



State of California—Health and Human Services Agency
Department of Health Care Services



TOBY DOUGLAS
Director

EDMUND G. BROWN JR.
Governor

DATE: January 3, 2014

ALL PLAN LETTER 14-001

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2014-2015 MEDI-CAL MANAGED CARE HEALTH PLAN MEDS/834
CUTOFF AND PROCESSING SCHEDULE

PURPOSE:

The purpose of this All Plan Letter (APL) is to provide Medi-Cal managed care health plans (MCPs) with the 2014-2015 Medi-Cal Eligibility Data System (MEDS)/834 cutoff and Seniors and Persons with Disabilities (SPDs) utilization data processing schedule.

REQUIREMENTS:

The enclosed MEDS/834 cutoff and SPD utilization data processing schedule covers the period of December 2013 through January 2015. These cutoff dates and timelines are established by the Department of Health Care Services (DHCS), Information Technology Services Division and are critical to ensuring timely processing of eligibility files and data. When applicable, it is important for DHCS to receive all enrollments and disenrollments on a daily basis. MCPs must adhere to the enclosed cutoff dates and timelines to allow adequate processing time and to ensure timely payments.

In addition to the MEDS/834 cutoff and SPD utilization data processing schedule, enclosed are the updated outline of MCP 834 responsibilities and the Health Care Options (HCO) file posting schedule for 2014.

If you have any questions regarding this APL or the enclosed schedules, please contact your Medi-Cal Managed Care Division contract manager or Jeremy Rabideau at Jeremy.Rabideau@dhcs.ca.gov. For questions regarding the HCO schedule, please contact HCO at (916) 364-2016.

Sincerely,

ORIGINAL SIGNED BY MARGARET TATAR

Margaret Tatar, Assistant Deputy Director
Health Care Delivery Systems

Enclosures

MEDI-CAL MANAGED CARE HEALTH PLAN/MEDS/834 RESPONSIBILITIES

January 2014

All Medi-Cal managed care health plans (MCPs) are reminded of the importance of keeping the Department of Health Care Services (DHCS), Medi-Cal Managed Care Division (MMCD) informed of any MCP changes as described below:

NOTIFICATION/REQUEST PROCESS

MCPs are reminded of the extreme importance of notifying the MMCD Systems Support Unit (SSU) of any MCP/Medi-Cal Eligibility Data System (MEDS)/834 changes prior to the 15th of any given month by sending an email to ssuhelpdesk@dhcs.ca.gov. This receipt deadline is necessary to meet DHCS Information Technology Services Division (ITSD) processing timelines and make the changes effective within 45-60 days. It is requested that MCPs send the original copy of their notification (which includes the original signature of person authorized to submit the change) to their assigned MMCD contract manager. Examples of MCP/MEDS/834 changes for which notification must be given include, but are not limited to: MCP/MEDS/834 Management Information System (MIS) coordinator name change, address and phone number changes, or distribution changes, etc.

- Please include the following information in the email notification:
 - Plan Name
 - Plan Code(s) (Specify all “Active” Plan Codes)
 - Plan Mailing Address
 - MEDS/834 MIS Contact
(Name, Phone/Page/Fax Numbers, and E-mail Address)
 - MEDS/834 MIS Backup Contact
(Name, Phone/Page/Fax Numbers, and E-mail Address)
 - The nature of the MCP/MEDS/834 change

- Medi-Cal 834 files are available via the 834 Secure File Transfer Protocol site. Please contact your MMCD contract manager should you have any questions.

- Month-End 834 files will be available by 5:00 p.m., two days after MEDS renewal. MCPs are asked to wait until 5:00 p.m. and then, if the HCP file is not available, please contact ITSD @ (916) 440-7000 and request that the ticket is sent to HCP Services - CAPMAN 820/834.

MEDI-CAL MANAGED CARE HEALTH PLAN/MEDS/834 RESPONSIBILITES
January 2014

➤ Mailing Addresses:

Attn: *Jeremy Rabideau, Chief*
Systems Support Unit
California Department of Health Care Services
MMCD/Systems Support Unit
1501 Capitol Avenue
P.O. Box 997413, MS 4402
Sacramento, CA 95899-7413
ssuhelpdesk@dhcs.ca.gov

Attn: *(Contract Manager)*
California Department of Health Care Services
MMCD/Plan Management Branch
1501 Capitol Avenue, MS 4407
P.O. Box 997413, MS 4407
Sacramento, CA 95899-7413
Fax (916) 449-5005

Attn: *(Contract Manager)*
California Department of Health Care Services
Long Term Care Division
1501 Capitol Avenue, MS 0018
P.O. Box 997413, MS 0018
Sacramento, CA 95899-7413
Fax (916) 322-8619

