



Department
of Health

CEST Outcome Information in MAPP HHTS

File Downloads

March 2024

Topics

- How to Download Files
- How to Save & Format Files
- Submitting CEST
- Downloading CEST
- Additional Resources

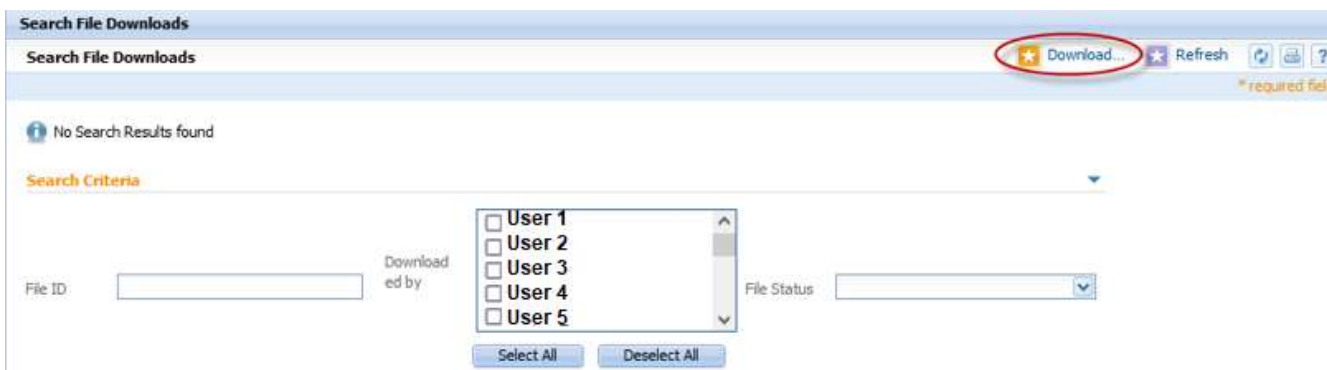
How to Download Files

How to Download Files

From the MAPP HHTS Home tab, the *Download File* link is located under the Quick Links feature.

Click the *Download File* link and you will be directed to the Search File Downloads screen.

Click on the 'Download' button that is on the top right of the screen.



How to Download Files

After you have clicked on 'Download', a 'Download Files' pop up will appear. Choose the File Name for which you would like to download.

Download Files. * required field

File Name: [Empty dropdown]

File Format: Comma Separated Values (.csv)

Zip Download File: ☐

Download Cancel

After selecting a file from the File Name dropdown, additional search criteria may appear based upon the file type selected. In this example, we have selected the Enrollment Download file and selected members with an 'Active' Segment Status

Download Files. * required field

File Name: Enrollment Download File

File Format: Comma Separated Values (.csv)

Zip Download File: ☐

Select Search Criteria

Segment Status

- ☒ Active
- ☐ Closed
- ☐ Pending
- ☐ Canceled
- ☐ Pending Canceled
- ☐ Pending Pending
- ☐ Pending Closed
- ☐ Pending Active
- ☐ Hiatus

Select All Deselect All

Transaction From Date: [Empty field]

Transaction To Date: [Empty field]

Download Cancel

How to Download Files

After clicking “Download”, the file will begin to process under the Search Results section of the page. The *File Status* will update to show the throbber displayed while the file completes the download. Most complex files will take approximately 15-20 minutes to process. The speed of the connection and the time of day can impact the download time.

Search Results

File ID	File Name	File Type	Requested By	Generated On	File Status
1806111	BSD_1806111_02994838_SD_030124-031424_031424_1044.csv	Billing Support Download File	HH02994838worker	3/14/2024 10:44 AM	

Once the file download is complete, the *File Status* column will change to **Processed** and the file is available to download.

