



Department
of Health

Initial Appropriateness in MAPP HHTS

File Downloads

March 2024

Topics

- How to Download Files
- How to Save & Format Files
- Submitting Initial Appropriateness
- Downloading Initial Appropriateness
- Additional Resources

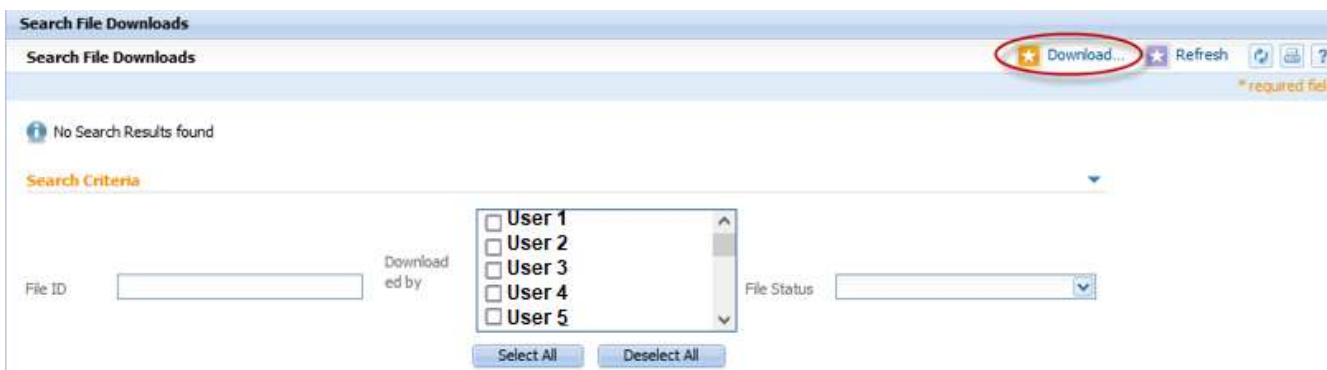
How to Download Files

How to Download Files

From the MAPP HHTS Home tab, the *Download File* link is located under the Quick Links feature.

Click the *Download File* link and you will be directed to the **Search File Downloads** screen.

Click on the 'Download' button that is on the top right of the screen.



How to Download Files

After you have clicked on 'Download', a 'Download Files' pop up will appear. Choose the File Name for which you would like to download.

Download Files. * required field

File Name

File Format

Zip Download File

Download Cancel

After selecting a file from the File Name dropdown, additional search criteria may appear based upon the file type selected. In this example, we have selected the Enrollment Download file and requested the file to contain members with an 'Active' *Segment Status*

Download Files. * required field

File Name

File Format

Zip Download File

Select Search Criteria

Segment Status

Active

Closed

Pending

Canceled

Pending Canceled

Pending Pending

Pending Closed

Pending Active

Hiatus

Select All Deselect All

Transaction From Date

Transaction To Date

Download Cancel

How to Download Files


After clicking “Download”, the file will begin to process under the Search Results section of the page. The *File Status* will update to show the throbber displayed while the file completes the download. Most complex files will take approximately 15-20 minutes to process. The speed of the connection and the time of day can impact the download time.

Search Results

File ID	File Name	File Type	Requested By	Generated On	File Status
1806111	BSD_1806111_02994838_SD_030124-031424_031424_1044.csv	Billing Support Download File	HH02994838worker	3/14/2024 10:44 AM	

Once the file download is complete, the *File Status* column will change to **Processed** and the file is available to download.

