



SFY 2022-2023 Medi-Cal Eligibility Ratio (MER) Training

Department of Health Care Services

October 5, 2022

1:00 – 2:00 p.m.

Introductions

» **California Department of Health Care Services (DHCS)**

- » Administers the Local Educational Agency Medi-Cal Billing Option Program (LEA BOP) and School-Based Medi-Cal Administrative Activities Program (SMAA Program)

» **Guidehouse**

- » Contractor to DHCS provides assistance to DHCS as a subject-matter expert

Training Agenda

Section	Topic
1	General Overview of the Medi-Cal Eligibility Ratio (MER)
2	MER Instructions by Type of LEA BOP Provider
3	Determining the MER Numerator

Section 1: General Overview of the MER

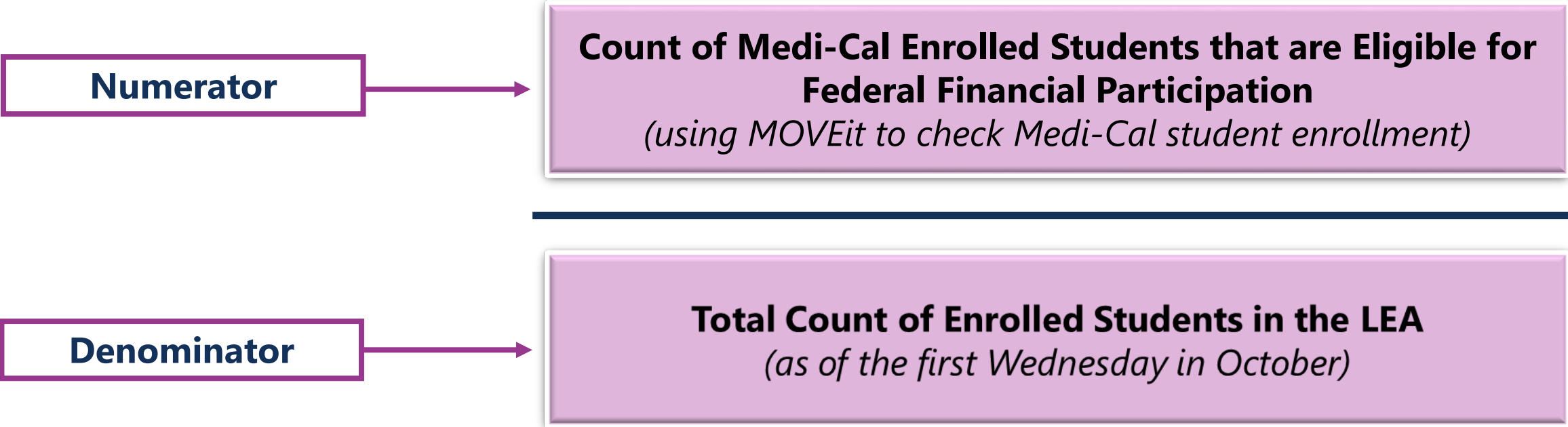
The slide features a decorative graphic consisting of several overlapping, wavy, horizontal bands in various shades of purple, ranging from a deep magenta to a light lavender. These bands are positioned below the main title and extend across the width of the slide.

MER Overview

- » The Medi-Cal Eligibility Ratio (MER) is applied in the annual Cost and Reimbursement Comparison Schedule (CRCS) to allocate costs to the Medi-Cal Program.
- » The MER is obtained for a snapshot in time.
- » The MER represents the percentage of an LEA's total enrolled students that are LEA BOP eligible and enrolled in Medi-Cal.
- » The MER calculation timing will be consistent for SFY 2022-23 and beyond.

