DATE: January 3, 2014

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2014-2015 MEDI-CAL MANAGED CARE HEALTH PLAN MEDS/834 CUTOFF AND PROCESSING SCHEDULE

PURPOSE:
The purpose of this All Plan Letter (APL) is to provide Medi-Cal managed care health plans (MCPs) with the 2014-2015 Medi-Cal Eligibility Data System (MEDS)/834 cutoff and Seniors and Persons with Disabilities (SPDs) utilization data processing schedule.

REQUIREMENTS:
The enclosed MEDS/834 cutoff and SPD utilization data processing schedule covers the period of December 2013 through January 2015. These cutoff dates and timelines are established by the Department of Health Care Services (DHCS), Information Technology Services Division and are critical to ensuring timely processing of eligibility files and data. When applicable, it is important for DHCS to receive all enrollments and disenrollments on a daily basis. MCPs must adhere to the enclosed cutoff dates and timelines to allow adequate processing time and to ensure timely payments.

In addition to the MEDS/834 cutoff and SPD utilization data processing schedule, enclosed are the updated outline of MCP 834 responsibilities and the Health Care Options (HCO) file posting schedule for 2014.

If you have any questions regarding this APL or the enclosed schedules, please contact your Medi-Cal Managed Care Division contract manager or Jeremy Rabideau at Jeremy.Rabideau@dhcs.ca.gov. For questions regarding the HCO schedule, please contact HCO at (916) 364-2016.

Sincerely,

ORIGINAL SIGNED BY MARGARET TATAR

Margaret Tatar, Assistant Deputy Director
Health Care Delivery Systems

Enclosures
All Medi-Cal managed care health plans (MCPs) are reminded of the importance of keeping the Department of Health Care Services (DHCS), Medi-Cal Managed Care Division (MMCD) informed of any MCP 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/Medi-Cal Eligibility Data System (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 include, but are not limited to: MCP/MEDS/834 Management Information System (MIS) coordinator name change, address and phone number changes, or distribution changes, etc.

- Please include the following 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 via the 834 Secure File Transfer Protocol site. Please contact your MMCD contract manager should you have any questions.

- Month-End 834 files will be available by 5:00 p.m., two days 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 2014-2015

<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>
</table>

## State Holidays
- January 1, 2014  New Year’s Day
- January 20, 2014  Martin Luther King Jr. Day
- February 17, 2014  President’s Day
- March 31, 2014  Cesar Chavez Day
- May 26, 2014  Memorial Day
- July 4, 2014  Independence Day
- September 1, 2014  Labor Day
- November 11, 2014  Veteran’s Day
- November 27, 2014  Thanksgiving Day
- November 28, 2014  Day after Thanksgiving
- December 25, 2014  Christmas Day
- January 1, 2015  New Year’s Day
- January 19, 2015  Martin Luther King Jr. Day

## Legend:
- COB: Coordination of Benefits
- COHS: County Organized Health System
- DMC: Dental Managed Care
- HCP: Health Provider
- ITSD: Information Technology Services Division
- MCP: Managed Care Plan
- MMCD: Medi-Cal Managed Care Division
### CA HCO SDES File Posting Schedule for 2014

<table>
<thead>
<tr>
<th>Month</th>
<th>Days</th>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1-31</td>
<td><strong>MAXIMUS</strong> posts Weekly Plan Files, HIF (MIET) Forms and MERIEDER Extract Files</td>
</tr>
<tr>
<td>February</td>
<td>1-28</td>
<td>Cut-off version of files</td>
</tr>
<tr>
<td>March</td>
<td>1-31</td>
<td><strong>MAXIMUS</strong> posts PIN updates to the CSP</td>
</tr>
<tr>
<td>April</td>
<td>1-30</td>
<td><strong>MAXIMUS</strong> Holidays</td>
</tr>
<tr>
<td>May</td>
<td>1-31</td>
<td><strong>1/1/2014 New Year’s Day</strong></td>
</tr>
<tr>
<td>June</td>
<td>1-30</td>
<td><strong>1/19/2015 Martin Luther King’s Birthday</strong></td>
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<td>July</td>
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**1/1/2014 New Year’s Day**
**1/19/2015 Martin Luther King’s Birthday**
**2/xx/2014 President’s Day**
**3/31/2014 Cesar Chavez Birthday**
**5/27/2014 Memorial Day**
**7/4/2014 Fourth of July**
**9/xx/2014 Labor Day**
**11/1/2014 Veteran’s Day**
**11/27/2014 Thanksgiving Day**
**11/28/2014 Day after Thanksgiving**
**12/25/2014 Christmas Day**

**2015 Holidays**
**1/1/2015 New Year’s Day**
**1/19/2015 Martin Luther King’s Birthday**