

Subject:

DHCS - LEA BOP CBEDS Census Day Today \*ACTION REQUIRED\* Addendum



## Local Educational Agency Medi-Cal Billing Option Program

**October 4, 2023**

### **LEA BOP REMINDER ADDENDUM**

*Please do not reply to this e-mail.*

To All Local Educational Agency Medi-Cal Billing Option Program (LEA BOP)  
Providers:

**Today, Wednesday, October 4, 2023**, all participating LEAs (*except colleges*) must extract a file containing the total LEA student enrollment number using their student information systems. California's State Plan requires participating LEA BOP Providers to identify total student enrollment on a snapshot date (the California Basic Educational Data System census day) and to calculate the Medi-Cal Eligibility Ratio (MER) using October Medi-Cal eligibility data each year.

### **What you need to know**

- The extraction from your student information system must include all required fields that are necessary to submit the information through the Medi-Cal secure file transfer protocol (MOVEit). Please see attachment A of the Data Use Agreement for the required spacing (.txt) for the input fields. The required fields are as follows:
  - Social Security Number (optional)
  - Student's name (last, first, middle initial)
  - DOB
  - Sex (optional)
  - Provider Id
  - School name
  - User data
  - County Code
- If you use a billing vendor, please check with them to see if this is completed by them.

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- The LEAs total student enrollment file will be used as the input file in the MOVEit process and will be the denominator in the MER calculation. The data match request must be submitted during the month of October to the Department of Health Care Services (DHCS) to get the eligibility information below. See next step below.
- The MOVEit output file will contain the information to determine the numerator in the MER calculation. For students to be included in the numerator, they must be eligible and enrolled in Medi-Cal in October 2023 and have an "FFP Qualified" indicator of "Y". This calculation can be completed at any time before your Cost and Reimbursement Comparison Schedule is submitted to DHCS on or before March 1, 2025. LEAs are required to save all supporting documentation (the student enrollment file and the MOVEit data match output file) for audit purposes.
- DHCS has published the training slides on how to calculate the MER for State Fiscal Year 2023-2024 to the [webpage](#).

### **We are here to help**

- For information regarding the LEA BOP, visit the [LEA BOP website](#).
- For general LEA BOP questions, e-mail DHCS at [LEA@dhcs.ca.gov](mailto:LEA@dhcs.ca.gov).
- For personalized assistance, request a [Technical Assistance visit](#).

Sincerely,

**LEA BOP Staff**

LEA Medi-Cal Billing Option Program | Department of Health Care Services



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