

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

George E. Pataki
Governor

Brian J. Wing
Commissioner

June 7, 1999

Dear WMS/CNS Coordinator:

The purpose of this letter is to provide local districts with an explanation of the WMS/CNS enhancements originally scheduled for migration to the Training System on June 7, 1999 (but has been moved back to June 14, 1999) and to become operational on the Production System on June 21, 1999. These changes are to further support Welfare Reform, including the reporting requirements.

The attached summaries detail the specifics of these changes:

Attachment I:	WMS System/Edit Changes (PA & FS)
Attachment II:	CNS Vendor Termination Letters (PA)
Attachment III:	CNS Language/Code Changes (MA)
Attachment IV:	WMS System/Edit Changes (MA)

For questions regarding the attached changes, please contact the following individuals at 1-800-343-8859:

Attachment I:	Section:
Tully Lenihan @ extension 4-8749	1, 2, 4, 8, 10, 11, 12, 13
Bob Markham @ extension 4-2166	3
Albina Murphy @ extension 3-9780	5
Wayne Marquit @ extension 3-9779	6, 7
Mike Zostant @ extension 4-7239	9

Attachment II:
Bob Markham @ extension 4-2166

Attachment III:
Cindy Krueger @ (518) 402-6663

Attachment IV:
Bob Decker @ (518) 402-6682

For additional information on the changes to the WMS screens, and changes to the print program of the WMS Non-Services Authorization (DSS-3209) and the Application Turnaround Document (DSS-3636), please refer to the migration summary dated June 1, 1999 from the Customer Support Helpline. Any questions can be directed to the Helpline at 1-800-342-3010.

Sincerely,

WD

Wendy Dmitri
Division of Temporary Assistance/WMS

DDM

Dennis DiMuria
Upstate Elig. Systems Supervisor
Bureau of Technical Systems Audit
Office of Medicaid Management

cc: Commissioner
IM Director
MA Director
FS Director

WMS System/Edit Changes (PA & FS)

1. A new one-character alpha field for Safety Net Indicator (SafeNet) has been added to Screen 1 of WMS. This data-entered field will be used to indicate the reason why a case is receiving State-funded, non-cash Safety Net Assistance (Case Type 17). It is required for all CT 17 cases, for all Transaction Types and will be prohibited for all other case types. The following codes should be used:

- A - Substance Abuse
- S - Safety Net Limit
- C - Cash Limit

Entry of "A" is used for those individuals recategorized to SN-FNP (CT 17) as a result of non-compliance with Drug/Alcohol requirements, or an adult who is in D/A Treatment.

For those individuals approaching the two-year time limit, entry of "S" will be prohibited with Authorization From Dates prior to 12/01/99.

For those individuals approaching the five-year time limit, entry of "C" will be prohibited with Authorization From Dates prior to 12/01/01 (Year 2001).

2. Since the Racial Ethnic Code is required for each individual on Screen 3 for Federal Reporting requirements, the case level Race Id field has been removed from the App Reg screen and entry is no longer required in the case-level Race/Ethnic field on Screen 1 of WMS Full Data Entry and Undercare.
3. To support Welfare Reform reporting requirements, a new PA Individual Reason Code has been added:

B40 - Failure to Comply with Learnfare

This reason code is valid for PA Case Types only, and for all Transaction Types.

4. A new one-character alpha field for Time Limit Exemption Indicator has been added to Screen 3 of WMS. An entry in this field would indicate that an individual is exempt from either the 24 month Safety Net limit or the 60 month TANF limit, or is eligible for Aid Continuing. Entry is allowable, but not required, for all Transaction Types for individuals in Case Types 11, 12 and 16. Entry is prohibited for all other case types, and for individuals under age 16. The following values are allowed:

- T - TANF/60 Month Exemption (Case Types 11 or 12 only - includes CAP)
- S - Safety Net Cash/24 Month Exemption (Case Type 16 Only)
- A - Aid Continuing (Case Types 11, 12 and 16 Only)

If the Case Type = 16, entries will only be allowed if the Auth From Date is greater than or equal to 12/01/99.

If the Case Type = 11 or 12, entries will only be allowed if the Auth From Date is greater than or equal to 07/01/01 (i.e. July 1, 2001).

