Inventory of the Department of Health Care Services Records

Kim Mitchell
California State Archives
1020 O Street
Sacramento, CA 95814
Phone: (916) 653-2246
FAX: (916) 653-7363
E-mail: ArchivesWeb@sos.ca.gov
URL: http://www.sos.ca.gov/archives/
© 2011
California Secretary of State. All rights reserved.
Inventory of the Department of Health Care Services Records

Collection numbers: R395; F3577; F3877; F3894

California State Archives
Office of the Secretary of State
Sacramento, California

Processed by:
Kim Mitchell
Date Completed:
August 2011
Encoded by:
Lisa DeHope

© 2011 California Secretary of State. All rights reserved.

Descriptive Summary
Title: Department of Health Care Services Records
Dates: 1960-1971
Collection number: R395; F3577; F3877; F3894
Creator: Department of Health Care Services
Collection Size: 20.5 cubic feet of textual records and 12 audio reels
Repository: California State Archives
Sacramento, California

Abstract: The records of the Department of Health Care Services (DHCS) document the earliest years of the California Medical Assistance Program (Medi-Cal), which was established in 1965. This record group contains 20.5 cubic feet of textual records and 12 audio reels. The records are organized into three subgroups, contain a total of fifteen record series, and cover the period from 1966 to 1973.

Physical location: California State Archives
Languages: Languages represented in the collection: English
Access
While the majority of the records are open for research, any access restrictions are noted in the record series descriptions.

Publication Rights
For permission to reproduce or publish, please consult California State Archives staff. Permission for reproduction or publication is given on behalf of the California State Archives, Office of the Secretary of State, Sacramento, as the owner of the physical items. The researcher assumes all responsibility for possible infringement that may arise from reproduction or publication of materials from the California State Archives' collections.

Preferred Citation
[Identification of item], Department of Health Care Services Records, [ID Number]:[series number], [box and folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

Acquisition and Custodial History
The California State Archives acquired the Department of Health Care Services Records according to state law.

Administrative History
Chapter 2037 (Statutes 1961) established the Health and Welfare Agency, which was responsible for the oversight of the Departments of Social Welfare, Public Health, and Mental Hygiene. Chapter 1747 (Statutes 1963) added the Department of Rehabilitation, the Citizens Advisory Committee on Aging, and the Office of Atomic Energy Development and Radiation Protection to the Health and Welfare Agency.

In 1965, federal Public Law 89-97 amended the Social Security Act, Title XIX, to require each state to provide medical assistance to eligible persons. In California, Chapter 4 (Statutes 1966, 1965 Second Extraordinary Session) established the California Medical Assistance Program (Medi-Cal). The effective date of Medi-Cal was March 1, 1966. Chapter 4 also established the Health Review and Program Council, a body responsible for continuing studies on health and serving in an
advisory capacity to the Governor and to the Director of the Health and Welfare Agency. Council members were appointed by the Governor, while the Director of the Health and Welfare Agency as well as the Directors of the Departments of Public Health, Social Welfare, Mental Hygiene, and Rehabilitation served as ex-officio members.

The Office of Health Care Services was administratively established within the Office of Administrator of the Health and Welfare Agency in 1966 for the purpose of “coordination and supervision of the many and varied state agencies involved in Medi-Cal” (Special Addendum, California State Budget: Poverty Reduction and Prevention Program, and California Medical Assistance Program, For the Fiscal Year July 1, 1966 to June 30, 1967, page 37). During this time period, the office had four main divisions: Administration, Program and Planning, Program Evaluation, and Intermediary Contract Administration. Each of these divisions was further divided into anywhere from one to seven bureaus. The Health Review and Program Council operated out of the Director’s Office with the divisions and bureaus providing support when necessary (California Blue Book, 1967, p. 365-366).


Governor Ronald Reagan’s reorganization plan (Chapter 1593, Statutes 1971) created a new Department of Health, consolidating the Departments of Public Health, Health Care Services, and Mental Hygiene. The Health Review and Program Council became the Health Care Commission. This reorganization was completed on July 1, 1973.

