

SFY 2023-2024 Medi-Cal Eligibility Ratio (MER) Training

Department of Health Care Services

September 14, 2023

11 a.m. – 12 p.m.

Introductions

» **California Department of Health Care Services (DHCS)**

- Administers the Local Educational Agency Medi-Cal Billing Option Program (LEA BOP) and School-Based Medi-Cal Administrative Activities Program (SMAA Program)

» **Guidehouse**

- Contractor to DHCS provides assistance to DHCS as a subject-matter expert

Training Agenda

Section	Topic
1	General Overview of the Medi-Cal Eligibility Ratio (MER)
2	MER Instructions by Type of LEA BOP Provider
3	Determining the MER Numerator

Section 1: General Overview of the MER

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MER Overview

- » The Medi-Cal Eligibility Ratio (MER) is applied in the annual Cost and Reimbursement Comparison Schedule (CRCS) to allocate costs to the Medi-Cal Program.
- » The MER represents the percentage of an LEA's total enrolled students that are LEA BOP eligible and enrolled in Medi-Cal.
- » California's State Plan requires LEAs to identify total student enrollment on a snapshot date and to calculate the MER using October Medi-Cal eligibility data.
- » The MER calculation timing will be consistent for SFY 2023-24 and beyond.

MER Calculation

» The MER ratio is calculated annually as follows:

Numerator

**Count of Medi-Cal Enrolled Students that are Eligible for
Federal Financial Participation (FFP)**
(using MOVEit to check Medi-Cal student enrollment)

Denominator

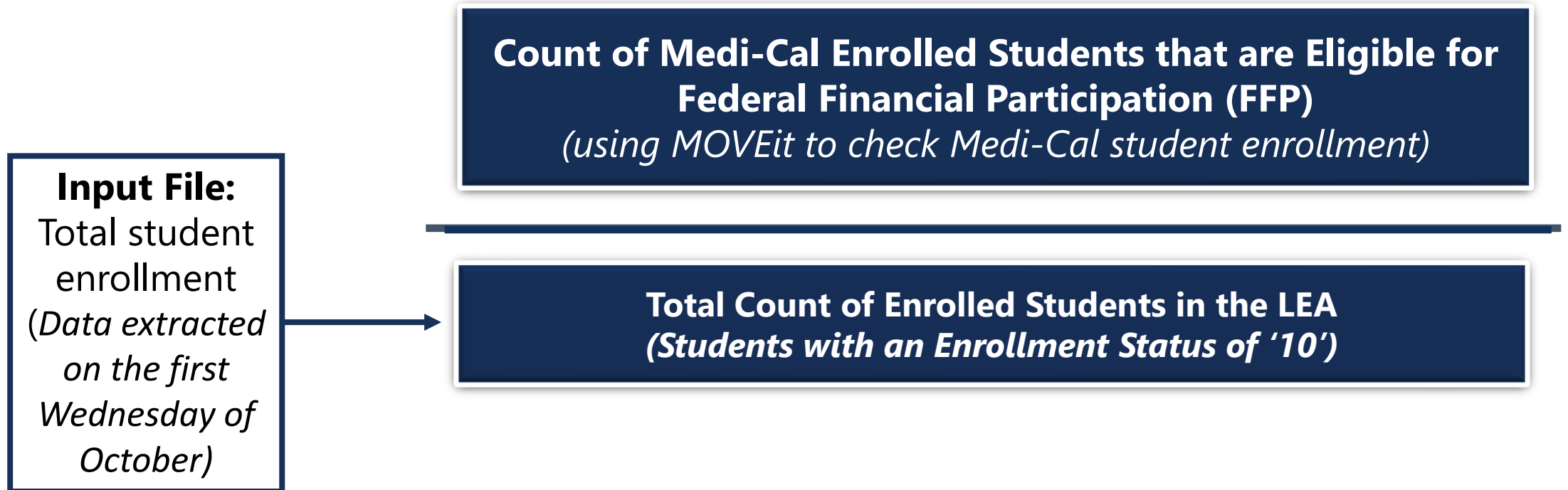
Total Count of Enrolled Students in the LEA
(as of the first Wednesday in October)

