

## DEPARTMENT OF HEALTH SERVICES

714 744 P STREET  
SACRAMENTO, CA 95814

August 27, 1987

TO: All County Welfare Directors  
All County Administrative Officers

Letter 87- 53

SUBJECT: NUMBERING SYSTEM FOR ALL COUNTY SYSM'S

County Welfare Departments have requested that the Medi-Cal Eligibility Branch (MEB) develop a numbering system for the Electronic Mail System (YSM) messages sent to all counties. The counties were concerned that they may not see all our SYSMs and that a numbering system would insure that all messages were received.

Beginning immediately, SYSMs that are sent out to all counties, by MEB or Data Systems Branch (DSB), will contain the following message ID format - #DHSYY###. The unique message ID will consist of nine digits and will be made up as follows:

- 1st digit -- 0 thru 5 - This identifies the mail list used for a particular message.
- 2nd thru 4th digit -- DHS - Department of Health Services
- 5th and 6th digit -- YY - Year the message is being sent out.
- 7th thru 9th digit -- ### - Sequential number beginning with 001 each year.

By checking the message ID number the counties can easily determine if they have received all of the All County SYSM messages. This number will also be at the top of the SYSM message itself. Should your county not receive an All County SYSM message, contact your State MEDS liaison. The message will either be resent or a copy mailed to the appropriate staff.

If you have any questions concerning this numbering system 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: September 1, 1988