

Minnesota Electronic

Child Care

(MEC²)

PRO System

Provider Training



Table of Contents

1. What is MEC ² PRO?.....	4
2. Welcome to MEC ² PRO/Login	5
3. Home Page	9
4. Entering a New Bill	10
5. Editing a Saved Bill.....	17
6. Submitting and Printing a Bill.....	20
7. Viewing a Submitted Bill	25
8. Viewing the Remittance Advice	29
9. Reports.....	30
10. Online Resources and Help.....	33

WHAT IS MEC² PRO?

MEC² (Minnesota Electronic Child Care) PRO (Provider Resources Online) is a computer application that allows Department of Human Services (DHS) Child Care Assistance Program (CCAP) providers to submit bills electronically to county agencies for families who get benefits from CCAP.

Online billing reduces the cost of printing and mailing billing forms and remittance advices.

The MEC² PRO electronic billing application uses a secure internet process. It works with MEC² to allow providers to submit bills for CCAP services to counties or county-contracted servicing agencies. With MEC² PRO, providers can post billing information, view current and previously submitted bills, and print current and previously submitted bills. Additionally, links to remittance advices, reports, and county contacts are available through MEC² PRO.

Counties can choose whether to use this application. They may also choose which providers or types of providers will have access to use MEC² PRO. Counties can activate or deactivate a MEC² PRO provider and reset passwords for these providers.

Counties that choose to offer this option to providers registered in their county are responsible for the administration of provider security access to PRO and training for providers who wish to use this application.

WELCOME TO MEC² PRO

Enter the URL address for MEC² PRO: <https://prod.mec2.dhs.state.mn.us/ChildCarePro/Welcome.action>.
This is the Welcome window.

Minnesota Department of **Human Services** **MEC² PRO** Thursday, May 7, 2009
minnesota north star

DHS Public Web

Welcome to MEC² PRO
MEC² PRO is the official online resource for child care providers.

Minnesota Electronic Child Care Provider Resources Online

MEC² PRO stands for Minnesota Electronic Child Care Provider Resources Online. MEC² PRO is an online web application created to provide online resources for child care providers who serve families using the Child Care Assistance Program (CCAP) in Minnesota. The primary users of MEC² PRO are child care providers serving CCAP families.

Click [here](#) to access the MEC² PRO application.

2.30.01 (2009-05-06 10:35)

© 2007 Minnesota Department of Human Services. North Star is led by the Office of the Governor.

Select the **here** link to access MEC² PRO.


This is the security notice. Read this and select **Continue**.


Minnesota Department of Human Services

MEC² PRO

Tuesday, May 12, 2009
minnesota north star

DHS Public Web

 **Terms of Use**
Please read before continuing.



******* Notice *******

This application is the property of the Minnesota Department of Human Services (DHS). Use of this application without authority from DHS, or in excess of authority, may result in disciplinary action, state and federal civil and criminal sanctions/penalties and/or other appropriate action. By continuing to use this application, you are representing yourself as an authorized user.


Any activity on this application may be monitored or accessed by DHS or other authorized officials at any time. This includes any data created or stored using this application. All such data is subject to the Minnesota Government Data Practices Act. Any identified evidence of possible criminal activity will be provided to appropriate law enforcement agencies.

Do not reveal the password you use to access this application. Do not leave a terminal unattended while your password is in active use.

Report suspected violations and unauthorized use to TSS System Management at 651-649-6479

Logging In

At the MEC² PRO Login window, enter your *Login ID* and *Password* and select **Login**. To obtain a Login ID and Password, contact your county agency.



The screenshot shows the MEC² PRO Login interface. At the top left is the Minnesota Department of Human Services logo and name. At the top right is the date "Thursday, May 7, 2009" and the "minnesota north star" logo. Below the header is a dark blue bar with "DHS Public Web". The main content area has a light blue header with the "MEC PRO" logo and the text "Login" and "Enter your Login ID and Password.". The main area contains a large 3D "MEC PRO" logo on the left, and on the right, two input fields labeled "Login ID:" and "Password:", a "Login" button, and a yellow arrow pointing to the button. At the bottom left, there is a copyright notice: "© 2007 Minnesota Department of Human Services Online. North Star is led by the Office of Enterprise Technology."

Minnesota Department of Human Services

MEC² PRO

Thursday, May 7, 2009
minnesota north star

DHS Public Web

MEC PRO Login
Enter your Login ID and Password.

MEC PRO

Login ID:

Password:

Login

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

Change Password

The first time you log in, you are asked to create a new password. The password minimum standards are 8 characters, one upper case, one lower case, and one numeric.

