State of California—Health and Human Services Agency

# Department of Health Care Services

**DHCS**

**SANDRA  SHEWRY**
Director

**ARNOLD SCHWARZENEGGER**
Governor

September 27, 2007


TO:             ALL COUNTY WELFARE DIRECTORS                    Letter No.:  07-19
                ALL COUNTY ADMINISTRATIVE OFFICERS
                ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS
                ALL COUNTY HEALTH EXECUTIVES
                ALL COUNTY MENTAL HEALTH DIRECTORS


SUBJECT:    Update to All County Welfare Directors Letter 07-16,
            "Changes to Medi-Cal Eligibility Data System Access Procedures"


**PURPOSE**

This letter is issued to update the new Medi-Cal Eligibility Data System (MEDS) logon process and schedule of milestones associated with the rollout of the Resource Access Control Facility (RACF) changes in MEDS.  These changes were discussed in a conference call between the Department of Health Care Services (DHCS) and the counties on Wednesday, September 12, 2007.

**DETAILS**

The changes are as follows:

- A double log-in, where the new RACF user ID and password are entered, followed by the old MEDS user ID and password, will not be used.  Instead, there will be a single log-in: the appropriate MEDS user ID and password will be linked to each RACF user ID.  Users will only need to enter their new RACF user ID and password to access MEDS.  Further information about the impact of the RACF login process will be provided in an upcoming ACWDL.

- The effective date for RACF activation in MEDS has been moved to October 31, 2007.

- The training will be in the form of a document that can be distributed to county staff. This document will contain an introduction to RACF, frequently asked questions on RACF, screenshots of the RACF log-in screen, and a list of security reminders for MEDS users.

- County staff will not have to sign a form as part of the RACF training. Thus, as part of the RACF rollout, there will be no signed training acknowledgement form for counties to retain. However, counties should ensure that their staff read and understand the RACF training documents as this will reduce calls to both county and state help desks.

- Information security training requirements, which do not include the above RACF training, will be communicated to counties in a future ACWDL. These requirements are related to the federal-state agreement for Social Security Administration data discussed in ACWDL 07-14.

Further, the timelines associated with the RACF have been changed as follows:

| Milestone | Old Date | New Date |
|---|---|---|
| Counties submit completed RACF template to state Department of Health Care Services (DHCS). | July 31, 2007, later revised to August 7, 2007. | By September 21, 2007. This new date is for templates involving users who access MEDS through the CWS/CMS system as well as for regular MEDS users whose templates have not yet been submitted. |
| DHCS provides list of RACF IDs to county contacts listed on the RACF templates. | August 31, 2007 | Starting October 5, 2007 |
| RACF-related training materials. | September 14, 2007 | Available by October 12, 2007 |
| Counties provide RACF-related training to staff. | September 28, 2007 | By October 31, 2007 |
| DHCS will activate RACF login for MEDS access. A RACF ID and password will be required for MEDS access. | October 15, 2007 | By October 31, 2007 |

Please contact Mr. Ken Louie at ken.louie@dhcs.ca.gov or (916) 552-9515 for questions about these changes.

**ORIGNAL SIGNED BY**

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