

## STUDENT ENROLLMENT DATA MATCH INSTRUCTIONS

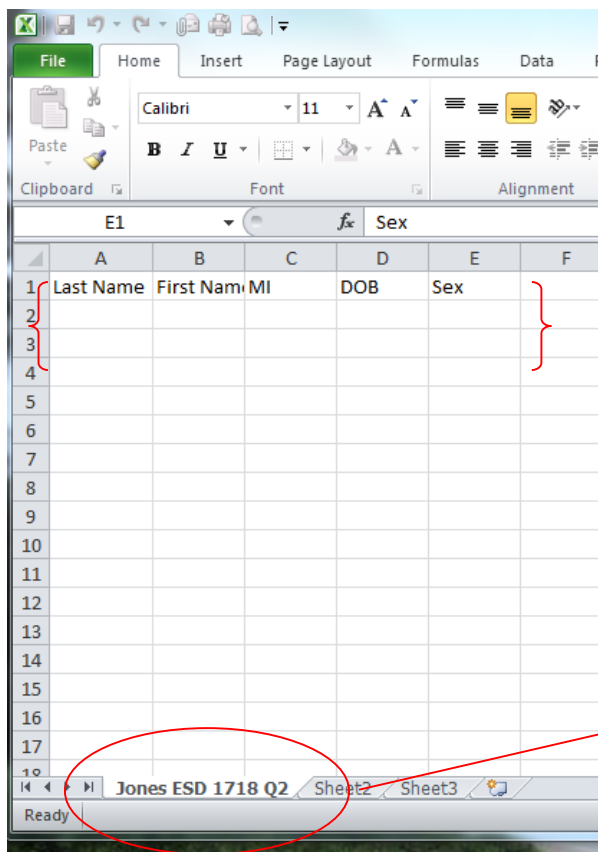
In order to determine the Medi-Cal Eligibility Rate for your MAA Claiming Unit, you or your IT/IS staff need to create two different student files of your student population for the school year. The actual client count (Medi-Cal students) is obtained through the DHCS tape match. The Medi-Cal Eligibility Rate is calculated by dividing the total number of Medi-Cal students at your site, by the total number of students.

It is recommended that the **FIRST** data file be from the 2<sup>nd</sup> fiscal quarter (**Oct-Dec**) and the **SECOND** data file be from the 4<sup>th</sup> fiscal quarter (**Apr-June**).

**The file may be a download from a particular day or a cumulative file of all students enrolled during that quarter. Please remember to filter out your 'exited' students. It's important to have accurate student enrollment data so you receive an accurate match percentage from DHCS!**

The file can include social security numbers and middle initials, but is optional. All other fields must be included.

- Social Security Numbers - optional
- Last Name
- First Name
- Middle Initial
- Date of Birth (in yyyyymmdd format)
- Sex



This is an example of the file naming convention that is most helpful:

- \*School Name
- \*School Year of the Data
- \*Quarter of the Data

If you name your Excel file this way, it makes identifying your submission much easier!

The inclusion of the social security numbers and the middle initial can result in a higher eligibility rate.

The format of data submission is:

### MS Excel

A suggested method for naming file: School or District Name, School Year, & Quarter:

