



# STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Richard F. Daines, M.D.  
*Commissioner*

Wendy E. Saunders  
*Chief of Staff*

April 30, 2008

Dear MA Directors/TA Directors/WMS Coordinators/Managed Care Coordinators:

Effective in May 2008, the following changes will be supported on WMS to assure that the State of New York is in compliance with the court stipulation in Luberto v. Daines. In settling this lawsuit, New York State has agreed to transition an individual's Medicaid coverage from one district to another when the individual informs the district of a relocation. Since February 29, 2008, WMS has supported systemic transitions of Medicaid coverage from one upstate district to another upstate district. **Effective in May 2008, a systemic transition of Medicaid coverage of individuals who have relocated from NYC to an upstate district will also be supported.**

At the beginning of each month a file will be transferred from NYC WMS to Upstate WMS. The cases will be handled in a similar manner as transfers between upstate districts with a few exceptions that are described below.

NOTE: We are unable to provide districts with the exact day when the file transfer will be sent from NYC each month and as a result, can not be specific about what day the Case Control Transfer Report containing cases from NYC will be available each month.

### **Pending Transaction for cases coming from NYC**

The cases that were PROCESSED (Opening is Pending) and were NOT PROCESSED (Review needed, possible manual opening) will appear on the Case Control Transfer Report on BICS under the heading number WINR4648, file name of 001-X-XX(two digit county code)\*WMSA4648.

The Processed cases will be in Pending status (FDE/ERR) for one day with a unique authorization number following the format of "TRANMMYY" (month and year of the opening transaction). The Pending day is the day the report is received. A system generated case number will be created following the format of:

- First two characters "**NT**" (**Transfers from upstate district to upstate district begin with UT**)
- Next five characters will be the Julian date of the run, YYDDD
- Final three positions will be a sequence number for that run  
Example: If the record is the 3rd record processed on 5/13/08, the Case Number would be NT08134003

Modifications to the case number, office, unit, worker and coverage code can be made on the day the Case Control Report is received by the Upstate District. If changes are made to those elements, the case will be opened the next day. If Transfer District makes no changes, the case will be opened with the system generated case number the next day with the following defaults:

- Unit will be "MA" and worker will be "**NYNTR**" (**Transfers from upstate district to upstate district worker are NYUTR**)
- The opening case's Authorization Period and Medicaid Coverage dates will be the remainder of the closing district's authorization period or four months, whichever is greater.

Below is a chart that reflects the conversion of case type, categorical code and coverage:

Closing in NYC					Opening in Upstate			
Case Type	Cat Code	Age	Sex	Coverage	Case Type	RVI	Cat Code	Coverage
TA	any	any	any	any	20	1	same	01
24	any	any	any	34	same	NA	same	06
20	any	any	any	any	same	same	same	same
20/24	01-03,05-09,15, 42,44-48,54, 60-63	any	U	24* or 30	same	same	same	01
20/24	01-03,05-09	>=19	any	24* or 30	same	same	same	Converted based on RVI. If no RVI, same.
20	58	any	any	34	same	same	43	01
20	59	any	any	34	same	same	43	15
20	43	any	any	30	same	same	43	15
TA	14 - Essential Person	any	any	any	20	1	09	01
MA	73 - Woman in Postpartum period	any	any	any	same	same	42	same
MA	51 - Expanded Coverage Infant Less than 1, Eligibility AT 200% FPL	any	any	any	same	same	45	same

24\* NYC coverage code "Community Coverage without long term care - legal alien during 5 year ban"

### **Exceptions to the transfer process**

1. Openings will not occur for individuals that had a MA Coverage code equal to 04, 05, 07, 08, 13, 14, 31, 33 or 36
2. If an individual is found active on another MA or TA case, the case will be listed on the Case Control Transfer Report as NOT PROCESSED and will need to be manually reviewed and manually opened if needed.
3. If an individual has an alien number that is more than 9 digits, the case will be listed on the Case Control Transfer Report as NOT PROCESSED and will need to be manually reviewed and manually opened. The Alien Number field in NYC WMS is 10 characters, so most cases containing Alien Number are expected to appear as NOT PROCESSED. We are planning to increase the size of the alien number field from 9 digits to 10 in a future migration eliminating the need for manual openings, but until that time manual openings will be needed.

### **Upstate to NYC Moves**

A file transfer also occurs for cases moving from Upstate to NYC that are closed with Reason Codes M61, M62 and C65 with a Residence Address of the boroughs of NYC. Although the opening is not yet automated, NYC Medicaid staff is establishing coverage for relocated individuals.

### **Tips & Reminders**

**Cancel** – Please be aware that if you perform a cancel transaction off the Non-Services Data Entry and Case Disposition Menu, that the pending case will be cancelled. Some districts made changes to the case and cancelled those changes thinking they were only cancelling the changes they made and not the pending case with the state generated case number. The result is the entire pending case will be cancelled. It is not possible to restore the system generated case. If you cancel the case, you need to re-register the case, complete FDE and issue a manual notice. **Please be cautious if cancelling the pending transaction on the pending day.**

**Manual Openings** – If a manual opening of a case that moved from one Upstate county to another Upstate county is needed, districts should be aware that Option 6 (Create App from Existing Case or App) from the Application Registry Menu (selection 4, WMS Main Menu) will allow the new district to pull demographics from the former district's case. The new district will need to enter the former district's case number and the 4 digit mnemonic (Ex: ALBA for Albany) in "Xdist". After transmitting, the WAR008 screen will appear with the application information from the former case. The new district can enter the

new case information (Application date, Unit, Worker, Case Type, Case Number and Case Name). Transmitting from this screen will give a Registry Number and Version Number. That Registry Number can then be used for Full Data Entry. Using this function will eliminate the need for the new district to enter all the demographics when registering an application. Please note: Users will need to have Registry capabilities within TTSS. If user does not have this capability, the district's TTSS Coordinator should be contacted.

For systems related questions regarding Luberto/County Transfers, please contact Bambi Murphy at (518)402-6682. Policy related questions should be directed to the OHIP LDSS Support Representative at (518) 474-8887.

Sincerely,

*Dennis DiMuria*

Dennis DiMuria  
Director, Bureau of Upstate Eligibility Systems  
Division of Program Operations & Systems  
Office of Health Insurance Programs

cc: Commissioners