

# School-Based Claiming Services Section

Alternative Format Check-In Meeting

April 25, 2023

# Agenda

- » Check-In Meeting Logistics
- » Recap of Check-in Meeting on April 18, 2023
- » Data Match Output File
- » Common Questions
- » Uncommon Questions

# Check-In Meeting Logistics



# Check-In Meeting Logistics

- » Scheduled Check-In Meetings:
  - Tuesday, April 25, 2023: 9 – 10 a.m.
  - Tuesday, May 2, 2023: 9 – 10 a.m.
- » Submit questions to [LEA@dhcs.ca.gov](mailto:LEA@dhcs.ca.gov) or [SMAA@dhcs.ca.gov](mailto:SMAA@dhcs.ca.gov)
- » Participation is optional

**Check-in Meeting on April 18, 2023**

The image features two thick, wavy lines that span the width of the page. The top line is a dark teal color, and the bottom line is a darker navy blue color. Both lines have a smooth, undulating path, creating a decorative border at the bottom of the text area.

# Check-in Meeting on April 18, 2023

- » Overview of Policy and Procedure Letter 23-004
- » Overview of Policy and Procedure Letter 21-017R
- » Overview of the Guidance document.
- » Overview of Submitted Common Questions

# Data Match Output File



# Data Match Output File

- » LECs, LGAs, and LEAs are required to have a Data Use Agreement in place for the output file.
- » To locate Alternative Format Information from the data match output file:
  - For LEA BOP, alternative format information can be located on spaces 263-303.
  - For SMAA, alternative format information can be located on the final column labeled "Alternative Format".

# Data Match Output File Example

<b>Last Name</b>	<b>First Name</b>	<b>many columns with input data</b>	<b>many columns with output data on BIC</b>	<b>4 columns with current month eligibility</b>	<b>48 columns (4/month) for eligibility for prior 12 months</b>	<b>FFP Qualified</b>	<b>Alternative Format Request</b>
Dactyl	Terry					Y	
Erd	Liz					Y	
Booke	Rita					Y	Large Print
Turner	Paige					N	Braille
Prentice	Anna					Y	
Wunderlund	Allison					N	
Burr	Tim					not enrolled	

# Common Questions



# Common Questions

- » Can LEAs share plans or does each LEA need their own plan?
- » Is the Alternative Format plan applicable to Medi-Cal related materials only or does it need to extend to educational materials also?
- » Are we required to share the BIC number of the beneficiaries?

# Can LEAs share plans or does each LEA need their own plan?

- » Each LEA will need to develop and maintain its own plan.
- » Plans may be similar or identical as long as it aligns with each LEAs' process to ensure that alternative format is provided.

# **Is the Alternative Format plan applicable to Medi-Cal related materials only or does it need to extend to educational materials also?**

- » Requirement applies to services, including but not limited to, Medi-Cal and other programs that DHCS administers in whole or in part through partnerships with other entities.
- » Policies, procedures, or plans that are already in place may be extended to meet the requirement to provide alternative formats for DHCS.

# Are we required to share the BIC number of the beneficiaries?

- » LEAs are not required to know the students' BIC numbers.
- » BIC numbers are only needed when:
  - Assisting the student and/or the authorized representative to enter the Alternative Format Selection in the AFSA system.
  - Searching for the student and/or the authorized representative's alternative format selection.

# Uncommon Questions



# Uncommon Questions

<b>Questions</b>	<b>Responses</b>
Which Alternative Format request should be considered if there is a verbal request that differs from the selection in the AFSA system?	Alternative Format selection in AFSA should be considered. Beneficiaries may make arrangements with LEAs to provide another effective means of communication.
Will DHCS provide funding for LEAs to convert and/or produce the documents in alternative format?	DHCS will not provide funding for alternative format purposes.

# Uncommon Questions

<b>Questions</b>	<b>Responses</b>
Are LECS, LGAs, and LEAs required to collect/track/store the Alternative Format selection.	LECs, LGAs, and LEAs are not required to collect/track/store the Alternative format selection. LECs, LGAs, and LEAs should have some way to know when a beneficiary has made an Alternative Format request.
Who do we contact for forms or documents that DHCS owns regarding alternative formats?	Contact the program that owns the form.  For Medi-Cal applications, contact the applicable county's Health and Human Services Agency.

# Questions

» Please submit questions to either of the below e-mail addresses:

**LEA@dhcs.ca.gov**

**SMAA@dhcs.ca.gov**

**Thank you for  
attending today!**