Minnesota Department of Human Services

MEC² PRO

Tuesday, June 2, 2009
minnesota north star

DHS Public Web

Change Password
Enter new authentication information.

- Password has expired.**

Login ID:

Old Password:

New Password:

Confirm Password:

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

HOME PAGE

The Home page lists all providers shown for this Login ID. The three columns on the right, *New*, *Saved*, and *Submitted*, refer to the status of bills recorded for each provider listed. The *New* column is where you enter new bills. The *Saved* column displays bills that you have created but not submitted. The *Submitted* column displays a list of bills that you have already submitted for payment.

The screenshot shows the MEC² PRO Home page. At the top, there is a navigation bar with links: Home, Reports, Developer Tools, Help, Contact, Provider Guide, Change Password, and Logoff. Below this is a section titled "Home" with the instruction "Select a provider and click a bill action." The main content is a table with the following columns: Provider ID, Name, Address, Status, Type, New, Saved, and Submitted. The first two rows of data are for "New Horizon Academy".

<u>Provider ID</u>	<u>Name</u>	<u>Address</u>	<u>Status</u>	<u>Type</u>	<u>New</u>	<u>Saved</u>	<u>Submitted</u>
3659	New Horizon Academy	14088 141ST ST W, APPLE VALLEY, MN 55124-6581	Active	MN DHS Licensed Center	Enter	Edit	View
4510	New Horizon Academy	4565 SCOTT TRL, EAGAN, MN 55122-2396	Active	MN DHS Licensed Center	Enter	Edit	View

Two callout boxes provide instructions: one pointing to the bolded and underlined column headings, and another pointing to the "Enter" link in the "New" column.


Click on any of the bolded and underlined column headings to sort the list using that column.

Select **Enter** under the *New* column of the Home Page to go to the New Bill List window, where you select bills for data entry.


ENTERING A NEW BILL

New Bill List

A bill is available on the New Bill List on the first day of the biweekly period. To enter a bill for payment, select **Create** for the desired bill. To return to the Home Page from any window in MEC² PRO, select Home on the menu bar.




Minnesota Department of **Human Services**



MEC² PRO

Friday, May 29, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff



New Bill List

Select a bill from the list, or refine your search.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396

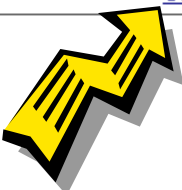
[Advanced Search](#)

20 bills found, displaying 16 to 20. <<, <, 1, 2

Case	Name	Period	Financially Responsible Agency	
459013	MANGINI, WILLETTE I	05/04/2009 - 05/17/2009	Dakota County	Create
465200	ZIMMERMAN, MARGARETTA A	03/23/2009 - 04/05/2009	Dakota County	Create
465233	HAMILTON, SCOTT C	03/23/2009 - 04/05/2009	Dakota County	Create
468232	VAN BUREN, ANN MARIE R	05/04/2009 - 05/17/2009	Dakota County	Create
468232	VAN BUREN, ANN MARIE R	05/18/2009 - 05/31/2009	Dakota County	Create


* More results exist prior to search period start date for this provider.

[Back](#)


© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

New Bill: View Bill

Enter bills on the New Bill: View Bill window. The top section displays provider and case information. The middle section displays each child's bill information. The bottom section displays copay information where you can select Edit in the Copay box to edit copay details. Select **Edit** in the middle section to enter each child's billing details.

 **Minnesota Department of Human Services** **MEC²PRO** minnesota north star Wednesday, May 27, 2009

Home [Reports](#) | [Developer Tools](#) | [Help](#) | [Contact](#) | [Provider Guide](#) | [Change Password](#) | [Logoff](#)

 **New Bill: View Bill**
View the details of the bill.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396
Case: 450080 **Name:** GAUTIER, ANGLE N **Period:** 03/23/2009 - 04/05/2009 **Financially Responsible Agency:** Dakota County

Child's Name	Amount Billed	
ULERY, JOHNATHON O	0.00	Edit

Copay Collected: Yes **Comments:** [Edit](#)
Copay Waived: No
Copay Amount: \$185.00

[Back](#) [Submit](#)

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

New Bill: Edit Child

The New Bill: Edit Child window displays the details of the child's bill.

Minnesota Department of Human Services **MEC² PRO** Friday, May 29, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff

New Bill: Edit Child

Edit rates, hours and attendance for a child.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55123
Case: 468232 **Name:** VAN BUREN, ANN MARIE R **Period:** 05/04/2009 - 05/17/2009 **Finance:** Dakota County

Child's Name: VAN BUREN, CASSIDY A
Age Group: Preschool
Authorized Hours: 30

Start with previous bill data:

Units and Hours

Unit Type	Number of Units	Unit Rate	Amount Billed
Weekly	<input type="text" value="0"/>	<input type="text" value="0.00"/>	0.00

Non-standard Hours: Registration Fees:
Activity Fees:
Total Billed: 0.00

Week 1 Attendance

Week 1	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08	Sat 09	Sun 10	Total
Scheduled Hours	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Attendance	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	

Week 2 Attendance

Week 2	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17	Total
Scheduled Hours	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Attendance	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

When you select **Copy**, data from the previous bill auto-fills in the current bill and you can edit or update it.

