



STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

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ADMINISTRATIVE DIRECTIVE

TRANSMITTAL: 08 OHIP/ADM-5

TO: Commissioners of
Social Services

DIVISION: Office of Health
Insurance Programs

DATE: October 17, 2008

SUBJECT: District of Fiscal Responsibility Change for SSI Cases and Changes to Auto-SDX Processing for Moves Into and Out of NYC

SUGGESTED DISTRIBUTION:	Medical Assistance Staff Temporary Assistance Staff Staff Development Coordinators Fair Hearing Staff Legal Staff
CONTACT PERSON:	Bureau of Local District Support Upstate: (518) 474-8887 NYC: (212) 417-4500
ATTACHMENTS:	Attachment I - Medicaid Directors Letter (available on-line) Attachment II - Upstate Medicaid Directors List (available on-line) Attachment III - OMRDD Local Offices (available on-line) Attachment IV - OMH Local Offices (available-on-line)
FILING REFERENCES	

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
OMM/ADM 97-1 95 ADM-5		18 NYCRR 360-3.3	SSL 62 SSL 366(1) (a)(2) 42 CFR 435.403		

I. PURPOSE

The purpose of this Administrative Directive is to advise social services districts of a change in the Medicaid district of fiscal responsibility (DFR) rule for Supplemental Security Income (SSI) recipients. This directive also advises districts of a change in Auto-State Data Exchange (SDX)/ASWI processing of SSI cases that move from an Upstate district to New York City and vice versa to support this policy change.

II. BACKGROUND

There are approximately 657,000 SSI recipients in New York State. These individuals are automatically eligible for Medicaid based on their eligibility for SSI. About 2,500 SSI recipients report a change in address each month. When a Medicaid SSI recipient notifies the Social Security Administration (SSA) that he or she is moving to another district, SSA reports the change in address on the SDX Update Record.

Previously, if an individual relocated to an adult home or nursing home, the individual did not gain residence in the new district. In order to ensure that the case was assigned to the correct social services district for Medicaid purposes, districts would review the SDX update records to determine whether an individual's changed living arrangement required a change in the district of fiscal responsibility. This review process was administratively burdensome for both the former and new district. In some instances where a district did not agree that it was the DFR, an unresolved dispute with the other district could potentially result in an SSI recipient experiencing an inappropriate gap in coverage. Additionally, a recipient's move to another district requires the coordination of effort between the former district and new district. A lack of coordination can result in the duplication of coverage.

To address these issues, Chapter 58 of the Laws of 2008 added paragraph 7 to Section 62 of the Social Services Law (SSL) to allow the "where found" district to be the Medicaid district of fiscal responsibility for Medicaid SSI recipients, regardless of the recipient's type of living arrangement (such as an adult home or nursing home). The Auto-SDX/ASWI processing of SSI cases that move into and out of New York City (NYC) has been modified to open a Medicaid SSI case in the new district only after the Medicaid case is closed in the former district. This will reduce the duplication of Medicaid SSI cases.

III. PROGRAM IMPLICATIONS

SSI recipients are automatically eligible for Medicaid and must be provided coverage. These individuals are not required to apply separately for Medicaid. Exceptions to the "where found" rule in Section 62 of the SSL formerly provided that a Medicaid SSI recipient, like Medicaid-only individuals did not gain residence in another district under certain circumstances. These exceptions included moves to a medical facility or to an adult care facility (adult homes, enriched housing program or residence for adults certified by New York State Department of Health) in the new district. The exceptions to the "where found" rule were intended to protect districts that have a

disproportionate number of medical facilities or adult homes from being fiscally responsible for individuals who move into these facilities from other districts, since local social services districts paid a share of Medicaid expenditures.

Now that social services districts are subject to a cap in Medicaid expenditures, allowing SSI recipients to gain residence in a new district, even if the individual relocates to the district for purposes of entering an adult home or nursing home, should not increase Medicaid expenditures for districts that have adult homes or nursing homes that are utilized by residents of other districts. Being able to automate the move process for SSI recipients once a Medicaid SSI case is closed in the former district, will also help reduce the duplication of Medicaid coverage and provide some administrative relief for social services districts. The policy change will also allow for a timely move of an individual's Medicaid SSI case to the new district and reduce the potential for gaps in coverage.