Total LEA Student Enrollment (Denominator)

- » On **Wednesday, October 4, 2023**, all participating LEAs (*except colleges*) must extract a file containing total LEA student enrollment using their Student Information System.
 - The file must include all required fields that are necessary to submit the information through the Medi-Cal secure file transfer protocol (MOVEit).
- » NEW FOR SFY 2023-24 AND FORWARD: To include the student in the MER denominator, the student should be considered primarily enrolled in an LEA.
 - Primary (versus secondary) enrollment will be defined by the CALPADS enrollment statuses (10 – Primary, 20 – Secondary).

MOVEit Input File

- » The LEA's total student enrollment file will be used as the **input file** in the MOVEit process and will be the **denominator** in the MER calculation.

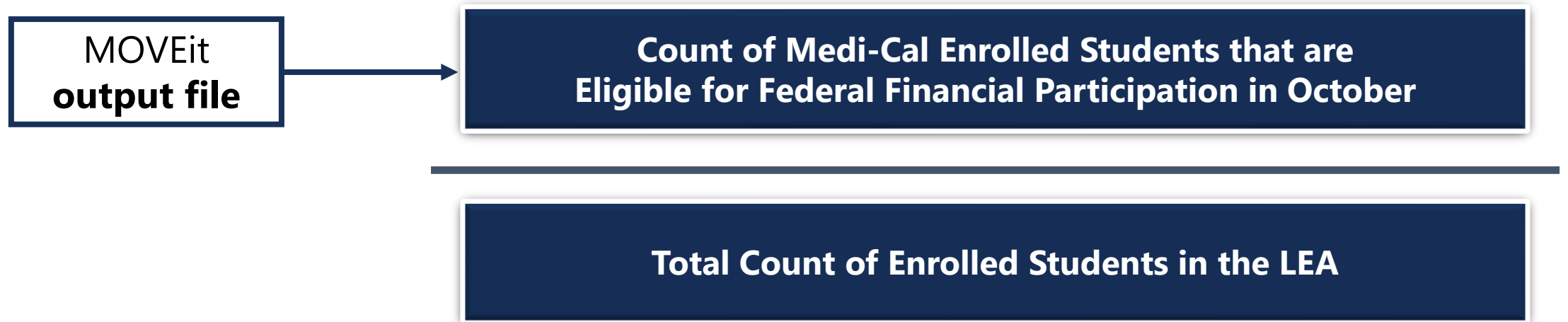


Action Item – October 2023

- » The total student enrollment data used to inform the MER calculation will be extracted on October 4, 2023.
- » The total student enrollment (input file) must be submitted through MOVEit **to determine October 2023 Medi-Cal enrollment.**
 - Allows LEAs to determine the count of students that are enrolled in Medi-Cal in October 2023.
 - Allows LEAs to identify those students that are eligible to receive Federal Financial Participation in October 2023.
 - LEAs that receive an output file for October 2023 can use eligibility data for the “Current Month”.

Medi-Cal Enrolled and Eligible Students

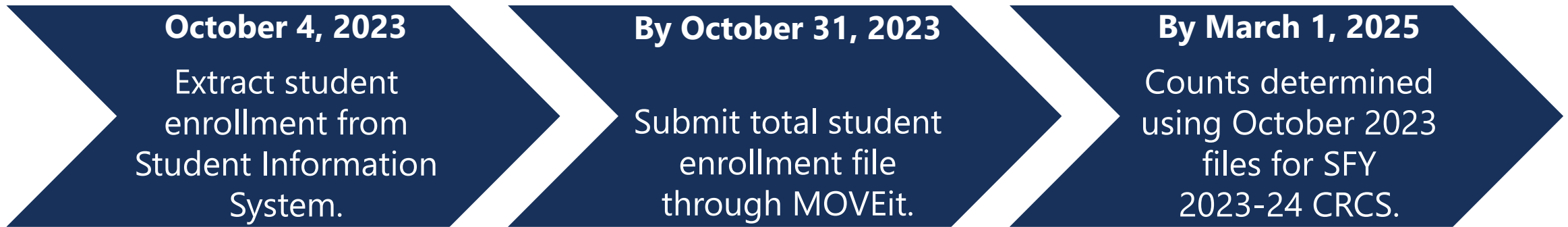
- » The MOVEit output file will contain the information to determine the **numerator** in the MER calculation.



