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DIRECTOR

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Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

DATE: January 11, 2018

ALL PLAN LETTER 18-002

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2018-2019 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 2018-2019 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 2017 through January 2019. 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) Secure Data Exchange Services (SDES) file posting schedule for 2018.

If you have any questions regarding this APL or the enclosed schedules, please contact your Managed Care Operations Division Contract Manager.

Sincerely,

Original signed by Javier Portela

Javier Portela, Chief
Managed Care Operations Division

Enclosures

MEDS/834 Cutoff and Processing Schedule

| 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-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 |
| Feb-2018 | Mar-2018 | (Tue) Feb 20, 2018 | (Thu) Feb 22, 2018 | (Mon) Feb 26, 2018 |
| Mar-2018 | Apr-2018 | (Thu) Mar 22, 2018 | (Mon) Mar 26, 2018 | (Wed) Mar 28, 2018 |
| Apr-2018 | May-2018 | (Fri) Apr 20, 2018 | (Tue) Apr 24, 2018 | (Thu) Apr 26, 2018 |
| May-2018 | Jun-2018 | (Tue) May 22, 2018 | (Thu) May 24, 2018 | (Tue) May 29, 2018 |
| Jun-2018 | Jul-2018 | (Thu) Jun 21, 2018 | (Mon) Jun 25, 2018 | (Wed) Jun 27, 2018 |
| Jul-2018 | Aug-2018 | (Tue) Jul 24, 2018 | (Thu) Jul 26, 2018 | (Mon) Jul 30, 2018 |
| Aug-2018 | Sep-2018 | (Thu) Aug 23, 2018 | (Mon) Aug 27, 2018 | (Wed) Aug 29, 2018 |
| Sep-2018 | Oct-2018 | (Thu) Sep 20, 2018 | (Mon) Sep 24, 2018 | (Wed) Sep 26, 2018 |
| Oct-2018 | Nov-2018 | (Tue) Oct 23, 2018 | (Thu) Oct 25, 2018 | (Mon) Oct 29, 2018 |
| Nov-2018 | Dec-2018 | (Tue) Nov 20, 2018 | (Mon) Nov 26, 2018 | (Wed) Nov 28, 2018 |
| Dec-2018 | Jan-2019 | (Fri) Dec 21, 2018 | (Wed) Dec 26, 2018 | (Fri) Dec 28, 2018 |
| Jan-2019 | Feb-2019 | (Tue) Jan 22, 2019 | (Thu) Jan 24, 2019 | (Mon) Jan 28, 2019 |

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

1/11/2018

California State Holidays

| | |
|--------------------|----------------------------|
| January 01, 2018 | New Year's Day |
| January 15, 2018 | Dr. Martin Luther King Day |
| February 19, 2018 | President's Day |
| March 31, 2018 | Cesar Chavez Day |
| May 28, 2018 | Memorial Day |
| July 04, 2018 | Independence Day |
| September 03, 2018 | Labor Day |
| November 12, 2018 | Veteran's Day (Observed) |
| November 22, 2018 | Thanksgiving Day |
| November 23, 2018 | Day After Thanksgiving |
| December 25, 2018 | Christmas Day |
| January 01, 2019 | New Year's Day |
| January 21, 2019 | Dr. Martin Luther King Day |

1/11/2018

MANAGED CARE PLAN/MEDS/834 RESPONSIBILITIES

January 2018

All Medi-Cal Managed Care 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 Plan administrative changes as described below.

NOTIFICATION/REQUEST PROCESS

MCPs are reminded of the extreme importance of notifying their Managed Care Operations Division (MCPD) Contract Manager of any MCP/MEDS/834 changes prior to the 15th of any given month via email. 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. Examples of MCP/MEDS/834 changes for which notification must be given are, but not limited to: sFTP user access, MCP/MEDS/834 MIS Coordinator name, address, phone number, or distribution list changes.

- Please include the following MCP information in the email notification:
 - Plan Name
 - Plan Code(s) (Specify all "Active" Plan Codes)
 - 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 Application Support - CAPMAN.

CA HCO Secure Data Exchange Services (SDES) File Posting Schedule for 2018



| JANUARY | | | | | | |
|---------|---------|--------|-----|-----|---------|-----|
| 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 | | | |

| FEBRUARY | | | | | | |
|----------|---------|---------|-----|--------|---------|-----|
| 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 H | 20 P | 21 | 22 | 23 | 24 |
| 25 | 26 X | 27 | 28 | | | |

| M | | | | | | |
|-----|-----|-----|---------|---------|---------|-----|
| 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 | 27 | 28 X | 29 | 30 | 31 |

| APRIL | | | | | | |
|-------|--------|-----|-----|---------|---------|-----|
| 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 X | 27 | 28 |
| 29 | 30 | | | | | |

| MAY | | | | | | |
|-----|---------|---------|-----|---------|---------|-----|
| 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 | 22 | 23 | 24 P | 25 | 26 |
| 27 | 28 H | 29 X | 30 | 31 | | |

| JUNE | | | | | | |
|------|-----|-----|---------|---------|---------|-----|
| 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 |

| JULY | | | | | | |
|------|---------|-----|--------|-----|---------|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| 1 | 2 C | 3 | 4 H | 5 | 6 W | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 W | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 W | 21 |
| 22 | 23 P | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 X | 31 | | | | |

| AUGUST | | | | | | |
|--------|-----|-----|---------|---------|---------|-----|
| 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 | 21 | 22 | 23 P | 24 W | 25 |
| 26 | 27 | 28 | 29 X | 30 | 31 | |

| SEPTEMBER | | | | | | |
|-----------|--------|--------|---------|---------|---------|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| | | | | | | 1 |
| 2 | 3 H | 4 C | 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 X | 27 | 28 | 29 |
| 30 | | | | | | |

| OCTOBER | | | | | | |
|---------|---------|-----|-----|-----|---------|-----|
| 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 | | | |

| NOVEMBER | | | | | | |
|----------|---------|-----|---------|---------|---------|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| | | | | 1 C | 2 W | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 W | 10 |
| 11 | 12 H | 13 | 14 | 15 | 16 W | 17 |
| 18 | 19 | 20 | 21 P | 22 H | 23 H | 24 |
| 25 | 26 | 27 | 28 | 29 X | 30 | |

| DECEMBER | | | | | | |
|----------|--------|---------|-----|---------|---------|-----|
| 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 H | 26 | 27 | 28 X | 29 |
| 30 | 31 | | | | | |

Legend:

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

2018 Holidays

- 1/1/2018 New Year's Day
- 1/15/2018 Martin Luther King Jr. Day
- 2/19/2018 President's Day
- 5/28/2018 Memorial Day
- 7/4/2018 Independence Day
- 9/3/2018 Labor Day
- 11/12/2018 Veteran's Day (observed)
- 11/22/2018 Thanksgiving
- 11/23/2018 Day after Thanksgiving
- 12/25/2018 Christmas

2019 Holidays

- 1/1/2019 New Year's Day
- 1/21/2019 Martin Luther King Jr. Day

| JANUARY 2019 | | | | | | |
|--------------|---------|---------|--------|-----|---------|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| | | 1 H | 2 C | 3 | 4 W | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 W | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 W | 19 |
| 20 | 21 H | 22 P | 23 | 24 | 25 | 26 |
| 27 | 28 X | 29 | 30 | 31 | | |