



TOBY DOUGLAS  
DIRECTOR

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



EDMUND G. BROWN JR.  
GOVERNOR

DATE: January 1, 2013

TO: ALL MEDI-CAL DENTAL MANAGED CARE PLANS

SUBJECT: **APL 13-001: Due Dates for All Deliverables for Calendar Year 2013**

Please see the enclosed attachment with all the deliverables required to be submitted per the Geographic Managed Care contract for Calendar Year 2013. Please refer to these due dates when submitting your deliverables.

Please note, the due dates for the deliverables related to financial reporting will align with the Department of Managed Health Care's submission deadlines.

If you have questions, comments, or issues concerning this letter please contact the DHCS staff listed for this section in the DHCS Contact Spreadsheet located in APL 13-011.

Sincerely,



Alisha Sipin, Chief  
Dental Managed Care Contracts & Analysis Unit  
Medi-Cal Dental Services Division

**Geographic Managed Care Contract Deliverable Due Dates for 2013**

<b>Deliverable</b>	<b>Provision</b>	<b>Frequency*</b>	<b>Submission Date Guideline</b>	<b>Submission Due Date</b>
Key Personnel (Disclosure Form)	Exhibit A, Att. 2, Provision B	Annually	No later than thirty (30) calendar days after the beginning of every calendar year	January 31, 2013
Annual Certified Financial Statement (audited by a Certified Public Accountant)	Exhibit A, Att. 3, Provision B	Annually	No later than one-hundred and twenty (120) calendar days after the close of Contractor's Fiscal Year	April 30, 2014
Annual Financial Statements (DMC financial reporting forms)	Exhibit A, Att. 3, Provision B	Annually	No later than one-hundred and twenty (120) calendar days after the close of Contractor's Fiscal Year	April 30, 2014
Quarterly Financial Statements	Exhibit A, Att. 3, Provision B	Quarterly	No later than forty-five (45) calendar days after the close of Contractor's Fiscal Quarter	May 15, 2013 (1 <sup>st</sup> Qtr) August 15, 2013 (2 <sup>nd</sup> Qtr) November 15, 2013 (3 <sup>rd</sup> Qtr) February 17, 2014 (4 <sup>th</sup> Qtr)
Monthly Financial Statements	Exhibit A, Att. 3, Provision C	Monthly, if required by DMHC	No later than thirty (30) calendar days after each reporting month	No later than thirty (30) calendar days after each reporting month
Medi-Cal Only Financial Statements	Exhibit A, Att. 3, Provision B, Subprovision 4 (annual) and Provision B, Subprovision 9 (quarterly)	Annually and Quarterly	No later than one-hundred and twenty (120) calendar days after the close of Contractor's Fiscal Year/no later than forty-five (45) calendar days after the close of Contractor's Fiscal Quarter	May 15, 2013 (1 <sup>st</sup> Qtr) August 15, 2013 (2 <sup>nd</sup> Qtr) November 15, 2013 (3 <sup>rd</sup> Qtr) February 17, 2014 (4 <sup>th</sup> Qtr) April 30, 2014 (annual)
Encounter Data	Exhibit A, Att. 4, Provision B	Monthly	Every second Wednesday of the month	January 9, 2013 February 13, 2013 March 13, 2013 April 10, 2013 May 8, 2013 June 12, 2013

