



APPRISS[®]
HEALTH



Data Submission Guide for Opiate Reporting

Minnesota Opiate Product Registration System

March 2020
Version 1.0

Table of Contents

1 Document Overview	1
2 Reporting Requirements	2
2.1.1 Who must report?.....	2
2.1.2 What data must be reported?	2
2.1.3 What is the frequency of reporting?.....	2
2.1.4 In what format must the data be reported?.....	2
2.1.5 What ARCOS transaction types should be included in the report?	2
2.1.6 What file extensions are permitted for reporting?.....	3
2.1.7 How should the report be submitted?.....	3
2.1.8 If a facility has no transactions to report for the reporting period is a report required?.....	3
3 Accessing Clearinghouse	4
3.1 Creating Your Account	4
3.2 Logging In to the Opiate Reporting Site	8
4 Submitting Your Report.....	9
5 Changing Your Password	10
6 Assistance and Support	11
6.1 Technical Assistance	11
6.2 Administrative Assistance	11
7 Document Information.....	Error! Bookmark not defined.
7.1 Disclaimer.....	Error! Bookmark not defined.
7.2 Change Log.....	Error! Bookmark not defined.

1 Document Overview

This document serves as a training guide and support manual for Minnesota-licensed manufacturers and wholesalers who are required to report to the board every sale, delivery, or other distribution within or into Minnesota of any opiate that is made to any practitioner, pharmacy, hospital, veterinary hospital, or other person who is permitted to possess controlled substances for administration or dispensing to patients. It includes such topics as:

- Reporting requirements for the MN Opiate Product Registration System (MNOPR)
- Creating an MNOPR System account
- Uploading your report
- Changing your password

2 Reporting Requirements

2.1.1 Who must report?

Each MN-licensed manufacturer and each MN-licensed wholesaler must report to the board every sale, delivery, or other distribution within or into Minnesota of any opiate that is made to any practitioner, pharmacy, hospital, veterinary hospital, or other person who is permitted to possess controlled substances for administration or dispensing to patients.

Each owner of an MN-licensed pharmacy with at least one location within Minnesota must report to the board any intracompany delivery or distribution into MN of any opiate to the extent that those deliveries and distributions are not reported to the board by a licensed wholesaler owned by, under contract to, or otherwise operating on behalf of the owner of the pharmacy.

2.1.2 What data must be reported?

All sales, delivery, intracompany delivery, or other distributions of opiates as defined in [Minnesota Statutes section 152.02, Subd. 3–5](#) must be reported.

Reporting for the 2019 calendar year should be based on the federal controlled substance schedules II–IV, and only opiates are to be reported. The board will be evaluating a potential change to include MN schedule III substances, which are federally scheduled V substances, for calendar year 2020 reporting and provide information as it becomes available.

2.1.3 What is the frequency of reporting?

An annual report must be submitted by March 1.

2.1.4 In what format must the data be reported?

Data must be reported in the format defined in the [Automation of Reports and Consolidated Orders System \(ARCOS\)](#).

Note: The ARCOS format is being used for reporting with the following exception: This is an annual report **not** a monthly or quarterly report. Please ensure you take into account the format changes from 2000 to the ARCO's format ([Year 2000 Formatting Changes](#)).

2.1.5 What ARCOS transaction types should be included in the report?

The MNOPR system can accept the following status codes:

- ARCOS Disposition Transaction Codes (Decreases to Inventory)
 - S – Sale, Disposition, or Transfer

Miscellaneous transaction codes:

- 7 – No ARCOS Activity for the Current Reporting Period

2.1.6 What file extensions are permitted for reporting?

Preferred file extensions include .csv and .txt with a maximum size of 100 MB.

The suggested naming convention for report files is as follows:

- DEA number of reporting manufacturer or distributor
- Year of reporting period
- Extension of .csv

Example: AB9876543_2019.csv

2.1.7 How should the report be submitted?

Reports should be uploaded to the MNOPR website.

- For instructions on creating an account, please refer to the [Creating Your Account](#) section of this document.
- For instructions on submitting your report, please refer to the [Submitting Your Report](#) section of this document.

2.1.8 If a facility has no transactions to report for the reporting period is a report required?

Yes. If a facility has no transactions to report for the reporting period (the previous calendar year), a zero report must be submitted. The zero report contains a header record identifying the reporting facility and a single transaction record with a transaction code of "7" (per DEA ARCOS coding), which indicates that there were no transactions to report during the previous calendar year.

