



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



EDMUND G. BROWN JR.
GOVERNOR

DATE: January 14, 2016

TO: ALL MEDI-CAL DENTAL MANAGED CARE PLANS

SUBJECT: **APL16-001 Due Dates for All Dental Managed Care Contracts for Calendar Year 2016**

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 2016. 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,



Kalanie Lipscomb, Chief
Contract Management & Policy Unit
Medi-Cal Dental Services Division

Enclosures: Attachment 1

Dental Managed Care Contract Deliverable Due Dates for Calendar Year 2016

Deliverable	Provision	Frequency	Submission Date Guideline	Submission Due Date for CY 2016+
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 1, 2016
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/HealthNet: April 29, 2016* LIBERTY: October 28, 2016*
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 29, 2016* LIBERTY: October 28, 2016*
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 16, 2016 (1 st qtr.) August 15, 2016 (2 nd qtr.) November 14, 2016 (3 rd qtr.) February 13, 2017 (4 th qtr.) LIBERTY: November 14, 2016 (1 st qtr.) February 13, 2017 (2 nd qtr.) May 15, 2017 (3 rd qtr.) August 14, 2017 (4 th qtr.)

*Data submission is for prior contract year.

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

<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 1, 2016 (January) March 30, 2016 (February) April 29, 2016 (March) May 30, 2016 (April) June 30, 2016 (May) July 29, 2016 (June) August 30, 2016 (July) September 30, 2016 (August) October 31, 2016 (September) November 30, 2016 (October) December 30, 2016 (November) January 30, 2017 (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 16, 2016 (1st qtr.) August 15, 2016 (2nd qtr.) November 14, 2016 (3rd qtr.) February 13, 2017 (4th qtr.) April 29, 2016 (annual)</p> <p>LIBERTY November 14, 2016 (1st qtr.) February 13, 2016 (2nd qtr.) May 15, 2016 (3rd qtr.) August 14, 2016 (4th qtr.)</p> <p>October 28, 2016 (annual)</p>

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Encounter Data	Exhibit A, Att. 4, Provision B	Monthly	Every second Wednesday of the month	January 13, 2016 February 10, 2016 March 9, 2016 April 13, 2016 May 11, 2016 June 8, 2016 July 13, 2016 August 10, 2016 September 14, 2016 October 12, 2016 November 9, 2016 December 14, 2016
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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 29, 2016 (1 st qtr.) July 29, 2016 (2 nd qtr.) September 30, 2016 (3 rd qtr.) January 30, 2017 (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	January 29, 2016*
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, 2016 (GMC)* December 15, 2016 (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 29, 2016 (1st qtr.) July 29, 2016 (2nd qtr.) September 30, 2016 (3rd qtr.) January 30, 2017 (4th 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	January 29, 2016*

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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 21, 2016 (January) April 19, 2016 (February) May 20, 2016 (March) June 20, 2016 (April) July 20, 2016 (May) August 19, 2016 (June) September 19, 2016 (July) October 20, 2016 (August) November 18, 2016 (September) December 20, 2016 (October) January 19, 2017 (November) February 20, 2017 (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, 2016 (1 st qtr.) August 19, 2016 (2 nd qtr.) November 18, 2016 (3 rd qtr.) February 20, 2017 (4 th qtr.)

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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 15, 2016 (January) March 15, 2016 (February) April 15, 2016 (March) May 16, 2016 (April) June 15, 2016 (May) July 15, 2016 (June) August 15, 2016 (July) September 15, 2016 (August) October 14, 2016 (September) November 15, 2016 (October) December 15, 2016 (November) January 16, 2017 (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 15, 2016 (January) March 15, 2016 (February) April 15, 2016 (March) May 16, 2016 (April) June 15, 2016 (May) July 15, 2016 (June) August 15, 2016 (July) September 15, 2016 (August) October 14, 2016 (September) November 15, 2016 (October) December 15, 2016 (November) January 16, 2017 (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 29, 2016 (1 st qtr.) July 29, 2016 (2 nd qtr.) September 30, 2016 (3 rd qtr.) January 30, 2017 (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 15, 2016 (January) March 15, 2016 (February) April 15, 2016 (March) May 16, 2016 (April) June 15, 2016 (May) July 15, 2016 (June) August 15, 2016 (July) September 15, 2016 (August) October 14, 2016 (September) November 15, 2016 (October) December 15, 2016 (November) January 16, 2017 (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 29, 2016 (1st qtr.) July 29, 2016 (2nd qtr.) September 30, 2016 (3rd qtr.) January 30, 2017 (4thqtr)
Specialty Referral Report	Exhibit A, Att. 11, Provision B, Sub provision 5	Biannually	No later than January 31 st and July 31 st	February 1, 2016 August 1, 2016

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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	February 1, 2016*
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 1, 2016 (January) March 30, 2016 (February) April 29, 2016 (March) May 30, 2016 (April) June 30, 2016 (May) July 29, 2016 (June) August 30, 2016 (July) September 30, 2016 (August) October 31, 2016 (September) November 30, 2016 (October) December 30, 2016 (November) January 30, 2017 (December)
Call Center Reports	Exhibit A, Att. 14, Provision C	Biannually	No later than January 31 st and July 31 st	February 1, 2016 August 1, 2016
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	February 1, 2016
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	February 1, 2016
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 29, 2016 (1st qtr.) July 29, 2016 (2nd qtr.) September 30, 2016 (3rd qtr.) January 30, 2017 (4 th qtr)

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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	February 1, 2016
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