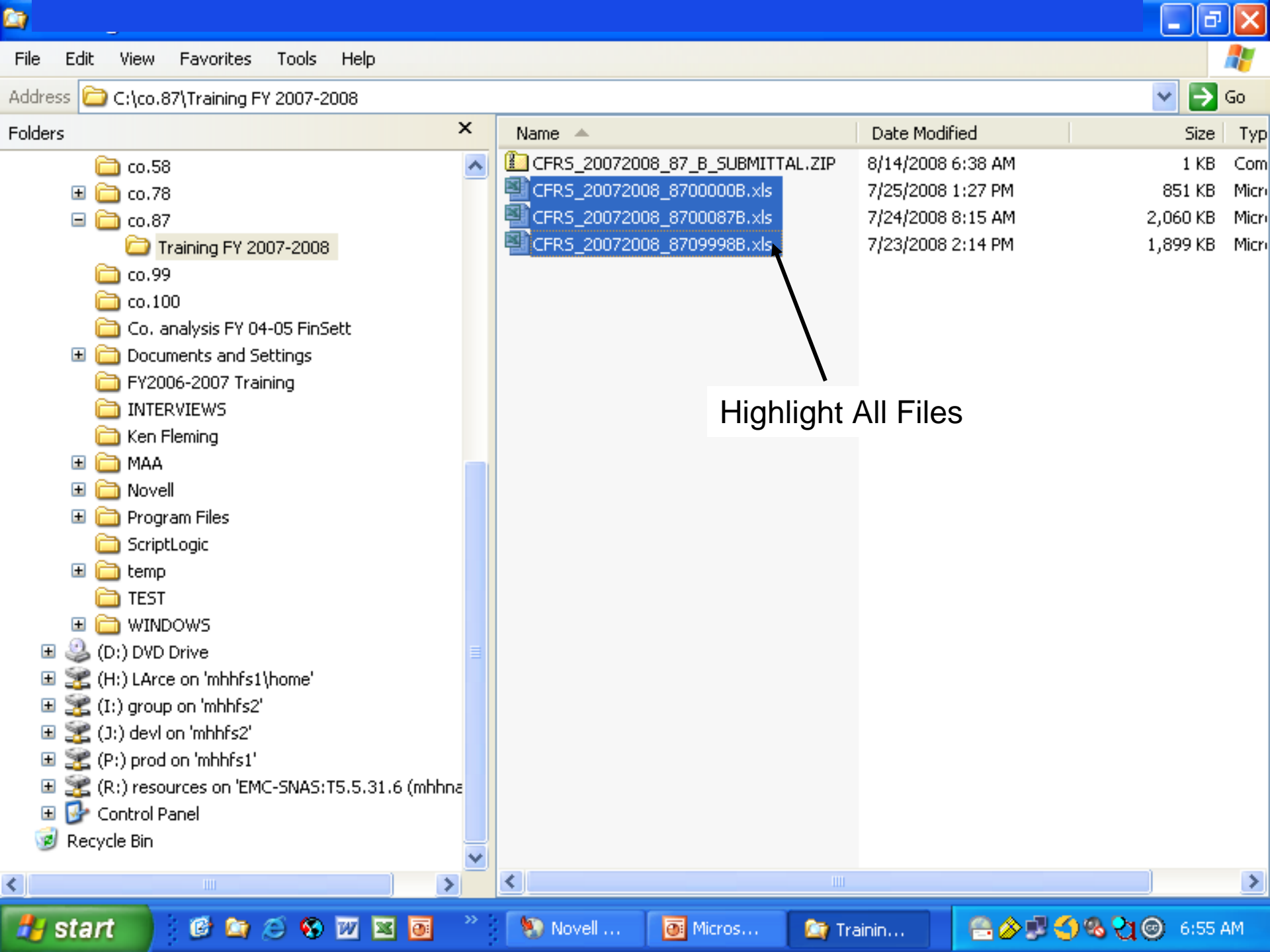