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May 15, 2015

Medi-Cal Eligibility Division Information Letter No.: I 15-13

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

SUBJECT: Update on Statewide Batch Processes

The purpose of this Medi-Cal Eligibility Division Information Letter (MEDIL) is to provide counties with an update on current statewide batch efforts as described in MEDIL 15-05: Overview of Statewide Batch Processes (March 4, 2015). Attachment A provides an updated description of each batch process and provides further clarity on county actions required for each effort. This MEDIL also adds the current county efforts as described in MEDIL 15-11: New Noticing Requirements and Procedures under *Rivera v. Douglas* (2015).

**Rivera v. Douglas (2015) Noticing Requirements and Procedures**

Pursuant to MEDIL 15-11: New Noticing Requirements and Procedures under *Rivera v. Douglas* (2015), the Department of Health Care Services (DHCS) is required to notify individuals of their right to file an appeal and request a hearing when a Medi-Cal eligibility determination has not been performed within 45 days as required by state and federal law. In consultation with counties, County Welfare Directors Association, and *Rivera* petitioners, DHCS has issued a Notice of Inaction (NOI) that informs individuals of their appeal and hearing rights (hereafter referred to as the “Rivera mailer”) to individuals remaining in the Medi-Cal application backlog from the 2014 Open Enrollment. DHCS will continue to issue the mailer for individuals who have not received a final Medi-Cal determination and Notice of Action (NOA) from the 2015 Open Enrollment.

**Weekly Results File:** As part of an ongoing effort for county review and management of case records involved in the statewide batch processes, DHCS provides a weekly results file to the Statewide Automated Welfare Systems (SAWS) for county distribution. This list is commonly referred to as the “Accelerated Enrollment (AE) weekly results file.” Counties subsequently receive the weekly results file on Monday from their respective SAWS. The weekly results file is a list of records that includes individuals whose applications are within

45 days, individuals successfully batched into AE who are 'Pending', 'Eligible' or 'Contingent Eligible' at or near their 45th Day (please refer to MEDIL 14-61 and 15-05), individuals who were rejected from this AE process due to data mismatches (i.e. Missing Client Index Number [CIN], Suspect CIN, Medi-Cal Eligibility Data System [MEDS] Alerts), and individuals who remain 'Pending' in the California Health Eligibility, Enrollment and Retention System (CalHEERS), or individuals 'Eligible' or 'Contingent Eligible' in CalHEERS but are not active in MEDS from the 2014 Open Enrollment.

This weekly results file includes another column titled "Send\_NOI" in which the counties are to review the records defaulted to "Y" (Yes) and flip the indicator to "N" (No) only if counties have or will have disposition the case, and have or will have sent an NOA prior to the Rivera mailing that will occur the following week on Thursday. Counties shall refer to Enclosure B in MEDIL 15-11 for a visual diagram of the timeline.

**County Actions Required:** Each week, counties are asked to review the weekly results file and for each record flagged as "Send\_NOI" = "Y" to indicate whether a Rivera mailer is needed according to the priorities and spreadsheet filtering instructions as discussed in Attachment A: County Instructions for Rivera Notice of Inaction (NOI) Weekly List Review in this MEDIL.

**Completed Rivera Mailing Results File:** Per counties' request, DHCS uploads the completed Rivera mailing results file to the Secured File Transfer Protocol (SFTP) server to SAWS for county distribution before noon of each Wednesday after the address files have been sent to the Office of State Publishing (OSP) each Monday in preparation for the mailer. Other than ensuring the cases on the Rivera mailing lists get processed, no additional county action is required for these completed Rivera mailing results files as they are only for county reference and tracking. Counties should note that only the successful records delivered to OSP are populated in the completed Rivera mailing results files. DHCS will notify counties of individuals who have "dropped" records from the address file generation process through the [RiveraInquiries@dhcs.ca.gov](mailto:RiveraInquiries@dhcs.ca.gov) email inbox. Most of the "dropped" records are due to missing or invalid Date of Birth or address entries, which are required for the Rivera mailer.

