DAUPHIN COUNTY MH/MR PROGRAM
MATP POLICY AND PROCEDURE

Agency	X	CCB, Inc.	Policy No. 11-01
	X	County	Effective Date 2/21/11
		CAT	Revision Date
	X	Other	Approved [signature]

Title: MATP Eligibility and Monthly Trip Report Data Quality Requirements

Policy: The Dauphin County MH/MR MATP will assure that Eligibility Batch Data files and Monthly Trip Detail Data reports are submitted and processed in a timely fashion. CCB, Inc. shall be responsible to comply with all of the following reporting requirements when submitting Eligibility Batch Files and Monthly Trip Detail Files.

Definitions:

MATP I & R: The document published by the Commonwealth of Pennsylvania, Department of Public Welfare, Office of Medical Assistance Programs, Instructions and Requirements for the operation of the Medical Assistance Transportation Program.

MATP Eligibility Provider: The agency that is under contract with the Dauphin County MH/MR Program to determine MATP consumer eligibility and transportation mode to be used for Medical Assistance Transportation services.

Dauphin County MIS Consultant: The individual that is under contract with the Dauphin County MH/MR Program to process and manage MATP Data for reporting purposes.

MH/MR Financial Officer: Dauphin County MH/MR Staff responsible for fiscal reporting and oversight.

MH/MR MATP Program Coordinator: Dauphin County MH/MR Staff responsible for Programmatic reporting/oversight.

MAID Number: The 10 - digit Medical Assistance Recipient Number, which is a unique identifier for each person enrolled in the Medical Assistance Program.

Procedure:

A. Eligibility Batch File Processing

1. The Eligibility Batch File spreadsheet shall be submitted electronically by CCB, Inc., to the Dauphin County MIS Consultant by close of business on the second and fourth Friday of each month.

2. The Eligibility Batch File must contain:
   a) All scheduled Share-A-Ride (SAR) and all other trips for the period;
   b) One record for each current standing order consumer with a trip date of the Friday submission;
   c) One record for each current bus pass consumer with a trip date of the Friday submission.
   d) One record for each mileage reimbursement consumer with a trip date of the Friday submission.

3. Prior to submission, the Eligibility Batch File must be reviewed by CCB, Inc., for complete and valid data, including properly formatted dates as "short dates", no missing DOB or SSN data, and properly formatted values in each column.

4. Upon receipt, the Dauphin County MIS Consultant will process the file to identify ineligible consumers. If ineligible consumers are identified, the Dauphin County MIS Consultant will return an error report to CCB, Inc., containing one record for each ineligible consumer or invalid data reported.

5. CCB, Inc., will review the error report and report back to the Dauphin County MIS Consultant within five days submitting their method of eligibility testing or resolution for all applicable ineligible consumers.

B. Monthly Trip Detail Spreadsheet Submission

1. The Monthly Trip Detail Spreadsheet shall be submitted electronically by CCB, Inc., to the Dauphin County MIS Consultant no later than the 15th of the following month.

2. The Monthly Trip Detail Spreadsheet submission must contain the following four types of trips:
   a) All performed SAR trips;
   b) All mileage reimbursement trips;
   c) All bus pass trips;
   d) All sub-contracted trips.

3. The monthly Trip Detail Spreadsheet must be reviewed by CCB, Inc., for complete and valid data. A complete file contains the following data elements:
    a) Last Name
    b) First Name
    c) MAID Number - the MAID column must only contain 10 characters
    d) Trip Date - this must be a valid date and the trip date column must be formatted to "Short Date," e. g. 1/18/2011.
    e) Trip Mode - Mode column should only contain "P" (Paratransit), "M" (Mass Transit), or "R" (Mileage Reimbursement)
    f) Trip completed - Trip completed column may only contain "Y" (Yes) or "N" (No)
    g) Escort - Escort column may only contain "Y" (Yes) or "N" (No)

4. The Dauphin County MIS Consultant reviews every file entry for validity of the MAID number and a report is generated containing invalid MAID numbers.

5. The Dauphin County MIS Consultant sends the error report containing invalid MAID numbers to CCB, Inc., for correction.

6. CCB, Inc., corrects the invalid MAID numbers and returns the corrected report to the Dauphin County MIS Consultant within 5 days.

7. CCB, Inc., sends the corrections to the contracted Provider who sent the MAID number to MH/MR with instructions to correct their records.

8. The Dauphin County MIS Consultant compiles the monthly trip data and combines it with all other provider data to prepare the quarterly submission to the State MATP.