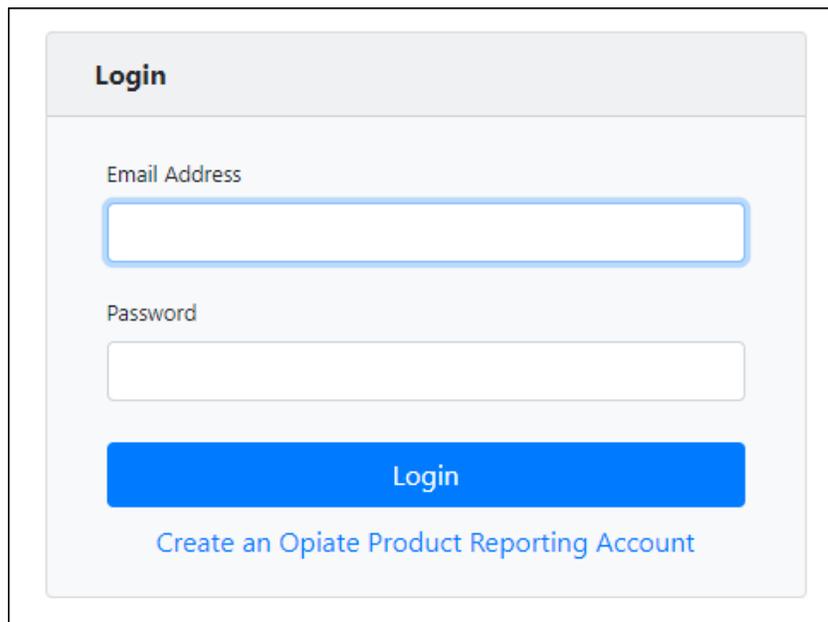
3 Accessing Clearinghouse

This chapter describes how to create your MNOPR account and how to log in to the MNOPR web portal to upload your opiate product files.

3.1 Creating Your Account

Prior to submitting your report, you must create an account by performing the following steps:

1. Open an internet browser window and navigate to the Opiate Reporting log in page located at <https://pmpclearinghouse.net/opiatereporting>.



2. Click **Create an Opiate Product Reporting Account**.
The Opiate Product Reporting Registration page is displayed as shown on the following page.

Opiate Product Reporting Registration

Profile Details * Indicates Required Field

Email Address *

Password * **Password Confirmation**

Personal Information

First Name * **Last Name ***

Account Information

Name * **Role ***

DEA Number * **Address ***

City * **State ***

Zip Code * **Phone ***

3. Complete your Profile Details.

Profile Details

* Indicates Required Field

Email Address *

Password * **Password Confirmation**

- a. Enter your current, valid email address in the **Email Address** field.

Note: The email address you provide here will act as your username when logging into the MNOPR system.

- b. Enter a password for your account in the **Password** field, then re-enter it in the **Password Confirmation** field. The password requirements are provided below.

Passwords must contain:

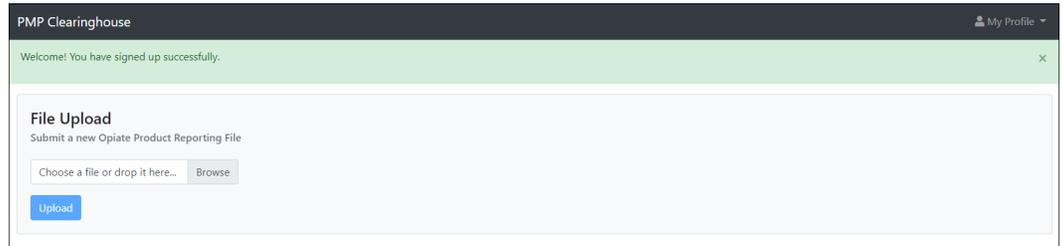
- *At least fourteen (14) characters*
- *One (1) uppercase letter*
- *One (1) lowercase letter*
- *One (1) number*
- *One (1) special character, such as !, @, #, \$, etc.*

4. Complete your Personal and Account information, noting the following:
- Required fields are marked with a red asterisk (*).
 - Reporting by DEA is required. If you have multiple DEA numbers, create your account using your primary DEA number. You will be able to use the same account for reporting multiple DEA numbers.