IV. REQUIRED ACTION

Effective October 20, 2008, with the support of changes to the Auto-SDX process, individuals who are eligible for or in receipt of SSI cash payments (federal benefits and/or State Supplements) are the district of fiscal responsibility of the "where found" district. The exceptions to the "where found" rule contained in Section 62 of the SSL do not apply to individuals who are eligible for or in receipt of SSI cash benefits. This change applies to new SSI openings and moves occurring on or after October 20, 2008.

SSI recipients who are reported to have moved to another district will gain residence in the new district for Medicaid DFR purposes. A Medicaid SSI case must be opened by the new district following the closing of the Medicaid SSI case in the former district. An exception to this rule applies to Medicaid SSI cases for children who are in the care and custody of the Commissioner of the Local Department of Social Services. Such children shall remain the fiscal responsibility of the Commissioner who has custody.

For Medicaid SSI recipients who are the responsibility of the Office of Mental Health (District 97/OMH) or the Office of Mental Retardation and Developmental Disabilities (District 98/OMRDD), a move to another district may not change the recipient's Medicaid DFR. A recipient may remain the responsibility of OMH or OMRDD depending on the living arrangement of the recipient. District 97 and 98 will retain responsibility for determining whether a Medicaid SSI recipient gains residence in another district following a move or remains the responsibility of the State. OMH or OMRDD will transfer a Medicaid SSI case to the new district when appropriate.

Medicaid-only recipients who move to an adult home in another district are the fiscal responsibility of the former district. However, if the individual becomes eligible for SSI, the SSI recipient gains residence in the new district and a Medicaid SSI case must be opened in the new district following the closing of the Medicaid case in the former district. SSI recipients who enter a medical facility in another district and remain eligible for SSI but for whom no SSI payment is being made (SDX Payment Status Code E01 "Eligible but no Payment") gain residence in the new district.

The following outlines the process for Upstate to Upstate moves for Medicaid SSI cases in active payment status.

A. Moves from One Upstate District to another Upstate District - SSA Notification

When SSA notifies the State that a person has moved, ASWI posts an SDX record in the "from" district and also sends an SDX record to the new "to" district. It is the responsibility of the districts to coordinate the closing of the Medicaid SSI case in the former district with the opening of a Medicaid SSI case in the new district. Disenrollment in managed care, if applicable, is the responsibility of the "from" district. It should be noted that if a managed care enrollee or participant moves to a new district and the same managed care plan is available, the districts should coordinate the closing and opening/enrollment so that the individual can remain in the same managed care plan for continuity of care. The new district's enrollment will need to be made prior to the pulldown date preceding the month coverage begins in the new district. Districts may use the Managed Care Monthly Report which can be found on the Department's website to determine whether a particular Medicaid Managed Care plan does business in another district. The website is:

http://www.health.state.ny.us/health_care/managed_care/reports/enrollment/monthly/index.htm

SSI recipients who move from one Upstate district to another Upstate district can be identified on the SDX Interface Report with a Transaction Code of 08 (meaning "Intrastate Change of Address" and/or "Payee Name Change") or 09 (meaning "Intrastate Change of Address File Record"). The Payment Status Code on the SDX record must be active (C01 = Current Pay) with a Medicaid Eligibility Code of "Y" Medicaid eligible. Other active status codes include N01 (Excess Income 1619b) and E01 (Eligible but no Payment) with a Medicaid Eligibility Code of "C" (Continue Without Regard to Payment Status).

When the "from" district receives an ASWI report for an active Medicaid SSI case that indicates the person has moved to another district, the district must contact the "to" district within five business days of receipt of the report to coordinate their case closing with the "to" district's opening. The "from" district must continue coverage until the end of the month during which 10-day notice is provided. This time period may be extended, if necessary, in order to enroll a managed care participant in the same plan in the new district. A new Medicaid CNS closing notice has been developed to inform the SSI recipient that his or her Medicaid coverage will continue in the new district after the closing and, for participants in a managed care plan, services may be accessed through the managed care plan until the end of the month. Districts must use closing Reason Code C63 (Disc. MA SSI Not a Resident of District) to generate this new notice. At this time, C63 is a timely closing. In order to extend coverage to the end of the month during which 10-day notice is provided, districts must change the Medicaid Authorization "To" date on Screen 1 of WMS to the last day of the month and the Medicaid Coverage "To" date on Screen 5 to the last day of the month during which 10-day notice is provided.

