



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: December 19, 2014

ALL PLAN LETTER 14-018

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2015-2016 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 2015-2016 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 2014 through January 2016. 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 2015.

If you have any questions regarding this APL or the enclosed schedules, please contact your Medi-Cal managed care 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 Javier Portela

Javier Portela, Acting Division Chief
Managed Care Operations Division

Attachments

**MEDI-CAL MANAGED CARE HEALTH PLAN/MEDI-CAL ELIGIBILITY DATA
SYSTEM/834 RESPONSIBILITIES
January 2015**

All Medi-Cal managed care health plans (MCPs) are reminded of the importance of keeping the Department of Health Care Services' (DHCS), Managed Care Operations Division (MCPD) informed of any MCP changes as described below.

NOTIFICATION/REQUEST PROCESS

MCPs are reminded of the extreme importance of notifying MCPD 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 the Information Technology Services Division's (ITSD) processing timelines and make the changes effective within 45-60 days. MCPs are requested to send the original copy of their notification (which includes the original signature of person authorized to submit the change) to their assigned Medi-Cal managed care 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 MCP information in the email notification:
 - MCP Name.
 - MCP Code(s) (Specify all "Active" MCP Codes).
 - MCP 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 Medi-Cal managed care 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 Health Care Plan (HCP) file is not available, please contact ITSD @ (916) 440-7000 and request that the ticket is sent to HCP Services - CAPMAN 820/834.

**MEDI-CAL MANAGED CARE HEALTH PLAN/MEDI-CAL ELIGIBILITY DATA
SYSTEM/834 RESPONSIBILITIES
January 2015**

➤ Mailing Addresses and Contact Information:

Attn: *Jeremy Rabideau, Chief*
Systems Support Unit
Department of Health Care Services
Managed Care Operation Division
1501 Capitol Avenue
P.O. Box 997413, MS 4407
Sacramento, CA 95899-7413

Email: ssuhelpdesk@dhcs.ca.gov

Attn: *(Insert: Medi-Cal managed care contract manager)*
Department of Health Care Services
Managed Care Operations Division/Managed Care Systems and Support
Branch
1501 Capitol Avenue, MS 4407
P.O. Box 997413, MS 4407
Sacramento, CA 95899-7413

Fax (916) 449-5005

Attn: *(Insert: Medi-Cal managed care contract manager)*
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) 440-5720

MEDS/834 CUTOFF PROCESSING SCHEDULE FOR 2015-2016

Process Month	Month of Eligibility	MCP file input due (MCP to ITSD by 2:30 PM)	MEDS Renewal	834 file available (SFTP site no later than 5:00 PM)	SPD Utilization Data Available
Dec-2014	Jan-2015	(Wed) Dec 24, 2014	(Mon) Dec 29, 2014	(Wed) Dec 31, 2014	(Mon) Jan 12, 2015
Jan-2015	Feb-2015	(Thu) Jan 22, 2015	(Mon) Jan 26, 2015	(Wed) Jan 28, 2015	(Fri) Feb 06, 2015
Feb-2015	Mar-2015	(Fri) Feb 20, 2015	(Tue) Feb 24, 2015	(Thu) Feb 26, 2015	(Mon) Mar 09, 2015
Mar-2015	Apr-2015	(Mon) Mar 23, 2015	(Wed) Mar 25, 2015	(Fri) Mar 27, 2015	(Wed) Apr 08, 2015
Apr-2015	May-2015	(Thu) Apr 23, 2015	(Mon) Apr 27, 2015	(Wed) Apr 29, 2015	(Fri) May 08, 2015
May-2015	Jun-2015	(Thu) May 21, 2015	(Tue) May 26, 2015	(Thu) May 28, 2015	(Mon) Jun 08, 2015
Jun-2015	Jul-2015	(Mon) Jun 22, 2015	(Wed) Jun 24, 2015	(Fri) Jun 26, 2015	(Tue) Jul 07, 2015
Jul-2015	Aug-2015	(Thu) Jul 23, 2015	(Mon) Jul 27, 2015	(Wed) Jul 29, 2015	(Fri) Aug 07, 2015
Aug-2015	Sep-2015	(Mon) Aug 24, 2015	(Wed) Aug 26, 2015	(Fri) Aug 28, 2015	(Wed) Sep 09, 2015
Sep-2015	Oct-2015	(Tue) Sep 22, 2015	(Thu) Sep 24, 2015	(Mon) Sep 28, 2015	(Wed) Oct 07, 2015
Oct-2015	Nov-2015	(Thu) Oct 22, 2015	(Mon) Oct 26, 2015	(Wed) Oct 28, 2015	(Fri) Nov 06, 2015
Nov-2015	Dec-2015	(Fri) Nov 20, 2015	(Tue) Nov 24, 2015	(Thu) Nov 26, 2015	(Wed) Dec 09, 2015
Dec-2015	Jan-2016	(Wed) Dec 23, 2015	(Mon) Dec 28, 2015	(Wed) Dec 30, 2015	(Mon) Jan 11, 2016
Jan-2016	Feb-2016	(Thu) Jan 21, 2016	(Mon) Jan 25, 2016	(Wed) Jan 27, 2016	(Fri) Feb 05, 2016

