

Medical Assistance Transportation Memorandum *Systems* MATP OPS # 05/2007-002

Date: May 29, 2007

Subject: Timely Monthly Trip Level Data File Submissions

To: All Statewide County MATP Program Offices

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

Purpose:

The Medical Assistance Transportation Program is reminding the County of the obligations to submit a timely and properly formatted Monthly Trip Level Data File. This Monthly Trip Level Data File is very important for the Department to validate county expenditures and identifying trends so that annual funding can be estimated each year.

Background:

Many counties are failing to provide the Trip Level Data file to the Department monthly. Although many Counties have been submitting the file timely every month, some Counties have been submitting it quarterly and some not at all.

Discussion:

The Department extended the time frame for Counties to submit the file in February 2007, see OPS Memo 04/2007-001. The extended time frame's original purpose was to help the Counties in submitting the file timely. Although it has made a difference and helped some counties, the Department would like to remind the counties who are disregarding the Monthly Trip Level Data File altogether that you may be sanctioned.

The Instructions and Requirements document states the following in Appendix A, Section 3) a), "Monthly Report – **Due 45** days from close of each month. Monthly Reports shall be based on trip level data including County code, date of trip, MA ID number of consumer, mode of transportation, whether trip was completed, and whether an escort was needed".

In Appendix A, Section 22), "The Department of Public Welfare may enforce these Instructions and Requirements through the imposition of sanctions. Sanctions may include, but are not limited to, total or partial revocation of the allocation or suspension of quarterly payments. The Department may also utilize all equitable remedies provided under Pennsylvania law."

In Appendix A, Section 21), "If necessary, auditors from the Department's Bureau of Financial Operations may conduct performance audits of programs to identify program inefficiencies, ensure compliance with MATP program standards, and recommend corrective action".

Next Steps:

Program offices should review their internal processes in preparing and submitting this monthly data file. Program offices should ensure that they are up to date with their file submissions. DPW Program monitors will soon be contacting county Management who have fallen behind in submitting this data.

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.