If a recipient is enrolled in a managed care plan, the recipient must be disenrolled from managed care, except as noted above for managed care participants who have moved to a new district where the same plan exists. Reason Code 97 (Moved Out of Service Plan Area) should be used for the disenrollment.

The new district must open a Medicaid SSI case effective the first day of the month following the closing in the former district. This will ensure no gap in Medicaid coverage. The appropriate Opening Reason Code is 093 "Determined Eligible for MA-SSI". There is no State notice requirement for the new district's opening.

B. Moves To or From New York City - SSA Notification

Currently, when a recipient moves between an Upstate district and NYC an automated process is used to open a Medicaid SSI case in the new district. The former district is responsible for closing their Medicaid SSI case if the district determines that it is no longer the DFR. This process has resulted in duplicate cases being active in both the Upstate district and NYC. To prevent this from occurring, SDX processing changes have been made as outlined in section V. (SYSTEMS IMPLICATIONS) of this directive. In general, a new Medicaid SSI case will not be opened in the new district until the Medicaid SSI case in the former district is closed. The change in DFR policy for SSI recipients will allow the former district to timely close their Medicaid SSI case when the SDX reports that a recipient now resides in another district. The district closing will allow a timely opening to be system generated in the new district.

1. Upstate to NYC Moves

Upstate districts are to close active Medicaid SSI cases that are reported to now be residing in NYC, with Closing Reason Code C63 "Disc. MA-SSI Not a Resident of District". This is a timely notice with a transaction date plus 10-day clock down. Individuals enrolled in managed care will be automatically disenrolled at the pulldown date following the month coverage ends. The effective date of disenrollment will be the first day of the month following the last day of coverage in the Upstate district. The Auto-SDX process will open a Medicaid SSI case in NYC retroactive to the first day of the month during which the 10-day closing occurs. The notice sent to the Medicaid recipient with the C63 closing informs the individual that his/her Medicaid case will be transferred to the new district and that a new Client Identification Number (CIN) will be issued. If the recipient did not receive Medicaid in NYC previously, a new Benefit Identification card will be issued. The timely closing will allow a Medicaid card to be issued under a new CIN and allow managed care participants to utilize fee-for-service Medicaid in cases where the individual's managed care plan is not available in the new district.

2. NYC to Upstate Moves

NYC Medicaid SSI cases that are reported to be residing in an Upstate district are to be closed with a new Closing Reason Code G47 "Not a Resident of the District MSSSI Only". This is a timely

notice with a 14-day clock down. Individuals in managed care in NYC will be automatically disenrolled from the plan at the pulldown date following the month in which coverage ends. The effective date of disenrollment will be the first day of the month following the last day of coverage in NYC. The new Auto-SDX process will open a Medicaid SSI case in the Upstate district retroactive to the first day of the month during which the 14-day closing occurs. The notice sent to the Medicaid SSI recipient with the G47 closing informs the individual that his/her Medicaid case will be transferred to the new district and if no benefits were previously received in an upstate district, a new Benefit Identification card will be mailed to the individual. The notice also informs the recipient that if he or she is participating in managed care, the recipient can continue to use plan benefits until the end of the month during which the recipient's case is transferred to the new district.

It is important to note that the Auto-SDX opening will only occur when a district change is triggered by notification from SSA. If a district learns of a move to another district and reports the change to the Department or to another district, the Auto-SDX will not process an opening in the new district. An exception to this is closings and district moves reported by OMH and OMRDD. If such closings are followed-up with the submission of a BPR/BRO-572 "Notice of New SSI Status", a Medicaid SSI case will be opened in the new district retroactive to the first day of month during which the closing occurs.

C. District to District Moves (including NYC) - Local District Notification

If a social services district becomes aware of an SSI recipient's move to another district, the former district must follow existing procedures to report the change to the State and SSA.

