

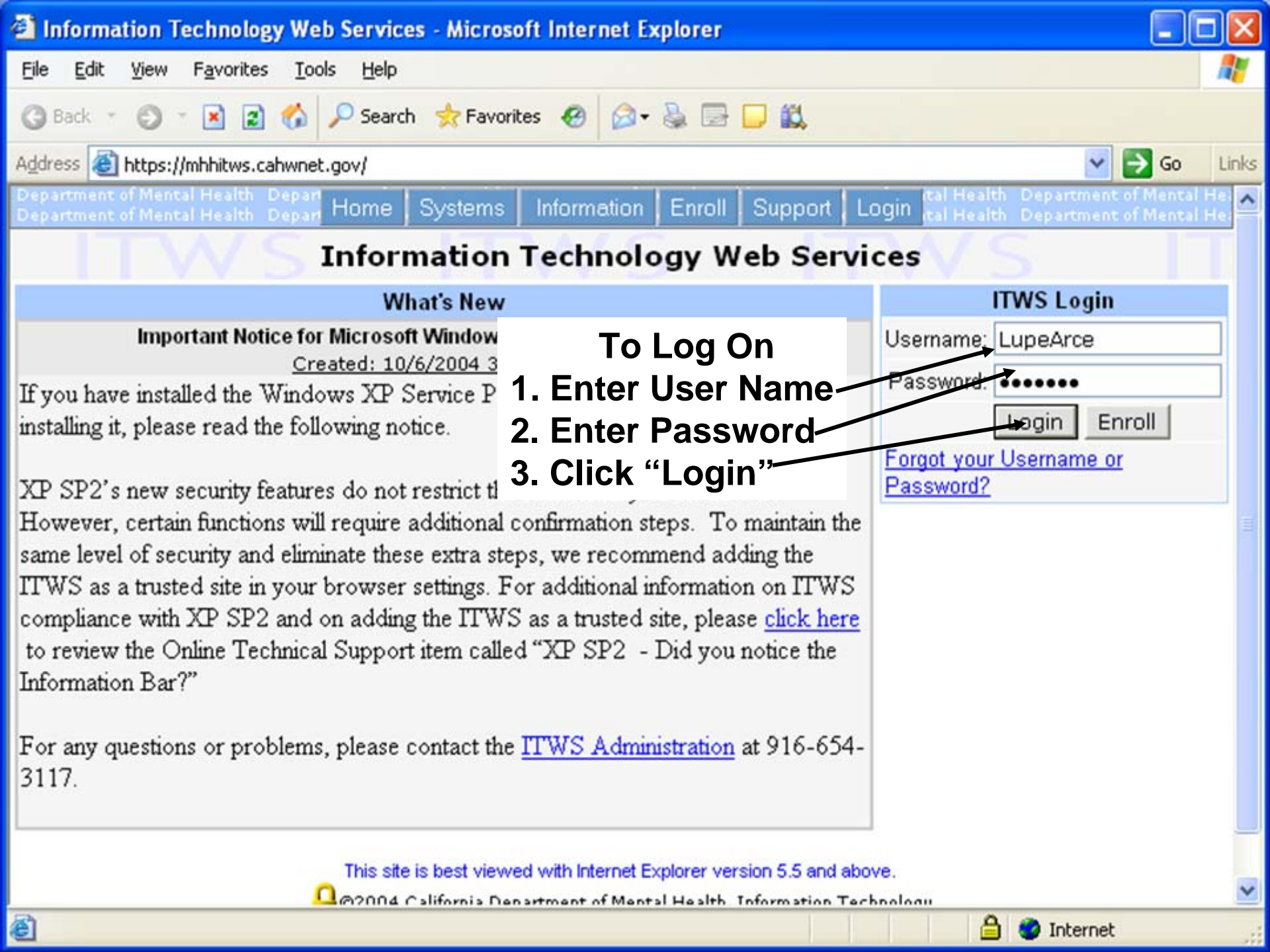
ITWS Cost Report Submission

- Log into the ITWS
- Download the Cost Report Templates
- Creating the Submission Folder
- Uploading the Cost Report



Step One: Log Into the ITWS

- <https://mhhitws.cawnet.gov>
- User Name
- Password
- Click “Login”



Information Technology Web Services

What's New

Important Notice for Microsoft Window

Created: 10/6/2004 3

If you have installed the Windows XP Service Pack 2, please read the following notice.

Windows XP SP2's new security features do not restrict the Internet. However, certain functions will require additional confirmation steps. To maintain 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.

To Log On

1. Enter User Name
2. Enter Password
3. Click "Login"

ITWS Login

Username:

Password:

[Forgot your Username or Password?](#)

This site is best viewed with Internet Explorer version 5.5 and above.

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Internet

Download the Cost Report Templates For FY 2009-2010

- Select cost and financial reporting from the System menu
- Select templates from the CFRS Information menu.
- Save the FY 2009-10 cost report templates to your personal computer.

