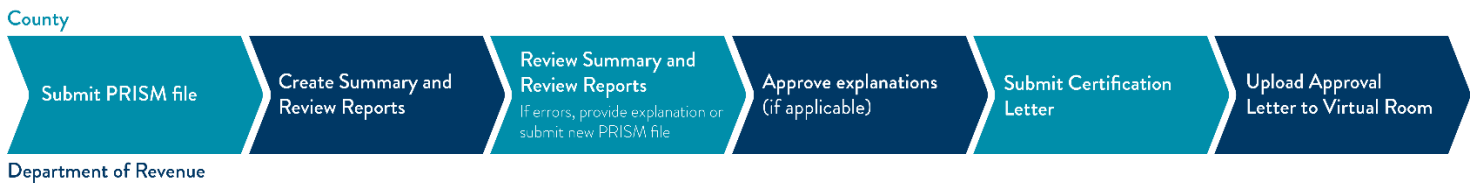


## PRISM Submission and Approval Process

This document outlines the key steps in the PRISM submission and certification process. We also recommend that counties use their County PRISM Dashboard as a guide. These dashboards track each county's progress and provide a central location for all necessary links. If you need a link to your county's dashboard, email [PRISM.mdor@state.mn.us](mailto:PRISM.mdor@state.mn.us).



### County successfully submits PRISM file

In order to submit a file to PRISM, you need to be a member of the Compressed\_PRISM transaction room. You can access it just like you would any other Virtual Room, through [this link](#).

Email [VR\\_support@state.mn.us](mailto:VR_support@state.mn.us) if you have not been invited to the Compressed\_PRISM room and will be submitting files.

More information about using and accessing the PRISM Virtual Rooms, including submitting files, is in the [PRISM Virtual Room File Submission Overview document](#).

### County reviews Summary and Review Reports

We will process your submission into a Summary Report within one business day. You may check back the next business day for an updated summary report. Instructions on how to use PRISM Summary Reports are [here](#). These Summary Reports are to help you review your submitted data; there is nothing else you need to do with them.

Review Reports are loaded into the Documents/PRISM folder in your county PTCO (Submission 1 and 2 reviews) or Auditor-Treasurer (Submission 3 and 4 reviews) Virtual Room within one business day.

Depending on the results, you might have to address one or more issues. If there are no issues, your Review Report will indicate this and invite you to submit a letter of certification.

Test files cannot be certified and do not receive Review Reports. They do generate Summary Reports.

### **County provides explanations or submits new PRISM file**

Your Review Report may indicate one of these levels of discrepancy, which will entail one of these next steps:

- Resubmission required: errors must be corrected before the current submission is approved.
- Explanation or action required: an explanation of errors is required. In some instances, an error will need to be fixed for a future PRISM submission.
- Confirm values as accurate: values must be verified before submission is approved.
- Information only: review to ensure that the data is correct, but no explanation is required.

A “County Comment” column is provided on the Review Report spreadsheet for the county to enter in explanations. If you have questions while you’re working through explanations, or decide to resubmit a file, send an email to [PRISM.mdor@state.mn.us](mailto:PRISM.mdor@state.mn.us).

If you are submitting explanations, upload the commented file into the PRISM folder in the Virtual Room. You will need to rename the file by adding the reviewer’s initials to the file name. You cannot submit a file with the same name twice. If you have to submit explanations more than once, you can add the day’s date at the end of the file name, or a number, to make the file name unique. After we receive your explanations, we may ask additional questions.

**If you resubmit**, we will create new Summary and Review Reports and start the process over.

### **County submits certification letter**

After addressing any errors on your review and any follow-up questions, send in a certification letter to [PRISM.mdor@state.mn.us](mailto:PRISM.mdor@state.mn.us). The certification letter template is on the [PRISM website](#).

### **DOR approves submission**

If we have no additional questions, we will load an approval letter into the Documents/PRISM folder in your county PTCO or Auditor-Treasurer Virtual Room, depending on the submission.