DATE: January 14, 2016

TO: ALL MEDI-CAL DENTAL MANAGED CARE PLANS

SUBJECT: APL16-001 Due Dates for All Dental Managed Care Contracts for Calendar Year 2016

Please see the enclosed attachment with all the deliverables required to be submitted per the Geographic Managed Care (GMC) and Prepaid Health Plan (PHP) contracts for calendar year 2016. In an effort to align the deliverables, both the GMC and PHP submissions have one due date, where possible. Please refer to these due dates when submitting your deliverables.

Please note the due dates for the deliverables related to financial reporting will align with the Department of Managed Health Care’s submission deadlines.

If you have any questions, please e-mail the Dental Managed Care Deliverables inbox at dmcdeliverables@dhcs.ca.gov. All submissions should also be sent to this e-mail address.

Sincerely,

Kalanie Lipscomb, Chief
Contract Management & Policy Unit
Medi-Cal Dental Services Division

Enclosures: Attachment 1
<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Provision</th>
<th>Frequency</th>
<th>Submission Date Guideline</th>
<th>Submission Due Date for CY 2016+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Personnel (Disclosure Form)</td>
<td>Exhibit A, Att. 2, Provision B</td>
<td>Annually</td>
<td>No later than thirty (30) calendar days after the beginning of every calendar year</td>
<td>February 1, 2016</td>
</tr>
<tr>
<td>Annual Certified Financial Statement (audited by a Certified Public</td>
<td>Exhibit A, Att. 3, Provision B</td>
<td>Annually</td>
<td>No later than one-hundred and twenty (120) calendar days after the close of Contractor’s Fiscal Year</td>
<td>Access/HealthNet: April 29, 2016*</td>
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<tr>
<td>Accounted)</td>
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<td>LIBERTY: October 28, 2016*</td>
</tr>
<tr>
<td>Annual Financial Statements (DMC financial reporting forms)</td>
<td>Exhibit A, Att. 3, Provision B</td>
<td>Annually</td>
<td>No later than one-hundred and twenty (120) calendar days after the close of Contractor’s Fiscal Year</td>
<td>Access/Health Net: April 29, 2016*</td>
</tr>
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<td></td>
<td>LIBERTY: October 28, 2016*</td>
</tr>
<tr>
<td>Quarterly Financial Statements</td>
<td>Exhibit A, Att. 3, Provision B</td>
<td>Quarterly</td>
<td>No later than forty-five (45) calendar days after the close of Contractor’s Fiscal Quarter</td>
<td>Access/Health Net: May 16, 2016 (1st qtr.)</td>
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<td>August 15, 2016 (2nd qtr.)</td>
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<td>November 14, 2016 (3rd qtr.)</td>
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<td>February 13, 2017 (4th qtr.)</td>
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<td>LIBERTY: November 14, 2016 (1st qtr.)</td>
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<td>February 13, 2017 (2nd qtr.)</td>
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<td>May 15, 2017 (3rd qtr.)</td>
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<td></td>
<td></td>
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<td></td>
<td>August 14, 2017 (4th qtr.)</td>
</tr>
</tbody>
</table>

*Data submission is for prior contract year.
+ If a submission due date falls on a weekend or state holiday, the next business day is selected as the new submission date.
| Monthly Financial Statements | Exhibit A, Att. 3, Provision C | Monthly, if required by DMHC | No later than thirty (30) calendar days after each reporting month | March 1, 2016 (January)  
March 30, 2016 (February)  
April 29, 2016 (March)  
May 30, 2016 (April)  
June 30, 2016 (May)  
July 29, 2016 (June)  
August 30, 2016 (July)  
September 30, 2016 (August)  
October 31, 2016 (September)  
November 30, 2016 (October)  
December 30, 2016 (November)  
January 30, 2017 (December) |
|---|---|---|---|---|
| Medi-Cal Only Financial Statements  
(Must be separated by GMC and PHP contracts.) | Exhibit A, Att. 3, Provision B, Sub provision 4 (annual) and Provision B, Sub provision 9 (quarterly) | Annually and Quarterly | No later than one-hundred and twenty (120) calendar days after the close of Contractor’s Fiscal Year/no later than forty-five (45) calendar days after the close of Contractor’s Fiscal Quarter | Access/Health Net:  
May 16, 2016 (1st qtr.)  
August 15, 2016 (2nd qtr.)  
November 14, 2016 (3rd qtr.)  
February 13, 2017 (4th qtr.)  
April 29, 2016 (annual)  
LIBERTY  
November 14, 2016 (1st qtr.)  
February 13, 2016 (2nd qtr.)  
May 15, 2016 (3rd qtr.)  
August 14, 2016 (4th qtr.)  
October 28, 2016 (annual) |

