

WGIUPD

**GENERAL INFORMATION SYSTEM**

04/21/09

**DIVISION:** Office of Health Systems management

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**GIS 09 MA/011**

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

**FROM:** Judith Arnold, Director  
Division of Coverage and Enrollment

**SUBJECT:** Discontinuance of DSS-2284, SDX Change Form

**EFFECTIVE DATE:** May 1, 2009

**CONTACT PERSONS:** Local District Support Unit  
Upstate (518)474-8887 NYC (212)417-4500

Systems Questions: Amy Smith (518)474-5693

The purpose of this General Information System (GIS) message is to inform local social services districts of the discontinuance of the DSS-2284, "SDX Change Form", for Upstate districts, effective May 1, 2009.

Upstate districts were advised in the attached May 22, 2006 Medicaid Directors letter of the availability of the WAS104 WMS screen, "SDX Change Form", an electronic option for making changes to the SDX Master file. This letter also advised districts that the paper DSS-2284, "SDX Change Form" would eventually be discontinued. Since most Upstate districts are using the electronic SDX change form, the paper DSS-2284 (and the BPR/BRO-572 used by the Office of Mental Health and the Office of Mental Retardation and Developmental Disabilities) will no longer be accepted as of May 1, 2009. Upstate districts must submit changes to the SDX Masterfile electronically through the WMS ASWI (Auto SDX) Subsystem (screen WAS104). This will allow more timely changes to be made and will provide a transaction history in the SDX record.

Please direct any questions concerning the use of this screen to Amy Smith, Upstate Eligibility and Support Systems, at (518) 474-5693.