### **Initial Batch Processes for Medi-Cal Application Backlog**

As discussed in MEDIL 15-05, there were three batch efforts to clear the Medi-Cal application backlog that commenced as a result of the 2014 Open Enrollment. These three batch efforts include:

1. Individuals pending in CalHEERS and not in MEDS;
2. Eligible in CalHEERS and not in MEDS; and
3. Preliminary Determination of Eligibility for Remaining Medi-Cal Application Backlog.

**Weekly Results File:** Individuals who continue to have pending status in CalHEERS and/or are eligible in CalHEERS but not in MEDS from the 2014 Open Enrollment are also included in the weekly results file. Please note that all these individuals from the 2014 Open Enrollment have been sent a Rivera mailer so no further county action is required, other than providing a final eligibility determination and NOA on the case.

**County Actions Required:** There is no county action required for any of the three batches as all efforts have been completed.

### **Short-Term Negative Actions**

The short-term negative actions approach as prescribed in MEDIL(s) 14-56 and 14-56E continue to operate as the interim solution for counties to effectuate whole Modified Adjusted Gross Income Medi-Case case level denials and discontinuances until the automation of the long-term negative action functionality is available in CalHEERS. SAWS have issued County Informational Transmittals to counties with instructions on identifying cases ready for discontinuance and denial.

**County Actions Required:** Counties shall follow the instructions provided by their respective SAWS on the identification of cases for discontinuances and denials. After each week's processing, SAWS receive a results file of the short-term negative actions processing each Wednesday from CalHEERS for record keeping. **There is no county action required for this results file.** Please note that this results file for short-term negative actions is different from the "weekly results file" for all batch efforts, as discussed throughout this MEDIL.

**Weekly Results File:** The records that counties identified to be negative actioned through the short-term process and are successfully processed are reconciled with all the batch effort results through the week (Monday through Thursday) by DHCS and are excluded in the weekly results file that counties receive from SAWS on the following Monday to assess for the Rivera mailer. This reconciliation is done by DHCS and no action is required from counties. Counties should refer to Enclosure B in MEDIL 15-11 for a visual diagram of the reconciliation process in context of the week's batch activities.

### **Monthly Transitioned Cases from Covered California to Medi-Cal**

The batch process to transition individuals from Covered California (Covered CA) coverage to Medi-Cal will continue on a monthly basis until the implementation of an automated process to support program transitions. This process identifies individuals who are currently in Covered CA coverage and subsequently report a change in circumstances such as income or household, which make them potentially eligible for Medi-Cal. As discussed in MEDIL 15-05, this population is identified and granted AE using existing Express Lane aid codes of 7W (individuals under 19 years old) and 7S (individuals 19 years old and older) until the county completes its final review and disposition. Counties

shall refer to this transition process in the All County Welfare Directors Letter 15-01 and 15-05.

**County Actions Required:** Each month, counties are asked to review and disposition the cases in the two result files from this monthly transition process. The two result files are designated as “first” and “second” priority below:

1. **Priority #1 (List #1):** Individuals who are rejected or dropped from this transition batch process due to data mismatches and do not have Medi-Cal coverage. Counties shall file clear, review and disposition these cases as their first priority since the individuals do not have any coverage.
2. **Priority #2 (List #2):** Individuals who are successfully batched in this process and were granted immediate, temporary Medi-Cal coverage in the 7S/7W aid codes. Counties shall file clear, review and disposition these cases as their second priority since individuals have temporary Medi-Cal coverage.

**Weekly Result Files:** Counties should note that the two result files of the Covered CA to Medi-Cal transitions are different from the weekly results file in the batch processes discussed above. These two files are placed into the SFTP server and retrieved by SAWS to distribute to their respective counties. Please note that DHCS batch team runs reconciliation processes on a regular basis with all the batch efforts to ensure a duplication of records does not occur in the weekly results file for county review. In a scenario where counties are concerned about duplicate records showing in both the Covered CA to Medi-Cal transitions results file and the AE weekly results file, counties should report the information to [statewidebatch@dhcs.ca.gov](mailto:statewidebatch@dhcs.ca.gov) in a **secure** email so DHCS can explore the concern.

