DATE: December 27, 2012

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2013-2014 MANAGED CARE PLAN MEDS/834 CUTOFF AND PROCESSING SCHEDULE

PURPOSE

The purpose of this letter is to provide the 2013-2014 Managed Care Plan (MCP) Medi-Cal Eligibility Data System (MEDS)/834 Cutoff and Processing schedule. The enclosed schedule covers the period of December 2012 through January 2014. A copy of the updated outline of MCP’s 834 Responsibilities is also included.

REQUIREMENTS

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 ensure timely payment.

In addition to the MEDS cutoff dates, the enclosed schedule also now includes the Seniors and Persons with Disabilities (SPD) Utilization Data and the run dates for the monthly MEDS/834 renewal.

If you have any questions or require additional information, please contact your Contract Manager or Jeremy Rabideau at (916) 449-5017.

Sincerely,

ORIGINAL SIGNED BY MARGARET TATAR

Margaret Tatar
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.

**NOTIFICATION/REQUEST PROCESS**

MCPs are reminded of the extreme importance of notifying the MMCD Systems Support Unit (SSU) of any MCP/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 are, but not limited to: MCP/MEDS/834 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
  - 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 by 834 SFTP site. Please contact your Contract Manager should you have any questions.

- Month-End 834 files will be available by 5:00 p.m., the day 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.
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 2013-2014

<table>
<thead>
<tr>
<th>Process Month</th>
<th>Month of Eligibility</th>
<th>MCP file input due (MCP to ITSD by 2:30 PM)</th>
<th>MEDS Renewal</th>
<th>834 file available (SFTP site no later than 5:00 PM)</th>
<th>SPD Utilization Data Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec-2012</td>
<td>Jan-2013</td>
<td>(Fri) 12/21/2012</td>
<td>(Wed) 12/26/2012</td>
<td>(Fri) 12/28/2012</td>
<td>(Wed) 01/09/2013</td>
</tr>
<tr>
<td>Jan-2013</td>
<td>Feb-2013</td>
<td>(Thu) 01/24/2013</td>
<td>(Mon) 01/28/2013</td>
<td>(Wed) 01/30/2013</td>
<td>(Fri) 02/08/2013</td>
</tr>
<tr>
<td>Feb-2013</td>
<td>Mar-2013</td>
<td>(Thu) 02/21/2013</td>
<td>(Mon) 02/25/2013</td>
<td>(Wed) 02/27/2013</td>
<td>(Fri) 03/08/2013</td>
</tr>
<tr>
<td>Mar-2013</td>
<td>Apr-2013</td>
<td>(Fri) 03/22/2013</td>
<td>(Tue) 03/26/2013</td>
<td>(Thu) 03/28/2013</td>
<td>(Tue) 04/09/2013</td>
</tr>
<tr>
<td>Apr-2013</td>
<td>May-2013</td>
<td>(Tue) 04/23/2013</td>
<td>(Thu) 04/25/2013</td>
<td>(Mon) 04/29/2013</td>
<td>(Wed) 05/08/2013</td>
</tr>
<tr>
<td>May-2013</td>
<td>Jun-2013</td>
<td>(Thu) 05/23/2013</td>
<td>(Tue) 05/28/2013</td>
<td>(Thu) 05/30/2013</td>
<td>(Mon) 06/10/2013</td>
</tr>
<tr>
<td>Jun-2013</td>
<td>Jul-2013</td>
<td>(Mon) 06/24/2013</td>
<td>(Wed) 06/26/2013</td>
<td>(Fri) 06/28/2013</td>
<td>(Wed) 07/10/2013</td>
</tr>
<tr>
<td>Jul-2013</td>
<td>Aug-2013</td>
<td>(Tue) 07/23/2013</td>
<td>(Thu) 07/25/2013</td>
<td>(Mon) 07/29/2013</td>
<td>(Wed) 08/07/2013</td>
</tr>
<tr>
<td>Aug-2013</td>
<td>Sep-2013</td>
<td>(Fri) 08/23/2013</td>
<td>(Tue) 08/27/2013</td>
<td>(Thu) 08/29/2013</td>
<td>(Tue) 09/10/2013</td>
</tr>
<tr>
<td>Sep-2013</td>
<td>Oct-2013</td>
<td>(Mon) 09/23/2013</td>
<td>(Wed) 09/27/2013</td>
<td>(Fri) 09/29/2013</td>
<td>(Tue) 10/08/2013</td>
</tr>
<tr>
<td>Oct-2013</td>
<td>Nov-2013</td>
<td>(Thu) 10/24/2013</td>
<td>(Mon) 10/28/2013</td>
<td>(Wed) 10/30/2013</td>
<td>(Fri) 11/08/2013</td>
</tr>
<tr>
<td>Dec-2013</td>
<td>Jan-2014</td>
<td>(Mon) 12/23/2013</td>
<td>(Thu) 12/26/2013</td>
<td>(Mon) 12/30/2013</td>
<td>(Thu) 01/09/2014</td>
</tr>
<tr>
<td>Jan-2014</td>
<td>Feb-2014</td>
<td>(Thu) 01/23/2014</td>
<td>(Mon) 01/27/2014</td>
<td>(Wed) 01/29/2014</td>
<td>(Fri) 02/07/2014</td>
</tr>
</tbody>
</table>

### State Holidays
- **January 1, 2013** New Year's Day
- **January 21, 2013** Martin Luther King Jr. Day
- **February 18, 2013** President's Day
- **April 1, 2013** Cesar Chavez Day "observed"
- **May 27, 2013** Memorial Day
- **July 4, 2013** Independence Day
- **September 2, 2013** Labor Day
- **November 11, 2013** Veteran's Day
- **November 28, 2013** Thanksgiving Day
- **November 29, 2013** Day after Thanksgiving
- **December 25, 2013** Christmas Day
- **January 1, 2014** New Year's Day
- **January 20, 2014** 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