

**DEPARTMENT OF HEALTH SERVICES**

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(916) 323-3416



January 21, 1999

MMCD All Plan Letter 99002

TO: Medi-Cal Managed Care Health Plans  
Medi-Cal MIS Coordinators

SUBJECT: 1999 MANAGED CARE PLAN (MCP) MEDS/FAME CUT-OFF AND  
PROCESSING SCHEDULE

This is to provide you with the Managed Care Plan (MCP) MEDS/FAME Cut-Off and Processing Schedule for January 1999 through January 2000 and the Managed Care Plan/FAME Responsibilities.

Managed care plans approved by the Department of Health Services (DHS) *must* adhere to the enclosed cut-off dates and times. These cut-off dates and times are established by DHS, Information Technology Systems Division (ITSD) and *must* be met to ensure timely processing. It is imperative that all enrollments and disenrollments by any media (tape/diskette/hardcopy) be submitted on a weekly basis to DHS. Enrollments and disenrollments submitted near the cut-off dates increases the potential for data entry errors and delays during processing.

The enclosed schedule also lists the run dates for the monthly Medi-Cal Eligibility Database Systems (MEDS) Renewal process and mail dates for managed care plan tapes and listings (system generated reports), as well as the FAME Renewal Schedule.


To ensure that DHS has current information on your plan, please **fax** a letter to the Systems Support Unit (SSU) at (916) 324-2000, to update the information listed under the Managed Care Plan/FAME Responsibilities, Section 1 .A. 1. (Enclosed). *Please submit your plan information to SSU by Monday, January 251999.*

MMCD All Plan Letter 99002

Page 2

January 21, 1999

If you have any questions regarding this matter, please contact Ms. Donna Tanaka,  
Systems Analyst, at (916) 322-6119.

*FOR*   
Susanne M. Hughes  
Acting Chief  
Medi-Cal Managed Care Division

Enclosures

**MANAGED CARE PLAN/FAME RESPONSIBILITIES**  
**January 1999**

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The MESH network will support the electronic transmission of the PHP 250 Address Master/ID Change Files, or the FAME month-end and daily files. As each MCP converts to the FAME reporting system, DHS will begin to phase out the 9" tape reels on a MCP by MCP basis. All 9" tapes will be discontinued effective July 1, 1999. *(If the MCP cannot convert to MESH by July 1, 1999, DHS will provide the month-end data on 3490 tape cartridges to only those specified MCP's.)*

**1. REQUESTING MESH**

- A. A MCP submits a formal written request to sign-up for MESH access through their assigned MMCD Contract Manager. The following MCP information *must* be included in the letter of request: *(NOTE: The MCP will need to fax a copy of the request to SSU, refer to Section I .A. and B.)*
- . Plan Name
  - . Plan Address (both mailing and billing)
  - . Primary Contact (Name, Phone/FAX Numbers and E-mail Address)
  - . Technical/Back-up Contact (Name, Phone/FAX Numbers and E-mail Address)
  - . Name and Title of person who will sign the MESH Contract (e.g., CEO, Executive Director, CIO, etc.)
- B. Once the MCP is fully implemented with MESH access, a written request from the MCP will need to be submitted to the Systems Support Unit to cancel any future MEDS tapes. (Refer to Section I.A. and B.)

