

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



California  
Department of  
Health Services

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Director



GRAY DAVIS  
Governor

February 25, 2003

MEDI-CAL ELIGIBILITY PROCEDURES MANUAL LETTER NO.: 275

TO: ALL HOLDERS OF THE MEDI-CAL ELIGIBILITY PROCEDURES MANUAL

SUBJECT: ARTICLE 22-C-7 COMMUNICATING WITH STATE PROGRAMS-  
DISABILITY AND ADULT PROGRAMS DIVISION (DAPD) AND  
DEPARTMENT OF HEALTH SERVICES ABOUT CHANGES AND  
STATUS

Enclosed is an update to Article 22C-7 regarding a staff change in Oakland-DAPD.

Filing Instructions:

Remove Pages:

Article 22  
Pages 22C-7.1 and 22C-7.2

Insert Pages:

Article 22  
Pages 22C-7.1 and 22C-7.2

Any questions regarding the above information should be directed to Mr. Terry Durham of my staff, at (916) 657-2701.

Original signed by

Beth Fife, Chief  
Medi-Cal Eligibility Branch

Enclosure



Do your part to help California save energy. To learn more about saving energy, visit the following web site:  
[www.consumerenergycenter.org/flex/index.html](http://www.consumerenergycenter.org/flex/index.html)

714 P STREET, ROOM 1692, P.O. BOX 942732, SACRAMENTO, CA 94234-7320  
(916) 657-2941

Internet Address: [www.dhs.ca.gov](http://www.dhs.ca.gov)



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## MEDI-CAL ELIGIBILITY PROCEDURES MANUAL

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### 22 C-7 - COMMUNICATING WITH STATE PROGRAMS - DISABILITY AND ADULT PROGRAMS DIVISION (SP-DAPD FORMERLY SP-DED) AND DHS ABOUT CHANGES AND STATUS

#### 1. NOTIFYING SP-DAPD ABOUT CHANGES

##### A. MC 222 LA/ MC 222 OAK - DAPD PENDING INFORMATION UPDATE FORM

While a disability evaluation is pending, CWD will notify SPD-DAPD about changes in client's situation which affect eligibility or which would enable SP-DAPD to contact client. MC 222 LA/OAK is used to submit changes and to report information to SP-DAPD.

CWDs who send packets to Los Angeles SP-DAPD will use MC 222 LA. Other CWDs who send packets to Oakland SP-DAPD will use MC 222 OAK.

##### B. TYPE OF CHANGES TO REPORT TO SP-DAPD

1. Change in client's address.
2. Change in client's name, telephone or message number.
3. Denial or discontinuance of client on basis of nonmedical information (e.g., excess property).
4. Withdrawal of application.
5. Cancellation of Authorization for Release of Information (MC 220) by client.
6. Death of client.
7. Receipt of new medical evidence (attach new medical evidence to MC 222).
8. Availability of interpreter (provide name and phone number).
9. Change in EW.
10. Any other pertinent information which affects SP-DAPD's actions on a pending case.

##### C. SP-DAPD ADDRESSES

Disability packets from ***Imperial, Los Angeles, Orange, Kern and San Diego Counties*** must be sent to:

California Department of Social Services  
Disability and Adult Programs Division  
**Los Angeles State Programs Branch**  
P.O. Box 30541, Terminal Annex  
Los Angeles, CA 90030  
**(213) 480-6400 / 8-677-6400 CALNET**  
**FAX: (800) 869-0188**

Disability packets from ***all other Counties*** must be sent to:

California Department of Social Services  
Disability and Adult Programs Division  
**Oakland State Programs Branch**  
P.O. Box 23645  
Oakland, CA 94623-0645  
**(510) 622-3756 / 8-561-3756 CALNET**  
**FAX: (800) 869-0203**

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D. MC 4033 - DISABILITY LISTINGS UPDATE FORM

CWDs will use MC 4033 to notify the state of any changes to 1) Medi-Cal Liaison List for Disability Issues, or 2) Medi-Cal Liaison List for Quarterly Status Listings for Pending and Closed Disability cases. Check appropriate list and specify items being updated.

These lists are updated on a regular basis and contain names and phone numbers of CWD liaisons which DHS-MEB and SP-DAPD may need to communicate with CWDs.

2. **RECEIVING AND REQUESTING CASE STATUS INFORMATION FROM SP-DAPD**

A. QUARTERLY COMPUTER STATUS LIST

CWDs will receive a quarterly computer status list from SP-DAPD regarding pending and closed disability cases, along with instructions on its use. If a particular case was forwarded to SP-DAPD prior to most recent quarterly list and does not appear on list, CWD may contact SP-DAPD Program Support Unit by telephone or in writing to obtain status information, as follows:

Los Angeles State Programs Branch

Harriet May  
Operations Support Analyst  
CDSS - DAPD - LASPB  
P.O. Box 30541, Terminal Annex  
Los Angeles, CA 90030  
(213) 480-6499

Oakland State Programs Branch

Liz Okamura  
Operations Support Analyst  
CDSS-DAPD-OSPB  
P.O. Box 23645  
Oakland, CA 94623-0645  
(510) 622-3787/ 8-561-3787 CALNET

B. USE OF DISABILITY LISTINGS UPDATE FORM (MC 4033)

A combined list of Medi-Cal liaisons, district office codes, addresses and telephone numbers will be used to distribute the quarterly status reports. Form MC 4033 (Disability Listings Update) should be used and sent to the Department of Health Services (DHS) to provide updated information to the list. DHS' address is listed on the form.

C. QUESTIONS AND INQUIRIES ON SPECIFIC CASES

In urgent or unusual circumstances, questions and inquiries about specific cases may be directed to the Disability Evaluation Analyst (DEA) assigned to the case, or the Unit Manager. To determine which DEA or Unit is assigned to case, provide client's name and Social Security number to Masterfiles, at the following numbers:

Los Angeles State Programs Branch

Masterfiles:  
(213) 480-6400  
8-677-6400 CALNET

Oakland State Programs Branch

Masterfiles:  
(510) 622-3756  
8-561-3756 CALNET