

How to download weekly and monthly MAP data for pending applications and renewals

HCPF MAP Program is providing a new method in accessing data for pending applications and renewals. The steps below will demonstrate how to download MAP data for pending applications and renewals. Here are the pending data measures you will now be able to access using the new method:

1. Weekly Pending Data - This data measure supplies a weekly snapshot of pending applications and renewals which will be available to view and download on Wednesday of each week.
2. Monthly Pending Data - This data measure supplies a monthly snapshot of pending applications and renewals which will be available to view and download on the afternoon of the 21st each month or the next business day.
 - a. Applications: “Exceeding Processing Guidelines 45 Days” (EPG 45) and “Exceeding Processing Guidelines 90 Days” (EPG 90) are performance measures associated with Director-level accountability within the HCPF MAP program. These measures show all applications that have been pending for over 45 days or over 90 days.
 - b. Renewals: “Pending Member Past Cert Period No EDBC” and “Pending Member Past Cert Period EDBC” are performance measures associated with Director level accountability within the HCPF MAP program. These measures indicate when a Renewal is pending past the due month.

The new method to access MAP data:

1. Log into the MAP Sharepoint site and navigate to [Statewide Data Documents > Weekly and Monthly Renewal Pending Data](#)

The screenshot displays the SharePoint interface for the 'Medical Assistance Performance (MAP) Dashboards' site. The top navigation bar includes 'SharePoint', 'BROWSE', and 'PAGE'. The main content area features the 'Medical Assistance Performance (MAP) Dashboards' title and the Colorado Department of Health Care Policy & Financing logo. A 'Resources' section contains two tiles: 'Statewide Data Documents' (highlighted with a red box) and 'SOPs and Guidance'. On the right, the 'HCPF Site Owners' list includes: Alexander, Terri; Duran-Jones, Nicole; Garcia, Vanessa; Irizarry, Veronica; Kaplow, Eli; Montoya, Joshua; Rogers, Sarah; and an 'Add new user' button. A note at the top right states: 'External sharing is enabled on this site to share information with Counties and MA-Sites. All content posted to this site is visible to the individuals listed in the permission groups below.'

2. Select the folder titled “Weekly and Monthly Pending Data”.

+ New ▾ ↑ Upload ▾ 📄 Edit in grid view ↻ Sync 📌 Add shortcut to OneDrive 📄 Export ▾ ⚙️ Automate ▾ 🧩 Integ

Statewide Data Documents 📄 ▾

📄	Name ▾	Modified ▾	Modified By ▾	+ Add column ▾
📁	2021 Reports	April 5	Kaplow, Eli	
📁	2022 Reports	February 24	Kaplow, Eli	
📁	Archived Statewide Dashboards	June 1, 2021	Duran-Jones, Nicole	
📁	Dashboards By Site Size	August 27, 2021	Kaplow, Eli	
📁	Weekly and Monthly Pending Data	A few seconds ago	Kaplow, Eli	
📄	Accuracy Dashboard - Statewide.xlsx	April 4	Alexander, Terri	
📄	Application Dashboard - Statewide.xlsx	March 31	Serrano, Arturo	
📄	Renewal Dashboard - Statewide.xlsx	March 22	Duran-Jones, Nicole	

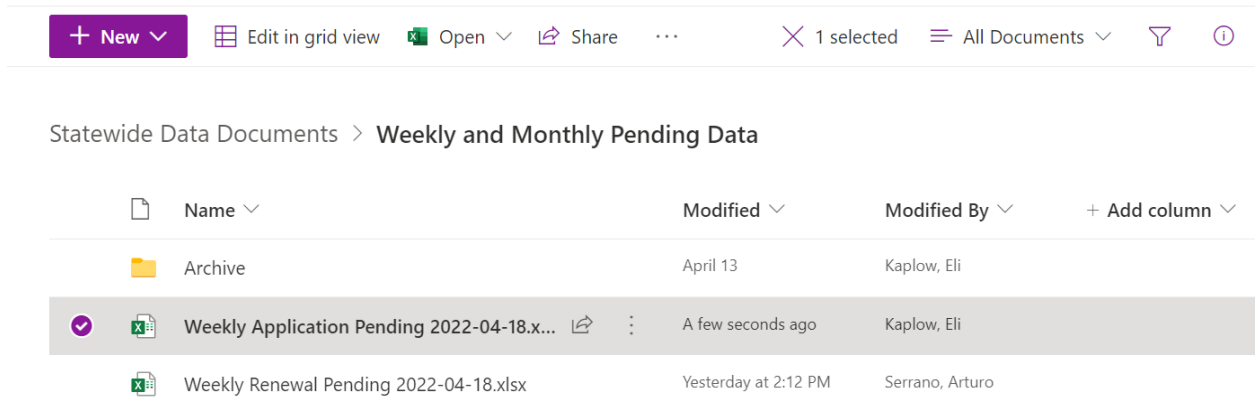
3. There are a few versions of pending data divided by the time period (monthly or weekly) and dashboard type (application or renewal). Select which version you wish to view.

