



Gray Davis, Governor
State of California
Business, Transportation and Housing Agency

980 Ninth Street
Suite 500
Sacramento, CA 95814
916-322-0391 voice
916-445-8399 fax
myamanaka@dmhc.ca.gov e-mail

April 17, 2003

Dear Plan Administrator:

RE: UPDATED INFORMATION ON THE FINANCIAL REPORTING FORMS AND WEB PORTAL

The Department of Managed Health Care (“Department”) made additional changes to the procedures to upload the financial reporting forms via the Department’s web portal. Please note that the following information is for financial reporting only.

The following changes have been made:

- Beginning on April 21, 2003, the plan will be required to check box 35, on the cover page, when the plan uploads another reporting form for the same period.

Example: The Plan submits a reporting form. It was accepted and passed all of our initial checks. The Plan will receive an email stating that the reporting form was received and will be reviewed by the monitoring examiner. If the Plan makes a revision, the plan needs to upload their revised reporting form and any attachments. Box 35 on the cover page **MUST** be checked.

Example: The Plan submits a reporting form. It was not accepted because it failed one or more of our initial checks. The Plan will receive an email stating the errors that need to be corrected. Once the Plan makes the necessary changes, the reporting forms and any attachments will need to be uploaded again. Box 35 on the cover page **MUST** be checked.

- Anytime the plan submits a revised filing, any attachments (i.e. Notes to Financial Statements) that were previously filed must be filed again. When a revision is accepted, it will replace the previous filing. If the attachments are not included in the revised filing, then we will not have record of them.
- All financial reporting forms and attachments that are uploaded via the Department’s web portal are placed on the Department’s web site.
- An electronic copy of the annual audited financial statements must be submitted to the Department via the VisiFlow format. These audited financial statements are to be filed in the VisiFlow/e-filing/licensing format under subfolder EXGG0 and type XGG01 (Exhibit GG-1-a Audited Financial Statements) according to the instructions received during the E-filing Certification Training. In addition, an original (hard copy) is required to be filed with the Department. Please send to:

Department of Managed Health Care
ATTN: Patricia Sampson
980 9th Street, Suite 500
Sacramento, CA 95814

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- The Department will be revising the financial reporting forms and instructions. It is anticipated that the revision will be available at the beginning of May 2003. If you have any comments or suggestions to enhance the reporting forms and/or process, please email your comments to Michelle Yamanaka (myamanaka@dmhc.ca.gov)

We appreciate your feedback. If you have any comments or questions, please email or call.

Sincerely,

Michelle Yamanaka
Examiner
Division of Financial Oversight