



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: January 9, 2015

TO: ALL MEDI-CAL DENTAL MANAGED CARE PLANS

SUBJECT: APL14-014 Due Dates for All Dental Managed Care Contracts for Calendar Year 2015

Please see the enclosed attachment with all the deliverables required to be submitted per the Geographic Managed Care (GMC) and Prepaid Health Plan (PHP) contracts for calendar year 2015. In an effort to align the deliverables, both the GMC and PHP submissions have one due date, where possible. 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 any questions, please e-mail the Dental Managed Care Deliverables inbox at dmcdeliverables@dhcs.ca.gov. All submissions should also be sent to this e-mail address.

Sincerely,



Nik Ratliff, Chief
Contract Management & Policy Unit
Medi-Cal Dental Services Division

Dental Managed Care Contract Deliverable Due Dates for Calendar Year 2015

| Deliverable | Provision | Frequency | Submission Date Guideline | Submission Due Date for CY 2015+ |
|---|--------------------------------|------------------|--|--|
| 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 | February 2, 2015 |
| 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 | Access/Health Net: April 30, 2015* LIBERTY: October 30, 2015* |
| 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 | Access/Health Net: April 30, 2015* LIBERTY: October 30, 2015* |
| 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, 2015 (1 st qtr.) August 14, 2015 (2 nd qtr.) November 16, 2015 (3 rd qtr.) February 15, 2016 (4 th qtr.) LIBERTY: November 16, 2015 (1 st qtr.) February 15, 2016 (2 nd qtr.) May 16, 2016 (3 rd qtr.) August 15, 2016 (4 th qtr.) |

*Data submission is for prior fiscal year.

+ If a submission due date falls on a weekend or holiday, the next business day is selected as the new submission date.

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| <p>Monthly Financial Statements</p> | <p>Exhibit A, Att. 3, Provision C</p> | <p>Monthly, if required by DMHC</p> | <p>No later than thirty (30) calendar days after each reporting month</p> | <p>March 2, 2015 (January) March 30, 2015 (February) April 30, 2015 (March) June 1, 2015 (April) June 30, 2015 (May) July 30, 2015 (June) August 30, 2015 (July) September 30, 2015 (August) October 30, 2015 (September) November 30, 2015 (October) December 30, 2015 (November) February 1, 2016 (December)</p> |
| <p>Medi-Cal Only Financial Statements (Must be separated by GMC and PHP contracts.)</p> | <p>Exhibit A, Att. 3, Provision B, Sub provision 4 (annual) and Provision B, Sub provision 9 (quarterly)</p> | <p>Annually and Quarterly</p> | <p>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</p> | <p>Access/Health Net: May 15, 2015 (1st qtr.) August 14, 2015 (2nd qtr.) November 16, 2015 (3rd qtr.) February 15, 2016 (4th qtr.) April 29, 2016 (annual)</p> <p>LIBERTY November 16, 2015 (1st qtr.) February 15, 2016 (2nd qtr.) May 15, 2016 (3rd qtr.) August 15, 2016 (4th qtr.)</p> <p>October 28, 2016 (annual)</p> |
| <p>Encounter Data</p> | <p>Exhibit A, Att. 4, Provision B</p> | <p>Monthly</p> | <p>Every second Wednesday of the month</p> | <p>January 14, 2015 February 11, 2015 March 11, 2015 April 8, 2015 May 13, 2015 June 10, 2015</p> |

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+ If a submission due date falls on a weekend or holiday, the next business day is selected as the new submission date.

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| | | | | July 8, 2015 August 12, 2015 September 9, 2015 October 14, 2015 November 11, 2015 December 9, 2015 |
| 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 | April 30, 2015 (1 st qtr.) July 30, 2015 (2 nd qtr.) October 30, 2015 (3 rd qtr.) February 1, 2016 (4 th 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 | February 2, 2015* |
| External Quality Review Compliance Audit | Exhibit A, Att. 5, Provision J | Annually | No later than July 15th of every calendar year for GMC No later than December 15th of every calendar year for PHP | July 15, 2015 (GMC)* December 15, 2015 (PHP)* |
| Provider Monitoring Report | Exhibit A, Att. 5, Provision K, Sub provision 4 | Quarterly | No later than thirty (30) days after the end of the reporting quarter | April 30, 2015 (1 st qtr.) July 30, 2015 (2 nd qtr.) October 30, 2015 (3 rd qtr.) February 1, 2016 (4 th 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 | February 2, 2015* |
| 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 (Due to Run-Out, Plans were allowed an additional 20 days for Submission.) | March 23, 2015 (January) April 20, 2015 (February) May 20, 2015 (March) June 19, 2015 (April) July 20, 2015 (May) August 19, 2015 (June) September 21, 2015 (July) October 20, 2015 (August) |

