



Office of Temporary and Disability Assistance

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WMS – CNS Coordinator Guidance

Release 22.1

Section 1

To:	WMS and CNS Coordinators	
Issuing Division/Office:	Upstate Systems Bureau (USB) Center for Employment and Income Supports (EISP)	
Date:	January 26, 2022	
Effective Date:	February 20, 2022	
Suggested Distribution:	Commissioners, TA and SNAP Directors, HEAP Coordinators, and MA Directors	
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Section 2 - Purpose

The purpose of this guidance is to provide local social services districts (districts) with an explanation of the WMS/CNS enhancements that are scheduled to become operational on the Production System on February 20, 2022, unless otherwise noted.

Section 3 – Introduction of New Other Name Code Value - P

Code value **P - Pronoun** will be added for entry in the Other Name field on Application Registry (WAPREG) and WMS Screen 2 (WKBK02) so that district workers may designate a pronoun for any applicant/recipient who indicates a preference for this identifier.

The Other Name First Name field on WMS Screen 2 will be relabeled to FIRST/PRON.

C Individual Name		C SS/RR	M	Client	Ap	S	Date
d First	M Last	d Number	S	Id	Rg	e	of SSI
LN				Number	LN	x	Birth Stat
01	AMY	XXXX300X	2	1 ASSIGN	01	F	08011960
02	BRAD	XXXX300X	2	1 ASSIGN	02	M	09011960
03							
04							
05							
06							
07							
08							
09							
10							

C Other Name				C Other Name			
LN	d First/Pron	M	Last	LN	d First/Pron	M	Last
01	P SHE		XXXX300X	02	THEIR		XXXX300X

ACCEPT BLINKING FIELDS _ NEXT SCREEN 03 XMT ▲

Row=23 Col=77 POLL

Figure 1 – Other Name – First Name Field Relabeled to First/Pron

Code value P-Pronoun is allowed in all TA, SNAP, MA, and HEAP case types.

Code value P- Pronoun in the Other Name is allowed and not required. If a value of P- Pronoun is entered, First/Pron and Last name are required.

There is a maximum number of six occurrences in the Other Name field on WKBK02.

The six Other Name occurrences at the bottom of each page pertain only to individuals listed on that page, i.e., the Other Name occurrences at the bottom of Page 1 are used for Individual Line Nos 01 - 10, and the six occurrences at the bottom of Page 2 are used for Individual Line Nos 11 - 20 only.

The display on Case Comprehensive Screen 2 (WINQ20) will return the other name information for the last line number on the case If the last line number on the case has less than 6 other name occurrences, the system will then look at the next line number and select other names until a total of 6 occurrences are returned. If the last line number has 6 or more other name occurrences, the system will then return all six occurrences for the referenced line number. For example, if line 04 is the last line number on the case and line 04 has a total of six other name occurrences, the system will return all six other name occurrences for line 04. If line 04 has less than six occurrences, the system will return other name values for line 05 next.

C Individual Name		C SS/RR	M	Client	Ap	S	Date
d First	M Last	d Number	S	Id	Rg	e	of SSI
LN				Number	LN	x	Birth Stat
01	AMY	XXXX300X	2	1 xxxxxxxx		F	08011960
02	BRAD	XXXX300X	2	1 xxxxxxxx		M	09011960
03							
04							
05							
06							
07							
08							
09							
10							

C Other Name				C Other Name			
LN	d First/Pron	M	Last	LN	d First/Pron	M	Last
02	P HE		XXXX300X	01	P THEIR		XXXX300X

Row=24 Col=80 WAIT POLL

Figure 2 - WINQ20 - Display of Other Name Occurrences

All entries in the Other Name field on WKBK02 are retained in WMS and can be viewed on WMS Inquiry Screen **WINQ38 – Other Identifiers Inquiry**. District workers are reminded to refer to WINQ38 to review all identifiers.

Name		Sex	CIN	SSN	DOB	
XXXX300X		AMY	F	BM36353T	08/01/1960	
OTHER NAMES:			DELETED CINS:			
Code	Last	First/Pron MI	Prior CIN	Undup	Date	Dist
P PRO	XXXX300X	THEIR				

Row=24 Co1=80 POLL

Figure 3 WINQ38 - Other Identifiers

Section 4 – Edits Associated with Other Name Code

Edit Modifications

0219 -OTHER NAME CODE IS INVALID OR MISSING - Code value **P – Pronoun** has been added to the cause/remedy of WMS Edit 0219. Please refer to the WMS Error Listing for updated language

New Edits

0913 – ENTRY NOT ALLOWED IF SEX CODE = U

If sex code=U entry of other name is prohibited

0950 – FIRST/PRONOUN AND LAST NAME ARE REQUIRED

If 'OTHER NAME' CD is "P", entry of First/PRONOUN and Last Name are required.

