



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



EDMUND G. BROWN JR.
GOVERNOR

Date: September 18, 2013

Medi-Cal Eligibility Division Information MEDIL# 13-11

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL COUNTY MEDI-CAL PROGRAMS SPECIALIST/LIAISONS
ALL COUNTY HEALTH EXECUTIVES
ALL COUNTY MENTAL HEALTH DIRECTORS

SUBJECT: New Reporting Requirements for Statewide Automated Welfare Systems (SAWS) Due to Implementation of the Affordable Care Act (ACA)

The purpose of this letter is to inform counties that the Department of Health Care Services (DHCS), the SAWS consortia and the County Welfare Director's Association have developed and finalized new reporting requirements that DHCS will need from the SAWS as a result of the implementation of the ACA. DHCS will be receiving the majority of ACA-related reports pertaining to application, eligibility and enrollment for Medi-Cal from the California Healthcare Eligibility, Enrollment and Retention System (CalHEERS). However, it is necessary to obtain some reports from SAWS where the necessary data is not available from CalHEERS.

Please note the reports as outlined in this letter represent a baseline set of reporting requirements. Additional SAWS reporting requirements are expected to be needed as additional federal guidance is obtained and/or new statutory or regulatory requirements are enacted.

The report layouts and corresponding assumptions are attached. The reports consist primarily of various data elements in weekly and monthly statements. The reports will be provided by each SAWS (CalWIN, C-IV and LEADER) and transmitted to DHCS through a Secure File Transfer Protocol (SFTP) client.

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If you have any questions, please contact Marvin Chinn at marvin.chinn@dhcs.ca.gov
or at (916) 449-5056.

Sincerely,

Original Signed By

Tara Naisbitt, Chief
Medi-Cal Eligibility Division

Attachments

Assumptions for Management Reporting

CalHEERS Reports

1. Applications Received will only have Case level counts and not Individual level. Applications Received are defined as pending approval (or conditional approval).
2. Applications Received are based on the date the application data is entered in SAWS, and may not be the actual date received.
3. Applications Processed will have Individual level counts with Primary aid code and include both MAGI Medi-Cal and APTC programs. Applications Processed are defined as approvals and denials.
4. Applications Processed Report does not contain Cancel and/or Withdrawn status.
5. Adding new applicants to an existing application will not generate another application count for the Applications Received reports. For Application Processed, pending new applicants added and processed at the end of the month to an existing application will not be reported that current month. The added individual(s) will be reported in the following month.
6. Reports will contain data counts based on the following business day requirements:
 - a. CalWIN will report Saturday, Sunday, and holiday data counts on the following business day.
 - b. C-IV will report data counts on days that the C-IV System is available for data entry.
 - c. LEADER will report Saturday, Sunday, and holiday data counts on the following business day.
7. Average number of days will be calculated by the total number of days for all individuals divided by the total number of persons
8. Length of processing time will be from date of application to date of determination.
9. Decimal numbers will have a standard round up (0.5 and greater) to the next whole number.
10. Decimal numbers will have a standard round down (0.4 and lesser) to the current whole number.
11. Source code type "Outreach" added. This count will include those applications that have an associated source code type value that has been defined by the county and is not one of the standard source code types.
12. Once a month, all Reports will be delivered and contain Daily, Weekly, Monthly, and Yearly data counts.
13. Reports will be provided in an Excel format. Reports in PDF format are optional.

[Applications Received Weekly]

[Consortia Name]

Report Month: [Month], [Year]

County Name	Report Date	Application Count By Time Period							
		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Weekly
Sacramento	1/1/2014	30	30	20	35	25	65	65	175
Placer	1/1/2014	10	10	15	20	25	30	30	100
Total		40	40	35	55	50	95	95	275

[Applications Received Weekly]

[Consortia Name]

Report Month: [Month], [Year]

County Name: [Sacramento]

