

Capital Expenditure Reporting User Guide

**FOR THE MINNESOTA DEPARTMENT OF HEALTH, HEALTH
ECONOMICS PROGRAM (HEP) DATA PORTAL**

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Capital Expenditure Reporting User Guide

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CONTENTS

Purpose 3

Technical Requirements..... 3

Register 3

Background on capital expenditure reporting..... 3

 General Requirements 3

Capital expenditure reports 4

Create annual report..... 4

Certify and submit annual report 8

Conversations 10

References 11

Purpose

The purpose of this document is to guide reporting entities on the process for registering and managing a reporting entity account and submitting Annual Reports on the Minnesota Department of Health (MDH) website for the Health Economics Program (HEP).

Technical Requirements

The [HEP Data Portal](#) functions on the following browsers: Google Chrome, Microsoft Edge, and Mozilla Firefox.

Register

Prior to filing a data set, reporting organizations must register a primary contact on the MDH website using the [HEP Data Portal](#). Once a request to register has been submitted, MDH reviews and approves requests. Only the first user registration needs to be approved by MDH. Subsequent users can be added on demand with no approval required. Approved registrants will receive an email through which they can activate their account and set their passwords. Successful activation of an account completes the registration process for a primary contact.

Refer to the [Registration and Account Management Guide \(PDF\)](#) for more information.

Background on capital expenditure reporting

[Minnesota Statutes 62J.17](#), require health care providers in Minnesota to report all major capital spending commitments of \$1 million or more to MDH for retrospective review. Providers, including hospitals, ambulatory surgical centers, diagnostic imaging centers, physician clinics and other providers, must report to MDH on an annual basis as part of existing annual financial and statistical reports.

[Minnesota Statutes 62J.17](#) was modified during the 2007 legislative session to require the **annual** submission of major capital expenditure commitments. This reporting is included with the diagnostic imaging utilization reporting.

General requirements



Complete and detailed information must be included in all reports for the Commissioner of Health to conduct retrospective reviews of major capital spending commitments. Providers that do not pass annual retrospective review may proceed with current capital spending commitments. However, if a provider fails retrospective review, all major spending commitments made by that provider are subject to prospective review for five years.

All reports for the prior fiscal year are due on **March 1**.

Capital expenditure reports



Create annual report

- From the Home Page, click on the drop-down “Menu” located in the upper-right of the window and click “Annual Reports” or from the Dashboard under ‘Pending Reports’ locate a new report and click the “Create” annual report button.

PENDING REPORTS						
Actions	Report Type	Report Year	ID	Organization	Report Status	Due Date
 Create	CERRR	Fiscal Year 2025	1537	2nd Affiliate	Pending Submission	03/01/2026
 View	CERRR	Fiscal Year 2025	1536	New Affiliate	Pending Submission	03/01/2026
 View	CERRR	Fiscal Year 2025	1535	NM Capital Expenditure	Information Required	03/01/2026

Note: Annual reports will be available for each affiliate that has been added under the organization for the designated report year. Refer to the [Registration and Account Management Guide \(PDF\)](#) for information on adding and managing affiliates.

- Select a role for report access, then click the “View Report” button. The **Administrator** role will allow the report contact to review and update data values, as well as certify final values. The **Preparer** and **Capital Expenditure Contact** roles will allow the report contacts to review and update values; however, the report contacts will not be able to certify the report. The **Courtesy Contact** role will allow the report contact to review report data; however, the report contact will not be able to update information or certify the report.

Report Access	
Only report contacts may access this report. If you would like to add yourself as a report contact, please select a role and select 'View Report'	
Role	Description
<input type="radio"/> Administrator	Administrators have the ability to review and update data values and should be authorized to certify final values as complete and accurate on behalf of the reporting organization.
<input type="radio"/> Preparer	Preparers have the ability to review and update report data values but may not certify final values as complete and accurate on behalf of the reporting organization.
<input type="radio"/> Capital Expenditure Contact	Capital Expenditure Contacts have the ability to review and update report data values but may not certify final values as complete and accurate on behalf of the reporting organization.
<input type="radio"/> Courtesy Contact	Courtesy Contacts have the ability to review report data values but may not update information or certify final values as complete and accurate on behalf of the reporting organization.
<div>  View Report  No </div>	

Note: Roles can be updated after the original designation by returning to ‘Section 1 – Contacts’ and editing the role by clicking the ‘Edit Role’ pencil icon. Only Administrators and Preparers can make updates to report contact roles. Refer to the [Registration and Account Management Guide \(PDF\)](#) for information on report access.

3. Under the Capital Expenditure Commitment Reporting Organization Information section, options are available to view organization details by clicking the 'View Organization' button. Update information, then click the 'Save Changes' button.

REPORT INFORMATION

REPORT YEAR: Fiscal Year 2025 DUE DATE: 02/28/2025 STATUS: Pending Submission SECTION PROGRESS: 1 of 4

CAPITAL EXPENDITURE COMMITMENT REPORTING ORGANIZATION INFORMATION

Please verify the information presented here, along with entering the CPO's name and number of months in the reporting year.