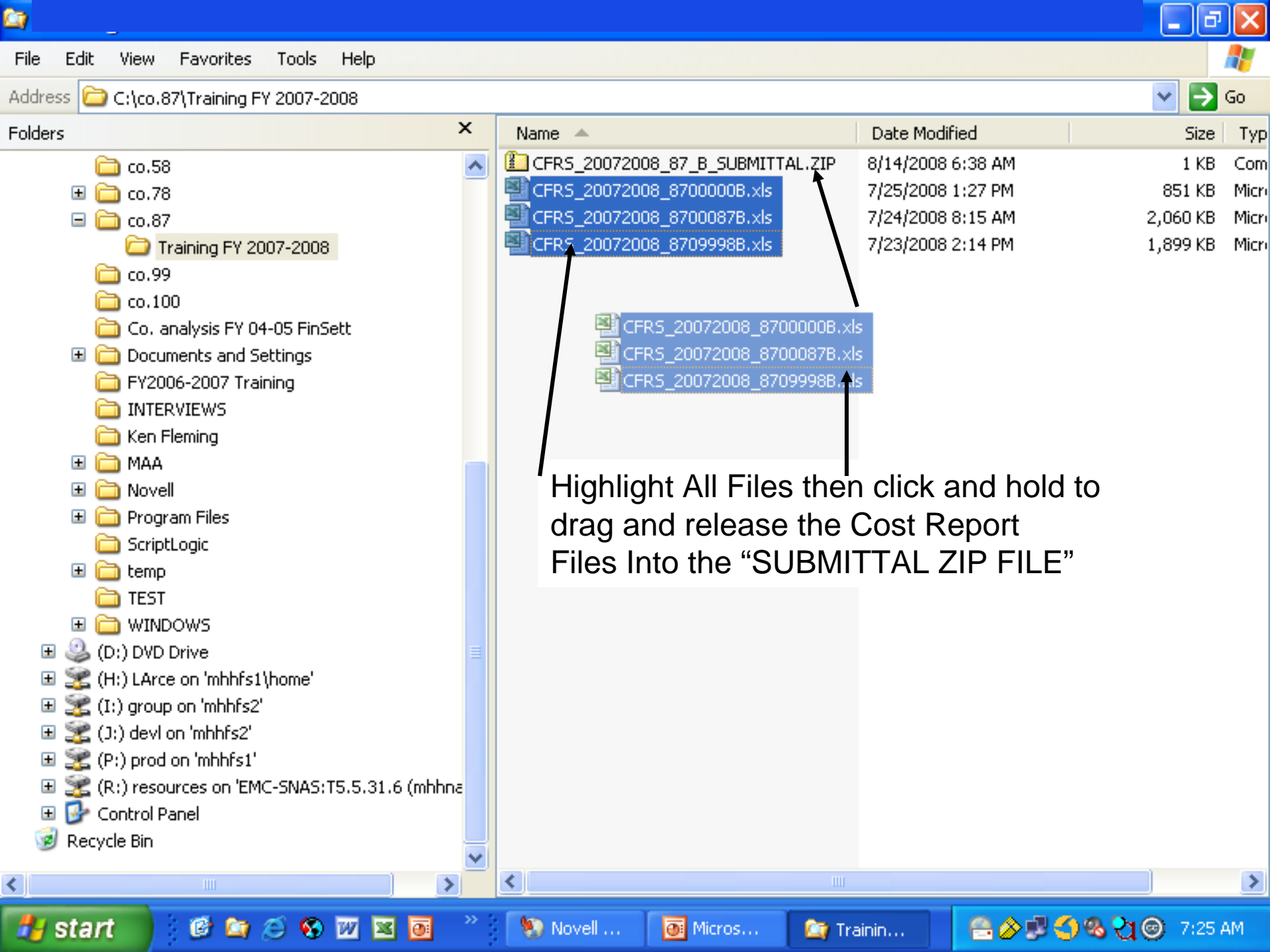
STEP FIVE: Upload Cost Reports

