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

JENNIFER KENT
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

DATE: January 3, 2017

ALL PLAN LETTER 17-001

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2017-2018 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 2017-2018 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 2016 through January 2018.   These cutoff dates and timelines are established by the Department of Health Care Services (DHCS), Enterprise Innovation and Technology Services Division (EITS), 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.

Enclosed in addition to the MEDS/834 cutoff and processing schedule are the updated outline of MCP 834 responsibilities and the Health Care Options (HCO) file posting schedule for 2017.

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

Enclosures

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-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
Feb-2017	Mar-2017	(Tue) Feb 21, 2017	(Thu) Feb 23, 2017	(Mon) Feb 27, 2017
Mar-2017	Apr-2017	(Thu) Mar 23, 2017	(Mon) Mar 27, 2017	(Wed) Mar 29, 2017
Apr-2017	May-2017	(Fri) Apr 21, 2017	(Tue) Apr 25, 2017	(Thu) Apr 27, 2017
May-2017	Jun-2017	(Tue) May 23, 2017	(Thu) May 25, 2017	(Tue) May 30, 2017
Jun-2017	Jul-2017	(Thu) Jun 22, 2017	(Mon) Jun 26, 2017	(Wed) Jun 28, 2017
Jul-2017	Aug-2017	(Mon) Jul 24, 2017	(Wed) Jul 26, 2017	(Fri) Jul 28, 2017
Aug-2017	Sep-2017	(Thu) Aug 24, 2017	(Mon) Aug 28, 2017	(Wed) Aug 30, 2017
Sep-2017	Oct-2017	(Thu) Sep 21, 2017	(Mon) Sep 25, 2017	(Wed) Sep 27, 2017
Oct-2017	Nov-2017	(Mon) Oct 23, 2017	(Wed) Oct 25, 2017	(Fri) Oct 27, 2017
Nov-2017	Dec-2017	(Tue) Nov 21, 2017	(Mon) Nov 27, 2017	(Wed) Nov 29, 2017
Dec-2017	Jan-2018	(Thu) Dec 21, 2017	(Tue) Dec 26, 2017	(Thu) Dec 28, 2017
Jan-2018	Feb-2018	(Tue) Jan 23, 2018	(Thu) Jan 25, 2018	(Mon) Jan 29, 2018

State Holidays

January 02, 2017	New Year's Day (observed)
January 16, 2017	Dr. Martin Luther King Day
February 20, 2017	President's Day
March 31, 2017	Cesar Chavez Day
May 29, 2017	Memorial Day
July 04, 2017	Independence Day
September 04, 2017	Labor Day
November 10, 2017	Veteran's Day
November 23, 2017	Thanksgiving Day
November 24, 2017	Day After Thanksgiving
December 25, 2017	Christmas Day
January 01, 2018	New Year's Day
January 15, 2018	Dr. Martin Luther King Day

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
EITS - Enterprise Innovation and Technology Services Division

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 (MCOD) informed of any MCP changes as described below.

NOTIFICATION/REQUEST PROCESS

MCPs are reminded of the extreme importance of notifying the MCOD 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 Enterprise Innovation and Technology Services (EITS) 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 a person authorized to submit the change) to their assigned MCOD Contract Manager. Examples of MCP/MEDS/834 changes for which notification must be given include, but are not limited to, MCP/MEDS/834 MIS Coordinator name change; address and phone number changes; or distribution changes.

➢ 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 Secure File Transfer Protocol (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.
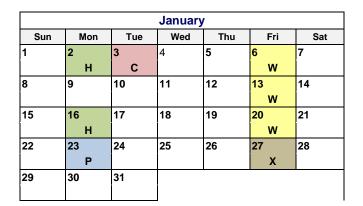
➢ Mailing Addresses:

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

Attn: *(Contract Manager)*
California Department of Health Care Services
Long Term Care Division
1700 K Street, Suite 5011
Sacramento, CA 95811

CA HCO Secure Data Exchange Services (SDES)
File Posting Schedule for 2017

MAXIMUS — HELPING GOVERNMENT SERVE THE PEOPLE

January

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				

February

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 H	21 P	22	23	24	25
26	27 X	28				

March

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	31 H	

April

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						

May

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 H	30 X	31			

June

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 P	20	21	22	23 W	24
25	26	27	28 X	29	30	

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	
2	3 C	4 H	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	28 X	29
30	31					

August

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		

September

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 P	19	20	21	22 W	23
24	25	26	27 X	28	29	30

October

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	31				

November

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

December

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 P	19	20	21	22 W	23
24	25 H	26	27	28 X	29	30
31						

January 2018

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

Legend:

- **(Yellow)** MAXIMUS posts Weekly Plan Files, HIF Forms and MER/EDER Extract Files
- **(Tan)** Cut-off version of Weekly Plan Files, HIF Forms and MER/EDER Extract Files
- **(Blue)** Plans post PPD/PIN Data Files
- **(Pink)** MAXIMUS posts PIN updates to the CSP
- **(Green)** MAXIMUS Holidays

Date	Holiday
1/16/2017	Martin Luther King Jr. Day
3/31/2017	Cesar Chavez Day
7/4/2017	Independence Day
9/4/2017	Labor Day
11/10/2017	Veteran's Day (observed)
11/23/2017	Thanksgiving Day
12/25/2017	Christmas Day

2018 Holidays

Date	Holiday
1/1/2018	New Year's Day