06/12/09 DRAFT

12

Select the *Unit Type* and enter the *Number of Units*, the *Unit Rate*, and any *Non-standard Hours*, *Registration Fees*, or *Activity Fees*. In the bottom section, enter the child's *Scheduled Hours* for each day of the biweekly period and indicate absent days or holidays used. When you are done entering the billing information for the service period, select **Save**.

Units and Hours

Unit Type	Number of Units	Unit Rate	Amount Billed
Weekly ▾	30	11	330.00

Non-standard Hours:

Registration Fees:

Activity Fees:

Total Billed: 330.00

Week 1 Attendance

Week 1	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08	Sat 09	Sun 10	Total
Scheduled Hours	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	15
Attendance	<input type="text" value="▾"/>	<input type="text" value="▾"/>	<input type="text" value="▾"/>	<input type="text" value="▾"/>	<input type="text" value="▾"/>	<input type="text" value="▾"/>	<input type="text" value="▾"/>	

Week 2 Attendance


Week 2	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17	Total
Scheduled Hours	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	15
Attendance	<input type="text" value="▾"/>	<input type="text" value="▾"/>	<input type="text" value="▾"/>	<input type="text" value="▾"/>	<input type="text" value="▾"/>	<input type="text" value="▾"/>	<input type="text" value="▾"/>	

You may prefer to enter billing information after the end of the billing period. However, you can enter scheduled hours for any date prior to the current date.




New Bill: View Bill

Complete and review the bill. To electronically submit the bill to the county for payment, select the Submit button on the New Bill: View Bill window. If you are not ready to submit the bill, you can save it and return to it later by selecting **Back**.




Minnesota Department of **Human Services**



Friday, May 29, 2009
minnesota north star

[Home](#) | [Reports](#) | [Developer Tools](#) | [Help](#) | [Contact](#) | [Provider Guide](#) | [Change Password](#) | [Logout](#)



New Bill: View Bill

View the details of the bill.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396
Case: 468232 **Name:** VAN BUREN, ANN MARIE R **Period:** 05/04/2009 - 05/17/2009 **Financially Responsible Agency:** Dakota County

<u>Child's Name</u>	<u>Amount Billed</u>	
VAN BUREN, CASSIDY A	330.00	Edit
VAN BUREN, TIMOTHY M	0.00	Edit

Copay Collected: Yes **Comments:** [Edit](#)
Copay Waived: No
Copay Amount: \$32.00


[Back](#) [Submit](#)

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology




EDITING A SAVED BILL

To edit a saved bill from the **Home Page**, select **Edit** under the *Saved* column. Bills under the *Saved* column are bills that you have entered and saved but not submitted to the county agency.




Minnesota Department of **Human Services**



MEC² PRO

Wednesday, May 27, 2009
minnesota north star


Home | Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff



Home
Select a provider and click a bill action.

Provider ID	Name	Address	Status	Type	New	Saved	Submitted
3659	New Horizon Academy	14088 141ST ST W, APPLE VALLEY, MN 55124-6581	Active	MN DHS Licensed Center	Enter	Edit	View
4510	New Horizon Academy	4565 SCOTT TRL, EAGAN, MN 55122-2396	Active	MN DHS Licensed Center	Enter	Edit	View

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology



Saved Bill List

On the Saved Bill List window, select **Edit** for the bill you wish to edit.

Minnesota Department of **Human Services** **MEC² PRO** Friday, May 29, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff

Saved Bill List
Select a bill from the list, or refine your search.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396

[Advanced Search](#)

One bill found. 1

Case	Name	Period	Financially Responsible Agency	
468232	VAN BUREN, ANN MARIE R	05/04/2009 - 05/17/2009	Dakota County	Edit



* More results exist prior to search period start date for this provider.

[Back](#)


© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

Saved Bill: View Bill

The Saved Bill: View Bill window is where you edit or update a bill. The top section displays provider and case information. The middle section displays the children's bill information. From here, select **Edit** to edit each child's billing details. You can also edit copay information by selecting Edit in the copay box at the bottom.