		Application Count By Time Period							
Application Count By Channel	Report Date	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Weekly
Web Portal	1/1/2014	5	5	4	6	5	20	20	40
Service Center	1/1/2014	5	5	4	7	5	10	10	31
Mail	1/1/2014	5	5	4	8	5	15	15	37
Phone	1/1/2014	5	5	3	9	4	7	7	28
Fax	1/1/2014	5	5	3	2	3	8	8	21
In-Person	1/1/2014	5	5	2	3	3	5	5	18
Outreach	1/1/2014	0	0	0	0	0	0	0	0
Total		30	30	20	35	25	65	65	175

[Applications Received Weekly]

[Consortia Name]

Report Month: [Month], [Year]

County Name: [Placer]

		Application Count By Time Period							
Application Count By Channel	Report Date	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Weekly
Web Portal	1/1/2014	2	2	3	5	5	5	5	20
Service Center	1/1/2014	2	2	3	5	5	5	5	20
Mail	1/1/2014	2	2	3	4	5	5	5	19
Phone	1/1/2014	2	2	2	3	4	5	5	16
Fax	1/1/2014	1	1	2	2	3	5	5	13
In-Person	1/1/2014	1	1	2	1	3	5	5	12
Outreach	1/1/2014	0	0	0	0	0	0	0	0
Total		10	10	15	20	25	30	30	100

[Applications Received Monthly]

[Consortia Name]

Report Month: [Month], [Year]

Report Date: [Month], [Day], [Year]

County Name	Application Count By Time Period												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly
Sacramento	50	40	30	40	45	55	65	35	25	30	20	10	445
Placer	10	10	15	15	20	10	15	10	20	15	10	10	160
TOTAL	60	50	45	55	65	65	80	45	45	45	30	20	605

[Applications Received Monthly]

[Consortia Name]

Report Month: [Month], [Year]

Report Date: [Month], [Day], [Year]

County Name	Application Count By Channel	Application Count By Time Period												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly
Sacramento	Web Portal	9	7	6	7	9	9	10	7	5	6	4	2	81
	Service Center	9	7	6	7	9	9	10	7	5	6	4	2	81
	Mail	9	7	6	7	9	9	10	7	5	6	4	2	81
	Phone	9	7	6	7	7	9	15	7	5	6	3	2	83
	Fax	9	7	6	7	7	9	10	7	5	6	3	1	77
	In-Person	5	5	0	5	4	10	10	0	0	0	2	1	42
	Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		50	40	30	40	45	55	65	35	25	30	20	10	445

[Applications Received Monthly]

[Consortia Name]

Report Month: [Month], [Year]

Report Date: [Month], [Day], [Year]

County Name	Application Count By Channel	Application Count By Time Period												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly
Placer	Web Portal	2	2	3	3	4	2	3	2	4	3	2	2	32
	Service Center	2	2	3	3	4	2	3	2	4	3	2	2	32
	Mail	2	2	3	3	3	2	3	2	4	3	2	2	31
	Phone	2	2	3	3	3	2	3	2	4	3	2	2	31
	Fax	1	1	2	2	3	1	2	1	4	2	1	1	21
	In-Person	1	1	1	1	3	1	1	1	0	1	1	1	13
	Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		10	10	15	15	20	10	15	10	20	15	10	10	160

[MAGI Applications Processed Weekly]

[Consortia Name]

Report Month: [Month], [Year]

County Name	Report Date	MAGI/APTC Application Count By Time Period							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly
Sacramento	1/1/2014	30	30	20	35	25	65	65	175
Placer	1/1/2014	10	10	15	20	25	30	30	100
Total		40	40	35	55	50	95	95	275

[MAGI Applications Processed Weekly]

[Consortia Name]

Report Month: [Month], [Year]

County Name: [Sacramento]