5. As a result of State and Federal reporting requirements, it is necessary to determine who the mother is for each child seventeen years of age or under, and to determine the number of out of wedlock children born to teen parents in all PA cases. Therefore, a new two digit field has been added to Screen 3 of WMS to collect the mother's line number. A valid Line Number, or the entry of Code "98 - Mother Not in Household" or "99 - Mother Not in Case", is required for each child age 17 or less, including Unborns. These edits will be applied for all PA Case Types, except FS, and all Transaction Types. The Line Number must be a valid number for an active or sanctioned individual, and the individual must be a female. The new edit will generate error #346 - Individual's Mother Must be Present and Female". An example of use of the new code '99' would be an SSI Mother who resides in the household but is not a member of the case because she is in receipt of SSI.
6. In order to support CAP policy, and to facilitate worker tracking of the end of transitional MA, a new AFA Code '276 - End of the 12 Month TMA (CAP)' has been created. The new AFA Code is allowable for all PA Case Types, except FS, and for all Transaction Types.
7. In order to support the Domestic Violence Subsystem, four new AFA codes have been developed as follows:
 - 277 - End of IV-D Waiver
 - 278 - End of Employment Waiver
 - 279 - End of Drug/Alcohol Waiver
 - 280 - End of Other Waiver

Currently, these AFA codes must be data-entered, and are allowable in PA Case Types only, for all Transaction Types. In the future, these codes will be system-generated based on the end Date of the Waiver from the Domestic Violence Subsystem. Depending on which waiver was expiring, the appropriate AFA code would be generated.

8. In order to support the Time Limit tracking system, the Effective Date field (Eff Date) on Screen 5 of WMS, currently used for Date of Death, has been re-named PA/MA Individual Effective Date (PA Eff Date) and has been expanded to be used to enter the date the PA Individual Reason Code takes effect or the Individual Status changes. The following edits apply to the new PA/MA Individual Effective Date field:

- a. For PA cases (CT 11, 12, 16 or 17), at Undercare Maintenance (TT = 05), Recertification (TT = 06) or Closed Case Maintenance (TT = 14), if the PA Individual Reason Code is changed, the PA/MA Individual Effective Date must be present and must be equal to or greater than today's date. If the district has not implemented PA Undercare Notices (CNS), or the Notice Indicator = N or the Individual Status = 13 - Deceased, or an individual is being added to the case, the PA/MA Individual Effective Date must be present but can be less than today's date. (However, this date must still be greater than or equal to the previous Effective Date.) The error associated with this edit is #195 "PA INDIVIDUAL EFFECTIVE DATE MUST BE TODAY'S DATE OR GREATER".
- b. For PA cases (CT = 11, 12, 16 or 17), for Transaction Types Undercare Maintenance (05), Recertification (06), or Closed Case Maintenance (14), if the Individual Status is changed or the PA Individual Reason Code is entered, changed or deleted, a new PA Individual Effective Date is required. The Error associated with this edit is #474 "ENTRY OF PA INDIVIDUAL EFFECTIVE DATE REQUIRED".
- c. For PA cases (CT 11, 12, 16 or 17), for all Transaction Types if the Individual Status = 13 (Deceased), then the PA Individual Effective Date must be entered, and the PA Individual Reason Code must be 'E95'. The Error associated with this edit is #378 "E95 & PA/MA INDIVIDUAL EFFECTIVE DATE IS REQUIRED".
- d. For PA cases (CT 11, 12, 16 or 17), for Undercare Maintenance Transaction Types (05, 06, 07, 08, 11 and 14), if the PA Individual Effective Date is entered or changed, a change is required in the PA Individual Reason Code field. The Error associated with this edit is #899 "ENTRY/CHANGE OF PA INDIVIDUAL EFF DATE W/OUT REASON".

The following edits will apply to the system-generation of PA/MA Individual Effective Dates for PA cases (CT 11, 12, 16 or 17):

- e. For Transaction Types Opening (02), Open/Close (09) or Reopening (10), the PA/MA Individual Effective Date will be a protected field and will be system-generated at Batch Update and will equal the Authorization FROM Date, unless the Individual Reason Code is 'N42', in which case the Effective Date must be entered. The Error associated with this edit is #898 "E95, N42 or N31 & PA EFF DATE ARE REQUIRED". (Please note that Reason Code N31 is not yet available.)
- f. For Transaction Types Closing (07) or Recert Closing (08), the PA/MA Individual Effective Date will be a protected field and will equal the Authorization TO Date plus one day, unless the previous PA Individual Reason Code is the same as the new PA Individual Reason Code, or the new PA Individual Reason Code is 'E95' (Deceased), in which cases the Effective Date will equal the date on Screen 5.

