



State of New Jersey  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES

CHRISTINE TODD WHITMAN  
*Governor*

MICHELE K. GUHL  
*Commissioner*  
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*Director*

**MEDICAID COMMUNICATION NO. 99-2**      **DATE: January 15, 1999**

**TO:**                    County Welfare Agency Directors  
                          Division of Youth & Family Services  
                          Division of Developmental Disabilities

**SUBJECT:**            Medicaid Card Template

As you were advised in Medicaid Communications #98-14 and #98-23, the Medicaid Eligibility Identification cards for all programs (except those produced through FAMIS) have been converted to laser-printed card stock. A supply of new card stock has been provided for your agency's use in producing initial and replacement cards.

The new card stock is formatted differently and folds to a different size than the previous card stock. The size of the data fields on the cards makes it difficult to adapt it to production on a typewriter, unless the typewriter has a very small font.

Therefore, the Division of Medical Assistance and Health Services (DMAHS) has developed a database application in Microsoft Access which will fill in the fields on a blank card in the new format and will also maintain a log of issued cards which can replace the logs which were frequently handwritten by agency staff. It will also have fields which can account for each card control number which was not issued, but may have been destroyed, misprinted or otherwise not used for its intended purpose.

We are forwarding a package under separate cover to the County Welfare Agencies and the Division of Developmental Disabilities containing the following: 4 diskettes for the Medicaid Card Template, installation and usage instructions for the template, and examples of the input form, Medicaid cards and card log report. The County Welfare Agencies and the Division of Developmental Disabilities will receive the above package. DYFS already has the material.

Each agency using the template must install it on an IBM compatible PC. If the template is installed on a WFNJ PC, it will prompt to upgrade the database to Access 7.0, which should not be a problem. There are two versions of the template enclosed for each county: 1) the Access 2.0 version (1 diskette) should be used if the agency would like to be able to modify the database; in order to do this they must have employees who are sufficiently familiar with Microsoft Access to maintain the database should it experience any operational problems. 2) The Runtime version (3 diskettes) of the template which cannot be modified. If any modifications are made to the Medicaid cards by the Division of Medical Assistance and Health Services, new diskettes will be supplied to each agency.

The Medicaid card template is not linked to the Medicaid Eligibility File, therefore all information should be verified on the Eligibility File before entering it on the template. The database will not be protected or otherwise secured. Therefore, access should be restricted to authorized personnel only and card stock should be secured at all times.

For any agency who does not wish to use this software, and who does not have a suitable alternative software application, the old card stock may continue to be used only until the Division's supply is exhausted. Any unused old stock can be returned to David Peterson, DMAHS, General Services, PO Box 712, Trenton, NJ 08625.

Any questions regarding the card stock should be directed to Doug Eide, Technical Services, at (609) 588-2897. Any questions regarding the template should be directed to Joann Diehl at (609) 588-2971, the DMAHS Office of Information Systems (OIS) Help Line.

Sincerely,



Margaret A. Murray  
Director

MAM:S

c: Len Fishman, Commissioner  
Susan C. Reinhard, Ph.D., Deputy Commissioner  
Department of Health and Senior Services

David C. Heins, Acting Director  
Division of Family Development

Charles Venti, Director  
Division of Youth and Family Services