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| Distribution Date | December 19, 2025 |
| To | PPOC.All; Committee.Training |
| CC | Consortium.RegionalManagers.All; Consortium.SectionDirectors; |
| CIT Name | CalSAWS Quick Guide – Medi-Cal Adult Expansion Freeze |

PPOCs, please forward to the appropriate impacted staff in your county:

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| <input checked="" type="checkbox"/> General | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
| <input checked="" type="checkbox"/> MC | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> CMSP | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> FC/KG/AAP | <input type="checkbox"/> GA/GR |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Help Desk |
| <input type="checkbox"/> WtW | <input type="checkbox"/> Imaging |
| <input type="checkbox"/> Other Program(s): | <input type="checkbox"/> Security |
| <input type="checkbox"/> BenefitsCal | <input type="checkbox"/> Task Management |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Technical |
| <input type="checkbox"/> OCAT | <input checked="" type="checkbox"/> Training |
| <input type="checkbox"/> Other _____ | |

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| Description | <p>Purpose</p> <p>The purpose of this CIT is to inform Counties of the new Medi-Cal Adult Expansion Freeze Quick Guide. This Quick Guide is now available in the Learning Management System (LMS).</p> <p>Background</p> <p>The CalSAWS Quick Guides were created to provide users additional training resources to assist them in performing functions in CalSAWS. They include step-by-step instructions as well as screenshots to enhance the learning experience.</p> <p>Additional Information</p> <p>The Medi-Cal Adult Expansion Freeze Quick Guide provides users with functional instructions on the updates in the System to the Medi-Cal (MC) Adult Expansion Freeze for individuals ages 19 and older without Satisfactory Immigration Status (SIS). The topics included in this guide are:</p> <ul style="list-style-type: none"> ■ Expansion Freeze Overview ■ Expansion Freeze Pages and Indicator |
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- Requesting MAGI
- Three-Month Expansion Grace Period and End Batch

County Actions

Please distribute this CIT and the CalSAWS Quick Guide to any County staff who perform these functions. The Quick Guide can be found in the LMS.

Access to the LMS is available to all users and is encouraged. A request for access can be submitted as a Single or Bulk LMS Access Request through CalSAWS ServiceNow. Users needing access to the LMS must follow their County's process.

If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.

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| Primary Project Contact | Sami Varney Trainer (916) 883-2927 VarneyS@CalSAWS.org |
| Backup Project Contact | Elizabeth Palm Trainer (916) 800-8363 PalmE@CalSAWS.org |
| Attachments | CIT 0157-25 CalSAWS Quick Guide - Medi-Cal Adult Expansion Freeze.pdf |
| Web Portal Link |  OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2025" folder. 4. Click on the appropriate CIT # folder. |