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

DATE:	January 11, 2023	PPL No. 23-001

TO: Local Governmental Agency (LGA) Coordinators for the Targeted Case Management (TCM) Program

SUBJECT: Guidance to Use MOVEit e-Transfer System for Participating LGAs

PURPOSE: This Policy and Procedure Letter (PPL) provides guidance to all LGAs participating in the TCM Program for utilizing the TCM MOVEit e-Transfer System.

BACKGROUND:

The Department of Health Care Services (DHCS) replaced the secure email file transfer procedure with Enterprise Identity and Access Management (EIAM). The EIAM addresses DHCS' need to manage authorization and access; it grants authorized individuals access to only their LGA data through the MICROSOFT AZURE - MOVEit File Transfer Application, also known as MOVEit.

DHCS works with Medi-Cal Managed Care Plans (MCPs) and LGAs participating in the TCM Program to prevent the duplication of TCM services provided to beneficiaries. For this purpose, DHCS compiles information on beneficiaries receiving TCM services from data LGAs bill and enter into the TCM System. The TCM System generates a list of information on all beneficiaries who received TCM services within a three month period prior to the date that list is generated. Then DHCS matches the list of beneficiaries with the most recent Managed Care Plan (MCP) enrollment information obtained from the Medi-Cal Eligibility Data System (MEDS). DHCS then shares the data with the appropriate LGA MOVEit account, which enables LGAs and their MCPs to coordinate and ensure that TCM services are not duplicated.

MOVEit access for the TCM Program became available on July 1, 2019, and allows for the merging of file transfer activities between and within organizations, as well as between groups and individuals using a common shared folder through browser access.

MOVEit is the required platform through which DHCS, LGAs, and MCPs must transfer data related to the TCM Program. The MOVEit eTransfer System is a secure way to transfer data that is sensitive, personal, confidential, and contains Protected Health Information.

TCM Data Release Process

After DHCS cross-references the TCM Online System information with MCP enrollment information, it shares data with the appropriate LGA MOVEit account.

Annually, the TCM Program reaches out to all participating LGAs to confirm the contact information for LGA representatives. These representatives will have access to LGA MOVEit folders and receive the monthly notification from meds@dhcs.ca.gov.

1. Each LGA representative in the Data Release receives an invitation email with an "Accept Invitation" link to initiate the login process.
2. Once successfully logged in, users can find the folder(s) they have access to by clicking on the "Folders" option in the home page of DHCS e-transfer website.
3. Once the TCM file is uploaded to MOVEit folders, MOVEit users will receive an email notification from meds@dhcs.ca.gov by the 20th of every month.
4. Files will be retained in MOVEit folders for no more than 30 days.

Note: In some cases, meds@dhcs.ca.gov emails are sent to the Junk Email folder. Please check your junk email folder for the file, and if the file is not in the Junk Email folder, please reach out to your TCM analysts for assistance.

TCM Data Release Updates

DHCS will verify LGA and MCP contacts and contact information every six months to ensure MOVEit files are routed to the appropriate individuals within LGAs and MCPs. Each LGA and MCP can provide up to five points of contact to receive access to their MOVEit folders for receiving the files from DHCS.

Please email DHCS-TCM@dhcs.ca.gov for any questions regarding this PPL.

Sincerely,

ORIGINAL SIGNED BY

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