

DEPARTMENT OF HEALTH SERVICES

14/744 P STREET
SACRAMENTO, CA 95814

September 23, 1983

To: All County Welfare Directors

Letter No. 83- 63

MEDI-CAL ELIGIBILITY DATA SYSTEM (MEDS) RECONCILIATION

The purpose of this memo is to inform MEDS counties that the present monthly MEDS reconciliation process will be changed to a quarterly occurrence effective November 1983.

Currently, most MEDS counties submit reconciliation files on a monthly basis. The reconciliation cycle for fully operational MEDS counties will be changed to quarterly beginning October 1983. Fully operational on MEDS means counties that have been in MEDS operation for at least three months without experiencing any major system problems.

The MEDS reconciliation process is intended to be a periodic verification that daily updates, error resolution processes, EDP county document input procedures and data processing system reporting to MEDS are continuing to work correctly. It is not a substitute for working daily error reports.

The change to a specific schedule for reconciliation processing, plus the reduction in the number of reconciliations being processed will allow us to better control and ensure that reconcile files are received and processed appropriately.

As part of this change, reconciliations will be scheduled to be processed on the weekends in order to avoid any conflicts with the processing of daily updates. This schedule will also ensure that the entire reconciliation process is completed before the MEDS file must be made available for the next working day's online usage. For this reason it is imperative that counties submit their reconciliation files to the Department of Health Services within the time frame indicated on the attached schedule. The current MEDS change cycle process will be changed to hold a county's reconciliation tape until the weekend but still allow daily updates to be processed without causing conflicts and erroneous updates during the reconciliation process.

The Medi-Cal Eligibility Branch (MEB) will monitor the quarterly reconciliation process in order to identify any county that may require a more frequent schedule. Please note that in order to ensure proper ID card issuance and reduce the errors that are identified by reconciliation, it is imperative that each county review and correct the errors from the daily eligibility worker alert reports on a current basis.

The attached schedule indicates reconciliation dates for all counties currently operational on MEDS and for most of the remaining counties. Counties not yet scheduled will be added as MED'S implementation planning is completed.

Counties identified by an asterisk on the attached list should plan to immediately adjust their reconciliation schedule to correspond to the dates indicated. The remaining EDP counties will be shifted from monthly to quarterly as they reach fully operational status.

If your county is to address major changes in your system which may impact MEDS, you should request a special test or a special reconciliation between the normally scheduled reconciliations. In order to accommodate this process, the request must be submitted at least two weeks in advance of the normally scheduled reconciliation. If our Data Systems Branch does not receive a county's reconciliation file for the date indicated on the attached schedule, they will not process that county's reconciliation file for that particular quarter.

If your county cannot schedule your reconciliation to ensure receipt by the attached indicated dates, or if your county is requesting a special test/special reconciliation, please contact Connie Farmer of my staff at 445-1912.

Sincerely,

ORIGINAL SIGNED BY

Caroline Cabias, Chief
Eligibility Branch

cc: MEDS Coordinators
Medi-Cal Liaisons
Medi-Cal Program Consultants
Data Systems Branch