- Upload Cost Reports To DMH Through the Information Technology Web Server (ITWS).

File   Edit   View   Favorites   Tools   Help

Address https://mhhitws.cahwnet.gov/itws/home.asp   Go

Department of Mental Health | Home | Systems | Information | Functions | Utilities | Support | Logout | Department of Mental Health
Department of Mental Health   Department of Mental Health

Transfer Files (Upload and Download)
Processing Status

Welcom
Last Online: 8/14/2008 7:58:5
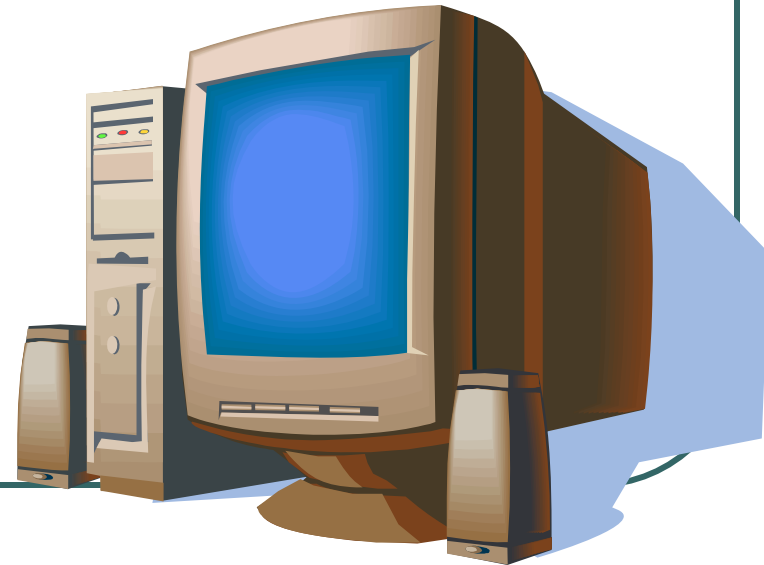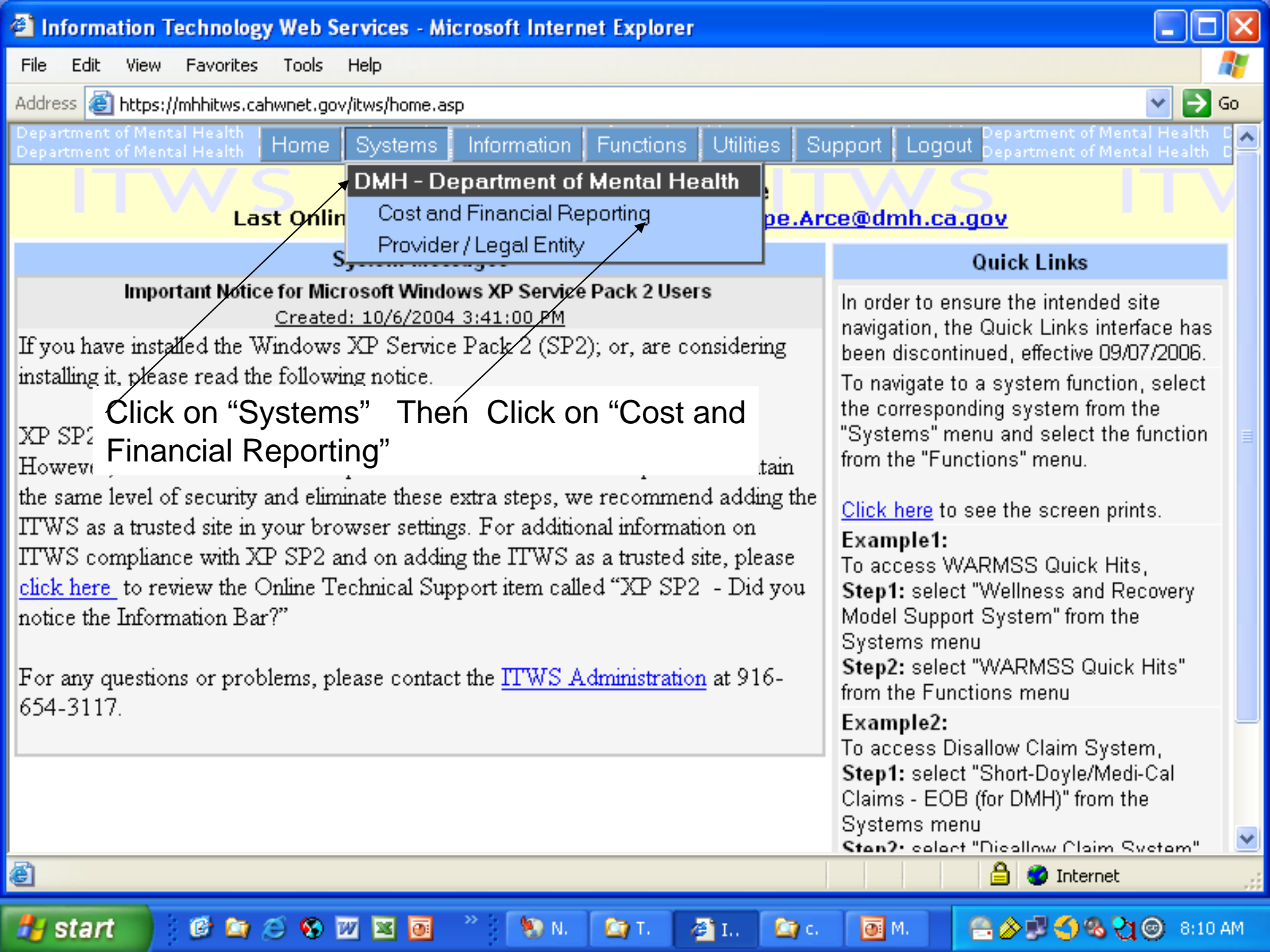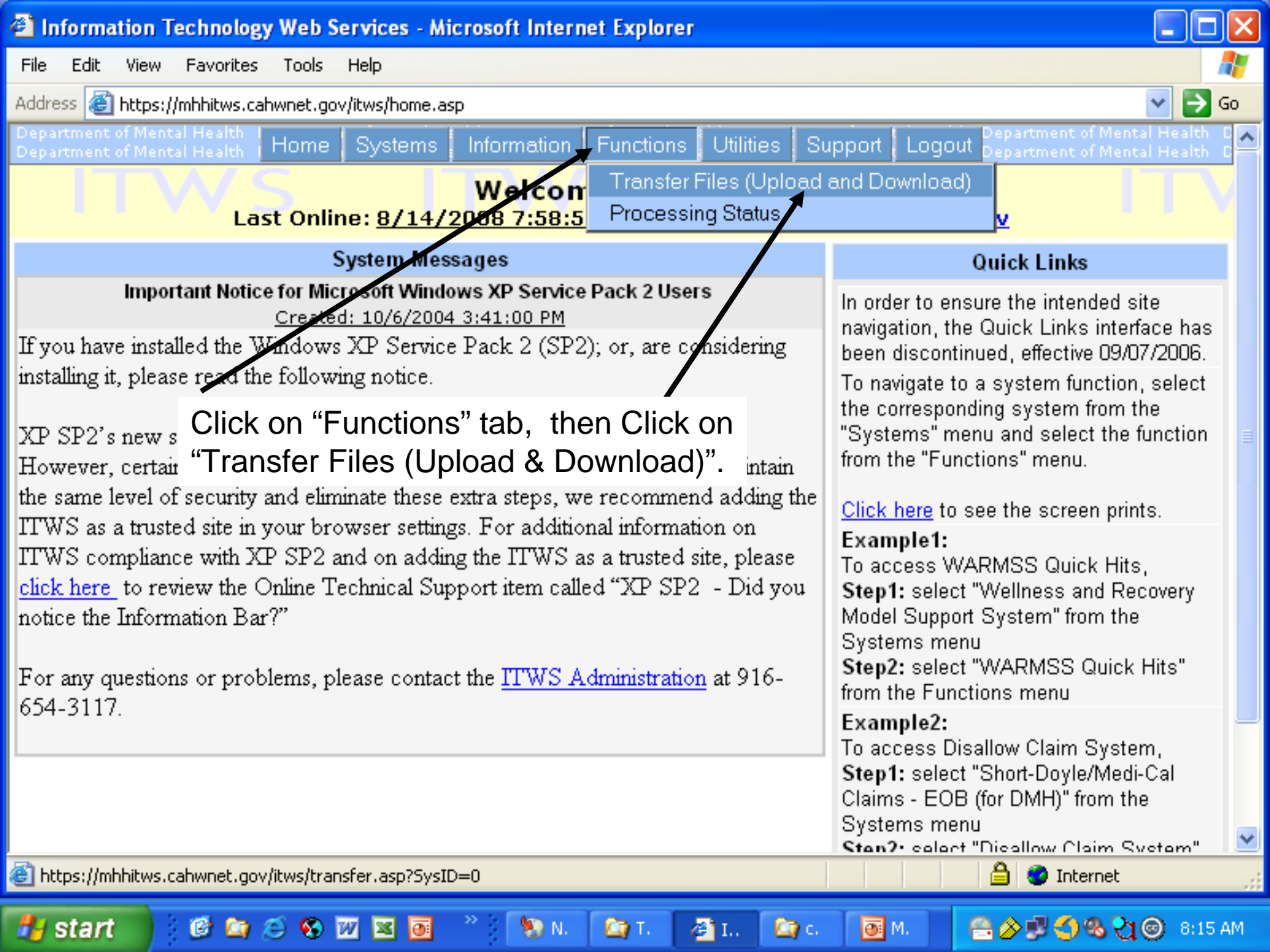
System Messages

