

Health Plan Financial & Statistical Reporting User Guide

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

February 2026

Health Plan Financial & Statistical Reporting User Guide

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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. Non-person email accounts will not be accepted. 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 Health Plan Financial & Statistical reporting

As of August 1, 2004, the Minnesota Department of Health is required to collect data from health plan companies regarding their membership, revenues, and expenditures for Minnesota residents, under Minnesota Statutes, sections [62J.38](#) and [62J.321](#), and [Minnesota Rules, chapter 4652](#). As part of this data collection, MDH requires all health plan companies to submit data regarding their business to the department, with filings due April 1 for the prior calendar year. Summary data from health plan companies with more than \$3 million in annual health care premium revenue are used to produce the annual report on [Administrative Costs at Minnesota Health Plans](#). For more HEP Reports, review [MDH HEP Publications](#).

General Requirements

Under Minnesota Statutes 62J.38 and Minnesota Rules, chapter 4652, group purchasers that are authorized to write health insurance for Minnesota residents must submit the Health Plan Financial and Statistical Report (HPFSR) to the MDH annually. Filing requirements include the following:

- Reports are due to MDH by April 1st for the prior calendar year.
- Navigate to [HEP Data Portal](#) to register and/or login to the Health Economics Program (HEP) secure data portal to complete the report and provide any supporting documents as needed.

Further questions should be directed to health.drmreport@state.mn.us.

Please review **instructions** summarizing requirements for health plan financial and statistical data reporting under [Minnesota Statutes, section 62J.38](#) and [Minnesota Rules, chapter 4652](#). The instructions are intended as a general reference guide only and should not be substituted for the actual text of [Minnesota Statutes, section 62J.38](#) and [Minnesota Rules, chapter 4652](#).

Annual Health Plan Financial & Statistical (HPFSR) reports

Create annual report

1. 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
Create	HPFSR	Calendar Year 2019	11010

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.

2. 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** role will allow the report contact to review and update values; however, the report contact 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'		
Select One	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"/>	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.
<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.
		View Report No

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 Organization Information section, options are available to view and edit organization details by clicking the 'View Organization' button. Update information, then click the 'Save Changes' button.

REPORT INFORMATION

REPORT YEAR Calendar Year 2020	DUE DATE 04/01/2021	STATUS Pending Submission
-----------------------------------	------------------------	------------------------------

Need additional time? [Request Extension](#)

ORGANIZATION INFORMATION
Review the organization information below.

HEALTH PLAN ID 11010	ORGANIZATION NAME Commercial Unit Test	View Organization
-------------------------	---	-----------------------------------

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.”

The screenshot shows a form titled "Add Organization Contact". The form contains the following fields and controls:

- Primary Organization (required):** A dropdown menu with "NM URD" selected.
- First Name (required):** A text input field.
- Last Name (required):** A text input field.
- Address (required):** A text input field.
- Address 2:** A text input field.
- City (required):** A text input field.
- State (required):** A dropdown menu with "Select a State" selected.
- Postal Code (required):** A text input field.
- County:** A dropdown menu with "Select County" selected.
- Phone (required):** A text input field.
- Ext:** A text input field.
- Fax:** A text input field.
- Email (required):** A text input field.
- Title (required):** A text input field.
- Contact Status:** Radio buttons for "Active" (selected) and "No Access".
- Portal Access:** Radio buttons for "No Access" (selected) and "Has Access".
- Buttons:** "Save Contact" (blue) and "Cancel" (grey) buttons at the bottom right.

- 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 – Total Health Care Premium for Minnesota Residents

a. Enter premium values.

2

Total Health Care Premium for Minnesota Residents

Provide total health care premium information.

Total Medical Premium Revenue	\$3,100,000
Small Employer Medical Premium Revenue	\$50,000
	Commerical products only
Individual Market Medical Premium Revenue	\$50,000
	Commerical products only
Total Dental Premium Revenue	\$80,000
Total Health Care Premium Revenue	\$3,180,000

Note: Small Employer and Individual Market Premium Revenue Values should be reported for commercial products only. If revenue values are provided, corresponding enrollment values are required in Section 3.

b. Select 'Yes' or 'No' for the question, 'Does your Health Plan intend to do business in the state of Minnesota within the next three years?' If 'No' is selected, the following prompt is displayed, 'Please be aware that you may be contacted in future reporting years to verify your 'No Business' status.

Does your Health Plan intend to do business in the state of Minnesota within the next three years?

