

APPENDIX B: FREQUENTLY ASKED QUESTIONS REPORTING MFP ENROLLMENT AND SERVICE RECORDS IN T-MSIS

I. Overview

1. Why are MFP grantees being required to start reporting MFP enrollment and service records in T-MSIS?

Since 1999, states have been required to submit Medicaid enrollment and claims data through the Medicaid Statistical Information System (MSIS), which is a uniform data system that captures enrollment and service records for all Medicaid beneficiaries. The MSIS eligibility file included a monthly flag that indicated when a Medicaid beneficiary was participating in the MFP demonstration (part of the data element known as the restricted benefits flag). Currently, all states are required to upgrade from MSIS to a new standard uniform format known as the Transformed Medicaid Statistical Information System (T-MSIS). T-MSIS modernizes and enhances the way states submit operational data about beneficiaries, providers, claims, and encounters and will be the foundation of a robust state and national analytic data infrastructure. The following link is to a letter from CMS to state Medicaid directors that describes the benefits of the transition to T-MSIS in more detail: <http://www.medicaid.gov/Federal-Policy-Guidance/Downloads/SMD-13-004.pdf>.

The current quarterly files grantees submit for the national evaluation of the MFP demonstration were designed to be ‘MSIS-like’ in that, whenever possible, the data fields and structure mirrored the design of MSIS files. This approach ideally helped to minimize the burden on grantees. The new T-MSIS format has several data fields related to participation in MFP, which were taken directly from the MFP Program Participation Data file. It is anticipated that after the initial transition to T-MSIS, reporting through T-MSIS will ease the reporting process for states and provide a more robust and standardized format for data on the MFP program.

2. When are MFP grantees required to start reporting MFP enrollment and MFP service records in T-MSIS files?

MFP grantees are required to start reporting MFP participation and MFP service records in T-MSIS files by no later than January 1, 2017. This means all MFP transitions that occur on or after January 1, 2017 and all services provided on or after January 1, 2017 and financed with MFP grant funds should be reported in your state’s 2017 T-MSIS data files and beyond, until your MFP program formally ends.

3. Is there a specific day of each month that we will be required to submit T-MSIS files containing MFP enrollment and service records?

Grantees should work with your state’s T-MSIS production staff and/or the state’s T-MSIS vendor to develop a schedule for reporting MFP enrollment and service information.

- 4. We will not be able to include the MFP data in T-MSIS in January 2017 because our state is not expected to go-live with T-MSIS until mid-2017. Should we continue sending the MFP quarterly files beyond January 2017?**

No, you should not continue submitting quarterly files after you submit the files due in February 2017 (the files due in February 2017 should cover transitions through December 2016 and all MFP services provided through December 2016 as well) as there will be no monitoring and processing of file submissions past the February submission date. However, please note that even if your state is not ready to transition to T-MSIS by 2017, you will eventually need to include MFP enrollment and services data for all of calendar year 2017 in your 2017 T-MSIS files (see next question).

- 5. What should states do that are not up and running with T-MSIS by January 1, 2017 to comply with federal reporting requirements?**

If your state is not ready to transition to T-MSIS by January 2017, CMS will still need to gather data on MFP enrollment and the services used by those individuals through the grant, so continue to collect that information. You will eventually need to include all of calendar year 2017 MFP data in your T-MSIS files. In other words, your state will have to devise a system to track MFP enrollment and services and submit updated T-MSIS records that report MFP enrollment and services from January 2017 onward once T-MSIS reporting becomes operational in your state.

- 6. Can states that are in T-MSIS production now submit 2015-2016 MFP data in T-MSIS?**

States with T-MSIS currently in operation can begin submitting MFP data in T-MSIS before January 1, 2017. However, states should also continue their submission of the quarterly MFP data files in the current format through February 2017 so there is a consistent source of input data for use in the MFP evaluation.

- 7. Our state's T-MSIS design has been frozen and the MFP requirements were not part of the design because of the grant closing. Do you have any advice on how to meet reporting requirements?**

T-MSIS was designed by CMS. CMS designed the T-MSIS eligibility file to include several MFP data elements that are required features in that file (see the list of T-MSIS MFP data elements below). The T-MSIS claims record also include a flag for MFP services. You should discuss incorporating MFP requirements with your state's T-MSIS production team. If necessary, ask your CMS project officer to attend a call with state staff responsible for your state's T-MSIS files. In the meantime, you will need to have a

system in place to track MFP enrollment and services in 2017 and beyond and submit updated records that report

MFP enrollment and services from January 2017 onward once the vendor and state staff implementing T-MSIS for your state are ready to comply with MFP T-MSIS reporting requirements.