MER Documentation Reminders

- » Both data files (total student enrollment input file and the MOVEit output file) must be **maintained for audit and/or review purposes**.
- » Files must be maintained for a minimum of 3 years from date of CRCS acceptance.
 - LEAs involved in an audit at the end of the 3-year required retention period must maintain records until the audit is complete.
- » Files will contain highly sensitive Protected Health Information (PHI) and must be **securely stored**.

SFY 2023-24 CRCS MER Timeline



Maintain input and output files in a secure location and ensure that LEA has determined the MER that will be applied in the SFY 2023-24 CRCS.

Section 2: MER Instructions By Type of LEA BOP Provider

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Type of LEA BOP Provider

- » Individual LEA BOP Provider
- » LEA BOP Billing Consortium
- » County Offices of Education (COE)
- » Special Education Local Plan Areas (SELPAAs)

Individual LEA BOP Providers

MOVEit **Output File**
Count – Enrolled
Medi-Cal Students
Eligible for FFP

**Count of Medi-Cal Enrolled Students that are
Eligible for Federal Financial Participation**

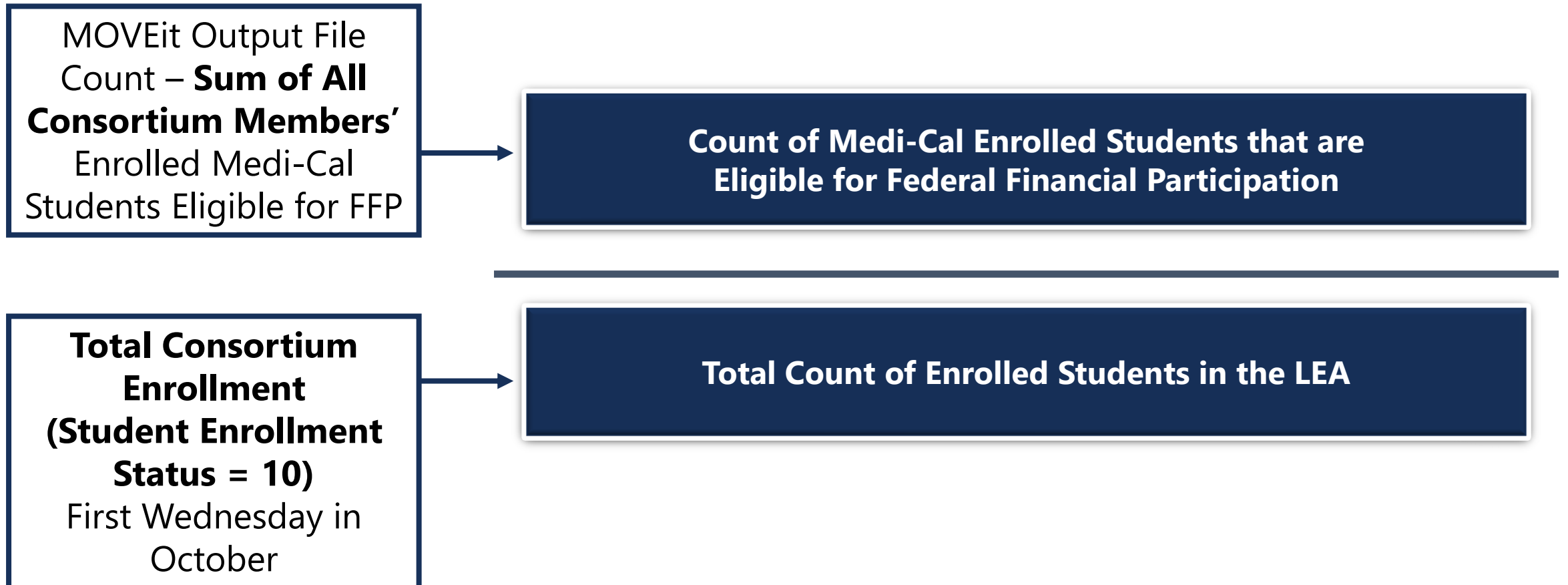
Total LEA Enrollment
(Student Enrollment
Status = 10)
First Wednesday in
October