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| | | | | November 19, 2015 (September) December 21, 2015 (October) January 19, 2016 (November) February 19, 2016 (December) |
| 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 (Due to Run-Out, Plans were allowed an additional 20 days for Submission.) | May 20, 2015 (1 st qtr.) August 19, 2015 (2 nd qtr.) November 19, 2015 (3 rd qtr.) February 19, 2016 (4 th qtr.) |
| Changes to Provider Network Report | Exhibit A, Att. 8, Provision G | Monthly | Within fifteen (15) calendar days following the end of the reporting month | February 16, 2015 (January) March 16, 2015 (February) April 15, 2015 (March) May 15, 2015 (April) June 15, 2015 (May) July 15, 2015 (June) August 17, 2015 (July) September 15, 2015 (August) October 15, 2015 (September) November 16, 2015 (October) December 15, 2015 (November) January 15, 2016 (December) |
| 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 or within ten (10) calendar days of DHCS request. | February 16, 2015 (January) March 16, 2015 (February) April 15, 2015 (March) May 15, 2015 (April) June 15, 2015 (May) July 15, 2015 (June) August 17, 2015 (July) September 15, 2015 (August) October 15, 2015 (September) November 16, 2015 (October) December 15, 2015 (November) January 15, 2016 (December) |

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| Provider Education | Exhibit A, Att. 9, Provision E | Quarterly | No later than thirty (30) calendar days after the end of the reporting quarter | April 30, 2015 (1 st qtr.) July 30, 2015 (2 nd qtr.) October 30, 2015 (3 rd qtr.) February 1, 2016 (4 th qtr.) |
| Federally Qualified Health Center (FQHC) Reporting | Exhibit A, Att. 10, Provision F | Monthly | Within fifteen (15) calendar days following the end of the reporting month | February 16, 2015 (January) March 16, 2015 (February) April 15, 2015 (March) May 15, 2015 (April) June 15, 2015 (May) July 15, 2015 (June) August 17, 2015 (July) September 15, 2015 (August) October 15, 2015 (September) November 16, 2015 (October) December 15, 2015 (November) January 15, 2016 (December) |
| Timely Access Report | Exhibit A, Att. 11, Provision B, Sub provision 3 | Quarterly | No later than thirty (30) calendar days after the end of the reporting quarter | April 30, 2015 (1 st qtr.) July 30, 2015 (2 nd qtr.) October 30, 2015 (3 rd qtr.) February 1, 2016 (4 th qtr.) |
| Specialty Referral Report | Exhibit A, Att. 11, Provision B, Sub provision 5 | Biannually | No later than January 31 st and July 31 st | February 2, 2015 July 31, 2015 |
| Health Education Programs | Exhibit A, Att. 12, Provision D, Sub provision 1 | Annually | No later than thirty (30) calendar days after the beginning of every calendar year | January 30, 2015* |
| 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 2, 2015 (January) March 30, 2015 (February) April 30, 2015 (March) June 1, 2015 (April) June 30, 2015 (May) July 30, 2015 (June) August 31, 2015 (July) |

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| | | | | September 30, 2015 (August) October 30, 2015 (September) November 30, 2015 (October) December 30, 2015 (November) February 1, 2016 (December) |
| Call Center Reports | Exhibit A, Att. 14, Provision C | Biannually | No later than January 31st and July 31 st | February 2, 2015 July 31, 2015 |
| Member Services Guide (Evidence of Coverage) | Exhibit A, Att. 14, Provision D, Sub provision 4 | Annually | No later than thirty (30) calendar days after the beginning of every calendar year | January 30, 2015 |
| Member Reminder Template | Exhibit A, Att. 14, Provision D, Sub provision 6 | Annually | No later than thirty (30) calendar days after the beginning of every calendar year | January 30, 2015 |
| Grievance Report | Exhibit A, Att. 15, Provision C, Sub provision 2 | Quarterly | No later than thirty (30) calendar days after the end of the reporting quarter | April 30, 2015 (1 st qtr.) July 30, 2015 (2 nd qtr.) October 30, 2015 (3 rd qtr.) February 1, 2016 (4 th qtr.) |
| Marketing Plan | Exhibit A, Att. 17, Provision C. Sub provision 1. | Annually | No later than thirty (30) calendar days after the beginning of every calendar year | January 30, 2015 |

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