



JENNIFER KENT
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: January 19, 2016

ALL PLAN LETTER 16-002

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2016-2017 MEDI-CAL MANAGED CARE HEALTH PLAN MEDS/834
CUTOFF AND PROCESSING SCHEDULE

PURPOSE:

The purpose of this All Plan Letter (APL) is to provide Medi-Cal managed care health plans (MCPs) with the 2016-2017 Medi-Cal Eligibility Data System (MEDS)/834 cutoff and processing schedule.

REQUIREMENTS:

The enclosed MEDS/834 cutoff and processing schedule covers the period of December 2015 through January 2017. These cutoff dates and timelines are established by the Department of Health Care Services (DHCS), Enterprise Innovation and Technology Services Division and are critical to ensuring timely processing of eligibility files and data. When applicable, it is important for DHCS to receive all enrollments and disenrollments on a daily basis. MCPs must adhere to the enclosed cutoff dates and timelines to allow adequate processing time and to ensure timely payments.

In addition to the MEDS/834 cutoff and processing schedule, enclosed are the updated outline of MCP 834 responsibilities and the Health Care Options (HCO) file posting schedule for 2016.

If you have any questions regarding this APL or the enclosed schedules, please contact your Managed Care Operations Division contract manager. For questions regarding the HCO schedule, please contact HCO at (916) 364-2016.

Sincerely,

Original Signed by Javier Portela

Javier Portela, Chief
Managed Care Operations Division
Department of Health Care Services

Attachments

MANAGED CARE PLAN/MEDS/834 RESPONSIBILITES
January 2016

All Medi-Cal managed care health plans (MCPs) are reminded of the importance of keeping the California Department of Health Care Services (DHCS), Managed Care Operations Division (MCPD) informed of any MCP changes as described below.

NOTIFICATION/REQUEST PROCESS

MCPs are reminded of the extreme importance of notifying the MCPD Systems Support Unit 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 Enterprise Innovation and Technology Services 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 MCPD 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 via the 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., two days after MEDS renewal. MCPs are asked to wait until 5:00 p.m. and then, if the HCP file is not available, please contact EITS @ (916) 440-7000 and request that the ticket is sent to HCP Services - CAPMAN 820/834.

MANAGED CARE PLAN/MEDS/834 RESPONSIBILITES
January 2016

➤ Mailing Addresses:

Attn: *(Contract Manager)*
California Department of Health Care Services
Managed Care Operations Division
1501 Capitol Avenue,
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
P.O. Box 997413, MS 0018
Sacramento, CA 95899-7413
Fax (916) 440-5720

Process Month	Month of Eligibility	MCP file input due (MCP to EITS by 2:30 PM)	MEDS Renewal	834 file available (SFTP site no later than 5:00 PM)
Dec-2015	Jan-2016	(Wed) Dec 23, 2015	(Mon) Dec 28, 2015	(Wed) Dec 30, 2015
Jan-2016	Feb-2016	(Thu) Jan 21, 2016	(Mon) Jan 25, 2016	(Wed) Jan 27, 2016
Feb-2016	Mar-2016	(Mon) Feb 22, 2016	(Wed) Feb 24, 2016	(Fri) Feb 26, 2016
Mar-2016	Apr-2016	(Thu) Mar 24, 2016	(Mon) Mar 28, 2016	(Wed) Mar 30, 2016
Apr-2016	May-2016	(Thu) Apr 21, 2016	(Mon) Apr 25, 2016	(Wed) Apr 27, 2016
May-2016	Jun-2016	(Mon) May 23, 2016	(Wed) May 25, 2016	(Fri) May 27, 2016
Jun-2016	Jul-2016	(Thu) Jun 23, 2016	(Mon) Jun 27, 2016	(Wed) Jun 29, 2016
Jul-2016	Aug-2016	(Fri) Jul 22, 2016	(Tue) Jul 26, 2016	(Thu) Jul 28, 2016
Aug-2016	Sep-2016	(Tue) Aug 23, 2016	(Thu) Aug 25, 2016	(Fri) Aug 26, 2016
Sep-2016	Oct-2016	(Thu) Sep 22, 2016	(Mon) Sep 26, 2016	(Wed) Sep 28, 2016
Oct-2016	Nov-2016	(Fri) Oct 21, 2016	(Tue) Oct 25, 2016	(Thu) Oct 27, 2016
Nov-2016	Dec-2016	(Fri) Nov 18, 2016	(Tue) Nov 22, 2016	(Wed) Nov 23, 2016
Dec-2016	Jan-2017	(Thu) Dec 22, 2016	(Tue) Dec 27, 2016	(Thu) Dec 29, 2016
Jan-2017	Feb-2017	(Mon) Jan 23, 2017	(Wed) Jan 25, 2017	(Fri) Jan 27, 2017