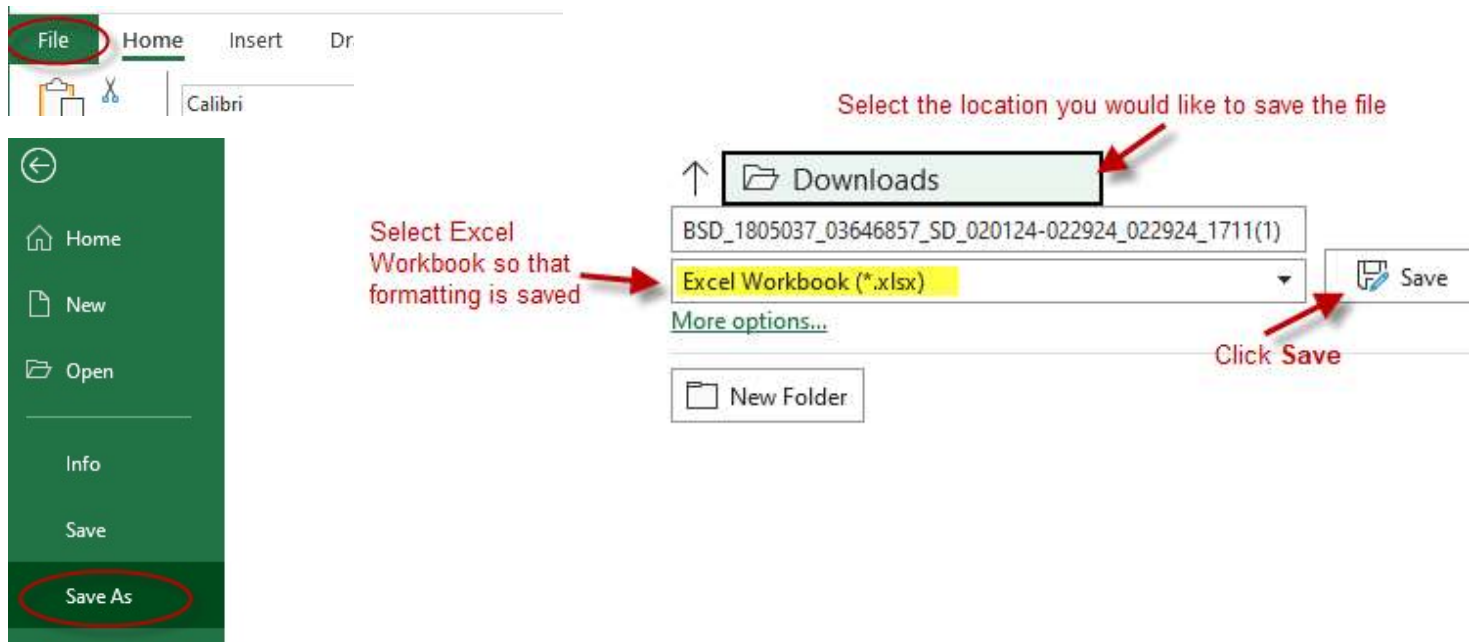
Search Results

File ID	File Name	File Type	Requested By	Generated On	File Status
1806111	BSD_1806111_02994838_SD_030124-031424_031424_1044.csv	Billing Support Download File	HH02994838worker	3/14/2024 10:44 AM	Processed 