Section 5 – Introduction of New Gender Field and Code Values

A new one-character field, **G – Gender**, is now located on WMS Application Registry (WAPREG) and WMS Screen 3.

Gender field will be located to the left of Sex field and to the right of the SSN/RRN field.

WAPREG Entry CType District ALBA 01/24/2022 Page 1 Of 1

Ctr AppDat Unit Worker T CNX SH Case # Case Name

Language Spa Eng Phone APP SRC DAI RT HS

Street Address City St Zip

Res Addr

Mail Addr

Ln	First	MI	Last	MMDDYYYY	S	G	SSN/RRN	H	IABPW	CIN
01										
02										
03										
04										
05										
06										
07										
08										
09										
10										

More Pages? Xmt

Figure 4 - Gender field on WAPREG

The FAP field on WMS Screen 3 will be eliminated and replaced with the Gender field:

WINQ21 CASE COMPREHENSIVE - SCREEN 3 Date 01/25/2022 Page 4 of 14

Case JA310204 Type NPA-FS Stat ACTIVE Pend NO PEND Auth 01528266

Ln	Rel	De	Cat	Emp	FS	PA/MA	FS	MA	St/F	T	Mom	Vet	Race	Ed	MS				
No	Cd	gr	Cd	GEN	Cd	EP	Indv	Indv	Indv	Chg	LM	Ln	Cd	H	IABPW	Cd	Cit	PI	BVI
01	01	1											9	Y	YYYY	12	C		
02	05	1											9	Y	YYYY	12	C		
03	05	1											9	Y	YYYY	12	C		
04	04	0											9	Y	YYYY	00	C		
05	05	0											9	Y	YYYY	00	C		
06	05	0											9	Y	YYYY	00	C		
07	04	0											9	Y	YYYY	00	C		
08	02	1											9	Y	YYYY	12	C		
09	05	0											9	Y	YYYY	00	C		
10	04	0											9	Y	YYYY	00	C		

DV Waivers

Ln IVD TimLmt Drug/A1c Other

Figure 3 GEN field on WMS - replaces FAP field

Code value G-Gender is allowed in all TA, SNAP, MA, and HEAP case types.

Code value G-Gender is allowed and not required.

The table lists code value definitions and mnemonics for the Gender field.

CODE VALUE	DEFINITION	MNEMONIC
D	Different Identity	DFRNTID
F	Female	FEMALE
M	Male	MALE
N	Non-Binary	NONBINRY
P	Prefer Not to Say	PRFRNOSA
T	Transgender	TRNSGNDR
X	X	X

Section 6 – Edits Associated with New Gender Codes

Edit Modifications

WMS Edit **0345 -FAP INDICATOR IS INVALID** has been deleted.

WMS Edit **1619 -SPC CLM CD J REQUIRES AT LEAST ONE FAP CODE J** has been deleted.

New Edits

0893 – GENDER IDENTITY NOT VALID

If a value is entered in the “GEN” field it must be M, F, X, N, T, P or D

0911 – ENTRY NOT ALLOWED IF SEX CODE= 'U'

If sex code = 'U' entry in 'GEN' field is prohibited.

Section 7 – Modification to WMS Edits 0615 and 1917

Two WMS Edits related to Payment Types G5 and G8 have been modified to allow the payment to date to have a day equal to any day in the month.

0615 - PAYMENT TO DATE INVALID FOR ISS CD OR PAY TYPE If Case Type = 11, 12, 16 – 19 and Payment Type = 05, K1 or N5 and Issue Code = 1, the Payment To Date must = 15 or last day of month. If CT = 11, 12, 16-19, Payment Type = F6 and Issue Code =1, then the Payment Period TO Date cannot exceed the Payment Period FROM Date by more than 4 months.

1917- PAY TYPE NOT ALLOWED WITH TRANS TYPE

Payment Type F5 or F6 is allowed with Case Type 11 or 12 with Transaction Type 03 or 09. Payment Type D9 is prohibited with Case Type 11, 12, 16, or 17 with Transaction Type 06 or 14. Payment Type D9, F5 or F6 is allowed only with Case Type = 19 at Transaction Type = 03, 07, or 09. Payment type D9, F5 or F6 is prohibited with Case Type = 20, 22, 24 or 31 at Transaction Type = 03 or 09. Payment Type N2 is prohibited with Transaction Type 02, 10, 06 or 11. Payment Type G5, G8 is prohibited with Case Type 11, 12, 16, or 17 at Transaction Types 02, 10, 11, 14.