Yes No

ⓘ Please be aware that you may be contacted in future reporting years to verify your 'No Business' status.

c. Click the "Right Arrow" button to proceed to the next section if 'Yes' was selected, otherwise return to the Index page for Certification.

6. Section 3 – Medical Enrollment

a. Select 'Yes' or 'No' for the question, 'Are medical lives from known data (not calculated)?' If 'No' is selected, enter value for multiplier for calculating medical lives.

3

Medical Enrollment

Provide medical enrollment information.

ⓘ If you company has members enrolled in both a Medicare Supplemental plan and a stand-alone Medicare Part D Prescription Drug Plan, please report enrollment in both categories.

Are medical lives from known data (not calculated)? Yes No

Enter multiple used for calculating medical lives

Enrollment multiplier must be between 1.25 and 3.

- b. Enter values. Please note that definitions for enrollment reporting should be carefully reviewed before completing this section. To review definitions, click the ‘Definitions’ button.

	Commercial	Self Insured	Stop Loss	MN Public Program	Medicare Advantage	Medicare Supplement	Medicare Part D Prescription Drug
Total Medical Subscribers	10,000	0	0	0	0	0	0
Subscribers covering self only	10,000			0,000			
Subscribers covering self and dependents							
Total Medical Covered Lives	10,000			0,000			
Small Employer Market							
Individual Market							
Medicare Covered Lives with Drug Benefits							
Total Medical Member Months	120,000			96,000			
Average Member Months per Covered Life	12	N/A	N/A	12	N/A	N/A	N/A

- c. Click the “Right Arrow” button to proceed to the next section.

7. Section 4 – Dental Enrollment

- a. Select ‘Yes’ or ‘No’ for the question, ‘Are medical lives from known data (not calculated)?’ If ‘No’ is selected, enter value for multiplier for calculating medical lives.

3 Medical Enrollment
Provide medical enrollment information.

If you company has members enrolled in both a Medicare Supplemental plan and a stand-alone Medicare Part D Prescription Drug Plan, please report enrollment in both categories.

Are medical lives from known data (not calculated)? Yes No

Enter multiple used for calculating medical lives

Enrollment multiplier must be between 1.25 and 3.

- b. Enter values.

	Commercial	Self Insured	Stop Loss	MN Public Program
Total Dental Subscribers	1,000	0	0	1,000
Subscribers covering self only	1,000			1,000
Subscribers covering self and dependents				
Total Dental Covered Lives	1,000			1,000
Total Dental Member Months	12,000			12,000
Average Member Months per Covered Life	12	N/A	N/A	12

- c. Click the “Right Arrow” button to proceed to the next section.

8. Section 5 – Revenue Sources

- a. Enter Part A revenue values. Please note that total Medical Premium Revenue and total Dental Premium Revenue should be equal to those reported in Section 2.

Part A: Revenue from Medical and Dental Health Care Premiums
Provide information on premiums earned (and change in unearned premium from the previous year minus refunds based on experience)

	Commercial	Stop Loss / Self Insured	MN Public Program	Medicare Advantage		Medicare Supplement	Medicare Part D Prescription Drug Plan	
				Medicare Payments	Enrollee Payments		Medicare Payments	Enrollee Payments
Health Care Premium Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Medical Premium Revenue								
Dental Premium Revenue								

- b. Enter Part B revenue values.

Part B: Other Medical and Dental Revenue

	Commercial	Stop Loss / Self Insured	MN Public Program	Medicare Advantage		Medicare Supplement	Medicare Part D Prescription Drug Plan		Other Payers
				Medicare Payments	Enrollee Payments		Medicare Payments	Enrollee Payments	
ACA Risk Adjustment and Risk Corridor Programs									
Minimum Premium Plan Revenue									
Administrative Services Fee									
Utilization Fee									
Reinsurance Assured Revenue									
Patient Services Revenue									
Comment / Explanation									

- c. Click the “Right Arrow” button to proceed to the next section.

9. Section 6 – Health Care Expenses

- a. Select ‘Yes’ or ‘No’ for the question, ‘Did the health plan participate in the Minnesota Premium Security Plan during this year? If ‘No’ is selected, ‘Commercial Individual Market MPSP’ cells will not be displayed for data entry.

6 Health Care Expenses
Provide health care expenses information.

The Minnesota Premium Security Plan (MPSP) is a temporary, state-based reinsurance program for the Individual (Commercial) health insurance market only. The program was implemented to stabilize premiums in Minnesota's Individual (Commercial) health insurance market.

