



JENNIFER KENT
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

DATE: **July 12, 2019**

PPL No. 19-013

TO: Local Governmental Agency (LGA) Coordinators for the County-Based Medi-Cal Administrative Activities (CMAA) Program and the Tribal Medi-Cal Administrative Activities (TMAA) Program

SUBJECT: Implementation of the MOVEit eTransfer System

The purpose of this Policy and Procedure Letter (PPL) is to inform LGAs that the voluntary MOVEit online system has been implemented for the purpose of determining Actual Client Count (ACC).

LGAs participating in the CMAA and TMAA programs can now begin the process of obtaining access to the MOVEit eTransfer system to determine a claiming unit's ACC(s). MOVEit, previously referred to as Tape Match, is a procedure in which an authorized LGA transfers client information to the Department of Health Care Services (DHCS), and DHCS returns the list of the Medi-Cal beneficiaries to the LGA through an automated file transfer system. MOVEit allows users to manage, view, secure, and control all file transfer activities through a single system with secure delivery. The MOVEit software is managed through the DHCS Extranet platform. The returned data files will provide information such as Medi-Cal eligibility, whether the beneficiary is Fee-For-Service or Managed Care, and if the beneficiary is in a Managed Care Plan, which plan they are enrolled in. Data can be requested as far back as one year.

The MOVEit eTransfer System is a secure way to transfer data that is sensitive, personal, confidential, and contains Protected Health Information (PHI). Data file(s) returned to the LGAs from DHCS will be used solely for the purpose of verifying a client's Medi-Cal status. In order to comply with the Health Insurance Portability and Accountability Act, the submission and receipt of MOVEit data requires an agreement which contains provisions that provide protection for the transfer of PHI between contractors. This agreement is already contained in the DHCS/LGA Contract under Exhibit E Section 4(N) and Exhibit G. This access to data will only be available to the participating LGAs; therefore, non-contracted partners cannot obtain this confidential data from DHCS. If LGAs make this data available to their contracted partners, LGAs must pass down contract language as specified in the Business Associate Addendum of the DHCS/LGA Contract.

If your LGA chooses to utilize the voluntary MOVEit system, please fill out the enclosed MOVEit User Identification form and email it to your designated CMAA analyst. The analyst will establish the MOVEit account, then provide you with instructions on how to use MOVEit. LGAs must have a current and executed DHCS/LGA contract in place in order to utilize MOVEit. LGAs that allow their contract to lapse will be prohibited from using MOVEit until the new contract is in place.

If you have any questions or require further assistance regarding this PPL, please email the CMAA Unit at cmaa@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY DAMITRA HAWKINS

Damitra Hawkins, Chief
County-Based Medi-Cal Administrative Activities Unit

Enclosure

MOVEit User Identification Form