The Administration Division was created within the Office of Health Care Services in 1966. It included the Office Services Bureau (1966-1970, 1972-1973), which was responsible for accumulating and organizing the division’s correspondence and reports. The Management Analysis Bureau was also within the Administration Division from 1969 to 1972. This bureau’s function was to oversee the management of Medi-Cal by the department.

From July 1, 1973 to June 30, 1978, the Medical Assistance Program (Medi-Cal) was administered by the Department of Health. A lack of administrative effectiveness within the Department of Health led the Legislature to reorganize the Department with the purpose of increasing program visibility, improving policy direction, and providing greater public accountability. Chapter 1252 (Statutes 1977) created the Department of Health Services (DHS), which took over responsibility for Medi-Cal. In 1985, the Medical Assistance Program was re-named Medical Care Services. In 1991, Medical Care Services became an element of the Health Care Services program. In 2006, the Department was re-named Health Care Services (DHCS) (Chapter 241, Statutes 2006).

The researcher should note that information on Medi-Cal (the primary topic within this inventory) remains with the records of each creator. For example, records dated from 1976 would be found under Department of Health, while records dated from 1980 would be found under Department of Health Services (DHS).

Scope and Content

The records of the Department of Health Care Services (DHCS) document the earliest years of the California Medical Assistance Program (Medi-Cal). This record group contains 20.5 cubic feet of textual records and 12 audio reels. The records are organized into three subgroups, contain a total of fifteen record series, and cover the period from 1966 to 1973.

The first subgroup is the Office of Health Care Services, the precursor to the department of the same name. It contains one subject file, dated 1966-1967, which provides general information on the newly established Medi-Cal program.

The second subgroup is the Administration Division and contains five series. The director’s files concern the overall vision of the Medi-Cal program. Notable topics include Governor’s Reorganization Plan and professional and trade associations. The deputy director’s files concern the legal compliance of Medi-Cal. Notable topics include court cases and the State Plan. The Office Services Bureau files document the internal workings of the Administration Division. Notable topics include advisory groups, comprehensive health plans, and claims. The subject files document a variety of topics addressed by the Administration Division. Notable topics include Office of Economic Opportunity and pilot projects. The news clippings document the published articles and opinions regarding Medi-Cal. Notable topics include identification cards and compliance.

The Administration Division is further separated into two sub-subgroups: Management Analysis Bureau and Executive Office. The Management Analysis Bureau contains four series. The project files document management analysis studies conducted by the bureau. Notable topics include clerical staffing and nursing staffing. The Medi-Cal files contain various reports produced by the bureau. Notable topics include Medi-Cal Reform Plan, payments, and services. The Medi-Cal reform
files document proposed changes to the Medi-Cal program. Notable topics include the Lockheed study and regulations. The subject files document topics of concern to the bureau. Notable topics include annual reports, pre-paid health plans, California Health Insurance Plan (CHIP), and Utilization (of services) Survey. The Executive Office records contain legislative (bill) files from 1971 to 1972. Notable topics include Medi-Cal Reform (AB949, 1971) and claims processing (SB1166, 1972).

The third and final subgroup is the Health Review and Program Council, which contains four series. The meeting files document the meetings held by the full council. Notable topics include Medi-Cal Reform, Multicard System, San Joaquin Study, and Lockheed Study. The committee files document the meetings and reports of the various committees of the council. The committee names include: Long Range Planning; Pilot Projects; Planning and Priority; Prepayment; Utilization and Quality Control. Correspondence contains various letters, including those from state and federal agencies, professional and commercial industry representatives, and individuals. Notable topics include prepayment projects and Medi-Cal Reform. The subject files document topics relevant to the council. Notable topics include member biographies and an administrative history.

Audio materials have been separated to a cold-storage vault for preservation purposes and separation sheets are in the files to alert the researcher to the existence of these items.

