DHCS

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DIRECTOR

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

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DATE: January 11, 2022

ALL PLAN LETTER 22-001

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2022-2023 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 2022-2023 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 2021 through January 2023. These cutoff dates and timelines are established by the Department of Health Care Services (DHCS), Enterprise 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 is the updated outline of MCP 834 responsibilities and the Health Care Options (HCO) Secure Data Exchange Services (SDES) file posting schedule for 2022.

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 1-866-710-4522.

Sincerely,

Original Signed by

Michelle Retke, 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-2021	Jan-2022	(Thu) Dec 23, 2021	(Mon) Dec 27, 2021	(Wed) Dec 29, 2021
Jan-2022	Feb-2022	(Thu) Jan 20, 2022	(Mon) Jan 24, 2022	(Wed) Jan 26, 2022
Feb-2022	Mar-2022	(Thu) Feb 17, 2022	(Tue) Feb 22, 2022	(Thu) Feb 24, 2022
Mar-2022	Apr-2022	(Mon) Mar 21, 2022	(Wed) Mar 23, 2022	(Fri) Mar 25, 2022
Apr-2022	May-2022	(Thu) Apr 21, 2022	(Mon) Apr 25, 2022	(Wed) Apr 27, 2022
May-2022	Jun-2022	(Thu) May 19, 2022	(Mon) May 23, 2022	(Wed) May 25, 2022
Jun-2022	Jul-2022	(Tue) Jun 21, 2022	(Thu) Jun 23, 2022	(Mon) Jun 27, 2022
Jul-2022	Aug-2022	(Thu) Jul 21, 2022	(Mon) Jul 25, 2022	(Wed) Jul 27, 2022
Aug-2022	Sep-2022	(Mon) Aug 22, 2022	(Wed) Aug 24, 2022	(Fri) Aug 26, 2022
Sep-2022	Oct-2022	(Tue) Sep 20, 2022	(Thu) Sep 22, 2022	(Mon) Sep 26, 2022
Oct-2022	Nov-2022	(Thu) Oct 20, 2022	(Mon) Oct 24, 2022	(Wed) Oct 26, 2022
Nov-2022	Dec-2022	(Thu) Nov 17, 2022	(Mon) Nov 21, 2022	(Wed) Nov 23, 2022
Dec-2022	Jan-2023	(Thu) Dec 22, 2022	(Tue) Dec 27, 2022	(Thu) Dec 29, 2022
Jan-2023	Feb-2023	(Fri) Jan 20, 2023	(Tue) Jan 24, 2023	(Thu) Jan 26, 2023

State Holidays

January 01, 2022	New Year's Day
January 17, 2022	Martin Luther King Jr. Day
February 21, 2022	Presidents Day
March 31, 2022	Cesar Chavez Day
May 30, 2022	Memorial Day
July 04, 2022	Independence Day Observed
September 05, 2022	Labor Day
November 11, 2022	Veterans Day
November 24, 2022	Thanksgiving Day
November 25, 2022	Day After Thanksgiving
December 26, 2022	Christmas Day Observed
January 02, 2023	New Year's Day Observed
January 16, 2023	Martin Luther King Jr. 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

1/4/2022

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 Technology Services (ETS) 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 ETS @ (916) 440-7000 and request that the ticket is sent to HCP Services - CAPMAN 820/834.

2022 SDES File Posting Schedule

JANUARY

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 H	18	19	20	21 W	22
23	24 P	25	26 X	27	28	29
30	31					

FEBRUARY

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 H	22 P	23	24 X	25	26
27	28					

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

APRIL

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

NOVEMBER

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

JANUARY 2023

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	24	25 P	26 X	27	28
29	30	31				

LEGEND:

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

IMPORTANT:

Due to Weekly Plan and MER/EDER Cut-off file postings, files will not be posted on the following dates:

1/28/22 2/25/22 4/29/22 5/27/22 7/1/22 9/23/22
9/30/22 10/28/22 11/25/22 12/30/22 1/27/23

2022 HOLIDAYS:

1/17/2022	Martin Luther King Jr. Day
2/21/2022	President's Day
3/31/2022	Cesar Chavez Day
5/30/2022	Memorial Day
7/4/2022	Independence Day
9/5/2022	Labor Day
11/11/2022	Veteran's Day
11/24/2022	Thanksgiving Day
11/25/2022	Day after Thanksgiving
12/26/2022	Christmas Day

JANUARY 2023 HOLIDAYS:

1/2/2023	New Year's Day (observed)
1/16/2023	Martin Luther King Jr. Day

Date last revised: December 14, 2021