If you have any questions regarding this letter, please contact Ms. Yingjia Huang at (916) 552-9467 or email at [yingjia.huang@dhcs.ca.gov](mailto:yingjia.huang@dhcs.ca.gov). We are appreciative of the counties' cooperation and assistance in this effort.

Original Signed By

Alice Mak, Acting Chief  
Medi-Cal Eligibility Division

**Attachment(s):**

- Attachment A: County Instructions for Rivera Notice of Inaction (NOI) Weekly List Review
- Attachment B: Weekly Results List Review—File Layout
- Attachment C: Weekly Results List Review—Filtering Guide



## Attachment A:

### County Instructions for Rivera Notice of Inaction (NOI) Weekly List Review

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As part of the regular Rivera NOI mailing process each week, counties receive from their respective Statewide Automated Welfare Systems (SAWS) each Monday a list of individual records from that process. This list includes those records that were successfully processed on to AE, failed the current week's process, failed processing in prior weeks, and are within 45 days. This list is commonly referred to as the "AE weekly results file". Note that cases will remain on this list until they are either processed or added to an exclusion list by counties that indicates they are subject to Long Term Negative Action. Counties are asked to review the list and for each record flagged as "Send NOI" = "Y" to indicate whether a Rivera NOI is needed according to the following priorities and spreadsheet filtering instructions. Counties should return the entire file to DHCS through the SAWS and not add or remove any columns.

#### **Priority #1: Rejected Records from the Excess 45-Day AE Batch Process**

**Description and County Actions Needed:** Individual records that were rejected from the weekly Excess 45-Days AE batch process. Counties are asked to review these records as the first priority in their weekly review of the results file. DHCS has defaulted a "Y" (yes) in the "Send NOI" column for this population and counties are to "flip" this (Y/N) indicator to "N" (No) **only** if counties have or will have dispositioned this case and have or will have sent a Notice of Action (NOA) prior to the Rivera mailing that will occur the following week on Thursday.

Please note that DHCS will honor the county's indication on the "Send\_NOI" column and gather only the records that are indicated with a "Y" as the final address files to deliver to Office of State Publishing (OSP) for the Rivera NOI weekly mailing to be completed by Thursday and Friday (at the latest) of the following week.

**Timeline for County Action:** Counties will receive the AE weekly results file on Monday from their respective SAWS. Counties have until noon of Thursday in that same week to return the file to SAWS. SAWS will be responsible for uploading the file to DHCS that same Thursday to DHCS to generate the address files by the following Monday COB. OSP receives the file by Monday COB from DHCS and is expected to complete the Rivera mailing by Thursday and Friday at the latest.

**Spreadsheet Filtering Instructions:** Each week's "AE weekly results file" sent from DHCS will include various columns that are person-level descriptors for that individual record (i.e. First Name, Last Name, DOB, SSN, etc.). The two columns that counties shall use to filter specifically to this Priority #1 group are "Send\_NOI" and "CLASSIFICATIONS".



**Attachment A:**

**County Instructions for Rivera Notice of Inaction (NOI)  
Weekly List Review**

**Sample Screenshot of the Various Columns**

	A	B	C	D	E	F	G	H	I	J	K
1	Send NOI	MEDI_CAL_STATUS	REPORTING_METRICS	CLASSIFICATIONS	AHBX_CASE_ID	SCIN	INDV_ID	SAWS_ID	Consortia_Name	COUNTY	APP_SUBMIT_DATE
2	Y	PENDING	Individual on Duplicate Cases/Applications	Individual on Duplicate Case(s)	Sample Case Record 1						
3	Y	PENDING	Individual on Duplicate Cases/Applications	Individual on Duplicate Case(s)	Sample Case Record 2						
4	Y	PENDING	AE Processing Exception	AE Processing Exception	Sample Case Record 3						
5	Y	PENDING	AE Processing Exception	AE Processing Exception	Sample Case Record 4						
6	Y	PENDING	AE Processing Exception	AE Processing Exception	Sample Case Record 5						
7	Y	PENDING	Operational Exclusions	MEDS Alert	Sample Case Record 6						
8	Y	PENDING	Operational Exclusions	Suspect CIN	Sample Case Record 7						
9	Y	PENDING	Operational Exclusions	Missing CIN	Sample Case Record 8						
10											