*Data submission is for prior contract year.*  
+ If a submission due date falls on a weekend or state holiday, the next closest business day is selected as the new submission date.
| Encounter Data                      | Exhibit A, Att. 4, Provision B | Monthly        | Every second Wednesday of the month | January 13, 2016  
                                         |                               |                |                                    | February 10, 2016  
                                         |                               |                |                                    | March 9, 2016        
                                         |                               |                |                                    | April 13, 2016       
                                         |                               |                |                                    | May 11, 2016         
                                         |                               |                |                                    | June 8, 2016         
                                         |                               |                |                                    | July 13, 2016        
                                         |                               |                |                                    | August 10, 2016      
                                         |                               |                |                                    | September 14, 2016   
                                         |                               |                |                                    | October 12, 2016     
                                         |                               |                |                                    | November 9, 2016     
                                         |                               |                |                                    | December 14, 2016    |

*Data submission is for prior contract year.
+ If a submission due date falls on a weekend or state holiday, the next closest business day is selected as the new submission date
| Quality Improvement Committee Meeting Minutes | Exhibit A, Att. 5, Provision D | Quarterly | No later than thirty (30) calendar days after the end of the reporting quarter | April 29, 2016 (1st qtr.)
July 29, 2016 (2nd qtr.)
September 30, 2016 (3rd qtr.)
January 30, 2017 (4th qtr.) |
| Quality Improvement Annual Report | Exhibit A, Att. 5, Provision I | Annually | No later than thirty (30) calendar days after the beginning of every calendar year | January 29, 2016* |
| External Quality Review Compliance Audit | Exhibit A, Att. 5, Provision J | Annually | No later than July 15th of every calendar year for GMC
No later than December 15th of every calendar year for PHP | July 15, 2016 (GMC)*
December 15, 2016 (PHP)* |
| Provider Monitoring Report | Exhibit A, Att. 5, Provision K, Sub provision 4 | Quarterly | No later than thirty (30) days after the end of the reporting quarter | April 29, 2016 (1st qtr.)
July 29, 2016 (2nd qtr.)
September 30, 2016 (3rd qtr.)
January 30, 2017 (4th qtr.) |
| Review of Utilization Data | Exhibit A, Att. 7, Provision D | Annually | No later than thirty (30) calendar days after the beginning of every calendar year | January 29, 2016* |

*Data submission is for prior contract year.
+ If a submission due date falls on a weekend or state holiday, the next closest business day is selected as the new submission date
| Self-Reported Monthly Utilization Data (Pay for Performance) | Exhibit A, Att. 7, Provision D | Monthly | No later than thirty (30) calendar days after the end of the reporting month (Due to Run-Out, Plans were allowed an additional 20 days for Submission.) | March 21, 2016 (January)  
April 19, 2016 (February)  
May 20, 2016 (March)  
June 20, 2016 (April)  
July 20, 2016 (May)  
August 19, 2016 (June)  
September 19, 2016 (July)  
October 20, 2016 (August)  
November 18, 2016 (September)  
December 20, 2016 (October)  
January 19, 2017 (November)  
February 20, 2017 (December) |
|----------------------------------------------------------|-------------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Self-Reported Monthly Utilization Data (Performance Measures & Benchmarks) | Exhibit A, Att. 7, Provision D | Quarterly | No later than thirty (30) calendar days after the end of the reporting quarter (Due to Run-Out, Plans were allowed an additional 20 days for Submission.) | May 20, 2016 (1st qtr.)  
August 19, 2016 (2nd qtr.)  
November 18, 2016 (3rd qtr.)  
February 20, 2017 (4th qtr.) |

*Data submission is for prior contract year.
+ If a submission due date falls on a weekend or state holiday, the next closest business day is selected as the new submission date
| Changes to Provider Network Report | Exhibit A, Att. 8, Provision G | Monthly | Within fifteen (15) calendar days following the end of the reporting month | February 15, 2016 (January)  
March 15, 2016 (February)  
April 15, 2016 (March)  
May 16, 2016 (April)  
June 15, 2016 (May)  
July 15, 2016 (June)  
August 15, 2016 (July)  
September 15, 2016 (August)  
October 14, 2016 (September)  
November 15, 2016 (October)  
December 15, 2016 (November)  
January 16, 2017 (December) |
| Plan Provider Network Report | Exhibit A, Att. 8, Provision H | Monthly | No later than fifteen (15) calendar days following the end of the reporting month or within ten (10) calendar days of DHCS request. | February 15, 2016 (January)  
March 15, 2016 (February)  
April 15, 2016 (March)  
May 16, 2016 (April)  
June 15, 2016 (May)  
July 15, 2016 (June)  
August 15, 2016 (July)  
September 15, 2016 (August)  
October 14, 2016 (September)  
November 15, 2016 (October)  
December 15, 2016 (November)  
January 16, 2017 (December) |

