

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



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Director



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August 25, 2005

Medi-Cal Eligibility Branch Information Letter No.: I 05-03

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

**SUBJECT: COUNTY TRAINING ON MEDI-CAL ELIGIBILITY DATA SYSTEM
RECONCILIATIONS AND ALERTS**

The purpose of this Medi-Cal Eligibility Branch Information Letter is to notify the counties that the Department of Health Services (DHS) will be offering training to county personnel on the subject of Medi-Cal Eligibility Data System (MEDS) Reconciliation and Worker Alerts.

Welfare and Institutions (W&I) Code, Section 14154.5 was enacted in 2004 requiring the counties to submit quarterly reconciliation files to DHS and to routinely process worker and error alerts on a timely basis. The details regarding these statutory requirements are published in All County Welfare Directors Letter (ACWDL) 05-19. The ACWDL also states that DHS will provide the counties with the appropriate training and operational tools to successfully complete the mandated requirements.

A Reconciliation Workgroup was formed in 2004 with representatives from DHS, the counties, and the SAWS consortia to work on issues relating to the implementation of the W&I Code. The Workgroup has continued to meet periodically to discuss training and implementation issues. DHS, working with the Workgroup, will implement the following training plan for the counties.

To accommodate all 58 counties, DHS will offer seven (7) training sessions. DHS must limit the attendance at each session to no more than 35 people to ensure adequate opportunity for interaction and discussion during the training session. Therefore, we must limit the number of attendees each county can send. The attendance allotment is based on the County Medi-Cal populations (see attachment A). We will use a "train the

trainers," method. People who attend these sessions will be expected to train other people in their respective counties. Training material used in the training sessions will be provided to the attendees for use in their counties.

The seven sessions will be held at different locations across the state; each session is three days long. The training schedule is as follows:

<u>City</u>	<u>Date</u>
Sacramento	09/13/05 – 09/15/05
Redding (Shasta)	09/27/05 – 09/29/05
San Diego	10/11/05 – 10/13/05
Los Angeles	10/18/05 – 10/20/05
Visalia (Tulare)	11/01/05 – 11/03/05
Bakersfield (Kern)	11/15/05 – 11/17/05
Sacramento	11/29/05 – 12/01/05

The training topics will include MEDS Overview, File Clearance, How to Work Alerts, and Tracking and Management Tools (see Attachment B).

The sign-up form along with information about the locations and the number of attendance spaces allotted for each county will be sent by electronic mail to the Medi-Cal Program Coordinators in all 58 counties and the SAWS representatives concurrent with the release of this letter. The sign-up process should be completed by the first week of September 2005.

If you have any other questions, please contact Ms. Ann Bui at (916) 552-9457 or by electronic mail at abui@dhs.ca.gov.

Original signed by

Tameron Mitchell, R.D., M.P.H., Chief
Medi-Cal Eligibility Branch

Attachments

TRAINING ATTENDANCE SLOT ALLOCATION

	County	*Medi-Cal Population	# allotted		County	*Medi-Cal Population	# allotted
1	Los Angeles (DPSS)	1419226	40	37	Yuba	7509	2
	Los Angeles (DCFS)		5	38	Napa	7120	2
2	Orange	215266	8	39	Tehama	6647	2
3	San Bernardino	173391	7	40	Lake	6226	2
4	San Diego	157849	7	41	San Benito	4320	2
5	Riverside	146236	6	42	Nevada	4231	2
6	Fresno	126713	6	43	Siskiyou	4060	2
7	Sacramento	114332	6	44	Glenn	3736	2
8	Santa Clara	112177	6	45	Toulumne	3153	2
9	Kern	104035	6	46	Colusa	2924	2
10	Alameda	90135	5	47	Del Norte	2783	2
11	Tulare	72260	5	48	Calaveras	2279	2
12	San Joaquin	66744	5	49	Lassen	2086	2
13	Ventura	62469	5	50	Amador	1659	1
14	Stanislaus	60952	5	51	Inyo	1621	1
15	San Francisco	50026	5	52	Mariposa	1187	1
16	Contra Costa	48593	4	53	Plumas	1155	1
17	Monterey	43315	4	54	Trinity	1101	1
18	Santa Barbara	38407	4	55	Modoc	1094	1
19	Merced	35214	4	56	Mono	733	1
20	San Mateo	32974	4	57	Sierra	179	1
21	Solano	27430	4	58	Alpine	113	1
22	Sonoma	24858	4				
23	Imperial	23045	4		ISAWS		1
24	Butte	21706	4		CalWIN		2
25	Madera	20340	4		LEADER		2
26	Santa Cruz	19099	3		C-IV		2
27	Kings	16466	3				-----
28	Shasta	15633	3		Total		240
29	San Luis Obispo	15024	3				
30	Yolo	13382	3				
31	Humboldt	11786	3				
32	Placer	11621	3				
33	Mendocino	10778	3				
34	Sutter	10198	3				
35	Marin	9139	2				
36	El Dorado	7869	2				