MER Calculation

» The MER ratio is calculated annually as follows:

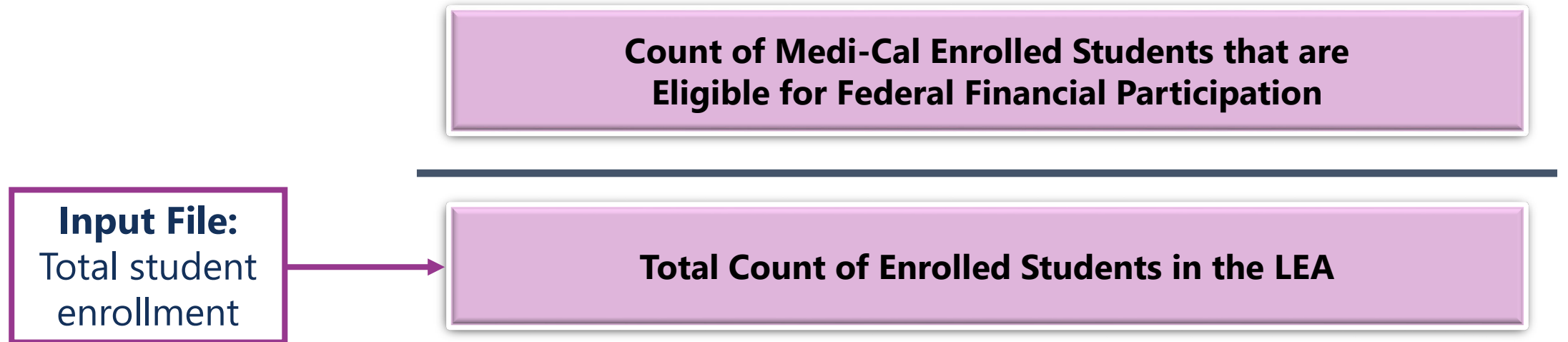


Total LEA Student Enrollment

- » On **Wednesday, October 5, 2022**, (today), all participating LEAs (*except colleges*) must extract a file containing total LEA student enrollment using their Student Information System.
 - » Include all required fields that are necessary to submit the information through the Medi-Cal secure file transfer protocol (MOVEit).
- » DHCS will communicate with college providers separately.

MOVEit Input File

- » The LEA's total student enrollment file will be used as the **input file** in the MOVEit process and will be the **denominator** in the MER calculation.

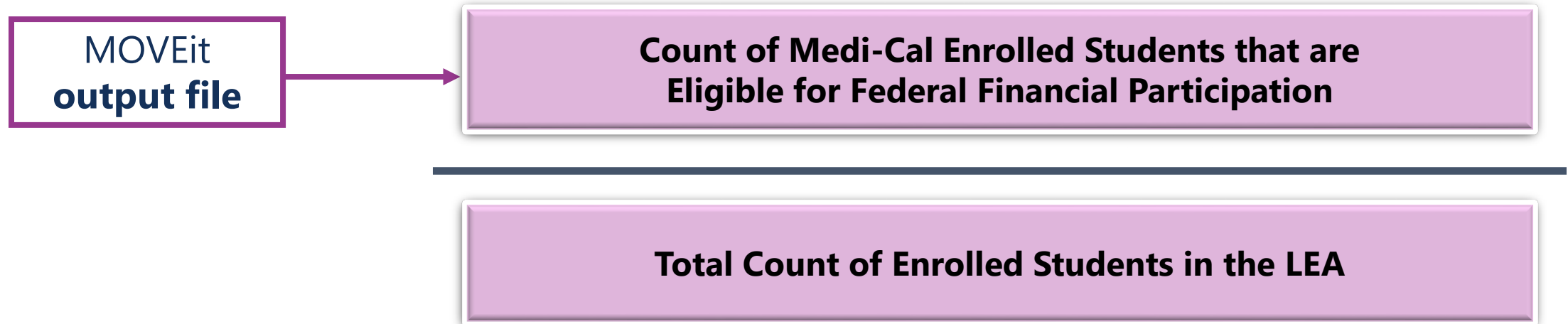


Action Item – October 2022

- » The total student enrollment input file must be submitted through MOVEit **in October 2022**.
 - » Allows LEAs to determine the count of students that are enrolled in Medi-Cal as of October 2022.
 - » Allows LEAs to identify those students that are eligible to receive Federal Financial Participation as of October 2022.
 - » LEAs that receive an output file for October 2022 can use eligibility data for the “Current Month”.