Did the health plan participate in the Minnesota Premium Security Plan during the year? Yes No

Include expenses for MPSP in Commercial Carrier Expense categories and report separately under Individual Market MPSP. For clarity, reported carrier expenses should represent the gross amount of carrier expenses and should not be reduced by any credit received separately from the state.

- b. Enter values if ‘Yes’ is selected.

	Commercial			Self Insured		Stop Loss	MN Public Program	Medicare Advantage		Medicare Supplement		Medicare Part D Prescription Drug Plan	
	Carrier Expense	Member Liability	Individual Carrier MPSP	Carrier Expense	Member Liability	Carrier Expense	Carrier Expense	Carrier Expense	Member Liability	Carrier Expense	Member Liability	Carrier Expense	Member Liability
Physician Services													
Other Health Professional Services													
Inpatient Hospital Services													
Outpatient Services													
Skilled Nursing Facilities													
Home Health Care													
Emergency Services													
Pharmacy and Non-Drugs													
Durable Medical Goods													
Chemical Dependency / Mental Health													
Dental Services													
Individual Expenses													
Not Reported Above													
Total Health Care Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administrative Expense as percent of Total Expense	0%		0%	0%		0%	0%	0%		0%		0%	0%

- c. Click the “Right Arrow” button to proceed to the next section.

10. Section 7 – Indirect Health Care Expenses

- a. Enter values.
- b. Click the “Right Arrow” button to proceed to the next section.

7

Indirect Health Care Expenses

Provide indirect health care expenses information.

The data may be estimated from existing accounting methods with allocation to specific categories. Please document estimation methods in Comments/Explanation. This data is indirect expenses of non patient care.

	Salaries and Benefits	Other Expenses	Total Indirect Health Care Expense by Category
Billing and Enrollment	<input type="text"/>	<input type="text"/>	\$0
Claim Processing	<input type="text"/>	<input type="text"/>	\$0
Detection and Prevention of Fraud	<input type="text"/>	<input type="text"/>	\$0
Customer Service	<input type="text"/>	<input type="text"/>	\$0
Product Management and Marketing	<input type="text"/>	<input type="text"/>	\$0
Underwriting	<input type="text"/>	<input type="text"/>	\$0
Regulatory Compliance and Government Relations	<input type="text"/>	<input type="text"/>	\$0
Lobbying	<input type="text"/>	<input type="text"/>	\$0
Provider Relations and Contracting	<input type="text"/>	<input type="text"/>	\$0
Quality Assurance and Utilization Management	<input type="text"/>	<input type="text"/>	\$0
Wellness and Health Education	<input type="text"/>	<input type="text"/>	\$0
Research and Product Development	<input type="text"/>	<input type="text"/>	\$0
Charitable Contributions	<input type="text"/>	<input type="text"/>	\$0
General Administration	<input type="text"/>	<input type="text"/>	\$0
Total Indirect Health Care Expenses	\$0	\$0	\$0

Section Warnings

A more complete breakout of expenses is expected, please record expenses in the appropriate categories or document an explanation.

<
Save
Index
Definitions
Jump To
>

11. Section 8 – Taxes and Assessments

- a. Enter values.
- b. Click the “Right Arrow” button to proceed to the next section.

8

Taxes and Assessments

Provide taxes and assessments information.

Do not include these taxes in the Total Indirect Expenses.

Tax and Assessment Category	Amount
MinnesotaCare Tax	<input type="text"/>
Federal Taxes and Assessments related to the Affordable Care Act	<input type="text"/>
MIshare Premium Withhold	<input type="text"/>
Other Tax Assessments	<input type="text"/>

Comment / Explanation

<
Save
Index
Definitions
Jump To
>

12. Section 9 – Capital Costs

- a. Enter values.
- b. Click the “Right Arrow” button to proceed to the next section.

9

Capital Costs

Provide capital costs information.

Report any capital costs incurred this calendar year and any capital payments made this calendar year. Depreciation associated with the capital expenses are reported as part of organization expenses provided.

	Incurred	Payments
Capital Costs on Behalf of a Hospital or Clinic		
Capital Acquisitions		
Other Capital Costs		
Total Capital Expenditures	\$0	\$0

Comment / Explanation

< Save Index Definitions Jump To >

13. Section 10 – ACA Other Expense

- a. Enter values.
- b. Click the “Right Arrow” button to proceed to the next section.

10

ACA Other Expenses

Provide ACA other expenses information.