*Data submission is for prior contract year.
+ If a submission due date falls on a weekend or state holiday, the next closest business day is selected as the new submission date.
| Provider Education                          | Exhibit A, Att. 9, Provision E | Quarterly | No later than thirty (30) calendar days after the end of the reporting quarter | April 29, 2016 (1st qtr.)
July 29, 2016 (2nd qtr.)
September 30, 2016 (3rd qtr.)
January 30, 2017 (4th qtr) |
|-------------------------------------------|---------------------------------|-----------|--------------------------------------------------------------------------------|------------------------------------------------------------------|
| Federally Qualified Health Center (FQHC) Reporting | Exhibit A, Att. 10, Provision F | Monthly   | Within fifteen (15) calendar days following the end of the reporting month     | February 15, 2016 (January)
March 15, 2016 (February)
April 15, 2016 (March)
May 16, 2016 (April)
June 15, 2016 (May)
July 15, 2016 (June)
August 15, 2016 (July)
September 15, 2016 (August)
October 14, 2016 (September)
November 15, 2016 (October)
December 15, 2016 (November)
January 16, 2017 (December) |
| Timely Access Report                      | Exhibit A, Att. 11, Provision B, Sub provision 3 | Quarterly | No later than thirty (30) calendar days after the end of the reporting quarter | April 29, 2016 (1st qtr.)
July 29, 2016 (2nd qtr.)
September 30, 2016 (3rd qtr.)
January 30, 2017 (4th qtr) |
| Specialty Referral Report                | Exhibit A, Att. 11, Provision B, Sub provision 5 | Biannually | No later than January 31st and July 31st                                    | February 1, 2016
August 1, 2016 |

*Data submission is for prior contract year.
+ If a submission due date falls on a weekend or state holiday, the next closest business day is selected as the new submission date
<table>
<thead>
<tr>
<th>Health Education Programs</th>
<th>Exhibit A, Att. 12, Provision D, Sub provision 1</th>
<th>Annually</th>
<th>No later than thirty (30) calendar days after the beginning of every calendar year</th>
<th>February 1, 2016*</th>
</tr>
</thead>
</table>
| Member Phone Call Report  | Exhibit A, Att. 14, Provision B                 | Monthly | No later than thirty (30) calendar days after the end of the reporting month    | March 1, 2016 (January)  
|                           |                                                  |         |                                                                                | March 30, 2016 (February)  
|                           |                                                  |         |                                                                                | April 29, 2016 (March)  
|                           |                                                  |         |                                                                                | May 30, 2016 (April)  
|                           |                                                  |         |                                                                                | June 30, 2016 (May)  
|                           |                                                  |         |                                                                                | July 29, 2016 (June)  
|                           |                                                  |         |                                                                                | August 30, 2016 (July)  
|                           |                                                  |         |                                                                                | September 30, 2016 (August)  
|                           |                                                  |         |                                                                                | October 31, 2016 (September)  
|                           |                                                  |         |                                                                                | November 30, 2016 (October)  
|                           |                                                  |         |                                                                                | December 30, 2016 (November)  
|                           |                                                  |         |                                                                                | January 30, 2017 (December) |
| Call Center Reports       | Exhibit A, Att. 14, Provision C                 | Biannually | No later than January 31st and July 31st                                      | February 1, 2016  
|                           |                                                  |         |                                                                                | August 1, 2016 |
| Member Services Guide     | Exhibit A, Att. 14, Provision D, Sub provision 4 | Annually | No later than thirty (30) calendar days after the beginning of every calendar year | February 1, 2016 |
| (Evidence of Coverage)    |                                                  |         |                                                                                | |
| Member Reminder Template  | Exhibit A, Att. 14, Provision D, Sub provision 6 | Annually | No later than thirty (30) calendar days after the beginning of every calendar year | |
|                           | Exhibit A, Att. 15, Provision C, Sub provision 2 | Quarterly | No later than thirty (30) calendar days after the end of the reporting quarter  | April 29, 2016 (1st qtr.)  
| Grievance Report          |                                                  |         |                                                                                | July 29, 2016 (2nd qtr.)  
|                           |                                                  |         |                                                                                | September 30, 2016 (3rd qtr.)  
|                           |                                                  |         |                                                                                | January 30, 2017 (4th qtr) |

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+ If a submission due date falls on a weekend or state holiday, the next closest business day is selected as the new submission date.
| Marketing Plan                  | Exhibit A, Att. 17, Provision C. Sub provision 1. | Annually | No later than thirty (30) calendar days after the beginning of every calendar year | February 1, 2016 |

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