		MAGI/APTC Application Count By Time Period								
MAGI/APTC Application Count By Channel	Report Date	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Weekly	Avg Processing Time
Web Portal	1/1/2014	5	5	4	6	5	20	20	40	
Service Center	1/1/2014	5	5	4	7	5	10	10	31	
Mail	1/1/2014	5	5	4	8	5	15	15	37	
Phone	1/1/2014	5	5	3	9	4	7	7	28	
Fax	1/1/2014	5	5	3	2	3	8	8	21	
In-Person	1/1/2014	5	5	2	3	3	5	5	18	
Outreach	1/1/2014	0	0	0	0	0	0	0	0	
Avg Processing Time	1/1/2014	(450/30=15)	(450/30=15)							
Total		30	30	20	35	25	65	65	175	

[MAGI Applications Processed Weekly]

[Consortia Name]

Report Month: [Month], [Year]

County Name: [Placer]

		MAGI/APTC Application Count By Time Period								
MAGI/APTC Application Count By Channel	Report Date	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Weekly	Avg Processing Time
Web Portal	1/1/2014	2	2	3	5	5	5	20	20	
Service Center	1/1/2014	2	2	3	5	5	5	10	20	
Mail	1/1/2014	2	2	3	4	5	5	15	19	
Phone	1/1/2014	2	2	2	3	4	5	7	16	
Fax	1/1/2014	1	1	2	2	3	5	8	13	
In-Person	1/1/2014	1	1	2	1	3	5	5	12	
Outreach	1/1/2014	0	0	0	0	0	0	0	0	
Avg Processing Time	1/1/2014	(400/10=40)	(400/10=40)							
Total		10	10	15	20	25	30	65	100	

[MAGI Applications Processed Monthly]

[Consortia Name]

Report Month: [Month], [Year]

Report Date: [Month], [Day], [Year]

County Name	MAGI Application Count By Time Period												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly
Sacramento	50	40	30	40	45	55	65	35	25	30	20	10	445
Placer	10	10	15	15	20	10	15	10	20	15	10	10	160
TOTAL	60	50	45	55	65	65	80	45	45	45	30	20	605

[MAGI Applications Processed Monthly]

[Consortia Name]

Report Month: [Month], [Year]

Report Date: [Month], [Day], [Year]

County Name: [Sacramento]

	MAGI Application Count By Time Period													
MAGI Application Count By Channel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly	Avg Processing Time
Web Portal	2	2	3	3	4	2	3	2	4	3	2	2	32	
Service Center	2	2	3	3	4	2	3	2	4	3	2	2	32	
Mail	2	2	3	3	3	2	3	2	4	3	2	2	31	
Phone	2	2	3	3	3	2	3	2	4	3	2	2	31	
Fax	1	1	2	2	3	1	2	1	4	2	1	1	21	
In-Person	1	1	1	1	3	1	1	1	0	1	1	1	13	
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0	
Avg Processing Time	(500/10=50)													
Total	10	10	15	15	20	10	15	10	20	15	10	10	160	

[MAGI Applications Processed Monthly]

[Consortia Name]

Report Month: [Month], [Year]

Report Date: [Month], [Day], [Year]

County Name: [Placer]

	MAGI Application Count By Time Period													
MAGI Application Count By Channel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly	Avg Processing Time
Web Portal	2	2	3	3	4	2	3	2	4	3	2	2	32	
Service Center	2	2	3	3	4	2	3	2	4	3	2	2	32	
Mail	2	2	3	3	3	2	3	2	4	3	2	2	31	
Phone	2	2	3	3	3	2	3	2	4	3	2	2	31	
Fax	1	1	2	2	3	1	2	1	4	2	1	1	21	
In-Person	1	1	1	1	3	1	1	1	0	1	1	1	13	
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0	
Avg Processing Time	(500/10=50)													
Total	10	10	15	15	20	10	15	10	20	15	10	10	160	

[Non-MAGI Applications Processed Weekly]

[Consortia Name]

Report Month: [Month], [Year]

County Name	Report Date	Non-MAGI Application Count By Time Period							
		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Weekly
Sacramento	1/1/2014	30	30	20	35	25	65	65	175
Placer	1/1/2014	10	10	15	20	25	30	30	100
Total		40	40	35	55	50	95	95	275

[Non-MAGI Applications Processed Weekly]

[Consortia Name]

