



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



DATE: September 30, 2021

Medi-Cal Eligibility Division Information Letter No.: 21-25

TO:

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

SUBJECT: CLARIFICATION ON ADOPTION ASSISTANCE PROGRAM (AAP) CASE
INFORMATION IN THE MEDI-CAL DATA ELIGIBILITY SYSTEM (MEDS)
(Reference ACWDL 18-23)

The purpose of this Medi-Cal Eligibility Division Information Letter (MEDIL) is to provide clarification and guidance to county social services agencies on the Adoption Assistance Program (AAP) pre-adoptive and post-adoptive case information issues in the Medi-Cal Eligibility Data System (MEDS). See previous DHCS guidance on MEDS adoptive case information protection in [ACWDL 18-23](#).

Specifically, this letter provides guidance to the following:

1. Use of adoptive name vs. birth name in MEDS case records.
2. Case record file clearance procedures.

Background

Counties have expressed issues with Medi-Cal providers refusing services due to conflicting name records (birth name and adoptive name) in the MEDS system. This can prevent AAP-aided children from accessing appropriate Medi-Cal services.

Use of adoptive name vs. birth name in MEDS case records

Per California Code of Regulations (CCR) [22 CCR § 35337](#), a child's adoptive name is required on the adoption assistance agreement form and is signed prior to adoption finalization. Thus, the child's adoptive name shall be updated and solely used throughout pre-adoption to post-adoption in the MEDS system. AAP case names shall be updated as necessary to reflect the adoptive name. This will prevent confusion

among Medi-Cal providers in properly identifying and providing services to AAP beneficiaries.

Case record file clearance procedures

The creation of duplicate MEDS case records (using pseudo-Social Security Numbers) with birth names and adoptive names leads to file clearance errors resulting in multiple Client Identification Numbers (CINs) (see [ACWDL 18-23](#)). County eligibility workers (CEWs) shall follow normal file clearance procedures in identifying and merging duplicate MEDS case records into one main AAP case record per child. CEWs must process EW 11 MEDS transactions to merge duplicate cases (see [ACWDL 02-32](#)). This will greatly reduce file clearance errors which result from active eligibility being incorrectly attached to duplicate and/or inactive AAP MEDS case records.

If you have any questions regarding this letter, please contact Joel Mojica by phone at 916-345-8049 or by email at DHCSFosterCareProgram@dhcs.ca.gov.

Original Signed By

Sandra Williams, Chief
Medi-Cal Eligibility Division