General Relief (GR) Program Guide Letter #47

May 13, 2008

Subject	**COUNTY MEDICAL SERVICES (CMS) INFORMATION TECHNOLOGY (IT) SYSTEM**
Effective Date	May 12, 2008
Reference	County Policy
Purpose	The purpose of this letter is to inform GR staff of the new CMS IT System requirements.
Background	Currently, GR workers must complete a CMS-4 to enroll GR applicants/recipients into the CMS system.
Changes	Effective May 12, 2008, GR workers will no longer complete the CMS-4. This form is replaced by the **GR Apps** screen in the CMS IT System.
Required Action	As of May 12, 2008, GR workers will enter the appropriate information as identified in the Automation Impact section, below, to enroll the GR applicant/recipient into the CMS Program.
CMS Cards	The CMS IT System will not generate the CMS Notice of Action (NOA) or CMS Card for GR recipients. The CMS Card will still be issued by the GR worker as currently stated in the GRPG.
Automation Impact	The CMS IT System is a web based system and may be accessed via any PC with internet access. Workers will accesses the CMS IT System by signing on.

The table below shows how the worker will sign on and complete GR applications.

Step	Action
1	Access the internet.

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Automation Impact
(continued)

Step	Action
2	Go to URL https://www.sdcmsapps.com/cgi-bin/login/pl.
3	Enter User Name and Password.
4	Press "Login."
5	Change Password (on first log in only). The "Welcome Page" will show.
6	Select "GR Apps."
7	Complete the GR application page with appropriate applicant information.
8	Select "Submit."

Forms Impact

The CMS-4 is obsolete as of May 12, 2008.

Quality Assurance Impact

Effective with the June 2008 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this letter.

Summary of Change

The table below shows the changes in the Program Guide.

Section	Changes
GRPG 90-250 Table of Contents	Updated Table of Contents.
GRPG 90-256	• Changed references to CMS-4 to the CMS IT System. • Clarified certification periods to comply with current regulations.
GRPG 90-256 Appendix A	Deleted Appendix as CMS-4 is now obsolete.

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Filing Instructions

The table below shows how to file the Program Guide material.

Action	Pages
Remove	GRPG 90-250-1 through 90-250-2
	GRPG 90-250-11 through 90-250-14
	GRPG 90-256 Appendix A
Replace	GRPG 90-250-1 through 90-250-2
	GRPG 90-250-11 through 90-250-14

Manager Approval

ORIGINAL SIGNED BY:

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