
MEMORANDUM

TO: MFP Grantees

FROM: MPR

DATE: 9/12/2008
6352-134

SUBJECT: *Revised* Data Submission Process for the National Evaluation of Money Follows the Person (MFP) Demonstration

All files that grantees submit for the national evaluation of the MFP demonstration will use the same data submission process. Files for the evaluation will be submitted through the Gentrans system. The instructions below apply to the MFP Finders File, the MFP Program Participation Data File, the MFP Services File, and the MFP Quality of Life File.

SUBMISSION SCHEDULE

Reporting requirements for the evaluation specify that grantees adhere to the data submission schedule.

- Each grantee will submit all quarterly files 45 days after the end of each federal fiscal quarter beginning with the first quarter of program implementation.
- This schedule requires that the quarterly files for the period from
 - October 1 through December 31 be submitted by February 15
 - January 1 through March 31 be submitted by May 15
 - April 1 through June 30 be submitted by August 15
 - July 1 through September 31 be submitted by November 15 of each year after program implementation.

FILE TRANSFER SYSTEM

Grantees will use the Gentrans system to submit files. This is a file transfer system that is easy to use and similar to sending an email message with an attachment.

- Many states already have a Gentrans account (including AR, CT, DE, IN, KS, KY, LA, MO, NC, ND, NE, NJ, NY, OK, OR, PA, SC, VA, and WA). Grantees in these states should contact the person(s) who has access rights to

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the state's Gentran account. At state option, grantees in this group may establish a new account for the MFP files.

- Grantees in states that do not have a Gentran account, need to apply for one (including, CA, DC, GA, HI, IA, IL, MD, MI, NH, OH, TX, and WI).
- Access rights to a Gentran account may be held by a state employee, contractor, or vendor.

FILE NAMING CONVENTIONS

Grantees are **required** to follow the naming conventions below, we can not make exceptions to these naming conventions.

- **MFP Finders File** = *guid*.NONE.MFP.Q.Gxx.FINDRMFP.z
- **MFP Program Participation Data File** = *guid*.NONE.MFP.Q.Gxx.DATESMFP.z
- **MFP Services File** = *guid*.NONE.MFP.Q.Gxx.CLAIMMFP.z
- **MFP Quality of Life File** = *guid*.NONE.MFP.Q.Gxx.QOLMFP.z

- Use the above naming conventions at the time a file is submitted, but replace
 - *guid* with the Gentran user identification number of the person(s) with rights to submit these files
 - *xx* with the state's two letter abbreviation (for example, MO = Missouri)
 - *z* with 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.

NOTIFYING MPR

MPR must be notified when grantees submit files.

- At the time of submission, send an email message to MFPSupport@mathematica-mpr.com and Snelson@mathematica-mpr.com.
- Include in the message (1) the date of submission, (2) a list of the files submitted, (3) the number of records in each file submitted, and (4) contact

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information for the person MPR may call if MPR's programming staff have questions about the files.

- If a grantee wishes to stagger the submission of files and submit different files at different times, then indicate in the email message that either (1) the remaining files will be submitted later or (2) this submission is the final submission for the quarter.
- Include your Service Code Crosswalk as an attachment to the email message. Please continue to submit these crosswalks whether or not they are updated and revised.

FILE SPECIFICATIONS

Each file must conform to the file specifications as described in the file layouts available at MFPResources.com. We can not make exceptions to those specifications.

- **MFP Finders File** must be a text file and a fixed length file of 124 characters. If the finders file is maintained as an Excel spreadsheet, it must be translated into a text file with a fixed length of 124 characters before submission via the Gentran system.
- **MFP Program Participation Data File** must be a text file and a fixed length file of 280 characters. Similar to the finders file, if this file is maintained as an Excel spreadsheet, it must be translated into a text file with a fixed length of 280 characters before submission via the Gentran system.
- **MFP Services File** must be a text file and a fixed length file of 280 characters.
- **MFP Quality of Life File** must be submitted as an Excel file. The survey software provided by MPR will produce the file in the proper format.
 - *Special Note About the MFP Quality of Life File. Grantees must submit this file as a zip file. You may use standard compression programs that are available, such as WINZIP, to create the zip file.*

cc: CMS