- g. For Transaction Type Denial (03), and the Individual Status = 11 (Denied), the PA/MA Individual Effective Date will be protected field and will equal the Authorization FROM Date, unless the Individual Reason Code is 'E95' or 'N42', in which case the Effective Date must be entered. The Error associated with this edit is #898 "E95, N42 or N31 & PA EFF DATE ARE REQUIRED". (Please note that Reason Code N31 is not yet available.)
 - h. For Transaction Type Reactivation (11), if a PA/MA Individual Reason Code was present at Closing, the system will bring back the PA/MA Individual Effective Date that was present at Closing. If no PA/MA Individual Reason Code was present at Case Closing, the system will, at Reactivation, generate a PA/MA Individual Effective Date equal to the prior Closing Auth To Date plus one day.
 - i. The PA/MA Individual Effective Date Field will be included in the fields that are allowed to be changed during Closed Case Maintenance (14) transactions.
9. To enable better tracking of finger-imaging, a new Individual - level indicator has been added to Screen 5 of WMS to capture the presence of an AFIS exemption. Entry in this one-character alphanumeric field will be allowed for all PA, FS and MA Case Types and for all Transaction Types.

In addition to a blank (entry is currently allowed, but not required) valid values for the AFIS Exemption Indicator are:

- 1 Finger Imaged
- 2 Exempted: L&R Index Fingers Permanently Unavailable or Unusable
- 3 Temporarily Unavailable One Finger
- 4 Temporarily Unavailable Two Fingers
- 5 Exempted Individual Good Cause Reason
- 6 Exempted Homebound Individual
- 7 Exempted SSI Related
- 8 Exempted Congregate Care Facility
- 9 Exempted Long Term Care (In-Patient)
- A County Specific Approved Exemption

Values 1-4 are NOT worker enterable: these values will be system-filled via a weekly AFIS batch update interface not yet operational. Values 5-8 and "A" are allowed for all valid case types. Value 9 is valid ONLY for MA cases.

Because this field is stored on the individual record, a case type hierarchy (PA-MA-FS) will be employed to determine when the value is updated. Also, system values 2-4 may be overwritten by any allowable worker entered value; system value 1 MAY NOT be overwritten.

10. A new field heading only has been added to Screen 5 for Food Stamp Effective Date (FS Eff Date). In the future, this field will capture the date that the FS Individual Reason Code takes effect. Currently, entry in this field is prohibited.

11. As a result of Federal and State claiming reporting requirements, the following two Payment Type codes have been created:

D7 - Transitional Services Payments (TANF Ineligible Due to Employment)

This payment type should be used to authorize employment-related expenditures such as uniform allowances, disability or payroll insurance, tools, license fees, or other items needed to enable the recipient to maintain employment. The households for which these payments are made are cases that are no longer in receipt of ongoing TANF because of employment. Transportation-related expenditures such as car insurance, auto repairs or similar transportation costs should not be authorized with this payment type.

D8 - Private Adult Care Institution

This pay type should be used to authorize shelter payments to private institutions that provide protection and care in a supervised environment for aged, infirm, or chronically disabled adults. These adults are ambulant and do not require medical or nursing care, but may require, in addition to lodging, the personalized services of attendants to assure their safety and comfort. These facilities are either operated by not-for-profit corporations or are privately owned and operated by either individuals or partnerships, and are businesses engaged in for compensation and profit. These facilities are licensed and supervised by New York State Office of Children and Family Services.

The new Pay Types D7 & D8 will be allowable with all PA case Types, except EAA (CT 18). Pay Type 'D7' will be allowable for CAP cases. Pay Type 'D7' can be issued as a single issue only, while Pay Type 'D8' can be issued as a single issue or recurring. If Case Type = 11 or 12 and Pay Type = D7, the Payment Period FROM Date must be greater than the Authorization Period To Date.

12. In order to allow Services to fulfill federally-mandated reporting requirements, the following two new Child Care Payment Type Codes have been developed:

02 Legally Operating Center - Exempt from Licensing Requirements
- Full Time

03 Legally Operating Center - Exempt from Licensing Requirements
- Part Time

13. As a result of new Federal Reporting Requirements requiring individual payment lines for child care for each child in a case and, since there is an insufficient number of payment lines on the current Screen 6 of WMS, a new Screen 9 has been developed whose use is limited to the entry of Child Care Payment lines.

When initially authorizing Screen 9 child care payments, districts may wish to use a blank DSS-3209B (Authorization Change Form) or a locally-revised form, as the input document. After payments have been entered on Screen 9, they will appear on a page 2 of the DSS-3209. Effective 6/21/99, the following edits will apply to entries on the current Screen 6 and the new Screen 9:

- o Any new entries of child care pay types will be prohibited on the current Screen 6;
- o Only child care pay types will be allowed on the new Screen 9. All other pay types will be prohibited;
- o For child care pay types on Screen 9, entry of a valid individual line number will be required;
- o One problem that has been identified is how to do this for an SSI child who has a separate MA case, but is not normally included in the PA case. In order to accomplish this, MA coverage code edits have been modified to allow for the combination of Individual Disposition Status Code 08 (Inactive - Excess Restricted Income - PA Only) with MA Coverage Code 04 (No coverage - Ineligible) on Screen 5. This combination is valid for all transaction types, in all PA case types, and will allow child care payments to be authorized for an SSI child who is not in the PA case.

