



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



EDMUND G. BROWN JR.  
GOVERNOR

DATE: November 19, 2013

TO: ALL MEDI-CAL DENTAL MANAGED CARE PLANS

SUBJECT: **APL 13-022: Due Dates for All PHP Deliverables for Calendar Year 2013-2014**

Please see the enclosed attachment with all the deliverables required to be submitted per the Prepaid Health Plan (PHP) contract for Calendar Year 2013-2014. 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,

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

**Prepaid Health Plan Contract Deliverable Due Dates for 2013-2014**

#	Deliverable	Provision	Frequency	Submission Date Guideline	Submission Due Date
1	Key Personnel (Disclosure Form)	Exhibit A, Att. 2, Provision B	Annually	No later than thirty (30) calendar days after the beginning of every contract year	July 30, 2014
2	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 (Access/Health Net) October 28, 2014 (LIBERTY)
3	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 (Access/Health Net) October 28, 2014 (LIBERTY)
4	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	(Access/Health Net) 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 14, 2014 (4 <sup>th</sup> qtr)  (LIBERTY) November 15, 2013 (1 <sup>st</sup> qtr) February 14, 2014 (2 <sup>nd</sup> qtr) May 15, 2014 (3 <sup>rd</sup> qtr) August 14, 2014 (4 <sup>th</sup> qtr)
5	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	August 30, 2013 (July) September 30, 2013 (August) October 31, 2013 (September) November 27, 2013 (October) December 31, 2013 (November)

					January 30, 2014 (December) February 28, 2014 (January) March 28, 2014 (February) April 30, 2014 (March) May 30, 2014 (April) June 30, 2014 (May) July 30, 2014 (June)
6	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	November 15, 2013 (1 <sup>st</sup> qtr) February 14, 2014 (2 <sup>nd</sup> qtr) May 15, 2014 (3 <sup>rd</sup> qtr) August 14, 2014 (4 <sup>th</sup> qtr) October 30, 2014 (annual)
7	Encounter Data	Exhibit A, Att. 4, Provision B	Monthly	Every second Wednesday of the month	July 10, 2013 August 14, 2013 September 11, 2013 October 9, 2013 November 14, 2013 December 11, 2013 January 8, 2014 February 12, 2014 March 12, 2014 April 9, 2014 May 14, 2014 June 11, 2014
8	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	October 30, 2013 (1 <sup>st</sup> qtr) January 30, 2014 (2 <sup>nd</sup> qtr) April 30, 2014 (3 <sup>rd</sup> qtr) July 30, 2014 (4 <sup>th</sup> qtr)

9	Quality Improvement Annual Report	Exhibit A, Att. 5, Provision I	Annually	No later than thirty (30) calendar days after the beginning of every contract year	July 31, 2014
10	External Quality Review Compliance Audit	Exhibit A, Att. 5, Provision J	Annually	No later than June 15 <sup>th</sup> of every contract year	June 16, 2014
11	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	October 30, 2013 (1 <sup>st</sup> qtr) January 30, 2014 (2 <sup>nd</sup> qtr) April 30, 2014 (3 <sup>rd</sup> qtr) July 30, 2014 (4 <sup>th</sup> qtr)
12	Review of Utilization Data	Exhibit A, Att. 7, Provision D	Annually	No later than thirty (30) calendar days after the beginning of every contract year	July 31, 2014
13	Self-Reported Monthly Utilization Data (Pay for Performance)	Exhibit A, Att. 7, Provision D	Monthly	No later than thirty (30) calendar days after the end of the reporting month <b>*Due to run-out, plans were allowed an additional 20 days for submission.</b>	September 20, 2013 (July) October 21, 2013 (August) November 20, 2013 (September) December 20, 2013 (October) January 20, 2014 (November) February 20, 2014 (December) March 20, 2014 (January) April 21, 2014 (February) May 20, 2014 (March) June 20, 2014 (April) July 21, 2014 (May) August 20, 2014 (June)
14	Self-Reported Monthly Utilization Data (Performance Measures & Benchmarks)	Exhibit A, Att. 7, Provision D	Quarterly	No later than thirty (30) calendar days after the end of the reporting quarter <b>*Due to run-out, plans were allowed an additional 20 days for submission.</b>	November 20, 2013 (Jul-Sep Q1) February 20, 2014 (Jul-Dec Q2) May 20, 2014 (Jul-Mar Q3) August 20, 2014 (Jul-Jun Q4)

