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
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 (MCOD) informed of any MCP changes as described below.

**NOTIFICATION/REQUEST PROCESS**

MCPs are reminded of the extreme importance of notifying MCOD 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.
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

<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>Jan-2016</td>
<td>Feb-2016</td>
<td>(Thu) Jan 21, 2016</td>
<td>(Mon) Jan 25, 2016</td>
<td>(Wed) Jan 27, 2016</td>
<td>(Fri) Feb 05, 2016</td>
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### State Holidays
- January 1, 2015 New Year's Day
- January 18, 2016 Martin Luther King Jr. 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

### 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