

**TO:** Local District Commissioners, Medicaid Directors, Public Assistance Directors

**FROM:** Kathryn Kuhmerker, Deputy Commissioner  
Office of Medicaid Management

**SUBJECT:** Reports of Infant Births over 90 Days Old and State Created Case Numbers for Infants

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Upstate: Local District Liaison (518) 474-8216  
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Since October, 2001, reports of non-New York City births received by the State Department of Health (SDOH) through the Electronic Birth Certificate have resulted in an automatic update of WMS via a systems interface, in order to assure appropriate and timely Medicaid enrollment for eligible infants. It has come to our attention that when the automated system receives reports for births that are not recent, often the appropriate case actions have already been taken by the district. In these situations, actions taken by the system, although consistent with systems programming, are inappropriate to the cases as they currently exist.

To address this issue, an edit has been added to the automated system that will prevent it from taking action if the reported birth took place more than 90 days in the past. Instead, such births will be reported to districts via BICS Report WINR5225, "Newborn Daily Update Report." A new alert, "NB greater than 90 days", will be added to notify the district of births that took place 90 days or more prior to the receipt of the report, and that WMS has not been updated. It is the responsibility of the district to investigate the case to determine whether the birth of the infant has already been reported. If not, the district must enroll the infant for one year from the date of birth, even if the mother's case has already been closed. It is State Department of Health policy that an infant born to a woman in receipt of Medicaid or Family Health Plus at the time of the birth is entitled to a year of Medicaid despite any changes in circumstances.

An additional change has been made in an effort to minimize instances in which a duplicate case for an infant is created when a hospital submits corrections to the birth record. Currently, when opening a new MA case for a newborn, the system will use the newborn's CIN prefaced with "NE" for the case number. The system will now use the Mother's CIN prefaced with NE for the case number. If a duplicate birth record is received for a newborn (i.e. exact match on the newborn's First-Name, Last-Name, Sex, and Date of Birth), the NE case number will be identified by the system and the database will not be updated. A newborn previously added would be designated with the existing alert, "NB Already on Case" on the newborn report for the district. The district will continue to have the option of changing the new case number to one that is consistent with case numbers used by the district; however, this action will preclude the system from identifying a duplicate submission and a second case will be created, as is the case currently.

It should be noted that the automated system is only operational in districts outside of New York City.

If you have any questions, please contact your local district support unit representative.