

Medical Assistance Transportation Memorandum *Systems* MATP OPS # 03/2008-007

Date: March 3, 2008

Subject: Timely, Accurate and Complete Quarterly Report Submissions

To: All Statewide County MATP Program Offices

FROM: Tracee S. Gotwalt, Financial Section Chief, Financial Analysis Division

Purpose:

The Medical Assistance Transportation Program (MATP) is reminding the County of the obligation to submit timely, accurate and complete Quarterly Reports. These reports are very important for the Department to monitor and trend unduplicated clients, trips and expenses associated with the program. These reports also are used to calculate the next quarterly payment.

Background:

Many counties are not providing timely, accurate and complete Quarterly Reports on a regular basis. Submission of the Quarterly Report electronically does not meet the timeliness guidelines noted in the MATP Instructions and Requirements (I&Rs).

Discussion:

MATP I&Rs, Appendix A, Fiscal Requirements provide guidance for the completion of the Quarterly Reports. Counties are having issues with inaccurate reporting as well as incomplete reporting.

MATP I&Rs, Appendix A, Fiscal Requirements, Section 2 (Quarterly Reporting) provides due dates for the hard-copy Quarterly Reports. These due dates are set up to maximize payments to counties as well as provide data to the Governor's Budget Office. Counties are having trouble meeting these due dates due to various reasons.

MATP I&Rs, Appendix A, Fiscal Requirements, Section 22 (Sanctions):

"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."

Next Steps:

Counties should review or create applicable policies and procedures for the submission of accurate, complete and timely Quarterly Reports. This would include cross-training of staff, receiving timely invoices from subcontractors, timely administrative expense allocations from other County Agencies, timely peer review of the completed report, timely signature process and timely report submission date.

If you have any questions, please contact your Financial Representative.