Important Notice for Microsoft Windows XP Service Pack 2 Users
Created: 10/6/2004 3:41:00 PM

If you have installed the Windows XP Service Pack 2 (SP2); or, are considering installing it, please read the following notice.

XP SP2's new s
However, certain   ntain
the same level of security and eliminate these extra steps, we recommend adding the
ITWS as a trusted site in your browser settings. For additional information on
ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please
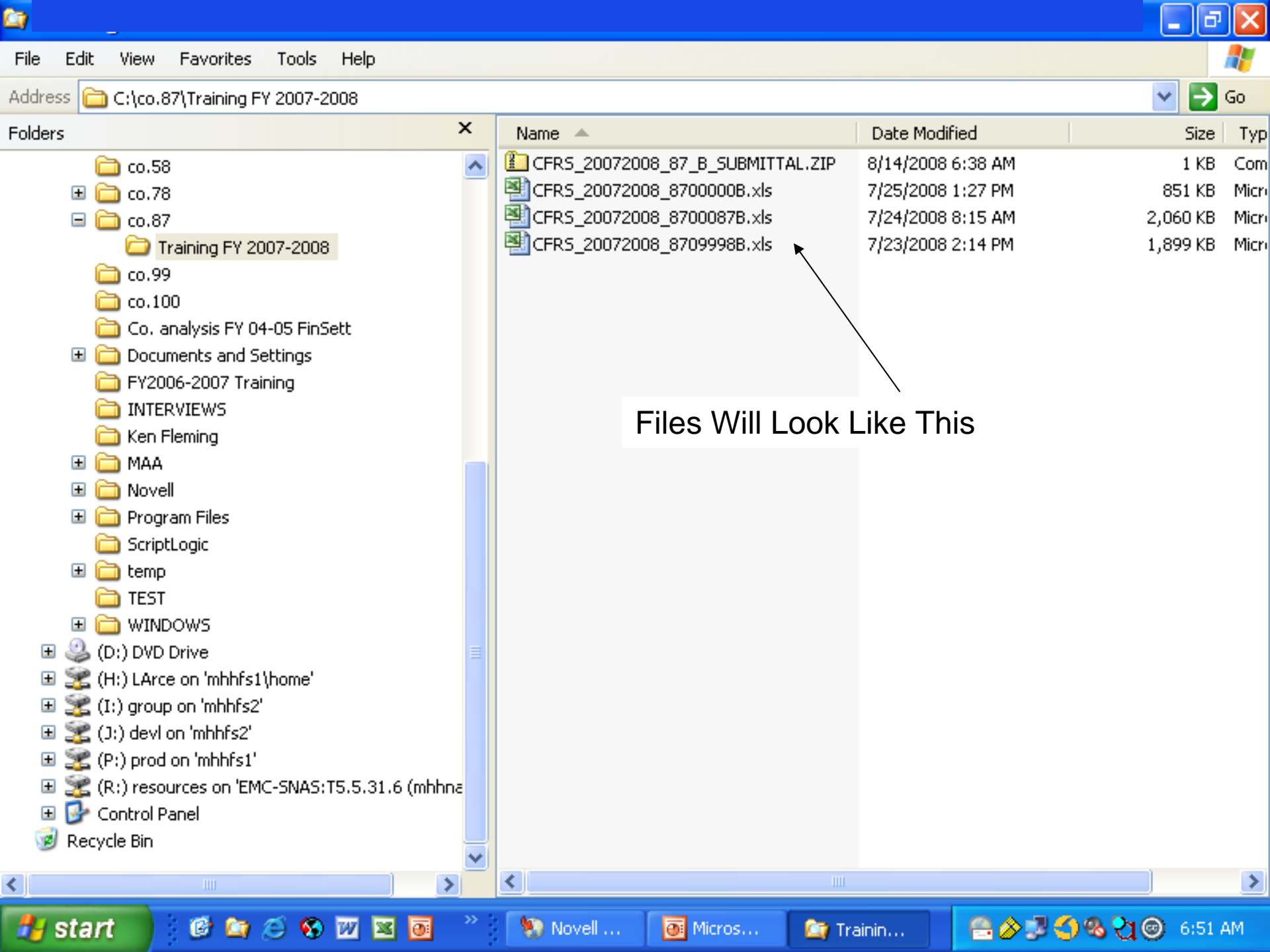click here to review the Online Technical Support item called "XP SP2 - Did you
notice the Information Bar?"

