



JENNIFER KENT  
*Director*

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



EDMUND G. BROWN JR.  
*Governor*

October 12, 2017

Medi-Cal Eligibility Division Information Letter

No.: I 17-18

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

SUBJECT: COUNTY MEDS ADVISORY GROUP  
(Reference: All County Welfare Directors Letter 84-21)

The purpose of this letter is to provide updated information to County Welfare Departments regarding the County MEDS Advisory Group (CMAG) user/advisory process.

### **Background**

The Department of Health Services (DHS), currently known as the Department of Health Care Services (DHCS), established CMAG in 1984. The Medi-Cal Eligibility Division (MCED) within DHCS has since facilitated CMAG. The purpose of CMAG is to identify Medi-Cal Eligibility Data System (MEDS) operational issues, provide county guidance for MEDS changes, and allow counties to share best practices for MEDS usage. Additionally, CMAG is utilized to disseminate proposed changes to MEDS and to request MEDS Subject Matter Expert participation in various work efforts. The goal for CMAG is to enhance partnership between counties and DHCS, and to promote a better understanding of MEDS data, functionalities, and processes by achieving the following objectives.

### **DHCS is committed to the following:**

- DHCS has established a process to review CMAG objectives and results to identify areas of improvement. After CMAG adjourns for the calendar year, DHCS will engage CMAG participants by way of a survey to poll them on process improvements. The combination of the survey results, CMAG action items and meeting minutes, and feedback gathered from CMAG discussions will be used to develop a work plan for process innovations for the next calendar year.

- DHCS has created a tracking tool for county questions, requests, and agenda topic submissions. This tracking tool will be disseminated before and after each CMAG.
- DHCS will provide a timely review of meeting minutes for accuracy and release within a reasonable amount of time to ensure participants have ample time to review.
- DHCS will provide meeting materials two business days prior to CMAG.
- DHCS will document all processes and discussions held during CMAG.
- DHCS will make all resources available on our SharePoint site and MEDS home site for internal participants.
- DHCS will provide electronic resources for all external participants upon request.

### **Meeting Logistics**

DHCS is responsible for CMAG scheduling, facilitation, and the development and distribution of meeting agendas and minutes. CMAG meets once every quarter per calendar year (a total of four meetings in the calendar year). Of these four meetings, two will occur through a conference call and two will occur through a live Webinar. The CMAG schedule is available on the MEDS Home Website. DHCS is responsible for tracking all issues in a tracking tool along with action items, updates, and resolutions. This tracking tool will be accessible on the MEDS Home Website. DHCS will compile agenda items collected through Remedy Tickets, various workgroups, or inquiries sent via e-mail to Process Unit staff's personal inboxes. For a copy of any resources available on the MEDS Home Website, please ask your MEDS coordinator.

Please contact Mr. Leejuan Camarena by phone at (916) 319-9785 or by email at [Leejuan.Camarena@dhcs.ca.gov](mailto:Leejuan.Camarena@dhcs.ca.gov) if there are any concerns or questions on CMAG.

### **Originally Signed by**

Sandra Williams, Chief  
Medi-Cal Eligibility Division