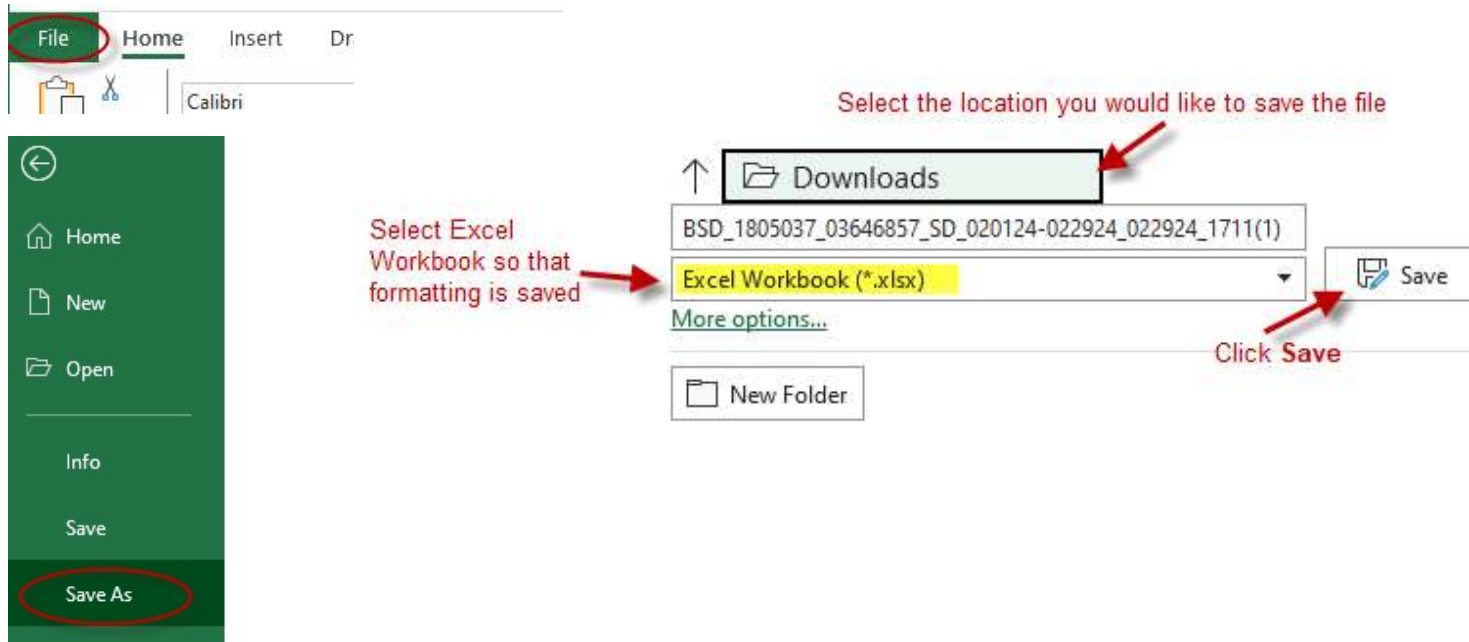
Search Results

File ID	File Name	File Type	Requested By	Generated On	File Status
1806111	BSD_1806111_02994838_SD_030124-031424_031424_1044.csv	Billing Support Download File	HH02994838worker	3/14/2024 10:44 AM	Processed 

How to Save & Format Files

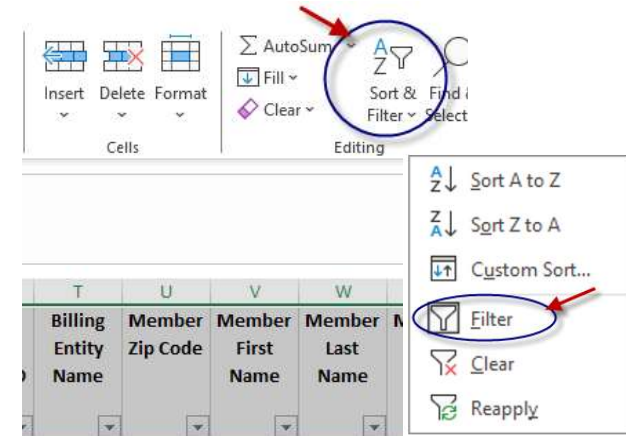
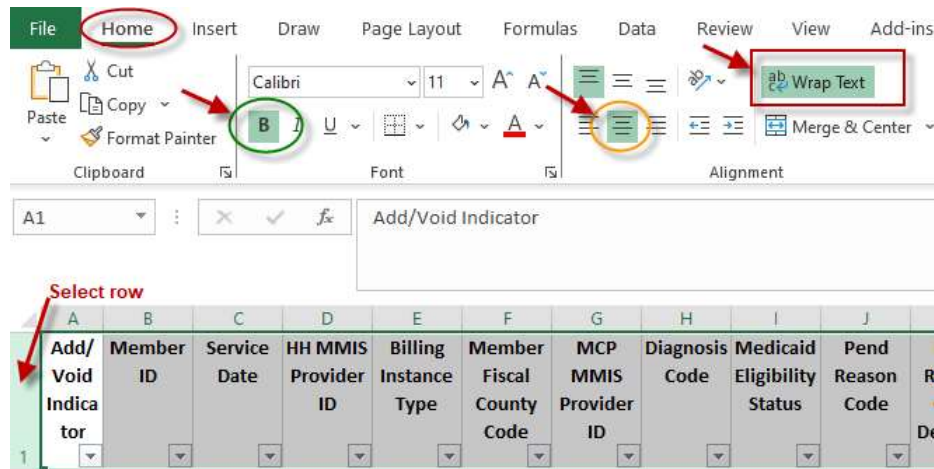
Saving Downloads

Click on *File* and then select *Save as*, then select “Excel Workbook (*.xlsx)” from the drop-down menu. This format will allow for your formatting to save properly.