Minnesota Department of Human ServicesMEC² PROFriday, May 29, 2009

[Home](#) | [Reports](#) | [Developer Tools](#) | [Help](#) | [Contact](#) | [Provider Guide](#) | [Change Password](#) | [Logoff](#)



Saved Bill: View Bill

View the details of the bill.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396
Case: 468232 **Name:** VAN BUREN, ANN MARIE R **Period:** 05/04/2009 - 05/17/2009 **Financially Responsible Agency:** Dakota County

Child's Name	Amount Billed	
VAN BUREN, CASSIDY A	330.00	Edit
VAN BUREN, TIMOTHY M	0.00	Edit

Copay Collected: Yes **Comments:** [Edit](#)

Copay Waived: No


Copay Amount: \$32.00

[Back](#) [Submit](#) [Remove Bill](#)


© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

Saved Bill: Edit Child

Edit or update the billing information for the service period and select **Save**.




Minnesota Department of **Human Services**



Friday, May 29, 2009
minnesota north star

Home
Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff



Saved Bill: Edit Child
Edit rates, hours and attendance for a child.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396
Case: 468232 **Name:** VAN BUREN, ANN MARIE R **Period:** 05/04/2009 - 05/17/2009 **Financially Responsible Agency:** Dakota County

Child's Name: VAN BUREN, CASSIDY A
Age Group: Preschool
Authorized Hours: 30

Units and Hours

Unit Type	Number of Units	Unit Rate	Amount Billed
Weekly <input type="text" value="Weekly"/>	<input type="text" value="30"/>	<input type="text" value="11.00"/>	330.00

Non-standard Hours:

Add Row

Registration Fees:

Activity Fees:

Total Billed: 330.00

Week 1 Attendance

Week 1	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08	Sat 09	Sun 10	Total
Scheduled Hours	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	15
Attendance	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	

Week 2 Attendance

Week 2	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17	Total
Scheduled Hours	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	15
Attendance	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	

Save

Cancel

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology



Saved Bill: View Bill

When you save the bill, you return to the Saved Bill: View Bill window. After you enter billing information for all children on the case for the biweekly period, submit the bill electronically by selecting **Submit** on the Saved Bill: View Bill window. Once you submit the bill, you cannot enter additional bills for this case and time period electronically.

Minnesota Department of Human Services

MEC² PRO

Friday, May 29, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff

Saved Bill: View Bill
View the details of the bill.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396
Case: 468232 **Name:** VAN BUREN, ANN MARIE R **Period:** 05/04/2009 - 05/17/2009 **Financially Responsible Agency:** Dakota County

Child's Name	Amount Billed	
VAN BUREN, CASSIDY A	330.00	Edit
VAN BUREN, TIMOTHY M	330.00	Edit

Copay Collected: Yes
Copay Waived: No
Copay Amount: \$32.00

Comments: [Edit](#)

[Back](#) [Submit](#) [Remove Bill](#)


Select **Submit Bill** to submit the bill for payment.

Click **Remove Bill** to edit billing information that you entered, and to put the bill back on the *New* list.


SUBMITTING AND PRINTING A BILL

Saved Bill: Confirm Submit

You must confirm the submission of the bill by **checking** the electronic signature box and selecting **Submit** a second time. This action electronically sends the bill to the county agency. Once you submit the bill, you cannot change it. If you need to change information on a submitted bill, contact the county.




Minnesota Department of **Human Services**



Friday, May 29, 2009
minnesota north star

[Home](#) | [Reports](#) | [Developer Tools](#) | [Help](#) | [Contact](#) | [Provider Guide](#) | [Change Password](#) | [Logoff](#)



Saved Bill: Confirm Submit

Please confirm this bill before submitting.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396
Case: 468232 **Name:** VAN BUREN, ANN MARIE R **Period:** 05/04/2009 - 05/17/2009 **Financially Responsible Agency:** Dakota County


Child's Name	Amount Billed
VAN BUREN, CASSIDY A	330.00
VAN BUREN, TIMOTHY M	330.00

Copay Collected: Yes **Comments:**
Copay Waived: No
Copay Amount: \$32.00

You are about to submit this bill. Make sure you have entered data for all children you intend to submit with this bill. You will not be able to return to this bill for edit after submitting.


By checking this box, you are electronically signing this bill.

Sarah Berry:




Saved Bill: Submitted Bill Review

The New Bill: Submitted Bill Review window is available for review immediately after you submit the bill. Select **Printable Bill** to view a printable version of the bill or Return to Saved List to return to the New Bill List window.