Medi-Cal Enrolled and Eligible Students

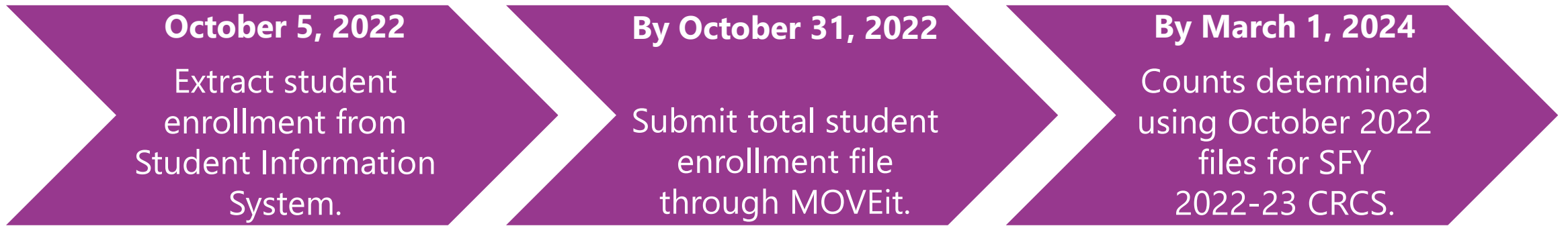
- » The MOVEit output file will contain the information to determine the **numerator** in the MER calculation.



MER Documentation Reminders

- » Both data files (total student enrollment input file and the MOVEit output file) must be **maintained for audit and/or review purposes.**
- » Files must be maintained for a minimum of 3 years from date of CRCS acceptance
 - » LEAs involved in an audit at the end of the 3-year required retention period must maintain records until the audit is complete.
- » Files will contain highly sensitive Protected Health Information (PHI) and must be **securely stored.**

SFY 2022-23 MER Timeline

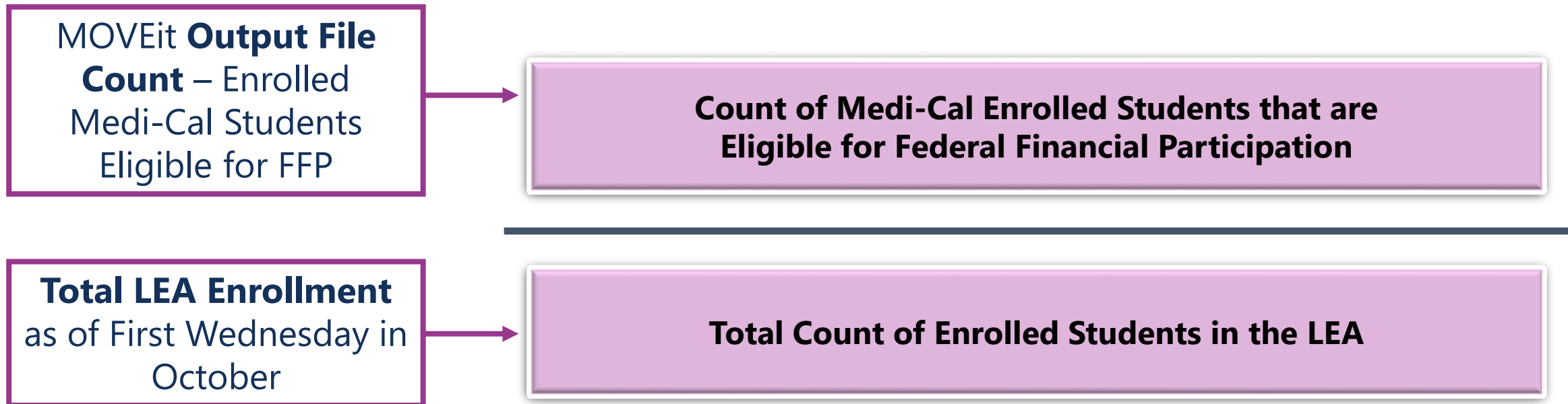


Maintain input and output files in a secure location and ensure that LEA has determined the MER that will be applied in the SFY 2022-23 CRCS.