MANAGED CARE PLAN (MCP)  
**MEDS/FAME CUTOFF/PROCESSING SCHEDULE**  
 FOR 1999 - 2000

PROCESS MONTH	MONTH OF ELIGIBILITY (MOE)	MEDS RENEWAL (Monthly Process by 4:00 PM)	FAME RENEWAL	MCP PLAN HARD COPY (To MMCD By Noon) (To ITSD By 3 PM)	MCP PLAN TAPE INPUT (To ITSD By 3 PM)	DISK FILES AVAILABILITY (For DMC/HCP, MCP & COHS)	MAILED DATES (For MCP/COB, COHS/HCP) (Tapes By 5 PM) (Pick-up After 1 PM)	MCP PLAN RECEIPT OF LISTING (In 3 Days)	RECON PROCESS	RECON DISK FILE AVAILABILITY (For DMC/HCP and COHS)	RECON BIC FILE SENT
Dec-98	Jan-99	(Wed) 12/23/98	(Thu) 12/24/98	(Fri) 12/18/98	(Mon) 12/21/98	(Fri) 12/25/98	*(Sat) 12/26/98	(Sat) 12/26/98			
Jan-99	Feb-99	(Mon) 01/25/99	(Tue) 01/26/99	(Wed) 01/20/99	(Thur) 01/21/99	(Wed) 01/27/99	(Wed) 01/27/99	(Wed) 01/27/99	(Sat) 01/30/99	(Sat) 01/30/99	(Mon) 02/01/99
Feb-99	Mar-99	(Sat) 02/20/99	(Sun) 02/21/99	(Tue) 02/16/99	(Thur) 02/18/99	(Mon) 02/22/99	(Mon) 02/22/99	(Tue) 02/23/99			
Mar-99	Apr-99	(Wed) 03/24/99	(Thur) 03/25/99	(Thur) 03/18/99	(Mon) 03/22/99	(Fri) 03/26/99	*(Sat) 03/27/99	(Mon) 03/29/99			
Apr-99	May-99	(Sat) 04/24/99	(Sun) 04/25/99	(Mon) 04/19/99	(Wed) 04/21/99	(Mon) 04/26/99	(Mon) 04/26/99	(Wed) 04/28/99			
May-99	Jun-99	(Mon) 05/24/99	(Tue) 05/25/99	(Wed) 05/19/99	(Thur) 05/20/99	(Wed) 05/26/99	(Wed) 05/26/99	(Fri) 05/28/99	(Sat) 05/01/99	(Sat) 05/01/99	(Mon) 05/03/99
Jun-99	Jul-99	(Wed) 06/23/99	(Thur) 06/24/99	(Thur) 06/17/99	(Mon) 06/21/99	(Fri) 06/25/99	*(Sat) 06/26/99	(Mon) 06/28/99			
Jul-99	Aug-99	(Sat) 07/24/99	(Sun) 07/25/99	(Mon) 07/19/99	(Wed) 07/21/99	(Sun) 07/25/99	(Mon) 07/26/99	(Wed) 07/28/99	(Sat) 07/31/99	(Sat) 07/31/99	(Mon) 08/02/99
Aug-99	Sep-99	(Tue) 08/24/99	(Wed) 08/25/99	(Thur) 08/19/99	(Fri) 08/20/99	(Thur) 08/26/99	(Thur) 08/26/99	(Fri) 08/27/99			
Sep-99	Ott-99	(Thur) 09/23/99	(Fri) 09/24/99	(Fri) 09/17/99	(Tue) 09/21/99	(Sat) 09/25/99	(Mon) 09/27/99	(Tue) 09/28/99			
Oct-99	Nov-99	(Mon) 10/25/99	(Tue) 10/26/99	(Wed) 10/20/99	(Thur) 10/21/99	(Wed) 10/27/99	(Thur) 10/28/99	(Fri) 10/28/99	(Sat) 10/30/99	(Sat) 10/30/99	(Mon) 11/01/99
Nov-99	Dec-99	(Mon) 11/22/99	(Tue) 11/23/99	(Wed) 11/17/99	(Thur) 11/18/99	(Wed) 11/24/99	*(Fri) 11/26/99	(Sat) 11/27/99			
Dec-99	Jan-00	(Thur) 12/23/99	(Fri) 12/24/99	(Fri) 12/17/99	(Tue) 12/21/99	(Sat) 12/25/99	(Mon) 12/27/99	(Tue) 12/28/99			
Jan-00	Feb-00	(Mon) 01/24/00	(Tue) 01/25/00	(Wed) 01/19/00	(Thur) 01/20/00	(Wed) 01/26/00	(Wed) 01/26/00	(Thur) 01/27/00			

BIC transmit process is on a daily basis Monday - Saturday, between the hours of 6:00 PM - 12:00 AM. The exception would be during the following holiday.

Additional BIC transmission will occur due to the MEDS Reconciliation schedule that falls during the weekend. Should you have any questions, please contact the MEDS Control Hotline at 916/657-3075.

State Holidays:

- January 18, 1999 . . . . . Martin Luther King
- February 12, 1999 . . . . . President Day
- February 15, 1999 . . . . . President Day
- May 31, 1999 . . . . . Memorial Day
- September 6, 1999 . . . . . Labor Day
- October 11, 1999 . . . . . Columbus Day
- November 25 & 26 . . . . . Thanksgiving and Day After
- December 25, 1999 . . . . . Christmas Day

\* Tapes mailed on Saturday via Golden State Courier or UPS will be delivered by 10:30 AM on Monday. Plans that pick up their tapes will be available at 9:00 AM on Monday. (There will be "NO" tape pick-up on Saturday's.)

Plans must ensure that MMCD has a current address on file for receipt of tapes or hardcopy reports. Should the address change, a letter from the Plan must be faxed or sent to their Contract Manager and a FAX copy to the SSU at 916/324-2000.

Plans picking up tapes in Sacramento - Must be picked up only between the hours of 1:00 PM - 4:30 PM.

LEGEND:

- COB = Coordination of Benefits
- COHS = Co Organized Health Systems
- DMC = Dental Managed Care
- HCP = Health Care Provider
- ITSD = Infor Technology Services Division
- MCP = Managed Care Division
- MMCD = Medi-Cal Managed Care Division