Total Count of Enrolled Students in the LEA

MER Calculation for LEA BOP Billing Consortiums

- » The LEA holding the NPI is the lead consortium member.
- » The lead consortium member will calculate the Consortium's MER.
 - The **sum of all** consortium members' total student enrollment will be the **denominator** in the MER calculation.
 - The lead consortium members must obtain a MOVEit output file for each member district.
- » Same "rule" applies regarding the student's enrollment status (primary).

LEA BOP Billing Consortium Providers

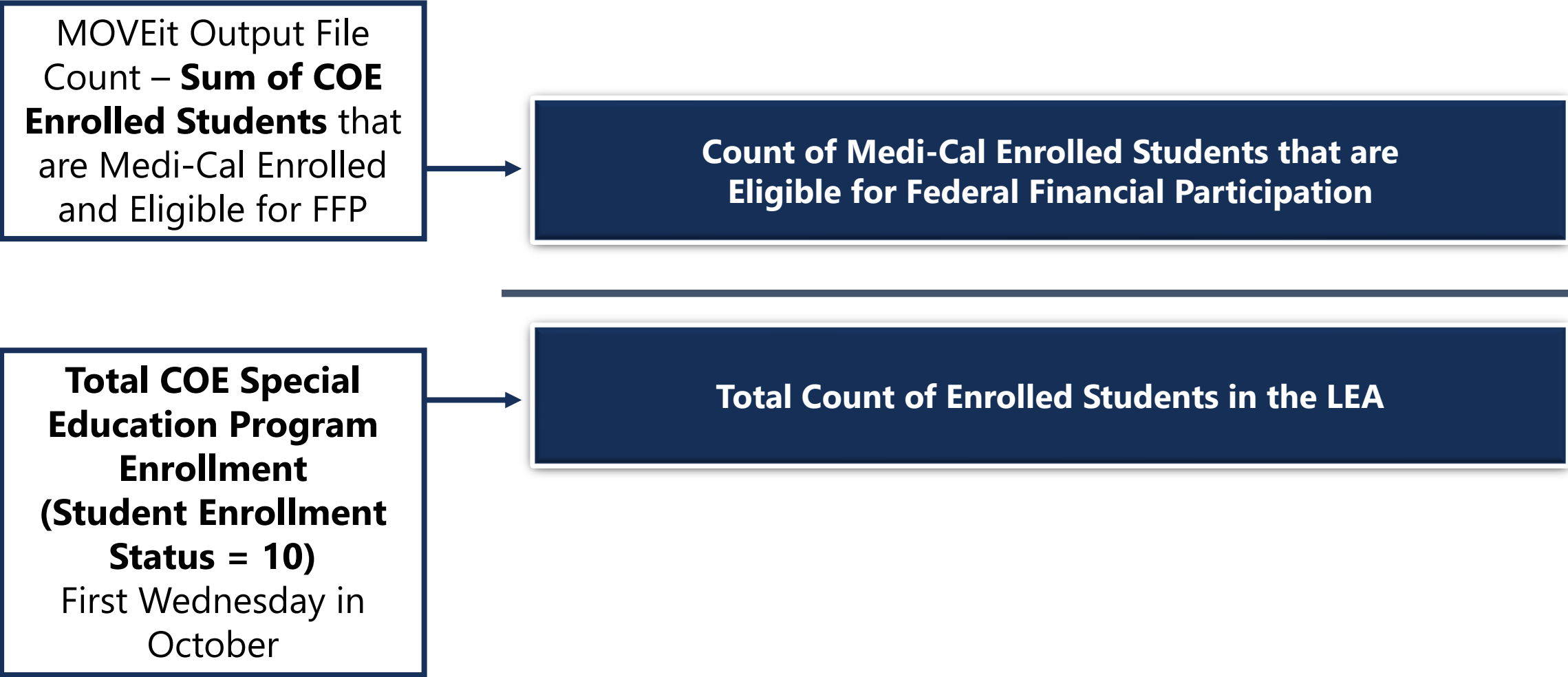


MER Calculation for COEs

- » The COE MER methodology will be dependent upon whether the student is dually enrolled in the COE's special education program and the local district.
- » Many COEs do not have dually enrolled students.
 - In these cases, the methodology to determine the MER will be consistent with the prior slides.
- » For COEs that have dually enrolled students, the student's **primary enrollment indicator** must be identified.
 - Ensures the student is not double-counted in the MER calculation.
 - The entity holding the student's primary enrollment will count the student in the MER.

County Offices of Education (COEs)

MOVEit Output File
Count – **Sum of COE
Enrolled Students** that
are Medi-Cal Enrolled
and Eligible for FFP



