

# **APPENDIX O**

## PROVIDER GUIDELINES FOR REPORTING MATP TRIPS

### Monthly Data Files

MATP Providers 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 MATP Provider and are uploaded to the Department monthly. Trip-level data files should only contain data forty-five (45) days after the reported month has ended. Trip-level data files should 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 Medical Assistance ID (MAID), the date of trip, the mode of transportation, the trip completed indicator, and an escort indicator.

Exhibit 1 - CSV data as it would appear when opened within an MS Excel file:

County Code	MAID	Date of Trip	Mode	Completed	Escort
22	1234567890	07/01/2021	P	Y	Y

Exhibit 2 - CSV data as it would appear when opened within a Comma Separated Text (CST) file: 22, 1234567890, 07/01/2021, P, Y, Y.

The elements seen in Exhibit 2 are the same elements seen in Exhibit 1, this exemplifies each segment separated with a comma.

Exhibit 3 - File Format

Field Name	Length	Alpha/Numeric	Description
County Code	02	N	County Codes 01 - 67
MAID	10	N	Ten-digit MA ID found 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

The File Name: Trip-level data files should 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 Dauphin County (County 22); in this example the file is named 22MATP.csv.

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

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### Timeframe for Reporting Trips:

Trip-level data files should be uploaded to the Department at a minimum of forty-five (45) days and a maximum of sixty days (60) from the end of the month of the date of the trip. For example, a trip on July 1, 2021, should be reported during the timeframe of September 15-30, 2021; this trip should not be submitted in August 2021, or it will be rejected.

Trip-level data files should be uploaded to the Department from the 15th through the end of the month.

When a trip-level data file is submitted between the first day of the month to the 14<sup>th</sup> day of the month, the file will not be transferred and will sit until 5:00pm on the 15th day of the month.

### Basic File Transfer Instructions:

1. Access the SeGov Data Collection Tool Web Site, <https://missl.dhs.state.pa.us/>
2. Enter your username, password, and log in.
3. Enable the Upload Wizard and then locate your saved "csv" file and attach it to the Upload Wizard.
4. Upload the file; you should receive an email confirmation shortly after.
5. Log off; you should receive a second email confirmation after the file is transferred from SeGov to the Department.

### **Please Note:**

If an MATP provider transports a resident out of county, it is still considered a trip for the county in which the resident lives. If a resident has a medical appointment two or three counties away and is transported by multiple MATP providers, the county code will not change.

Per the Commonwealth's Data Retention Guidelines as outlined in the MATP Standards and Guidelines shall retain an electronic copy of the transmitted file for a minimum of four years and be backed up in a secure location in case of the need for disaster recovery. Please contact the Department if you need assistance or further clarification.