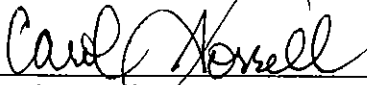
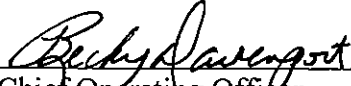



**KERN HEALTH SYSTEMS  
POLICIES AND PROCEDURES**

<b>SUBJECT: Tape-In Enrollment (Medi-Cal)</b>			INDEX NUMBER 7.16-I		Page 1 of 2		
SECTION: Management Information Systems			ISSUE DATE: April 24, 1996				
Review Date	02/2001	01/2006					
Effective Date	11-01-01	01/22/06					
Revision Number	2001-11	2006-01					

Approved		Date	<u>1/22/06</u>
	Carol Sorrell, R.N. Chief Executive Officer		
Approved		Date	<u>1/12/06</u>
	Becky Sawegot Chief Operating Officer		
Approved		Date	<u>1/20/06</u>
	Mark Pugh Director of Information Systems		

**POLICY<sup>1</sup>:** Kern Health Systems (KHS) shall establish a guideline for enrolling/disenrolling members from into/from MHC systems based on eligibility/enrollment information received from DHS/HCO via tape or electronic interchange.

**PURPOSE:** To define the internal processing in loading membership enrollments and disenrollments into the KHS database in order to establish proper member eligibility for Medi-Cal benefits.

**PROCEDURE:**

**1.0 WEEKLY HCO INPUT**

Each week, HCO data is used to update telephone number information. This HCO update may be run anytime during the day. KHS Management Information Services (MIS) staff import the HCO flat file into the ORACLE system during the update.

**2.0 MONTHLY FAME INPUT**

Once a month KHS logs onto the DHS Medi-Cal Extranet for State Healthcare, MESH system to retrieve information regarding beneficiaries' eligibility status for Medi-Cal aid. The information is available in a DHS Fiscal Intermediary Access to Medi-Cal Eligibility (FAME) file. KHS MIS staff perform the following steps during the update process: Update KHS Membership Files. The KHS enrollments/dis-enrollment update is completed by the 5th of the current month. The KHS database is updated with the formatted MEDS data as outlined in Attachment A - *Monthly FAME*

**KERN HEALTH SYSTEMS  
POLICIES AND PROCEDURES**

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*Input Processing Details.*

**3.0 DAILY FAME INPUT**

Except for the volume of records, the daily process is identical to the monthly FAME input process. The enrollment update is done electronically from the Oracle database to the MHC database. The disenrollment update to the MHC database is done through manual input.

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**Attachments**

- Attachment A – *Monthly FAME Input Processing Details*

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<sup>1</sup>**Revision 2006-01:** Routine review. Policy reviewed against DHS Contract 03-76165 (Effective 5/1/2004). **Revision 2001-11:** Routine review. Effective date is first of month after management approval. Board/external approval not needed for this internal policy.

## Monthly FAME Input Processing Details

- A. Download pertinent files into KHS FAME database
- B. Run pre-processing tasks
  - 1. Run Reports
    - a. Duplicate CIN
    - b. Duplicate members
    - c. Incorrect member recipient number
  - 2. Make correction on MHC application pertaining to above reports
  - 3. Move previous FAME files to history
- C. Import FAME file into ORACLE
  - 1. Creates fixed-length files
  - 2. Imports the fixed-length files into ORACLE tables
  - 3. Creates log files on the UNIX box that contain the status of the import of each fixed-length file.
- D. Transaction type process. This process runs a script that compares the FAMEMASTER.PROC file to the MEMBERS file in the data warehouse and determines a current member type (M\_type) for each member then updates the FAMEMASTER.PROC file. Examples of possible M\_types include C-Current Active; N-New Enrolled; D-Disenrolled; and R-Re-enrolled.
- E. FAME Extraction. Readies the file for the MHC system by extracting any records with the M\_type status of N, D, or R. The data is formatted and exported to a fixed-length file. File name is MHCOUT.TXT.
- F. Export to MHC. Membership files determined from the FAMEEXTRACT file are imported into MHC. Import is processed from the MHC HC522 Data-In-Processing screen.
- G. Update KHS Membership Files
  - 1. The KHS enrollments/disenrollment update is completed by the 5<sup>th</sup> of the current month. The KHS database is updated with the formatted MEDS data as follows:
    - a. Import file into a Hold File on HC522
    - b. Audit the Hold File on HC525.2
    - c. Run HC525.3 (Member Tape Hold Audit Report). Review output report and if any errors exist, make necessary corrections on HC525.8.
  - 2. Update processing is executed after office hours, after a full file save of the MHC database. MIS staff perform the following steps during the update:
    - a. Update KFHC membership files on HC525.4
    - b. Update Oracle database and reconcile against the FAME file