



Medi-Cal Eligibility Data System (MEDSLITE) Procedure

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Purpose Provide DBH staff with procedural guidelines when requesting access and/or reset support for Medi-Cal Eligibility Data System Lite (MEDSLITE).

Procedure The following steps outline the roles and responsibilities related to MEDSLITE access:

Role	Responsibility
Staff	<ul style="list-style-type: none"> Request authorized access to MEDSLITE directly to the immediate supervisor
Supervisor	<ul style="list-style-type: none"> Verify that the employee requesting access works for one of the programs authorized to have MEDSLITE access (see DBH Standard Practice Manual, Medi-Cal Eligibility Data System Lite (MEDSLITE) Policy COM0943 for program listing) Determine if the employee assists in the administration of the Medi-Cal Program by determination of eligibility for mental health services. <ul style="list-style-type: none"> If yes, email the DBH Office of Compliance to request MEDSLITE at dbh-compliancequestions@dbh.sbcounty.gov If no, deny the request for MEDSLITE access.
DBH Office of Compliance	<ul style="list-style-type: none"> Receive the MEDSLITE request to make determination if access should be granted. If access is granted, provide the DBH staff person with the following: <ul style="list-style-type: none"> MEDSLITE Policy for training with the associated policies. MEDSLITE User Oath of Confidentiality Statement for agreement to adhere, acknowledgement of receipt and signature. Upon return of the confidentiality statement, initiate request to the California Department of Health Care Services (DHCS). Ensure the user is up-to-date with the required Annual HIPAA and Privacy training Ensure user is added to MEDSLITE authorized user list for DHCS advisement when requested.

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Requesting Access,
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Role	Responsibility
DHCS	<ul style="list-style-type: none"> If access is granted, DHCS will provide the employee the MEDSLITE Training Materials via email. The employee is required to confirm to DHCS that they have reviewed and have an understanding of the MEDSLITE Training Materials. DHCS will provide guidance to the employee regarding satisfying this requirement. Upon receipt of the employee's confirmation, DHCS will e-mail the DBH staff member reporting the status of the MEDSLITE account set-up and provide the DBH staff member their user login information.

MEDSLITE Contacts

The following table provides DBH staff with MEDSLITE contact information:

MEDSLITE Request	Contact Information
Add, Change or Delete User	Contact the MEDSLITE Group Coordinator with the Office of Compliance at dbh-compliancequestions@dbh.sbcounty.gov or (909) 388-0879
Reset Password	Contact DHCS IT Service Desk at ITServiceDesk@dhcs.ca.gov or (916) 440-7000

MEDSLITE Contact Responsibilities

The following table illustrates the responsibilities assigned to the MEDSLITE contacts:

Role	Responsibility
MEDSLITE Group Coordinator	<ul style="list-style-type: none"> Submit remedy tickets to DHCS to add/delete/change MEDSLITE users via the appropriate MEDSLITE request form. Provide MEDSLITE users with the following: <ul style="list-style-type: none"> Listing of MEDSLITE Frequently Asked Questions Oath of Confidentiality

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Referenced Forms, Policies, and Procedures

[DBH Standard Practice Manual:](#)

- [Sending Confidential Information by Facsimile Policy \(COM0901\)](#)
- [Confidentiality of Protected Health Information \(COM0905\)](#)
- [Unauthorized Access of Confidential Medical Records Policy \(COM0907\)](#)
- [Electronic Transfer of Client PHI \(COM0909\)](#)
- [Workstation and System Security Policy \(COM0924\)](#)
- [Data Integrity Policy \(COM0925\)](#)
- [Privacy and Security Incident Sanctions Policy \(COM0926\)](#)
- [MEDS Access and Contacts Procedure \(COM0943-1\)](#)
- [Privacy or Security Incident Policy \(COM0944\)](#)
- [Computer and Network Appropriate Use Policy \(IT5004\)](#)
- [Electronic Mail Policy \(IT5005\)](#)
- [Remote Access Policy \(IT5006\)](#)
- [Device and Media Controls Policy \(IT5008\)](#)
- [User I.D. and Password Policy \(IT5009\)](#)

[San Bernardino County Policy Manual:](#)

- [Non-Public Personally Identifiable Information 14-02](#)
 - [Health Insurance Portability and Accountability Act \(HIPAA\) Policy 14-03](#)
 - [HIPAA Policy SP: Health Care Component Designation 14-03SP1](#)
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Reference(s)

[Social Security Act, Sections 1137 and 453](#)
[Welfare and Institutions Code, Section 14100.2](#)
[DMH Medi-Cal Data Privacy and Security Agreement](#)
