



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: December 27, 2012 MMCD All Plan Letter 12-005

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2013-2014 MANAGED CARE PLAN MEDS/834 CUTOFF AND PROCESSING SCHEDULE

PURPOSE

The purpose of this letter is to provide the 2013-2014 Managed Care Plan (MCP) Medi-Cal Eligibility Data System (MEDS)/834 Cutoff and Processing schedule. The enclosed schedule covers the period of December 2012 through January 2014. A copy of the updated outline of MCP's 834 Responsibilities is also included.

REQUIREMENTS

These cutoff dates and timelines are established by the California Department of Health Care Services (DHCS), Information Technology Services Division and are critical to ensure timely processing of eligibility files and data. When applicable, it is imperative that all enrollments and disenrollments be received on a weekly basis by DHCS. Medi-Cal Managed Care contractors must adhere to the enclosed cutoff dates and timelines allowing adequate processing time to ensure timely payment.

In addition to the MEDS cutoff dates, the enclosed schedule also now includes the Seniors and Persons with Disabilities (SPD) Utilization Data and the run dates for the monthly MEDS/834 renewal.

If you have any questions or require additional information, please contact your Contract Manager or Jeremy Rabideau at (916) 449-5017.

Sincerely,

ORIGINAL SIGNED BY MARGARET TATAR

Margaret Tatar
Chief, Medi-Cal Managed Care Division

Enclosures

MANAGED CARE PLAN/MEDS/834 RESPONSIBILITIES
January 2013

All Medi-Cal Managed Care Plans (MCPs) are reminded of the importance of keeping the California Department of Health Care Services (DHCS), Medi-Cal Managed Care Division (MMCD) informed of any Plan changes as described below.

NOTIFICATION/REQUEST PROCESS

MCPs are reminded of the extreme importance of notifying the MMCD Systems Support Unit (SSU) of any MCP/MEDS/834 changes prior to the 15th of any given month by sending an email to ssuhelpdesk@dhcs.ca.gov. This receipt deadline is necessary to meet DHCS Information Technology Services Division (ITSD) processing timelines and make the changes effective within 45-60 days. It is requested that MCPs send the original copy of their notification (which includes the original signature of person authorized to submit the change) to their assigned MMCD Contract Manager. Examples of MCP/MEDS/834 changes for which notification must be given are, but not limited to: MCP/MEDS/834 MIS Coordinator name change, address and phone number changes, or distribution changes, etc.

- Please include the following MCP information in the email notification:
 - Plan Name
 - Plan Code(s) (Specify all “Active” Plan Codes)
 - Plan Mailing Address
 - MEDS/834 MIS Contact
(Name, Phone/Page/Fax Numbers, and E-mail Address)
 - MEDS/834 MIS Backup Contact
(Name, Phone/Page/Fax Numbers, and E-mail Address)
 - The nature of the MCP/MEDS/834 change

- Medi-Cal 834 files are available by 834 SFTP site. Please contact your Contract Manager should you have any questions.

- Month-End 834 files will be available by 5:00 p.m., the day after MEDS renewal. MCPs are asked to wait until 5:00 p.m. and then, if the HCP file is not available, please contact ITSD @ (916) 440-7000 and request that the ticket is sent to HCP Services - CAPMAN 820/834.

MANAGED CARE PLAN/MEDS/834 RESPONSIBILITIES
January 2013

➤ Mailing Addresses:

Attn: *Jeremy Rabideau, Chief*
Systems Support Unit
California Department of Health Care Services
MMCD/Systems Support Unit
1501 Capitol Avenue
P.O. Box 997413, MS 4402
Sacramento, CA 95899-7413
ssuhelpdesk@dhcs.ca.gov

Attn: *(Contract Manager)*
California Department of Health Care Services
MMCD/Plan Management Branch
1501 Capitol Avenue, MS 4407
P.O. Box 997413, MS 4407
Sacramento, CA 95899-7413
Fax (916) 449-5005

Attn: *(Contract Manager)*
California Department of Health Care Services
Long Term Care Division
1501 Capitol Avenue, MS 0018
P.O. Box 997413, MS 0018
Sacramento, CA 95899-7413
Fax (916) 322-8619

MEDS/834 CUTOFF PROCESSING SCHEDULE FOR 2013-2014

Process Month	Month of Eligibility	MCP file input due (MCP to ITSD by 2:30 PM)	MEDS Renewal	834 file available (SFTP site no later than 5:00 PM)	SPD Utilization Data Available
Dec-2012	Jan-2013	(Fri) 12/21/2012	(Wed) 12/26/2012	(Fri) 12/28/2012	(Wed) 01/09/2013
Jan-2013	Feb-2013	(Thu) 01/24/2013	(Mon) 01/28/2013	(Wed) 01/30/2013	(Fri) 02/08/2013
Feb-2013	Mar-2013	(Thu) 02/21/2013	(Mon) 02/25/2013	(Wed) 02/27/2013	(Fri) 03/08/2013
Mar-2013	Apr-2013	(Fri) 03/22/2013	(Tue) 03/26/2013	(Thu) 03/28/2013	(Tue) 04/09/2013
Apr-2013	May-2013	(Tue) 04/23/2013	(Thu) 04/25/2013	(Mon) 04/29/2013	(Wed) 05/08/2013
May-2013	Jun-2013	(Thu) 05/23/2013	(Tue) 05/28/2013	(Thu) 05/30/2013	(Mon) 06/10/2013
Jun-2013	Jul-2013	(Mon) 06/24/2013	(Wed) 06/26/2013	(Fri) 06/28/2013	(Wed) 07/10/2013
Jul-2013	Aug-2013	(Tue) 07/23/2013	(Thu) 07/25/2013	(Mon) 07/29/2013	(Wed) 08/07/2013
Aug-2013	Sep-2013	(Fri) 08/23/2013	(Tue) 08/27/2013	(Thu) 08/29/2013	(Tue) 09/10/2013
Sep-2013	Oct-2013	(Mon) 09/23/2013	(Wed) 09/25/2013	(Fri) 09/27/2013	(Tue) 10/08/2013
Oct-2013	Nov-2013	(Thu) 10/24/2013	(Mon) 10/28/2013	(Wed) 10/30/2013	(Fri) 11/08/2013
Nov-2013	Dec-2013	(Thu) 11/21/2013	(Mon) 11/25/2013	(Wed) 11/27/2013	(Tue) 12/10/2013
Dec-2013	Jan-2014	(Mon) 12/23/2013	(Thu) 12/26/2013	(Mon) 12/30/2013	(Thu) 01/09/2014
Jan-2014	Feb-2014	(Thu) 01/23/2014	(Mon) 01/27/2014	(Wed) 01/29/2014	(Fri) 02/07/2014

State Holidays

January 1, 2013 New Year's Day
 January 21, 2013 Martin Luther King Jr. Day
 February 18, 2013 President's Day
 April 1, 2013 Cesar Chavez Day "observed"
 May 27, 2013 Memorial Day
 July 4, 2013 Independence Day
 September 2, 2013 Labor Day
 November 11, 2013 Veteran's Day
 November 28, 2013 Thanksgiving Day
 November 29, 2013 Day after Thanksgiving
 December 25, 2013 Christmas Day
 January 1, 2014 New Year's Day
 January 20, 2014 Martin Luther King Jr. Day

Legend:

COB Coordination of Benefits
 COHS County Organized Health System
 DMC Dental Managed Care
 HCP Health Care Provider
 ITSD Information Technology Services Division
 MCP Managed Care Plan
 MMCD Medi-Cal Managed Care Division