Jones ESD 1718 Q2

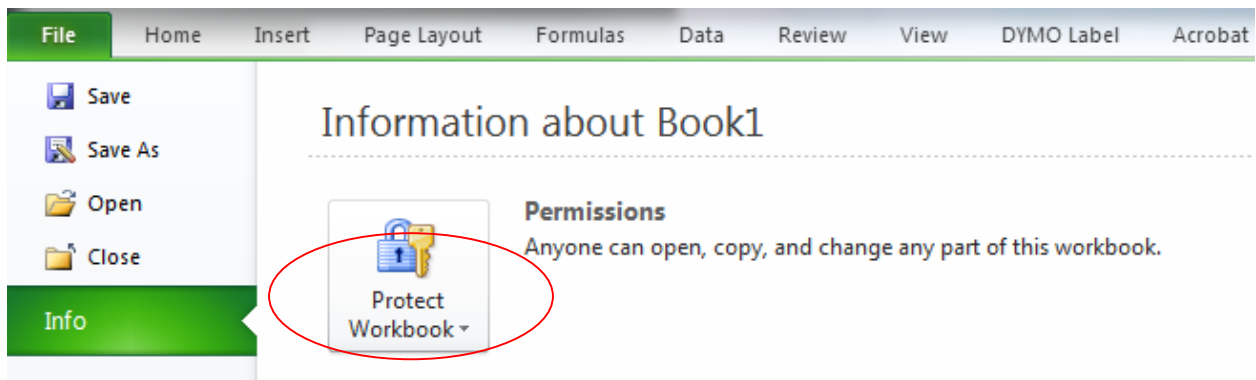
Please try to avoid duplicates in the file. Further, it is most helpful if you **combine individual school files from multi-school districts into one large file**, with the volume of files that are processed, combining multiple spreadsheets is very time-consuming. Birth dates need to be in the **yyyymmdd** format. **Please remove any hyphens, dashes, comma's and periods from your data.**

**To protect your student information, please encrypt the excel spreadsheet with a password. Your password should be your county-district ID number.** For example, 4569321.

To encrypt your file:

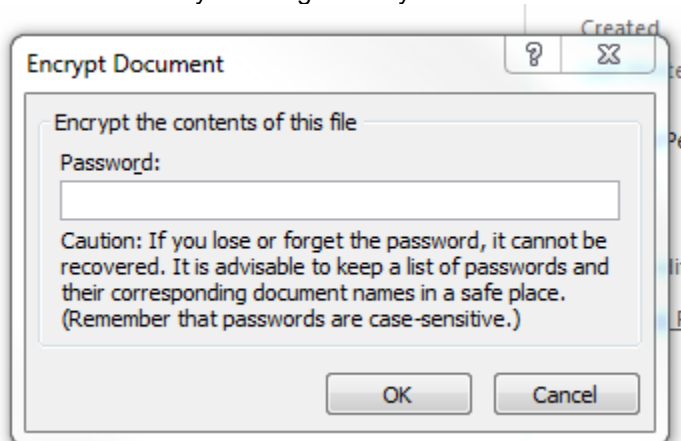
Click on the File Tab

Click on Protect Workbook

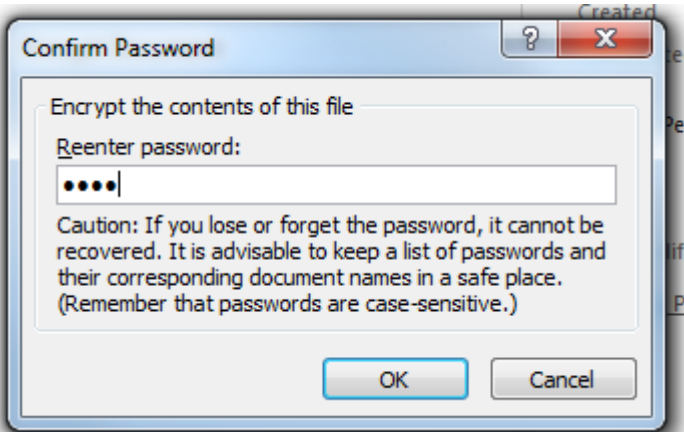


Click on **Encrypt with Password**

In this box enter your 7 digit county-district ID number.



Reenter your password and click ok.



After creating the file and encrypting with your password, please email it to me at [oayala@glenncoe.org](mailto:oayala@glenncoe.org).

**Please include your name, claiming unit name, year and quarter and phone number in your email in case I need to consult with you about this data.**

Please send us the first file for this purpose by the end of **December** and the second file by the end of **June** for the current school year.

Thank you so much for your cooperation with this data submission, we are all working to obtain the most reimbursement allowed for your claiming unit. If you have any questions please call me at (530) 934-6575 ext. 3031.

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