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 created by the Contractor and are to 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 Medical Assistance ID (MAID), the Date of the Trip, the Mode of Transportation, the Trip Completed Indicator, and an Escort Indicator.

Exhibit 1 - Comma Separated Value (CSV) data as it would appear when opened with in an MS Excel file:

County Code	MAID	Date of Trip	Mode	Completed	Escort
22	1234567890	07/01/2016	P	Y	Y

Exhibit 2 - Comma Separated Value (CSV) data as it would appear when opened with in a Comma Separated Text file: 22,1234567890,07/01/2016,P,Y,Y

The elements seen in Example 2 are the same elements seen in Example 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
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

Revised: June 10, 2016

The File Name: 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 Dauphin County (County 22). The County indicator is 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.

Trip Reporting With Respect To Time:

Trip-level data files are to be uploaded to the Department at a minimum of forty-five (45) days and a maximum of sixty days (60) from end of the month of the date of the trip. For example, a trip given on July 1, 2016 will be reported during the period September 15-30, 2016; this trip is not to be submitted in an August 2016 data upload period or it will be rejected.

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

When a trip-level data file is submitted between on the First day of the month to the 14th 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:

   Access the SeGov Data Collection Tool Web Site, https://missl.dhs.state.pa.us/
   Enter your User Name and Password and log in
   Enable the Upload Wizard and then locate your saved "csv" file and attach it to the upload wizard.
   Upload the file, you should receive an email confirmation shortly after.
   Log Off
   You will also receive a second email confirmation after the file is transferred from SeGov to the Dept.

Notes:

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

Per the Commonwealth's Data Retention Guidelines, Grantees 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. This data retention information can be seen in the MATP Standards and Guidelines. Please contact the Department of Human Services Medical Transportation office if you need assistance or further clarification.