



## Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**LISA J. PINO, M.A., J.D.**  
Executive Deputy Commissioner

July 16, 2020

Dear Commissioner:

Please advise users that the “Office of Health Insurance Programs (OHIP) Intranet” site, located at <http://health.state.nyenet/index.htm>, has been modernized, renamed and moved to <https://ohipdocs.health.ny.gov/ohipdocs/web/>. The new site name is “Office of Health Insurance Programs (OHIP) Eligibility Forms, Notices, and Systems Repository,” and can be accessed using your Health Commerce System (HCS) login.

Note: If you do not have an HCS login, please contact your district’s HCS Coordinator.

HCS Coordinators will need to add the “OHIP Eligibility Forms and Notices Repository” role to new HCS users. An e-mail was sent to HCS Coordinators advising of the new site and role. As of March 6, 2020, existing district users were systematically assigned this role.

The information on the next page will assist users in accessing and navigating the site. If users have any questions on the new site, they should contact their district liaison at: 518-473-6397 (Upstate), 212-417-4500 (NYC) or e-mail him/her directly.

Sincerely,

*Amy L. Smith*

Amy L. Smith  
Upstate Eligibility & Support Systems  
Division of Eligibility and Marketplace Integration  
Office of Health Insurance Programs

cc: Medicaid Director

## **New Location for the OHIP Intranet:**

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Once you reach the “Home” page, if you do not see “Repository” at the top of the page you will need to click “Login”. This login is the same as your HCS login.

The “Home” page provides useful links and the Alphabetical and Numerical Listings of Medicaid Reference Material. The following types of documents can be located by selecting the “Repository” in the header of the page:

- CNS documents
- Coordinator Letters
- Forms
- MBL Transmittals
- NY Health Options documents
- WMS documents

Documents can be filtered by Document Type, Program, System, CNS Category, Language, and Year. Additional sorting can be applied by clicking on the column headers.

The “Search” field can be used to locate documents by matching words or phrases within the title(s) or contents of documents. Useful tips for searching the repository are as follows:

- The search option is a character search and will search both the title and the content of the document. For example, if you enter “OHIP 0023” looking for form “OHIP-0023 Long-Term Care Services”, every document that has OHIP in the title or contents will appear. To help narrow your results:
  - Enter “OHIP-0023” (with the dash).
  - Search with word(s) specific to the document.
  - Narrow the focus of the search by selecting the document type before searching.
- The “Language” filter is specific to forms.
- The “CNS Category” filter is specific to CNS documents.
- The “Year” filter is the year the document was updated, not the year the form was created. For example: “DOH 4320 - Authorization for Short-Term Rehabilitative Nursing Home Care (Bengali)” shows Year 2019 in the repository, but the bottom of the form shows “DOH-4320 (08/17)”.
- If multiple options are selected from the same filter, the results will be cumulative. For example, if Bengali and Chinese are selected from the “Language” filter all forms translated into Bengali and all forms translated into Chinese appear.
- To clear filters that were previously applied, there are two options:
  - Choose “Clear All” from the Language filter.
    - This will remove the Language filters that were applied but leave other filters (like Doc Type = Forms) in place.
  - Choose “Reset” at the top of the screen.
    - This will clear all filters from the results.