The researcher should note that, while the dates of record-keeping for this agency are from 1966 to 1973, the approximate dates of creation are from 1960 to 1974.

Accruals

Because the Department of Health Care Services ceased to exist in 1973, no further accruals are expected. The researcher should be aware, however, that a new Department of Health Care services was established in 2006.

Related Collections at the California State Archives

Department of Health
Department of Public Health
Department of Health Services
Office of Statewide Health Planning and Development

Microfilm

Department of Health Care Services, Legislative Files, 1971-1974

Indexing Terms

The following terms have been used to index the description of this collection in the library’s online public access catalog.

California. Dept. of Health Care Services
California Medical Assistance Program
Health services administration

Office of Health Care Services 1966-1967

F3577:24 Series 1 Subject Files 1966-1967

Physical Description: 1 file folder
Arrangement
Arranged alphabetically by subject heading.
Scope and Content Note
The Subject File documents the earliest days of the office that would oversee the Medical Assistance Program (Medi-Cal). It includes a brochure, budget-related items, and a statement of beginnings, as well as other general information.

Department of Health Care Services 1960-1974

Administration Division 1960-1973
Series 1 Director's Files 1965-1969

Physical Description: 35 file folders
Arrangement
Arranged alphabetically by subject heading.

Scope and Content Note
The Director's Files concern the overall vision of the Medi-Cal program, the collaborative efforts of the agency, and regulatory compliance. Files may include correspondence, newsletters, reports, and memoranda. Significant topics include Governor's Reorganization Plan, professional and trade associations, the Health, Education, and Welfare Agency, and state and federal legislation.

Series 2 Deputy Director's Files 1960-1973

Physical Description: 27 file folders
Arrangement
Arranged alphabetically by subject heading.

Scope and Content Note
The Deputy Director's Files concern the legal compliance of Medi-Cal. Files may include Legislative and Attorney General Opinions and correspondence. Significant topics include court cases, legislation, and the State Plan.

Series 3 Office Bureau Files 1966-1971

Physical Description: 111 file folders
Arrangement
Arranged alphabetically by subject heading.

Scope and Content Note
The Office Services Bureau Files document the internal workings of the Administration Division. Files may include correspondence, agendas, memoranda, and background material. Significant topics include advisory groups, comprehensive health plans, claims, and the Health, Education, and Welfare Agency.

Series 4 Subject Files 1966-1972

Physical Description: 50 file folders
Arrangement
Arranged alphabetically by subject heading.

Scope and Content Note
The Subject Files document a variety of topics addressed by the Administration Division. Files may include correspondence, memoranda, background material, bill analyses, and reports. Significant topics include the Office of Economic Opportunity, legislative committees, work plans, and pilot projects.

Series 5 News Clippings 1965-1968

Physical Description: 34 file folders
Arrangement
Arranged alphabetically by name subject heading.

Scope and Content Note
The News Clippings series consists of numerous published articles and opinions regarding Medi-Cal during its initial years. Significant topics include administration and management, identification cards, and compliance.
<table>
<thead>
<tr>
<th>Series</th>
<th>File Name</th>
<th>Dates</th>
<th>Physical Description</th>
<th>Arrangement</th>
<th>Scope and Content Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Files 1961-1973</td>
<td>1961-1973</td>
<td>49 file folders</td>
<td>Arranged alphabetically by subject heading.</td>
<td>The Project Files document various management analysis studies conducted by the bureau. Files may include correspondence, reports, memoranda, and background material. Significant topics include clerical staffing and nurse staffing.</td>
</tr>
<tr>
<td>2</td>
<td>Medi-Cal Files 1965-1973</td>
<td>1965-1973</td>
<td>16 file folders</td>
<td>Arranged alphabetically by subject heading.</td>
<td>The Medi-Cal Files contain various reports produced by the bureau. Reports may include graphs and charts. Report titles include Medi-Cal Reform Plan, Payments and Services, and Utilization of Short-Stay Hospitals.</td>
</tr>
<tr>
<td>3</td>
<td>Medi-Cal Reform Files 1968-1973</td>
<td>1968-1973</td>
<td>21 file folders</td>
<td>Arranged alphabetically by subject heading.</td>
<td>The Medi-Cal Reform Files document proposed changes to the Medi-Cal program and related issues. Files may include reports, correspondence, background material, and memoranda. Significant topics include a systems review of Medi-Cal performed by Lockheed Missile and Space, regulations, and general information on the Medi-Cal Reform Plan.</td>
</tr>
<tr>
<td>4</td>
<td>Subject Files 1965-1974</td>
<td>1965-1974</td>
<td>131 file folders</td>
<td>Arranged alphabetically by subject heading.</td>
<td>The Subject Files document a variety of topics of concern to the bureau. Files may include reports, correspondence, memoranda, and background material. Significant topics include annual reports to the governor and/or legislature, pre-paid health plans, pilot projects, California Health Insurance Plan (CHIP), identification cards, socio-economic characteristics, a statewide Medi-Cal intermediary, and Utilization (of services) Survey.</td>
</tr>
</tbody>
</table>