First Click on "Systems" Link

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

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

Google Search Web 316 blocked AutoFill Options

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

DMH - Department of Mental Health

- Cost and Financial Reporting
- Provider / Legal Entity

Last Onlin

pe.Arce@dmh.ca.gov

Quick Links

- [Search](#)
- [Processing Status](#)
Check the status of your uploads
- [Transfer Files](#)
Upload and Download files

ITWS Administration

Created: 8/17/2005 7:30:00 AM

ITWS Administration formerly conducted by Loren Rubenstein and David Fava will be handled by Yvonne Providence (Primary) and Michael Garcia (Secondary) effective 08/19/05.

Yvonne and Michael can be reached via the DMH IT Help Desks at 916-654-3117 or 916-654-3445.

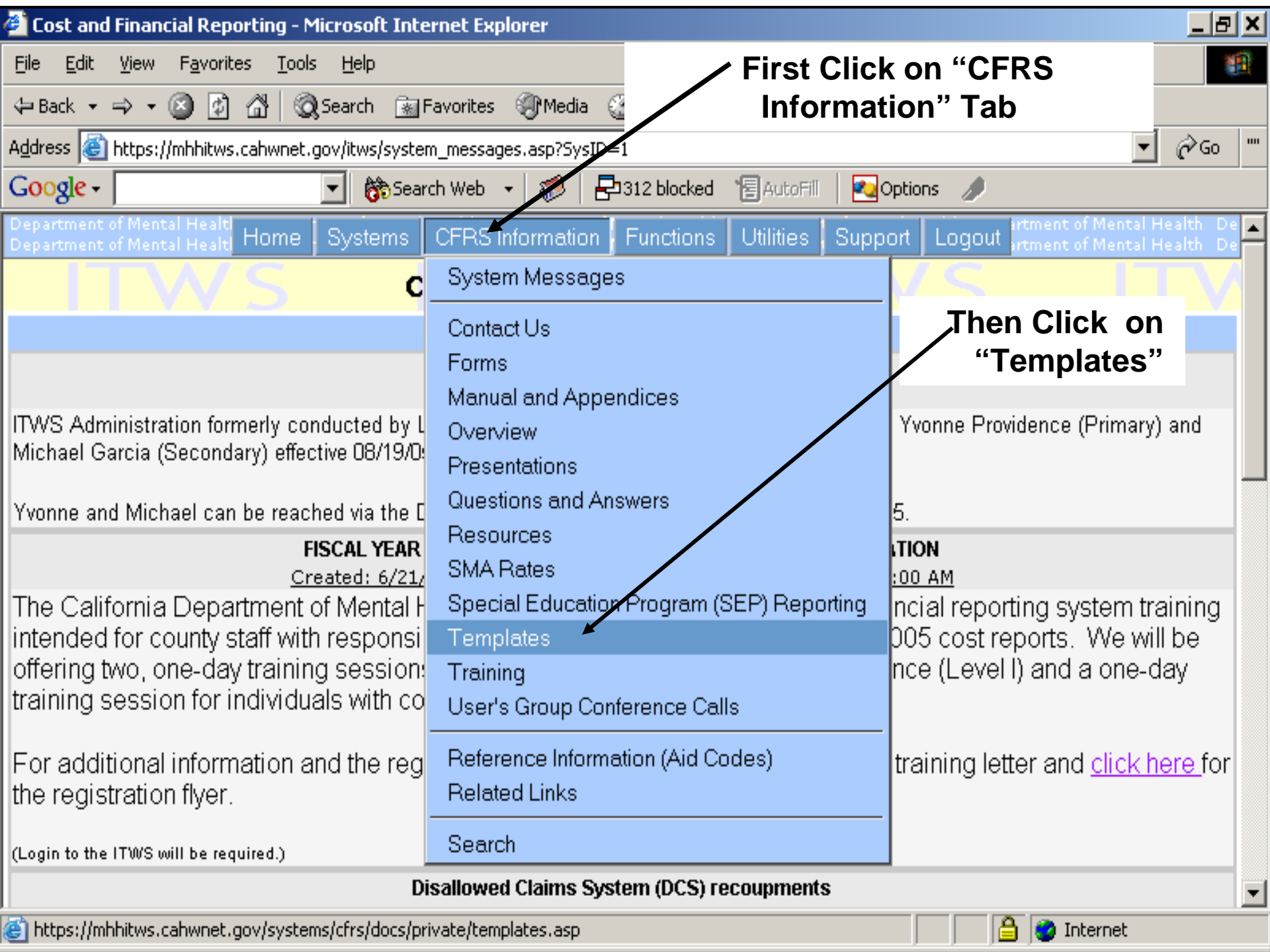
Important Notice for Microsoft Windows XP Service Pack 2 Users

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 security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain 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?"