Section 2: MER Instructions By Type of LEA BOP Provider

The slide features a decorative graphic consisting of several overlapping, wavy, horizontal bands in various shades of purple and magenta, positioned below the main title.

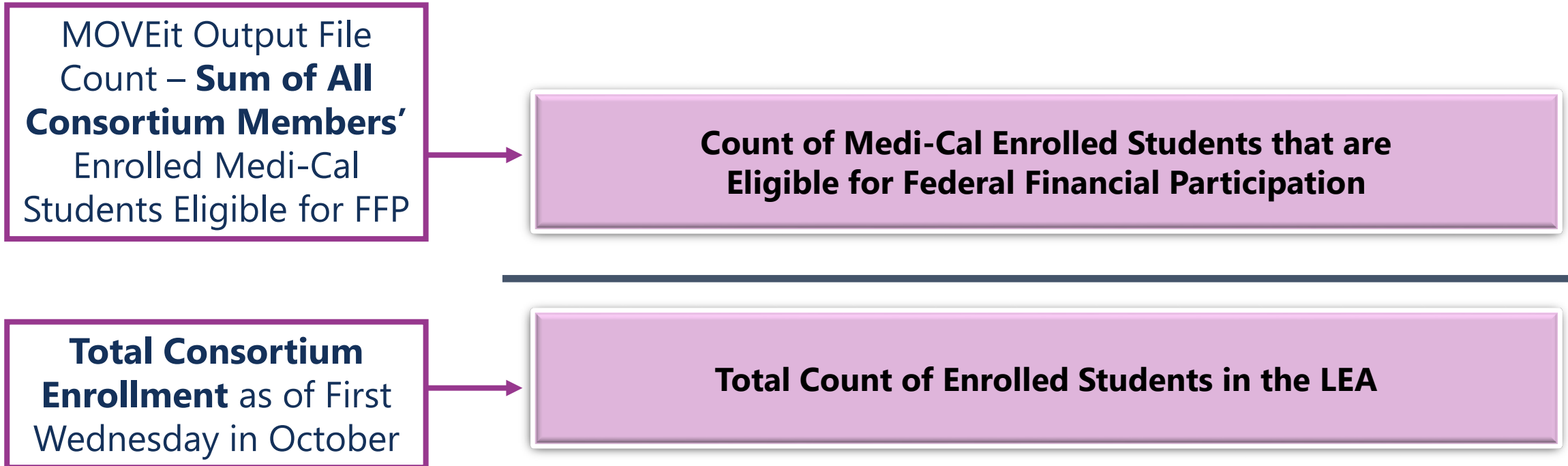
Individual LEA BOP Providers



MER Calculation for LEA BOP Billing Consortia

- » The LEA holding the NPI is lead consortium member.
- » The lead consortium member will calculate the Consortium's MER.
 - » The **sum of all** consortium members' total student enrollment will be the **denominator** in the MER calculation.
 - » The lead consortium members must obtain a MOVEit output file for each member district.

LEA BOP Billing Consortium Providers



MER Calculation for County Offices of Education (COEs)

- » MER is based on **enrolled COE students** that participate in the COE-operated programs that provide and bill for LEA BOP services.
 - » The total student enrollment file will be used as the input file in the MOVEit process and will be the **denominator** in the MER calculation.
 - » The denominator should **only** include students enrolled in the COE.
 - » The MOVEit output file will serve as the basis for the **numerator**.

COE Providers

MOVEit Output File
Count – **Sum of COE
Enrolled Students** that
are Medi-Cal Enrolled
and Eligible for FFP

**Count of Medi-Cal Enrolled Students that are
Eligible for Federal Financial Participation**

**Total COE Special
Education Program
Enrollment** as of First
Wednesday in October

Total Count of Enrolled Students in the LEA

MER Calculation for Special Education Local Plan Areas (SELPAs)

- » MER will include the **enrolled students from all member districts** that participate in the SELPA's special education programs.
 - » The sum of all members districts' total student enrollment will be the **denominator** in the MER calculation.
 - » The MOVEit output file which will serve as the basis for the **numerator** in the MER calculation.