State Holidays

- January 01, 2016 New Year's Day
- January 18, 2016 Dr. Martin Luther King Day
- February 15, 2016 President's Day
- March 31, 2016 Cesar Chavez Day
- May 30, 2016 Memorial Day
- July 04, 2016 Independence Day
- September 05, 2016 Labor Day
- November 11, 2016 Veteran's Day
- November 24, 2016 Thanksgiving Day
- November 25, 2016 Day After Thanksgiving
- December 26, 2016 Christmas Day (observed)

Legend:

- MEDS - Medi-Cal Eligibility Data System
- MCP - Medi-Cal Managed Care Health Plan
- SPD - Seniors and Persons with Disabilities
- SFTP - Secure File Transfer Protocol

CA HCO SDES File Posting Schedule for 2016

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 H	2
3	4 C	5	6	7	8 W	9
10	11	12	13	14	15 W	16
17	18 H	19	20	21 P	22 W	23
24	25	26	27 X	28	29	30
31						

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 C	2	3	4	5 W	6
7	8	9	10	11	12 W	13
14	15 H	16	17	18 P	19 W	20
21	22	23	24	25	26 X	27
28	29					

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 C	2	3	4 W	5
6	7	8	9	10	11 W	12
13	14	15	16	17	18 W	19
20	21 P	22	23	24	25 W	26
27	28	29	30 X	31 H		

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 C	2
3	4	5	6	7	8 W	9
10	11	12	13	14	15 W	16
17	18	19	20	21 P	22 W	23
24	25	26	27 X	28	29	30

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 C	3	4	5	6 W	7
8	9	10	11	12	13 W	14
15	16	17	18	19 P	20 W	21
22	23	24	25	26	27 X	28
29	30 H	31				

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 C	2	3 W	4
5	6	7	8	9	10 W	11
12	13	14	15	16	17 W	18
19	20 P	21	22	23	24 W	25
26	27	28	29 X	30		

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 C	2
3	4 H	5	6	7	8 W	9
10	11	12	13	14	15 W	16
17	18	19	20	21 P	22 W	23
24	25	26	27	28 X	29	30
31						

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 C	2	3	4	5 W	6
7	8	9	10	11	12 W	13
14	15	16	17	18	19 W	20
21	22 P	23	24	25	26	27
28	29 X	30	31			

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 C	2 W	3
4	5 H	6	7	8	9 W	10
11	12	13	14	15	16 W	17
18	19	20	21	22 P	23 W	24
25	26	27	28 X	29	30	

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 C	4	5	6	7 W	8
9	10	11	12	13	14 W	15
16	17	18	19	20 P	21 W	22
23	24	25	26	27 X	28	29
30	31					

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 C	2	3	4 W	5
6	7	8	9	10	11 H	12
13	14 F	15	16	17 P	18 W	19
20	21	22	23 P	24 H	25 H	26
27	28 X	29	30			

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 C	2 W	3
4	5	6	7	8	9 W	10
11	12	13	14	15	16 W	17
18	19	20	21	22 P	23 W	24
25	26 H	27	28	29 X	30	31

Legend:

- W MAXIMUS posts Weekly Plan Files, HIF Forms and MER/EDER Extract Files
- X Cut-off version of Weekly Plan Files, HIF Forms and MER/EDER Extract Files
- P Plans post PPD/PIN Data Files
- C MAXIMUS posts PIN updates to the CSP
- H MAXIMUS Holidays

2016 Holidays

- 1/18/2016 Martin Luther King Jr. Day
- 2/15/2016 President's Day
- 3/31/2016 Cesar Chavez Day
- 5/30/2016 Memorial Day
- 7/4/2016 Independence Day
- 9/5/2016 Labor Day
- 11/11/2016 Veteran's day
- 11/24/2016 Thanksgiving
- 11/25/2016 Day after Thanksgiving
- 12/26/2016 Christmas Day (observed)

2017 Holidays

- 1/2/2017 New Year's day (observed)
- 1/16/2017 Martin Luther King Jr. Day

January 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 H	3 C	4	5	6 W	7
8	9	10	11	12	13 W	14
15	16 H	17	18	19	20 W	21
22	23 P	24	25	26	27 X	28
29	30	31				