Attachment

M E D S Q U A R T E R L Y R E C O N C I L I A T I O N S C H E D U L E

CODE	COUNTY	MONTHS SCHEDULED FOR RECON	COMMENTS
01	ALAMEDA	SEP/DEC/MAR/JUN	CASE DATA
02	ALPINE	-----N/A-----	ONLINE
03	AMADOR	-----N/A-----	ONLINE
04	*BUTTE	JUL/OCT/JAN/APR	BUTTE
05	CALAVERAS	-----N/A-----	ONLINE
06	COLUSA	JUL/OCT/JAN/APR	BUTTE
07	CONTRA COSTA	SEP/DEC/MAR/JUN	CASE DATA
08	DEL NORTE	-----N/A-----	ONLINE
09	EL DORADO	JUL/OCT/JAN/APR	
10	*FRESNO	SEP/DEC/MAR/JUN	CASE DATA
11	GLENN	JUL/OCT/JAN/APR	BUTTE
12	HUMBOLDT	AUG/NOV/FEB/MAY	
13	IMPERIAL	AUG/NOV/FEB/MAY	
14	INYO	-----N/A-----	ONLINE
15	*KERN	AUG/NOV/FEB/MAY	
16	*KINGS	JUL/OCT/JAN/APR	
17	LAKE	JUL/OCT/JAN/APR	
18	*LASSEN	JUL/OCT/JAN/APR	BUTTE
19	*LOS ANGELES	AUG/NOV/FEB/MAY	
20	MADERA	-----N/A-----	ONLINE
21	MARIN	SEP/DEC/MAR/JUN	CASE DATA
22	MARIPOSA	-----N/A-----	ONLINE
23	MENDOCINO	JUL/OCT/JAN/APR	
24	*MERCED	JUL/OCT/JAN/APR	
25	MODOC	-----N/A-----	ONLINE
26	MONO	-----N/A-----	ONLINE
27	*MONTEREY	AUG/NOV/FEB/MAY	
28	NAPA	TO BE ADDED LATER	
29	NEVADA	SEP/DEC/MAR/JUN	CASE DATA
30	ORANGE	TO BE ADDED LATER	
31	PLACER	SEP/DEC/MAR/JUN	CASE DATA
32	*PLUMAS	JUL/OCT/JAN/APR	BUTTE
33	RIVERSIDE	TO BE ADDED LATER	
34	SACRAMENTO	AUG/NOV/FEB/MAY	
35	SAN BENITO	-----N/A-----	ONLINE
36	SAN BERNARDINO	JUL/OCT/JAN/APR	
37	*SAN DIEGO	SEP/DEC/MAR/JUN	CASE DATA
38	*SAN FRANCISCO	SEP/DEC/MAR/JUN	CASE DATA
39	*SAN JOAQUIN	JUL/OCT/JAN/APR	
40	*SAN LUIS OBISPO	SEP/DEC/MAR/JUN	CASE DATA
41	*SAN MATEO	SEP/DEC/MAR/JUN	CASE DATA
42	SANTA BARBARA	JUL/OCT/JAN/APR	
43	*SANTA CLARA	SEP/DEC/MAR/JUN	CASE DATA
44	*SANTA CRUZ	SEP/DEC/MAR/JUN	CASE DATA
45	SHASTA	TO BE ADDED LATER	
46	SIERRA	-----N/A-----	ONLINE
47	SISKIYOU	JUL/OCT/JAN/APR	
48	*SOLANO	SEP/DEC/MAR/JUN	CASE DATA
49	*SONOMA	SEP/DEC/MAR/JUN	CASE DATA
50	STANISLAUS	JUL/OCT/JAN/APR	
51	SUTTER	JUL/OCT/JAN/APR	
52	TEHAMA	JUL/OCT/JAN/APR	BUTTE
53	TRINITY	-----N/A-----	ONLINE
54	*TULARE	SEP/DEC/MAR/JUN	CASE DATA
55	TUOLUMNE	-----N/A-----	ONLINE
56	VENTURA	TO BE ADDED LATER	
57	YOLO	SEP/DEC/MAR/JUN	CASE DATA
58	YUBA	-----N/A-----	ONLINE

MEDS RECONCILIATION SCHEDULE DATES FOR ONGOING OPERATIONS

JUL/OCT/JAN/APR (RECON FILE CREATION COINCIDES WITH MEDS RENEWAL)
 06/24-06/26 -- 09/23-09/25 -- 12/23-12/25 -- 03/23-03/25

AUG/NOV/FEB/MAY (RECON FILE CREATED 2-3 WORK DAYS PRIOR TO MONTH END)
 07/29-07/31 -- 10/28-10/30 -- 01/27-01/29 -- 04/27-04/29

SEP/DEC/MAR/JUN (RECON FILE CREATED LAST WORK DAY OF THE MONTH)
 09/02-09/04 -- 12/02-12/04 -- 03/02-03/04 -- 06/01-06/03

**** CUTOFF FOR RECEIPT OF RECONCILIATION TAPE IS 3:00 PM ON FRIDAY ****