



Department
of Health

Downloading and Formatting MAPP HHTS Files

December 5, 2024

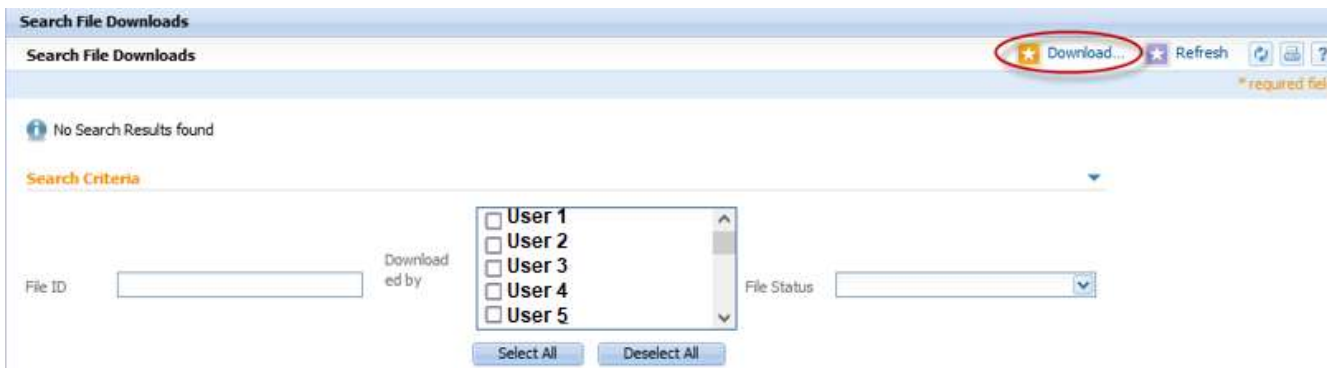
How to Download Files

How to Download Files

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

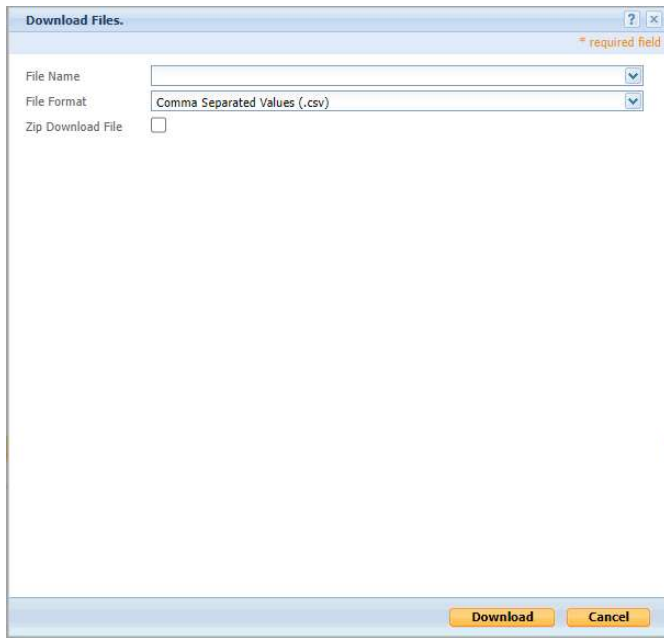
Click the *Download File* link and you will be directed to the **Search File Downloads** screen.

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

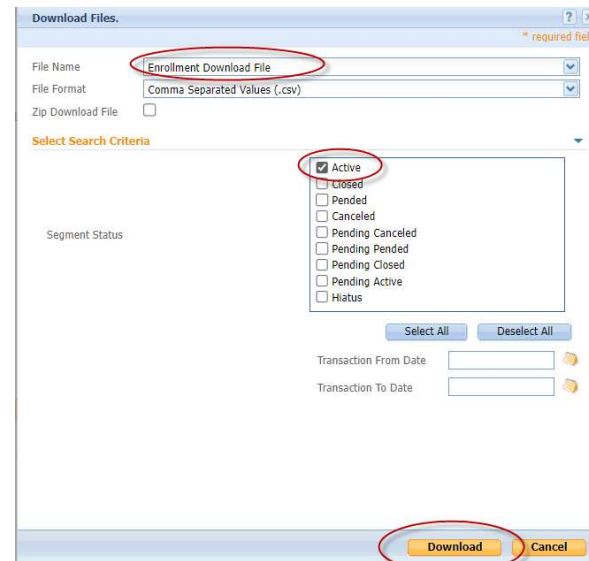


How to Download Files

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



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 requested the file to contain members with an 'Active' Segment Status



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.