Second Click on "Cost & Financial Reporting" Option



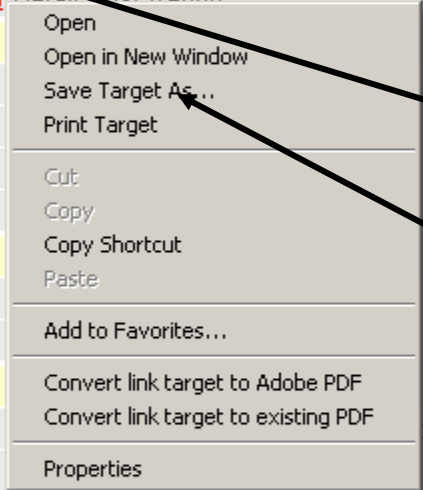
First Click on "CFRS Information" Tab

Then Click on "Templates"

Disallowed Claims System (DCS) recoupments

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		



To Download Detail and Summary Templates, Right Click on the Hypertext

Click "Save Target As"

Create the Submittal File

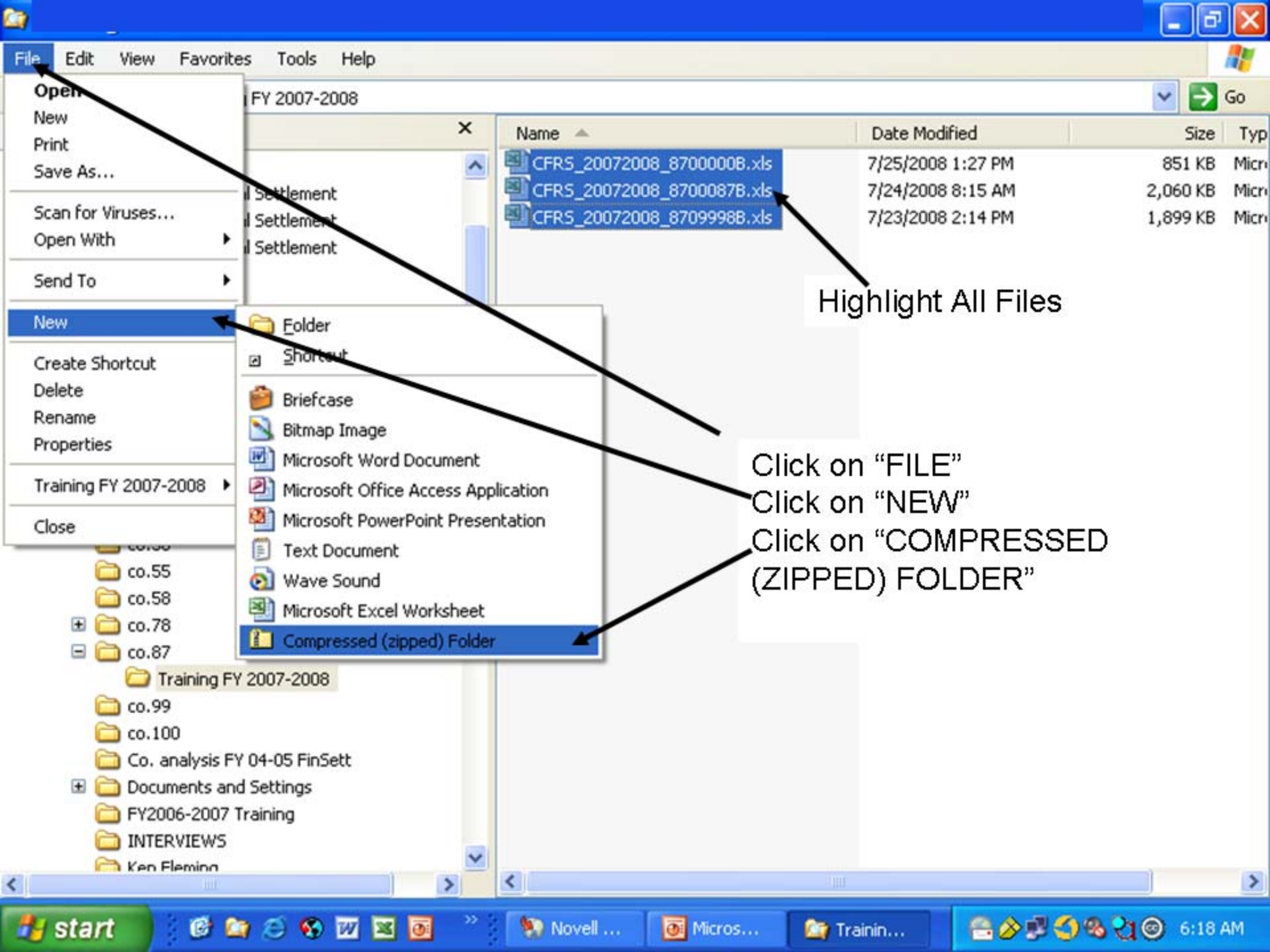
- Individual cost report naming convention
- Compress cost reports into one Zip folder
- Rename zip folder using proper naming convention

Individual Cost Reports – Naming Convention

- **Summary Cost Report**
 - CFRS_20092010_8900000B.xls
- **County Detail Cost Report**
 - CFRS_20092010_8900089B.xls
- **Non County Detail Cost Report**
 - CFRS_20092010_8900999B.xls

