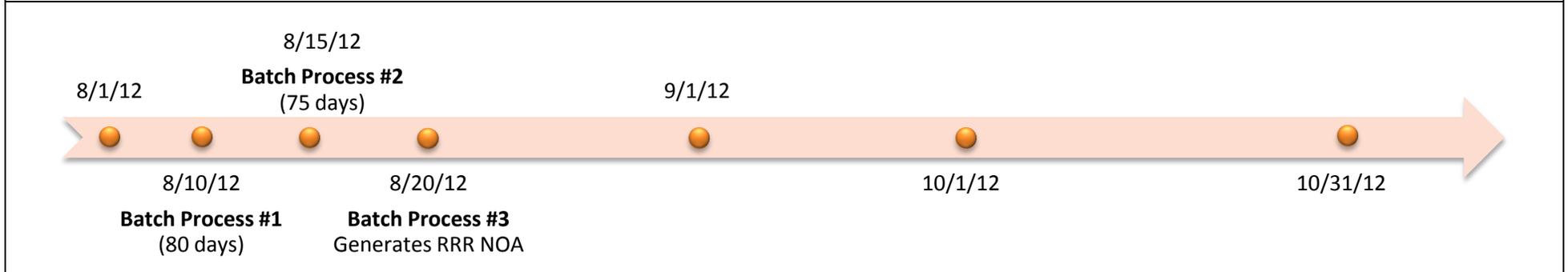


Medi-Cal RRR Batch Processes Desk Aid

Batch Process #3:	The batch process runs daily and looks back five calendar days to determine what RRRs have been initiated.
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- The process triggers Client Correspondence to generate the appointment letter.
- Five days (or more if weekends or holidays are involved) after the RRR is placed in “Initiated” status , the client Correspondence subsystem is called to generate the Redetermination Mail-in Letter as well as the forms and verifications list.
- The RRR process will trigger the RRR correspondence in batch. Cases that **do not** have an Authorized Representative (AR) or Key Person will be placed in “batch” print mode and will be auto mailed.
- Cases that have an AR or Key Person will be set to “online” print mode. This is to ensure that the correspondence does not get mailed out in batch and that the caseworker has a chance to review and mail the RRR forms to the appropriate individuals.
- The worker will need to print out the RRR correspondence to go with the RRR packet for mailing to the client, AR or Key Person as appropriate. See [MPG Article 4.15.3](#) for information on the RV Mailing Date.



Batch Process #4:	The final batch RRR process generates a trigger to run EDBC for all RRR cases for which the RRR is not complete by the NOA cutoff date of the RRR due month.
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- This batch process runs on the NOA cutoff date each month and triggers discontinuances on cases for which the RRR is not complete or the mail-in due date is past due.
- This process generates the NOA that advises the discontinuance for noncompliance with the RRR requirements.