To filter and view only Priority #1 (“AE Processing Exceptions”), counties need to:

- 1) Click the filter of the column that says “Send\_NOI” and check only “Y”;
- 2) Click the filter of the column that says “CLASSIFICATIONS” and check “AE Processing Exception”;
- 3) Counties should now only see the records in Priority #1. Counties shall review these records and flip the “Y” in the “Send\_NOI” column to “N” if the circumstances as discussed above in “Descriptions and County Actions Needed” are met.

**Priority #2: Records Classified to have MEDS Alerts, Missing Client Identification Numbers (CIN), Suspect CIN(s)**

**Description and County Actions Needed:**

Records classified as “MEDS Alerts” are rejected during the AE batch run due to personal data mismatches of the application data and data in MEDS. The types of MEDS alerts vary and most are usually Date of Birth (DOB) mismatches that will require additional county review to resolve. Records that are missing CINs (sometimes referred to as “Null CINs”) or suspect CINs are individual records that DHCS was able to parse out prior to the AE run. Please note that a CIN is required for batch processing into MEDS and hence records that had missing CINs were eliminated from the AE batch process prior to the batch run. Suspect CINs are probable duplicates which DHCS also eliminated from the AE batch process prior to the batch run.

During the weekly process, counties are asked to review this Priority #2 group and provide an indication of “Y/N” in the “Send NOI” column **only to the extent time is available**. In county feedback provided to DHCS and CWDA in weekly batch calls, counties have indicated that in some scenarios, records with missing CINs may have a quick resolution and have expressed the desire to fix these records as part of the weekly AE results file review.

DHCS has defaulted a “Y” (yes) in the “Send\_NOI” column for this population and counties are to “flip” this (Y/N) indicator to “N” (No) **only** if counties will or have dispositioned this case and will send



**Attachment A:**

**County Instructions for Rivera Notice of Inaction (NOI)**  
**Weekly List Review**

or have sent a Notice of Action (NOA) prior to the Rivera mailing that will occur the following week on Thursday and Friday. With the understanding that the number of records in this Priority #2 varies by county, DHCS is asking counties to only review this population to extent that time allows. Counties shall focus on the “AE Processing Exception” as the first priority for each week’s list review.

Please note that DHCS will honor the county’s indication on the “Send\_NOI” column and gather only the records that are indicated with a “Y” as the final address files to deliver to OSP for the Rivera NOI weekly mailing to be completed by Thursday and Friday (at the latest) of the following week. Outside of the weekly process, counties must work to resolve these records as quickly as possible. Although the records the counties did not change the indicator to “N” during the weekly process will get a Rivera mailer, correcting the records should remain a priority.

**Timeline for County Action:** Counties will receive the AE weekly results file on Monday from their respective SAWS. Counties have until noon of Thursday in that same week to return the file to SAWS. SAWS will be responsible for uploading the file to DHCS that same Thursday to DHCS to generate the address files by the following Monday COB. OSP receives the file by Monday COB from DHCS and is expected to complete the Rivera mailing by Thursday and Friday at the latest.

**Spreadsheet Filtering Instructions:** Each week’s “AE weekly results file” sent from DHCS will include various columns that are person-level descriptors for that individual record (i.e. First Name, Last Name, DOB, SSN, etc.). The two columns that counties shall use to filter specifically to this Priority #2 group are “Send\_NOI” and “CLASSIFICATIONS”.

