Minnesota Electronic Child Care (MEC²) PRO System Provider Training
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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.
This is the security notice. Read this and select **Continue**.

**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.
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.
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.

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.

---

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

**Advanced Search**

20 bills found, displaying 16 to 20.

<table>
<thead>
<tr>
<th>Case</th>
<th>Name</th>
<th>Period</th>
<th>Financially Responsible Agency</th>
<th>Create</th>
</tr>
</thead>
<tbody>
<tr>
<td>459013</td>
<td>MANGINI, WILLETTE L</td>
<td>05/04/2009 - 05/17/2009</td>
<td>Dakota County</td>
<td></td>
</tr>
<tr>
<td>466200</td>
<td>ZIMMERMAN, MARGARETTA A</td>
<td>03/23/2009 - 04/05/2009</td>
<td>Dakota County</td>
<td></td>
</tr>
<tr>
<td>465233</td>
<td>HAMILTON, SCOTT C</td>
<td>03/23/2009 - 04/05/2009</td>
<td>Dakota County</td>
<td></td>
</tr>
<tr>
<td>468232</td>
<td>VAN BUREN, ANN MARIE R</td>
<td>05/04/2009 - 05/17/2009</td>
<td>Dakota County</td>
<td></td>
</tr>
<tr>
<td>468232</td>
<td>VAN BUREN, ANN MARIE R</td>
<td>05/16/2009 - 05/31/2009</td>
<td>Dakota County</td>
<td></td>
</tr>
</tbody>
</table>

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

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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.
**New Bill: Edit Child**

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

<table>
<thead>
<tr>
<th>Provider ID: 4510</th>
<th>Name: New Horizon Academy</th>
<th>Address: 4565 SCOTT TRL, EAGAN, MN 55130</th>
<th>Case: 468232</th>
<th>Name: VAN BUREN, ANN MARIE R</th>
<th>Period: 05/04/2009 - 05/17/2009</th>
<th>Finance Agency: Hennepin County</th>
</tr>
</thead>
</table>

**Child’s Name:** VAN BUREN, CASSIDY A  
**Age Group:** Preschool  
**Authorized Hours:** 30  
**Start with previous bill data:** [Copy]

### Units and Hours

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Number of Units</th>
<th>Unit Rate</th>
<th>Amount Billed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Non-standard Hours:</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Registration Fees:** 0.00  
**Activity Fees:** 0.00  
**Total Billed:** 0.00

### Week 1 Attendance

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Mon 04</th>
<th>Tue 05</th>
<th>Wed 06</th>
<th>Thu 07</th>
<th>Fri 08</th>
<th>Sat 09</th>
<th>Sun 10</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Attendance</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

### Week 2 Attendance

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Mon 11</th>
<th>Tue 12</th>
<th>Wed 13</th>
<th>Thu 14</th>
<th>Fri 15</th>
<th>Sat 16</th>
<th>Sun 17</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Attendance</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Units and Hours</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Type</strong></td>
<td><strong>Number of Units</strong></td>
<td><strong>Unit Rate</strong></td>
<td><strong>Amount Billed</strong></td>
<td></td>
</tr>
<tr>
<td>Weekly  ▶</td>
<td>30</td>
<td>11</td>
<td>330.00</td>
<td></td>
</tr>
<tr>
<td><strong>Non-standard Hours</strong>:</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registration Fees</strong>:</td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Activity Fees</strong></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Billed</strong></td>
<td></td>
<td></td>
<td>330.00</td>
<td></td>
</tr>
</tbody>
</table>

**Week 1 Attendance**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Mon 04</th>
<th>Tue 05</th>
<th>Wed 06</th>
<th>Thu 07</th>
<th>Fri 08</th>
<th>Sat 09</th>
<th>Sun 10</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scheduled Hours</strong></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
</tr>
</tbody>
</table>

**Week 2 Attendance**

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Mon 11</th>
<th>Tue 12</th>
<th>Wed 13</th>
<th>Thu 14</th>
<th>Fri 15</th>
<th>Sat 16</th>
<th>Sun 17</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scheduled Hours</strong></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
<td>▶</td>
</tr>
</tbody>
</table>

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**.
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.
Saved Bill List

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

---

**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

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Amount Billed</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAN BUREN, CASSIDY A</td>
<td>330.00</td>
<td></td>
</tr>
<tr>
<td>VAN BUREN, TIMOTHY M</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

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

**Comments:**

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Saved Bill: Edit Child

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

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.

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:  ✔

Back  Submit
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.

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

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Amount Billed</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAN BUREN, CASSIDY A</td>
<td>330.00</td>
</tr>
<tr>
<td>VAN BUREN, TIMOTHY M</td>
<td>330.00</td>
</tr>
</tbody>
</table>

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

Comments:
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.
VIEWING A SUBMITTED BILL

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

<table>
<thead>
<tr>
<th>Provider ID</th>
<th>Name</th>
<th>Address</th>
<th>Status</th>
<th>Type</th>
<th>New</th>
<th>Saved</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>3659</td>
<td>New Horizon Academy</td>
<td>14088 141ST ST W, APPLE VALLEY, MN 55124-6551</td>
<td>Active</td>
<td>MN DHS Licensed Center</td>
<td>Enter</td>
<td>Edit</td>
<td>View</td>
</tr>
<tr>
<td>4510</td>
<td>New Horizon Academy</td>
<td>4555 SCOTT TRL, EAGAN, MN 56122-2896</td>
<td>Active</td>
<td>MN DHS Licensed Center</td>
<td>Enter</td>
<td>Edit</td>
<td>View</td>
</tr>
</tbody>
</table>

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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**.
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.

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

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

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

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.
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.
REPORTS

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

- 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.