How to Save & Format Files

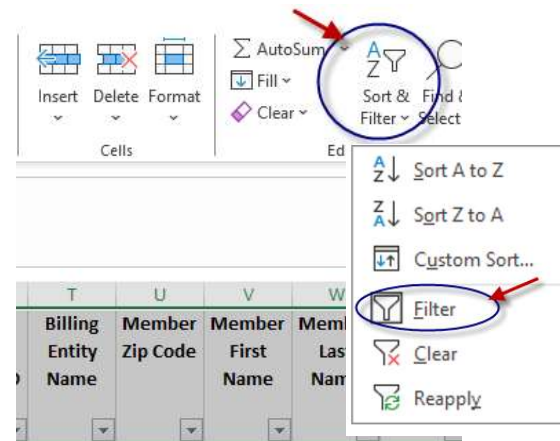
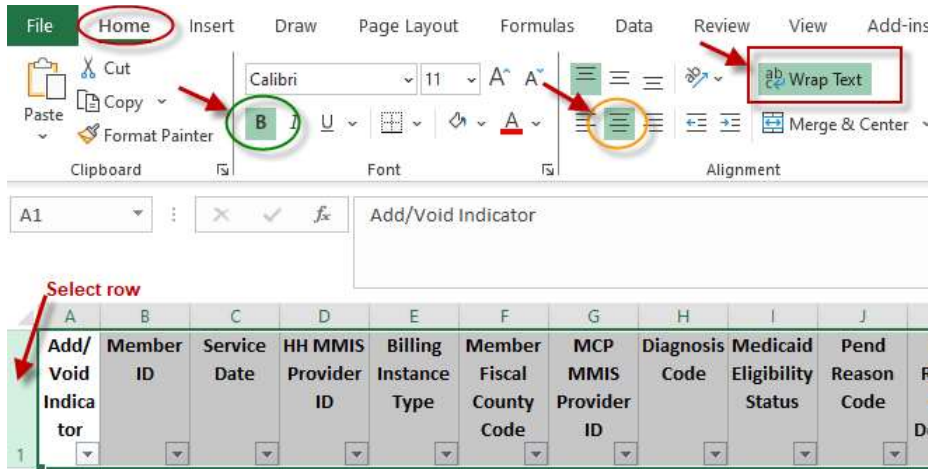
Saving Downloads

Click on *File* and then select *Save as*, then select “Excel Workbook (*.xlsx)” from the drop-down menu. This format will allow for your formatting to save properly.



Formatting the File

Select row 1: **Bold** - **Wrap Text** - **Filter** - **Center**



Put cursor in cell C2 and from the **view** tab, Freeze Panes

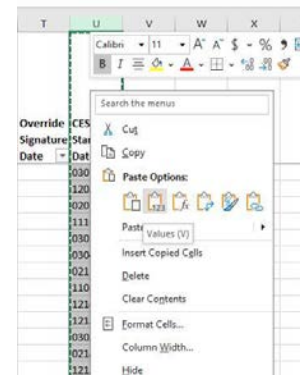
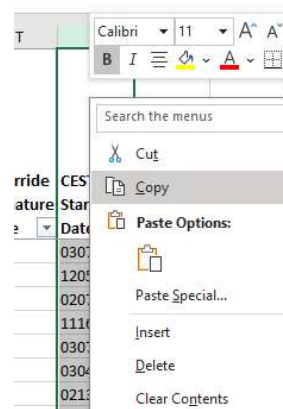


Formatting Date Fields

To preserve the leading zero in a *date field* within a file downloaded from the MAPP HHTS, the value in the *date field* will be “wrapped” in the equal sign and quotations (e.g. =“03072024” for 3/7/24). To convert this text to the date format:

1. Select the entire column, right click, select *Copy*, right click again, select from **Paste Options Values (V)**

id	CEST Start Date	CEST Submission Date	CEST End Date
	03072024	03082024	03072025
	12052023	02152024	02032024
	02072024	02152024	02062025
	11162023	02152024	11152024
	03072024	03082024	05062024
	03042024	03072024	05032024