1. Notifying SSA

Administrative Directive 95 ADM-5, "SSI Case Correction Procedure: Use of Form SSA-3911" advises districts of the case correction procedures to be used to notify SSA when discrepancies are noted on the SDX. This procedure includes submitting the SSA-3911, "Report of Change - SSI Data", to the Social Security Administration. The former district must not close the Medicaid SSI case unless they have secured the agreement of the new district of residence to open the SSI recipient's Medicaid case. Both districts must coordinate the case processing (closing and opening) to prevent errors in stacking of coverage dates in eMedNY and to prevent any gap in coverage. If agreement to open a case cannot be obtained from the new district, the former district must keep the case open until the SDX change occurs as a result of the processing of the SSA-3911.

2. Upstate Corrections Reported to Sate SDX Master File

As advised in a May 22, 2006 Medicaid Directors letter, social services districts can make corrections to the SDX Master file via the WMS ASWI Subsystem. A copy of the letter which includes instructions for making changes is attached to this directive Attachment I). Although districts may continue to submit changes

on the paper DSS-2284, "SDX Change Form", districts are encouraged to use the WMS process. Changes made on WMS are processed nightly, provide an audit trail and edit for correct data entry.

Note: OMH and OMRDD submit changes to both the Department and SSA via the BPR-572 (OMH) and BRO-572 (OMRDD), "Notice of New SSI Status".

Attachment II of this directive is a listing of all Medicaid Directors for use in contacting a district about a Medicaid SSI case. Upstate districts may contact the following individual regarding a NYC case: Susan Pelham, 330 West 34th Street, Room 922, New York, New York 10001 (telephone number 212-630-1606/ Email pelhams@hra.nyc.gov). Attachment III is a listing of OMRDD local offices. Attachment IV is a listing of OMH local offices.

D. Third Party/Medicare Implications

Since cases moving from an Upstate district to NYC, or from NYC to an Upstate district, will receive a new Client Identification Number (CIN), commercial insurance, Medicare coverage and Medicare Savings Program information that is in eMedNY will not automatically be associated with the new district of residence. Until an automated process can be developed, the Third Party Liability Section, within the State Office of Health Insurance Programs, will enter commercial insurance, Medicare coverage and Medicare Savings Program information that are currently in eMedNY under the old CIN and add it to eMedNY under the new CIN. If the commercial insurance has not ended and the former county of residence had been paying the commercial insurance premium, all necessary information regarding the payment of the premium must be forwarded to the new district of residence.

V. SYSTEMS IMPLICATIONS - Moves To or From New York City

A. Upstate

When an active SDX record transfers from an Upstate district to NYC, the "from" district receives an ASWI report with the Status Code "WSD-SDX Dist does not agree w/WMS". If the "to" district is NYC, the Medicaid SSI case should be closed with Closing Reason Code C63. This is a timely closing (Transaction Date plus 10 days). A new CNS notice, "Disc. MA-SSI Not a Resident of District", has been developed for this closing. Individuals enrolled in managed care will be automatically disenrolled at the pulldown date following the month coverage ends.

ASWI will not open a Medicaid SSI case or change a Medicaid case to a Medicaid SSI case in the new district if the case is not closed in the former district. If appropriate, ASWI will also check to see if the individual is active for NYSNIP (Food Stamps) in the "from" district. If the NYSNIP case is not closed, ASWI will not open a NYSNIP case in the new district.

A transfer transaction from Upstate to NYC will be reported to the Upstate district on the daily Upstate ASWI Transaction Control Report by a new ASWI status code "NSI-NYC INDIV EXISTS IN MA/SSI CS"

(or "NMA-NYC INDIV EXISTS IN MA CASE"). When a transfer from NYC to an Upstate district is made and a Medicaid or Medicaid SSI case is still active in NYC, the transaction will be listed on the daily Upstate ASWI Transaction Control Report with a new Status Code "WYN-ACTIVE CIN NYC".

When an SDX record cannot open in NYC because a Medicaid or Medicaid SSI case is still active Upstate, the SDX record will recycle daily until a closing occurs in the Upstate district. After 30 days, if no closing has occurred, the SDX will send an additional exception message on the WINR 5251 "ASWI Exceptions Outstanding 30 or More Days" via BICS monthly.

B. New York City

SSI Cases with Pay Status XXX and a Transaction Code 07, indicating that the Social Security Administration is reporting the individual moved to another district, will continue to be reported on the daily XXX Transfer Report. These cases must be manually closed with Closing Reason Code G47 "Not a Resident of the District MSSSI Only". This is a timely notice with a 14-day clock down.