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graph LR; A["MOVEit Output File Count – Sum of COE Enrolled Students that are Medi-Cal Enrolled and Eligible for FFP"] --> B["Count of Medi-Cal Enrolled Students that are Eligible for Federal Financial Participation"]; C["Total COE Special Education Program Enrollment (Student Enrollment Status = 10) First Wednesday in October"] --> D["Total Count of Enrolled Students in the LEA"]
```

**Count of Medi-Cal Enrolled Students that are
Eligible for Federal Financial Participation**

**Total COE Special
Education Program
Enrollment
(Student Enrollment
Status = 10)**
First Wednesday in
October

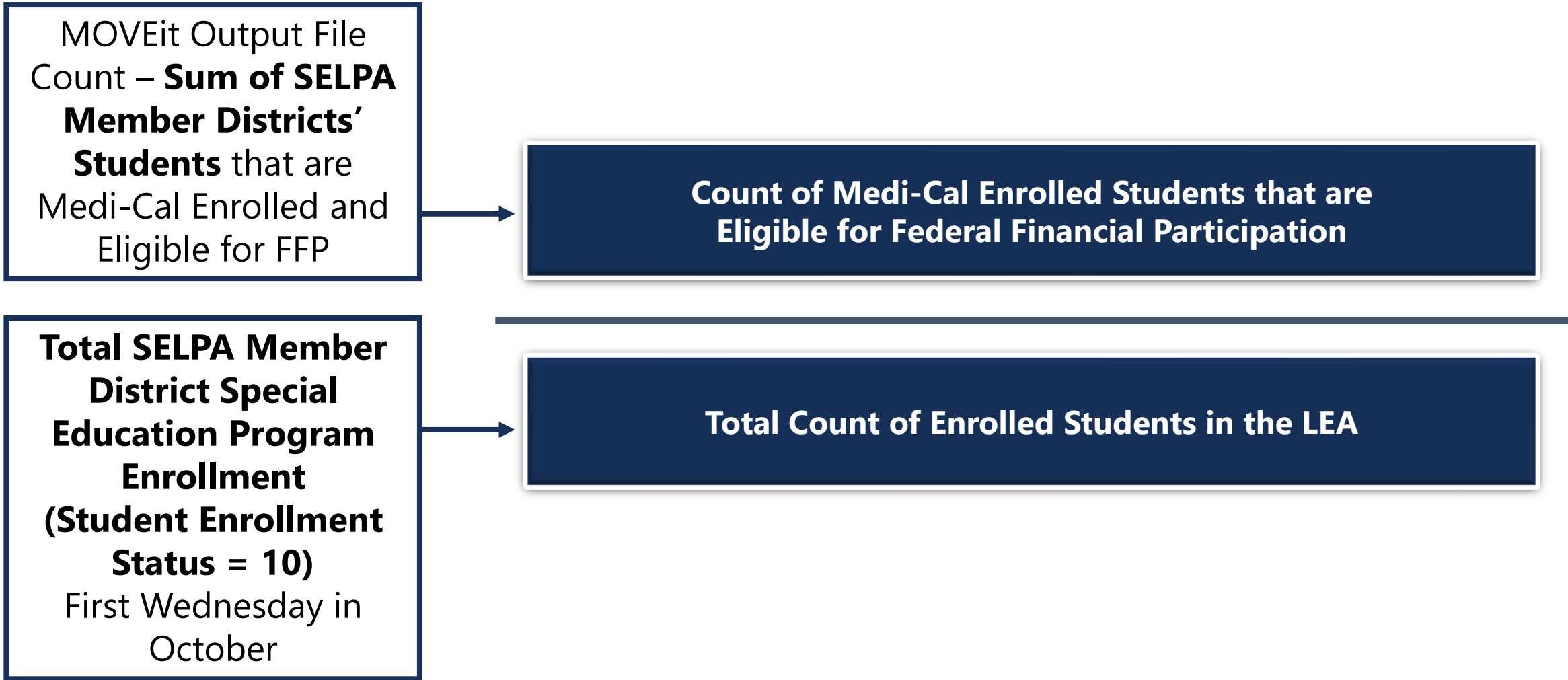
Total Count of Enrolled Students in the LEA

MER Calculation for Special Education Local Plan Areas (SELPAs)

- » MER will include the **enrolled students from all member districts** that participate in the SELPA's special education programs.
 - The sum of all members districts' total student enrollment will be the **denominator** in the MER calculation.
 - The MOVEit output file which will serve as the basis for the **numerator** in the MER calculation.

SELPA Providers

MOVEit Output File
Count – **Sum of SELPA
Member Districts’
Students** that are
Medi-Cal Enrolled and
Eligible for FFP



**Count of Medi-Cal Enrolled Students that are
Eligible for Federal Financial Participation**

**Total SELPA Member
District Special
Education Program
Enrollment
(Student Enrollment
Status = 10)
First Wednesday in
October**

Total Count of Enrolled Students in the LEA

Section 3: Determining the MER Numerator



*(Current Medi-Cal Eligible and FFP Qualified
Students from the MOVEit Output File)*


Summary of MER Calculation Process

1. LEAs identify total LEA student enrollment (enrollment status = 'Primary') on the first Wednesday in October, **October 4, 2023**. This total count is the **MER Denominator**.
2. LEA BOP Providers **submit an input file** through MOVEit.
3. A MOVEit output file, generated by DHCS, is the **basis for the MER Numerator**.
4. Using the MOVEit output file, LEAs determine the total number of students enrolled in Medi-Cal for October 2023 that are **also** FFP Qualified students.
 - Determine the total count of October 2023 Medi-Cal enrolled students who are FFP Qualified students.
 - Do not rely solely on the FFP Qualified field to determine the numerator.

Reading the MOVEit Output File

- » MOVEit returns a comma separated value (CSV) file format that will have column headers.