Report the Medicare Advanced Premium Tax Credits (APTC) and Cost Sharing Reduction (CSR) that increased (report as a positive number here) or decreased (report as a negative number here) the totals reported in other Section 5, Part A; Revenue from Medical and Dental Health Care Premiums or Section 6; Health Care Expenses.

ACA Tax, Fee, or Payment type	Section 5, Part A, Revenue from Medical and Dental Health Care Premiums, Commercial	Section 6; Health Care Expenses (Medical and Dental), Commercial	Are these amounts known or calculated?
<input checked="" type="radio"/> Medicare plans only ACA-Advanced Premium Tax Credit (APTC) ACA Cost Sharing Reduction (CSR)	Cancer Expense Member Liability		Known Calculated

Comment / Explanation

< Save Index Definitions Jump To >

14. Section 11 – Published Information

- a. Review data.
- b. Click the “Right Arrow” button to proceed to the next section.

11 Published Information
The data on this page will be published in the Administrative Costs at Minnesota Health Plans Report.

Administrative Cost Ratios

Total Administrative Spending as percent of Total Carrier Spending
 Commercial Administrative Spending as percent of Commercial Spending
 MN Public Program Administrative Spending as percent of MN Public Program Spending
 Medicare Administrative Spending as percent of Medicare Spending (includes Medicare Advantage, Part D, and Medicare Supplement)

Indirect Health Care Expenses (Medical and Dental)	Salaries and Benefits	Other Expenses	Total Indirect Health Care Expense by Category
Billing and Enrollment	\$5,000	\$0	\$5,000
Claim Processing	\$5,000	\$0	\$5,000
Detection and Prevention of Fraud	\$5,000	\$0	\$5,000
Customer Service	\$5,000	\$0	\$5,000
Product Management and Marketing	\$5,000	\$0	\$5,000
Underwriting	\$5,000	\$0	\$5,000
Regulatory Compliance and Government Relations	\$5,000	\$0	\$5,000
Lobbying	\$5,000	\$0	\$5,000
Provider Relations and Contracting	\$5,000	\$0	\$5,000
Quality Assurance and Utilization Management	\$5,000	\$0	\$5,000
Wellness and Health Education	\$5,000	\$0	\$5,000
Research and Product Development	\$5,000	\$0	\$5,000
Charitable Contributions	\$5,000	\$0	\$5,000
General Administration	\$5,000	\$0	\$5,000
Total Indirect Health Care Expenses	\$70,000	\$0	\$70,000

Tax and Assessment Category	Amount
MinnesotaCare Tax	\$5,000
Federal Taxes and Assessments related to the Affordable Care Act	\$5,000
Medicare Premium Withhold	\$5,000
Other Tax Assessments	\$5,000

Capital Costs	Inurred	Payments
Capital Costs on Behalf of a Hospital or Clinic	\$0	\$0
Capital Acquisitions	\$0	\$0
Other Capital Costs	\$0	\$0
Total Capital Expenditures	\$0	\$0

Save Index Definitions Jump To

15. Section 12 – Audit Checks

- a. Review any audit findings. If necessary, return to previous sections of the report to update data by clicking the “View” button.
- b. Otherwise, click the “Right Arrow” button to proceed to the next section.

12 Audit Checks
Report audit check information.

<p>Total Medical Premium Revenues</p> <p>As reported in Section 2: \$3,100,000 View</p> <p>As reported in Section 5: \$0 View</p> <p>• Reported Medical Premium Revenues do not reconcile.</p>	<p>Total Dental Premium Revenues</p> <p>As reported in Section 2: \$80,000 View</p> <p>As reported in Section 5: \$0 View</p> <p>• Reported Dental Premium Revenues do not reconcile.</p>
<p>Total Indirect Premium Revenues</p> <p>As reported in Section undefined: \$70,000 View</p> <p>As reported in Section 6: \$0 View</p> <p>• Reported Indirect Premium Revenues do not reconcile.</p>	<p>Medical Enrollment</p> <p>Total Medical Subscribers Reported: 78,000 View</p> <p>• Portions of Medical Enrollment are incorrect. Please refer to section 3 for more information.</p>
<p>Medical Revenues vs Expenses</p> <p>• If number of Subscribers is greater than zero, then Revenues AND Expenses should be greater than zero. If Revenues and Expenses are reported then the number of Subscribers should be greater than zero</p>	<p>Dental Revenues vs Expenses</p> <p>• If number of Subscribers is greater than zero, then Revenues AND Expenses should be greater than zero. If Revenues and Expenses are reported then the number of Subscribers should be greater than zero</p>