SELPA Providers

MOVEit Output File
Count – **Sum of SELPA
Member Districts’
Students** that are
Medi-Cal Enrolled and
Eligible for FFP

**Count of Medi-Cal Enrolled Students that are
Eligible for Federal Financial Participation**

**Total SELPA Member
District Special
Education Program
Enrollment** as of First
Wednesday in October

Total Count of Enrolled Students in the LEA

Section 3: Determining the MER Numerator

*(Current Eligible and FFP Qualified Students
from the MOVEit Output File)*

Summary of MER Calculation Process

1. LEAs identify total LEA student enrollment on the first Wednesday in October, **TODAY, October 5, 2022**. This total count is the **MER Denominator**.
2. LEA BOP Providers **submit an input file** through MOVEit.
3. A MOVEit output file, generated by DHCS, is the **basis for the MER Numerator**.
4. Using the MOVEit output file, LEAs determine the total number of students enrolled in Medi-Cal for October 2022 that are **also** FFP Qualified students.
 - » Determine the total count of October 2022 Medi-Cal enrolled students who are FFP Qualified students.
 - » Do not rely solely on the FFP Qualified field to determine the numerator.

Reading the MOVEit Output File

- » MOVEit returns a text output file, no column headers.
- » The **Data Use Agreement (DUA) Attachment A** contains a file layout that must be used to identify the required columns.
- » The following slides will walk you through the process of reading the output file.

LEAs that receive an output file during October 2022 can use the "Current Month Data"



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



**Data Use Agreement
Attachment A**

Local Educational Agency Medi-Cal Billing Option (LEA BOP)
Fields for Data Match Files

GAVIN NEWSOM
GOVERNOR

The following table illustrates the LEA data match file(s) output for the LEA BOP. Please note that the first 105 characters are the return record of the data the LEA provided as input. Output fields include return of the input (positions 1-105) and output positions 106-263.

FIELD	SIZE	POSITION
Social Security Number	9	1-9
Last Name	20	10-29
First Name	15	30-44
Middle Initial	1	45
Date of Birth (CCYYMMDD)	8	46-53
Sex	1	54
Provider Id	9	55-63
School Name	20	64-83
User data	20	84-103
County Code	2	104-105
Beneficiary Identification Card Number	14	106-119
Beneficiary Identification Card Issue Date (CCYYMMDD)	8	120-127
Filler	6	128-133
Match Indicator	1	134
Record Eligibility Indicator	1	135
Filler	1	136
Current Month Data	9	137-145
Eligibility Indicator	1	137
Share of Cost Amount	5	138-142
Cert Day	2	143-144

Step 1: Create an Excel File with Headers

» Identify field position and delimit the file using DUA Attachment A:

FIELD	SIZE	POSITION
Social Security Number	9	1-9
Last Name	20	10-29
First Name	15	30-44
Middle Initial	1	45
Date of Birth (CCYYMMDD)	8	46-53
Sex	1	54

» In this output text file example:

- Cursor is located at Line 1, Position 45 (see yellow highlight).
- Per Attachment A, position 45 indicates the middle initial.
- Date of Birth (CCYYMMDD) begins at position 46 and ends at position 53.

*LEAexample_CA_LEA_Input_OCT_2022RETURNED - ...

File Edit Format View Help

LName1	FName1	W2XXXXXXXXF
LName2	FName2	2XXXXXXXXM
LName3	FName3	2XXXXXXXXF
LName4	FName4	B2XXXXXXXXF
LName5	FName5	2XXXXXXXXF
LName6	FName6	2XXXXXXXXM
LName7	FName7	L2XXXXXXXXM
LName8	FName8	2XXXXXXXXM
LName9	FName9	S2XXXXXXXXM

Ln 1, Col 45 100% Windows (CRLF) UTF-8

Step 2: Identify the Required Columns

Current Month Data	9	137-145
Eligibility Indicator	1	137
Share of Cost Amount	5	138-142
Cert Day	2	143-144
OHC Indicator	1	145
Meds Current Date CCYYMMDD	8	254-261
FFP Qualified	1	262-262
Alternative Format	41	263-303
Filler	1	304-304

**Current Month
Data (October
2022)
Eligibility
Indicator
(Position 137)**

**FFP
Qualified
(Position
262)**

- » **Important data fields:**
 - » Current Month Data Eligibility Indicator (Position 137)
 - » FFP Qualified (Position 262)

Note: The output example to the right has been condensed.