Formatting the File

Select row 1: **Bold** - **Wrap Text** - **Filter** - **Center**



Put cursor in cell C2 and from the **view** tab, Freeze Panes

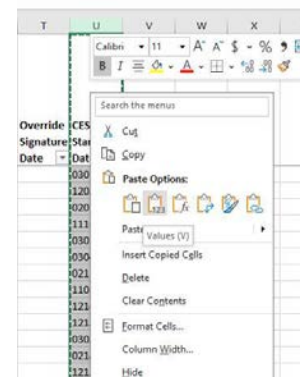
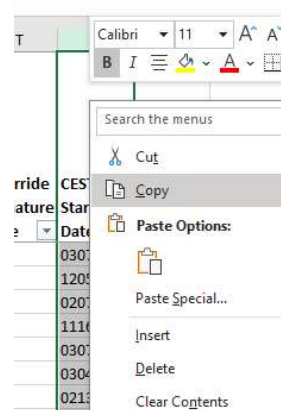


Formatting Date Fields

To preserve the leading zero in a *date field* within a file downloaded from the MAPP HHTS, the value in the *date field* will be “wrapped” in the equal sign and quotations (e.g. =“03072024” for 3/7/24). To convert this text to the date format:

1. Select the entire column, right click, select *Copy*, right click again, select from **Paste Options Values (V)**

	U	V	W
ide	CEST	CEST	
ture	Start	Submissi	CEST End
	Date	on Date	Date
	03072024	03082024	03072025
	12052023	02152024	02032024
	02072024	02152024	02062025
	11162023	02152024	11152024
	03072024	03082024	05062024
	03042024	03072024	05032024



Formatting Date Fields

2. Select the entire column again, go to **Data** tab, click on *Text to Columns*

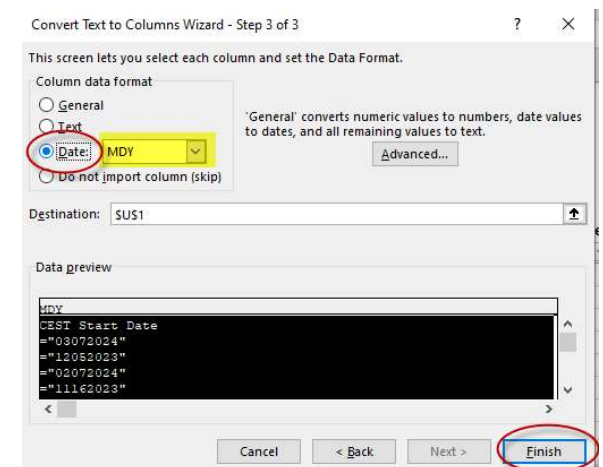
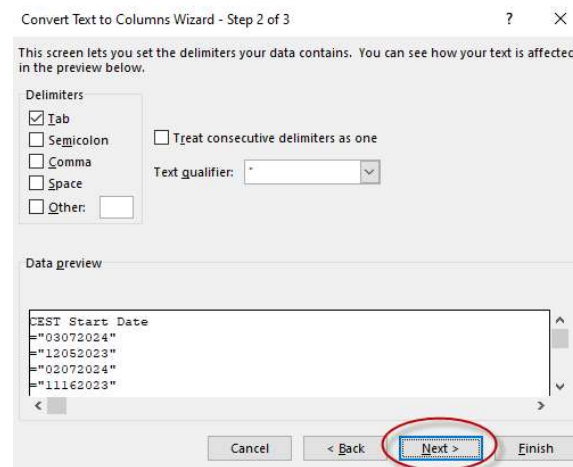
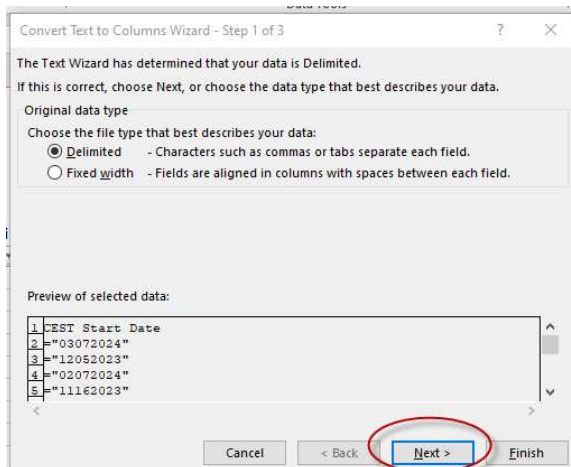
The screenshot shows the Microsoft Excel interface with the **Data** tab selected. The **Text to Columns** button in the **Data Tools** group is highlighted with a red circle. A tooltip for this button is displayed, providing instructions on how to use it to split text into multiple columns.