Minnesota Department of **Human Services**



Friday, May 29, 2009
minnesota north star

[Home](#) | [Reports](#) | [Developer Tools](#) | [Help](#) | [Contact](#) | [Provider Guide](#) | [Change Password](#) | [Logoff](#)



Saved Bill: Submitted Bill Review

Please review this submitted bill.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396
Case: 468232 **Name:** VAN BUREN, ANN MARIE R **Period:** 05/04/2009 - 05/17/2009 **Financially Responsible Agency:** Dakota County


Bill Status: Submitted
Submit Date: Friday, May 29, 2009
Submitter: Sarah Berry

Child's Name	Amount Billed
VAN BUREN, CASSIDY A	330.00
VAN BUREN, TIMOTHY M	330.00

Copay Collected: Yes **Comments:**
Copay Waived: No
Copay Amount: \$32.00


[Return to Saved List](#) [Printable Bill](#)

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology




Printable Bill

The Saved Printable Bill window displays a copy of the submitted bill that is formatted for printing purposes. This allows you the option of printing a paper copy of all submitted bills. Select Print to print a copy for your records. Select Back to return to the previous window. Printing each submitted bill is not a recommended practice. Submitted bills will always be available on line if you need to access them in the future.



Minnesota Department of Human Services



Friday, May 29, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logout

Saved Printable Bill
Print this page for your records.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396
Case: 468232 **Name:** VAN BUREN, ANN MARIE R **Period:** 05/04/2009 - 05/17/2009 **Financially Responsible Agency:** Dakota County

Bill Status: Submitted
Submit Date: 05/29/2009
Submitter: Berry, Sarah

Copay Collected: Yes **Comments:**
Copay Waived: No
Copay Amount: \$32.00

VAN BUREN, CASSIDY A

Age Group: Preschool **Authorized Hours:** 30

Units and Hours

Unit Type	Number of Units	Unit Rate	Amount Billed
Weekly	30	11.00	330.00

Registration Fees: 0.00
Activity Fees: 0.00
Total Billed: 330.00

Attendance

	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08	Sat 09	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17
Scheduled Hours	3	3	3	3	3	0	0	3	3	3	3	3	0	0
Attendance														

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396
Case: 468232 **Name:** VAN BUREN, ANN MARIE R **Period:** 05/04/2009 - 05/17/2009 **Financially Responsible Agency:** Dakota County

Bill Status: Submitted
Submit Date: 05/29/2009
Submitter: Berry, Sarah

Copay Collected: Yes **Comments:**
Copay Waived: No
Copay Amount: \$32.00

VAN BUREN, TIMOTHY M

Age Group: Preschool **Authorized Hours:** 30

Units and Hours

Unit Type	Number of Units	Unit Rate	Amount Billed
Weekly	30	11.00	330.00

Registration Fees: 0.00
Activity Fees: 0.00
Total Billed: 330.00

Attendance

	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08	Sat 09	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17
Scheduled Hours	3	3	3	3	3	0	0	3	3	3	3	3	0	0
Attendance														


© 2007 Minnesota Department of Human Services. All rights reserved. The North Star is led by the Office of Enterprise Technology.

06/12/09 DRAFT


22

VIEWING A SUBMITTED BILL

From the **Home Page**, you can select **View** under the *Submitted* column to view submitted bills for that provider.




Minnesota Department of **Human Services**




Friday, May 29, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff



Home
Select a provider and click a bill action.

Provider ID	Name	Address	Status	Type	New	Saved	Submitted
3659	New Horizon Academy	14088 141ST ST W, APPLE VALLEY, MN 55124-6581	Active	MN DHS Licensed Center	Enter	Edit	View
4510	New Horizon Academy	4565 SCOTT TRL, EAGAN, MN 55122-2396	Active	MN DHS Licensed Center	Enter	Edit	View



© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

Submitted Bill List

The Submitted Bill List window displays all bills submitted for this provider in the past 60 days. A message displays at the bottom of the window if there are bills older than 60 days that are not shown. To view bills older than 60 days, select **Advanced Search**.

Minnesota Department of **Human Services** **MEC² PRO** Friday, May 29, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff

Submitted Bill List
Select a bill from the list, or refine your search.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396

Advanced Search

displaying all bills. 1

Name	Period	Financially Responsible Agency	Submitted	Paid	
50080 GAUTIER, ANGLE N	03/23/2009 - 04/05/2009	Dakota County	05/27/2009	Yes	View
458168 CAMERON, ROSANN O	03/23/2009 - 04/05/2009	Dakota County	05/18/2009	No	View
450080 GAUTIER, ANGLE N	04/06/2009 - 04/19/2009	Dakota County	05/27/2009	Yes	View
468232 VAN BUREN, ANN MARIE R	05/04/2009 - 05/17/2009	Dakota County	05/29/2009	No	View

* More results exist prior to search period start date for this provider.

