



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



EDMUND G. BROWN JR.  
GOVERNOR

DATE: October 16, 2013

TO: ALL MEDI-CAL DENTAL MANAGED CARE PLANS

SUBJECT: APL 13-021: Insure Kids Now Website

The purpose of this APL is to inform all Medi-Cal Dental Services Division (MDSD), Dental Managed Care (DMC) contracted dental plans of the requirement to post a current and accurate list of dental providers on the Insure Kids Now (IKN) website per the Children's Health Insurance Program (CHIP) Reauthorization Act of 2009, Section 501(f).

Beginning December 1, 2013, the State is requiring Dental Managed Care (DMC) plans to submit information to the IKN network on a monthly basis. File submission to IKN should be on or before the 10th of each month.

In order to upload submission files, DMC plans need to create accounts on the IKN Data Management Site. In order to create an account, please follow the instructions below:

1. Access the IKN "url": <https://ikndata.insurekidsnow.gov/WebExternal/>.
2. Click on the "Register" link to set up an account.
3. Follow the instructions on the site and register to California ([dhcs.ca.gov](http://dhcs.ca.gov)).
4. Provide a User Name, Password, Security Question/Answer, First and Last Name, etc., of contact person for the account.

If assistance is needed in creating an IKN account, please contact Scott Brody at [IKNTechnicalHelp@hrs.gov](mailto:IKNTechnicalHelp@hrs.gov). In addition, please contact Scott Brody at IKN via e-mail once your account is created so he can assign the privileges that your plan needs in order to upload the files to the system.

An overview of the type of files and the necessary information which must be contained in these files can be found in the "Technical Guidance". The link for downloading this guidance is: <http://ikndata.insurekidsnow.gov/clienttool/>.

Upon your plan's submission, IKN will send the uploader an e-mail indicating the success or failure of the uploaded file. Please forward a copy of this e-mail to the State contact at [Michael.Scordakis@dhcs.ca.gov](mailto:Michael.Scordakis@dhcs.ca.gov).

If you have technical questions concerning the IKN website, please contact Scott Brody at IKN via email at [INKTechnicalHelp@hrsa.gov](mailto:INKTechnicalHelp@hrsa.gov)

If there are other questions concerning the contents of this letter, please contact me at (916) 464-0373.

Sincerely,

A black rectangular redaction box covers the signature of Beverly Lamera.

Beverly Lamera, Chief  
Dental Managed Care Contract & Analysis Unit  
Medi-Cal Dental Services Division