

DEPARTMENT OF HEALTH SERVICES

714/744 P STREET
SACRAMENTO, CA 95814

JUL 30 1984

To: All County Welfare Directors

Letter No. 84-34

MONITORING SPECIAL RECONCILIATION REQUESTS

The purpose of this letter is to notify you that effective August 1984, the Medi-Cal Eligibility Branch (MEB) will be reviewing and analyzing county requests for special reconciliations when the regularly scheduled quarterly reconciliation cannot be met.

In the past when counties have been unable to comply with the reconciliation dates established for their county, special requests have been submitted to MEB to process a reconciliation out of sequence. These requests were rarely granted since a special effort was needed to handle staffing and overtime. Several counties continue to experience problems in meeting their quarterly schedule because they have submitted a data processing tape which contained erroneous recipient eligibility information or because they have missed their internal county deadline date for submission of the data processing tape to our Data Systems Branch for processing. Therefore, for the next six months MEB will record special reconciliation requests. During this time, if a county is experiencing any processing problems with the Medi-Cal Eligibility Data Systems (MEDS), please contact your MEDS liaison in MEB for additional training or a change in schedule when needed. At the end of the six month period (effective 3/1/85), MEB will evaluate any special reconciliation requests which have been received and revise the quarterly reconciliation schedule if necessary. Once the statistics have been evaluated, we will no longer process reconciliation tapes out of the quarterly sequence.

As described in All County Welfare Director's Letter No. 83-63, reconciliations are scheduled to be processed on the weekends in order to avoid any conflicts with the processing of daily updates. Therefore, it is imperative that counties submit their reconciliation tapes to the Department of Health Services, Data Systems Branch, 744 P Street, Room 1050, Sacramento, CA 95814 within the timeframe indicated on the attached schedule.

All County Welfare Directors

-2-

If you or your staff have questions regarding this notification, please contact Connie Farmer of my staff at (916) 445-1912.

Sincerely,

Original signed by

Caroline Cabias, Chief
Medi-Cal Eligibility Branch

Attachment

cc: Medi-Cal Liaisons
Medi-Cal Program Consultants

SCHEDULE FOR 1984

RECONCILIATIONS ARE SCHEDULED TO BE RUN ON WEEKENDS TO AVOID CONFLICTS WITH THE DAILY UPDATE PROCESSING AND ARE SCHEDULED SO THAT COUNTIES ARE RECONCILED AT APPROXIMATELY THREE MONTH INTERVALS. FOR SCHEDULING PURPOSES, COUNTIES ARE DIVIDED INTO THREE GROUPS AS FOLLOWS:

- 1--RECONCILIATION FILE CREATION COINCIDES WITH MEDS RENEWAL
- 2--RECONCILIATION FILE CREATED 2-3 WORK DAYS PRIOR TO MONTH END
- 3--RECONCILIATION FILE CREATED LAST WORK DAY OF THE MONTH

**** CUTOFF FOR RECEIPT OF RECONCILIATION TAPES IS 4:10 PM ON FRIDAY ****

ONGOING MEDS PRODUCTION RECONCILIATION SCHEDULE

- 1 -- BUTTE, COLUSA, EL DORADO, GLENN, KINGS, LAKE, LASSEN, ~~MERCED~~, PLUMAS, RIVERSIDE, SAN BERNARDINO, SAN JOAQUIN, SHASTA, SISKIYOU, STANISLAUS, SUTTER, TEHAMA

RECONCILIATION MONTHS ARE JANUARY, APRIL, JUNE, SEPTEMBER AND DECEMBER. CUTOFF DATES FOR RECEIPT OF TAPES ARE 12/23/83, 03/23/84, 05/25/84, 08/24/84 AND 11/23/84.

- 2 -- HUMBOLDT, IMPERIAL, KERN, LOS ANGELES, MENDOCINO, MONTEREY, ORANGE, SACRAMENTO, SANTA BARBARA

RECONCILIATION MONTHS ARE FEBRUARY, MAY, JULY, OCTOBER AND JANUARY. CUTOFF DATES FOR RECEIPT OF TAPES ARE 01/27/84, 04/27/84, 06/29/84, 09/28/84 AND 12/28/84.

- 3 -- ALAMEDA, CONTRA COSTA, FRESNO, MARIN, NAPA, ~~NEVADA~~, PLACER, SAN DIEGO, SAN FRANCISCO, SAN LUIS OBISPO, SAN MATEO, SANTA CLARA, SANTA CRUZ, SOLANO, SONOMA, TULARE, VENTURA, YOLO

RECONCILIATION MONTHS ARE JANUARY, APRIL, JULY, AND OCTOBER. CUTOFF DATES FOR RECEIPT OF TAPES ARE 01/06/84, 04/06/84, 07/06/84, AND 10/05/84.

ADDITIONAL RECONS FOR COUNTIES IN FIRST THREE MONTHS OF PRODUCTION

- 1 -- LAKE, RIVERSIDE, STANISLAUS:
ADDITIONAL RECON MONTH IS FEBRUARY; CUTOFF DATE IS 01/27/84.
- 2 -- IMPERIAL, ORANGE:
ADDITIONAL RECON MONTH IS MARCH; CUTOFF DATE IS 03/02/84.
- 3 -- ALAMEDA, NAPA, VENTURA:
ADDITIONAL RECON MONTHS ARE FEBRUARY AND MARCH; CUTOFF DATES ARE 02/03/84, AND 03/02/84.

12/13/83