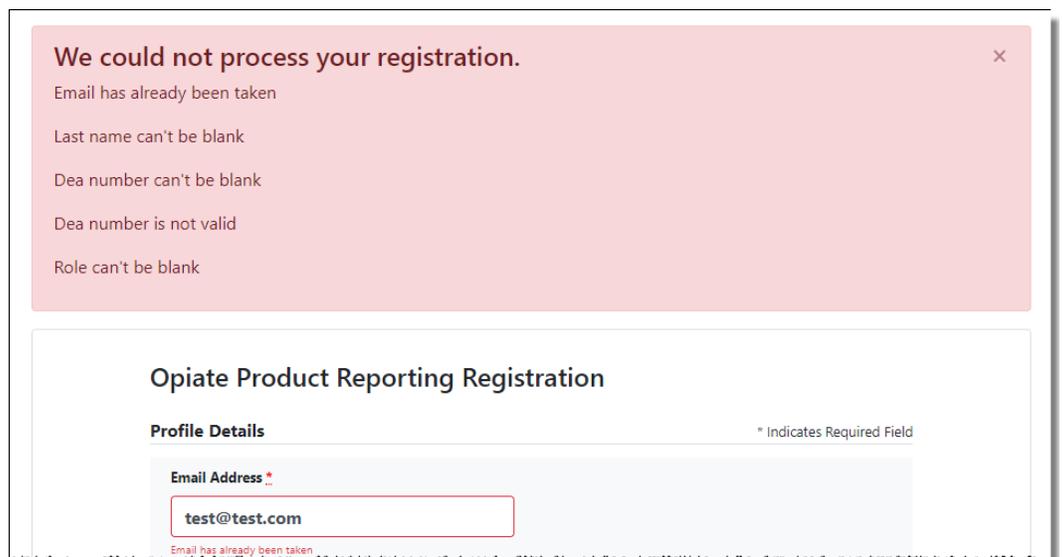
Personal Information	
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Account Information	
Name *	Role *
<input type="text"/>	<input type="text"/>
DEA Number *	Address *
<input type="text"/>	<input type="text"/>
City *	State *
<input type="text"/>	<input type="text"/>
Zip Code *	Phone *
<input type="text"/>	<input type="text"/>

5. Click **Submit**.
Once you click **Submit**, your DEA number will be automatically validated.

- a. If your DEA number is valid and there are no errors upon submission, your account is created, and a message is displayed indicating that you have signed up successfully.

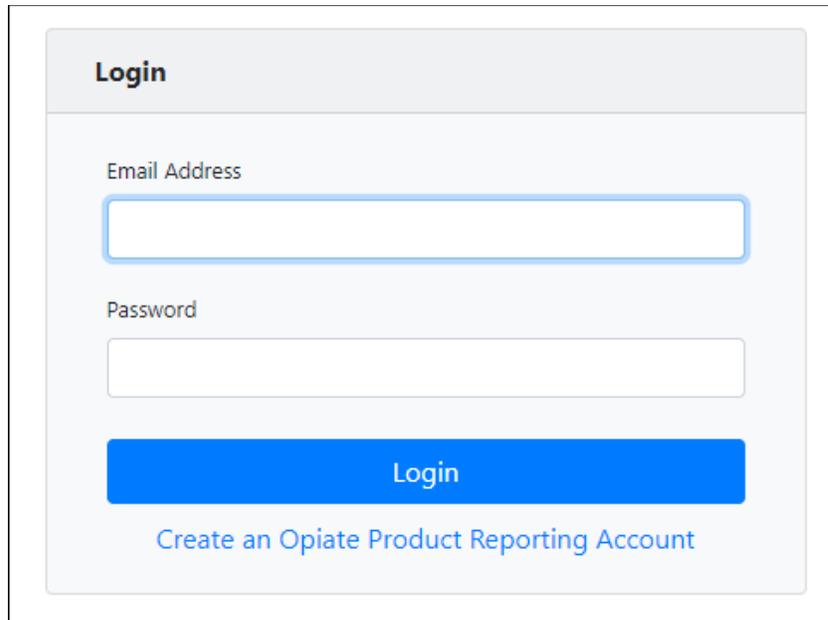


- b. If there are errors upon submission, the error message(s) will be displayed at the top of the page. Correct the indicated errors, then click **Submit** to create your account.



3.2 Logging In to the Opiate Reporting Site

1. Open an internet browser window and navigate to the Opiate Reporting log in page located at <https://pmpclearinghouse.net/opiatereporting>.



