

# Medical Assistance Transportation Memorandum *Systems* MATP OPS # 04/2007-001

**Date:** April 2, 2007

**Subject:** Monthly Trip Level Data File Submission to eGov

**To:** All Statewide County MATP Program Offices

**From:** Tyrone E. Williams, Director, Division of Enrollment and Transportation Programs

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## **Purpose:**

The Medical Assistance Transportation Program has extended the period to submit the monthly trip level data file.

## **Background:**

Many counties have been experiencing difficulty in providing this file to the Department timely due to scheduling difficulties or other reasons during the one-week window period; the 15th through the 22nd of the month. The Department agreed that extending this time frame will not only help in submitting the file timely, it will also enable more time for the county offices to review the data before it is submitted.

## **Discussion:**

Based on various on-site visits to county program offices over the past year, county offices communicated they would like the ability to submit files throughout the month. The Department reviewed the request and met with Systems Support staff to examine the feasibility of this request.

It was determined that an open window to submit these files throughout the month was not practical; however, the one-week window could be extended without interrupting operations.

The period to submit the monthly trip level data file has been extended. The period for monthly trip level data submissions has been extended from the 15th to the last day of the month.

## **Next Steps:**

Program offices should review their internal processes in preparing and submitting this monthly data file so that this program enhancement is beneficial to both the county and the Department. If you have any questions please contact Art Watkins; Medical Assistance Program Specialist; MATP Systems and Data Analyst at (717) 705-2632 or by email at arwatkins@state.pa.us.