

WGIUPD

GENERAL INFORMATION SYSTEM

04/21/09

DIVISION: Office of Health Systems management

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GIS 09 MA/011

TO: Local District Commissioners, Medicaid Directors

FROM: Judith Arnold, Director
Division of Coverage and Enrollment

SUBJECT: Discontinuance of DSS-2284, SDX Change Form

EFFECTIVE DATE: May 1, 2009

CONTACT PERSONS: Local District Support Unit
Upstate (518)474-8887 NYC (212)417-4500

Systems Questions: Amy Smith (518)474-5693

The purpose of this General Information System (GIS) message is to inform local social services districts of the discontinuance of the DSS-2284, "SDX Change Form", for Upstate districts, effective May 1, 2009.

Upstate districts were advised in the attached May 22, 2006 Medicaid Directors letter of the availability of the WAS104 WMS screen, "SDX Change Form", an electronic option for making changes to the SDX Master file. This letter also advised districts that the paper DSS-2284, "SDX Change Form" would eventually be discontinued. Since most Upstate districts are using the electronic SDX change form, the paper DSS-2284 (and the BPR/BRO-572 used by the Office of Mental Health and the Office of Mental Retardation and Developmental Disabilities) will no longer be accepted as of May 1, 2009. Upstate districts must submit changes to the SDX Masterfile electronically through the WMS ASWI (Auto SDX) Subsystem (screen WAS104). This will allow more timely changes to be made and will provide a transaction history in the SDX record.

Please direct any questions concerning the use of this screen to Amy Smith, Upstate Eligibility and Support Systems, at (518) 474-5693.



STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza 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 (RENSELAER), 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