*LEAexample_CA_LEA_Input_OCT_2022RETURNED - Notepad

File	Edit	Format	View	Help
LName1	FName1	YY	Y	20221001Y
LName2	FName2	YN	N	20221001
LName3	FName3	YN	N	20221001
LName4	FName4	YY	Y	20221001Y
LName5	FName5	YN	N	20221001
LName6	FName6	YY	Y	20221001Y
LName7	FName7	YN	N	20221001
LName8	FName8	YY	Y	20221001YNO ALTERNATE FORMAT NEEDED
LName9	FName9	YY	Y	20221001Y

Step 3: Determine the Numerator

- » Example of output text file, delimited into an Excel file
- » Columns created to align with Attachment A file layout.

Position 1-9	Position 10-29	Position 30-44	Position 137 (Current Month Data)	Position 262
SSN	LAST NAME	FIRST NAME	ELIG INDICATOR	FFP QUALIFIED
	LName1	FName1	Y	Y
	LName2	FName2	Y	Y
	LName3	FName3	Y	Y
	LName4	FName4	N	
	LName5	FName5	Y	Y
	LName6	FName6	N	
	LName7	FName7	Y	N
	LName8	FName8	N	
	LName9	FName9	Y	Y
	LName10	FName10	Y	Y

To determine the numerator for the MER calculation:

1. Position 137: Current Month Eligibility Indicator = Y;

AND

1. Position 262: FFP Qualified = Y

Note: In the example above, 7 students are eligible for the current month, and 6 of the 7 eligible students are FFP Qualified. Therefore, the MER numerator is 6.

Reminders for MER Calculation

- » **TODAY: LEAs must identify total student enrollment for 10/5/22** (first Wednesday in October).
- » LEAs will prepare and **submit an input file through MOVEit by 10/31**.
- » LEAs will use the MOVEit output file to **identify the numerator** of the MER calculation.
 - » Identify the total number of students that are enrolled in Medi-Cal for the current month (**October**) **AND are FFP Qualified**.
 - » **Do not solely count FFP Qualified students** to identify the numerator. The FFP Qualified students must also be eligible for the current month (October).
- » LEAs must maintain their input and output files, as well as any calculation files that support the MER .

Including the MER Counts in the SFY 2022-23 CRCS

Allocation Statistics worksheet contains two data entry cells

Medi-Cal Eligibility Ratio:	
Number of Medi-Cal Enrolled Students in the LEA	1,972
Total Number of Students Enrolled in the LEA	4,122
Calculated Medi-Cal Eligibility Ratio	47.84%

Count of Medi-Cal Enrolled Students that are Eligible for FFP

Total Count of Enrolled Students in the LEA

» The MER is one of several allocation statistics that is used to determine total allowable Medi-Cal costs.

2022-23 Annual Report (AR)

A decorative graphic consisting of several overlapping, wavy, horizontal bands in various shades of purple, extending across the width of the page below the main title.

2022-23 Annual Report (AR)

- » All LEAs must submit an Annual Report.
 - » Reporting for current and previous fiscal year.
 - » LEAs may use the AR to update their information, such as the LEA's official name, mailing address, and EIN number.
 - » Must be submitted electronically (with digital signature) to:
LEA.AnnualReport@dhcs.ca.gov.
- » Due November 30, 2022.

Questions

- » Chance to ask any questions pertaining to today's training.
- » If you would like to unmute yourself, please raise your hand.

Thank you for attending, additional questions can be sent to

LEA@dhcs.ca.gov