Upon receiving a Pay Status Code "C01" or other active payment status code and Medicaid Eligibility Code opening combination, Auto-SDX will verify, based on existing Auto-SDX edits for MA SSI case openings, that the MA case status of the individual is closed in the district that has received a Pay Status that indicates a transfer to NYC prior to opening a new MA SSI case. If the case status is other than Closed, Auto-SDX will not open a new MA SSI case or Food Stamp (NYSNIP) case, except as noted below, and will not convert an existing case to a MA SSI case (Case Type 22). The case will not be listed as an Exception.

(1) If an active Food Stamp CIN exists for the individual in the former district but the MA status is closed, Auto-SDX will open a new MA SSI case but will not create a new Food Stamp (NYSNIP) opening and will not recycle the Food Stamp individual for opening.

(2) If an active Food Stamp CIN exists for the individual in the former district and only the Food Stamp CIN is closed and the MA Case status remains active, Auto-SDX will open a new Food Stamp (NYSNIP) case but will not create a new MA SSI case. The case will, however, continue to recycle until the MA SSI case in C01 status can be opened.

(3) If there is no active Food Stamp CIN in the former district but the MA status of the individual is other than closed, Auto-SDX will open a new Food Stamp (NYSNIP) case. Auto-SDX will not open a new MA SSI case and will not convert an existing MA case to a MA SSI case. The case will not be listed as an exception.

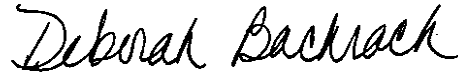
If a case with Pay Status "C01" or another active payment status code/Medicaid Eligibility Code combination is received on the NYC database and a MA SSI case cannot be opened due to an existing MA SSI active case status or "other" status in the former district, the case will be recycled daily until it can be opened. An MA SSI application, CIN and SDX record will not be created and the case will not be listed as an exception on any WINRO report.

Whenever Auto-SDX receives a Pay Status "XXX" or any active Pay Status Code update on the NYC database, Auto-SDX will verify if the individual has an existing active MA status on either MA-only or PA case types, in another district. If found, the transaction will be treated as an error and listed on Downstate SDX Error Report WINR0313 with Reason "Active in Other District".

Reports: A new WINR0845 Report (Overdue Pay Status Code (PSC) "XXX" Closings) will be produced bi-weekly and will list all cases not closed where PSC remains "XXX". The report will include an "overdue PSC XXX" column which will indicate the number of days (in descending order) from when the PSC XXX was received, beginning from the 31st day. The report will only include a PSC XXX that was last updated after 10/20/08 which has an existing active MA SSI case on the NYC database. This report will not include cases with a PSC XXX with a Transaction Code 05 (Moved Out of State). The report will be sorted by Center number and by number of days overdue within each Center. A column "District Moved To" will also be included on the report and will indicate the name of the District the individual moved to.

VI. EFFECTIVE DATE

The provisions of this directive are effective November 1, 2008, retroactive to October 20, 2008 for SDX transfer transactions.



Deborah Bachrach, Director
Office of Health Insurance Programs



STATE OF NEW YORK DEPARTMENT OF HEALTH

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Albany, New York 12237

Antonia C. Novello, M.D., M.P.H., Dr. P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

May 22, 2006

Dear Medicaid Directors:

Monday, June 5, 2006, the WASI04 "SDX Change Form" screen for the WMS ASWI Subsystem in Upstate Local Social Service Districts will be available. The screen will eventually replace the DSS-2284 "SDX Change Form" by using electronic entry of data through WMS to update SDX.

Since the start of the SSI program in 1974, changes to the SDX Masterfile for counties of fiscal responsibility has been done using the DSS-2284 "SDX CHANGE FORM" for LDSS and the companion 572 "NOTICE OF NEW SSI STATUS" for OMH and OMRDD. This has involved mailing the forms to Albany, data entry of the information to a tape file, and using the tape file to update the state SDX Masterfile. At its best efficiency, the forms could be processed in two weeks.

Coordination between districts can eliminate the need for the Change Form process, and is the ideal solution. However, SDX transactions from SSA often cannot be anticipated and result in the same case opening again in the district during the transfer. A way to quickly revise the SDX was needed.

