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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 96 LCM-96

Date: October 18, 1996

OFFICE OF MEDICAID MANAGEMENT
DEPARTMENT OF HEALTH

TO: Local District Commissioners

SUBJECT: Reorganization Of Certain Third Party Resources Recovery And
Operational Functions.

ATTACHMENTS: NONE

The purpose of this transmittal is to notify you of two significant changes that will impact your agency. The first change is the transfer of responsibility for the Medicaid program from the Department of Social Services to the Department of Health. The Division of Health and Long Term Care (H<C), is now the Office of Medicaid Management within the New York State Department of Health. As part of the transition, official communications, such as this Local Commissioner's Memorandum, will continue to be transmitted by the Department of Social Services until such time as the Office of Medicaid Management establishes its own procedures.

The second change concerns the transfer of certain Third Party Resources recovery and operational functions, which have been performed by staff within the Office of Medicaid Management, to the Division of Management Support and Quality Improvement (MS&QI) in the Department of Social Services.

The specific Third Party Resources (TPR) functions that have been transferred are listed below.

1. Management of all recovery related activities, including:
 - a) Oversight of the recovery aspects of any contracts between the Department and private entities who have been hired by the Department to identify TPR's and recover Medicaid expenditures from those resources.

- b) Operation of the monthly retroactive recovery project.
2. Management of all operational aspects of the Medicare Buy-In program. This includes all troubleshooting and data entry functions which had been performed by Office of Medicaid Management staff.
 3. Management of the Claiming Address Update file. MS&QI will process requests for new claiming addresses, requests for changes to existing claiming addresses, and requests for claiming address reports.
 4. Management of insurance and Medicare data entry onto the Welfare Management System (WMS). Questions related to WMS third party data entry and the retriggering of third party information to EMEVS and CSC will be addressed to MS&QI staff.
 5. Maintenance and mailing of all TPR management reports including but not limited to:

- The Absent Parent File Matches.
- The Accident/Casualty follow-up questionnaires.
- The Cost Avoidance Report.
- The Estate Detection Report.
- Insurance Update Reports for Individual Coverage and Family Coverage.
- Ledger Reports based upon requests from local districts.
- The Medicare Warning Report.
- The SSI/TPR Referral Report.
- The STARS Report.
- The STARS Summary Report requests and yearly mailout.
- The Zero-Fill Reports (Insurance and Medicare).

MS&QI assumed responsibility for the operational functions listed above on September 19, 1996. Any questions related to any of these functions should be directed to Stan Leslie by phone or mail. Please note that Stan Leslie has a new phone number, (518) 402-0073 and a new address;

Quality Assurance and Audit
Bureau of Medical Facilities Audit
Riverview Center
40 North Pearl Street
Albany, New York 12243

Office of Medicaid Management staff will continue to be responsible for TPR policy as it relates to recipient eligibility.

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A copy of the TPR Worker Contact list has been forwarded to MS&QI for their files. Any changes to that list should continue to be forwarded to Fred Perkins at the Office of Medicaid Management, in the Department of Health and now also to Stan Leslie at the Division of Management Support and Quality Improvement in the Department of Social Services.

Ann Clemency Kohler, Director
Office of Medicaid Management
NYS Department of Health