



CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES

Michelle Baass | Director

DATE: December 26, 2023

ALL PLAN LETTER 23-033

TO: ALL MEDI-CAL MANAGED CARE PLANS

SUBJECT: 2024-2025 MEDI-CAL MANAGED CARE HEALTH PLAN MEDS/834
CUTOFF AND PROCESSING SCHEDULE

PURPOSE:

The purpose of this All Plan Letter (APL) is to provide Medi-Cal managed care health plans (MCPs) with the 2024-2025 Medi-Cal Eligibility Data System (MEDS)/834 cutoff and processing schedule.

REQUIREMENTS:

The enclosed MEDS/834 cutoff and processing schedule covers the period of December 2023 through January 2025. These cutoff dates and timelines are established by the Department of Health Care Services (DHCS), Enterprise Technology Services Division and are critical to ensuring timely processing of eligibility files and data. When applicable, it is important for DHCS to receive all enrollments and disenrollments on a daily basis. MCPs must adhere to the enclosed cutoff dates and timelines to allow adequate processing time and to ensure timely payments.

In addition to the MEDS/834 cutoff and processing schedule, enclosed is the updated outline of MCP 834 responsibilities and the Health Care Options (HCO) Secure Data Exchange Services (SDES) file posting schedule for 2024.

If you have any questions regarding this APL or the enclosed schedules, please contact your Managed Care Operations Division contract manager. For questions regarding the HCO schedule, please contact HCO at 1-866-710-4522.

Sincerely,

Original Signed by Michelle Retke

Michelle Retke, Chief
Managed Care Operations Division

Enclosures

California Department of Health Care Services

Managed Care Operations Division
1501 Capitol Avenue, P.O. Box 997413
Sacramento, CA, 95899-7413
MS 4401 | Phone (916) 449-5000
<https://www.dhcs.ca.gov/>

State of California
Gavin Newsom, Governor



California Health and Human Services Agency

MANAGED CARE PLAN/MEDS/834 RESPONSIBILITIES

January 2024

All Medi-Cal Managed Care Plans (MCPs) are reminded of the importance of keeping the California Department of Health Care Services (DHCS), Managed Care Operations Division (MCPD) informed of any Plan changes as described below.

NOTIFICATION/REQUEST PROCESS

MCPs are reminded of the extreme importance of notifying the Managed Care Operations Division (MCPD) Systems Support Unit (SSU) of any MCP/MEDS/834 changes prior to the 15th of any given month by sending an email to ssuhelpdesk@dhcs.ca.gov. This receipt deadline is necessary to meet DHCS Enterprise Technology Services (ETS) processing timelines and make the changes effective within 45-60 days. It is requested that MCPs send the original copy of their notification (which includes the original signature of person authorized to submit the change) to their assigned MCPD Contract Manager. Examples of MCP/MEDS/834 changes for which notification must be given are, but not limited to: MCP/MEDS/834 MIS Coordinator name change, address and phone number changes, or distribution changes, etc.

- Please include the following MCP information in the email notification:
 - Plan Name
 - Plan Code(s) (Specify all “Active” Plan Codes)
 - Plan Mailing Address
 - MEDS/834 MIS Contact
(Name, Phone/Page/Fax Numbers, and E-mail Address)
 - MEDS/834 MIS Backup Contact
(Name, Phone/Page/Fax Numbers, and E-mail Address)
 - The nature of the MCP/MEDS/834 change

- Medi-Cal 834 files are available via the 834 SFTP site. Please contact your Contract Manager should you have any questions.

- Month-End 834 files will be available by 5:00 p.m., two days after MEDS renewal. MCPs are asked to wait until 5:00 p.m. and then, if the HCP file is not available, please contact ETS @ (916) 440-7000 and request that the ticket is sent to HCP Services - CAPMAN 820/834.

Process Month	Month of Eligibility	MCP file input due (MCP to EITS by 2:30 PM)	MEDS Renewal	834 file available (SFTP site no later than 5:00 PM)
Dec-2023	Jan-2024	(Wed) Dec 20, 2023	(Tue) Dec 26, 2023	(Thu) Dec 28, 2023
Jan-2024	Feb-2024	(Wed) Jan 17, 2024	(Mon) Jan 22, 2024	(Wed) Jan 24, 2024
Feb-2024	Mar-2024	(Fri) Feb 16, 2024	(Thu) Feb 22, 2024	(Mon) Feb 26, 2024
Mar-2024	Apr-2024	(Wed) Mar 20, 2024	(Mon) Mar 25, 2024	(Wed) Mar 27, 2024
Apr-2024	May-2024	(Wed) Apr 17, 2024	(Mon) Apr 22, 2024	(Wed) Apr 24, 2024
May-2024	Jun-2024	(Mon) May 20, 2024	(Thu) May 23, 2024	(Tue) May 28, 2024
Jun-2024	Jul-2024	(Wed) Jun 19, 2024	(Mon) Jun 24, 2024	(Wed) Jun 26, 2024
Jul-2024	Aug-2024	(Fri) Jul 19, 2024	(Wed) Jul 24, 2024	(Mon) Jul 29, 2024
Aug-2024	Sep-2024	(Wed) Aug 21, 2024	(Mon) Aug 26, 2024	(Wed) Aug 28, 2024
Sep-2024	Oct-2024	(Wed) Sep 18, 2024	(Mon) Sep 23, 2024	(Wed) Sep 25, 2024
Oct-2024	Nov-2024	(Mon) Oct 21, 2024	(Thu) Oct 24, 2024	(Mon) Oct 28, 2024
Nov-2024	Dec-2024	(Wed) Nov 20, 2024	(Mon) Nov 25, 2024	(Wed) Nov 27, 2024
Dec-2024	Jan-2025	(Wed) Dec 18, 2024	(Mon) Dec 23, 2024	(Thu) Dec 26, 2024
Jan-2025	Feb-2025	(Wed) Jan 22, 2025	(Mon) Jan 27, 2025	(Wed) Jan 29, 2025