Section 8 – New PCP Disenrollment Reason Code for Incarceration

The new PCP Disenrollment Reason Code IN (Incarceration) is now available for manual entry in the PCP subsystem.

- PCP Subsystem online Error Code 038 has been updated to allow Reason Code = IN only when the PCP Capitation Code = 0

In addition, a new online Error Code has been created for retroactive disenrollment purposes. If the PCP Reason Code = IN, the PCP From Date can be up to 24 months in the past from the transaction date. If the PCP Reason Code = IN and the PCP From Date is earlier than 24 months in the past, the following new error will be generated:

062 – PCP FROM DATE MORE THAN 24 MONTHS IN THE PAST

- When the PCP Disenrollment Reason Code is IN, the PCP From Date must not be more than 24 months in the past from the current date.

For example, if the transaction is completed on 1/10/2022, the PCP From Date must be 1/10/2020 or greater. Since PCP From Dates must be the first of the month, the earliest date that can be entered is 2/1/2020.

- Note: PCP Error Code 026 is still applicable in this scenario. There must be an existing PCP record 24 months in the past to allow a disenrollment from date 24 months in the past.

Section 9 - Update for Individuals With 07- Coverage in an OMH Facility for More Than 30 Days

WMS has been re-programmed to allow MA Coverage Code 07 (Emergency) for individuals who reside in an OMH Psychiatric facility for more than 30 days. Individuals with 07 Coverage will have their Medicaid Coverage and authorization "to" periods extended to 12/31/49. This population previously had coverage discontinued upon admission to an OMH facility. At discharge, Coverage 07 will be reinstated for a 5-month period effective the first day of the discharge month.

Section 10 – Managed Care Auto Disenrollment

The Managed Care Auto Disenrollment process for lapsed coverage had been turned off at the beginning of the Public Health Emergency (PHE). The process was turned back on effective October 23, 2021. The process was also modified to exclude case type 40 from being disenrolled.

Section 11 – Modified Edit 1440 – SPECIAL POPULATION FIELD INVALID DOB

Edit 1440 was modified to exclude TA case types.

Section 12 – Removal of the HII Field

The Health Insurance Indicator (HII) field was implemented for the Family Health Program (FHP). FHP was discontinued in 2014. The HII field has been removed from the application registry screen (WAPREG) and both the full data entry (WKUM01) and inquiry (WINQ19) screens in WMS.

Section 13 - New Language (E0042) To Be Included With the MA Upstate Renewal Notices at the End of the Public Health Emergency (PHE)

The following CNS changes will become effective when the PHE ends.

To advise Medicaid covered individuals that the renewal **MUST** be completed and returned by the date listed on the renewal, newly created Paragraph No: E0042 will be included with the following Upstate renewals as page 1.

- Community manual & automated Renewals (Z61/8201 & Z85/8211)
- SSI-R manual & automated Renewals (Z62/8202 & Z86/8212)
- Chronic Care manual & automated Renewals (Z39/R0008 & Z82/R9908)
- Chafee manual renewal (Z64/R0009)
- SLIMB manual & automated Renewals (Z46/R0020 & Z83/R9920)
- FPBP manual & automated Renewals (Z48/R0033 & Z87/R9933)
- MCTP manual & automated Renewals (Z47/R0042 & Z84/R9942)
- QI-1 (Z40/R0043)
- FPBP – Automated Renewal Form for Enrollment Center use only (Z59/R0045)
- FPBP - Automated Renewal Form Individual staying with LDSS-mixed HH (F4N/R0048)
- SSI-R automated Renewal notice for non-BHP/non-MAGI individuals staying with LDSS (S4N/R0049)
- Suffolk County Community phone renewal (Z77/R0050)
- Suffolk County SSI-R phone renewal (Z78/R0051)

Section 14 - Reduction in Benefits Notice 2022 Benchmark Plan Insert

The following CNS changes became effective 01/01/2022.

The list of Medicare Part D plans, included with the Reduction in Benefits letter (S0017), has been Updated for 2022.

Section 15 - Prefilled MA Resource Level on Client Notice Subsystem

The WCN111 “MA RESOURCE LEVEL” pre-filled field in the Client Notice Subsystem was updated to the 2022 SSI-R Resource Level for household of one of \$16,800 beginning January 1, 2022. This change is needed to accommodate Chronic Care CNS notices.

Section 16 - New notices for the OMH Suspend & Reinstate 07 Cov 21-64

The following 2 new Upstate CNS notices have been created to support the OMH Suspend & Reinstate WMS process.

- C34 - U0301 Suspend MA, Treat Inpatient Emergency Medical Conditions, PC
- C36 - U0302 Reinstate MA to Treat Emergency Med Condition, PC Discharge