



MICHELLE BAASS
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

DATE: January 17, 2023

ALL PLAN LETTER 23-002

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2023-2024 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 2023-2024 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 2022 through January 2024. 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 (SDXS) file posting schedule for 2023.

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

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-2022	Jan-2023	(Thu) Dec 22, 2022	(Tue) Dec 27, 2022	(Thu) Dec 29, 2022
Jan-2023	Feb-2023	(Thu) Jan 19, 2023	(Tue) Jan 24, 2023	(Thu) Jan 26, 2023
Feb-2023	Mar-2023	(Wed) Feb 15, 2023	(Tue) Feb 21, 2023	(Thu) Feb 23, 2023
Mar-2023	Apr-2023	(Wed) Mar 22, 2023	(Mon) Mar 27, 2023	(Wed) Mar 29, 2023
Apr-2023	May-2023	(Wed) Apr 19, 2023	(Mon) Apr 24, 2023	(Wed) Apr 26, 2023
May-2023	Jun-2023	(Wed) May 17, 2023	(Mon) May 22, 2023	(Wed) May 24, 2023
Jun-2023	Jul-2023	(Wed) Jun 21, 2023	(Mon) Jun 26, 2023	(Wed) Jun 28, 2023
Jul-2023	Aug-2023	(Wed) Jul 19, 2023	(Mon) Jul 24, 2023	(Wed) Jul 26, 2023
Aug-2023	Sep-2023	(Mon) Aug 21, 2023	(Thu) Aug 24, 2023	(Mon) Aug 28, 2023
Sep-2023	Oct-2023	(Wed) Sep 20, 2023	(Mon) Sep 25, 2023	(Wed) Sep 27, 2023
Oct-2023	Nov-2023	(Wed) Oct 18, 2023	(Mon) Oct 23, 2023	(Wed) Oct 25, 2023
Nov-2023	Dec-2023	(Wed) Nov 15, 2023	(Mon) Nov 20, 2023	(Wed) Nov 22, 2023
Dec-2023	Jan-2024	(Thu) Dec 21, 2023	(Tue) Dec 26, 2023	(Thu) Dec 28, 2023
Jan-2024	Feb-2024	(Wed) Jan 17, 2024	(Mon) Jan 22, 2024	(Wed) Jan 24, 2024

State Holidays

- January 02, 2023 New Year's Day
- January 16, 2023 Dr. Martin Luther King Day
- February 20, 2023 President's Day
- March 31, 2023 Cesar Chavez Day
- May 29, 2023 Memorial Day
- July 04, 2023 Independence Day Observed
- September 04, 2023 Labor Day
- November 10, 2023 Veteran's Day
- November 23, 2023 Thanksgiving Day
- November 24, 2023 Day After Thanksgiving
- December 25, 2023 Christmas Day Observed
- January 01, 2024 New Year's Day Observed
- January 15, 2024 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

MANAGED CARE PLAN/MEDS/834 RESPONSIBILITIES

January 2023

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 changes as described below.

NOTIFICATION/REQUEST PROCESS

MCPs are reminded of the extreme importance of notifying the Managed Care Operations Division (MCPD) 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 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 ETS @ (916) 440-7000 and request that the ticket is sent to HCP Services - CAPMAN 820/834.

MAXIMUS 2023 CALENDAR

JANUARY · 1 20 BUSINESS DAYS

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULIAN DATES 1-31

FEBRUARY · 2 19 BUSINESS DAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

JULIAN DATES 32-59

MARCH · 3 22 BUSINESS DAYS

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULIAN DATES 60-90

APRIL · 4 20 BUSINESS DAYS

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULIAN DATES 91-120

MAY · 5 22 BUSINESS DAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULIAN DATES 121-151

JUNE · 6 22 BUSINESS DAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULIAN DATES 152-181

JULY · 7 20 BUSINESS DAYS

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULIAN DATES 182-212

AUGUST · 8 23 BUSINESS DAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULIAN DATES 213-243

SEPTEMBER · 9 20 BUSINESS DAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULIAN DATES 244-273

OCTOBER · 10 22 BUSINESS DAYS

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULIAN DATES 274-304

NOVEMBER · 11 19 BUSINESS DAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULIAN DATES 305-334

DECEMBER · 12 20 BUSINESS DAYS

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULIAN DATES 335-365

CUT-OFF DATES 2023

MONTH	CUT-OFF	MOE
JANUARY	01.24.23	02.01.23
FEBRUARY	02.21.23	03.01.23
MARCH	03.27.23	04.01.23
APRIL	04.24.23	05.01.23
MAY	05.22.23	06.01.23
JUNE	06.26.23	07.01.23
JULY	07.24.23	08.01.23
AUGUST	08.24.23	09.01.23
SEPTEMBER	09.25.23	10.01.23
OCTOBER	10.23.23	11.01.23
NOVEMBER	11.20.23	12.01.23
DECEMBER	12.26.23	01.01.24

MAXIMUS HOLIDAYS 2023

NEW YEARS DAY (OBSERVED)	01.02.23
MARTIN LUTHER KING JR. DAY	01.16.23
PRESIDENTS' DAY	02.20.23
CESAR CHAVEZ	03.31.23
MEMORIAL DAY	05.29.23
INDEPENDENCE DAY	07.04.23
LABOR DAY	09.04.23
VETERANS DAY (OBSERVED)	11.10.23
THANKSGIVING	11.23-24.23
CHRISTMAS DAY	12.25.23

SCHEDULES 2023

- MONTHLY RECON
- SYSTEMS MONTHLY SECURITY PATCH
- PRESENTATION SCHEDULE
- BI-WEEKLY INTERNAL SECURITY SCAN
- WPF/MER FOR POSTING THE NEXT BUSINESS DAY

JANUARY-2024							21 BUSINESS DAYS	
S	M	T	W	T	F	S	JANUARY '24 HOLIDAYS	
1	2	3	4	5	6	7	NEW YEARS DAY (OBSERVED) 01.01.24	
8	9	10	11	12	13	14	MARTIN LUTHER KING JR. DAY 01.15.24	
15	16	17	18	19	20	21	JANUARY '24 CUT-OFF DATE	
22	23	24	25	26	27	28	MONTH	CUT-OFF
29	30	31					JANUARY	01.22.24
								MOE
								02.01.24