For any questions or problems, please contact the ITWS Administration at 916-654-3117.

Click on "Functions" tab, then Click on
"Transfer Files (Upload & Download)".

Quick Links

In order to ensure the intended site navigation, the Quick Links interface has been discontinued, effective 09/07/2006.

To navigate to a system function, select the corresponding system from the "Systems" menu and select the function from the "Functions" menu.

Click here to see the screen prints.
Example1:
To access WARMSS Quick Hits,
Step1: select "Wellness and Recovery Model Support System" from the Systems menu
Step2: select "WARMSS Quick Hits" from the Functions menu
Example2:
To access Disallow Claim System,
Step1: select "Short-Doyle/Medi-Cal Claims - EOB (for DMH)" from the Systems menu
Step2: select "Disallow Claim System"

https://mhhitws.cahwnet.gov/itws/transfer.asp?SysID=0   Internet

start   8:15 AM

Department of Mental Health   Department | Home | Systems | CFRS Information | Functions | Utilities | Support | Logout | Mental Health   D
Department of Mental Health   Department   ental Health   D

ITWS   ITWS   **Transfer Files**   ITWS   ITW

Display archive download area   Choose a System CFRS ▼

DOWNLOAD - Reports/   UPLOAD
Organization [SAMPLE COUNTY   ▼]   Click here for help uploading files

Name	Size △	Modified
Back..	DIR	9/5/2007 8:46:47 AM
inal Settlement fo Sample County df	33,382	8/18/2004 10:13:12 AM
FRS_PAID_DETAIL_REPORT_COUNTY_ S_2002-003.XLS	174,080	9/22/2005 11:29:06 AM
FRS_PAID_DETAIL_REPORT_COUNTY_ S_2007-008.XLS	196,608	8/6/2008 12:58:58 PM
FRS_PAID_DETAIL_REPORT_COUNTY_ S2003-004.XLS	224,768	8/28/2007 12:29:40 PM
FRS_PAID_DETAIL_REPORT_COUNTY_ _2004-005.XLS	226,816	8/28/2007 12:29:46 PM
FRS_PAID_DETAIL_REPORT_COUNTY_ S2006-007.XLS	272,896	8/6/2008 12:58:53 PM
FRS_PAID_DETAIL_REPORT_COUNTY_ S2005-006.XLS	314,880	6/17/2008 7:29:43 AM

Files - 1 Folders

Select here to upload files for anoth
01 - Alameda ▼

Files

[Add...]   [Remove]   [Remove All]
[Help]

Click on "Add"

Applet started   🔒 🌐 Internet

start | 🌐 📁 e 🌐 W 📊 📄 » 🌐 N. 📁 T. 📄 T. 📁 c. 📄 M. | 😊🔶💥🌐🔵📶🔵◎ 8:21 AM

File Edit View Favorites Tools Help

Address https://mhhitws.cahwnet.gov/itws/Transfer.asp Go

Department of Mental Health   Departm...
Department of Mental Health   Departm...

Home | Systems | CFRS Information | Functions | Utilities | Support | Logout

Transfer Files

CFRS

DOWNLOAD – Reports/

Organization

Name

Back..