State Holidays

- January 1, 2015 New Year's Day
- January 19, 2015 Martin Luther King Jr. Day
- February 16, 2015 President's Day
- March 31, 2015 Cesar Chavez Day
- May 25, 2015 Memorial Day
- July 4, 2015 Independence Day
- September 7, 2015 Labor Day
- November 11, 2015 Veteran's Day
- November 26, 2015 Thanksgiving Day
- November 27, 2015 Day after Thanksgiving
- December 25, 2015 Christmas Day
- January 1, 2016 New Year's Day
- January 18, 2016 Martin Luther King Jr. Day

Legend:

- MEDS Medi-Cal Eligibility Data System
- MCP Medi-Cal managed care health plan
- SPD Seniors and Persons with Disabilities
- SFTP Secure File Transfer Protocol

CA HCO SDES File Posting Schedule for 2015



January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 h	2 c	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 h	20	21	22	23 p	24
25	26	27	28 x	29	30	31

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 c	3	4	5	6	7
8	9	10	11	12	13	14
15	16 h	17	18	19	20 p	21
22	23	24	25	26 x	27	28

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 c	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 p	25	26	27 x	28
29	30	31 h				

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 c	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 p	24	25
26	27	28	29 x	30		

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 c	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 p	23
24	25 h	26	27	28 x	29	30
31						

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 c	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 p	24	25	26 x	27
28	29	30				

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 c	2	3	4 h
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 p	25
26	27	28	29 x	30	31	

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 c	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 p	25	26	27	28 x	29
30	31					

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 c	2	3	4	5
6	7 h	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 p	24	25	26
27	28 x	29	30			

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 c	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 p	24
25	26	27	28 x	29	30	31

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 c	3	4	5	6	7
8	9	10	11 h	12	13	14
15	16	17	18	19	20 p	21
22	23	24	25	26 h	27 h	28
29	30 x					

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 c	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 p	25 h	26
27	28	29	30 x	31		

Legend:

- x MAXIMUS posts Weekly Plan Files, HIF Forms and MER/EDER Extract Files – cutoff version of files
- p Plans post PPD/PIN Data Files
- c MAXIMUS posts PIN updates to the CSP
- h MAXIMUS Holidays

2015 Holidays

- 1/1/2015 New Year's Day
- 1/19/2015 Martin Luther King's Birthday
- 2/16/2015 President's Day
- 3/31/2015 Cesar Chavez Birthday
- 5/25/2015 Memorial Day
- 9/7/2015 Labor Day
- 11/11/2015 Veteran's Day
- 11/26/2015 Thanksgiving Day
- 11/27/2015 Day after Thanksgiving
- 12/25/2015 Christmas Day

2016 Holidays

- 1/1/2016 New Year's Day
- 1/18/2016 Martin Luther King's Birthday

January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 h	2
3	4 c	5	6	7	8	9
10	11	12	13	14	15	16
17	18 h	19	20	21	22 p	23
24	25	26	27 x	28	29	30
31						