[Back](#)

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

Submitted Bill List – Advanced Search

On the Advanced Search window, enter the *Period Start* and *Period End* dates, the *Case number*, the *Case Name*, and/or the *Financially Responsible Agency* for the bills you want selected and select **Search**. The MEC² PRO system displays bills for a 60-day period.

Minnesota Department of Human Services

MEC² PRO

Friday, May 29, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff

Submitted Bill List
Select a bill from the list, or refine your search.

Provider ID: 4510 Name: New Horizon Academy Address: 4565 SCOTT TRL, EAGAN, MN 55122-2396

Advanced Search

Period Start: 03/30/2009
Period End: 05/29/2009
Case #:
Case Name:
Financially Responsible Agency: All

Search Reset

1 bills.

	Period	Financ	Submitted	Paid	
ANGLE N	03/23/2009 - 04/05/2009	Dakota	05/27/2009	Yes	View
ROSANN O	03/23/2009 - 04/05/2009	Dakota County	05/18/2009	No	View
ANGLE N	04/06/2009 - 04/19/2009	Dakota County	05/27/2009	Yes	View
I, ANN MARIE R	05/04/2009 - 05/17/2009	Dakota County	05/29/2009	No	View

* More results exist prior to search period start date for this provider.


Back

When done searching, you can minimize the Advanced Search window by selecting the minimizing arrow.


To do another search, select **Reset** and enter the new search criteria.

Submitted Bill List

Once you get to the Submitted Bill List, select **View** on the far right of the row of the bill you want to view.




Minnesota Department of **Human Services**



Friday, May 29, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff



Submitted Bill List

Select a bill from the list, or refine your search.

Provider ID: 4510 **Name:** New Horizon Academy **Address:** 4565 SCOTT TRL, EAGAN, MN 55122-2396

[Advanced Search](#)

4 bills found, displaying all bills. 1

Case	Name	Period	Financially Responsible Agency	Submitted	Paid	
450080	GAUTIER, ANGLE N	03/23/2009 - 04/05/2009	Dakota County	05/27/2009	Yes	View
458168	CAMERON, ROSANN O	03/23/2009 - 04/05/2009	Dakota County	05/18/2009	No	View
450080	GAUTIER, ANGLE N	04/06/2009 - 04/19/2009	Dakota County	05/18/2009	Yes	View
468232	VAN BUREN, ANN MARIE R	05/04/2009 - 05/17/2009	Dakota County	05/19/2009	No	View


* More results exist prior to search period start date for this provider.

[Back](#)


The *Paid* column indicates if the bill is paid.

Submitted Bill: View Bill

The Submitted Bill: View Bill window below lists all bills submitted for this provider and period. In this example, there is only one bill for one child. The middle section is where you can view the bill. To view a submitted bill, select **View** on the row of the appropriate child.




Minnesota Department of **Human Services**



MEC² PRO

Thursday, May 21, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff



Submitted Bill: View Bill

View the details of the bill.

Provider ID: 100501 **Name:** Perkins Play Time **Address:** 444 LAFAYETTE, #122, ST PAUL, MN 55105
Case: 466430 **Name:** ALOHA, MERI R **Period:** 03/09/2009 - 03/22/2009 **Financially Responsible Agency:** Ramsey County

<u>Child's Name</u>	<u>Amount Billed</u>	
ALOHA, MIKEY J	408.00	View

Copay Collected: Yes **Comments:**

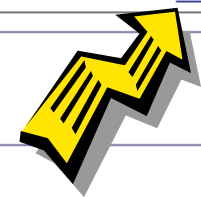
Copay Waived: No

Copay Amount: \$0.00

[Back](#) [Printable Bill](#)

<u>Payment Date</u>	<u>Payment ID</u>	
05/19/2009	600003368	View

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology





Submitted Bill: View Child

View rates, hours and attendance submitted for a child.

Provider ID: 100501 Name: Perkins Play Time Address: 444 LAFAYETTE, #122, ST PAUL, MN 55105
Case: 466430 Name: ALOHA, MERI R Period: 03/09/2009 - 03/22/2009 Financially Responsible Agency: Ramsey County

Child's Name: ALOHA, MIKEY J
Age Group: Toddler
Authorized Hours: 60

Units and Hours

Unit Type	Number of Units	Unit Rate	Amount Billed
Hourly	<input type="text" value="48"/>	<input type="text" value="8.50"/>	408.00
Non-standard Hours: <input type="text" value="0"/>		Registration Fees: <input type="text" value="0.00"/>	Activity Fees: <input type="text" value="0.00"/>
			Total Billed: 408.00

Week 1 Attendance

Week 1	Mon 09	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Total
Scheduled Hours	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	18
Attendance								

Week 2 Attendance

Week 2	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Sun 22	Total
Scheduled Hours	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	30
Attendance								

Back




Submitted Bill: View Child

The Submitted Bill: View Child window displays the billing information for this child for this billing period.


