

DEPARTMENT OF HEALTH SERVICES

714/744 P STREET
SACRAMENTO, CA 95814



May 12, 1988

TO: All County Welfare Directors
All County Administrative Officers

Letter No.: 88-32

SUBJECT: SPECIAL RECONCILIATION REQUESTS

The purpose of this letter is to remind County Welfare Departments (CWDs) of their responsibilities in meeting their regularly scheduled quarterly reconciliation dates.

BACKGROUND

The MEDS reconciliation process is intended to be a periodic verification that daily updates, error resolution processes, EDP county document input procedures and data processing system reporting to MEDS, are continuing to work correctly. In order to accommodate all counties, the Department developed a specific schedule for reconciliation processing on a quarterly basis. This allows the Department better control and ensures that reconcile files are received and processed appropriately. The processing of reconciliation files are scheduled on the weekends to avoid any conflicts with the processing of daily updates. This schedule also ensures that the entire reconciliation process is completed before the MEDS file, which must be made available for weekday use.

Recently, Medi-Cal Eligibility Branch (MEB) and Data Systems Branch's, Data Guidance Unit (DGU) have received requests from various CWDs to process a reconciliation file other than on a scheduled date because the counties failed to submit their reconciliation files on the dates established for their input. Because of the additional workload this places on State staff and the tight time frames for processing MEDS data, it is imperative that counties make the proper internal preparations to allow for their submission of reconciliation tapes within the timeframes indicated on the attached schedule.

Continued effort in this area will alleviate the need to process reconciliation tapes out of the quarterly sequence. However, if for some reason a tape cannot be submitted timely, counties may request MEB to process a special reconciliation with the next scheduled reconciliation group. CWDs should keep in mind that processing a reconciliation file at a different time of the month than normally scheduled for that county would require their counties to make internal adjustments so updates reflect correct reconciliation periods.

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If you have any questions, please contact your Medi-Cal
Eligibility Branch MEDS Liaison.

Sincerely,

Original signed by

Frank S. Martucci, Chief
Medi-Cal Eligibility Branch

Attachment