The new process, which uses an additional screen on ASWI (Auto SDX) WASI04, can update the SDX Masterfile nightly. It also provides an audit trail (the transaction stores the user sign-on in the record), and edits for correct entry. WMS mnemonics for district are used instead of SDX codes to prevent transcription errors.

Please be aware that the entry of information replaces the information on the SDX Change Form – it will not generate an SDX case for the receiving district. Until the paper forms are phased out, we will continue a two week processing schedule.

The Auto SDX/WMS Interface Menu is selection 18 on the WMS Menu.

WASI01 AUTO SDX/WMS INTERFACE MENU DIST DSS DATE 04/20/06

TO INITIATE A REQUEST DEPRESS ONE OF THE FOLLOWING KEYS:

- SF-7 DISPLAY AUTO SDX/WMS OPEN TRANSACTIONS
- SF-8 DISPLAY AUTO SDX/WMS CLOSE TRANSACTIONS
- SF-9 DISPLAY AUTO SDX/WMS CHANGE TRANSACTIONS
- SF-10 DISPLAY AUTO SDX/WMS ALL TRANSACTIONS
- MENU RETURN TO WMSMNU
- SF-6 TERMINAL SIGNOFF SF-4 TO CHANGE MA/FS: M-MA F=FS
- SF-5 DISPLAY SDX CHANGE FORM

AFTER DISPLAY SCREEN HAS BEEN SUCCESSFULLY RETURNED, THE FOLLOWING SF KEY REQUESTS MAY BE MADE:

- MENU RETURN TO AUTO SDS/WMS INTERFACE MENU
- SF-1 RETURN TO PAGE ONE
- SF-2 PAGE FORWARD
- SF-3 PAGE BACKWARD
- SF-12 SVC, NON-SVC & INDIVIDUAL INQUIRY MENU

FORM THE AUTO SDX/WMS TRANSACTION SIGN-OFF SCREEN, USE SF KEY 15 TO RETURN TO THE PREVIOUS TRANSACTION DISPLAY SCREEN

EXAMPLE

In this example, Alfred E Asparagus, a resident of Herkimer County, and Rudolf Rutabaga, a resident of Staten Island, have wound up on Albany's SDX. The Albany worker, alert to persons with vegetable surnames, uses WASI04 to change the SDX Masterfile.

The SDX Master file is indexed by SSN, first 6 letters of last name, first 3 letters of first name and middle initial. These are entered, along with the WMS mnemonic for district/borough. (Case Number is used by OMH and OMRDD and is not necessary for LDSS). **Please note that the name entered must be the same as the first six letters of last name, first three letters of first name, and middle initial on the SDX record, to match the SDX Masterfile.**

The line 24 message "DATA ENTERED" affirms that correct entry has been made.

SAMPLE WASI04 WMS SCREEN

WASI04 DIST ALBA DATE 04/20/06 ONLINE SDX CHANGE FORM

SSN	Last Name	First	MI	CASE NUMBER	DIST
<u>123456789</u>	<u>ASPARA</u>	<u>ALF</u>	<u>E</u>	_____	<u>HERK</u>
<u>987654321</u>	<u>RUTABA</u>	<u>RUD</u>	<u>-</u>	_____	<u>RICH</u>

_XMT

DATA ENTERED

SF-16 TO RETURN TO PREVIOUS MENU SCREEN

IF "DATA ENTERED" does not appear... A "line 24" message (bottom of Change Form Screen WASI04) is generated for the following:

"NO DATA ENTERED" Attempt to transmit a blank screen.

"INVALID SSN" The Social Security Number not numeric or not nine digits in length.

"LAST, OR FIRST, NAME = SPACES" Line with an SSN and part of a name is blank.

"INVALID DIST MNEMONIC" Since WASI04 is a WMS screen, it requires WMS Transaction District (DE 01010) mnemonics such as RENS (RENSSELAER), CATT (CATTARAUGUS) etc. SDX codes used on the paper Change Form, such as 600-Rensselaer; 040-cataaugus, are now replaced by WMS codes to avoid transcription errors on the WASI04.

