APPENDIX M

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MATP MONTHLY ENCOUNTER DATA FILE FORMAT

Monthly Data Files

MATP Grantees must report their MATP trips to the Department and provide this information by way of a monthly trip-level data file. Trip-level data files are created by the broker and are uploaded to the Department monthly. Trip-level data files will only contain data forty-five (45) days after the reported month has ended. Trip-level data files are to be in a Comma Separated Value (.CSV) file format and must contain six fields of data.

File Format

The required data for the file is the County Code, the MA consumers Medical Assistance Identification Number (MAID), the Date of the Trip, the Mode of Transportation, the Trip Completed Indicator, and an Escort Indicator.

Required data as it might appear in MS Excel:

Exhibit 1

County Code	MAID	Date of Trip	Mode	Completed	Escort
51	1234567890	7/1/2015	P	Y	N

Exhibit 2

Field Name	Length	Alpha (A)/ Numeric(N)	Description
County Code	02	N	County Codes 01 - 67
Medical Assistance Identification (MAID) Number	10	N	Ten digit Medical Assistance Number on the Consumer's Access card
Trip Date	08	N	mm/dd/yyyy
Mode	01	A	M= Mass Transit P= Paratransit R = Reimbursement V= Volunteer
Trip Completed	01	A	Y = Yes, N = No
Escort Needed	01	A	Y = Yes, N = No

Instructions on Submitting Monthly Trip Data

Trip-level data files are to follow a file naming convention of ##MATP.csv where ## is the county's numeric code. Exhibit 1 shows an example of a trip for a Medical Assistance Recipient in Philadelphia County. The County indicator is 51; in this example the file is named 51MATP.csv.

The file name format must be used or the file will not be accepted.

Save your monthly file as a Comma Separated Value file, or CSV file. When saving, use the option "Save As" in the lower dialog box and select Comma Separated Values or "csv". On the "File Name" box, type in your county code and MATP. Please don't type in "csv" as it should automatically become a "csv" file when you press save.

Due Date – The due date is 45 days; a month and a half is given to gather the data. Each file should hold data about trips taken approximately two months previously.

If you are reporting older data - If a file is missed a month or a file load problem was experienced, a file can be loaded with the missed data along with the current monthly trip level data expected during the time period that is current. The "Date of Trip" that is collected will differentiate the different files.

Appending files – When you are submitting more than one month's data, do not send in two files with the same name. The second file will overwrite the first file sent in. Instead, merge the two months of data into one file and submit it as one.

Your monthly trip level data files should be loaded from the 15th calendar day of the current month through 5:25 PM on the last calendar day of the current month.

Basic File Transfer Instructions:

>Access the SeGov Data Collection Tool Web Site
>Enter your User Name and Password
>Enable the Upload Wizard
>Locate the saved "csv" file
>Upload the file
>Log Off

If the same MATP provider of a consumer's residence transports a resident out of the county, it is still a trip for county 51. [If a resident has medical appointments two or three county away and is transported to a location by multiple MATP providers, the county code will not change. Each leg will be reported by the respective provider.]

The Grantee shall retain an electronic copy of the transmitted file for at least four years and follow the Commonwealth's data retention guidelines.