



DATE: October 30, 2024

PHMD IN#: 24.001

Revised Nov. 12, 2024

FROM: Population Health Management (PHM) Division

TO: All Medi-Cal Managed Care Plans (MCPs)

SUBJECT: Updated Submission Instructions for PHM Strategy Deliverable

PURPOSE:

This PHMD Information Notice (IN) provides updated instructions for the submission of the 2024 PHM Strategy Deliverable, which is due by **November 22, 2024**. MCPs must submit both **Part 1** and **Part 2** of the PHM Strategy Deliverable via the [MCOD Contract Oversight SharePoint Submission Portal](#). Email submissions to the PHM mailbox will no longer be accepted. Please follow the updated instructions below.

BACKGROUND:

As part of the PHM Program, MCPs are required to submit the PHM Strategy Deliverable annually. The deliverable demonstrates each MCP's engagement with Local Health Jurisdictions (LHJs) in its Community Health Assessments (CHAs) and Community Health Improvement Plans (CHIPs), along with updates on MCP efforts to implement the PHM Program. These submissions support the Department of Health Care Services' (DHCS') ongoing monitoring of MCPs' PHM activities and progress. To streamline the submission process, MCPs are to submit their PHM Strategy Deliverables via the MCOD Portal for review.

ACTION ITEM: PHM Strategy Deliverable Submission

To ensure the deliverable is submitted correctly, please follow the steps below:

1. Download Templates
 - Access and download [Part 1](#) and [Part 2](#) templates.



- Use Adobe Acrobat to open the templates and verify that all fillable fields work properly.
- 2. Complete Part 1 for each LHJ in your organization's service area
 - For each LHJ, create a copy of the Part 1 template.
 - Use the following naming convention:
2024 DHCS PHM STRATEGY DELIVERABLE_Part 1 [MCP NAME]_[LHJ NAME]
 - Create a zip file containing all relevant attachments for Part 1.
- 3. Complete Part 2
 - Create one copy of the Part 2 template.
 - Use the following naming convention:
2024 DHCS PHM STRATEGY DELIVERABLE_Part 2 [MCP NAME]
 - Create a zip file containing all relevant attachments for Part 2.
- 4. **Submission through MCOD Contract Oversight SharePoint Submission Portal**
 - Use the prepopulated artifact form for D.0046 PHM Strategy Deliverable on the MCOD Contract Oversight SharePoint Submission Portal.
 - Upload the zip files for Part 1 and Part 2 within the artifact form.
 - Ensure all relevant attachments are included before finalizing your submission.

DUE DATE

The completed PHM Strategy Deliverable (Parts 1 and 2) must be submitted via the MCOD Contract Oversight SharePoint Submission Portal by November 22, 2024.

ADDITIONAL INFORMATION

MCPs are reminded to ensure timely and accurate submission of all required documents. Submissions that are incomplete or not uploaded via the SharePoint portal may result in follow-up inquiries from DHCS.

CONTACT INFORMATION

For any questions or additional support, please contact the PHM Policy Section at: PHMSection@dhcs.ca.gov. (Subject line: Questions re: 2024 DHCS PHM Strategy Deliverable).

Sincerely,

Original Signed by Hope Neighbor

Hope Neighbor, Chief
Population Health Management Division