



<b>Policy and Procedure No: MC IT 6.1</b>		<b>Revision No: 1</b>
<b>Division: Care Management</b>		
<b>Department: IT Data Management</b>		
<b>Title: PHC-CA Template Data Submissions for Care Management</b>		
<b>Effective Date: 1/1/2024</b>		
<b>Supersedes Policy No: MC IT 6.0</b>		
<b>Reviewed/Revised by: Xing Liu</b>		<b>Review/Revision Date: 12/1/2025</b>
<b>Approving Committee: Compliance Committee</b>		<b>Date: 12/15/2025</b>
<b>Executive Oversight Committee Date: 12/16/2025</b>		

**Purpose:**

To describe how the Health Plan submits template data to the Department of Health Care Services (DHCS) in accordance with its DHCS contract.

**Policy:**

1. The Health Plan shall ensure that data submitted to DHCS via DHCS-supplied templates is complete, accurate, reasonable, and timely, including data that is submitted to the Health Plan by subcontractors.
2. The Health Plan shall submit template data in in a form and manner specified by DHCS.
3. The Health Plan shall certify template data as set forth in 42 CFR section 438.606.
4. The Health Plan shall require all network providers, subcontractors, and downstream subcontractors to submit template data to the Health Plan to meet the Plan’s administrative needs and the requirements set forth in the Plan’s DHCS contract. The Health Plan shall ensure that subcontractors and network providers comply with all applicable state and federal laws and regulations, contract requirements and other DHCS guidance, including All Plan Letters (APLs) and Policy Letters.
5. In the event DHCS finds deficiencies regarding the completeness, accuracy, reasonableness, or timeliness of the Health Plan’s template data and notifies the Health Plan in writing of the deficiencies and requests correction and resubmission of the relevant template data, the Health Plan shall resubmit within fifteen (15) calendar days of the date of DHCS’s notice.

**Procedure:**

1. The Compliance Department reviews APLs, contractual requirements, and other regulatory requirements issued by DHCS and assigns responsibility for responding to request to the appropriate business unit lead.
  - a. Business unit lead(s) include but are not limited to: Director of Finance, National Director of Contracting and Provider Relations, Compliance Officer, Director of Data Management, National Director of Managed Care Operations and Program Development, Health Plan Administrator, Senior Director of Finance and Claims Operations, Vice President of Managed Care, and National Director of Care Coordination or their designees.

2. The assigned business unit lead submits requests for data and coordinates with appropriate technical resources to develop Business Requirements Documents (BRD) and Policies and Procedures as appropriate. Depending on nature and content of request, the Associate Director of Data and Information Architecture or designee; or the Associate Director of Electronic Data Interchange (EDI) or designee, assigns a technical resource.
3. Assigned technical resource provides data to assigned business lead, who reviews and approves for submission to DHCS.
4. The template is logged and reviewed by the Compliance Officer or designee, who provides final approval for submission.
5. Upon approval by appropriate personnel, the Compliance Department submits the template in the method and manner specified by DHCS.

**References:**

1. DHCS OR Contract #22-20597, Exhibit A, Attachment III, 2.1.6, Template Data Reporting
2. 42 CFR section 438.606