"NYC NOT ALLOWED USE BRON BKLN MAHN QEEN OR RICH" SDX/SSI recognizes individual boroughs, so "New York City" is not specific for WASI04 SDX Changes. One of the boroughs must be entered.

"ENTRY REQUIRED BY OMH/OMRDD" OMH and OMRDD require the facility location as part of the Case Number and Consecutive Number which can only be input by their agencies. You must contact OMH or OMR to transfer a SSI case.

"THIS PRIMARY KEY IS A DUPLICATE KEY [SSN] Hit SF-5 TO OVERWRITE ALL" One or more SSN's were previously entered on the WASI04, and SF-5 will clear the SSN's to start again.

"DATABASE ERROR: SQLCODE/AUX-INFO/CMD-ID = [RDB ERROR CODES]" WMS is experiencing "technical difficulties" which prevent the screen from being used. Most likely, this will be the message least seen, since the rest of WMS will not work either.

"FUNCTION NOT SUPPORTED FOR THIS DISTRICT" You have started using WASI04 before we told you to, or your district is not switched on.

On June 5, you may start to enter data on the WASI04. When the "DATA ENTERED" message appears, your input to WMS has been successful. Since we will run parallel until the paper process can be discontinued, stop sending the paper as soon as you can.

If you encounter problems, or need further assistance, I would appreciate an e-mail at kxm05@health.state.ny.us.

Sincerely,

Kenneth Merkelbach

Kenneth Merkelbach
SSI Operations
Office of Medicaid Management

cc: WMS Coordinators

PAUL FUINO, MEDICAID DIRECTOR
ALBANY COUNTY DSS
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210

ROSE SCOTT, MEDICAID DIRECTOR
ALLEGANY COUNTY DSS
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BELMONT, NEW YORK 14813

SANDRA SANZO, MEDICAID DIRECTOR
BROOME COUNTY DSS
36-42 MAIN STREET
BINGHAMTON, NEW YORK 13905

TAMMY HINMAN, MEDICAID DIRECTOR
CATTARAUGUS COUNTY DSS
ONE LEO MOSS DR STE 6010
OLEAN, NEW YORK 14760

PHILLIP BAUSO, MEDICAID DIRECTOR
CAYUGA COUNTY DSS
160 GENESEE STREET
STREET
AUBURN, NEW YORK 12980

CARMEN HLOSTA, MEDICAID DIRECTOR
CHAUTAUQUA COUNTY DSS
HR CLOTHIER BUILDING 7 NORTH ERIE

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425 PENNSYLVANIA AVE PO BOX 588
ELMIRA, NEW YORK 14902

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NORWICH, NEW YORK 13815

CHERYL TOBROCKE, MEDICAID DIRECTOR
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13 DURKEE STREET
PLATTSBURG, NEW YORK 12901

LYNN KUTSKI, MEDICAID DIRECTOR
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25 RAILROAD AVE PO BOX 458
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60 CENTRAL AVE
CORTLAND, NEW YORK 13045

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7551 COURT STREET PO BOX 217
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4 DAISY LANE PO BOX 549
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ELIZABETH ENGEL, MEDICAID DIRECTOR
GENESEE COUNTY DSS
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WHITE BIRCH LANE PO BOX 725
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CONNIE SHELMDINE, MEDICAID DIRECTOR
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KATE HAMILTON, MEDICAID DIRECTOR
NIAGARA COUNTY DSS
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NIAGARA FALLS, NEW YORK 14302

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ONEIDA COUNTY DSS
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UTICA, NEW YORK 13501

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ONONDAGA COUNTY DSS
CIVIC CENTER
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SYRACUSE, NEW YORK 13202

MARY BECK, MEDICAID DIRECTOR
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SCHENECTADY, NEW YORK 12308

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LAKE GEORGE, NEW YORK 12845

MARY ALICE MURPHY, MEDICAID DIRECTOR
WASHINGTON COUNTY DSS
WASHINGTON CO MUNI CTR 383 BROADWAY
FORT EDWARD, NEW YORK 12828

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BATH, NEW YORK 14810

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 Otsego
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Daryk Macrina

Cayuga
 Clinton
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Bob Wells

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 Steuben
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Updated 10/10/2008