**Sample Screenshot of the Various Columns**

	A	B	C	D	E	F	G	H	I	J	K
1	Send NOI	MEDICAL_STATUS	REPORTING_METRICS	CLASSIFICATIONS	AHFX_CASE_ID	SCIN	INDV_ID	SAWS_ID	Consortia_Name	COUNTY	APP_SUBMIT_DATE
2	Y	PENDING	Individual on Duplicate Cases/Applications	Individual on Duplicate Case(s)	Sample Case Record 1						
3	Y	PENDING	Individual on Duplicate Cases/Applications	Individual on Duplicate Case(s)	Sample Case Record 2						
4	Y	PENDING	AE Processing Exception	AE Processing Exception	Sample Case Record 3						
5	Y	PENDING	AE Processing Exception	AE Processing Exception	Sample Case Record 4						
6	Y	PENDING	AE Processing Exception	AE Processing Exception	Sample Case Record 5						
7	Y	PENDING	Operational Exclusions	MEDS Alert	Sample Case Record 6						
8	Y	PENDING	Operational Exclusions	Suspect CIN	Sample Case Record 7						
9	Y	PENDING	Operational Exclusions	Missing CIN	Sample Case Record 8						
10											

To filter and view only Priority #2 for the week (“Operational Exclusions---MEDS Alerts, Missing CINs and Suspect CINs”), counties need to:

- 1) Click the filter of the column that says “Send\_NOI” and check only “Y”;
- 2) Click the filter of the column that says “CLASSIFICATIONS” and check “MEDS Alert”, “Missing CIN” and “Suspect CIN” or just only “MEDS Alert” or “Missing CIN” or “Suspect CIN” depending on how each county wants to focus its work efforts;



**Attachment A:**

**County Instructions for Rivera Notice of Inaction (NOI)**  
**Weekly List Review**

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- 3) Counties should now only see the records in Priority #2. Counties shall review these records and flip the "Y" in the "Send\_NOI" column to "N" if the circumstances as discussed above in "Descriptions and County Actions Needed" are met.



## Attachment B Weekly Results List Review: File Layout

### Fields included in AE Results File

The following fields are included in the AE Results file sent to counties, through their SAWS, each week:

FILE COLUMN HEADER	DESCRIPTION	VALUES	USE
SEND_NOI	Send Rivera Notice of Inaction	Blank Y N	When the file is received from DHCS, this column is populated with a “Y” for those records that DHCS was unable to process on to AE and have reached 38-45 days since the application was submitted.  Counties are asked to change the “Y” to “N” if they have or will have processed the case and have or will have a Notice of Action (NOA) prior to the Rivera NOI mailing that occurs the following week.
MEDI_CAL_STATUS	Medi-CAL Status	Pending Eligible Contingent Eligible	Med-Cal status in CalHEERS for the application.
REPORTING_METRICS	High level category for result of AE processing	-AE Candidate -AE Processing Exception -Application w/in 45 Days -Do Not Include -Individual on Duplicate Cases/Applications -Operational Exclusions -Successfully Processed	Filter AE Results for review of processing results.

## Attachment B Weekly Results List Review: File Layout

FILE COLUMN HEADER	DESCRIPTION	VALUES	USE
CLASSIFICATIONS	Sub-category for result of AE processing	-AE Processing Exception -Application w/in 45 Days -Client Deceased per MEDS -Individual on Duplicate Case(s) -MEDS Alert -Missing CIN -Pre 2014 OE AE Candidate -Successfully Processed on to 8E via 8E Sweep -Suspect CIN	Filter AE Results for review of processing results.
AHBX_CASE_ID	CalHEERS Case Number	10 Digit CalHEERS Case Number	Identifying applicant.
SCIN	State Client Identification Number	9 Digit CIN Number	Identifying applicant.
INDV_ID	Unique identifier for each person	7 Digit Unique ID Number	Identifying applicant.
SAWS_ID	SAWS Case Number	7 Digit SAWS Case Number	Identifying applicant.
Consortia_Name	SAWS	C-IV CalWIN LEADER	Used by DHCS to break up file for distribution.
COUNTY	County	County Name	Used by DHCS to break up file for distribution.

