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Director

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



ARNOLD SCHWARZENEGGER
Governor

September 16, 2010

TO: ALL COUNTY WELFARE DIRECTORS Letter No.: 10-16
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL COUNTY MEDI-CAL PROGRAM SPECIALIST/LIAISONS
ALL COUNTY HEALTH EXECUTIVES
ALL COUNTY MENTAL HEALTH DIRECTORS

SUBJECT: BRIDGING PERFORMANCE STANDARDS
(References: All County Welfare Directors Letter (ACWDL) 07-03, 07-09, 09-07 and 09-12.

The purpose of this letter is to advise counties that the review cycle for the next Bridging Self-Certification reporting will be due on January 1, 2011. As stated in ACWDL 09-12, the 25 largest counties are required to submit a report biennially in odd numbered years. After January 1, 2011, counties will not be required to self-certify their Bridging Program performance again until January 1, 2013. The Department of Health Care Services (DHCS) provided detailed instructions in ACWDL 09-12, on all the data elements that counties must use to support the self-certification.

Counties Subject to Performance Standards

The 25 largest counties identified in ACWDL 09-07 are subject to Medi-Cal Eligibility Quality Control monthly samples and case reviews and must complete a Bridging Self-Certification and submit it to DHCS by January 1, 2011. The 25 largest counties are:

- | | | | |
|--------------|----------------|---------------|------------|
| Alameda | Merced | San Francisco | Sonoma |
| Contra Costa | Monterey | San Joaquin | Stanislaus |
| Fresno | Orange | San Mateo | Tulare |
| Imperial | Riverside | Santa Barbara | Ventura |
| Kern | Sacramento | Santa Clara | |
| Los Angeles | San Bernardino | Santa Cruz | |
| Madera | San Diego | Solano | |

There has been no change for this cycle report for performance standards and data elements counties must use to determine whether each of the performance standards have been met. The standards are detailed in ACWDL 09-12.

Excerpts from the ACWDL are as follows:

1. Definition of “Case”

The Bridging performance standards for a case is child based, not family based, as there can be more than one child in a case eligible for the Bridging Program.

2. Sampling Methodology

For purposes of submitting the required Current Population Survey Bridging self-certification, counties can use the whole universe of children found in the Bridging self-certification month or counties can use a sub sample. When the universe of cases for the CPS Bridging process is less than 1,000, the sample size shall be the actual number up to 50 cases. When the universe of cases is 1,000 to 4,999, the sample size shall be 100 cases. When the universe of cases is 5,000 or more, the sample size shall be 200 cases.

3. CPS Supporting Documentation – Data Elements

For the Year 2011 reporting cycle, counties are not required to provide supporting documentation with their self-certification; however, when a county certifies it has attained at least a 90 percent success rate in any of the performance standards, it must be able to provide identifiable data elements and supporting documentation to DHCS for review purposes. DHCS will review the self-certified reports and if additional information or documentation is needed from the counties to complete the review, DHCS will work individually with those counties to ensure the report is complete.

4. Performance Standards Calculations

The methodologies counties must use to determine whether they have met each of the three Bridging performance standards specified in Welfare & Institutions (W&I) Code, Sections 14154 (c)(3)(D)(i), (ii) and (iii) are as follows:

a. Performance Standard (i):

Ninety percent of these children shall be sent a notice informing them of the Healthy Families Program (HFP) within five working days from the determination of a share-of-cost (SOC).

1. Determine the number of children with full-scope, no SOC Medi-Cal eligibility in one month who are then determined eligible for Medi-Cal with a SOC in the following month. This number does NOT include children who will be ineligible for Medi-Cal due to excess property, who will be turning age 19 in the Bridging month, who were made eligible for Bridging in a prior period, or who are already enrolled into the HFP. Counties shall note that children with excess property or who will turn age 19 in the Bridging month are eligible for Bridging; however, these children shall not be included in the Performance Standard census.
2. Subtract the number of children whose family income exceeds the HFP income standard.
3. Subtract the number of children who are undocumented aliens, (not due to Deficit Reduction Act requirements). The remaining children are eligible during the month of Bridging under Aid Code 7X. Each HFP eligible child remaining in the same Medi-Cal Family Budget Unit is considered to be one case.
4. Determine the number of these children who were sent at least one notice informing them of the HFP within five working days of the SOC determination.
5. Divide the number in Step 4 by the number in Step 3 and convert to a percent.