Report Month: [Month], [Year]

County Name: [Sacramento]

		Non-MAGI Application Count By Time Period								
Non-MAGI Application Count By Channel	Report Date	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Weekly	Avg Processing Time
Web Portal	1/1/2014	5	5	4	6	5	20	20	40	
Service Center	1/1/2014	5	5	4	7	5	10	10	31	
Mail	1/1/2014	5	5	4	8	5	15	15	37	
Phone	1/1/2014	5	5	3	9	4	7	7	28	
Fax	1/1/2014	5	5	3	2	3	8	8	21	
In-Person	1/1/2014	5	5	2	3	3	5	5	18	
Outreach	1/1/2014	0	0	0	0	0	0	0	0	
Avg Processing Time	1/1/2014	(450/30=15)	(450/30=15)							
Total		30	30	20	35	25	65	65	175	

[Non-MAGI Applications Processed Weekly]

[Consortia Name]

Report Month: [Month], [Year]

County Name: [Placer]

		Non-MAGI Application Count By Time Period								
Non-MAGI Application Count By Channel	Report Date	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Weekly	Avg Processing Time
Web Portal	1/1/2014	2	2	3	5	5	5	20	20	
Service Center	1/1/2014	2	2	3	5	5	5	10	20	
Mail	1/1/2014	2	2	3	4	5	5	15	19	
Phone	1/1/2014	2	2	2	3	4	5	7	16	
Fax	1/1/2014	1	1	2	2	3	5	8	13	
In-Person	1/1/2014	1	1	2	1	3	5	5	12	
Outreach	1/1/2014	0	0	0	0	0	0	0	0	
Avg Processing Time	1/1/2014	(400/10=40)	(400/10=40)							
Total		10	10	15	20	25	30	65	100	

[Non-MAGI Applications Processed Monthly]

[Consortia Name]

Report Month: [Month], [Year]

Report Date: [Month], [Day], [Year]

County Name	Non-MAGI Application Count By Time Period												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly
Sacramento	50	40	30	40	45	55	65	35	25	30	20	10	445
Placer	10	10	15	15	20	10	15	10	20	15	10	10	160
Total	60	50	45	55	65	65	80	45	45	45	30	20	605

[Non-MAGI Applications Processed Monthly]

[Consortia Name]

Report Month: [Month], [Year]

Report Date: [Month], [Day], [Year]

County Name: [Sacramento]

	Non-MAGI Application Count By Time Period													
Non-MAGI Application Count By Channel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly	Avg Processing Time
Web Portal	2	2	3	3	4	2	3	2	4	3	2	2	32	
Service Center	2	2	3	3	4	2	3	2	4	3	2	2	32	
Mail	2	2	3	3	3	2	3	2	4	3	2	2	31	
Phone	2	2	3	3	3	2	3	2	4	3	2	2	31	
Fax	1	1	2	2	3	1	2	1	4	2	1	1	21	
In-Person	1	1	1	1	3	1	1	1	0	1	1	1	13	
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0	
Avg Processing Time	(500/10=50)													
Total	10	10	15	15	20	10	15	10	20	15	10	10	160	

[Non-MAGI Applications Processed Monthly]

[Consortia Name]

Report Month: [Month], [Year]

Report Date: [Month], [Day], [Year]

County Name: [Placer]

Non-MAGI Application Count By Channel	Non-MAGI Application Count By Time Period													Avg Processing Time
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly	
Web Portal	2	2	3	3	4	2	3	2	4	3	2	2	32	
Service Center	2	2	3	3	4	2	3	2	4	3	2	2	32	
Mail	2	2	3	3	3	2	3	2	4	3	2	2	31	
Phone	2	2	3	3	3	2	3	2	4	3	2	2	31	
Fax	1	1	2	2	3	1	2	1	4	2	1	1	21	
In-Person	1	1	1	1	3	1	1	1	0	1	1	1	13	
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0	
Avg Processing Time	(500/10=50)													
Total	10	10	15	15	20	10	15	10	20	15	10	10	160	