Text to Columns
Split a single column of text into multiple columns.
For example, you can separate a column of full names into separate first and last name columns.
You can choose how to split it up: fixed width or split at each comma, period, or other character.
[Tell me more](#)

G	H	I	J	K	L	P	Q	R	S	T	U	V	W
Assessor Organization Name	Assessor Organization	HH Name	MMIS Provider ID	Target Population	Most recent signed and finalized date for CANS or HCBS	Type of Overrid	Continuation of Service	Override Decision	Date of Override Decision	Override Signature Date	CEST Start Date	CEST Submission Date	CEST End Date
03001310	ST MARYS	03001310			Y						03072024	03082024	03072025
03001310	ST MARYS	03001310			Y						12052023	02152024	02032024

Formatting Date Fields

3. A new window will pop up. Click *Next*, *Next*, and then click on *Date* and make sure 'MDY' is selected in the drop box, click *Finish*



Formatting Date Fields

- #### 4. You can now view column values as dates

	R	S	T	U	V	W
		Date of	Override		CEST	
	Override	Override	Signature	CEST Start	Submission	CEST End
	Decision	Decision	Date	Date	Date	Date
		Sort Oldest to Newest				3/7/20:
		Sort Newest to Oldest				2/3/20:
		Sort by Color				2/6/20:
		Sheet View				11/15/20:
		Clear Filter From "CEST Submission Date"				5/6/20:
		Filter by Color				5/3/20:
		Date Filters				4/13/20:
		Search (All)				11/7/20:
		(Select All)				12/13/20:
		2024				12/14/20:
		February				2/13/20:
		15				12/14/20:
		March				2/15/20:
		07				12/25/20:
		08				1/5/20:
		12				12/14/20:
		(Blanks)				1/21/20:
		OK				11/19/20:
		Cancel				12/26/20:
						1/21/20:
						12/12/20:
						12/14/20:

Submitting CEST

Submitting CEST

- The fields below are submitted to the tracking system by Health Homes for their actively enrolled members using the Consent and Member Program Status Upload file
 - **CEST Outcome** - The outcome value determined by the continuing eligibility screening tool
 - **CEST Start Date** - The date the CES tool was completed
 - **CEST End Date** - This field should rarely be used; this field should be left blank in most situations. Providers can use this field to force an end date that is earlier than the system calculated end, which is based on the submitted CEST outcome.

Submitting CEST Using Correct Record Type

- CEST Outcome, Initial Appropriateness, Consent Date, and Plan of Care date (for now – will be removed from file release 4.5) are submitted to the system using the Consent and Member Program Status Upload file.
- While **Consent Date** and **IA** can be submitted together in the same record (i.e. file row), all other submissions must be submitted in its own record/file row using the correct **Record Type**.

Submitted Information	Add, Create	Modify	Delete, Withdraw, Cancel
Consent to Enroll <u>AND</u> Appropriateness Criteria	C	M	W
Plan of Care Date	P		D
Member Program Information	A	U	R
Continuing Eligibility Screening Tool Outcome	X	Y	Z
Children's HCBS Status Update	N		E

Submitting CEST Using Correct Record Type

Pay close attention to the **Record Type** included in the file upload.

- If you submit a file with **Record Type**: 'P'; POC date, and CES Tool outcome, the file will successfully process the POC date, but it will ignore the CES Tool outcome.
- If you submit a file with two rows: one with **Record Type**: 'P' & POC date and a second with **Record Type**: 'X' & the CES Tool outcome, the file will successfully process both the POC date and the CES Tool outcome into the system
- See the editing logic starting on page 60 & 61 of the MAPP HHTS File Specifications Document for these file rules:
https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/docs/v4_4_2.pdf

When is Initial CEST Outcome Due to System?

