

GENERAL INFORMATION SYSTEM
DIVISION: Temporary Assistance

February 15, 2005

Page: 1

TO: Local District Commissioners; TA Directors: FS Directors; MA Directors

FROM: Russell Sykes/rs, Deputy Commissioner, Division of Temporary Assistance

SUBJECT: Revised SDX Manual Available Online

EFFECTIVE DATE: Immediately

CONTACT PERSON:

- ❑ For questions about the *SDX Manual* – SSI Bureau at (800) 343-8859, ext. 4-9109 or by e-mail to Archiah Phillips at archiah.phillips@dfa.state.ny.us
- ❑ For questions about the *Medicaid ASWI Report* – Ken Merkelbach at (518) 474-5693, or by e-mail at kxm05@health.state.ny.us

The State Data Exchange (SDX) is a system used to provide information about SSI recipients in NYS to local social services districts and other users. Each local district receives a *Biweekly Report* of all SSI applicants, recipients, and former SSI recipients whose Medicaid expenses are the responsibility of that district. In addition to the *Biweekly Report*, local Medicaid units receive a *Medicaid ASWI (Auto SDX)* report almost daily on new SSI cases and SSI cases with certain changes that may affect eligibility for Medicaid.

To continue to assist local district workers who use the SDX, OTDA has published a revised *SDX Manual* on the agency's intranet site. The *SDX Manual* contains the current listing of all SDX field and code definitions. The *SDX Manual* can be found in the Division of Temporary Assistance section of the OTDA intranet site under "Manuals" (<http://sdssnet5/dta/Manuals/sdx0105.pdf>).

This address can be saved as a "Favorite" on your web browser to enable the user to easily access the *SDX Manual*. Because this *SDX Manual* is a PDF document, it can also be saved from the intranet site as a PDF document on a personal computer. It can then be used on that computer and emailed to other users.

The *SDX Manual* has been designed with a searchable page. On the "Table of Contents" page simply click on the first letter of the field you are looking for to be automatically taken to all the fields that begin with the selected letter. A second search option is available on the left side of the screen under "Bookmarks". Click on the first letter of the field needed and you will automatically jump to the page of the *Manual* for that field. The *SDX Manual* also includes a list of recent changes and a page listing the SDX and WMS District Codes.

Questions regarding access to the OTDA intranet site should be directed to your local network staff. Questions about the *SDX Manual* or about the *Medicaid ASWI (Auto SDX)* report should be directed to the contacts noted above.