DATE: January 3, 2017

ALL PLAN LETTER 17-001

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2017-2018 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 2017-2018 Medi-Cal Eligibility Data System (MEDS)/834 cutoff and processing schedule.

REQUIREMENTS:
The enclosed MEDS/834 cutoff and processing schedule covers the period of December 2016 through January 2018. These cutoff dates and timelines are established by the Department of Health Care Services (DHCS), Enterprise Innovation and Technology Services Division (EITS), 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.

Enclosed in addition to the MEDS/834 cutoff and processing schedule are the updated outline of MCP 834 responsibilities and the Health Care Options (HCO) file posting schedule for 2017.

If you have any questions regarding this APL or the enclosed schedules, please contact your Managed Care Operations Division contract manager. For questions regarding the HCO schedule, please contact HCO at (916) 364-2016.

Sincerely,

Original Signed by Javier Portela

Javier Portela, Chief
Managed Care Operations Division

Enclosures
<table>
<thead>
<tr>
<th>Process Month</th>
<th>Month of Eligibility</th>
<th>MCP file input due (MCP to EITS by 2:30 PM)</th>
<th>MEDS Renewal (Thu) Dec 27, 2016</th>
<th>834 file available (SFTP site no later than 5:00 PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr-2017</td>
<td>May-2017</td>
<td>(Fri) Apr 21, 2017</td>
<td>(Tue) Apr 25, 2017</td>
<td>(Thu) Apr 27, 2017</td>
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<td>Jan-2018</td>
<td>Feb-2018</td>
<td>(Tue) Jan 23, 2018</td>
<td>(Thu) Jan 25, 2018</td>
<td>(Mon) Jan 29, 2018</td>
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</tbody>
</table>

**State Holidays**

- January 02, 2017 New Year's Day (observed)
- January 16, 2017 Dr. Martin Luther King Day
- February 20, 2017 President's Day
- March 31, 2017 Cesar Chavez Day
- May 29, 2017 Memorial Day
- July 04, 2017 Independence Day
- September 04, 2017 Labor Day
- November 10, 2017 Veteran's Day
- November 23, 2017 Thanksgiving Day
- November 24, 2017 Day After Thanksgiving
- December 25, 2017 Christmas Day
- January 01, 2018 New Year's Day
- January 15, 2018 Dr. Martin Luther King 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
- EITS - Enterprise Innovation and Technology Services Division
All Medi-Cal managed care health plans (MCPs) are reminded of the importance of keeping the California 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 the MCOD 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 Enterprise Innovation and Technology Services (EITS) 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 a person authorized to submit the change) to their assigned MCOD Contract Manager. Examples of MCP/MEDS/834 changes for which notification must be given include, but are not limited to, MCP/MEDS/834 MIS Coordinator name change; address and phone number changes; or distribution changes.

➢ 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 via the 834 Secure File Transfer Protocol (SFTP) site. Please contact your 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 EITS @ (916) 440-7000 and request that the ticket is sent to HCP Services - CAPMAN 820/834.
Mailing Addresses:

Attn: (Contract Manager)
California Department of Health Care Services
Managed Care Operations Division
1501 Capitol Avenue
P.O. Box 997413, MS 4407
Sacramento, CA 95899-7413

Attn: (Contract Manager)
California Department of Health Care Services
Long Term Care Division
1700 K Street, Suite 5011
Sacramento, CA 95811
### CA HCO Secure Data Exchange Services (SDES)
#### File Posting Schedule for 2017

**Legend:**
- **Yellow:** MAXIMUS posts Weekly Plan Files, HIF Forms and MER/EDER Extract Files
- **Brown:** Cut-off version of Weekly Plan Files, HIF Forms and MER/EDER Extract Files
- **Blue:** Plans post PPD/PIN Data Files
- **Red:** MAXIMUS posts PIN updates to the CSP
- **Green:** MAXIMUS Holidays

#### 2017 Holidays
- **1/2/2017** New Year's Day (observed)
- **1/16/2017** Martin Luther King Jr. Day
- **2/20/2017** President's Day
- **3/31/2017** Cesar Chavez Day
- **5/29/2017** Memorial Day
- **7/4/2017** Independence Day
- **9/4/2017** Labor Day
- **11/10/2017** Veteran's Day (observed)
- **11/23/2017** Thanksgiving Day
- **11/24/2017** Day after Thanksgiving
- **12/25/2017** Christmas Day

#### 2018 Holidays
- **1/1/2018** New Year's Day
- **1/15/2018** Martin Luther King Jr. Day
- **7/4/2018** Independence Day
- **9/4/2018** Labor Day
- **11/10/2018** Veteran's Day (observed)
- **11/23/2018** Thanksgiving Day
- **12/25/2018** Christmas Day

#### January 2017
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#### September 2017
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#### October 2017
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#### November 2017
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#### December 2017
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**December 7, 2016**