

## DEPARTMENT OF HEALTH SERVICES

714/744 P STREET  
SACRAMENTO, CA 95814

June 27, 1988

TO: All County Welfare Directors  
All County Administrative Officers

Letter No: 88- 39

SUBJECT: COUNTY DATA PROCESSING CONTACTS FOR MEDS RECONCILIATION

The purpose of this letter is to request that County Welfare Departments (CWDs) provide a designated county data processing staff person who could be contacted in the event of reconciliation file processing problems. As you know, reconciliation files are processed on weekend days to avoid any conflicts with the processing of daily updates.

When the reconciliation process occurs, any discrepancies between the Medi-Cal Eligibility Data System (MEDS) file and the county reconciliation file are grouped into specific types of errors (see MEDS User Manual, Chapter 9, Section 9.7, page 50). Based upon historical county reconciliation statistics an average number of discrepancies, by type, have been calculated by the Department's Data Systems Branch (DSB) for each county. In the past, if discrepancies exceeded the average, a decision on whether the reconciliation file should be processed was made by State Staff.

Various CWDs have requested that the decision on whether to process the reconciliation file be made by designated county staff. We are therefore asking that counties provide the name(s) and telephone number(s) of staff who would be available during MEDS reconciliation (weekends) to respond to processing problems.

In instances where the county does not designate a contact person(s) or the contact person cannot be reached, reconciliation file processing decisions will be made by State Staff.

It should be noted and emphasized that if your county is aware of internal processing problems which would increase your average number of reconciliation discrepancies, this information should be communicated to the DSB, Data Guidance Section at (916) 445-6694.

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Providing the Department with this information will enable MEDS control staff to obtain county instructions prior to the reconciliation file processing.

Counties are to submit contact names and telephone numbers by July 15, 1988, to the address below or via SYSM to HDIEVER.

Department of Health Services  
Data Systems Branch (MEDS Control)  
744 P Street, Room 1050  
Sacramento, CA 95814  
Attn: Ike Everest

If you have any question, please contact Michael Guzman of my staff at (916) 322-2715.

Sincerely,

Original signed by

Frank S. Martucci, Chief  
Medi-Cal Eligibility Branch

Expiration Date: June 1, 1989