**Executive Office 1971-1972**
Series 1 Legislative Files 1971-1972

Physical Description: 25 file folders

Arrangement
Arranged numerically by bill number within legislative session.

Alternative Form of Materials Available
Bill files have been microfilmed, as indicated by the MF before the identification number. Researchers must use microfilm when available.

Scope and Content Note
The Legislative Files document the bill files of interest to the Department. Files may include correspondence, bill analyses, memoranda, amendments, and reports. Significant topics include deficit (AB586, 1971), Medi-Cal Reform (AB949, 1971), and claims processing (SB1166, 1972).

1971: AB20-AB2179 (7ff) MF F3894:1-7
1972: AB2-AB2371, ACR28-ACR59 (11ff) MF F3877:166-176
1972: SB29-SB1503, SCR16-SCR77, SJR22 (7ff) MF F3877:177-183

Series 2 Committee Files 1966-1970

Physical Description: 9 file folders and 1 audio reel

Arrangement
Arranged alphabetically by committee name.

Access Information
Access to audiovisual material requires the production of use copies.

Scope and Content Note
The Committee Files document the meetings and reports of the various committees of the council. Files may include correspondence, memoranda, minutes, agendas, reports, and background material. The committee names include: Long Range Planning; Pilot Projects; Planning and Priority; Prepayment; Utilization and Quality Control.

Audio materials have been separated to a cold-storage vault for preservation purposes and separation sheets are in the files to alert the researcher to the existence of these items.
<table>
<thead>
<tr>
<th>Document</th>
<th>Series 13 <strong>Correspondence 1965-1971</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 15 file folders</td>
</tr>
<tr>
<td></td>
<td>Arrangement</td>
</tr>
<tr>
<td></td>
<td>Arranged chronologically by year.</td>
</tr>
<tr>
<td></td>
<td><strong>Scope and Content Note</strong></td>
</tr>
<tr>
<td></td>
<td>Correspondence contains various letters, including those from state and federal agencies, community organizations, professional and commercial industry representatives, and individuals. The series contains incoming or outgoing correspondence as well as internal or external to the department or council. Significant topics include inequalities in Medi-Cal, prepayment projects, and Medi-Cal Reform.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document</th>
<th>Series 4 <strong>Subject Files 1967-1971</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Description: 63 file folders</td>
</tr>
<tr>
<td></td>
<td>Arrangement</td>
</tr>
<tr>
<td></td>
<td>Arranged alphabetically by subject heading.</td>
</tr>
<tr>
<td></td>
<td><strong>Scope and Content Note</strong></td>
</tr>
<tr>
<td></td>
<td>The Subject Files document a variety of topics of concern to the council. Files may include memoranda, agendas, correspondence, reports, and background material. Significant topics include selected member biographies, administrative history, as well as materials provided to members between 1967 and 1971.</td>
</tr>
</tbody>
</table>