DEPARTMENT OF HEALTH CARE SERVICES

DENTAL TRANSFORMATION INITIATIVE (DTI)

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

Instructions

Electronic Data Interchange (EDI) Setup Process

- Submitters (SNCs or Clearinghouses) must complete an [Electronic Data Interchange (EDI) Application](#) if there is no existing EDI application on file with Medi-Cal.

- Submit the application to the DHCS DTI inbox (DTI@dhcs.ca.gov) or mail to this address:

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

Electronic Data Interchange (EDI) Setup Process

Required EDI Testing

- EDI testing must be completed prior to submission of encounter data to Delta Dental (Delta).

- Submitters should initiate the EDI testing process as soon as possible in case any problems arise.

→ Provide the **3-digit Medi-Cal Submitter ID** to DHCS by emailing it to DTI@dhcs.ca.gov.

  - This ID is required to participate in the testing process because it verifies the submitter has an existing EDI agreement on file with Medi-Cal.

Electronic Data Interchange (EDI) Setup Process

Required EDI Testing (continued)

- Once DHCS approves the submitter ID, Delta will contact the submitter to begin the testing process.

- When testing, only submit Current Dental Terminology (CDT) qualifying procedure codes for Domain 1 and/or Domain 3.

- Once testing is complete, 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: DTCA7. This ID will be used to indicate submitters' DTI encounter data submissions.

Proprietary Form Submission Process

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

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

- Do not fill in or write in the shaded fields, send adjustments, or attempt to void previously submitted encounter forms.

- Complete all required data fields and sign all paper submissions. Submissions without a signature or required fields cannot be processed and will be returned. If a return address is not provided, forms will be destroyed.

- No acknowledgement will be provided for received proprietary forms.

Submit Historic Encounter Data

- In order to qualify for an incentive payment for the current program year (PY), submitters are required to submit historic encounter data (claims from the previous year) to establish a baseline.

  - For example, if you are submitting 2017 claims for the current PY, you must also submit 2016 claims to establish a baseline. If historic claims are not submitted, the 2017 claims will be used to establish a baseline, and incentive payment eligibility will occur in the following program year when 2018 claims are submitted.

- Eligible encounter data is defined as claims adjudicated and paid by Medi-Cal.

- For Domain 1, submitter must submit all encounter data for preventive services rendered to all children ages 1 through 20.

- For Domain 3, historic encounter data for the domain is defined as eligible encounter data (CDT Codes D0120, D0150, or D0145) for children ages 20 and under at the same service office location.

Encounter Submission Guidelines

x   Do not submit encounter data for Dental Managed Care (DMC) beneficiaries as this data is sent to DHCS directly by the applicable DMC Plan.

x   Do not send encounter data that has not been adjudicated and paid by Medi-Cal.

x   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, one time only. Do not send any attachments.

Resources

- [Electronic Data Interchange (EDI) Application](#)

- [DTI Proprietary Encounter Form for Paper Billing](#)

- [SNC Frequently Asked Questions and Answers](#)

- [Domain 1 Webpage](#)

- [Domain 3 Webpage](#)

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