## Attachment B Weekly Results List Review: File Layout

FILE COLUMN HEADER	DESCRIPTION	VALUES	USE
APP_SUBMIT_DATE	Date CalHEERS application was submitted.	CalHEERS Application Submit Date	The date the CalHEERS application was first submitted. Note: This date changes when an application is updated.
CREATED_DATE	Date CalHEERS case was created.	CalHEERS Application Create Date	Identifies when the 45 day period begins. Can be used along with the AE Processing schedule to identify cases that are approaching AE processing
HX20_ERROR_TYPE	Shows MEDS validation error information for certain errors.	Name birthdate does not match SCI CIN MEDS ID Conflict Birthdate does not match MEDS birthdate	Assist with clearing application.
MEDS_ALERT_NUMBER	MEDS Alert Number	Refer to MEDS Manual, Appendix C – Messages	Assist with clearing application.
MEDS_ALERT_MSG	MEDS Alert Message	Refer to MEDS Manual, Appendix C - Messages	Assist with clearing application.
FIRST_NAME	Applicant's First Name	Applicant's First Name	Identifying applicant.
LAST_NAME	Applicant's Last Name	Applicant's Last Name	Identifying applicant.
DOB	Applicant's Date of Birth	Applicant's Date of Birth	Identifying applicant.
SSN	Applicant's Social Security Number	9 Digit Social Security Number	Identifying applicant.



## Weekly Results List Review: Filtering Guide

### REPORTING METRICS AND CLASSIFICATIONS PROVIDED IN WEEKLY AE RESULTS FILE

The attached represents the Reporting Metrics and Classifications (i.e., individuals) that are provided to the Counties each week in the AE Results file. The asterisk (\*) also identifies those Classifications which are targeted to receive a Notice of Inaction (NOI) unless the County indicates that the individual should not. Applications in these classifications will only be targeted if their create date is within the window for this week's processing. The dates for each week's window are included in the agenda and minutes of the DHCS Batch Processes Meeting.

REPORTING METRICS	CLASSIFICATIONS	DESCRIPTION
Do Not Include	Client Deceased per MEDS*	Individuals in CalHEERS but who have a MEDS Alert in MEDS that they are deceased.
Application w/in 45 Days	Application w/in 45 Days	Individuals with applications that are within 45 days from their application create date.
Successfully Processed	Successfully Processed on to 8E via 8E Sweep	AE Candidates that were successfully processed during the AE batch run.
Individual on Duplicate Cases/Applications	Individual on Duplicate Case(s)*	Individuals who have more than one CalHEERS case.
Operational Exclusions	Missing CIN*	Individuals missing a Statewide Client Index Number (CIN) in CalHEERS.
Operational Exclusions	Suspect CIN*	This population represents individuals where a CIN could not confidently be matched to a pre-existing client in the Statewide Client Index (SCI) SCI. Prior to February 2014 when file clearance required that a CIN be returned, a new CIN was created.
Operational Exclusions	MEDS Alert*	Accelerated Enrollment Candidates rejected during the AE batch run due to personal data mismatches of the application data and data in MEDS.
AE Processing Exception	AE Processing Exception*	AE Candidates that were rejected (or excepted out) during the weekly AE batch process.

\*Represents Classification targeted to receive a Notice of Inaction (NOI).

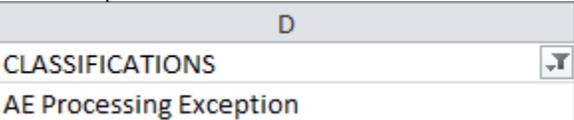
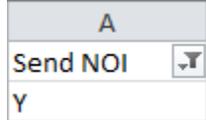
## Weekly Results List Review: Filtering Guide

### FILTERING GUIDE

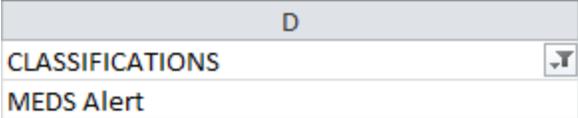
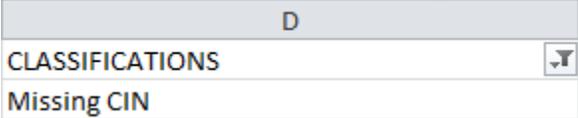
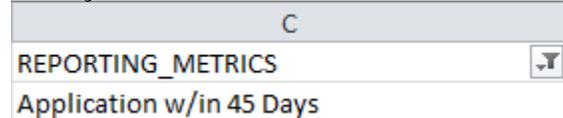
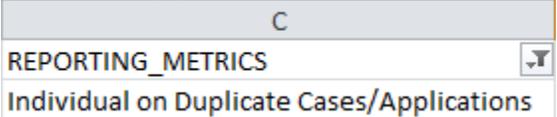
These instructions are based on Excel 2010, but there is similar functionality in other versions.