*Medi-Cal Population Data extracted from the Elig0508_Benes_by_Month Report for August 2005 (includes Medically Indigent+, Medically Needy+, and Other+ categories)

[illegible]

COUNTY RECON/ALERTS TRAINING LOCATION AND SPACE ASSIGNMENT (In Alphabetical Order)

County	# Slots	Location	County	# Slots	Location
Alameda	5	Sacramento (9/13/05)	Riverside	6	San Diego (10/11/05)
Alpine	1	Sacramento (11/29/05)	Sacramento	6	Sacramento (11/29/05)
Amador	1	Sacramento (11/29/05)	San Diego	7	San Diego (10/11/05)
Butte	4	Redding (9/27/05)	San Benito	2	Visalia (11/1/05)
Calaveras	2	Sacramento (11/29/05)	San Bernardino	7	Los Angeles (10/18/05)
Colusa	2	Redding (9/27/05)	San Francisco	5	Sacramento (11/29/05)
Contra Costa	4	Sacramento (9/13/05)	San Joaquin	5	Sacramento (11/29/05)
Del Norte	2	Redding (9/27/05)	San Luis Obispo	3	Bakersfield (11/15/05)
El Dorado	2	Sacramento (11/29/05)	San Mateo	4	Sacramento (9/13/05)
Fresno	6	Visalia (11/1/05)	Santa Barbara	4	Bakersfield (11/15/05)
Glenn	2	Redding (9/27/05)	Santa Clara	6	Sacramento (9/13/05)
Humboldt	3	Redding (9/27/05)	Santa Cruz	3	Sacramento (11/29/05)
Imperial	4	San Diego (10/11/05)	Redding	3	Redding (9/27/05)
Inyo	1	Visalia (11/1/05)	Sierra	1	Redding (9/27/05)
Kern	6	Bakersfield (11/15/05)	Siskiyou	2	Redding (9/27/05)
Kings	3	Visalia (11/1/05)	Solano	4	Sacramento (9/13/05)
Lake	2	Redding (9/27/05)	Sonoma	4	Sacramento (9/13/05)
Lassen	2	Redding (9/27/05)	Stanislaus	5	Visalia (11/1/05)
Los Angeles DCFS	5	Los Angeles (10/18/05)	Sutter	3	Sacramento (11/29/05)
Los Angeles DPSS	6	San Diego (10/11/05)	Tehama	2	Redding (9/27/05)
Los Angeles DPSS	20	Los Angeles (10/18/05)	Trinity	1	Redding (9/27/05)
Los Angeles DPSS	14	Bakersfield (11/15/05)	Tulare	5	Visalia (11/1/05)
Madera	4	Visalia (11/1/05)	Tuolumne	2	Sacramento (11/29/05)
Marin	2	Sacramento (9/13/05)	Ventura	5	Bakersfield (11/15/05)
Mariposa	1	Sacramento (11/29/05)	Yolo	3	Sacramento (9/13/05)
Medocino	3	Redding (9/27/05)	Yuba	2	Redding (9/27/05)
Merced	4	Visalia (11/1/05)			
Modoc	1	Redding (9/27/05)	ISAWS	1	Sacramento (9/13/05)
Mono	1	Sacramento (11/29/05)	CalWIN	1	Visalia (11/1/05)
Monterey	4	Visalia (11/1/05)	CalWIN	1	San Diego (10/11/05)
Napa	2	Sacramento (9/13/05)	LEADER	1	Los Angeles (10/18/05)
Nevada	2	Redding (9/27/05)	LEADER	1	Bakersfield (11/15/05)
Orange	8	San Diego (10/11/05)	C-IV	1	San Diego (10/11/05)
Placer	3	Sacramento (11/29/05)	C-IV	1	Los Angeles (10/18/05)
Plumas	1	Redding (9/27/05)			

				240	

RECON/WORKER ALERTS TRAINING AGENDA

Day 1 and Day 2 are for people who work the cases daily, e.g. eligibility workers, clerical, etc...Day 3 is geared towards supervisors/managers and people who need to do tracking and reporting. MEDS Coordinators may want to attend all 3 days.

Topic	Time
Day 1	
Sign-in/Intro	9:30 am – 4:30 pm (1 hr lunch)
MEDS Overview	
File Clearance	
File Clearance Related Alerts	
Brainstorming/Q&A	
Day 2	
Critical Alerts	9:30 am – 4:30 pm (1 hr lunch)
Priority Alerts	
INWA/Hold Screen	
Brainstorming/Q&A	
Day 3	
Exception Eligibles Reports	9:30 am – 3:00 pm (1 hr lunch)
Recon/Threshold Reports	
Business Objects	
Brainstorming/Q&A	