



**Department
of Health**

**Office of
Health Insurance
Programs**

MAPP Health Home Tracking System Best Practices and Quality Assurance Webinar Series: *Downloading and Formatting a File*

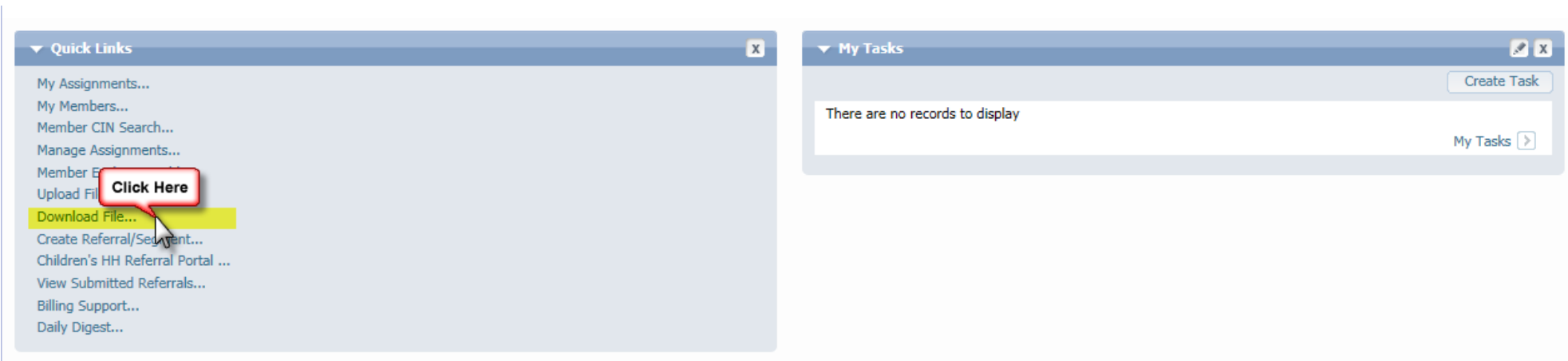
Step by step instructions for downloading a file from the MAPP HHTS as a worker or read only user role and saving it as an excel workbook with helpful formatting.

