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Authorized Signature

Number: SPD-IM-07-060

Issue Date: 8/30/2007

Topic: Systems Issues

Subject: Alternate Format Procedure for FSMIS

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message: There has been a system change made to the way alternate format cases are coded on FSMIS.

Previously, FSMIS cases with an alternate format request were required to be coded with the alternate format contractor's (Braille Plus) address in the mailing address field. This coding assured that all redetermination reports and labels would use the Braille Plus address and the packets would be sent to Braille Plus for conversion to the appropriate alternate format.

The system will now automatically generate redetermination labels and reports (SJM4355R-A) with the Braille Plus address for cases coded with LP, AT, BR, or DC. Coding the Braille Plus address on FSMIS is no longer necessary.

The Braille Plus mailing address has been automatically removed from each of these cases.

For more information on the correct coding for FSMIS, CMS or Oregon ACCESS, please see [SPD Worker Guide A.2](#), Alternate Formats and Interpretation/Translation Services.

System generated notices:

- Large print: All system generated notices will automatically be converted to LP in the print process.
- Audio Tape, Braille or Diskette: The print process will divert the documents and they will be sent to Braille Plus for conversion

If you have any questions about this information, contact:

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