PA/CNS Vendor Termination Letters

As discussed in the "Dear CNS Coordinator Letter" of October 6, 1998, the Client Notices System (CNS) Public Assistance (PA) Closing component can now issue a vendor payment "termination" letter when a PA case is closed. The new function will include the following characteristics:

- o There will be two notices:
 - a. A letter for shelter/mortgage payments
 - b. A letter for fuel/utility payments
- o Districts can opt to use one or both of the termination letters or neither letter.
- o This selection will apply to all closings within the district.
- o The vendor termination notice will be issued simultaneously with the case closing notice.
- o The notice(s) will be issued when the case has a current or future payment line with a fuel/utility or shelter payment type and a vendor ID.
- o Payment types must be equal to the following values:
 - a. Shelter: A6, D8, Q1, Q2, Q4, Q6, 10, 40, 46, 47, 48, 49, 50, 62
 - b. Utilities/Fuel: E6, E7, 11, 12, 23, 28, 58, 59, 63
- o Along with the closing notice, a copy of the notice will be sent to the client. The vendor will receive only a copy of the termination letter.
- o To resolve any differences between the termination notice effective date, the PA Authorization TO Date and the calendar date through which the vendor must receive payments, the SSD will have the option to either:
 - a. Supplement the CNS termination letter with a manually prepared notice explaining the case particulars;
 - b. Replace both the CNS closing notice and vendor termination letter with manually prepared notices.
- o For the fuel/utility termination notice, the BICs vendor address will match any centralized payment address established by the utility. Therefore, the termination notice will go to the centralized payment address. It will not go to any local or regional business office.
- o The termination notice will not require worker input.

MA/CNS Language Changes

A language change was migrated for the following reason codes:

E47 Disc/Undercare Child Turning 6, Excess Income
E48 Disc/Undercare Child Turning 6, Excess Income and Excess Resources

OLD LANGUAGE

"This is because your net family income of \$_____ is more than 100% of the Federal Poverty Level of \$_____. The limit for Medical Assistance changes from 133% to 100% of the Federal Poverty Level when a child born after September 30, 1983 becomes 6 years old."

NEW LANGUAGE

"This is because your net family income of \$_____ is more than 100% of the Federal Poverty Level of \$_____. The limit for Medical Assistance changes from 133% to 100% of the Federal Poverty Level when a child becomes 6 years old."

NEW MA REASON CODE/TEXT

F41 (D0100) Denial Failure to Complete Interview (Adequate) (TAD Based)
Applicant is being denied because when they applied for Medical Assistance they failed to complete the interview.

WMS System/Edit Changes (MA)

The purpose of this section is to advise districts of changes made to WMS to accommodate Medicaid issues.

The following Medicaid Continuous Coverage edits have been migrated to production:

The list of Medicaid Reason Codes that bypass ERROR 878 has been expanded to include Closing Reason Code U66 (Currently in Receipt of Assistance).

ERROR 881 has been changed to: COV CD MUST BE 01, 04, 10, 16, 30 or 32 FOR CONTINUOUS SAVE DATE. MA Coverage Code 04 (No Coverage - Ineligible) was added to this edit because some districts have a qualifying individual in an active MA Case and also have the qualifying individual in an active PA Case with Coverage Code 04.

ERROR 894: REASON CODE REQUIRES CAT CODE 53, 54 or 55 will be generated when CNS Undercare Reason Codes C17 (Continuous Coverage) and E64 (Continuous Coverage - Moved Out of District) are used with a Categorical Code other than 53, 54 or 55.

The following ERRORS will be deleted on production with this migration:

- o ERROR 378: RELAT CODE 12 ESS PERSON REQ CAT CODE 14 FOR PA
- o ERROR 379: CAT CODE 14 ESS PERSON REQ RELAT CODE 12 FOR PA
- o ERROR 380: RELAT CODE 12 ESS PERSON REQ CAT CODE 14 FOR PA AT RECERT
- o ERROR 381: CAT CODE 14 ESS PERSON REQ RELAT CODE 12 FOR PA AT RECERT
- o ERROR 455: MA COVERAGE CODE MUST BE 01 FOR THIS INDIVIDUAL
- o ERROR 466: APP DATE MUST BE > THAN 6th BDAY MONTH AND DOB MUST BE > 9/30/83.

NOTE: Error 455 has been changed to WARNING 455 "PA MA INDIV EFFECT DATE WAS SYSTEM GENERATED"