HODS ID: 1536 ORGANIZATION: New Affiliate (15 View Organization) NPI: 1234567899 FISCAL YEAR END: 7/30/2025

OF MONTHS IN REPORTING YEAR: 12

SECTIONS TO COMPLETE

Please complete the sections below, verify and submit the report.

- 1 Contact Information
- 2 Provider Affiliations
- 3 Capital Expenditure Commitments
- 4 Capital Expenditure Commitment Program

Certification Statement

Before a report may be submitted, an administrator must:

☐ By checking this box I hereby certify that I have reviewed the information provided and it is accurate.

View / Edit Organization

Organization Type (required): Health Care System / Provider

Organization Name (required): New Affiliate

NPI (required): 1234567899

Mailing Address (required):

Address (required): 555 North Street

Address 2 (required):

City (required): SACRAMENTO State (required): CALIFORNIA Postal Code (required): 95833

County (required): Yuba County Name (required): Yuba

Phone (required): (555) 555-5555 Fax (required):

Fiscal Year End (required): 07/30/2025 Website (required):

Status: ☒ Active

Save Changes

4. Section 1 – Contacts

- a. For the “Contacts” section, click the “View Section” button to start. Add additional report contacts if needed by clicking the “Add Contact” button.

1 Contacts

Provide contact information.

Report Contacts

Add Contact

- b. For each contact to be added to the report, select a role from the drop-down menu, then click the “Add Selected” button.

Add Report Contact

Select a role for each of the contacts to be associated with the report. If a new contact needs to be added to the organization, select **New Contact** to add the contact and once the contact has been added, select a role for the new contact.

Name	Title	Role
Jane Smith	manager	Select Role
John Jones	manager	Select Role
Steve Your	Chief	Select Role

New Contact **Add Selected** **Cancel**

- c. If the desired contact is not available, click the “New Contact” button, enter required information marked “(required)” in green font, then click the “Save Contact” button. Users by default will be ‘Active.’ To add a contact that will have portal access, click on the “Portal Access” status to switch to “Has Access.”

- d. Enter optional Comments/Explanation, then click the “Right Arrow” button to proceed to the next section.

Note: Each section of the annual report data entry screen includes a “Definitions” button at the bottom of the page. Click the “Definitions” button to review information relevant to the current screen. Additionally, validation warnings may be displayed as data is entered. Users should review validation warnings and correct data or include an explanation verifying data as entered.

5. Section 2 – Provider Affiliations

- Click the ‘Add Provider Affiliate’ button. Next, enter the affiliate name and select the provider affiliation type, click the ‘Save’ button.
- Click the “Right Arrow” button to proceed to the next section.

6. Section 3 – Capital Expenditure Commitments

- Indicate whether your reporting entity had any major capital expenditure **commitments** in the reporting year that were in excess of \$1 million dollars each.
- If there was a commitment for a new facility, not yet assigned an ID, please navigate to My Organization and click the Add Affiliate button to add a new Health Care System / Provider. Once added, a Capital Expenditure Retrospective Review Report (CERRR) will be available for the new facility under the Annual Reports page.
- Click the “Right Arrow” button to proceed to the next section.

3 Capital Expenditure Commitments
Provide capital expenditure commitments for the report. Information for EACH project over 1 million needs to be submitted in the Capital Expenditure Projects section of the report. Reporting this information is required by Minnesota Statutes 62J.17, subdivision 2 and 144.005, subdivision 1.

Commitment Summary
Did your reporting entity have any Major Capital Expenditure Commitments in the reporting year that were over \$1 million dollars each? ☒ Yes ☐ No

Total number of Capital Expenditure projects over \$1 million dollars each: The Commitment number of projects should equal the total project count of 0.

Total Major Capital Expenditure Commitments: \$ The Commitment amount should equal the total project cost of \$0.

Commitment Details
For all projects that are over 1 million, report the detail in this section. Note that parts of any project can be reported in more than one category, but should not be double counted. Reporting this information is required by Minnesota Statutes 62J.17, subdivision 2 and 144.005, subdivision 1.

	Medical Equipment	Building and Space	Other Capital Expenditures	Total Capital Expenditures
Patient Care Services	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Cardiac Care	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Chemical Dependency	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Emergency / Urgent Care	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

[Save](#) [Index](#) [Definitions](#) [Jump To](#)

7. Section 4 - Capital Expenditures Commitment Projects

- Click the “Add Project” button, enter data and click the “Save Project” button. To delete a project, click the ‘Delete Project’ button and ‘Confirm’ to complete the deletion.
- Click the “Right Arrow” button to proceed to the next section.

4 Capital Expenditure Commitment Projects
Provide capital expenditure commitment projects for the report. This information is required by Minnesota Statutes 62J.17 subdivision 5a in order for the Minnesota Department of Health (MDH) to collect information, please contact health.hccis@state.mn.us.