- CEST billing block to be implemented in the May 2024 MAPP HHTS release 4.5
 - Every member enrolled for a year or more with segment month of Nov-April must submit CEST to system by end of April or they will be blocked from billing May 2024.
 - The following month, providers will need to submit a CEST for any member enrolled for over a year with a begin month of May or their June 2024 billing will be blocked.
 - This will continue until Nov 2024
- Please see the [Connection Between CEST and Billing Instances in MAPP HHTS](#) document posted to the MAPP HHTS website for the CEST Due Date and CEST Billing Block date for each segment begin date
- Column D **Last Month to Bill w/o Initial CEST Outcome Submission** indicates the month that the **CEST Outcome** is due to the system
- Column E **Cannot Bill for month ending w/ this date, or any subsequent months, until CEST submitted w CEST Start date that is equal to or prior to this date** indicates the billing month that will be blocked if CEST is not submitted



Initial CEST Examples: Happy Path

Everything is submitted on time to MAPP HHTS

- Member is actively enrolled with a segment begin date of 4/1/23
- CEST is completed 4/25/24 and submitted to tracking on 5/2/24
- Provider is able to add the 4/1/24 billing instance starting 4/1/24
- Provider is able to add 5/1/24 billing instance starting 5/1/24

Initial CEST Examples: Belated submission

CEST completed prior to end of billing block month but is submitted after the billing block month. Prior to CEST submission, provider is blocked from submitting billing instance. Once CEST submission is processed, provider can add billing instance

- Member is actively enrolled with a segment begin date of 4/1/23
- CEST is completed 5/28/24 and submitted to tracking on 6/13/24
- Provider is able to add the 4/1/24 billing instance starting 4/1/24
- From 5/1/24 – 6/12/24, provider cannot add 5/1/24 or 6/1/24 billing instances
- As of 6/13/24 (after CEST submission is processed), provider is able to add 5/1/24 and 6/1/24 billing instances

Initial CEST Examples: Missed Billing

CEST completed after the end of the billing block month. Provider cannot bill for missed billing month. Once CEST submission is processed, provider can add prospective billing instances

- Member is actively enrolled with a segment begin date of 4/1/23
- CEST is completed 6/1/24 and submitted to tracking on 7/3/24
- Provider is able to add the 4/1/24 billing instance starting 4/1/24
- Provider can never add 5/1/24 billing instance
- From 6/1/24 – 7/2/24, provider cannot add 5/1/24, 6/1/24, or 7/1/24 billing instances
- As of 7/3/24 (after CEST submission), provider is able to add 6/1/24 and 7/1/24 billing instance (provider cannot add 5/1/24 billing instance)

When is follow up CEST Outcome Due to System?

- Once a CEST Outcome is submitted to the system, it is assigned an end date that dictates how long a provider can continue to bill without submitting to the system a new CEST Outcome.

Ex #	Segment Begin Date	CEST Outcome	CEST Submission Date	CEST Start Date	CEST End Date
1	11/1/2018	C	4/10/2024	3/26/2024	9/22/2024
2	6/1/2023	E	6/30/2024	6/26/2024	8/25/2024
3	3/1/2020	M	5/13/2024	5/5/2024	7/4/2024

- The table below shows the last billing instance the provider can add based on submitted CEST Dates and when billing instances will be blocked without a new **CEST Start Date**.

Ex #	CEST End Date	Last Month to Bill Based on CEST Outcome Submitted to System	Cannot Bill for month ending w/ this date, or any subsequent months, until new CEST submitted w CEST Start date that is equal to or prior to this date
1	9/22/2024	9/1/2024	10/31/2024
2	8/25/2024	8/1/2024	9/30/2024
3	6/13/2025	6/1/2025	8/31/2024

Downloading CEST

Member CEST Outcome Information

- Download the **Assessment Download** file and format headings & date fields
- Filter **Assessment Type** to 'E'
- The **Assessment Outcome** field contains the CEST Outcome
 - 'C' – continue services
 - 'E' – end services
 - 'M' - more information required
- The **CEST Start Date** is the date the HH completed the member's CEST
- The **CEST Submission Date** is the date the CEST outcome was submitted to the system by the HH
- The **CEST End Date** is calculated by the system based on the **CEST Start Date** and the **CEST Outcome**
 - 'C' outcome end date = **CEST Start Date** + 180
 - 'E' outcome end date = **CEST Start Date** + 60
 - 'M' outcome end date = **CEST Start Date** + 60

Combining Files

Use the *vlookup* function in excel as instructed below to create a file containing your actively enrolled members subject to the CEST policy and members' submitted CEST outcome information and initial CEST due dates.

