

Medical Assistance Transportation Operations Memorandum *Systems* MATP OPS # 11/2007-004

Date: November 19, 2007

Subject: Data Definitions for the Monthly Trip Level Data Report File

To: All Statewide County MATP Program Offices

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

Purpose:

The Medical Assistance Transportation Program would like to clarify some terms and definitions for the Financial Quarterly reports and Monthly Trip Level Data report as some program offices are interpreting some terms incorrectly. This Memo also stresses that the program office has the responsibility to report the 'Monthly Trip Level Data File', monthly.

Background:

Some program offices are reporting trips incorrectly or differently than other counties on the Financial Quarterly reports and the Monthly Trip Level Data Report.

Discussion:

This memo is to address some needed clarification for the following data elements being reported on the Financial Quarterly Reports and the Monthly Trip Level Data Files.

Completed Trip - A one-way transportation service from the MA recipient's home to the destination where a covered medical service will be provided to that MA recipient (or the reverse) or from one covered medical service to another medical service, in a timely manner.

A completed trip is defined as follows:

1. A one-way trip from the MA consumer's home or other designated location to the destination where the covered medical service will be provided to the consumer; or
2. A one-way trip from the covered medical service to the consumer's home or other designated location; or
3. A one-way trip from one covered medical service to another covered medical service.

For purpose of illustration, a reserved trip from a consumer's home to a primary care physician appointment; from the physician's office to the Pharmacy, and from the Pharmacy to the consumer's home constitutes three (3) one-way trips. Exceptions to these criteria may be necessary, e.g., eligible consumers may need to be picked up or returned to work, school, or day care in order to acquire necessary medical assistance services. MATP has no obligation to consider consumer's non-MATP related travel plans in the scheduling and routing of MATP service.

No-Show - A no-show is a scheduled trip which is not taken and not cancelled by a consumer within required timeframes.

Multi Modal Trips – These are trips when a consumer has to take different avenues of transportation to get to a provider. For example, a consumer has to get a bus transfer to take a train and then get on a bus. For both the Monthly data report and the Quarterly Financial Report, these trips are to be reported as one trip to the provider and one trip back. Two trips as opposed to three trips there and three trips back.

Client Reimbursement Forms – When a consumer has one line filled out on the mileage reimbursement form for a round trip (with two legs, to and from), it should be reported as two trips by the county office to DPW. Counties should be careful to review each line for this. Some Counties are sometimes not reviewing the form and are just counting every two lines as a round trip. Another reason for this clarification is that there may be cases when the consumer is only requesting reimbursement for one leg of the trip.

Further clarification is also needed for Financial Quarterly reports and the Monthly Trip Level Data Reports. A round trip with two legs should be reported as two trips for both the Financial Quarterly reports and the Monthly Trip Level Data Reports.

Electronic Monthly Trip Level Report File – This is the data report that is due 45 days from close of each month. Monthly Reports shall show trip level data including County code, date of trip, the MA ID number of consumer, mode of transportation, whether trip was completed, and whether an escort was needed. The Monthly Trip Level Data report file is to be sent monthly, not quarterly.

Next Steps:

Program offices should review their internal procedures regarding the reporting of trips for the Financial Quarterly Reports and the Monthly Trip Level Data reports. Although most county offices are following these guidelines, program offices should review their processes to ensure they are reporting these data elements correctly.

If you have any questions please contact Art Watkins; Program Analyst 2; MATP Systems and Data Analyst at (717) 705-2632 or by email at arwatkins@state.pa.us.