MEDS/834 CUTOFF PROCESSING SCHEDULE FOR 2014-2015

Process Month	Month of Eligibility	MCP file input due (MCP to ITSD by 2:30 PM)	MEDS Renewal	834 file available (SFTP site no later than 5:00 PM)	SPD Utilization Data Available
Dec-2013	Jan-2014	(Mon) Dec 23, 2013	(Thu) Dec 26, 2013	(Mon) Dec 30, 2013	(Thu) Jan 09, 2014
Jan-2014	Feb-2014	(Thu) Jan 23, 2014	(Mon) Jan 27, 2014	(Wed) Jan 29, 2014	(Fri) Feb 07, 2014
Feb-2014	Mar-2014	(Fri) Feb 21, 2014	(Tue) Feb 25, 2014	(Thu) Feb 27, 2014	(Mon) Mar 10, 2014
Mar-2014	Apr-2014	(Fri) Mar 21, 2014	(Tue) Mar 25, 2014	(Thu) Mar 27, 2014	(Tue) Apr 08, 2014
Apr-2014	May-2014	(Tue) Apr 22, 2014	(Thu) Apr 24, 2014	(Mon) Apr 28, 2014	(Wed) May 07, 2014
May-2014	Jun-2014	(Thu) May 22, 2014	(Tue) May 27, 2014	(Thu) May 29, 2014	(Mon) Jun 09, 2014
Jun-2014	Jul-2014	(Mon) Jun 23, 2014	(Wed) Jun 25, 2014	(Fri) Jun 27, 2014	(Wed) Jul 09, 2014
Jul-2014	Aug-2014	(Thu) Jul 24, 2014	(Mon) Jul 28, 2014	(Wed) Jul 30, 2014	(Fri) Aug 08, 2014
Aug-2014	Sep-2014	(Fri) Aug 22, 2014	(Tue) Aug 26, 2014	(Thu) Aug 28, 2014	(Tue) Sep 09, 2014
Sep-2014	Oct-2014	(Tue) Sep 23, 2014	(Thu) Sep 25, 2014	(Mon) Sep 29, 2014	(Wed) Oct 08, 2014
Oct-2014	Nov-2014	(Thu) Oct 23, 2014	(Mon) Oct 27, 2014	(Wed) Oct 29, 2014	(Fri) Nov 07, 2014
Nov-2014	Dec-2014	(Fri) Nov 21, 2014	(Tue) Nov 25, 2014	(Thu) Nov 27, 2014	(Wed) Dec 10, 2014
Dec-2014	Jan-2015	(Wed) Dec 24, 2014	(Mon) Dec 29, 2014	(Wed) Dec 31, 2014	(Mon) Jan 12, 2015
Jan-2015	Feb-2015	(Thu) Jan 22, 2015	(Mon) Jan 26, 2015	(Wed) Jan 28, 2015	(Fri) Feb 06, 2015

State Holidays

January 1, 2014 New Year's Day
 January 20, 2014 Martin Luther King Jr. Day
 February 17, 2014 President's Day
 March 31, 2014 Cesar Chavez Day
 May 26, 2014 Memorial Day
 July 4, 2014 Independence Day
 September 1, 2014 Labor Day
 November 11, 2014 Veteran's Day
 November 27, 2014 Thanksgiving Day
 November 28, 2014 Day after Thanksgiving
 December 25, 2014 Christmas Day
 January 1, 2015 New Year's Day
 January 19, 2015 Martin Luther King Jr. Day

Legend:

COB Coordination of Benefits
 COHS County Organized Health System
 DMC Dental Managed Care
 HCP Health Care Provider
 ITSD Information Technology Services Division
 MCP Managed Care Plan
 MMCD Medi-Cal Managed Care Division

CA HCO SDES File Posting Schedule for 2014

MAXIMUS

HELPING GOVERNMENT SERVE THE PEOPLE

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 h	2 c	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 h	21	22	23	24	25
26	27 p	28	29 x	30	31	

February						
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16	17 h	18	19	20	21	22
23	24 p	25	26	27 x	28	

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25 p	26	27 x	28	29
30	31 h					

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24 p	25	26
27	28 x	29	30			

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23 p	24
25	26 h	27	28	29 x	30	31

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 p	25	26	27 x	28
29	30					

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 c	2	3	4 h	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 p	25	26
27	28	29	30 x	31		

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 p	26	27	28 x	29	30
31						

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 h	2 c	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 p	25	26	27
28	29 x	30				

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 c	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 p	28	29 x	30	31	

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 c	4	5	6	7	8
9	10	11 h	12	13	14	15
16	17	18	19 p	20	21	22
23	24	25	26	27 h	28 h	29
30						

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 c x	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 p	25 h	26	27
28	29	30	31 x			

Legend:

- MAXIMUS posts Weekly Plan Files, HIF (MET) Forms and MER/EDER Extract Files
- x Cut-off version of files
- p Plans post PPD/PIN Data Files
- c MAXIMUS posts PIN updates to the CSP
- h MAXIMUS Holidays

2014 Holidays

- 1/1/2014 New Year's Day
- 1/2x/2014 Martin Luther King's Birthday
- 2/xx/2014 President's Day
- 3/31/2014 Cesar Chavez Birthday
- 5/27/2014 Memorial Day
- 7/4/2014 Fourth of July
- 9/x/2014 Labor Day
- 11/11/2014 Veteran's Day
- 11/27/2014 Thanksgiving Day
- 11/28/2014 Day after Thanksgiving
- 12/25/2014 Christmas Day

2015 Holidays

- 1/1/2015 New Year's Day
- 1/19/2015 Martin Luther King's Birthday

January 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 h	2 c	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 h	20	21	22	23 p	24
25	26	27	28 x	29	30	31