+ New ▾ ↑ Upload ▾ 📄 Edit in grid view ➦ Share 🔗 Copy link ↻ Sync ↓ Download

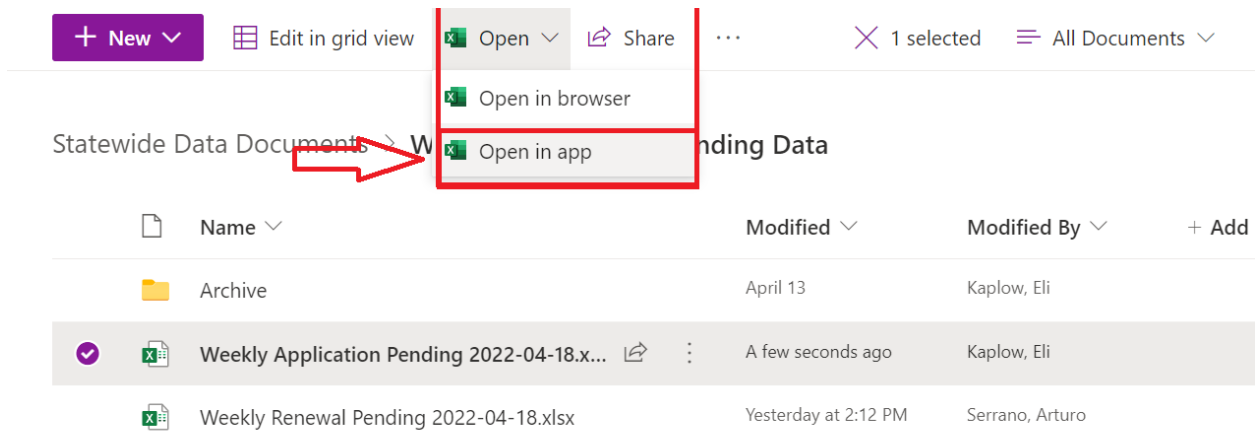
Statewide Data Documents > Weekly and Monthly Renewal Pending Data

📄	Name ▾	Modified ▾	Modified By ▾
📄	Monthly Renewal Pending 2022-03-21.xlsx	March 28	Kaplow, Eli
📄	Weekly Renewal Pending 2022-03-28.xlsx	5 days ago	Kaplow, Eli

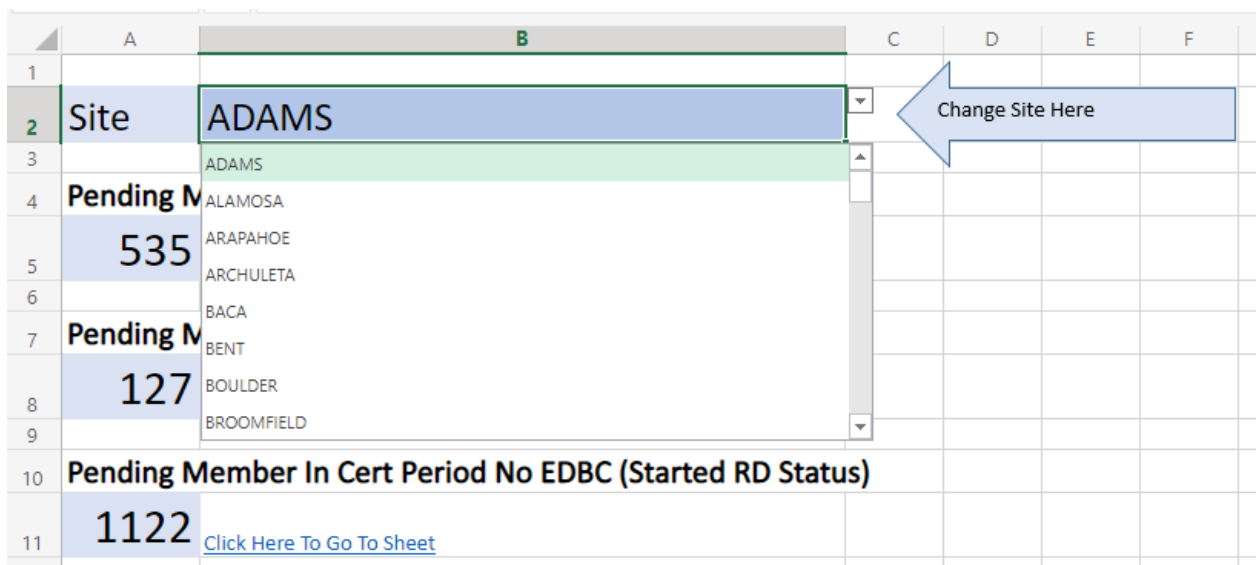
4. Select the circle next to the pending data you wish to view.



5. Select Open on the menu, then Open in app to view the workbook.



6. Select the site you wish to view in the dropdown menu of the Start tab.



- Once the site is selected, the sheet will filter automatically. Each performance measure has the number of pending members and a link for the data sheet that supplies that number.

Pending Member Past Cert Period EDBC	
127	Click Here To Go To Sheet

- Clicking the link will bring you to the data sheet for that performance measure.

Pending Member Past Cert Period EDBC	
127	Click Here To Go To Sheet

- The data sheet provides the individual pending member and how long the member has been pending.

	A	B	C	D	E	F	G	H	I	
1	Pending Member Past Cert Period EDBC								Return To Start	
2	CS ID	MCAID ID	Last Name	First name	Due Date	Creation User	Data Entry Complete	Days Since Due Date		
3	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	RTE001B	N		23	
4	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_3	N		23	
5	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_15	N		23	
6	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_13	N		23	
7	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_4	N		23	
8	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_16	N		23	
9	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_11	N		23	
10	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_19	N		23	
11	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_20	N		23	
12	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_6	N		23	
13	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_8	N		23	
14	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_13	N		23	
15	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_16	N		23	
16	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	rodrigje	N		23	
17	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	suazoxal	N		23	
18	1BXXXX	XXXXXX	XXXX	XXXX	12/31/2021	websted1	N		54	

- Click "Return To Start" in the top right to go back to the main page.

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5	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_15	N		23	
6	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_13	N		23	
7	1BXXXX	XXXXXX	XXXX	XXXX	1/31/2022	MUD06BB_4	N		23	