Creating the Zip Folder

- Highlight the cost report files to be submitted.
- Click on the “File” menu
- Select “New” from the “File” menu
- Select “Compressed (Zipped) Folder

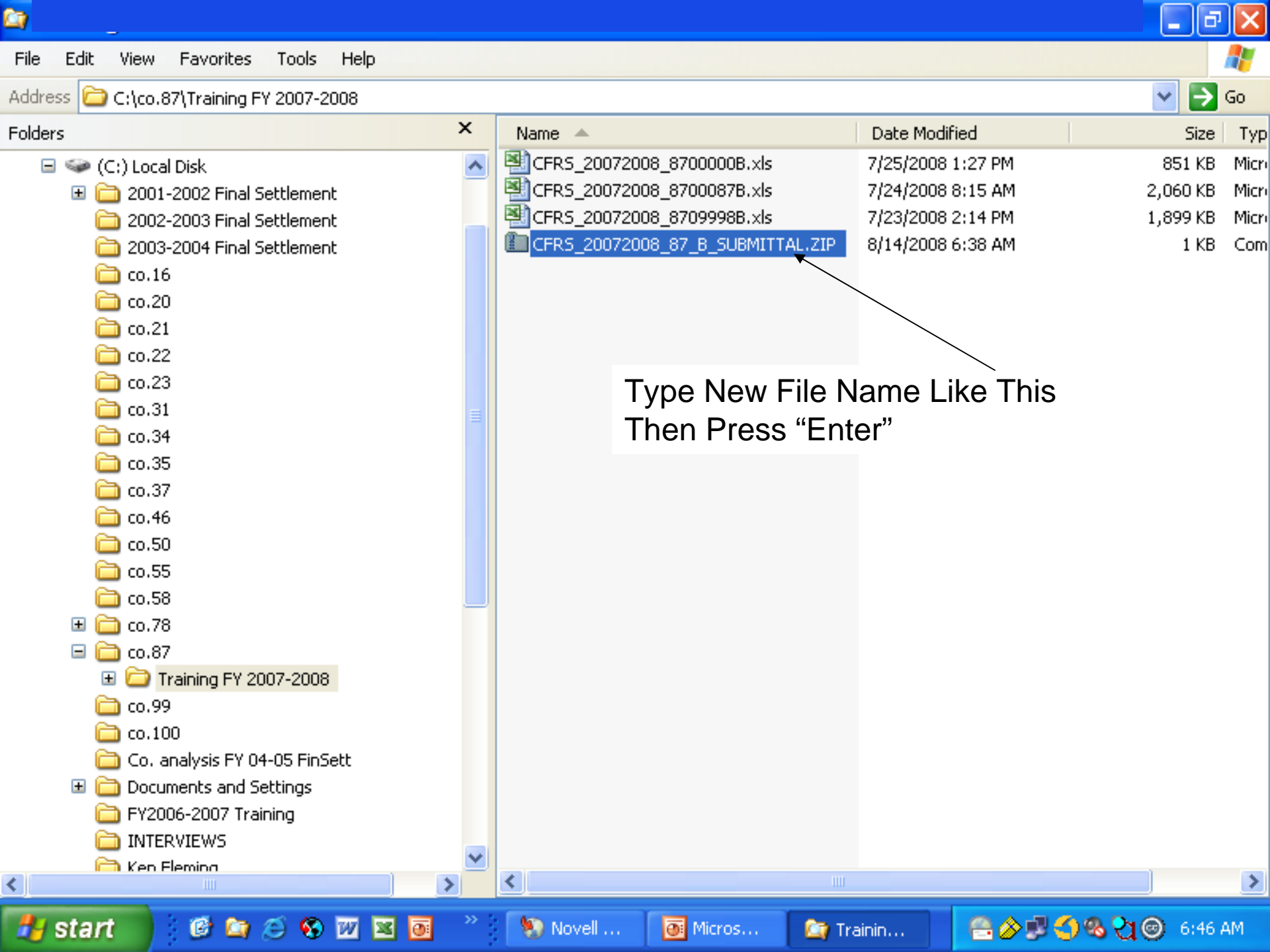


Highlight All Files

Click on "FILE"
Click on "NEW"
Click on "COMPRESSED (ZIPPED) FOLDER"

Submittal File Naming Convention - FY 2009-10

- **CFRS_20092010_CC_B_Submittal.zip**

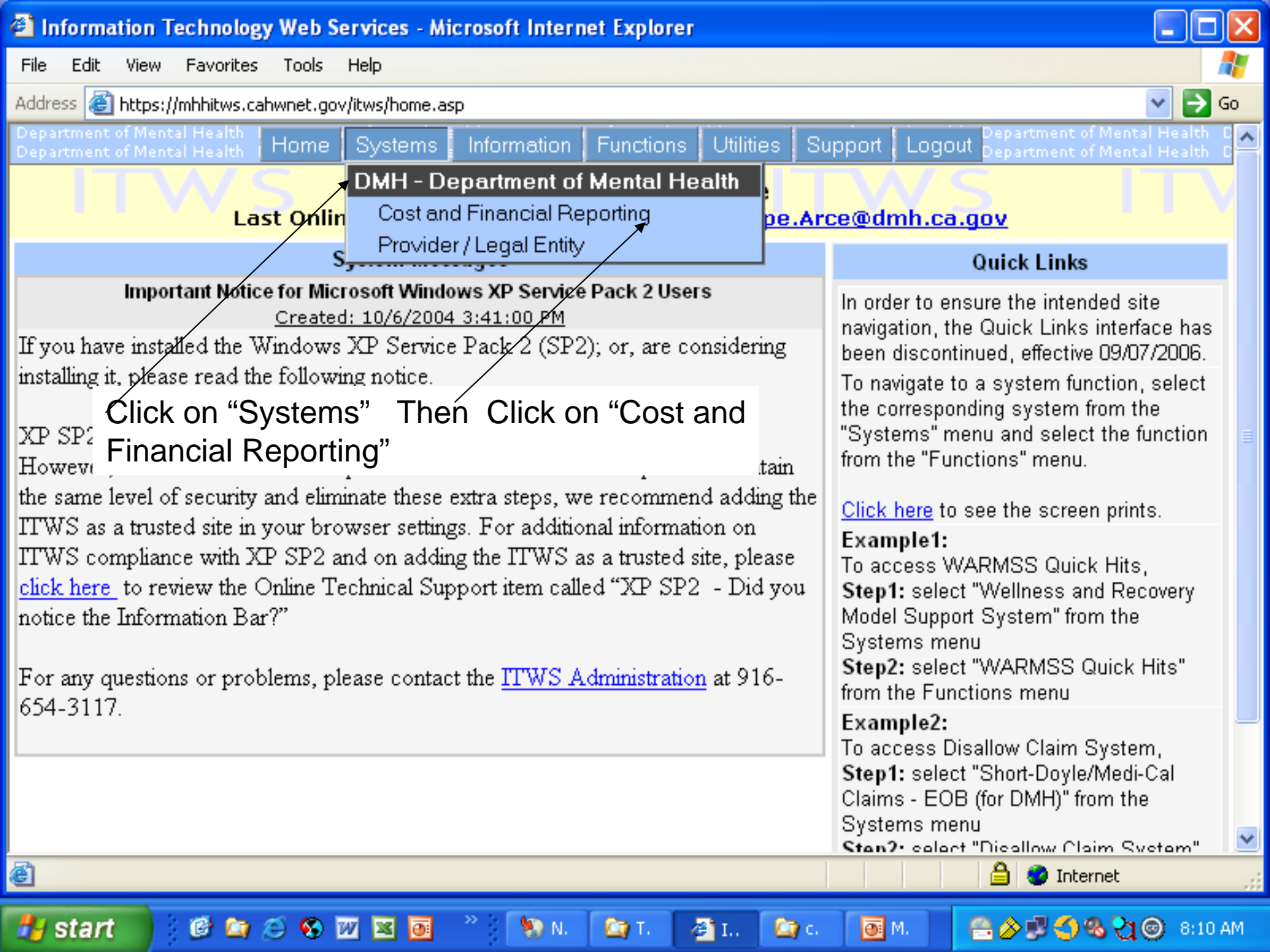


Type New File Name Like This
Then Press "Enter"

Name	Date Modified	Size	Type
CFRS_20072008_8700000B.xls	7/25/2008 1:27 PM	851 KB	Micro...
CFRS_20072008_8700087B.xls	7/24/2008 8:15 AM	2,060 KB	Micro...
CFRS_20072008_8709998B.xls	7/23/2008 2:14 PM	1,899 KB	Micro...
CFRS_20072008_87_B_SUBMITTAL.ZIP	8/14/2008 6:38 AM	1 KB	Com...

Uploading Cost Reports

- Select cost and financial reporting from the systems menu
- Select Transfer files (Upload and Download) from the functions menu
- Click on the “Add” button
- Highlight the zip folder to upload
- Click on the “Upload” button
- Click the “O.K”.



Important Notice for Microsoft Windows XP Service Pack 2 Users
Created: 10/6/2004 3:41:00 PM
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Click on "Systems" Then Click on "Cost and Financial Reporting"
XP SP2
However
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.

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"

ITWS ITWS

Welcom

Last Online: **8/14/2008 7:58:5**

Transfer Files (Upload and Download)

Processing Status [v](#)

System Messages

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

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XP SP2's new s
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Click on "Functions" tab, then Click on "Transfer Files (Upload & Download)".

Quick Links

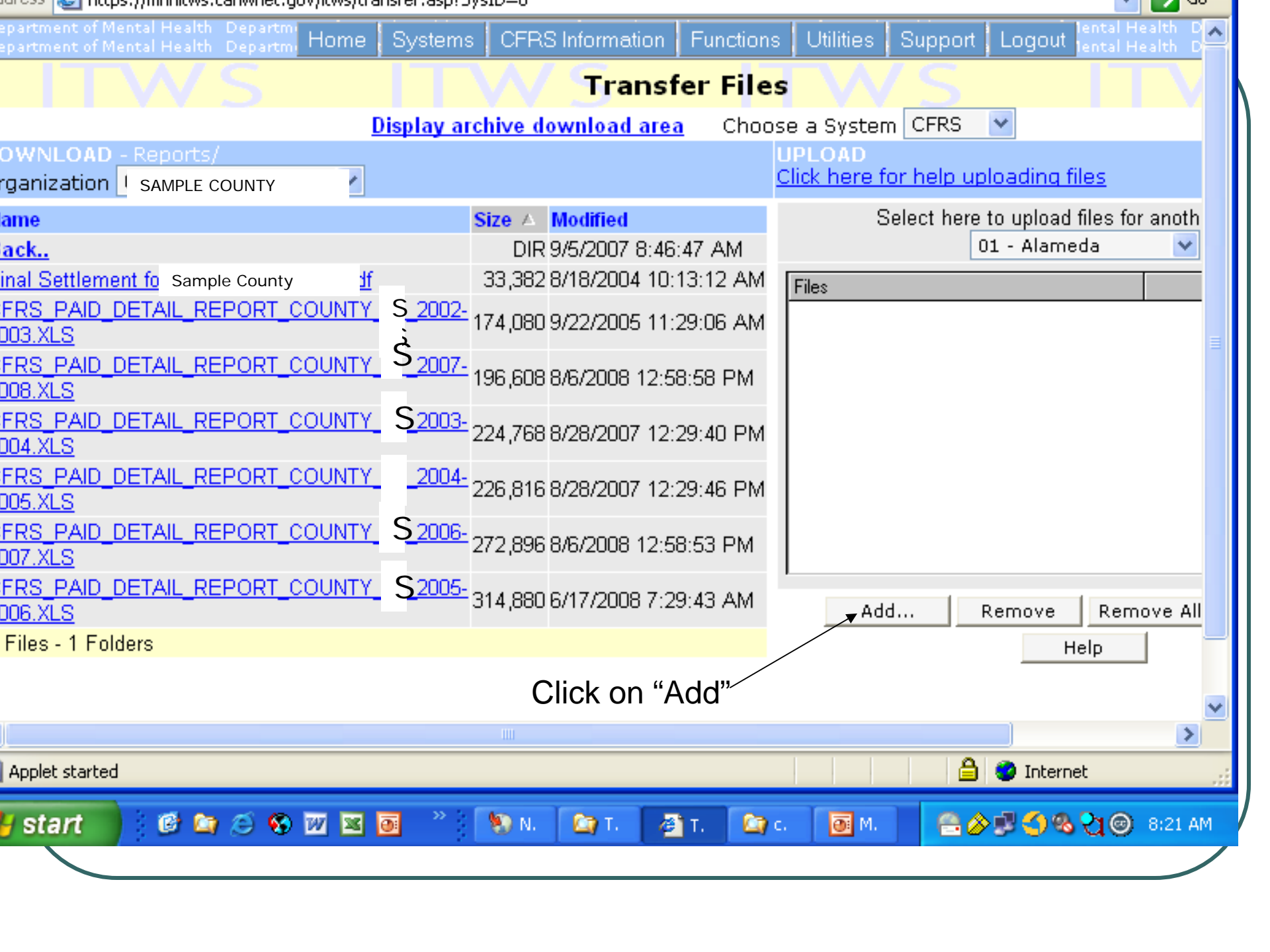
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 To access Disallow Claim System,
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Step2: select "Disallow Claim System"



Transfer Files

Display archive download area

Choose a System CFRS

DOWNLOAD - Reports/
Organization SAMPLE COUNTY

UPLOAD
[Click here for help uploading files](#)

Name	Size	Modified
DIR	9/5/2007 8:46:47 AM	
Final Settlement fo Sample County	33,382	8/18/2004 10:13:12 AM
FRS_PAID_DETAIL_REPORT_COUNTY_2002-2003.XLS	174,080	9/22/2005 11:29:06 AM
FRS_PAID_DETAIL_REPORT_COUNTY_2007-2008.XLS	196,608	8/6/2008 12:58:58 PM
FRS_PAID_DETAIL_REPORT_COUNTY_2003-2004.XLS	224,768	8/28/2007 12:29:40 PM
FRS_PAID_DETAIL_REPORT_COUNTY_2004-2005.XLS	226,816	8/28/2007 12:29:46 PM
FRS_PAID_DETAIL_REPORT_COUNTY_2006-2007.XLS	272,896	8/6/2008 12:58:53 PM
FRS_PAID_DETAIL_REPORT_COUNTY_2005-2006.XLS	314,880	6/17/2008 7:29:43 AM

Select here to upload files for another system
01 - Alameda

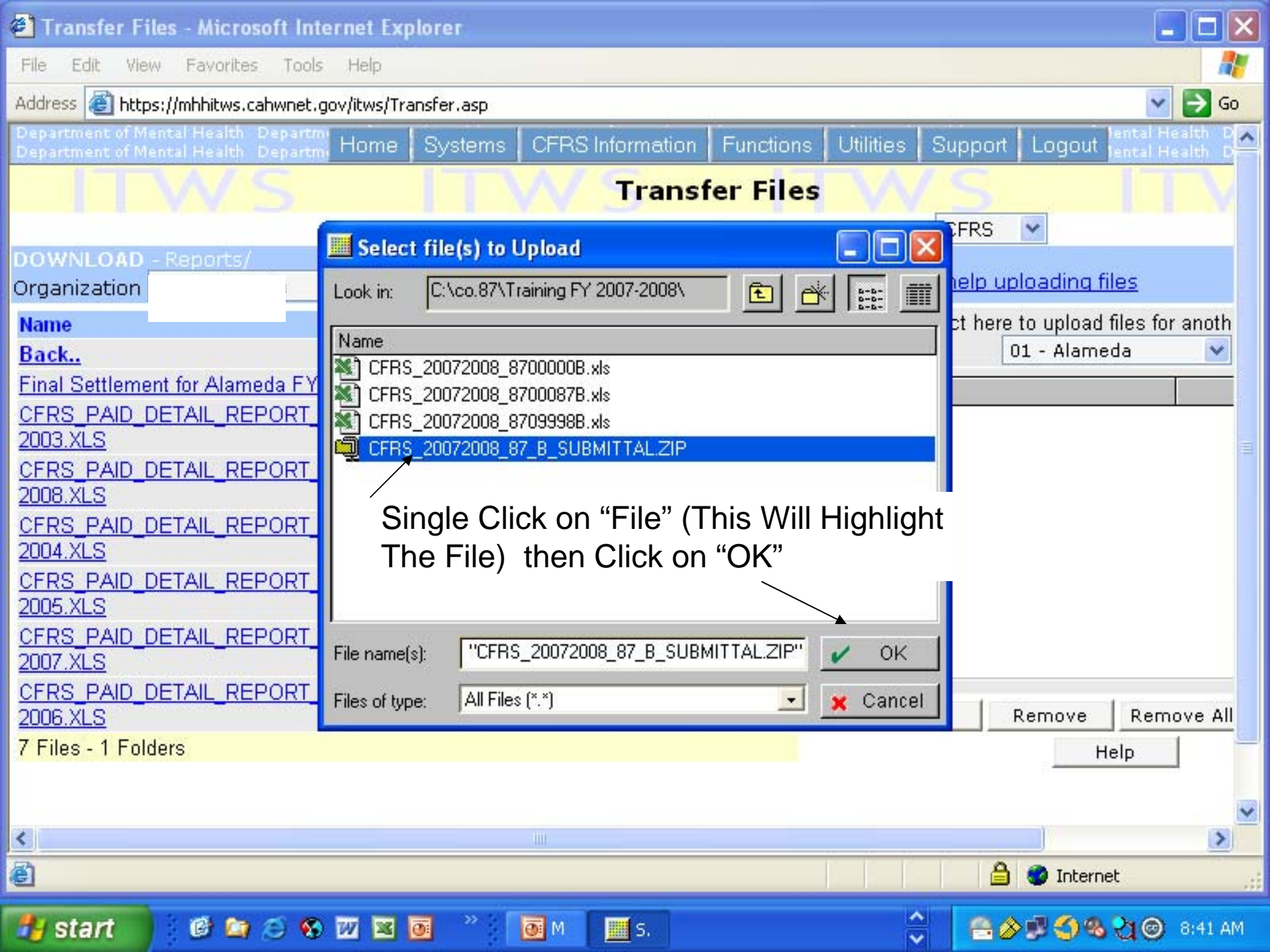
Files

Add... Remove Remove All Help

Click on "Add"

Applet started

Internet



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

File name(s): "CFRS_20072008_87_B_SUBMITTAL.ZIP"

Files of type: All Files (*.*)

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

Transfer Files

- DOWNLOAD - Reports/ Organization
- 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

CFRS

[help uploading files](#)

ct here to upload files for another

01 - Alameda

Remove Remove All Help


Transfer Files

Download area Choose a System

UPLOAD
[Click here for help uploading files](#)

Select here to upload files for another county:

SAMPLE

Files(1)	Size(0.02 KB)	Modified
 C:\...\CFRS_20062007_..._B_SUBM...	0.02 KB	8/16/07 1:...