When you are done viewing, select **Back** to return to previous window.

VIEWING A REMITTANCE ADVICE

To view a remittance advice, go to the Submitted Bill: View Bill window. The bottom section displaying the *Payment Date* and *Payment ID* is where you can view the Remittance Advice (RA). To view or print the RA, select **View** on the row of the appropriate *Payment ID*.




Minnesota Department of **Human Services**



MEC² PRO

Thursday, May 21, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff



Submitted Bill: View Bill
View the details of the bill.

Provider ID: 100501 **Name:** Perkins Play Time **Address:** 444 LAFAYETTE, #122, ST PAUL, MN 55105
Case: 466430 **Name:** ALOHA, MERI R **Period:** 03/09/2009 - 03/22/2009 **Financially Responsible Agency:** Ramsey County

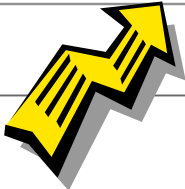
<u>Child's Name</u>	<u>Amount Billed</u>	
ALOHA, MIKEY J	408.00	View

Copay Collected: Yes **Comments:**
Copay Waived: No
Copay Amount: \$0.00

[Back](#) [Printable Bill](#)

<u>Payment Date</u>	<u>Payment ID</u>	
05/19/2009	600003368	View

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology



REPORTS

Access reports by selecting **Reports** in the top toolbar of the Home Page.

Minnesota Department of Human Services

MEC² PRO

Friday, May 29, 2009
minnesota north star

Home | Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff

Home
Select a provider and click a bill action.

Provider ID	Name	Address	Status	Type	New	Saved	Submitted
3659	New Horizon Academy	14088 141ST ST W, APPLE VALLEY, MN 55124-6581	Active	MN DHS Licensed Center	Enter	Edit	View
4510	New Horizon Academy	4565 SCOTT TRL, EAGAN, MN 55122-2396	Active	MN DHS Licensed Center	Enter	Edit	View

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

The Reports window allows you to search for all bills submitted within a specific date range. Enter the dates and select the provider. Select **Download**.

Minnesota Department of **Human Services** **MEC² PRO** Friday, May 29, 2009
minnesota north star

Home Reports | Developer Tools | Help | Contact | Provider Guide | Change Password | Logoff

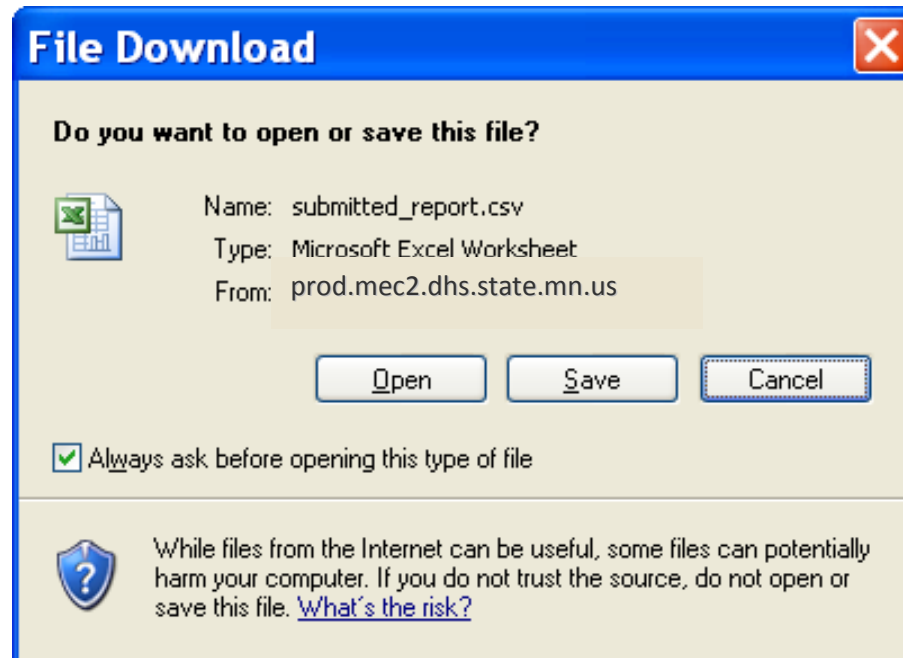
Reports
Generate and download reports.