Example for Performance Standard (i):

Step 1	The county determines that on January 25, 2010, 97 children, who are eligible for full-scope, no SOC Medi-Cal in January 2010, will be eligible for Medi-Cal with a SOC in February 2010.	97
Step 2	The county determines seven of these children have family income that exceeds the HFP income standard. Subtract these seven.]	$97-7 = 90$
Step 3	The county determines there are ten children who are undocumented aliens. [Subtract these ten.] The 80 children remaining will be put into aid code 7X.	$90-10 = 80$
Step 4	The county determines 78 of these 80 children were sent at least one notice of HFP information within five working days, or by January 21, 2010.	78
Step 5	Divide the number of children in Step 4, which received the notice, by the total number of eligible children in Step 3.	$78/80$
Result	The county has met performance standard (i).	97.5%

b. Performance Standard (ii)

Ninety percent of all annual redetermination (RV) forms for these children shall be sent to the HFP within five working days from the determination of a SOC if the parent/caretaker has given consent to send this information to the HFP.

1. Determine the number of children with full-scope, no SOC Medi-Cal in one month who will be eligible for Medi-Cal with a SOC in the following month. This number does NOT include children who will be ineligible for Medi-Cal due to excess property, who will turn age 19 in the Bridging month, who were made eligible for Bridging in a prior period, or who are already enrolled in the HFP.
2. Subtract the number of children whose family income exceeds the HFP income standard.
3. Subtract the number of children who are undocumented aliens. The remaining children are eligible during the month of bridging under Aid Code 7X.
4. Subtract the number of children for whom consent to forward the case information to HFP was not given.
5. Determine the number of children remaining after Step 4, whose applications were sent to the HFP within five working days of the SOC determination.
6. Divide the number of remaining children in Step 5 by the number in Step 4 and covert to a percent.

Example for Performance Standard (ii):

Step 1	The county determines that on January 25, 2010, 97 children, who are eligible for full-scope, no SOC Medi-Cal in January 2010, will be eligible for Medi-Cal with a SOC in February 2010.	97
Step 2	The county determines seven of these children have family income that exceeds the HFP income standard. [Subtract these seven.]	$97-7 = 90$
Step 3	The county determines there are ten children who are undocumented aliens. [Subtract these ten.] The 80 children remaining will be put into aid code 7X.	$90-10 = 80$
Step 4	The county determines 8 of these 80 children did not give consent. [Subtract these 8.]	$80-8 = 72$
Step 5	The county determines that annual RV forms for 70 of the children in Step 4 were sent to the HFP within five working days of the SOC determination.	70
Step 6	Divide the number of RV forms that were sent to the HFP in Step 5 by the number in Step 4.	$70/72$
Result	The county has met performance standard (ii).	97.2%

c. Performance Standard (iii):

Ninety percent of these children placed in the Medi-Cal to HFP Bridging Program, whose parent/caretaker have not consented to sending the child's annual RV form to the HFP, shall be sent a request within five working days of the determination of a SOC, to consent to send the information to the HFP.

1. Determine the number of children with no SOC in one month who will be eligible for Medi-Cal with a SOC in the following month. This number does not include children: who will be ineligible for Medi-Cal due to excess property; who will turn age 19 in the Bridging month; who were made eligible for Bridging in a prior period; or who are already enrolled in the HFP.
2. Subtract the number of children whose family income exceeds the HFP income standard.
3. Subtract the number of children who are undocumented aliens. The remaining children are eligible during the month of bridging under Aid Code 7X.
4. Determine the number of children for whom consent was given and subtract this amount.

5. Determine the number of remaining children.
6. Determine the number of these children, whose parent/caretaker received at least one request to give consent to share the child's case information with the HFP within five days of the SOC determination.
7. Divide the number of children in Step 6 by the number of children in Step 5 and convert to a percent.

