STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY GEORGE DEUKMEJIAN, Governor

DEPARTMENT OF HEALTH SERVICES
714/744 P STREET
SACRAMENTO, CA 95814

November 10, 1987

TO: All County Welfare Directors
County Administrative Officers

Letter No.: 87- 65

SUBJECT: APPROPRIATE USES FOR SYSM

The purpose of this letter is to provide counties with some general guidelines regarding the appropriate use of the Electronic Mail System (SYSM).

Several county administrators have informed us that SYSM is, at times, being used inappropriately by counties for communications not relating to MEDS activities. The use of SYSM for non-MEDS related messages has a detrimental effect on other SYSM users. The use of SYSM for non-MEDS related messages can overload the system, thereby causing unnecessary delays for other SYSM users. Also, there is a cost for every SYSM message sent and/or printed. The Department of Health Services therefore asks that SYSM be used only for its original purpose, to communicate MEDS system information quickly and efficiently.

Appropriate county uses for SYSM could include sending and receiving MEDS Network related questions/information between MEDS/Medi-Cal Policy Liaisons and counties; intercounty communications for resolving MEDS Network problems (i.e. resolving Social Security Number discrepancies, asking another county to discontinue Food Stamps, etc.); sending and receiving information between the Department of Health Service's Data Guidance Unit and the counties (i.e. communicating information on batch input, non-receipt of listings, reconciliation schedules, system problems, etc.).

Inappropriate uses of SYSM include the sending of personal messages, job announcements, etc.

If you have any questions concerning the policy regarding the appropriate uses of SYSM, please contact your State MEDS liaison.

Sincerely,

Original signed by

Frank S. Martucci, Chief
Medi-Cal Eligibility Branch

cc: Medi-Cal Liaisons
Medi-Cal Program Consultants

Expiration Date: November 10, 1988