Submit Date Range Start: 05/29/2009
Submit Date Range End: 05/29/2009
Provider: 4510 - New Horizon Academy

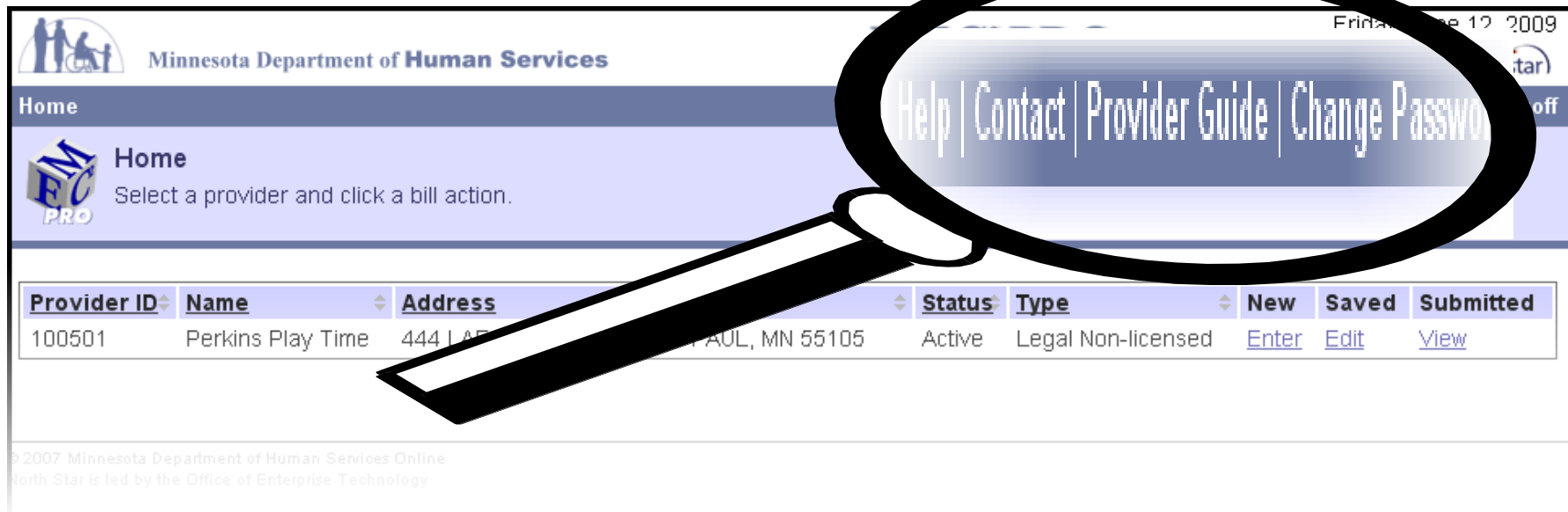
Download Reset Back

© 2009 Minnesota Department of Human Services Online
North Star provided by the Office of Enterprise Technology

Once you select Download on the Reports window, you are prompted to *Open*, *Save*, or *Cancel* the selected report. If you select *Open*, the system will download the specific report to an Excel Worksheet. You can import the Excel document into other systems, such as accounting software packages.



ONLINE RESOURCES AND HELP



Minnesota Department of Human Services

Home

Home
Select a provider and click a bill action.

Friday, June 12, 2009

Help | Contact | Provider Guide | Change Password

Provider ID	Name	Address	Status	Type	New	Saved	Submitted
100501	Perkins Play Time	444 LAFAYETTE ST, ST. PAUL, MN 55105	Active	Legal Non-licensed	Enter	Edit	View

© 2007 Minnesota Department of Human Services Online
North Star is led by the Office of Enterprise Technology

- Help
- Contact
- Provider guide
- Change Password

Help

The Help window offers window and field descriptions as well as links to the [Child Care Assistance Program Child Care Provider Guide](#) and the [Child Care Assistance Program Policy Manual](#).

Contact

This option allows you to look up name, address, or phone information for a Servicing Agency when you need assistance at any time while in MEC² PRO.

Provider Guide

Click on this link to access the Provider Guide in a separate window.

Change Password

This option allows you to change your password at any time.

Friday, June 12, 2009

Minnesota Department of Human Services MEC² PRO minnesota north star

Help
Select a help topic.

Home

This window lists all the provider sites associated with your User ID. From here you can access three main areas of the application, where you enter a new bill, edit a saved bill, or view a submitted bill.

[Child Care Assistance Program Child Care Provider Guide](#)
[Child Care Assistance Program Policy Manual](#)

Fields in this window

Provider ID:
Name:
Address:
Status
Type
Enter Link
Edit Link
New Link

Provider ID:
Number assigned to this provider location.
This column may be sorted by clicking on the column title.

[Back to Top](#)

Name:

Produced by the Minnesota Department of Human Services, TSS Division, IDTT

