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Director

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



ARNOLD SCHWARZENEGGAR
Governor

DATE: December 28, 2010

MMCD All Plan Letter 10-015

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2011-2012 MANAGED CARE PLAN MEDS/FAME/834+SUPPLEMENTAL
CUTOFF AND PROCESSING SCHEDULE

This letter is to share with you the 2011-2012 Managed Care Plan (MCP) MEDS/FAME/834+SUPPLEMENTAL (834+S) Cutoff and Processing schedule. The enclosed schedule covers the period of December 2010 through January 2012. 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 California 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 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 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,

Original Signed by Stuart Busby for

Tanya Homman, Chief
Medi-Cal Managed Care Division

MANAGED CARE PLAN/FAME/834+SUPPLEMENTAL RESPONSIBILITES

January 2011

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**

MCPs are reminded of the extreme importance of notifying the MMCD Systems Support Unit (SSU) of any MCP/FAME/834+S 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 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, or distribution changes, etc.

- Please include the following MCP information in the email notification:
 - Plan Name
 - Plan Code(s) (Specify all "Active" Plan Codes)
 - Plan Mailing Address
 - 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)
 - The nature of the MCP/FAME/834+S change

- Medi-Cal eligibility files (FAME/834+S) are available from the Medi-Cal website for Non-COHS Plans and from the main frame for COHS Plans. Please contact your Contract Manager, should you have any questions.

- Month-End Eligibility files (FAME/834+S) will be available by 5:00p.m., the day after FAME renewal. MCPs are asked to wait until 5:00p.m. and then if the HCP file is not available, please contact ITSD @ (916) 440-7000.

MANAGED CARE PLAN/FAME/834+SUPPLEMENTAL RESPONSIBILITES
January 2011

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
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

2. REPORTS/LISTINGS

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.

MED/FAME/834+SUPPLEMENTAL
CUTOFF PROCESSING SCHEDULE FOR 2011-2012

Process Month	Month of Eligibility	MCP file input due (MCP to ITSD by 2:30PM)	MEDS Renewal	FAME Renewal (Monthly Process by 4:00 PM)	FAME file available (Website no later than 5:00 PM) (Disk for DMC/HCP, MCP, COHS)	MCP report mail date (Receipt within 3 days)
Dec-2010	Jan-2011	(Thu) 12/23/2010	(Mon) 12/27/2010	(Tue) 12/28/2010	(Wed) 12/29/2010	(Thu) 12/30/2010
Jan-2011	Feb-2011	(Thu) 01/20/2011	(Mon) 01/24/2011	(Tue) 01/25/2011	(Wed) 01/26/2011	(Thu) 01/27/2011
Feb-2011	Mar-2011	(Fri) 02/18/2011	(Wed) 02/23/2011	(Thu) 02/24/2011	(Fri) 02/25/2011	(Mon) 02/28/2011
Mar-2011	Apr-2011	(Tue) 03/22/2011	(Thu) 03/24/2011	(Fri) 03/25/2011	(Mon) 03/28/2011	(Tue) 03/29/2011
Apr-2011	May-2011	(Thu) 04/21/2011	(Mon) 04/25/2011	(Tue) 04/26/2011	(Wed) 04/27/2011	(Thu) 04/28/2011
May-2011	Jun-2011	(Fri) 05/20/2011	(Tue) 05/24/2011	(Wed) 05/25/2011	(Thu) 05/26/2011	(Fri) 05/27/2011
Jun-2011	Jul-2011	(Thu) 06/23/2011	(Mon) 06/27/2011	(Tue) 06/28/2011	(Wed) 06/29/2011	(Thu) 06/30/2011
Jul-2011	Aug-2011	(Thu) 07/21/2011	(Mon) 07/25/2011	(Tue) 07/26/2011	(Wed) 07/27/2011	(Thu) 07/28/2011
Aug-2011	Sep-2011	(Tue) 08/23/2011	(Thu) 08/25/2011	(Fri) 08/26/2011	(Mon) 08/29/2011	(Tue) 08/30/2011
Sep-2011	Oct-2011	(Thu) 09/22/2011	(Mon) 09/26/2011	(Tue) 09/27/2011	(Wed) 09/28/2011	(Thu) 09/29/2011
Oct-2011	Nov-2011	(Mon) 10/24/2011	(Wed) 10/26/2011	(Thu) 10/27/2011	(Fri) 10/28/2011	(Mon) 10/31/2011
Nov-2011	Dec-2011	(Fri) 11/18/2011	(Tue) 11/22/2011	(Wed) 11/23/2011	(Thu) 11/24/2011	(Tue) 11/29/2011
Dec-2011	Jan-2012	(Thu) 12/22/2011	(Tue) 12/27/2011	(Wed) 12/28/2011	(Thu) 12/29/2011	(Fri) 12/30/2011
Jan-2012	Feb-2012	(Tue) 01/24/2012	(Thu) 01/26/2012	(Fri) 01/27/2012	(Mon) 01/30/2012	(Tue) 01/31/2012

State Holidays
 January 1, 2011
 January 17, 2011
 February 21, 2011
 March 31, 2011
 May 30, 2011
 July 4, 2011
 September 5, 2011
 November 11, 2011
 November 24, 2011
 November 25, 2011
 December 26, 2011
 January 2, 2012
 January 16, 2012

New Year's Day
 Martin Luther King Jr. Day
 President's Day
 Cesar Chavez Day
 Memorial Day
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving Day
 Day After Thanksgiving
 Christmas Day
 New Year's Day
 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