15	Changes to Provider Network Report	Exhibit A, Att. 8, Provision G	Monthly	Within fifteen (15) calendar days following the end of the month	August 5, 2013 (July) September 5, 2013 (August) October 7, 2013 (September) November 5, 2013 (October) December 5, 2013 (November) January 6, 2014 (December) February 5, 2014 (January) March 5, 2014 (February) April 7, 2014 (March) May 5, 2014 (April) June 5, 2014 (May) July 7, 2014 (June)
16	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	August 5, 2013 (July) September 5, 2013 (August) October 7, 2013 (September) November 5, 2013 (October) December 5, 2013 (November) January 6, 2014 (December) February 5, 2014 (January) March 5, 2014 (February) April 7, 2014 (March) May 5, 2014 (April) June 5, 2014 (May) July 7, 2014 (June)
17	Provider Education	Exhibit A, Att. 9, Provision E	Quarterly	No later than thirty (30) calendar days after the end of the reporting quarter	October 30, 2013 (1 <sup>st</sup> qtr) January 30, 2014 (2 <sup>nd</sup> qtr) April 30, 2014 (3 <sup>rd</sup> qtr) July 30, 2014 (4 <sup>th</sup> qtr)
18	FQHCs	Exhibit A, Att. 10, Provision F	Monthly	No later than thirty (30) calendar days from the beginning of the reporting month	August 5, 2013 (July) September 5, 2013 (August) October 7, 2013 (September) November 5, 2013 (October)

					December 5, 2013 (November) January 6, 2014 (December) February 5, 2014 (January) March 5, 2014 (February) April 7, 2014 (March) May 5, 2014 (April) June 5, 2014 (May) July 7, 2014 (June)
19	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	October 30, 2013 (1 <sup>st</sup> qtr) January 30, 2014 (2 <sup>nd</sup> qtr) April 30, 2014 (3 <sup>rd</sup> qtr) July 30, 2014 (4 <sup>th</sup> qtr)
20	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>	January 31, 2014 (1 <sup>st</sup> submission) July 31, 2014 (2 <sup>nd</sup> submission)
21	Health Education Programs	Exhibit A, Att. 12, Provision D, Subprovision 1	Annually	No later than thirty (30) calendar days after the beginning of every contract year	July 31, 2014
22	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	August 5, 2013 (July) September 5, 2013 (August) October 7, 2013 (September) November 5, 2013 (October) December 5, 2013 (November) January 6, 2014 (December) February 5, 2014 (January) March 5, 2014 (February) April 7, 2014 (March) May 5, 2014 (April) June 5, 2014 (May) July 7, 2014 (June)

23	Call Center Reports	Exhibit A, Att. 14, Provision C	Biannually	No later than January 31st and July 31 <sup>st</sup>	January 31, 2014 (1 <sup>st</sup> submission) July 31, 2014 (2 <sup>nd</sup> submission)
24	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 contract year	July 31, 2014
25	Member Reminder Template	Exhibit A, Att. 14, Provision D, Subprovision 6	Annually	No later than thirty (30) calendar days after the beginning of every contract year	July 31, 2014
26	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	October 30, 2013 (1 <sup>st</sup> qtr) January 30, 2014 (2 <sup>nd</sup> qtr) April 30, 2014 (3 <sup>rd</sup> qtr) July 30, 2014 (4 <sup>th</sup> qtr)
27	Marketing Plan	Exhibit A, Att. 17, Provision C, Subprovision 1.	Annually	No later than thirty (30) calendar days after the beginning of every contract year	July 31, 2014