DATE: December 8, 2008

MMCD All Plan Letter 08-012

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2009-2010 MANAGED CARE PLAN MEDS/FAME/834+SUPPLEMENTAL CUTOFF AND PROCESSING SCHEDULE

This letter is to share with you the 2009-2010 Managed Care Plan (MCP) MEDS/FAME/834+SUPPLEMENTAL (834+S) Cutoff and Processing schedule. The enclosed schedule covers the period of December 2008 through January 2010. A copy of the updated outline of MCP's FAME/834+S Responsibilities is also included.

These cutoff dates and timelines are established by the Department of Health Care Services (DHCS), Information Technology Services Division and are critical to ensure timely processing of eligibility files and data. When applicable, it is imperative that all enrollments and disenrollments by any media (tape/diskette/hardcopy) be received on a weekly basis by DHCS. Medi-Cal managed care contractors must adhere to the enclosed cutoff dates and timelines allowing adequate processing time to insure timely payment.

In addition to the MEDS cutoff dates, the enclosed schedule includes the run dates for the monthly MEDS/FAME/834+S renewal processes and mail dates for miscellaneous tapes and system-generated reports.

If you have any questions or require additional information, please contact your Contract Manager or Ann Silvia, Chief of the Systems Support Unit, at (916) 449-5017.

Sincerely,

[Signature]
Vanessa M. Baird, MPPA, Chief
Medi-Cal Managed Care Division

Enclosures
All Medi-Cal Managed Care Plans (MCPs) are reminded of the importance of keeping the California Department of Health Care Services (DHCS), Medi-Cal Managed Care Division (MMCD) informed of any Plan changes as described below.

1. **NOTIFICATION/REQUEST PROCESS**

A. MCPs are reminded of the extreme importance of notifying the MMCD Systems Support Unit (SSU) by fax at (916) 449-5030, of any MCP/FAME/834+S changes prior to the 15th of any given month. This receipt deadline is necessary to meet DHCS Information Technology System 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 change) to their assigned MMCD Contract Manager. Examples of MCP/FAME/834+S changes for which notification must be given are, but not limited to: MCP/FAME/834+S MIS Coordinator name change, address and phone number changes, tape pick up or distribution changes, etc.

1. Please include the following MCP information in the faxed notification:

   - Plan Name
   - Plan Code(s) (Specify all “Active” Plan Codes)
   - Plan Mailing Address for Tapes, if applicable
   - FAME/834+S MIS Contact (Name, Phone/Page/Fax Numbers, and E-mail Address)
   - FAME/834+S MIS Backup Contact (Name, Phone/Page/Fax Numbers, and E-mail Address)
   - Name(s) of Person(s) Picking Up Tapes
   - The nature of the MCP/FAME/834+S change

B. Medi-Cal eligibility files (FAME/834+S) are downloaded from the Medi-Cal website by MCPs on a daily basis. To request access to the website, a MCP must submit, through their assigned Contract Manager, a formal written request and the completed website agreement form. Once this request is received, it is then forwarded to Electronic Data Systems (EDS), where it is then incorporated into a separate contractual agreement with the MCP for this service.

1. Please include the following MCP information in the written request:

   - Plan Name
   - HCP Number
• Plan Address (both mailing and billing)
• Primary Contact (Name, Phone/Page/Fax Numbers, and E-mail Address)
• Technical/Backup Contact (Name, Phone/Fax Numbers, and E-mail Address)
• Name and Title of person who will sign the website agreement Contract (e.g., CEO, Executive Director, CIO, etc.)

2. Month-End Eligibility files (FAME/834+S) will be available on the website by 5:00 p.m., the day after FAME renewal. MCPs are asked to wait until 5:00 p.m. and then if the HCP file is not available, please contact the following EDS staff in the sequence below.

(Note: Please allow 30 minutes for a call back before moving on to the next contact)

• Monday – Friday 8:00-5:00
  Team New Technology (Team NT)
  (916) 919-6279
  Email: MCTEAMNT@eds.com

Please note that daily files and monthly FAME/834+S files are available on the website.

C. Mailing Addresses:

Attn: Ann Silvia, 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
Fax (916) 449-5030

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
2. **REPORTS/LISTINGS**

   A. Reports/Listings will be mailed as per the attached schedule (MCP Report Mail Date) unless other arrangements are made, for receipt three (3) days after the specified mail date.
<table>
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<tr>
<th>Process Month</th>
<th>Month of Eligibility</th>
<th>MCP hard copy due (MCP to MMCD by Noon)</th>
<th>MCP file input due (MMCD to ITSD by 3:00 PM)</th>
<th>MEDS Renewal (Monthly Process by 4:00 PM)</th>
<th>FAME Renewal</th>
<th>FAME file available (Website no later than 5:00 PM) (Disk for DMC/HCP, MCP, COHS)</th>
<th>MCP report mail date (Receipt within 3 days)</th>
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**State Holidays**

- January 1, 2009: New Year's Day
- January 19, 2009: Martin Luther King Jr. Day
- February 12, 2009: Lincoln's Birthday
- February 16, 2009: President's Day
- March 31, 2009: Cesar Chavez Day
- May 25, 2009: Memorial Day
- July 4, 2009: Independence Day
- September 7, 2009: Labor Day
- October 12, 2009: Columbus Day
- November 11, 2009: Veteran's Day
- November 26, 2009: Thanksgiving Day
- November 27, 2009: Day After Thanksgiving
- December 25, 2009: Christmas Day
- January 1, 2010: New Year's Day
- January 18, 2010: 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