When the AE Results Excel file is received from DHCS via the SAWS, one step is needed before the records can be filtered. After opening the file, Click on the Data menu, then the Filter button. This will add the filter drop down menu to each column in the file. If the file is saved with the Filters turned on, they will not have to be turned on again.

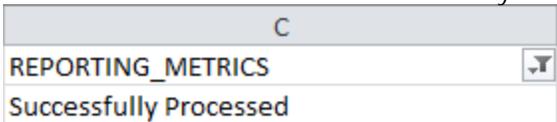
The attached matrix is intended to be used as a helpful guide when reviewing the weekly AE Results file. By applying the Microsoft Excel filters as described in the column labeled "HOW TO FILTER" users will be able to access the information described in the Group. Users will notice that, at times, this guide suggests filtering on Reporting Metrics and other times Classifications. This has been done with the intent of getting users to the information using the least amount of filtering.

GROUP	GROUP DESCRIPTION	HOW TO FILTER
AE Exceptions	AE Candidates that were rejected (or excepted out) during the weekly AE batch process.	<ol style="list-style-type: none"> <li>1. Clear the Excel filters;</li> <li>2. Click the filter of the column labeled "CLASSIFICATIONS"; and,</li> <li>3. Select the filter value = "AE Processing Exception".</li> </ol> 
Notice Of Inaction (NOI)	Individuals that will receive a NOI unless Counties inform DHCS not to do so. <i>Refer to County Instructions for Rivera Notice of Inaction (NOI) Weekly List Review for details.</i>	<ol style="list-style-type: none"> <li>1. Clear the Excel filters;</li> <li>2. Click the filter of the column labeled "SEND_NOI"; and,</li> <li>3. Select the filter value = "Y".</li> </ol> 

## Weekly Results List Review: Filtering Guide

GROUP	GROUP DESCRIPTION	HOW TO FILTER
MEDS Alerts	Accelerated Enrollment Candidates rejected during the AE batch run due to personal data mismatches of the application data and data in MEDS.	<ol style="list-style-type: none"> <li>1. Clear the Excel filters;</li> <li>2. Click the filter of the column labeled "CLASSIFICATIONS"; and,</li> <li>3. Select the filter value = "MEDS Alert".</li> </ol> 
Missing CIN	Individuals missing a Statewide Client Index Number (CIN) in CalHEERS.	<ol style="list-style-type: none"> <li>1. Clear the Excel filters;</li> <li>2. Click the filter of the column labeled "CLASSIFICATIONS"; and,</li> <li>3. Select the filter value = "Missing CIN".</li> </ol> 
Applications within 45 Days	Individuals with applications that are within 45 days from their application create date.	<ol style="list-style-type: none"> <li>1. Clear the Excel filters;</li> <li>2. Click the filter of the column labeled "REPORTING_METRICS"; and,</li> <li>3. Select the filter value = "Applications w/in 45 Days".</li> </ol> 
Duplicates Individuals	Individuals who have more than one CalHEERS case.	<ol style="list-style-type: none"> <li>1. Clear the Excel filters;</li> <li>2. Click the filter of the column labeled "REPORTING_METRICS"; and,</li> <li>3. Select the filter value = "Individual on Duplicate Cases/Applications".</li> </ol> 

## Weekly Results List Review: Filtering Guide

GROUP	GROUP DESCRIPTION	HOW TO FILTER
Successfully Processed Accelerated Enrollment (AE) Candidates	AE Candidates that were successfully processed during the AE batch run.	<ol style="list-style-type: none"> <li>1. Clear the Excel filters;</li> <li>2. Click the filter of the column labeled "REPORTING_METRICS"; and,</li> <li>3. Select the filter value = "Successfully Processed".</li> </ol> 

**To remove a filter:**

On the Data menu, click the Clear button.

or

On the filtered column, click the filter button and select "Clear filter from [column name]"