This is an optional task. If you have questions about using the vlookup function, please contact your organization's internal support. DOH cannot assist you with this function.

- Download the Enrollment Download file for your organization's 'Active' members, format & save (see slides 3-13 for all download, header formatting, date formatting, and saving instructions).
 - Delete members enrolled in the health home service children program (**Adult or Child Services Provided Indicator** = 'C')
 - Delete HH+ members (**Expanded HH+ Population Indicator** = *anything other than '(Blanks)' or 'A'*)*
 - Delete Adult Home members (**Impacted Adult Home Member** = 'Y')
 - Delete outreach segments (**Outreach/Enrollment Code** = 'O')
 - Convert the **Begin Date** column to the date format

** this is just an approximation of HH+ members as it only includes recent HH+ and not HH+ members within the last year*

Combining Files

- Add the fields below to the end of the file. Be sure to re-filter to include these new fields in the filtered header (see slide 9 for filtering instructions)
 - CEST Outcome
 - CEST Submission Date
 - CEST Start Date
 - CEST End Date
 - CEST Due Date
 - CEST Billing Block Date

	BG	BH	BI	BJ	BK	BL	BM	BN	BO
en									
ve	Appropriateness	Appropriateness	Appropriateness	CEST Outcome	CEST Submission Date	CEST Start Date	CEST End Date	CEST Due Date	CEST Billing Block Date
	Category	Detail	on Date	Outcon	on Date	Date	Date	Date	Date

- Download the Assessment Download file for your organization (download, format & save per slides 3-13).
 - Delete non-CEST assessments from file (delete records where **Assessment Type** = 'C' or 'H')
 - Sort the **CEST Start Date** field on the Assessment Download file from 'Newest to Oldest'

Combining Files

- Use the *vlookup* feature to pull data into the Enrollment Download file from the Assessment Download and the Connection Between CEST and Billing Instances in MAPP HHTS files
- Below are **sample** formulas used to populate the added fields. These formulas assume you've followed previous instructions, that the Enrollment Download is saved as "ED", that the Assessment Download is saved as "AD" & has 50 records, and that the CEST Date file is saved as "cest_billing_mapp_hhts" *The formulas you use will reference your files name and record #s. The formulas below are just examples and will need to be adjusted to fit your files.*

Look up based on **Member ID**

- **CEST Outcome** = IFERROR(VLOOKUP(\$A2,['AD.xlsx]AD tab'!\$A\$1:\$W\$50,5,0),"")
- **CEST Submission Date** =IFERROR(VLOOKUP(\$A2,['AD.xlsx]AD tab'!\$A\$1:\$W\$50,21,0),"")
- **CEST Start Date** = IFERROR(VLOOKUP(\$A2,['AD.xlsx]AD tab'!\$A\$1:\$W\$50,22,0),"")
- **CEST End Date** =IFERROR(VLOOKUP(\$A2,['AD.xlsx]AD tab'!\$A\$1:\$W\$50,23,0),"")

Look up based on **Begin Date**

- **CEST Due Date** =VLOOKUP(\$L2,['cest_billing_mapp_hhts.xlsx]Segment Dates to Due Dates'!\$A\$4:\$E\$232,4,0)
- **CEST Billing Block Date** =VLOOKUP(\$L2,['cest_billing_mapp_hhts.xlsx]Segment Dates to Due Dates'!\$A\$4:\$E\$232,5,0)



Additional Resources

File Best Practices

1. Remember that larger files take longer to validate and process. To save time and system resources, upload multiple smaller files instead of a single large file.
2. Avoid peak processing times when possible:
 - Weekly: Monday and Friday morning
 - Monthly: First day and Last day of month
3. When downloading, opt to use compressed (.zip) files to potentially increase performance.

Provider Resources

- MAPP HHTS resources such as the File Specifications documents, past presentations, and upcoming HHTS Release information, can be found here: https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/index.htm
- MAPP HHTS issues and questions should be directed to MAPP Customer Care Center at (518) 649-4335 or MAPP-CustomerCareCenter@cma.com
- All Health Home policy questions and Notification of Change (NOC) forms should be submitted to the DOH Health Home team mailbox found here: <https://apps.health.ny.gov/pubpal/builder/email-health-homes>