Formatting Date Fields

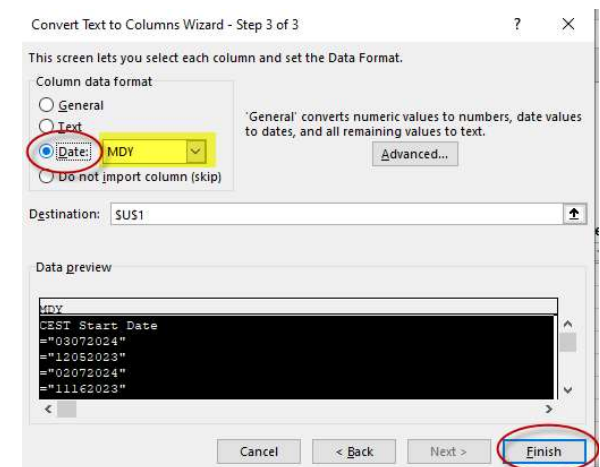
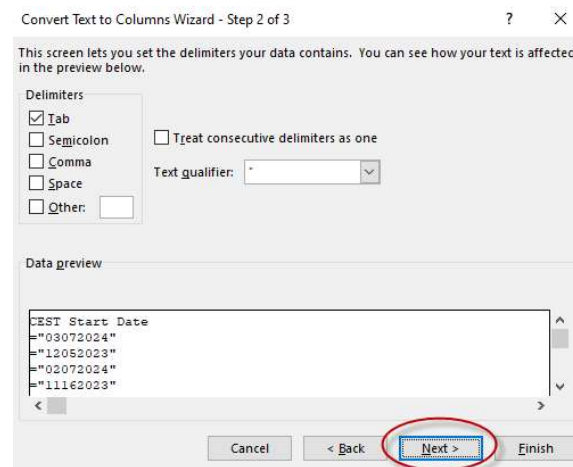
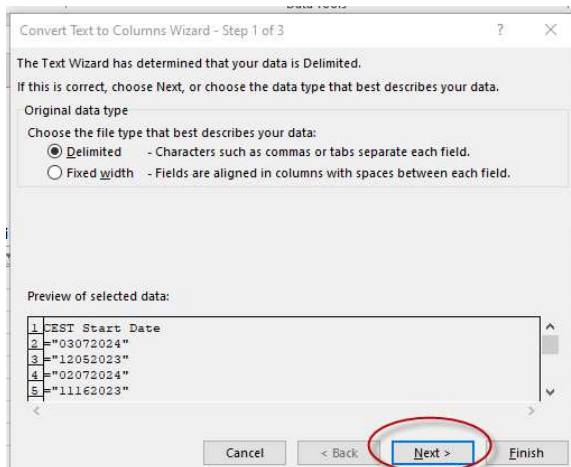
2. Select the entire column again, go to **Data** tab, click on *Text to Columns*

The screenshot shows the Microsoft Excel interface with the **Data** tab selected. The **Text to Columns** button in the **Data Tools** group is highlighted with a red circle. A tooltip for this button is displayed, providing instructions on how to use the feature to split text into columns. Below the ribbon, a portion of a spreadsheet is visible, showing columns G through W. Column U is highlighted in green, and it contains dates: 03072024 and 12052023. Columns V and W also contain dates: 03082024, 03072025, 02152024, and 02032024.

G	H	I	J	K	L	P	Q	R	S	T	U	V	W
Assessor Organization Name	Assessor Organization	HH Name	MMIS Provider ID	Target Population	Most recent signed and finalized date for CANS or HCBS	Type of Service	Continuation of Service	Override Decision	Date of Decision	Override Signature Date	CEST Start Date	CEST Submission Date	CEST End Date
	03001310	ST MARYS	03001310		Y						03072024	03082024	03072025
	03001310	ST MARYS	03001310		Y						12052023	02152024	02032024

Formatting Date Fields

3. A new window will pop up. Click *Next*, *Next*, and then click on *Date* and make sure 'MDY' is selected in the drop box, click *Finish*



Initial Appropriateness in the MAPP HHTS

Submitting IA Using Correct Record Type

- CEST Outcome, Initial Appropriateness, Consent Date, and Plan of Care date (for now – will be removed from file release 4.5) are submitted to the system using the Consent and Member Program Status Upload file.
- While **Consent Date** and **IA** can be submitted together in the same record (i.e. file row), all other submissions must be submitted in its own record/file row using the correct **Record Type**.

Submitted Information	Add, Create	Modify	Delete, Withdraw, Cancel
Consent to Enroll <u>AND</u> Appropriateness Criteria	C	M	W
Plan of Care Date	P		D
Member Program Information	A	U	R
Continuing Eligibility Screening Tool Outcome	X	Y	Z
Children's HCBS Status Update	N		E

Submitting CEST Using Correct Record Type

Pay close attention to the **Record Type** included in the file upload.