State Holidays

- January 01, 2024 New Year's Day
- January 15, 2024 Dr. Martin Luther King Day
- February 19, 2024 President's Day
- April 01, 2024 Cesar Chavez Day
- May 27, 2024 Memorial Day
- July 04, 2024 Independence Day Observed
- September 02, 2024 Labor Day
- November 11, 2024 Veteran's Day
- November 28, 2024 Thanksgiving Day
- November 29, 2024 Day After Thanksgiving
- December 25, 2024 Christmas Day Observed
- January 01, 2025 New Year's Day Observed
- January 20, 2025 Dr. Martin Luther King Day

Legend:

- MEDS - Medi-Cal Eligibility Data System
- MCP - Medi-Cal Managed Care Health Plan
- SPD - Seniors and Persons with Disabilities
- SFTP - Secure File Transfer Protocol

MAXIMUS 2024 CALENDAR

JANUARY · 1 21 BUSINESS DAYS

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULIAN DATES 1-31

FEBRUARY · 2 20 BUSINESS DAYS

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

JULIAN DATES 32-60

MARCH · 3 21 BUSINESS DAYS

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULIAN DATES 61-91

APRIL · 4 21 BUSINESS DAYS

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULIAN DATES 92-121

MAY · 5 22 BUSINESS DAYS

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULIAN DATES 122-152

JUNE · 6 19 BUSINESS DAYS

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULIAN DATES 153-182

JULY · 7 22 BUSINESS DAYS

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULIAN DATES 183-213

AUGUST · 8 22 BUSINESS DAYS

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULIAN DATES 214-244

SEPTEMBER · 9 20 BUSINESS DAYS

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULIAN DATES 245-274

OCTOBER · 10 23 BUSINESS DAYS

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULIAN DATES 275-305

NOVEMBER · 11 18 BUSINESS DAYS

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULIAN DATES 306-335

DECEMBER · 12 21 BUSINESS DAYS

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULIAN DATES 336-365

CUT-OFF DATES '24

MONTH	CUT-OFF	MOE
JANUARY	01.22.24	02.01.24
FEBRUARY	02.22.24	03.01.24
MARCH	03.25.24	04.01.24
APRIL	04.22.24	05.01.24
MAY	05.23.24	06.01.24
JUNE	06.24.24	07.01.24
JULY	07.24.24	08.01.24
AUGUST	08.26.24	09.01.24
SEPTEMBER	09.23.24	10.01.24
OCTOBER	10.24.24	11.01.24
NOVEMBER	11.25.24	12.01.24
DECEMBER	12.23.24	01.01.25

MAXIMUS HOLIDAYS '24

NEW YEAR'S DAY	01.01.24
MARTIN LUTHER KING JR. DAY	01.15.24
PRESIDENT'S DAY	02.19.24
CESAR CHAVEZ DAY (OBSERVED)	04.01.24
MEMORIAL DAY	05.27.24
INDEPENDENCE DAY	07.04.24
LABOR DAY	09.02.24
VETERAN'S DAY	11.11.24
THANKSGIVING	11.28-29.24
CHRISTMAS DAY	12.25.24

SCHEDULES '24

- PRESENTATION SCHEDULE
- MONTHLY RECON
- ▲ SEMI-ANNUAL SECURITY SCAN
- SYSTEMS MONTHLY SECURITY PATCH
- BI-WEEKLY INTERNAL SECURITY SCAN
- WPF/HIF/MER FOR POSTING THE NEXT BUSINESS DAY

JANUARY-2025							21 BUSINESS DAYS						
S	M	T	W	T	F	S	JANUARY '25 HOLIDAYS						
				1	2	3	NEW YEAR'S DAY 01.01.25						
4	5	6	7	8	9	10	MARTIN LUTHER KING JR. DAY 01.20.25						
11	12	13	14	15	16	17	JANUARY '25 CUT-OFF DATE						
18	19	20	21	22	23	24	MONTH CUT-OFF MOE						
25	26	27	28	29	30	31	JANUARY 01.27.25 02.01.25						

JULIAN DATES 1-31