- » CSV files are commonly used by spreadsheet programs such as Microsoft Excel.
- » The **Data Use Agreement (DUA) Attachment A** contains a file layout that may be referenced however, not required since the Output File will have column headers.
- » The following slides will walk you through the process of reading the output file.


LEAs that receive an output file during October 2023 can use the "Current Month Data"



MICHELLE BAASS
DIRECTOR

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

**Data Use Agreement
Attachment A**
Local Educational Agency Medi-Cal Billing Option (LEA BOP)
Fields for Data Match Files



GAVIN NEWSOM
GOVERNOR

The following table illustrates the LEA data match file(s) output for the LEA BOP. Please note that the first 105 characters are the return record of the data the LEA provided as input. Output fields include return of the input (positions 1-105) and output positions 106-263.

FIELD	SIZE	POSITION
Social Security Number	9	1-9
Last Name	20	10-29
First Name	15	30-44
Middle Initial	1	45
Date of Birth (CCYYMMDD)	8	46-53
Sex	1	54
Provider Id	9	55-63
School Name	20	64-83
User data	20	84-103
County Code	2	104-105
Beneficiary Identification Card Number	14	106-119
Beneficiary Identification Card Issue Date (CCYYMMDD)	8	120-127
Filler	6	128-133
Match Indicator	1	134
Record Eligibility Indicator	1	135
Filler	1	136
Current Month Data	9	137-145
Eligibility Indicator	1	137
Share of Cost Amount	5	138-142
Cert Day	2	143-144

Step 1: Open the CSV file in Microsoft Excel

- » In this output CSV file example:
 - » The output file will already have column headers.
 - » This year's file will be more user-friendly than the previous text file format.

	A	B	C	D	E	F
1	SSN	Last Name	First Name	Middle Initial	DOB	Sex (Optional)
2		LName1	FName1	W	2XXXXXX	M
3		LName2	FName2		2XXXXXX	M
4		LName3	FName3		2XXXXXX	F
5		LName4	FName4	B	2XXXXXX	F
6		LName5	FName5		2XXXXXX	M
7		LName6	FName6		2XXXXXX	F
8		LName7	FName7	L	2XXXXXX	M
9		LName8	FName8		2XXXXXX	F
10		LName9	FName9	S	2XXXXXX	F

Step 2: Identify the Required Columns

	A	B	C	M	N	O	BO	BP	BQ
1	SSN	Last Name	First Name	Match or No Match	Eligible or Not	Eligible this month	Report Date	FFP Qualified	Type of Alt.
2		LName1	FName1	Y	Y	Y	20231004	Y	
3		LName2	FName2	Y	N	Y	20231004	Y	
4		LName3	FName3	Y	N	Y	20231004	Y	
5		LName4	FName4	Y	Y	N	20231004		
6		LName5	FName5	Y	N	Y	20231004	Y	
7		LName6	FName6	Y	Y	N	20231004		
8		LName7	FName7	Y	N	Y	20231004	N	
9		LName8	FName8	Y	Y	N	20231004		NO ALTER