< Project 1 of 1 > [Add Project](#) [Delete Project](#)

General Information
Please provide general information about the project.

Title and General Description of the Project (required)

Title is required.

General Purpose of the Project

Project Location or Facility Name

Project Address Project City

Actual Commitment Date Project Cost \$

Commitment date must be within the fiscal year.

Distance to nearest equivalent service or technology (in miles)

Project Type Retrospective Review Exceptions (please indicate if any)

[Save](#) [Index](#) [Definitions](#) [Jump To](#)

- Proceed to the ‘Certify and submit annual report’ instructions below.

Certify and submit annual report

1. Annual Reports must be certified by an administrator user. If the user is a 'Preparer' or 'Courtesy Contact' the Annual Report cannot be certified and submitted. If the user is an Administrator, return to the index page, by clicking the "Back to Index" button. Next, scroll to the bottom of the page and click the certification checkbox.

Certification Statement
Before a report may be submitted, an administrator must certify that the values and explanations provided in the report are consistent with the company's audited financial statements.
☒ By checking this box I hereby certify that I have examined this Annual Report and to the best of my knowledge, the information contained in this report is accurate.

2. Click the "Submit Report" button to submit to the Annual Report to MDH for review, then click the "Confirm" button to finalize.

Confirm Submission
Are you sure you want to submit the report for review?

Confirm

No

3. Once the report is submitted, it will be available under the "Completed" tab of the Annual Reports page. Reports can be modified until MDH has completed their review as indicated by a status of "Review Complete."

Outstanding		Completed	
View	Report Type	Report Year	
View	CERRR	Fiscal Year 2025	

4. If MDH requires additional information, the report will appear under the “Outstanding” tab of the Annual Reports page with a status of “Information Required.” Reports requiring additional information should be updated and resubmitted for MDH review.

Outstanding		Completed			
Actions	Report Type	Report Year	ID	Organization	Report Status
View	CERRR	Fiscal Year 2025	1536	New Affiliate	Pending Submission
View	CERRR	Fiscal Year 2025	1535	NM Capital Expenditure	Information Required

Note: Once MDH completes their review of the report, the status will reflect “Review Complete.” After this time, no updates can be made. To update a report that has been submitted but not reviewed by MDH, access the “Completed” tab, locate the report, and click the “View” button.

Conversations

Health Care System/Provider registered users will receive email notifications when new messages are available in the portal. Messages will be available under the Conversations section of the Home Page Dashboard.

1. From the Home Page Dashboard, under “Conversations” click the “View” button for a conversation.

CONVERSATIONS						
Actions	Subject	Last Message Date	Last Message From	Create Date	Created By	
View	Meeting request	01/26/2026 06:16 PM	MDH Staff	01/26/2026 06:16 PM	MDH Staff	
View	New Conversation	01/26/2026 06:15 PM	MDH Staff	01/26/2026 06:15 PM	MDH Staff	

[Go To Conversations](#)

2. To reply, click the “Add Message” button, enter message reply, then click the “Submit” button.

Conversation

Below are the details for the selected conversation.

CONVERSATION DETAILS

SUBJECT
Meeting request

ORGANIZATION
NM Capital Expenditure

MESSAGES
MDH Staff created initial message on 01/26/2026 06:16 PM

[new message](#)

Add Conversation Message

Use the form below to add a message to the conversation.

Message Reply (required)

B I U

Thank you for the reply

NOTE: All participants will receive a notification.

[Submit](#) [Cancel](#)

3. To access all conversations, click the “Go to Conversations” button from the Home Page Dashboard. Conversations can be filtered by date range as well as Open / Closed by clicking the “Open Conversations” and “All Conversations” buttons.

Select Date Range: 09/10/202512/09/2025Load Conversations

Open ConversationsAll Conversations

Open Conversations for 9/10/2025 to 12/9/2025

Actions	Organization T1	Subject T1	Last Message Date T1	Messages T1	Status T1
<div>View</div>	Scott Test Affiliate for User Test	Exception Request - Fiscal Year 2023	12/04/2025 02:15 PM	1	Open
<div>View</div>		Test	12/04/2025 01:12 PM	1	Open
<div>View</div>	Test FOSC.	FOSC Testing Notice	12/02/2025 05:09 PM	1	Open

References

- [HEP Data Portal \(https://hepdataportalui.web.health.state.mn.us/signinregister\)](https://hepdataportalui.web.health.state.mn.us/signinregister)
- [Registration and Account Management Guide \(PDF\)
\(https://www.health.state.mn.us/data/economics/uror/docs/userguide.pdf\)](https://www.health.state.mn.us/data/economics/uror/docs/userguide.pdf)
- [Minnesota Statutes 62J.17 \(https://www.revisor.mn.gov/statutes/cite/62J.17\)](https://www.revisor.mn.gov/statutes/cite/62J.17)