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
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.
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.
<table>
<thead>
<tr>
<th>Process Month</th>
<th>Month of Eligibility</th>
<th>MCP file input due (MCP to ITSD by 2:30PM)</th>
<th>MEDS Renewal</th>
<th>FAME Renewal (Monthly Process by 4:00 PM)</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>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-2011</td>
<td>Feb-2011</td>
<td>(Thu) 01/20/2011</td>
<td>(Mon) 01/24/2011</td>
<td>(Tue) 01/25/2011</td>
<td>(Wed) 01/26/2011</td>
<td>(Thu) 01/27/2011</td>
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<tr>
<td>Feb-2011</td>
<td>Mar-2011</td>
<td>(Fri) 02/18/2011</td>
<td>(Wed) 02/23/2011</td>
<td>(Thu) 02/24/2011</td>
<td>(Fri) 02/25/2011</td>
<td>(Mon) 02/28/2011</td>
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<tr>
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<td>Apr-2011</td>
<td>(Tue) 03/22/2011</td>
<td>(Thu) 03/24/2011</td>
<td>(Fri) 03/25/2011</td>
<td>(Mon) 03/28/2011</td>
<td>(Tue) 03/29/2011</td>
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<tr>
<td>May-2011</td>
<td>Jun-2011</td>
<td>(Fri) 05/20/2011</td>
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<td>(Wed) 05/25/2011</td>
<td>(Thu) 05/26/2011</td>
<td>(Fri) 05/27/2011</td>
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<tr>
<td>Aug-2011</td>
<td>Sep-2011</td>
<td>(Tue) 08/23/2011</td>
<td>(Thu) 08/25/2011</td>
<td>(Fri) 08/26/2011</td>
<td>(Mon) 08/29/2011</td>
<td>(Tue) 08/30/2011</td>
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<tr>
<td>Jan-2012</td>
<td>Feb-2012</td>
<td>(Thu) 01/24/2012</td>
<td>(Tue) 01/26/2012</td>
<td>(Fri) 01/27/2012</td>
<td>(Mon) 01/30/2012</td>
<td>(Tue) 01/31/2012</td>
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**State Holidays**
- January 1, 2011: New Year’s Day
- January 17, 2011: Martin Luther King Jr. Day
- February 21, 2011: President’s Day
- March 11, 2011: Cesar Chavez Day
- May 30, 2011: Memorial Day
- July 4, 2011: Independence Day
- September 5, 2011: Labor Day
- November 11, 2011: Veteran’s Day
- November 24, 2011: Thanksgiving Day
- December 25, 2011: Day After Thanksgiving
- December 26, 2011: Christmas Day
- January 2, 2012: New Year’s Day
- January 16, 2012: 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

**Renewal Schedule**
- **MCP file due:** (MCP to ITSD by 2:30PM)
- **MEDS Renewal:** (Website no later than 5:00PM)
- **FAME Renewal:** (Disk for DMC/HCP, MCP, COHS)
- **MCP report mail date:** (Receipt within 3 days)

**Legend:**
- **CMCP:** 02/18/2011
- **MMCD:** 04/21/2011
- **ITSD:** 06/23/2011
- **HCP:** 08/25/2011

**Month:**
- Jan
- Feb
- Mar
- Apr
- May
- Jun
- Jul
- Aug
- Sep
- Oct
- Nov
- Dec

**Year:**
- 2010
- 2011
- 2012