10		LName9	FName9	Y	Y	Y	20231004	Y	

» Important data fields:

- **If the MOVEit output file is received in October 2023**, the “Current Month Data” Eligibility Indicator (“Eligible this month” column) may be referenced.
- **If the MOVEit output file is received at any point after October 31**, your LEA must locate the historical eligibility data.
- FFP Qualified (“FFP Qualified” column)

Step 3: Determine the Numerator

To determine the numerator for the MER calculation:

1. Eligible this month = Y;

AND

2. FFP Qualified = Y

	A	B	C	O	BP
1	SSN	Last Name	First Name	Eligible this month	FFP Qualified
2		LName1	FName1	Y	Y
3		LName2	FName2	Y	Y
4		LName3	FName3	Y	Y
5		LName4	FName4	N	
6		LName5	FName5	Y	Y
7		LName6	FName6	N	
8		LName7	FName7	Y	N
9		LName8	FName8	N	
10		LName9	FName9	Y	Y
11		LName10	FName10	Y	Y

Note: In the example above, 7 students are eligible for the current month, and 6 of the 7 eligible students are eligible for both the current month **and** FFP Qualified. Therefore, the MER numerator is 6.

Reminders for MER Calculation

- » **LEAs must identify total student primary enrollment for 10/4/23** (first Wednesday in October).
- » LEAs will prepare and **submit an input file through MOVEit to obtain October 2023 eligibility data.**
- » LEAs will use the MOVEit output file to **identify the numerator** of the MER calculation.
 - Identify the total number of students that are enrolled in Medi-Cal for the current month **(October) AND are FFP Qualified.**
 - **Do not solely count FFP Qualified students** to identify the numerator. The FFP Qualified students must also be eligible for the current month (October).
- » LEAs must maintain their input and output files, as well as any calculation files that support the MER.

Including the MER Counts in the SFY 2023-24 CRCS

Allocation Statistics worksheet contains two data entry cells

Medi-Cal Eligibility Ratio:	
Number of Medi-Cal Enrolled Students in the LEA	1,972
Total Number of Students Enrolled in the LEA	4,122
Calculated Medi-Cal Eligibility Ratio	47.84%

**Count of Medi-Cal Enrolled Students
that are Eligible for FFP**

**Total Count of (Primary) Enrolled
Students in the LEA**

- » The MER is one of several allocation statistics that is used to determine total allowable Medi-Cal costs.

Questions

- » Chance to ask any questions pertaining to today's training.
- » If you would like to unmute yourself, please raise your hand.

Thank you for attending, additional questions can be sent to

LEA@dhcs.ca.gov