Click "Upload"

Add... Remove Remove All Upload Help

Modified

7/15/2006 8:18:04 AM

10/19/2006 3:45:11 PM

12/13/2006 3:40:08 PM

1/30/2007 12:15:26 PM

2/2/2007 2:35:27 PM

2/9/2007 5:30:59 PM

2/2/2007 12:57:16 PM

1/30/2007 6:40:39 PM

1/25/2007 10:50:40 AM

1/30/2007 12:41:09 PM

8/18/2004 10:54:36 AM

8/2/2006 9:22:08 AM

1/10/2006 11:35:05 AM

1/10/2006 11:25:01 AM

1/20/2007 10:10:50 AM

Transfer Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

Department of Mental Health Department of Mental Health

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

Transfer Files

[Display archive download area](#) Choose a System **CFRS**

UPLOAD
[Click here for help uploading files](#)

Select here to upload files for another county: SAMPLE

	Size	Modified
133090_REPORT.txt	2,985	12/1/06 11:04 AM
153517_REPORT.txt	3,928	1/16/06 6:29 PM
153937_REPORT.txt	3,930	1/19/06 11:04 AM
153389_REPORT.txt	4,078	1/13/06 1:50 PM
106930_REPORT.txt	4,860	1/10/06 11:25 AM
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
153937_SUBMITTAL.ZIP	1,009,000	1/19/2006 11:04:05 AM

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

Size(998.74... Modified

Microsoft Internet Explorer

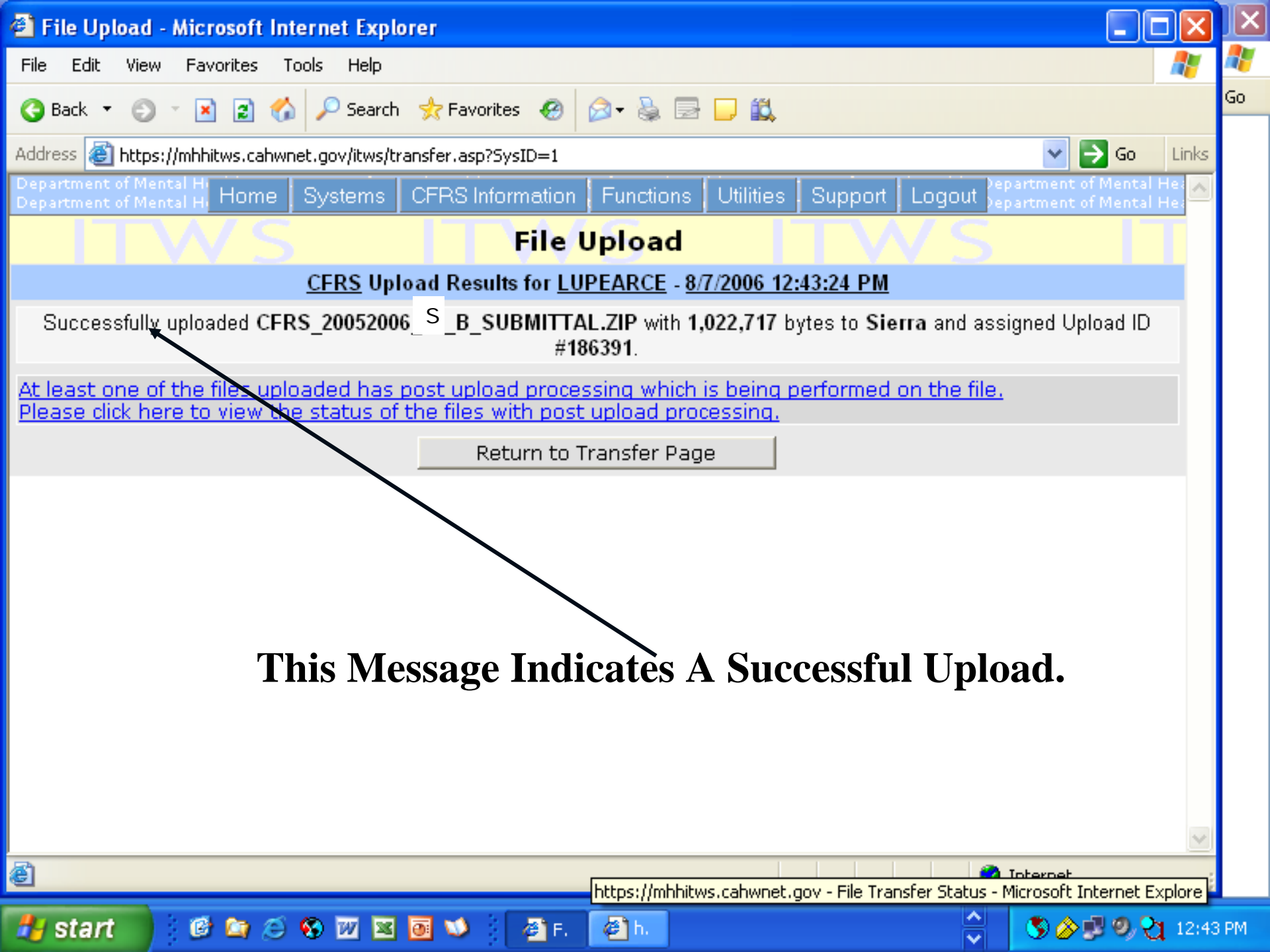
Do you really want to upload these files?

OK Cancel

Click on "OK"

Add... Remove Remove All Upload Help

Done Internet



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.