April 25, 2019

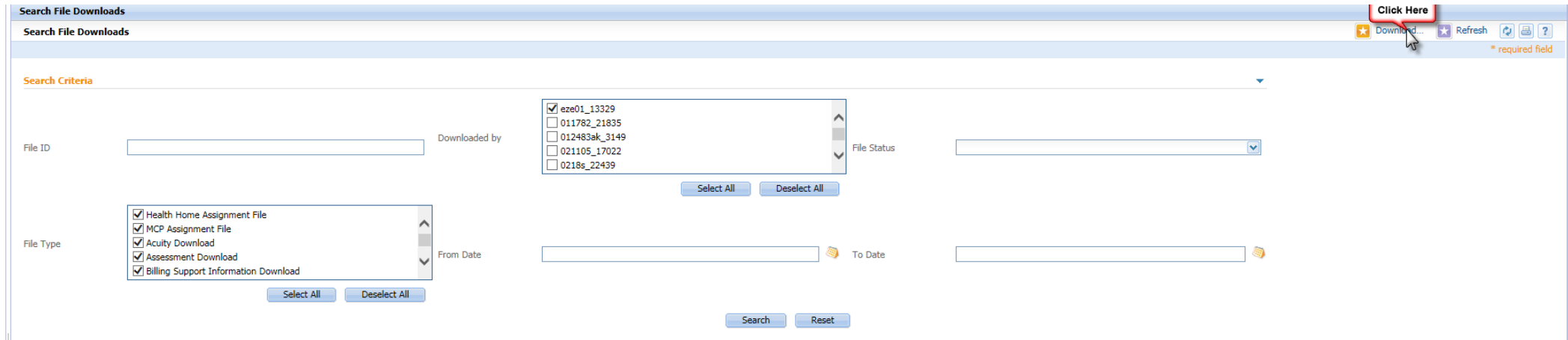
Downloading a File

Must be logged into the MAPP HHTS as either a worker or read only role

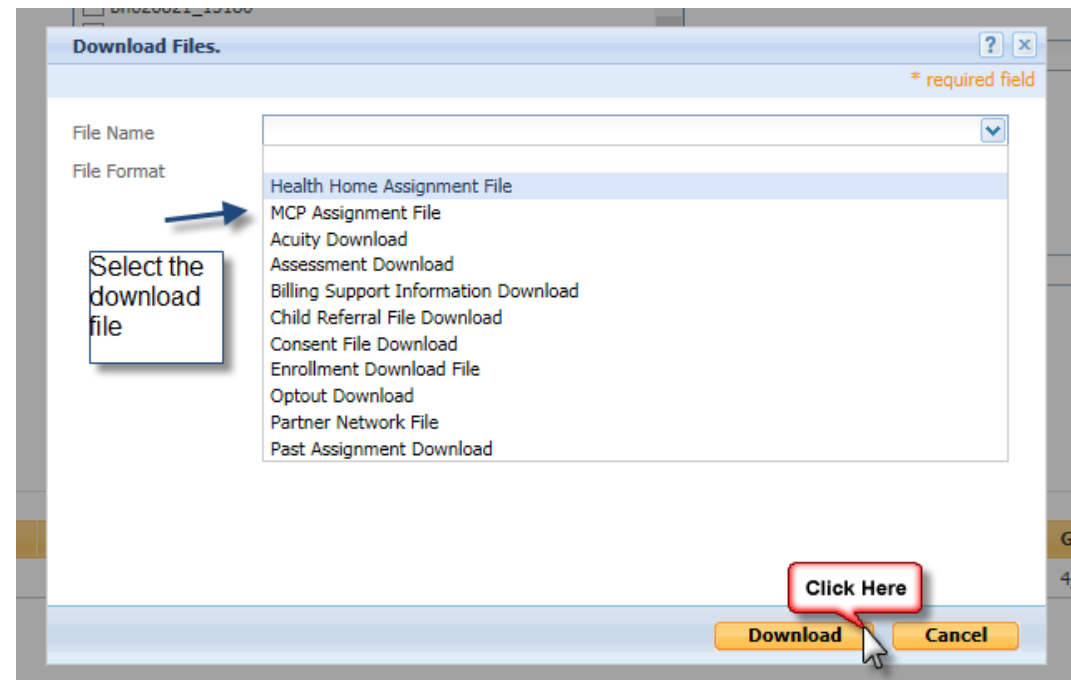
Navigate to the home screen and click on the 'Download File...' quick link



Click on the Download Button located in the upper right hand corner



In the popup box that appears select the appropriate file, select 'Comma Separated Values (.csv)' as the file format, and hit Download.



Once the file has processed use the action button to download the file

Search Results

File ID	File Name	File Type	Requested By	Generated On	File Status
1330824	MAD_1330824_03785206_042219_1303.csv	Manage Assignments Download	HH03785206worker	4/22/2019 01:03 PM	Processed

[Download File Content](#)

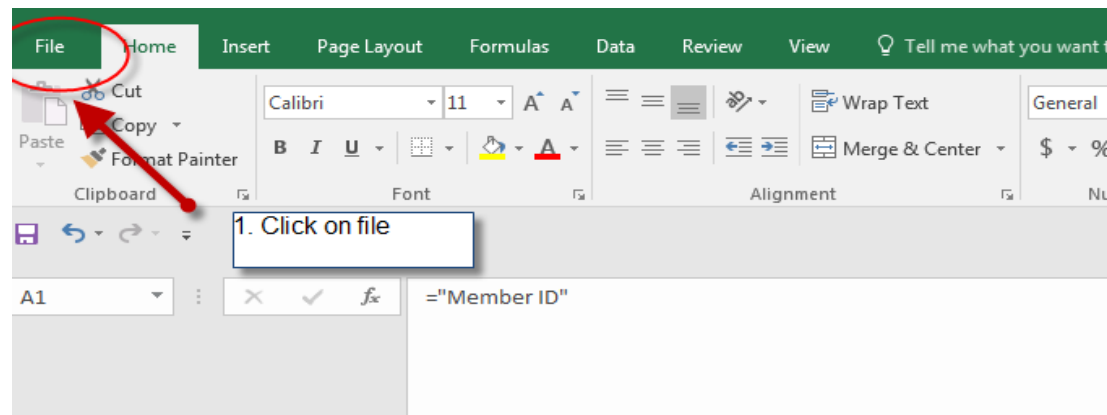
Saving a Downloaded File

How to save a file downloaded from the MAPP HHTS in the .csv format as an excel workbook

