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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 95 INF-32

TO: Commissioners of
 Social Services

DIVISION: System
 Support &
 Info. Services

DATE: August 30, 1995

SUBJECT: Implementation of BICS On-Line Request for Client
 Adjudicated Claims Histories- All Upstate Districts

SUGGESTED

DISTRIBUTION: Systems Coordinators
 BICS Coordinators
 Medical Assistance Directors
 Income Maintenance Directors
 Accounting Directors
 Fraud & Recovery Directors
 Staff Development Coordinators

CONTACT PERSON: Lorraine Martin
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ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
None	None	None	None	None	None

Background

Beginning September 11, 1995, SSIS is implementing an upstate pilot systems initiative to support on-line requests for client specific Adjudicated Claims history reports. A new BICS request function accessed from the LDMIP Menu (selection 25: ADJ CLAIMS REPORTS), will generate "court-presentable" Medicaid payment history reports for all clients requested. The report requests will be run overnight against the upstate districts' Adjudicated Claims history files, and the formatted results will then be telecommunicated as reports to the requesting district's BICS queue for printing and distribution. Up to 10 years of historical Adjudicated Claims payments, covering services provided in all upstate districts, can be requested for each Client Identification Number (CIN). The report produced will have two optional formats that contain all the claim detail data currently found on the Adjudicated Claims microfiche, along with claim expenditure totals, and a "nomenclature" section that translates the various medical diagnosis codes reported. This new system request process is designed to mimic existing BICS report requests, and therefore should be a "turn-key" installation requiring minimal district training. A computer based self-training diskette will be provided to each district, to walk staff through the new process.

This system process is intended to replace the monthly Adjudicated Claims microfiche, and should reduce staff efforts to manually research microfiche claim histories, as well as increase revenue recoveries. Pilot implementation will begin September 11, 1995 for 13 pilot districts, and statewide rollout is expected to be completed by December 1995. This is an interim step in SSIS's long range technology planning to provide for direct customer access to a client's electronic payment history data.

Plans are to continue the monthly mailout to districts of Adjudicated Claims microfiche through the end of 1995, including the annual 12 month summary microfiche file for 1995. Beginning in January 1996, the costly microfiche production and mailout operation will cease for local districts. However, the round reel or cartridge tape file of the monthly Adjudicated Claims data will continue to be available to districts.

Security

A new terminal security function will be added to WMS, for designating the individual(s) in the district who can request these Adjudicated Claims client histories through the new LDMIP Menu selection 25. In most districts, the designated individual will be the BICS Operator(s). Local procedures will need to be established for forwarding the client history parameter requests (e.g. CIN Number, and From - To Dates of request) to an operator for system entry. These topics will be covered in detail in the training package provided to each district.

Training

Approximately 3 - 4 weeks prior to implementation in your district, a training package will be sent to the Staff Development Coordinator and Systems Contact in each district. The packages will include 2 items:

1. A diskette containing a "how-to" tutorial on the request transaction with sample input and outputs, covering the process for establishing the terminal security function, and recommendations for routing Adjudicated Claims history requests to the individual responsible for input. The minimum PC system requirements to run this tutorial are a 386 PC with Windows 3.1, and 4MB RAM.
2. A hard copy version of the tutorial, which can be used in place of the diskette tutorial (if no Windows PC is available), or in conjunction with it.

Implementation

The schedule for implementing the ADJ CLAIMS REPORTS function is as follows:

- Pilot Implementation (13 pilot districts):
 - 9/11/95: Washington County;
 - 9/18/95: Chautauqua and Nassau Counties;
 - 9/26/95: Greene, Oneida, Onondaga, Steuben and Wyoming Counties;
 - 10/95: Allegany, Columbia, Schenectady, Schoharie, and Ulster Counties;
- Statewide Rollout:
 - 11/95: Regions 2,3,4;
 - 12/95: Regions 1,5.

Regional Consulting staff will be notifying your districts in advance of the implementation schedule, and will be available to assist in any way with local implementation planning and preparation.

If you have further questions, please contact the following SSIS Field Consultants:

- Lorraine Martin (518) 473-0961, or
- Rich DeFichy (315) 423-1155

David T. Meek
Deputy Commissioner
System Support & Information
Services