Final Settlement for Alameda FY

CFRS_PAID_DETAIL_REPORT
2003.XLS

CFRS_PAID_DETAIL_REPORT
2008.XLS

CFRS_PAID_DETAIL_REPORT
2004.XLS

CFRS_PAID_DETAIL_REPORT
2005.XLS

CFRS_PAID_DETAIL_REPORT
2007.XLS

CFRS_PAID_DETAIL_REPORT
2006.XLS

7 Files - 1 Folders

Select file(s) to Upload

Look in: C:\co.87\Training FY 2007-2008\

Name
CFRS_20072008_8700000B.xls
CFRS_20072008_8700087B.xls
CFRS_20072008_8709998B.xls
CFRS_20072008_87_B_SUBMITTAL.ZIP

Single Click on "File" (This Will Highlight
The File) then Click on "OK"

File name(s): "CFRS_20072008_87_B_SUBMITTAL.ZIP"   ✔ OK

Files of type: All Files (*.*)   ✖ Cancel

help uploading files

ct here to upload files for anoth
01 - Alameda

Remove | Remove All

Help

Internet

start   8:41 AM

File Edit View Favorites Tools Help

Back • ⊙ • ☒ ☑ ⌂ Search Favorites ⊙ ⊙• ⊟ □ ▤

Address https://mhhitws.cahwnet.gov/itws/transfer.asp?SysID=1 ☑ → Go Links

Home Systems CFRS Information Functions Utilities Support Logout

Transfer Files

Display archive download area   Choose a System CFRS ☑

a ☑

UPLOAD
Click here for help uploading files

	Size ▽	Modified
cCon_Files	DIR 7/15	
	DIR 7/15	
133090_REPORT.txt	2,985 12/1	
153517_REPORT.txt	3,928 1/16.	
153937_REPORT.txt	3,930 1/19.	
153389_REPORT.txt	4,078 1/13.	
106930_REPORT.txt	4,860 1/10.	
nt_Sierra.pdf	37,866 8/18/2004 10:54:36 AM	
tification FY03-04.tif	38,624 3/2/2006 9:22:08 AM	
106930_DOWNLOAD.zip	853,728 1/10/2006 11:35:05 AM	
106930_UPLOAD.ZIP	853,728 1/10/2006 11:25:01 AM	
133090_SUBMITTAL.ZIP	1,002,687 8/23/2005 11:51:04 AM	
153389_SUBMITTAL.ZIP	1,005,572 1/13/2006 1:50:16 PM	
153517_SUBMITTAL.ZIP	1,006,430 1/16/2006 6:29:09 PM	

Select here to upload files for another county:

SAMPLE ☑

Microsoft Internet Explorer ☒

? Do you really want to upload these files?

OK   Cancel

Size(998.74... Modified
6_B_SUBM...   998.74 KB 8/4/06 2:3..

Click on "OK"