Example for Performance Standard (iii):

Step 1	The county determines that on January 16, 2010, 97 children, who are eligible for full-scope, no SOC Medi-Cal in January 2010, will be eligible for Medi-Cal with a SOC in February 2010.	97
Step 2	The county determines seven of these children have family income that exceeds the HFP income standard. [Subtract these seven.]	$97-7 = 90$
Step 3	The county determines there are ten children who are undocumented aliens. [Subtract these ten.] The 80 children remaining will be put into aid code 7X.	$90-10 = 80$
Step 4	The county determines families of 72 of these 80 children gave consent. [Subtract these 72.]	$80-72 = 8$
Step 5	The county determines that the parent/caretaker of these eight children must be sent a consent form.	8
Step 6	The county determines three children in eight received a request to give consent to share case information with the HFP within five working days of the SOC determination.	3
Step 7	Divide the number of children in Step 6 by the number of children in Step 5.	$3/8$
Result	The county has not met performance standard (iii).	37.5%

Submission of Report

The counties identified in this letter are required to submit a Self-Certification report to DHCS, Policy Development Branch (PDB) on the county's results in meeting the performance standards. The Bridging Self-Certification (see enclosure) must be on county letterhead signed by the director or his/her designee and mailed to:

Bridging Performance – Self Certification
Department of Health Care Services
Medi-Cal Eligibility Division
Policy Development Branch
P.O. Box 997417
Sacramento, CA 95899-7417

Corrective Action Plan (CAP)

If the county self reports or DHCS finds the county did not meet one or more of the performance standards as required, the county shall be advised in writing to submit a Corrective Action Plan (CAP) as outlined in the Medi-Cal Eligibility Procedures Manual, Article 25 H, CPS, CAP Monitoring, to:

Corrective Action Plan – Bridging Performance
Department of Health Care Services
Medi-Cal Eligibility Division
Program Review Section
San Francisco Field Office
575 Market St. Suite 600
San Francisco, CA 94105

The CAP shall, at a minimum, include steps that the county shall take to improve its performance on the standard which the county is out of compliance. The CAP shall establish interim benchmarks for improvement that shall be expected to be met by the county to avoid continued substandard performance. After review of all reports submitted by the 25 counties, the Medi-Cal Eligibility Division (MCED) will post the Bridging performance standard results on the MCED website.

Counties shall note that if they are currently under a CAP requirement for prior year reporting, it is still necessary for the county to complete a Bridging Self-Certification, reporting the performance outcome of its Bridging Program in January 2011. The CAP requirement and the reporting of milestones under the CAP are separate requirements from the certification of meeting the Bridging Program performance standards in 2010.

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Because the Legislature did not appropriate funds for the cost-of-doing-business adjustment for the 2010-11 Fiscal Year (FY), DHCS will not impose sanctions on any county not meeting the Performance Standards for the 2010-11 FY according to W&I Code, Section 14154 (h)(2), but counties must still submit their performance reports:

“No reduction of the allocation of funds to a county shall be imposed pursuant to this subdivision for failure to meet performance standards during any period of time in which the cost-of-doing-business increase is suspended.”

Upon receipt of the January 2011 Self-Certification report, PDB will review the county conformance with the performance standards. The PDB may ask the county to submit additional documentation to support the certification and counties must be prepared to submit documentation to support the Self-Certification report findings.

If you have any questions regarding this letter, please contact Ms. Rose Pankratz at (916) 650-0140 or email at rose.pankratz@dhcs.ca.gov. If you have questions regarding the CAP, please contact Mr. John Lim, Chief, Coastal Unit, Program Review Section at (415) 904-9702 or email at john.lim@dhcs.ca.gov.

Original signed by:

René Mollow, MSN, RN, Chief
Medi-Cal Eligibility Division

Enclosure

Bridging Self Certification Reporting Format

Please use County letterhead

Date:

County:

Self-Certification Period:

Type of County Self-Certification Action: BRIDGING

County Contact: Name

Title:

Telephone Number:

E-mail address:

Summarization of self certification results:

Please use the following Summary of Findings format for self certification purposes:

EXECUTIVE SUMMARY

Number of All Completed Reviews	
Number of Children in which a determination was made that the share of cost determination was incorrect and the child should have remained in a zero share of cost program.	
Number of Children for which a Medi-Cal to Healthy Families Bridging Program Evaluation was required.	

For all cases requiring a Medi-Cal to Healthy Families Bridging Program action, the following findings apply:

Number of All Correct Children for which a Notice informing children of the Healthy Families Program was completed within five days of the determination of a share of cost.	#	%
Number of All Correct Children for which the Annual Redetermination (RV) Forms were mailed to the Healthy Families Program within five days of the determination of a share of cost if there was parental consent.	#	%
Number of All Correct Children for which a request for consent/permission to forward the RV forms to Healthy Families was sent within five days of the determination of a share of cost.	#	%