

DSS-4357EL

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GIS 01 MA/045

GENERAL INFORMATION SYSTEM

DIVISION: Office of Medicaid Management

12/27/01

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TO: Commissioners; MA Directors

FROM: Kathryn Kuhmerker, Deputy Commissioner
Office of Medicaid Management

SUBJECT: Transmission of OMM Directives

EFFECTIVE DATE: Immediately

CONTACT PERSON: Karen Hogan (518)474-7044

This message is to update districts regarding the issuance of Office of Medicaid Management (OMM) published Administrative Directives (ADMs), Local Commissioner Memoranda (LCMs), Informational Letters (INFs) and General Information Systems Messages (GISs). Directives will no longer be sent electronically through InfoOfis, but will instead be e-mailed in Microsoft Word format to local district commissioners at the address provided by the local district. A signed copy of each directive will continue to be mailed. If you would like the directives e-mailed to additional agency staff, e.g. the Medicaid Director, please send the individual's name and e-mail address to Chris Larsen at cml07@health.state.ny.us

OMM issued directives will no longer be stored in InfoOfis. To provide local districts with easy and timely access to Department of Health directives, a library containing official documents is available through both the Human Services Intranet site: <http://sdssnet5/> and the Health Provider Network (HPN) which is the Department of Health's secure Intranet site: <http://commerce.health.state.ny.us/hpn/ctrldocs/ommweb/index.htm>. Due to the level of security necessary for a secure site, all individuals wishing to access the HPN must be authorized and be assigned a user ID/Password for the HPN. You may apply for a User ID by contacting the HPN Coordinator in your Local District. The Department recently sent a letter to the LDSS HPN Coordinators explaining the application process that must be followed.

The Intranet sites contain OMM issued documents back to 1998. When new directives are sent, they will be available on the Intranet sites in a timely manner.

If you have any questions regarding OMM directives, please contact Chris Larsen either by phone at (518) 486-9054 or through e-mail at cml07@health.state.ny.us.