Add...   Remove   Remove All   Upload

Help

Done   🔒 Internet

File | Edit | View | Favorites | Tools | Help

Back | Search | Favorites

Address https://mhhitws.cahwnet.gov/itws/transfer.asp?SysID=1 | Go | Links

Department of Mental H | Home | Systems | CFRS Information | Functions | Utilities | Support | Logout | Department of Mental Hea
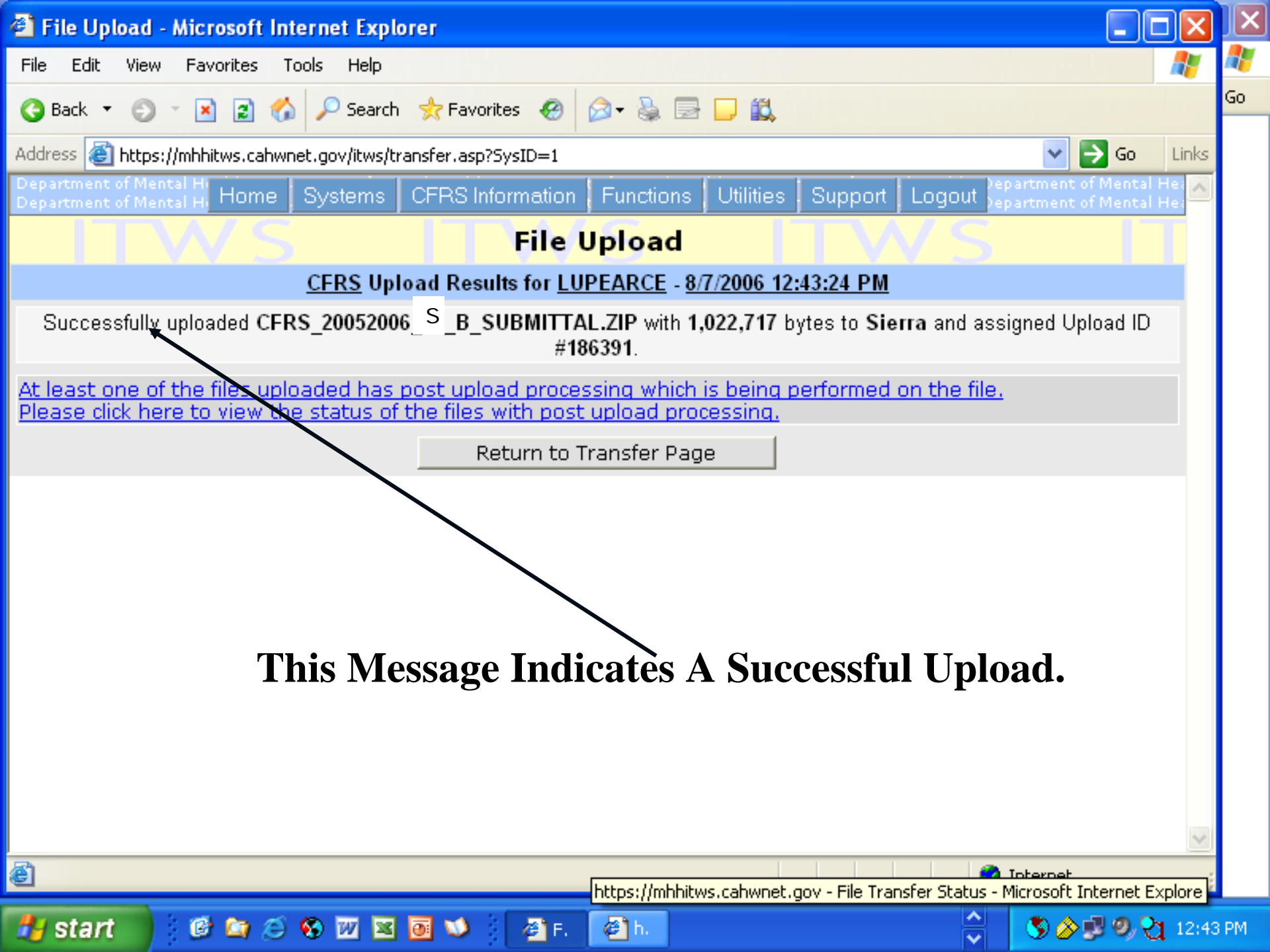
File Upload

CFRS Upload Results for LUPEARCE - 8/7/2006 12:43:24 PM

Successfully uploaded **CFRS_20052006_S_B_SUBMITTAL.ZIP** with **1,022,717** bytes to **Sierra** and assigned Upload ID **#186391**.

At least one of the files uploaded has post upload processing which is being performed on the file. Please click here to view the status of the files with post upload processing.

Return to Transfer Page

This Message Indicates A Successful Upload.

https://mhhitws.cahwnet.gov - File Transfer Status - Microsoft Internet Explore

start | F. | h. | 12:43 PM

Helpful Hints For County Analysts New To Cost Reporting

- Get to know your assigned DMH analyst.

- The analyst will help you with questions you may have about the cost reporting process.

- Work with the county provider legal entities to expedite their submission of completed Detail Cost Reports on a timely basis.

- Complete the Provider Update Form for legal entities identified as invalid by the automated Error Message Report Edit D052 . Failure to have all legal entities Medi-Cal (M/C) certified could result in M/C units being considered non-M/C units not eligible for FFP reimbursement.

- Make sure to work with the most current version of the cost report template online. As the template is updated it will be necessary to use the most current version throughout the process.

- Send in the required paper copies of the County Detail and Summary Cost Reports and Certification.

- Always maintain fiscal records to verify the data in your cost reports. The DMH auditors will visit and audit all counties cost reports in the future. Having backup documentation will be necessary for audit purposes.