8. Is funding available through CMS to help defray the additional cost to states for programming T-MSIS for MFP?

In accordance with Medicaid Management Information System (MMIS) funding guidelines, CMS makes available 90 percent federal financial participation (FFP) for the costs of implementing T-MSIS enhancements to state systems, including the costs of programming MFP data elements. States must submit Advance Planning Documents (APDs) to their regional representatives to request the 90 percent federal match for T-MSIS coding and associated system modifications, and to be approved for funding if the appropriate conditions are met.

CMS will continue to provide regular technical assistance to states, as well as the 90 percent FFP approved via the APD process, to facilitate T-MSIS reporting (including MFP data elements). As noted above, if your state is not ready to transition to T-MSIS by January 2017, CMS will still need to gather data on MFP enrollment and the services provided through the grant, so continue to collect that information. Your state will have to devise a system to track MFP enrollment and services and submit updated T-MSIS records that report MFP enrollment and services from January 2017 onward once T-MSIS reporting becomes operational in your state.

9. Will there be an alternative way of submitting the required reports if access to our state's T-MSIS is unavailable? For example, can we continue reporting MFP quarterly files?

There will not be an alternative way to submit required information about MFP participants and their MFP services; MFP quarterly file submissions will not be monitored or processed after February 2017. Please see the responses to questions 3 and 4 above for information on how to comply with reporting requirements if your state's T-MSIS is unavailable.

Eligibility and service information are summarized in the semi-annual reports, CMS 64i reporting forms and ABCD forms and must be maintained as supporting documentation. While the state's system is unavailable it is still the requirement of the grant that this supporting documentation be maintained per the standard terms and conditions of the grant. CMS project officers will work with each state to address barriers on a state by state basis.

II. Data Files

1. What elements of the T-MSIS eligibility file are relevant to the MFP program?

The following eight elements are to be reported in the T-MSIS eligibility file. Please refer to the T-MSIS Data Dictionary¹ for most up-to-date definitions, coding requirements, and valid values.

1. MFP-ENROLLMENT-EFF-DATE (ELG155)
2. MFP-ENROLLMENT-END-DATE (ELG156)
3. MFP-REASON-PARTICIPATION-ENDED (ELG153)
4. MFP-REINSTITUTIONALIZED-REASON (ELG154)
5. MFP-QUALIFIED-INSTITUTION (ELG151)
6. MFP-QUALIFIED-RESIDENCE (ELG152)
7. MFP-LIVES-WITH-FAMILY (ELG150)
8. RESTRICTED-BENEFITS-CODE (ELG097)

2. How does the information that will be reported in the T-MSIS eligibility file correspond to the information currently reported in the MFP quarterly file submissions?

The T-MSIS eligibility file will include information state grantees have been reporting in the MFP Program Participation Data file and the MFP Finders File. The first seven data elements listed above are all elements that state grantees have been reporting in the quarterly MFP Program Participation Data file. The eighth data element (RESTRICTED-BENEFITS- CODE), state grantees have been reporting in the MFP Finders File.

3. Which participants should information be reported on in T-MSIS files? Do we need to report information on past MFP participants in T-MSIS files?

Information on all individuals transitioning into the program and/or considered as current MFP participants on or after January 1, 2017 should be reported in your state's 2017 T-MSIS files and beyond. However, you do not need to report MFP information on past MFP participants, those who transitioned and completed their 365 days of MFP eligibility before January 1, 2017 in your state's 2017 or later T-MSIS files.

¹ <https://www.medicaid.gov/medicaid-chip-program-information/by-topics/data-and-systems/downloads/t-msis-data-dictionary.zip>

4. How is MFP enrollment start date captured in T-MSIS for individuals who cycle in and out of the program?

States may include as many MFP start dates as needed for participants who cycle in and out of the program because of reinstitutionalization. However, the first start date should be the date the 365 days of MFP eligibility starts.

5. How is MFP enrollment end date captured in T-MSIS for individuals who cycle in and out of the program?

States may include as many MFP end dates as needed for participants who cycle in and out of the program because of reinstitutionalization. However, the last end date should be the date the 365 days of MFP eligibility ends.

6. How is MFP participation denoted in T-MSIS claims records?

All T-MSIS claims records for inpatient, long-term services and supports, ambulatory, and prescription drugs include a data element (PROGRAM-TYPE) that denotes the program under which the service was provided. One value (08) indicates that services were financed with MFP grant funds.

7. Where can I more technical information on the construction of T-MSIS files?

A crosswalk has been developed with more technical information on the construction of T-MSIS files. It has been designed for use by the vendors and state staff directly involved in the construction of state T-MSIS files. Please see the tables entitled, MFP-to-TMSIS Data Element Crosswalk.

8. Where can I find the most up-to-date T-MSIS data dictionary?

The following website has a link to the T-MSIS data dictionary:

<https://www.medicaid.gov/medicaid/data-and-systems/collection-systems/index.html>