



IRAMS Reminders and Deadlines Related to Staff Compliance Attestations and Participant Discharges

May 15, 2026

TO: Children’s Home and Community Based Service (HCBS) Providers, Health Homes Serving Children, and Children’s Care Management Agencies (CMAs)

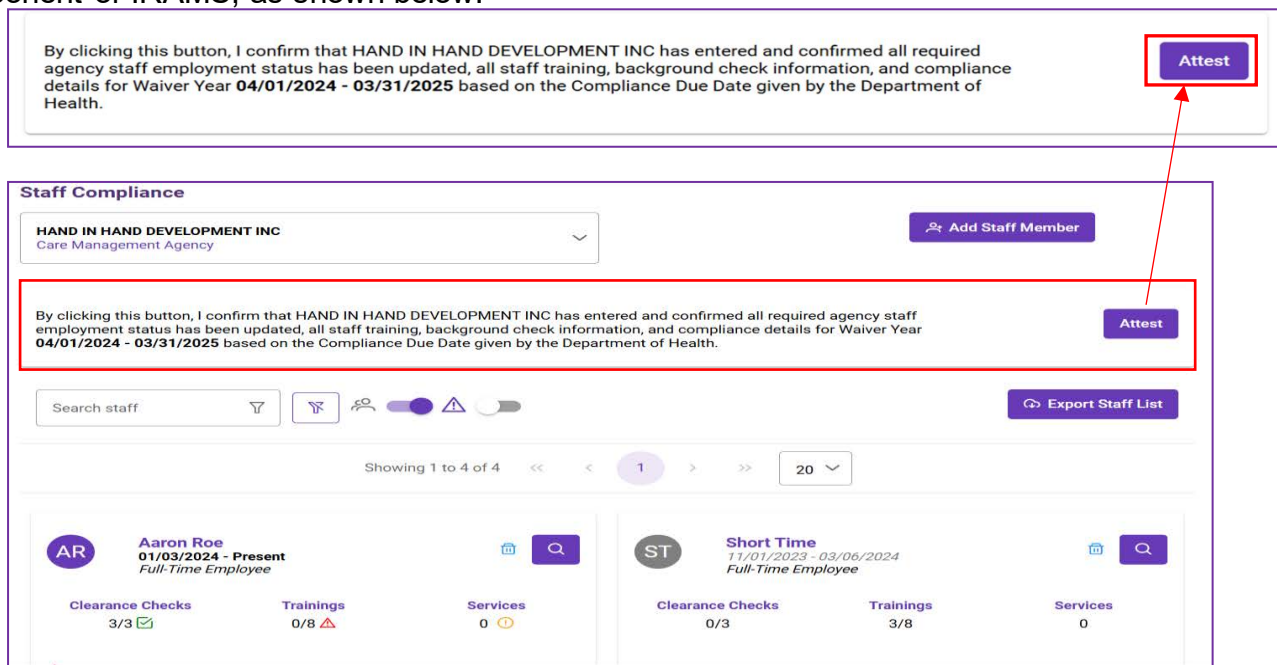
Staff Compliance Tracker: Requirement

The Staff Compliance Tracker is accessible year-round through the Incident Reporting and Management System (IRAMS) within the Health Commerce System (HCS). Human Resource and Personnel staff are required to enter new/updated information regarding staff qualifications, training, background checks, new hires, and employment end dates within 30 days of the occurrence.

Staff Compliance Tracker: Staff Compliance Attestations

As previously [announced](#), beginning at the end of the 2025-2026 Waiver Year, agencies will now be required to verify that information related to staff qualifications, training, and background checks for all Health Homes, Care Management Agencies, and HCBS providers has been entered into the IRAMS Staff Compliance portal by completing an **ATTESTATION** within the portal. This Attestation notifies the Department that the agency’s information has been reviewed, updated, and complete for the Department to pull the data from the system to report to the Centers for Medicare and Medicaid Services (CMS) regarding the required Waiver performance measures.

The attestation is completed by selecting “Attest” on the landing page of the Staff Compliance Tracker component of IRAMS, as shown below:



Agencies must ensure that all staff compliance information related to staffing for the April 2025- March 2026 timeframe is entered into the Staff Compliance Tracker by June 1, 2026. **Once all information has been entered and verified for accuracy, each agency must complete the Attestation by June 1, 2026.**

Please refer to the following resources for information on the Staff Compliance Tracker:

- Staff Compliance User Guide - ([PDF](#)) - August 2025
- Children's Staff Compliance Tracker Reporting - ([PDF](#)) - July 14, 2025
- Children's Waiver Staff Compliance Tracker Updates for Waiver Year 2024-2025 - ([Web](#)) - ([PDF](#)) - May 09, 2025

Referral and Authorization Portal: Participant Discharges

Through regular monitoring and review of IRAMS Referral and Authorization Portal data, the Department of Health has identified several instances where participant discharges are not occurring appropriately in the system. Health Home care managers are required to discharge referred members within IRAMS who are leaving the Waiver or no longer eligible¹. Multiple HCBS provider agencies continue to have children attributed to their organization in IRAMS who are no longer in receipt of HCBS services and have not been discharged by the HCBS provider. Many of these participants are no longer enrolled in the Children's Waiver. This impacts the integrity of the data available in IRAMS which is used for reporting and program management.

The Department is asking HCBS providers to review their current participant list in IRAMS and make discharges, as appropriate. Participants who are no longer eligible for the Children's Waiver should be discharged. Participants who have not received a service from the HCBS provider within the last 60 days should be discharged. To assist with improving reliability of IRAMS data, **the Department is asking that any outstanding discharges occur by June 1, 2026.**

HCBS providers are expected to collaborate with care managers to discuss case status and determine appropriateness for discharge. In most scenarios, both an HCBS provider and a care manager has the ability to complete a participant discharge in IRAMS. Care managers are reminded that they are responsible for managing all aspects of a child's care and should be notifying HCBS providers of Children's Waiver enrollment changes. Together, care managers and HCBS providers are expected to communicate and determine who will discharge the child in IRAMS. This should be regularly monitored by the Health Home and designated HCBS provider organization.

Questions related to this topic can be sent to BH.Transition@health.ny.gov.

¹ Care Managers have limited access to discharge members within IRAMS which is dependent upon when the member was discharged from the Waiver and the removal of their K-codes.