OVERVIEW AND FILE LAYOUT FOR QUARTERLY MFP PROGRAM PARTICIPATION DATA FILE

Overview

The MFP Program Participation Data File will allow Mathematica Policy Research, Inc. (MPR), the national program evaluator, to track enrollment patterns in your program at a greater level of precision than what can be done using data from the MFP Finders File. In addition, the MFP Program Participation Data File includes information that cannot be obtained from any other data system. This information includes the exact dates of program participation, the reason why participation ended, reason for reinstitutionalization, types of qualified institution or community residence, and whether the MFP participant lives with family members. MPR will use this information to improve the precision of the data they use for the evaluation to describe the populations transitioned and to include in statistical models to measure program impacts.

The data elements that make up the MFP Program Participation Data File were originally part of the Quality of Life survey. Because the data elements in the file must be tracked for each MFP participant, whether or not the participant responses to the Quality of Life survey, we decided to separate these data elements from the Quality of Life survey and ask grantees to submit this information in a separate file.

File Content

The Quarterly MFP Program Participation Data File will include one record for each person in the MFP demonstration during the quarter represented by the data. The file needs to include a record for any person who participated in the MFP program for one or more days during the quarter represented by the data. If someone does not have a single day of participation during the quarter, then the quarterly file should not include a record for that person.

Tables 1 and 2 present the file layout for the Quarterly MFP Program Participation Data File. Table 1 presents the layout for the header record, which contains file identification information. Values for the data elements in Table 1 can be found in the Medicaid Statistical Information System (MSIS) Tape Specifications and Data Dictionary, Release 3 located at http://www.cms.gov/MSIS/. The values for those data elements that do not appear in this reference are in the footnotes to Table 1.

Table 2 presents the layout for the individual records in the file. The MSIS identification number, the social security number (SSN), and the Medicare health insurance claim (HIC) number will be the key identifiers MPR will use to link the records from this file with records from other files. MPR will use gender and date of birth to verify the matches between the MFP Program Participation Data File and other files, including the MFP Finders File or Medicaid claims records. Values for the first seven data elements can be found in the Medicaid Statistical Information System (MSIS) Tape Specifications and Data Dictionary, Release 3 located at http://www.cms.gov/MSIS/. The values for the other data elements in Table 2 are included in this document and follow the tables. The file layout allows for six separate enrollment periods to accommodate people whose participation in MFP is interrupted and does not occur over 365 consecutive days. Regardless of whether participation in the MFP program is interrupted, the

information reported in the quarterly file must reflect the participant's status and information during the quarter. Below are several examples to help guide the construction of this file.

- Current MFP participant with no breaks in participation. If an MFP participant has never had his or her MFP participation in the program suspended or terminated, then the program participation start date, type of qualified institution, type of qualified residence, and whether or not he or she lives with family members should be recorded in the Enrollment Period 1 data fields. This information should be maintained in the records reported in subsequent files until the person disenrolls and does not have a single day of MFP eligibility during the quarter. Information should only be updated between files when the information changes, such as when someone moves to a different type of qualified residence.

- Current MFP participant with breaks in participation. If a current MFP participant had experienced a previous interruption in his or her enrollment in the MFP program (which may occur when the person has a short-term institutional stay), then the program participation start date, type of qualified institution, type of qualified residence, and whether or not he or she lives with family members should be recorded in Enrollment Period 2 data fields (or data fields for a later enrollment period if the person had more than one interruption in participation).

- MFP participant whose participation ends during the quarter. If someone's MFP participation ends during the quarter, then the program participation start and end dates, qualified institution and residence, and reason participation ended should be recorded in the appropriate enrollment period data fields. For example, enrollment period 1 data fields should contain the actual start and end dates, qualified institution and residence, and reason participation ended if it is the first time the person has left the program. Enrollment period 3 data fields should contain the most current information if it is the third time someone has left the program. If participation ends because the person was reinstitutionalized, then the reason for the reinstitutionalization should also be recorded in the data fields for the appropriate enrollment period. In subsequent quarterly files, a record for this person is only included when the person reenrolls in the MFP program.

Submission Process

Each grantee will submit this file 45 days after the end of each federal fiscal quarter beginning with the first quarter of program implementation.

Quarterly files are due February 15, May 15, August 15, and November 15 of each year. The file will be sent by the Gentran system. Instructions for the submission of files are posted on the MFP Resource Center (http://www.mfp-tac.com).

Table 1. File Layout for Header Record in the Quarterly Money Follows the Person (MFP) Program Participation Data File

Field Name	Type	Type of Field	Length
File-Name	Header	Alphanumeric	8
File-Status-Indicator	Header	Alphanumeric	1
Filler	Header	Alphanumeric	2
State-Abbreviation	Header	Alphanumeric	2
Date-File-Created	Header	Numeric	8
Start-of-Time-Period	Header	Numeric	8
End-of-Time-Period	Header	Numeric	8
Filler	Header	Alphanumeric	243

Source: Medicaid Statistical Information System (MSIS) Tape Specifications and Data Dictionary, Release 3.

Note: Values for the data elements can be found in the Medicaid Statistical Information System (MSIS) Tape Specifications and Data Dictionary, Release 3. The first data record of each MFP Program Participation Data File will be a header record, which will contain file identification information required for accurate validation of the file. This table summarizes the fields in the header file record in the order in which fields will be processed. Every header record field must contain valid data.

