

Subject:

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



## Local Educational Agency Medi-Cal Billing Option Program

**October 2, 2024**

### **LEA BOP REMINDER** *Please do not reply to this e-mail.*

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

**Today, Wednesday, October 2, 2024**, all participating LEAs (districts, county offices of education, and charter schools but *not colleges*) must extract a file containing the total LEA primary 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 about...**

#### **Gathering your data for the Medi-Cal Eligibility Ratio (MER) calculation**

- 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 for the input fields that must be submitted as a ".txt" file. The required fields for students with primary enrollment 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

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- If you use a billing vendor, please check with them to see if this is completed by them.
- The LEA's total primary student enrollment file will be used as the input file in the MOVEit process.
- 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.
- The MOVEit output file will contain the information to determine the numerator in the MER calculation.
- LEAs are required to save all supporting documentation (the student enrollment file and the MOVEit data match output file) for audit purposes.
- Reminder! Only submit the student enrollment files through MOVEit to protect students' personally identifiable information. Do not send the student enrollment input file to the LEA inbox.

### **Calculating your Medi-Cal Eligibility Ratio (MER)**

- The MER calculation is as follows:
  - The total student primary enrollment file used as the input file in the MOVEit process will be the denominator in the MER calculation.
  - The MOVEit output file will serve as the basis for the numerator.
    - For students to be included in the numerator, they must be eligible and enrolled in Medi-Cal in October 2024 and be Federal Financial Participation (FFP) Qualified" with indicator of "Y". This calculation can be completed at any time before your Fiscal Year 2024-25 Cost and Reimbursement Comparison Schedule is submitted to DHCS on or before March 1, 2026.

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

- DHCS will provide a brief training on the MER during the afternoon session of the LEA BOP Quarterly Stakeholder meeting on October 30, 2024. We will be sending out more information about the Quarterly Stakeholder Meeting via e-blast.
- DHCS presented a [MER training](#) on September 14, 2023.

### **Contact us with questions**

- 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](#).

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Sincerely,

**LEA BOP Staff**

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



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