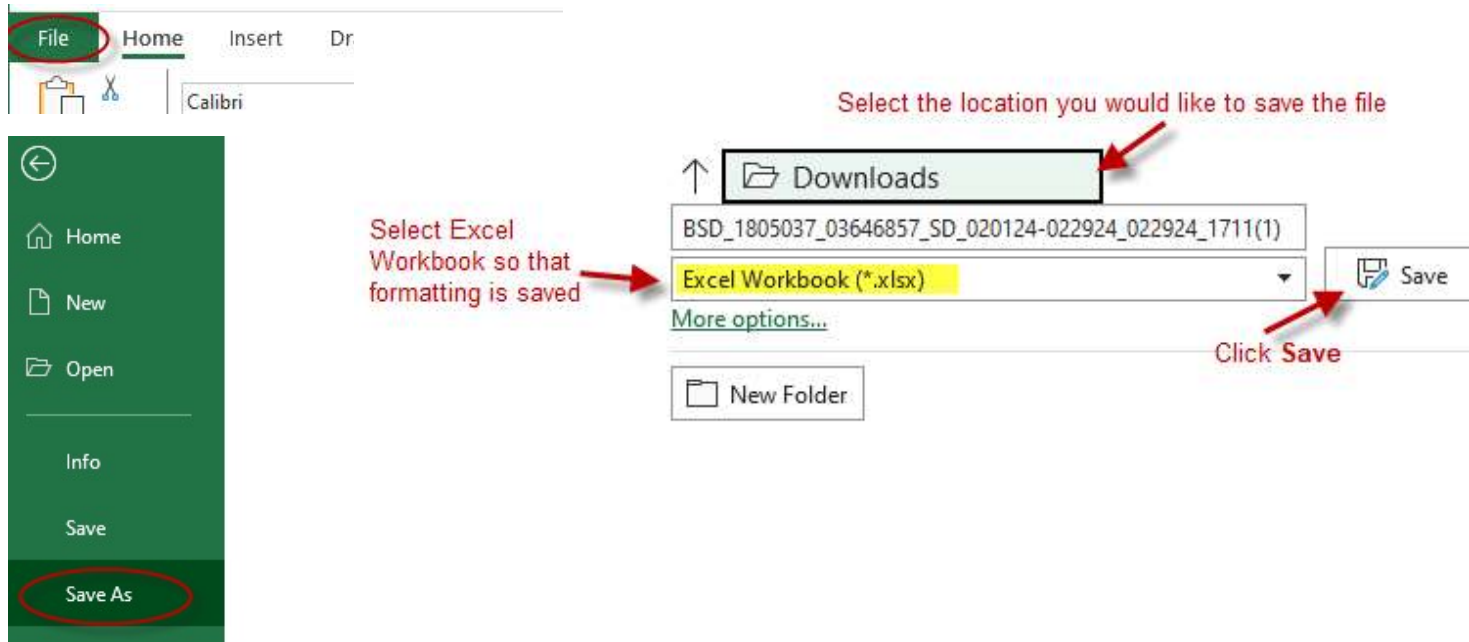
Search Results

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

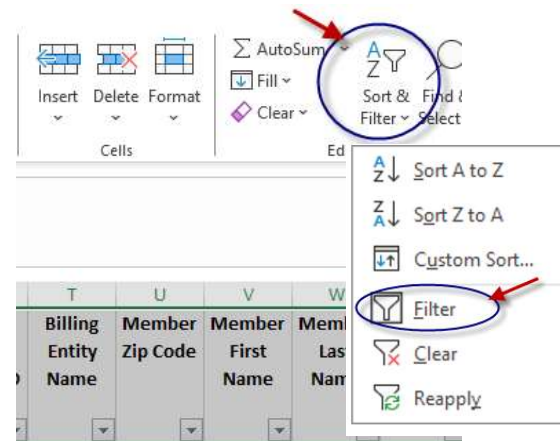
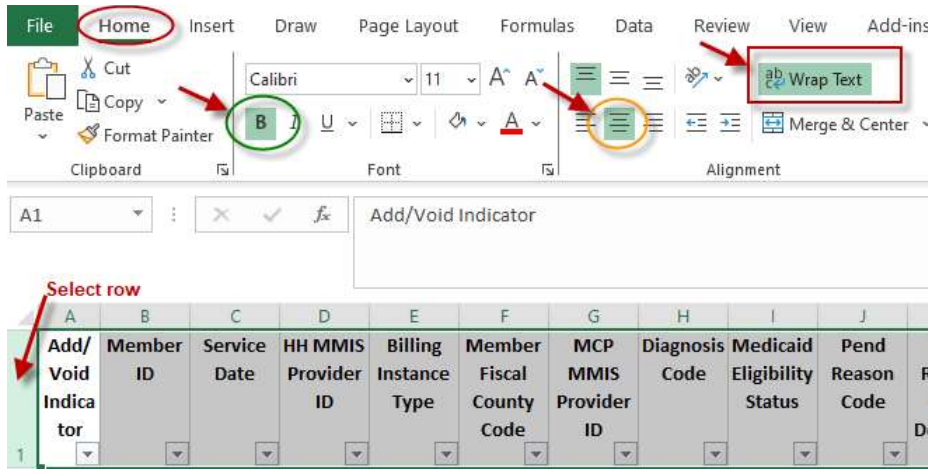
Saving Downloads