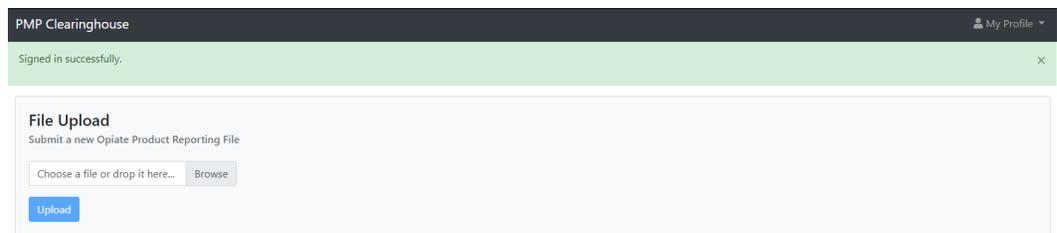
The screenshot shows a login form titled "Login". It contains two input fields: "Email Address" and "Password". Below the fields is a blue "Login" button and a link that says "Create an Opiate Product Reporting Account".

2. Enter the email address you used to create your account in the **Email Address** field.
3. Enter your password in the **Password** field.

Note: If you have forgotten your password, please call the Appriss Customer First Center at 844-966-4767 to have it reset.

4. Click **Login**.

The Opiate Product Reporting home page is displayed.



The screenshot shows the Opiate Reporting home page. At the top, it says "PMP Clearinghouse" and "My Profile". Below that, a green notification bar says "Signed in successfully.". The main content area is titled "File Upload" and says "Submit a new Opiate Product Reporting File". It features a file upload interface with a "Choose a file or drop it here..." button, a "Browse" button, and an "Upload" button.

4 Submitting Your Report

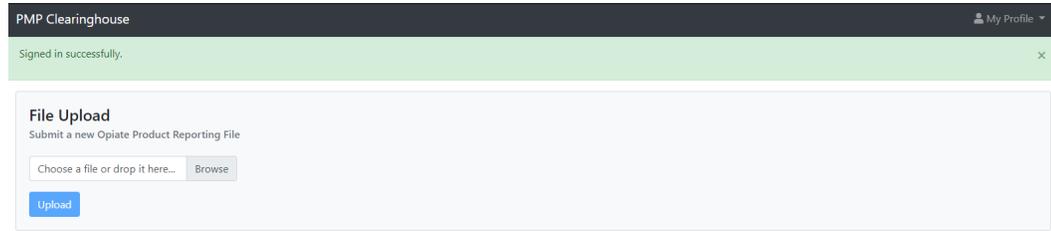
To submit your annual report:

1. If you do not have an MNOPR account, perform the steps in [Creating Your Account](#).

Or

2. If you have already created an account, [log in to the MNOPR](#).

The Opiate Product Reporting home page is displayed.



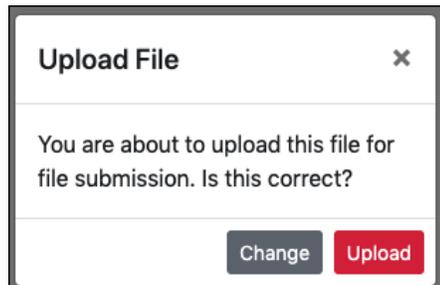
3. Click **Browse** and select the report file.

Notes:

- Please refer to the [Reporting Requirements](#) section of this document for information on what data must be reported and in what format.
- Preferred file formats include .csv and .txt with a maximum size of 100 MB.
- The suggested naming convention for report files is as follows: DEA number of reporting manufacturer or distributor + year of reporting period + file extension (e.g., .csv). An example file name would be "AB9876543_2019.csv".

4. Click **Upload**.

A message is displayed prompting you to confirm the file submission.



5. If you need to make any changes, click **Change** to return to the File Upload page;

Or

6. Click **Upload** to continue with the report submission.

Once you click **Upload**, your file is submitted, and a message is displayed indicating that your file was successfully submitted.

Note: Currently, data is not validated upon submission. Any errors will be identified during data analysis, and, if needed, you will be notified.

5 Changing Your Password

If you have forgotten your password and cannot log in, please contact the Appriss Customer First Center at 844-966-4767 to have it reset.

6 Assistance and Support

6.1 Technical Assistance

If you need additional help with any of the procedures outlined in this guide, you can:

- Contact Appriss Health at 844-966-4767;
OR
- Create a support request at the following URL:
<https://apprisspmclearinghouse.zendesk.com/hc/en-us/requests/new>.

Technical assistance is available Monday through Friday from 8:00 a.m.–5:00 p.m. CT.

6.2 Administrative Assistance

If you have non-technical questions regarding the Opiate Product Registration and Fee Program (OPRFP), please contact:

OPRFP Office
2829 University Ave. SE, Suite 530
Minneapolis, MN 55414

Email: opiateproductregistrationfee@state.mn.us

Phone: 651-201-2845

Website: <https://mn.gov/boards/pharmacy/opiateregistrationfee/>