TO: Local District Commissioners, Medicaid Directors

FROM: Judith Arnold, Director
         Division of Health Reform and Health Insurance Exchange Integration

SUBJECT: Worker Notes In WMS

EFFECTIVE DATE: Immediately

CONTACT PERSON: Local District Support Unit
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The purpose of this General Information System (GIS) message is to inform local departments of social services (LDSS) of a field in WMS that should be used for upstate district workers to enter notes.

Historically, certain upstate districts relied upon the Cooperative (Co-Op) Case Numbers field on Screen 1 (WINQ19) of WMS to make notes such as, "TPHI," "PCAP" or "image." Administrative Directive 11 OHIP/ADM-9, "Automated Medicaid Renewal for Individuals with Fixed Incomes in the Aged, Blind and Disabled Category," instructed districts to cease using the Co-Op Case Numbers field for notes and to use this field only for case numbers related to other members of the household. In response to districts' need for a place to store notes, a new WMS field was requested but was not possible due to lack of space. As an alternative, an existing field has been identified in WMS that may be used for notes.

Upstate districts electing to store notes in WMS, are instructed to use the "Local Data" field on Screen 1 of WMS. The notes will then appear on both Screen 1 of WMS and will print on the APP-TAD and the Authorization Change form (LDSS-3209). This field is located underneath the Co-Op Case Numbers field on WMS, the APP-TAD and LDSS-3209, and is labeled "Local Data." This field has a 13-character limit.