



**Information  
Memorandum**

Oregon Department of Human Services

**Originating Cluster:**

**Seniors and People with Disabilities**

Date:	<b>May 27, 2003</b>	IM Number:	<b>SPD-IM-03-045</b>
To:	Area Agency on Aging Directors AAA Program Managers and Staff SPD Central Office Staff CHS Central Office Managers	CHS SDA Managers CHS SDA Assistant Managers CHS/SPD Line/Program Managers CHS/SPD All Staff	
From:	SPD Office of Planning and Program Development		
Subject:	<b>End of Month Systems Processing Delay</b>		

**Message:** End of month systems processing was scheduled to occur the night of Tuesday, May 27, 2003. Due to several OHP premium arrearage issues, end of month processing will be rescheduled to run the night of Wednesday, May 28, 2003. Several systems and monthly processes will be affected by the delay. The most notable to field staff and clients are the following:

**Client Maintenance System (CMS):** CMS automated monthly updates, including OHP 2 disqualifications and closures, will take place during end of month processing on the night of May 28, 2003. Checks will be also be generated the night of May 28. The checks will be mailed on Thursday, May 29, 2003.

**Medicaid Management Information System (MMIS):** Medical cards will be generated during end of month processing on the night of May 28, 2003. The medical cards will be mailed on Thursday, May 29, 2003.

**SPD Client Employed Provider Payment System (JH-CEP):** Vouchers for service periods beginning June 1, 2003 or later will not be printed until the end of month processing takes place. Vouchers will be edited to ensure that the client remains eligible for service, and then printed for eligible clients. The vouchers will be mailed on Thursday, May 29, 2003.

**Reports:** View Direct and hard copy reports generated during month end processing will be delayed.

Systems problems should be reported to the DHS HelpDesk at 503-945-5623.

*If you have any questions about this information, contact:*

Contact(s):	DHS HelpDesk		
Phone:	503-945-5623	Fax:	
E-mail:			