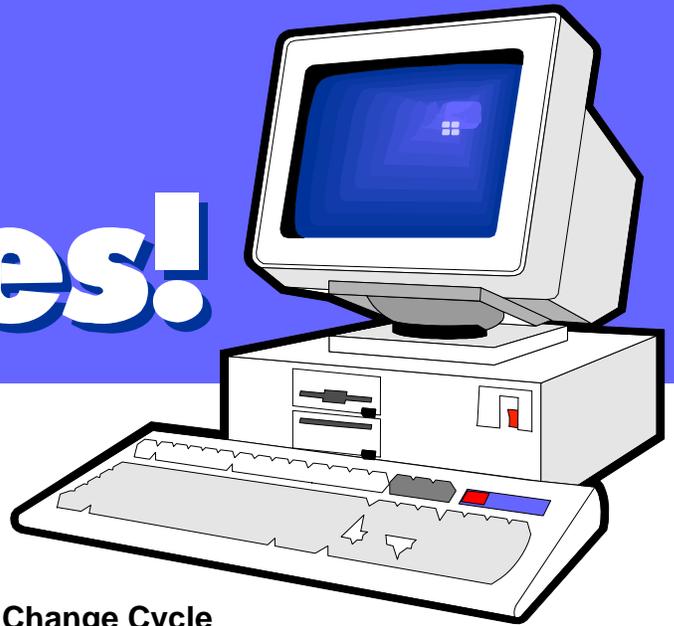


# This Computes!



**Department of Health Care Services  
Children's Medical Services Network  
(CMS Net) - Information Bulletin #324**

## **October 24, 2009 Change Cycle**

The CMS Net applications will be down from 5:00 p.m., Friday, October 23rd until 3:00 p.m., Saturday, October 24<sup>th</sup> to implement changes included in the October 2009 Change Cycle.

### **CMS Net Web**

#### **Batch Correspondence**

Batch Correspondence in CMS Net Web is used to print letters in batch mode (mass mailing) and to auto generate correspondence next tickler series letters.

- The system will auto generate the 2<sup>nd</sup> and/or 3<sup>rd</sup> series letters automatically on the tickler due date.
- Series letters that are system generated are automatically displayed in Batch Correspondence.
- Letters and authorized SARs generated on a daily basis are displayed in Batch Correspondence.
- At the end of each business day, letters and authorized SARs contained in a batch will be automatically transmitted to a secured server for the county to retrieve.

Please refer to the [Batch Correspondence Manual](#) for more detailed information and the [option](#) to participate in Batch Correspondence.

#### **Web Correspondence**

- 1<sup>st</sup> letter only may be generated from the Web Correspondence Module as well as from the Application Status Screen in Legacy.
- Deleting an incomplete letter from Web Correspondence will remove the letter from history in Legacy.

## **CMS Net Legacy**

### **Application Status Screen**

- Application Type field has been moved to a new location on the screen.
- A new field and drop down list has been added called 'Action'.
- Application Status field is auto populated from action selected from Action field drop down list.
- New letter options added to the action menu:
  - a. 1<sup>st</sup> letter of series (CCS, Medi-Cal or Healthy Families letter types)
  - b. 1<sup>st</sup> letter only (Medi-Cal or Healthy Families letter types only)
- Next due 2<sup>nd</sup> and/or 3<sup>rd</sup> series letter (tickler) are auto generated through the Batch Correspondence Module. (Refer to Batch Correspondence manual for more information).
- Deleting an incomplete letter from the Application Status Screen will remove the incomplete letter from the Web Correspondence Module.

### **Legacy Branch Menus**

- Removal of letter narrative in Legacy Branch Menu when a user creates, cancels, deletes or goes back a letter status.
- A case note will automatically be inserted in the client record when a letter is generated. Additional information can be added to the comments field or users may edit case note information from the Case Notes module by accessing the draft case note.