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Manager

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Mitchell Kevy**

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Peter Williams

Allegany
Cattaraugus
Chautauqua
Erie
Genesee
Niagara
Orleans

Updated 10/10/2008

OFFICE OF MENTAL HEALTH (OMH) PATIENT RESOURCE OFFICES

PATIENT RESOURCE OFFICE/MAILING ADDRESS	OFFICE MANAGER	FACILITIES SERVED/ FACILITY #
BUFFALO Bureau of Patient Resources Site 200A 737 Delaware Avenue Buffalo, NY 14209	Barbara Cercone PHONE: (716) 883-1100 FAX: (716) 886-0304	Buffalo PC (003) Western NY Children's PC (037)
CAPITAL DISTRICT: Bureau of Patient Resources Office of Mental Health Capital District Psych. Ctr. Room 360C Third Floor 75 New Scotland Avenue Albany, NY 12208-3474	Lochiel Phillips PHONE: (518) 474-7986 FAX: (518) 473-8324	Capital District PC (024) Hudson River PC (008) Mid-Hudson Forensic PC (038)
CREEDMOOR: NYS Bureau of Patient Resources Building 61 CBU #23 80-45 Winchester Blvd. Queens Village, NY 11427-2199	Tom Giaquinto Frank Monteverde PHONE: (718) 264-3840 FAX: (718) 264-3850	Bronx PC (021) Bronx Children's PC (028) Creedmoor PC (005) Kirby Forensic PC (044) Manhattan PC (010) Queens Children's PC (027)
PILGRIM: Bureau of Patient Resources Office of Mental Health 998 Crooked Hill Road West Brentwood, NY 11717-1087	Daniel Sullivan Michael Sledjeski PHONE: (631) 761-3690 FAX: (631) 761-3693	Pilgrim PC (013) Sagamore Children's PC (025)
ROCKLAND: Bureau of Patient Resources Office of Mental Health Building 58 Lower Level 140 Old Orangeburg Road Orangeburg, NY 10962	Jack Liftin PHONE: (845) 359-2334 FAX: (845) 680-8538	Rockland PC (016) Rockland Children's PC (026)
SOUTH BEACH Bureau of Patient Resources Office of Mental Health South Beach Psychiatric Center 777 Seaview Avenue Bldg. 11 Staten Island, NY 10305-3499	Jack Martin PHONE: (718) 667-2554 FAX: (718) 667-2567	Brooklyn Children's PC (047) Kingsboro PC (002) New York Psych Inst (014) South Beach PC (036)

PATIENT RESOURCE OFFICE/MAILING ADDRESS	OFFICE MANAGER	FACILITES SERVED/ FACILITY #
SPECIAL PROJECTS UNIT (SPU) Bureau of Patient Resources Office of Mental Health Special Projects Unit Rochester Psychiatric Center 1111 Elmwood Avenue Rochester, NY 14620-3005	Stephen Beresford PHONE: (585) 241-1808 (800) 881-8415 FAX: (585) 241-1676	Residential Treatment Facilities (RTF) Family Based Treatment (FBT) Teaching Family Program (TFP) Note: The facility #'s for these programs begin with (900-999)
SYRACUSE: Bureau of Patient Resources Office of Mental Health Hutchings Psychiatric Center 620 Madison St. Syracuse, NY 13210-2319	Pamela Hotois PHONE: (315) 423-1128 (800) 881-5439 FAX: (315) 423-1131	Binghamton PC (001) Hutchings PC (018) Rochester PC (015)
UTICA: Bureau of Patient Resources Office of Mental Health State Office Building, Room 1602 207 Genesee Street Utica, NY 13501-2812	Steve Dick PHONE: (315) 793-2378 (800) 875-2043 FAX: (315) 793-2383	Central NY Forensic PC (043) Elmira PC (035) Mohawk Valley PC (045) St. Lawrence PC (017)

NOTE: The 3 digit facility number shown above in the last column is used as the 1st 3-digits in the case number assigned to a District 97 Medicaid case. This is the way you can identify which Patient Resource Office is responsible for a specific case.

CENTRAL OFFICE CONTACT FOR AUTO-SDX	
ADDRESS	NAME
NYS Office of Mental Health Finance Group, 1 st Floor 44 Holland Avenue Albany, NY 12209	Stephanie Wollman PHONE: (518) 473-8234 FAX: (518) 473-5167

Date: 10/10/08