



TOBY DOUGLAS  
Director

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



EDMUND G. BROWN JR.  
Governor

DATE: DEC 21 2011

MMCD All Plan Letter 11-024

TO: ALL MEDI-CAL MANAGED CARE HEALTH PLANS

SUBJECT: 2012-2013 MANAGED CARE PLAN MEDS/FAME/5010 834 CUTOFF AND  
PROCESSING SCHEDULE

The purpose of this All Plan Letter (APL) is to provide information on the 2012-2013 Managed Care Plan (MCP) Medi-Cal Eligibility Data System (MEDS)/Fiscal - Intermediary Access to Medi-Cal Eligibility (FAME)/5010 834 Cutoff and Processing schedule. The enclosed schedule covers the period from December 2011 through January 2013. A copy of the updated outline of MCP's FAME/5010 834 Responsibilities is also included.

These cutoff dates and timelines are established by the Department of Health Care Services (DHCS), Information Technology Services Division and are critical to ensure timely processing of eligibility files and data. When applicable, it is imperative that all enrollments and disenrollments be received on a weekly basis by DHCS. Medi-Cal managed care contractors must adhere to the enclosed cutoff dates and timelines in order to allow for adequate processing time and to ensure timely payment.

In addition to the MEDS cutoff dates, the enclosed schedule also now includes the Seniors and Persons with Disabilities (SPD) Utilization Data and the run dates for the monthly MEDS/FAME/5010 834 renewal processes, as well as mail dates for miscellaneous and system-generated reports.

If you have any questions or require additional information, please contact your Contract Manager or Jeremy Rabideau at (916) 449-5017.

Sincerely,

**Original Signed by Jane Ogle, Acting Chief**

Medi-Cal Managed Care Division

Enclosures

**MANAGED CARE PLAN/FAME/5010 834 RESPONSIBILITES**  
**January 2012**

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All Medi-Cal Managed Care Plans (MCP) are reminded of the importance of keeping the Department of Health Care Services (DHCS), Medi-Cal Managed Care Division (MMCD) informed of any MCP changes as described below.

1. **NOTIFICATION/REQUEST PROCESS**

MCPs are reminded of the extreme importance of notifying the MMCD Systems Support Unit (SSU) of any MCP/Fiscal-intermediary Access to Medi-Cal Eligibility (FAME)/5010 834 changes prior to the 15<sup>th</sup> of any given month by sending an email to [ssuhelpdesk@dhcs.ca.gov](mailto:ssuhelpdesk@dhcs.ca.gov). This receipt deadline is necessary to meet DHCS Information Technology Services Division (ITSD) processing timelines and make the changes effective within 45-60 days. It is requested that MCPs send the original copy of their notification (which includes the original signature of person authorized to submit the change) to their assigned MMCD Contract Manager. Examples of MCP/FAME/5010 834 changes for which notification must be given include, but are not limited to: MCP/FAME/5010 834 MIS Coordinator name change; address and phone number changes; or distribution changes; etc.

- Please include the following MCP information in the email notification:
  - Plan Name
  - Plan Code(s) (Specify all "Active" Plan Codes)
  - Plan Mailing Address
  - FAME/5010 834 MIS Contact  
(Name, Phone/Page/Fax Numbers, and E-mail Address)
  - FAME/5010 834 MIS Backup Contact  
(Name, Phone/Page/Fax Numbers, and E-mail Address)
  - The nature of the MCP/FAME/5010 834 change
  
- Medi-Cal 5010 834 files are available by 834 SFTP site. Please contact your Contract Manager should you have any questions.
  
- Month-End 5010 834 files will be available by 5:00p.m., the day after FAME renewal. MCPs are asked to wait until 5:00 p.m. and then, if the HCP file is not available, contact ITSD at (916) 440-7000 and request that the ticket is sent to HCP Services - CAPMAN 820/834.

**MANAGED CARE PLAN/FAME/5010 834 RESPONSIBILITES**  
**January 2012**

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➤ Mailing Addresses:

Attn: Jeremy Rabideau, Chief  
Systems Support Unit  
California Department of Health Care Services  
MMCD/Systems Support Unit  
1501 Capitol Avenue  
P.O. Box 997413, MS 4402  
Sacramento, CA 95899-7413  
[ssuhelpdesk@dhcs.ca.gov](mailto:ssuhelpdesk@dhcs.ca.gov)

➤ Attn: (Contract Manager)  
California Department of Health Care Services  
MMCD/Plan Management Branch  
1501 Capitol Avenue, MS 4407  
P.O. Box 997413, MS 4407  
Sacramento, CA 95899-7413  
Fax (916) 449-5005

Attn: (Contract Manager)  
California Department of Health Care Services  
Long Term Care Division  
1501 Capitol Avenue, MS 0018  
P.O. Box 997413, MS 0018  
Sacramento, CA 95899-7413  
Fax (916) 322-8619

2. REPORTS/LISTINGS

Reports/Listings will be mailed as per the attached schedule (MCP Report Mail Date) unless other arrangements are made, for receipt three (3) days after the specified mail date.

