DHCS

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

JENNIFER KENT
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

DATE: December 19, 2018

ALL PLAN LETTER 18-021

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2019-2020 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 2019-2020 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 2018 through January 2020. 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 2019.

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 Nathan Nau

Nathan Nau, Chief
Managed Care Quality and Monitoring Division

Enclosures

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

NOTIFICATION/REQUEST PROCESS

MCPs are reminded of the extreme importance of notifying the Managed Care Operations Division (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 person authorized to submit the change) to their assigned MCOD 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.

➢ 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
Integrated Systems of Care Division
1515 K Street, Suite 400
MS 8100
Sacramento, CA 95814

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-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
Feb-2019	Mar-2019	(Tue) Feb 19, 2019	(Thu) Feb 21, 2019	(Mon) Feb 25, 2019
Mar-2019	Apr-2019	(Fri) Mar 22, 2019	(Tue) Mar 26, 2019	(Thu) Mar 28, 2019
Apr-2019	May-2019	(Mon) Apr 22, 2019	(Wed) Apr 24, 2019	(Fri) Apr 26, 2019
May-2019	Jun-2019	(Thu) May 23, 2019	(Tue) May 28, 2019	(Thu) May 30, 2019
Jun-2019	Jul-2019	(Fri) Jun 21, 2019	(Tue) Jun 25, 2019	(Thu) Jun 27, 2019
Jul-2019	Aug-2019	(Tue) Jul 23, 2019	(Thu) Jul 25, 2019	(Mon) Jul 29, 2019
Aug-2019	Sep-2019	(Thu) Aug 22, 2019	(Mon) Aug 26, 2019	(Wed) Aug 28, 2019
Sep-2019	Oct-2019	(Mon) Sep 23, 2019	(Wed) Sep 25, 2019	(Fri) Sep 27, 2019
Oct-2019	Nov-2019	(Thu) Oct 24, 2019	(Mon) Oct 28, 2019	(Wed) Oct 30, 2019
Nov-2019	Dec-2019	(Thu) Nov 21, 2019	(Mon) Nov 25, 2019	(Wed) Nov 27, 2019
Dec-2019	Jan-2020	(Mon) Dec 23, 2019	(Thu) Dec 26, 2019	(Mon) Dec 30, 2019
Jan-2020	Feb-2020	(Thu) Jan 23, 2020	(Mon) Jan 27, 2020	(Wed) Jan 29, 2020

State Holidays

January 01, 2019	New Year's Day
January 21, 2019	Dr. Martin Luther King Day
February 18, 2019	President's Day
April 01, 2019	Cesar Chavez Day
May 27, 2019	Memorial Day
July 04, 2019	Independence Day
September 02, 2019	Labor Day
November 11, 2019	Veteran's Day (Observed)
November 28, 2019	Thanksgiving Day
November 29, 2019	Day After Thanksgiving
December 25, 2019	Christmas Day
January 01, 2020	New Year's Day
January 20, 2020	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

CA HCO Secure Data Exchange Services (SDES)
File Posting Schedule for 2019

MAXIMUS — HELPING GOVERNMENT SERVE THE PEOPLE

Legend:

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

2019 Holidays

Date	Holiday
1/1/19	New Year's Day
1/21/19	Martin Luther King Jr.
2/18/19	President's Day
4/1/19	Cesar Chavez Day
5/27/19	Memorial Day
7/4/19	Independence Day
9/2/19	Labor Day
11/11/19	Veteran's Day
11/28/19	Thanksgiving Day
11/29/19	Day after Thanksgiving
12/25/19	Christmas Day

2020 Holidays

Date	Holiday
1/1/20	New Year's Day
1/20/20	Martin Luther King Jr.

JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
		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		

FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
					1 W	2
3	4	5	6	7	8 W	9
10	11	12	13	14	15 W	16
17	18 H	19	20 P	21	22 W	23
24	25 X	26	27	28		

MARCH

Su	Mo	Tu	We	Th	Fr	Sa
					1 W	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	28 X	29	30
31						

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
	1 H	2 C	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 X	27
28	29	30				

MAY

Su	Mo	Tu	We	Th	Fr	Sa
			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 H	28	29	30 X	31	

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
						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						

JULY

Su	Mo	Tu	We	Th	Fr	Sa
	1 C	2	3	4 H	5 W	6
7	8	9	10	11	12 W	13
14	15	16	17	18	18 W	20
21	22 P	23	24	25	26	27
28	29 X	30	31			

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
				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

SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2 H	3 C	4	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 X	28
29	30					

OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
		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 P	23	24	25 W	26
27	28	29	30 X	31		

NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
					1 C	2
3	4	5	6	7	8 W	9
10	11 H	12	13	14	15 W	16
17	18	19	20 P	21	22 W	23
24	25	26	27 X	28 H	29 H	30

DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2 C	3	4	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 H	26	27	28
29	30 X	31				

JANUARY 2020

Sun	Mo	Tue	We	Th	Fr	Sa
			1 H	2 C	3 W	4
5	6	7	8	9	10 W	11
12	13	14	15	16	17 W	18
19	20 H	21	22	23 P	24 W	25
26	27	28	29 X	30	31	