Saving the .csv file as an .xlsx

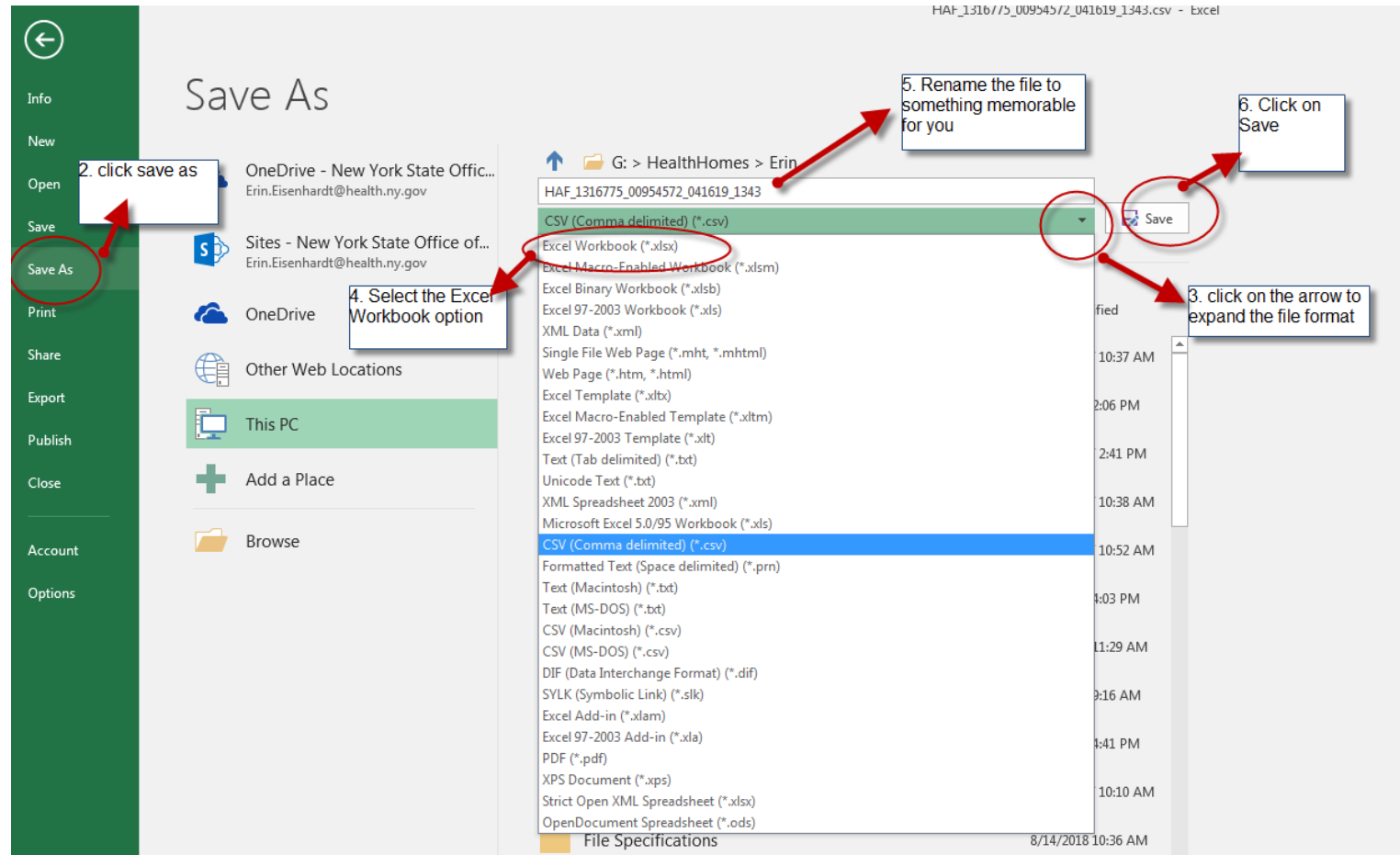
Files can be downloaded from MAPP HHTS in either an .csv or .txt format. For ease of use we suggest using the .csv file and saving the file in an excel format prior to using any excel functions/formatting to review the file. To do this:

1. After opening the .csv file go to file



Saving the .csv file as an .xlsx

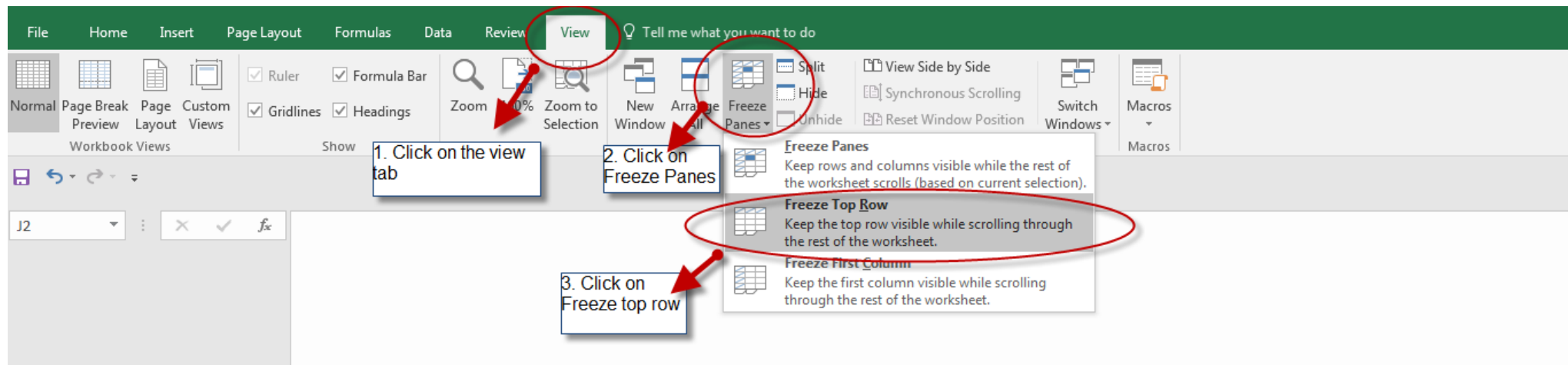
2. Click on Save as
3. Click on the arrow to expand the file format options
4. Select the excel workbook options
5. Rename the file to something memorable for you
6. Click save



Suggested Formatting

How to format a file in excel to assist in reviewing the file

The top row, which contains the headers, can be frozen in excel. This allows you to view the header information when looking at data in the middle or end of the excel document:



Add filters to the column headers, this allows you to filter out data you do not want to focus on or to data you would like to focus on

1. Click on or make sure you are on the home tab

2. Highlight the first row by clicking over the 1

3. Click on sort and filter

4. click on filter

Member ID	First Name	Last Name	DOB	County of	County of	Gender	HH Assign	Managed	Managed	Health Ho	Health Ho	Health Ho	Health Ho	Medicaid	Medicare	MDW Mer	MDW Mer	MDW Mer	MDW Mer	MDW Mer	MDW Mer	MDW Mer	MDW Mer	MDW Mer	MDW Mer	MDW Mer	Date Of P	Acuity	Soc Risk Score	Outpatient	DOH Com	Service 1:	Service 1:	Service 1:

Wrap and **bold** the column headers to more easily read the column names

The screenshot shows the Microsoft Excel interface with the Home tab selected. The 'Wrap Text' button in the Alignment group and the 'B' (Bold) button in the Font group are circled in red. Three red callout boxes provide instructions: '1. Highlight the first row by clicking over the 1' (pointing to the row number '1' in the left margin), '2. From the Home tab, click on 'Wrap Text'' (pointing to the 'Wrap Text' button), and '3. Click here to Bold the text' (pointing to the 'B' button). The spreadsheet below shows the first row of a table with column headers: Member ID, First Name, Last Name, DOB, County of Fiscal Responsibility Code, County of Fiscal Responsibility Desc, Gender, HH Assignment Created Date, Managed Care Plan MMIS Provider ID, Managed Care Plan Name, Health Home MMIS Provider ID, and Health Home NPI.

Member ID	First Name	Last Name	DOB	County of Fiscal Responsibility Code	County of Fiscal Responsibility Desc	Gender	HH Assignment Created Date	Managed Care Plan MMIS Provider ID	Managed Care Plan Name	Health Home MMIS Provider ID	Health Home NPI