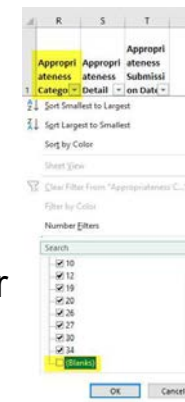
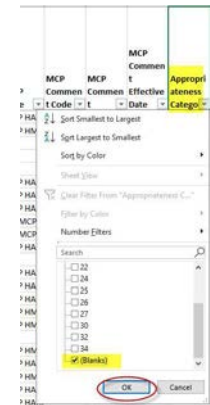
- If you submit a file with **Record Type**: 'P'; POC date, and Initial Appropriateness, the file will successfully process the POC date, but it will ignore the Initial Appropriateness.
- If you submit a file with two rows: one with **Record Type**: 'P' & POC date and a second with **Record Type**: 'C' & consent to enroll date/initial appropriateness, the file will successfully process both the POC date and the consent to enroll date/initial appropriateness into the system
- See the editing logic starting on page 60 & 61 of the MAPP HHTS File Specifications Document for these file rules:
https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/docs/v4_4_2.pdf

Submitting Initial Appropriateness

- The fields below are submitted to the tracking system by Health Homes for newly enrolled members using the Consent and Member Program Status Upload file
 - **Appropriateness Category** - A two-digit code describing why a member is appropriate for the Health Home program. See Appendix Q: Appropriateness Criteria in the MAPP HHTS File Specifications Document for a complete list of accepted codes.
 - **Appropriateness Detail** - Use this field to provide additional information regarding the code in the Appropriateness Category field.

Downloading Appropriateness from HHTS

- Initial Appropriateness submitted to the system is available for download on the Consent File Download and the Enrollment Download file
- To determine members missing appropriateness, download the Enrollment Download file for active members, save, and format headings & date fields (slides 3-13)
 - Filter the **Outreach/Enrollment Code** to 'E'
 - Filter the **Begin Date** field to segment begin dates on and after 2/1/24 (*make sure to format this field as date – see slides 10-13*)
 - Filter the **Appropriateness Category** field to '(Blanks)'
- To determine members with submitted appropriateness, download the Consent File Download save and format headings & date fields
 - Filter the **Appropriateness Category** field to include all values except '(Blanks)'
 - You can use *pivot* function to see how many members are HH appropriate per **Appropriateness Category** *creating a pivot table is an optional task. If you have questions about creating and using a pivot table, please contact your organization's internal support. DOH cannot assist you with this function.*



Appropriateness Billing Block in BSD

- As part of the Dec 2023 MAPP HHTS release 4.4, a new validation code (R: Does not have Appropriateness Criteria submitted within 30 days of Consent to Enroll) was created for the **Validation Code** field of the Billing Support Download file
- This validation code was supposed to block billing for members enrolled with a segment begin date on or after 2/1/24 who did not have initial appropriateness submitted to the tracking system on time, as described in the [Eligibility Requirements for Health Home Services and Continued Eligibility in the Health Home Program #HH0016](#) Policy
- However, there is an issue with this validation code so it will be **removed from the system as of 3/24/24**. This validation code will be added back to the system in the May 2024 MAPP HHTS release 4.5

Additional Resources

File Best Practices

1. Remember that larger files take longer to validate and process. To save time and system resources, upload multiple smaller files instead of a single large file.
2. Avoid peak processing times when possible:
 - Weekly: Monday and Friday morning
 - Monthly: First day and Last day of month
3. When downloading, opt to use compressed (.zip) files to potentially increase performance.

Provider Resources

- MAPP HHTS resources such as the File Specifications documents, past presentations, and upcoming HHTS Release information, can be found here: https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/index.htm
- MAPP HHTS issues and questions should be directed to MAPP Customer Care Center at (518) 649-4335 or MAPP-CustomerCareCenter@cma.com
- All Health Home policy questions and Notification of Change (NOC) forms should be submitted to the DOH Health Home team mailbox found here: <https://apps.health.ny.gov/pubpal/builder/email-health-homes>