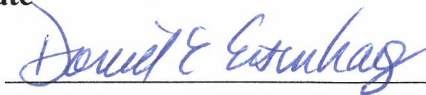


DAUPHIN COUNTY MH/MR PROGRAM MATP POLICY AND PROCEDURE

Agency	<input checked="" type="checkbox"/> CBB	Policy No.	08-01
	<input checked="" type="checkbox"/> County	Effective Date	September 30, 2008
	<input checked="" type="checkbox"/> CAT	Revision Date	
	<input type="checkbox"/> Other	Approved	

Title: MATP Quarterly Reporting

Policy: The Dauphin County MH/MR MATP will prepare and submit MATP Quarterly Reports in compliance with DPW's specifications outlined in the MATP I & R.

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 Providers: All providers/agencies that are under contract with the Dauphin County MH/MR Program to provide Medical Assistance Transportation services.

Dauphin County MH/MR - Dauphin County MH/MR or Human Service staff who provide fiscal and programmatic oversight of the MATP.

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

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

Department of Public Welfare, Office of Medical Assistance Programs – State Office designated to receive MATP Quarterly Reports from Dauphin County MH/MR MATP.

Procedure:

1. MATP Providers will provide Dauphin County MH/MR with all contractually required MATP financial/program reporting information no less than twenty one (21) days prior to the State MATP submission due dates as outlined in the MATP I & R.
2. Upon receipt from each MATP Provider, Dauphin County MH/MR will review, analyze, and verify the accuracy of the reports.
3. Dauphin County MH/MR will notify MATP Providers no less than sixteen (16) days prior to the submission due date, of any discrepancies, errors, omissions, or issues with the information provided.
4. MATP Providers will submit corrections to Dauphin County MH/MR no less than twelve (12) days prior to the submission due date to the State MATP (Commonwealth of Pennsylvania, Department of Public Welfare, Office of Medical Assistance Programs).
5. The MH/MR MATP Program Coordinator will compile the Quarterly Dauphin County MATP Program Narrative and Complaints and forward to the MH/MR Financial Officer no less than eleven (11) days prior to the submission due date.
6. The MH/MR Fiscal Officer will compile the financial reports received from MATP Providers and from the MH/MR MATP Program Coordinator. In the 1st, 2nd, and 3rd Quarters, the MH/MR Fiscal Officer will forward the reports to the MH/MR Administrator for signature no less than ten (10) days prior to the submission due date. In the 4th Quarter, the MH/MR Fiscal Officer will forward the report to the MH/MR Administrator no less than ten (10) days prior to the submission due date.
7. The MH/MR Administrator will forward the report to the Human Services Solicitor in order to obtain the Dauphin County Board of Commissioner's signature on the 4th Quarter report.
8. Upon receipt of the Quarterly Report from the MH/MR Administrator and/or Commissioner's Office, the MH/MR Fiscal Officer will submit the Quarterly Report, via email and hard copy, to the State MATP (Commonwealth of Pennsylvania, Department of Public Welfare, Office of Medical Assistance Programs) on or before the due date.