



## **How To Use LTC Tools to Submit 270/271 Batch Eligibility Files:**

1. You must have a user ID (CMC#) and password to log in to the Medi-Cal and Medi-Cal ACS-Systest website (user names and passwords are the same on both)
2. Create a 270 Test file on LTC Tools by following these steps
  - a. Go to “Facility” Reference Files
  - b. Click “Create Test File” in the 270/271 Box at the bottom of the page
  - c. Save the file in a place where you can locate it to upload to the Medi-Cal test site
3. Log on to the Medi-Cal Test site at the following address: <https://sysdev.medi-cal.ca.gov/Eligibility/Login.asp>
4. Use the same login and password as you do on the regular Medi-Cal site (CMCSUBxxx, etc.). Make sure it says “ACS SYSTEST” on the background of the page.
5. Under the “Transactions” menu on the left side, click on “Batch Internet Eligibility”
6. Choose “Upload 270 File”
7. Click on “Choose File” and browse to the test file you created in step #2 above
8. Click on “Upload File”
9. You will get a Volser #.
10. Return 24 hours later and click on “Inquiry/Download 271 File” which is right below “Upload 270 File” from #6 above.
11. If the status of your volser says “Finished” after at least 24 hour, then you are ready to proceed to the live site and your test was a success. If you status is anything other than “Finished”, and you are over 24 hours from when you submitted the file, then re-submit following the steps above.

\*Tip: the Medi-Cal test site and also production site can be a little buggy and unpredictable with how they handle 270 test files. It is advised to send test files and production files before 2pm.

## **How to check that you are ready to submit live files to Medi-Cal:**

1. Go to the LIVE Medi-Cal site and check to make sure your CMC# is cleared to submit live 270 files. Sometimes just because it says “Finished” on the 270 test site, doesn’t mean that the switch gets thrown for production work on the live site.
  - a. Log on to Medi-Cal.
  - b. Click on “Batch Internet Eligibility” on the left side.
  - c. Make sure you see that it says “Upload 270 file” and “Inquiry/Download 271”.
  - d. If it says anything other than that or gives you a link to test instructions, then you will need to submit another test file.

## **How to Submit 270 files and read 271 files on LTC Tools.**

**\*we advise doing this before 2pm.**

1. Under “Programs” on LTC Tools, click on Medi-Cal ->Eligibility. You will see the list of residents you will be submitting for eligibility. To control who goes on this list, click on Reference Files -> Residents and make sure “Medi-Cal Tools” are selected as “yes” on the resident set up page.
2. Once your list of residents looks good, click on the links for the residents on the top right side of the Eligibility page to create the 270 file. If you have more than 99 residents you will need to create separate files for each group of 99. LTC Tools will automatically break up the files for you. You might see [1-99](#) [100-198](#) [199-242](#) for example.
3. Each link will create a separate 270 file. Save the file(s) in a place where you can retrieve them.
4. Click on “Link to Medi-Cal” on LTC Tools or go to the Medi-Cal website as you normally do.
5. Login, then click “Batch Internet Eligibility” on the left side.

6. Click on "Upload 270 File" and then "Choose" file for the file(s) you created in #3 above. If you have multiple files you will need to upload them separately and get a separate volser for each group of up to 99 records.
7. Wait 24 hours and then click on "Inquiry/Download 271 files".
8. If your volser has a status of "Finished" and under 271 Response it says "Download", then your file is ready.
9. Download the 271 file(s) to your computer and save where it can be located.
10. The 271 will be a "Zipped" file and will need to be opened and re-saved using your Medi-Cal password. Open the file and save the ".edi" file to you local system.
11. On LTC Tools, Click on "Read Eligibility Files" inside the Medi-Cal Eligibility program.
12. Click on "Choose File" and navigate to the file you created in #10 above.
13. Upload the file to LTC Tools.
14. Click on the link to open the file and read your results.

Once a routine is established, the entire process should not take more than 5 minutes to create a 270 eligibility request and download and read the 271 eligibility response. It can be performed as many times in a month as you wish.