

# **DMA ADMINISTRATIVE LETTER NO. 10-04 DSS ADMINISTRATIVE LETTER NO. PERFORMANCE REPORTING/AUTOMATION 1-2003**

**TO:** County Directors of Social Services

**ATTENTION:** Food Stamp Supervisors/Caseworkers  
Medicaid Supervisors/Caseworkers  
Work First Supervisors/Caseworkers

**DATE:** December 15, 2003

**SUBJECT:** ACTS LEIS Profiles and New Screens

**EFFECTIVE DATE:** December 22, 2003

## **I. GENERAL**

The LEIS worker profile will be modified effective December 22, 2003. As a result of new IRS security requirements, access to ACTS will be modified to remove screens that display noncustodial parent payment information.

A new screen has been developed to display client disbursements only. This screen includes check number, check status and lists ALL disbursements for the selected client back to the last archive date.

As a result of having access to view client disbursements only, an error message displays if an MPI # does not belong to an active client in ACTS.

## **II. NEW SCREENS AND SCREEN MODIFICATIONS**

Attached are the ACTS instructions with the new screens and changes to existing screens.

If you have any questions, please contact the ACTS Help Desk at 1-800-405-9053.

Sincerely,

Pheon Beal, Director  
Division of Social Services

Gary Fuquay, Acting Director  
Division of Medical Assistance

PB/GF/BA

Attachment