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

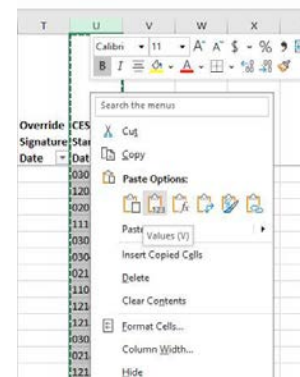
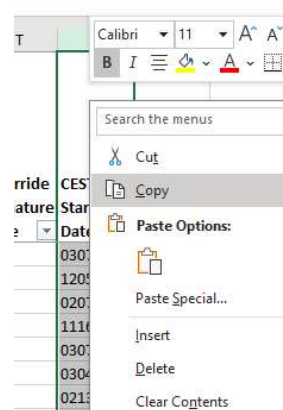


Formatting Date Fields

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)**

id	CEST Start Date	CEST Submission Date	CEST End Date
	03072024	03082024	03072025
	12052023	02152024	02032024
	02072024	02152024	02062025
	11162023	02152024	11152024
	03072024	03082024	05062024
	03042024	03072024	05032024



Formatting Date Fields

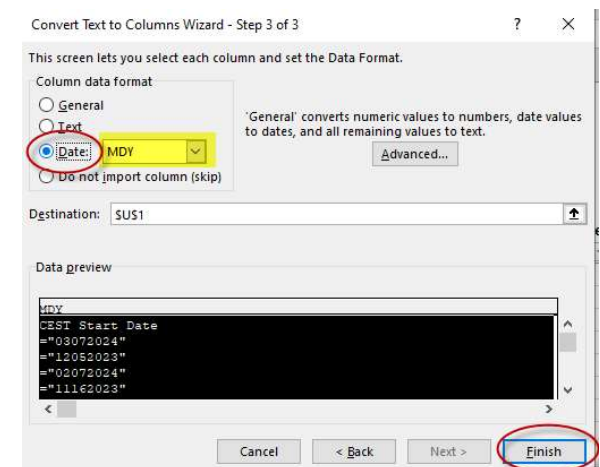
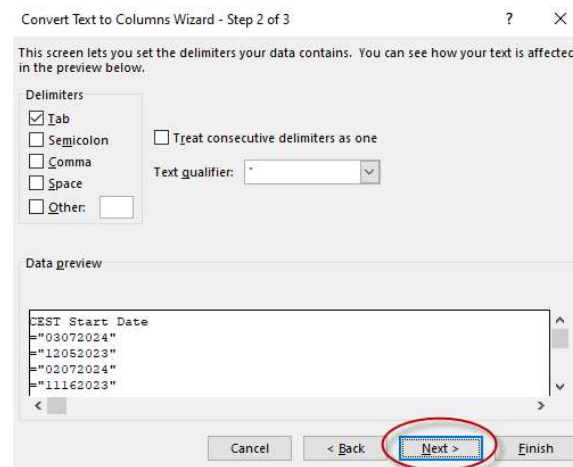
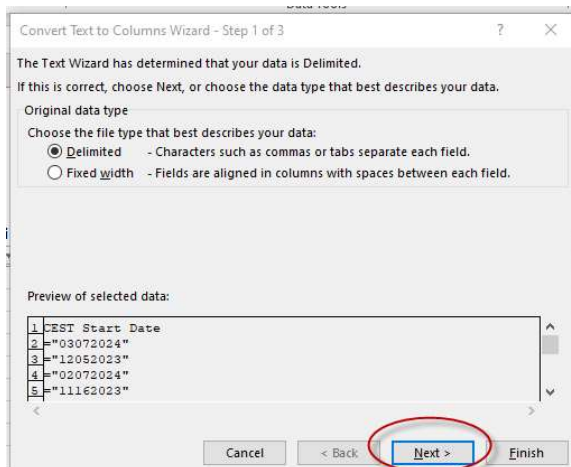
2. Select the entire column again, go to **Data** tab, click on *Text to Columns*

The screenshot shows the Microsoft Excel interface. The **Data** tab is selected on the ribbon, and the **Text to Columns** button is circled in red. A tooltip for 'Text to Columns' is open, providing instructions on how to split text into multiple columns. Below the ribbon, a spreadsheet is visible with columns G through W. Column U is highlighted in green. The spreadsheet contains data for various fields, including dates in column U.

G	H	I	J	K	L	P	Q	R	S	T	U	V	W
Assessor Organization Name	Assessor Organization	HH Provider	MMIS ID	Target Population	Most recent signed and finalized date for CANS or HCBS	Type of Override	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
Decisio	Decisio	Date	Date	Date	Date
	<ul style="list-style-type: none"> Sort Oldest to Newest Sort Newest to Oldest Sort by Color Sheet View Clear Filter From "CEST Submission Date" Filter by Color Date Filters Search (All) <input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> 2024 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> February <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 15 <input checked="" type="checkbox"/> March <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 07 <input checked="" type="checkbox"/> 08 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> (Blanks) 				
					3/7/20:
					2/3/20:
					2/6/20:
					11/15/20:
					5/6/20:
					5/3/20:
					4/13/20:
					11/7/20:
					12/13/20:
					12/14/20:
					3/5/20:
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					12/14/20:
					1/21/20:
					11/19/20:
					12/26/20:
					1/21/20:
					12/12/20:
					12/14/20: