

DATE: May 16, 2023

Medi-Cal Eligibility Division Information Letter No.:I 23-36

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY ADMINISTRATIVE OFFICERS  
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS

SUBJECT: ANNUAL RENEWAL DATE DATA SHARING BETWEEN COUNTIES  
AND MANAGED CARE PLANS DURING THE CONTINUOUS  
COVERAGE UNWINDING PERIOD

The purpose of this Medi-Cal Eligibility Division Information Letter is for the Department of Health Care Services (DHCS) to provide counties with additional guidance about renewal date data sharing between counties and Managed Care Plans (MCPs) when performing Medi-Cal redetermination outreach.

### **Background**

During the federal COVID-19 public health emergency (PHE), DHCS used various program flexibilities to respond to the pandemic, which included providing Medi-Cal members continuous coverage for access to care for millions. DHCS recognizes that as annual renewal processing resumes, Medi-Cal members may need additional Medi-Cal outreach and support to complete the Medi-Cal renewal process.

DHCS encouraged MCPs to collaborate with local county offices to share Medi-Cal member renewal dates for outreach activities related to Medi-Cal redeterminations such as informing Medi-Cal members of their upcoming annual renewal per [All Plan Letter 22-04 \(APL\)](#). In order for MCPs to conduct required outreach as part of [APL 22-004](#), accurate renewal data is needed. Annual renewal dates, located in the Medi-Cal Eligibility Data System (MEDS) may not be accurate which could lead to Medi-Cal member confusion and increased calls to the local county office.

While many counties have established contact with their MCPs to provide renewal data, counties expressed challenges with being able to quickly establish data sharing agreements necessary for this process. Based on county and MCP request, DHCS has created a temporary process to share annual renewal data on a monthly basis with MCPs.

### **Medi-Cal Member Renewal Data Sharing During the Continuous Coverage Unwinding**

Each month, beginning May 2023 through June 2024, DHCS will provide a data file through a secure file transfer protocol (SFTP) folder with information on each Medi-Cal member to the Managed Care Operations Division (MCO). The anticipated monthly date the files will be provided to the Managed Care Operations Division, will be the 15th of each month (with the exception of May 2023, as the anticipated date is the 24th). Once the files are placed in the SFTP folder, the data will be dispersed to each MCP accordingly.

The data fields in the report include:

- County Code,
- CIN,
- Aid Code,
- First/Last Name,
- Address
- Cell/Home Number,
- Email Address
- Renewal Due Date,
- Preferred Language (spoken and written),
- Program Plan Type, and
- Medi-Cal Managed Care Plan Name and Number.

Only Medi-Cal members that could not have their annual renewal completed through expedite review and were mailed a renewal packet are included in the file. Medi-Cal members that are not contracted with a Medi-Cal MCP and are receiving health care through Fee-for-Service will also not be included in the annual renewal data file.

This process will only be applicable during the continuous coverage unwinding period. DHCS encourages counties to continue to create data sharing agreements for renewal sharing with MCPs past the continuous coverage unwinding period.

If you have any questions, or if we can provide further information, please contact Janis Kimball, by phone at (916) 345-8060 or by email at [Janis.Kimball@dhcs.ca.gov](mailto:Janis.Kimball@dhcs.ca.gov).

Sincerely,

Theresa Hasbrouck  
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Medi-Cal Eligibility Division  
Department of Health Care Services