				July 10, 2013 August 14, 2013 September 11, 2013 October 9, 2013 November 14, 2013 December 11, 2013
Quality Improvement Committee Meeting Minutes	Exhibit A, Att. 5, Provision D	Quarterly	No later than thirty (30) calendar days after the end of the reporting quarter	May 1, 2013 (1 <sup>st</sup> qtr) July 31, 2013 (2 <sup>nd</sup> qtr) October 31, 2013 (3 <sup>rd</sup> qtr) January 31, 2014 (4 <sup>th</sup> qtr)
Quality Improvement Annual Report	Exhibit A, Att. 5, Provision I	Annually	No later than thirty (30) calendar days after the beginning of every calendar year	January 31, 2014
External Quality Review Compliance Audit	Exhibit A, Att. 5, Provision J	Annually	No later than December 15 <sup>th</sup> of every calendar year	December 15, 2013
Provider Monitoring Report	Exhibit A, Att. 5, Provision K, Subprovision 4	Quarterly	No later than thirty (30) days after the end of the reporting quarter	May 1, 2013 (1 <sup>st</sup> qtr) July 31, 2013 (2 <sup>nd</sup> qtr) October 31, 2013 (3 <sup>rd</sup> qtr) January 31, 2014 (4 <sup>th</sup> qtr)
Review of Utilization Data	Exhibit A, Att. 7, Provision D	Annually	No later than thirty (30) calendar days after the beginning of every calendar year	May 1, 2013 (1 <sup>st</sup> qtr) July 31, 2013 (2 <sup>nd</sup> qtr) October 31, 2013 (3 <sup>rd</sup> qtr) January 31, 2014 (4 <sup>th</sup> qtr)
Self-Reported Monthly Utilization Data	Exhibit A, Att. 7, Provision D	Monthly	No later than thirty (30) calendar days after the end of the reporting month	March 5, 2013 (January) April 5, 2013 (February) May 6, 2013 (March) June 5, 2013 (April) July 5, 2013 (May) August 5, 2013 (June) September 5, 2013 (July) October 7, 2013 (August) November 5, 2013 (September) December 5, 2013 (October) January 6, 2014 (November) February 5, 2014 (December)

Changes to Provider Network Report	Exhibit A, Att. 8, Provision G	Monthly	Within fifteen (15) calendar days following the end of the month	Within fifteen (15) calendar days following the end of the month
Plan Provider Network Report	Exhibit A, Att. 8, Provision H	Monthly	No later than fifteen (15) calendar days following the end of the reporting month	February 15, 2013 (January) March 15, 2013 (February) April 15, 2013 (March) May 15, 2013 (April) June 17, 2013 (May) July 15, 2013 (June) August 15, 2013 (July) September 16, 2013 (August) October 15, 2013 (September) November 15, 2013 (October) December 16, 2013 (November) January 15, 2013 (December)
Timely Access Report	Exhibit A, Att. 11, Provision B, Subprovision 3	Quarterly	No later than thirty (30) calendar days after the end of the reporting quarter	May 1, 2013 (1 <sup>st</sup> qtr) July 31, 2013 (2 <sup>nd</sup> qtr) October 31, 2013 (3 <sup>rd</sup> qtr) January 31, 2014 (4 <sup>th</sup> qtr)
Specialty Referral Report	Exhibit A, Att. 11, Provision B, Subprovision 5	Biannually	No later than January 31 <sup>st</sup> and July 31 <sup>st</sup>	July 31, 2013 (1 <sup>st</sup> submission) January 31, 2014 (2 <sup>nd</sup> submission)
Health Education Programs	Exhibit A, Att. 12, Provision D, Subprovision 1	Annually	No later than thirty (30) calendar days after the beginning of every calendar year	January 31, 2014
Member Phone Call Report	Exhibit A, Att. 14, Provision B	Monthly	No later than thirty (30) calendar days after the end of the reporting month	March 4, 2013 (January) April 1, 2013 (February) May 1, 2013 (March) May 31, 2013 (April) July 1, 2013 (May) July 31, 2013 (June) September 3, 2013 (July) October 1, 2013 (August) October 31, 2013 (September) December 2, 2013 (October)

				December 31, 2013 (November) January 31, 2014 (December)
Call Center Reports	Exhibit A, Att. 14, Provision C	Biannually	No later than January 31st and July 31 <sup>st</sup>	July 31, 2013 (1 <sup>st</sup> submission) January 31, 2014 (2 <sup>nd</sup> submission)
Member Services Guide (Evidence of Coverage)	Exhibit A, Att. 14, Provision D, Subprovision 4	Annually	No later than thirty (30) calendar days after the beginning of every calendar year	January 31, 2014
Member Reminder Template	Exhibit A, Att. 14, Provision D, Subprovision 6	Annually	No later than thirty (30) calendar days after the beginning of every calendar year	January 31, 2014
Grievance Report	Exhibit A, Att. 15, Provision C, Subprovision 2	Quarterly	No later than thirty (30) calendar days after the end of the reporting quarter	May 1, 2013 (1 <sup>st</sup> qtr) July 31, 2013 (2 <sup>nd</sup> qtr) October 31, 2013 (3 <sup>rd</sup> qtr) January 31, 2014 (4 <sup>th</sup> qtr)
Marketing Plan	Exhibit A, Att. 17, Provision C. Subprovision 1.	Annually	No later than thirty (30) calendar days after the beginning of every calendar year	January 31, 2014