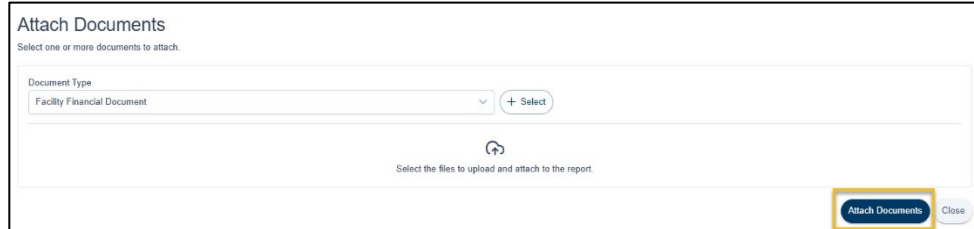
Save Index Definitions Jump To

16. Section 13 - Supporting Documents

- a. Click the “Attach” button to optionally provide additional supporting documentation for the report.



- b. Click the “Document Type” from the drop-down menu, then click the “Select” button to locate files from the file directory, then click the “Open” button. Click the “Attach Documents” button to attach documents.



- c. Proceed to the ‘**Certify and Submit Annual Report**’ instructions below.

Certify and submit annual report

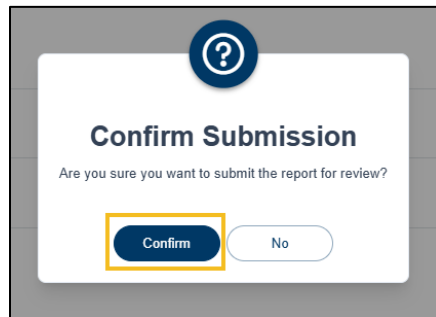
1. Annual Reports must be certified by an administrator user. If the user is a ‘Preparer’ or ‘Courtesy Contact’ the Annual Report cannot be certified and submitted. If the user is an Administrator, return to the index page, by clicking the “Index” button. Next, scroll to the bottom of the page and click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

CERTIFICATION
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.

As an attorney or financial officer of the company, by checking this box I certify that the total premium, enrollment, expenditures, and revenue reported in the 2024 Health Plan Financial and Statistical Reports (HPFSR) are consistent with the company's 2024 audited financial statements. Where necessary, additional information to reconcile data to financial statements has been included in the Explanations / Comments for the applicable reporting section.

Pending Certification

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



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	HPFSR	Calendar Year 2024

- 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	HPFSR	Calendar Year 2023	11054	Child HP	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.

Request extension

HPs have the option to request additional time to complete their Annual Report(s). Below are instructions for requesting a reporting extension.

1. From the Home Page Dashboard, under Pending Reports select an Annual Report by clicking the “View” or “Create” button. If “Create” is selected, a role must be selected before proceeding.
2. Under the Report Information section of the page, click “Request Extension” for ‘Need additional time?’

The screenshot shows a table with the following data:

REPORT INFORMATION		
REPORT YEAR Calendar Year 2020	DUE DATE 04/01/2021	STATUS Pending Submission
Need additional time? Request Extension		

3. Enter “Requested Extension Date” and provide a request reason/justification, then click the “Submit” button. MDH will be notified of the request and will respond with their decision.

The screenshot shows the 'Request Extension' form with the following fields and buttons:

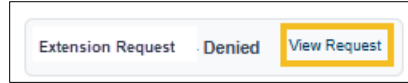
- Current Due Date:** 04/01/2021
- Requested Extension Date (required):** 04/30/2021 (highlighted with a yellow box). Below this field, it says: "The current extension request is for 30 days."
- Request Reason / Justification (required):** A large empty text area.
- Buttons:** "Submit" (highlighted with a yellow box) and "Cancel".

4. Decisions can be accessed under the Conversations section of the Home Page. Proceed to the ‘**Conversations**’ instructions below.

Denied / resubmitted extension requests

Requests that are denied can be accessed and reviewed. To resubmit an extension request, follow the instructions below.

1. Access the denied request from the Home Page Dashboard under Conversations or under Pending Reports.
2. Under the Report Information section of the page, click “View Request” to view the details of the denied request, then click the “Close” button.



3. To resubmit a new extension request, click the “Request Extension” button under the Report Information section of the page.

