



DAVID MAXWELL-JOLLY  
*Director*

State of California—Health and Human Services Agency  
Department of Health Care Services



ARNOLD SCHWARZENEGGER  
*Governor*

September 9, 2010

TO: ALL COUNTY WELFARE DIRECTORS Letter No.: 10-14  
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIASENS  
ALL COUNTY ADMINISTRATIVE OFFICERS  
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS  
ALL COUNTY HEALTH EXECUTIVES  
ALL COUNTY MENTAL HEALTH DIRECTORS

SUBJECT: COUNTY MENTAL HEALTH DEPARTMENT ACCESS TO THE  
MEDI-CAL ELIGIBILITY DATA SYSTEM

This letter informs County Welfare Departments (CWD) of new authorization procedures for County Mental Health Department (CMHD) staff access to the Medi-Cal Eligibility Data System (MEDS). All CMHD employees must request access directly from the Department of Health Care Services (DHCS) through their authorized CMHD MEDS Coordinator. CMHD staff should not request access from CWDs or the Department of Mental Health (DMH).

DHCS is responsible for providing CMHDs with access to MEDS. DHCS is authorizing individual MEDS user accounts for employees of CMHDs that have entered into a security agreement with DMH. A list of the thirty-four such CMHDs at the time of this letter is enclosed. DHCS is utilizing and maintaining technological access controls that limit access to only those users authorized access based on their official duties, and as permitted by the Social Security Act and Welfare Institutions Code section 14100.2, which permits the release of confidential information only if it is directly related to the administration of the Medi-Cal program. DHCS is operating a process of issuing and maintaining access control login and password information that is consistent with standard privacy rights and protections.

All County Welfare Directors' Letter No: 10-14  
Page 2  
Sept 9, 2010

DHCS is currently in direct communication with the thirty-four CMHDs that were authorized to have MEDS access by DMH. DHCS is establishing new MEDS accounts for the approved CMHD employees. DHCS expects to complete the process of establishing the new CMHD accounts by November 1, 2010.

CWDs must delete MEDS accounts assigned to CMHDs through CWD. DHCS requests that CWDs review all MEDS accounts and delete those assigned to CMHD employees. CWDs must redirect CMHDs, which request MEDS access from the CWDs, to DHCS.

To ensure uninterrupted access of CMHD employee MEDS access, CWDs should wait until after November 15, 2010, to submit MEDS account deletions to DHCS. CWDs should complete their review of MEDS accounts and submission of MEDS account deletions by November 30, 2010. CWDs should delete all CMHD accounts not authorized directly through DHCS utilizing the standard MEDS 41 process used by CWD MEDS Coordinators.

Some CMHDs are not separate and distinct county organizations from the CWDs. In the counties with an integrated structure, DHCS recognizes that the CWD MEDS Coordinator and the CMHD MEDS Coordinator may be the same individual. DHCS is providing specific instructions to affected integrated counties as the CWD and CMHD account requests must be separate when submitted to DHCS.

If you have any questions concerning the information in this letter, please contact the CMHD MEDS Coordinator at [CMHDMEDS@dhcs.ca.gov](mailto:CMHDMEDS@dhcs.ca.gov).

This letter supersedes All County Welfare Directors Letter (ACWDL) 95-16.

ORIGINAL SIGNED BY:

René Mollow, MSN, RN, Chief  
Medi-Cal Eligibility Division

Enclosure

## Counties with DMH-CMHD MEDS Agreements

#	County	Name of Department
1	Alameda	Department of Behavioral Health Care Services
2	Colusa	Department of Behavioral Health
3	El Dorado	Department of Health Services
4	Humboldt	Department of Health and Human Services
5	Imperial	Department of Behavioral Health
6	Inyo	Department of Health & Human Services/Behavioral Health Division
7	Lassen	Department of Mental Health
8	Los Angeles	Department of Mental Health
9	Madera	Department of Behavioral Health Services
10	Mendocino	Department of Mental Health
11	Modoc	Department of Mental Health
12	Mono	Department of Mental Health
13	Monterey	Department of Health
14	Napa	Department of Health and Human Services
15	Nevada	Department of Behavioral Health
16	Plumas	Department of Mental Health
17	Riverside	Department of Mental Health
18	Sacramento	Department of Behavioral Health Services
19	San Benito	Department of Behavioral Health
20	San Bernardino	Department of Behavioral Health
21	San Diego	Department of Mental Health
22	San Francisco	Department of Community Behavioral Health Services
23	San Joaquin	Department of Behavioral Services
24	San Luis Obispo	Department of Behavioral Health
25	Santa Barbara	Department of Alcohol, Drug and Mental Health Services
26	Santa Clara	Department of Mental Health
27	Santa Cruz	Department of Health Services Agency/Mental Health & Substance Abuse Services (HSA/MH)
28	Sierra	Department of Human Services
29	Solano	Department of Health and Social Services Mental Health Division
30	Sonoma	Department of Health Services
31	Stanislaus	Department of Behavioral Health and Recovery Services
32	Tulare	Department of Health & Human Services Agency
33	Ventura	Department of Behavioral Health
34	Yolo	Department of Alcohol, Drug and Mental (ADMH)

\*\* as of Thursday, August 12, 2010