

**DEPARTMENT OF HEALTH CARE SERVICES
DENTAL TRANSFORMATION INITIATIVE (DTI)
Program Year 1**

**Encounter Data Submission Process for Safety Net Clinics (SNC)
Participating in Domain 1 & Domain 3**

May 4, 2017 (Amended 05/22/17)

Safety Net Clinics (SNCs) that submitted encounter data templates by October 27, 2016 and are participating in DTI Domains 1 and/or 3 for Program Year (PY) 1 (calendar year 2016) shall follow the instructions below and provide encounter data to Delta Dental, the Denti-Cal Fiscal Intermediary.

Step 1: Electronic Data Interchange (EDI) Setup Process If Submitting Electronic Encounter Data

Submitters (SNCs' or Clearinghouses) must complete and submit an [Electronic Data Interchange \(EDI\) Application](#) to the DHCS DTI In-box (DTI@dhcs.ca.gov) or to the address listed below, unless there is an existing EDI application on file with Medi-Cal.

**Medi-Cal Dental Program
Provider Enrollment
P.O. Box 15609
Sacramento, CA 95852-0609**

*****UPDATED*****

To begin the EDI testing process, potential DTI submitters are required to provide their **3-digit Medi-Cal Submitter ID** to DTI@dhcs.ca.gov. DHCS needs this information to verify the DTI submitter has an existing EDI agreement on file with Medi-Cal. For SNCs that use a Clearinghouse, you will need to instruct the Clearinghouse to provide this information. The 3-digit Medi-Cal Submitter ID is required for the SNC or Clearinghouse to participate in the testing process with Delta Dental for DTI encounter data submission. Once Delta has received DHCS approval to begin the testing process, Delta will contact the submitter.

Please note, the 3-digit Medi-Cal submitter ID is not to be confused with the 8-digit DTI submitter ID that will be assigned to you by Delta Dental during the testing process.

For further technical assistance in completing the testing processes, you may also request a copy of the current DTI Encounter Data Companion Guide, please send these requests to DTI@dhcs.ca.gov.

This testing process must be completed prior to submission of encounter data to Delta Dental.

Upon completion of testing, Delta Dental will provide instructions on how to submit 837D data electronically. A new Payer ID has been assigned specifically for DTI encounter data submissions. This new ID is **DTCA7**. This ID will be used to indicate submitters' DTI encounter data submission.

Only submit Current Dental Terminology (CDT) qualifying procedure codes for [Domain 1](#) and/or [Domain 3](#) eligible for incentive payments.

NOTE: Submitters should initiate the EDI testing process with Delta Dental immediately to meet the encounter data submission deadline specified below. The telephone number for Denti-Cal EDI Technical Support is (916) 853-7373

Step 2: Proprietary Form Submission Process (if not submitting encounter data electronically)

Providers using the [proprietary paper form](#) to submit encounter data should mail completed forms to Delta Dental via this address:

**DENTI-CAL
P.O. Box 13189
Sacramento, CA 95813-3189**

Providers should not fill in or write in the shaded fields, send adjustments, or attempt to void previously submitted encounter forms. Please note, all required data fields must be completed and all paper submissions must be signed. Submissions received without a signature or required fields cannot be processed and will be returned. If a return address is not provided, forms will be destroyed. Also, no acknowledgement will be provided for received proprietary forms.

Step 3: Submit Historic Encounter Data

Only SNCs that submitted encounter data by October 27, 2016, for PY 1 are required to submit encounter data to receive DTI incentives for Domains 1 and 3. Eligible encounter data is defined as claims adjudicated and paid by Medi-Cal.

For Domain 1, SNCs must submit all encounter data for preventive services rendered to all children ages 1 through 20 in calendar years 2014 and 2016. Newly established SNCs must submit historic encounter data for services rendered to all children ages 1 through 20 in calendar year 2016

For Domain 3, historic encounter data for the domain is defined as, two years of eligible encounter data (CDT Codes D0120, D0150, or D0145) for children ages 20 and under at the same service office location. For PY 1, this includes encounter data for calendar years 2015 and 2016.

Step 4: Submit PY 1 Encounter Data

For PY 1 Domain 1 and/or Domain 3 incentive payments, electronic encounter data must be submitted by the clearinghouse to Delta Dental after successful completion of testing between June 1, 2017 and June 23, 2017.

SNCs submitting encounter data via proprietary paper forms must submit paper forms to Delta Dental no later than May 31, 2017.

Encounter Submission Guidelines:

- Do not submit encounter data for Dental Managed Care (DMC) beneficiaries as this data is sent to DHCS directly by the applicable DMC Plan.
- Do not send encounter data that has not been adjudicated and paid by Medi-Cal.
- Do not send encounter data if the associated visit code was denied by Medi-Cal.
- Submit encounter data electronically OR use the proprietary paper form.
- Submit only CDT qualifying procedure codes for Domain 1 and Domain 3.
- Encounter data should only be sent for eligible beneficiaries. Encounter data should be sent one time only. Do not send any attachments.

Please contact the DTI inbox at DTI@dhcs.ca.gov for any questions or concerns regarding this process.