

WGIUPD

**GENERAL INFORMATION SYSTEM**  
**DIVISION:** Office of Managed Care

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**GIS** 04 MA/034

**TO:** Local District Commissioners Managed Care Coordinators, Medicaid Directors

**FROM:** Kathleen Shure, Director  
Office of Managed Care

**SUBJECT:** Automated End of Lock-In Notices

**EFFECTIVE DATE:** December 18, 2004

**CONTACT PERSON:** Bureau of Intergovernmental Affairs 518-486-9015

Currently, an "End of Lock-In" Report is produced by New York State Department of Family Assistance. These reports, along with mailing labels are mailed by the NYSDOH Managed Care office to the local districts. The LDSS is then responsible for manually mailing notices to recipients on the report.

Effective, December 18, 2004, the weekend of pulldown for January 2005, a monthly file containing the existing report data will be transmitted to CNS. CNS will then mail out the required notices directly to the recipients.

The report will include the following districts and determine the recipients lock-in period across both the MA and FHP programs: Albany, Broome, Cattaraugus, Chautauqua, Columbia, Erie, Genesee, Greene, Herkimer, Livingston, Monroe, Niagara, Oneida, Onondaga, Ontario, Orleans, Oswego, Rensselaer, Rockland, Saratoga, and Westchester.

The report will include the following districts and determine the recipient's lock-in period for FHP enrollments only: Clinton, Dutchess, Essex, Franklin, Fulton, Montgomery, Orange, Schenectady, Sullivan, Ulster, Warren and Washington.

Please call your Bureau of Intergovernmental Affairs, field liaison at 518-486-9015, with any questions.