## MEDS/5010 834 CUTOFF PROCESSING SCHEDULE FOR 2012-2013

Process Month	Month of Eligibility	MCP file input due (MCP to ITSD by 2:30PM)	MEDS Renewal	FAME Renewal (Monthly Process by 4:00PM)	5010 834 file available (SFTP site no later than 5:00 PM)	MCP report mail date (Receipt within 3 days)	SPD Utilization Data Available
Dec-2011	Jan-2012	(Thu) 12/22/2011	(Tue) 2/27/2011	(Wed) 12/28/2011	(Thu) 12/29/2011	(Fri) 12/30/2011	(Tue) 01/10/2012
Jan-2012	Feb-2012	(Tue) 01/24/2012	(Thu) 01/26/2012	(Fri) 01/27/2012	(Mon) 01/30/2012	(Tue) 01/31/2012	(Wed) 02/08/2012
Feb-2012	Mar-2012	(Tue) 02/21/2012	(Thu) 02/23/2012	(Fri) 02/24/2012	(Mon) 02/27/2012	(Tue) 02/28/2012	(Wed) 03/07/2012
Mar-2012	Apr-2012	(Fri) 03/23/2012	(Tue) 03/27/2012	(Wed) 03/28/2012	(Thu) 03/29/2012	(Fri) 03/30/2012	(Mon) 04/09/2012
Apr-2012	May-2012	(Mon) 04/23/2012	(Wed) 04/25/2012	(Thu) 04/26/2012	(Fri) 04/27/2012	(Mon) 04/30/2012	(Tue) 05/08/2012
May-2012	Jun-2012	(Tue) 05/22/2012	(Thu) 05/24/2012	(Fri) 05/25/2012	(Mon) 05/28/2012	(Wed) 05/30/2012	(Thu) 06/07/2012
Jun-2012	Jul-2012	(Fri) 06/22/2012	(Tue) 06/26/2012	(Wed) 06/27/2012	(Thu) 06/28/2012	(Fri) 06/29/2012	(Tue) 07/10/2012
Jul-2012	Aug-2012	(Tue) 07/24/2012	(Thu) 07/26/2012	(Fri) 07/27/2012	(Mon) 07/30/2012	(Tue) 07/31/2012	(Wed) 08/08/2012
Aug-2012	Sep-2012	(Fri) 08/24/2012	(Tue) 08/28/2012	(Wed) 08/29/2012	(Thu) 08/30/2012	(Fri) 08/31/2012	(Tue) 09/11/2012
Sep-2012	Oct-2012	(Fri) 09/21/2012	(Tue) 09/25/2012	(Wed) 09/26/2012	(Thu) 09/27/2012	(Fri) 09/28/2012	(Mon) 10/08/2012
Oct-2012	Nov-2012	(Tue) 10/23/2012	(Thu) 10/25/2012	(Fri) 10/26/2012	(Mon) 10/29/2012	(Tue) 10/30/2012	(Wed) 11/07/2012
Nov-2012	Dec-2012	(Wed) 11/21/2012	(Tue) 11/27/2012	(Wed) 11/28/2012	(Thu) 11/29/2012	(Fri) 11/30/2012	(Mon) 12/10/2012
Dec-2012	Jan-2013	(Fri) 12/21/2012	(Wed) 12/26/2012	(Thu) 12/27/2012	(Fri) 12/28/2012	(Mon) 12/31/2012	(Wed) 01/09/2013
Jan-2013	Feb-2013	(Thu) 01/24/2013	(Mon) 01/28/2013	(Tue) 01/29/2013	(Wed) 01/30/2013	(Thu) 01/31/2013	(Fri) 02/08/2013

Note: FAME file will be available up to July 2012 MOE

### State Holidays

January 2, 2012	New Year's Day
January 16, 2012	Martin Luther King Jr. Day
February 20, 2012	President's Day
March 31, 2012	Cesar Chavez Day
May 28, 2012	Memorial Day
July 4, 2012	Independence Day
September 3, 2012	Labor Day
November 12, 2012	Veteran's Day
November 22, 2012	Thanksgiving Day
November 23, 2012	Day After Thanksgiving
December 25, 2012	Christmas Day
January 1, 2013	New Year's Day
January 21, 2013	Martin Luther King Jr. Day

### Legend:

COB	Coordination of Benefits
COHS	County Organized Health System
DMC	Dental Managed Care
HCP	Health Care Provider
ITSD	Information Technology Services Division
MCP	Managed Care Plan
MMCD	Medi-Cal Managed Care Division