File-Name = guid.NONE.MFP.Q.Gxx.DATESMFP.z

guid = the Gentran user identification number of the person(s) with rights to submit these files

xx = the state's two letter abbreviation (for example, MO = Missouri).

z = either a T for a test file or a P for a non-test file (production file).

Use all capital letters in the file names as indicated above.

Grantees may submit test files before submitting final files for the evaluation. For test files replace the z with a T. For files you wish MPR to use in its work replace the z with a P.

Table 2. File Layout for the Quarterly Money Follows the Person (MFP) Program Participation Data File

Field Name	Type of Field	Field Length	Default Error Tolerance[a]
MSIS-Identification-Number[b]	Alphanumeric	20	0.1%
Date-of-birth[b]	Numeric	8	0.1%
Sex-code[b]	Alphanumeric	1	2.0%
Social-Security-Number[b]	Numeric	9	2.0%
Federal-Fiscal-Year-Quarter[b]	Numeric	5	0.1%
HIC-Number[b]	Alphanumeric	12	5.0%
MSIS-Case-Number[b]	Alphanumeric	12	0.1%
Filler	Alphanumeric	9	
Enrollment Period 1[c]:			
Enrollment-Start-Date	Numeric	8	
Enrollment-End-Date	Numeric	8	
Reason-Participation-Ended	Numeric	2	
Reinstitutionalized-Reason	Numeric	2	
Qualified-Institution	Numeric	2	
Qualified-Residence	Numeric	2	
Lives-with-Family	Numeric	2	
Filler	Alphanumeric	8	
Enrollment Period 2[c]:			
Enrollment-Start-Date	Numeric	8	
Enrollment-End-Date	Numeric	8	
Reason-Participation-Ended	Numeric	2	
Reinstitutionalized-Reason	Numeric	2	
Qualified-Institution	Numeric	2	
Qualified-Residence	Numeric	2	
Lives-with-Family	Numeric	2	
Filler	Alphanumeric	8	
Enrollment Period 3[c]:			
Enrollment-Start-Date	Numeric	8	
Enrollment-End-Date	Numeric	8	
Reason-Participation-Ended	Numeric	2	
Reinstitutionalized-Reason	Numeric	2	
Qualified-Institution	Numeric	2	
Qualified-Residence	Numeric	2	
Lives-with-Family	Numeric	2	
Filler	Alphanumeric	8	
Enrollment Period 4[c]:			
Enrollment-Start-Date	Numeric	8	
Enrollment-End-Date	Numeric	8	
Reason-Participation-Ended	Numeric	2	
Reinstitutionalized-Reason	Numeric	2	
Qualified-Institution	Numeric	2	
Qualified-Residence	Numeric	2	
Lives-with-Family	Numeric	2	
Filler	Alphanumeric	8	

Table 2 *(continued)*

Field Name	Type of Field	Field Length	Default Error Tolerance[a]
Enrollment Period 5[c]:			
Enrollment-Start-Date	Numeric	8	
Enrollment-End-Date	Numeric	8	
Reason-Participation-Ended	Numeric	2	
Reinstitutionalized-Reason	Numeric	2	
Qualified-Institution	Numeric	2	
Qualified-Residence	Numeric	2	
Lives-with-Family	Numeric	2	
Filler	Alphanumeric	8	
Enrollment Period 6[c]:			
Enrollment-Start-Date	Numeric	8	
Enrollment-End-Date	Numeric	8	
Reason-Participation-Ended	Numeric	2	
Reinstitutionalized-Reason	Numeric	2	
Qualified-Institution	Numeric	2	
Qualified-Residence	Numeric	2	
Lives-with-Family	Numeric	2	
Filler	Alphanumeric	8	

Note: This table summarizes the fields in the Quarterly MFP Program Participation Data File in the order in which they physically occur in each record.

[a]The error tolerance describes, for each field, the maximum allowable percentage of records submitted that may have missing, unknown, or invalid codes.

[b]Values for these data elements can be found in the Medicaid Statistical Information System (MSIS) Tape Specifications and Data Dictionary, Release 3.

[c]Values for the enrollment period portion of the file appear on the following pages.

DATA DICTIONARY

Enrollment Start Date

Date MFP participation began

Date must be in CCYYMMDD format

Enrollment End Date

Date MFP participation ended

Date must be in CCYYMMDD format

Reason participation ended

Completed 365 days of participation01
Suspended eligibility 02
Reinstitutionalized 03
Died 04
Moved...05
No longer needed services................06
Other 07

If reinstitutionalized, reason for reinstitutionalization

Acute care hospitalization followed by long term rehabilitation 01
Deterioration in cognitive functioning 02
Deterioration in health...03
Deterioration in mental health 04
Loss of housing..05
Loss of personal care giver..06
By request of participant or guardian 07
Lack of sufficient community services...08

Type of qualified institution at the time of transition to the community

Nursing facility 01
ICF/MR...02
IMD 03
Other 04

Type of qualified residence at the end of the quarter or the end of the enrollment period
   if MFP eligibility ends during the quarter

    Home owned by participant.......................................01
    Home owned by family member 02
    Apartment leased by participant, not assisted living 03
    Apartment leased by participant, assisted living 04
    Group home of no more than 4 people 05

Participant lives with family members

    Yes...01
    No 02