Report Information

Report Year	Due Date	Status	Section Progress
Calendar Year 2020	04/01/2021	Pending Submission	2 of 10 Provided

Need additional time? [Request Extension](#)

4. Enter “Requested Extension Date” and provide a request reason/justification, then click the “Submit” button. MDH will be notified of the request and will respond with their decision.

Request Extension

Please fill out the form below to submit your request.

Current Due Date	02/29/2024
Requested Extension Date (required)	<input style="border: 1px solid yellow;" type="text" value="03/22/2024"/> <small>The current extension request is for 22 days.</small>

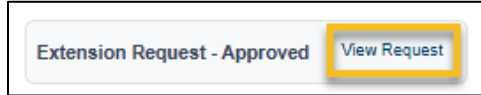
Request Reason / Justification (required)

Submit
Cancel

Request additional extension time

If an approved extension request date has passed and additional time is needed, users can request additional time. To submit a request for additional time, follow the instructions below.

1. Access the report from the Home Page Dashboard under Pending Reports.
2. Under the Report Information section of the page, click “View Request” to view the details of the denied request, then click the “Close” button.



3. To request additional time, click the “Request Additional Time” button.

EXCEPTION DETAILS					
REQUEST TYPE Extension	REQUESTED BY Nathalie Smith	CURRENT DUE DATE 09/01/2025	REQUESTED EXTENSION DATE 09/05/2025	APPROVED EXTENSION DATE 09/05/2025	STATUS Approved
REASON / JUSTIFICATION need more time					
<input type="button" value="Request Additional Time"/>					

4. Enter “Requested Extension Date” and provide a request reason/justification, then click the “Submit” button. MDH will be notified of the request and will respond with their decision.

Request Additional Time

Requested Extension Date (required)

Request Reason / Justification (required)

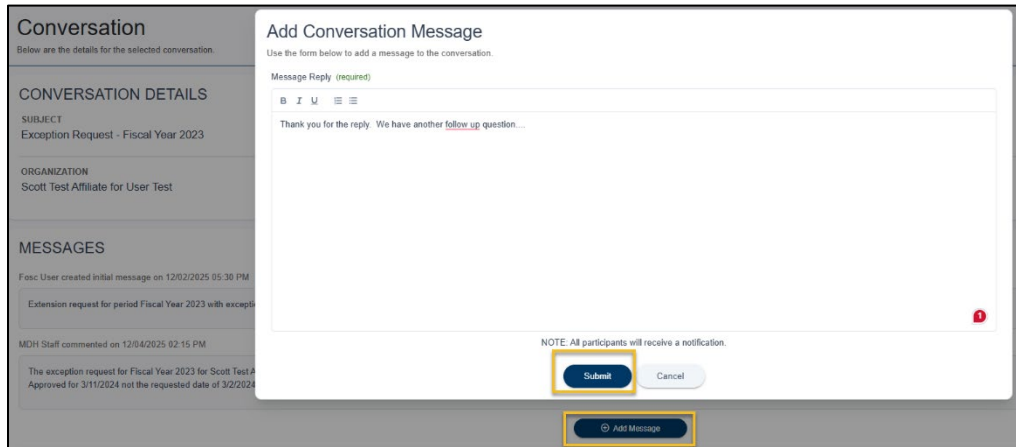
Conversations

HP 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.



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



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.



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, section 62J.38 \(https://www.revisor.mn.gov/statutes/cite/62J.38\)](https://www.revisor.mn.gov/statutes/cite/62J.38)
- [Minnesota Statutes, section 62J.321 \(https://www.revisor.mn.gov/statutes/cite/62J.321\)](https://www.revisor.mn.gov/statutes/cite/62J.321)
- [Minnesota Rules, chapter 4652 \(https://www.revisor.mn.gov/rules/4652\)](https://www.revisor.mn.gov/rules/4652)
- [Administrative Costs at Minnesota Health Plans \(https://www.lrl.mn.gov/edocs/edocs?oclcnumber=256472357\)](https://www.lrl.mn.gov/edocs/edocs?oclcnumber=256472357)
- [MDH HEP Publications \(https://publications.web.health.state.mn.us/\)](https://publications.web.health.state.mn.us/)
- [HPFSR 2025 Instructions \(PDF\) \(https://www.health.state.mn.us/data/economics/hccis/reporting/healthplan/docs/hpfsrinst25.pdf\)](https://www.health.state.mn.us/data/economics/hccis/reporting/healthplan/docs/hpfsrinst25.pdf)