

DMA ADMINISTRATIVE LETTER NO. 14-04, RACE CODE CHANGES TO CNDS

DSS ADMINISTRATIVE LETTER PERFORMANCE REPORTING AND AUTOMATION (WORK
FIRST AND FOOD STAMPS) NO. 4-2004

DOA ADMINISTRATIVE LETTER DIVISION OF AGING AND ADULT SERVICES, ADULT
SERVICES SECTION NO. 04-7

TO: COUNTY DIRECTORS

ATTENTION: INCOME MAINTENANCE DIRECTORS, MEDICAID CASEWORKERS
AND SUPERVISORS, WORKFIRST CASEWORKERS AND
SUPERVISORS, FOOD STAMP CASEWORKERS AND SUPERVISORS,
SPECIAL ASSISTANCE CASEWORKERS AND SUPERVISORS

DATE: MARCH 31, 2004

SUBJECT: RACE CODE CHANGES TO THE COMMON NAME DATA SERVICE
(CNDS)

I. INTRODUCTION

The purpose of this letter is to provide information regarding the recent changes to CNDS and the race code values. Most of the changes should not be noticeable; however, the situations in II. below will be noticeable.

As a result of Title VI and other Federal Regulations, many Divisions within the Department of Health and Human Services are required to begin collecting multiple race codes, an ethnicity code, and language preference for their recipients. In order to meet Federal reporting requirements, the Eligibility Information System (EIS) and the Food Stamp Information System (FSIS) must be modified to begin collecting this new data no later than October 2004. In preparation for the changes to EIS and FSIS, the following modifications have been made to CNDS.

A. Multiple Race Codes

CNDS can now store up to 5 race code values for an individual, but only one can be viewed/modified until changes are made to EIS and FSIS. The race code with the most current date/time stamp is displayed through EIS and FSIS.

B. Ethnicity Code

Once changes are made to EIS and FSIS, individuals can indicate whether or not they are of Hispanic/Latino culture or origin.

C. Language Preference

Once changes are made to EIS and FSIS, individuals with Limited English Proficiency can designate their language preference.

I. (CONT'D)

In order to meet the reporting deadline above, changes were made to the CNDS causing some race codes to be out of sync between EIS/FSIS and CNDS. These changes were effective March 1, 2004.

II. CHANGES

The following differences may be noticeable:

A. Changing a race code from 'A', 'B', 'I' or 'W' to 'H' or 'O' through the Name Change screen (NC/SLNC).

This change is no longer allowed. If you attempt to make this change, the error "RACE CODE CANNOT BE CHANGED TO 'O' OR 'H' " displays at the bottom of the screen. The race code must remain as it is unless you are changing the race code to 'A', 'B', 'I', or 'W'.

B. An Individual ID may be assigned using race code 'O' or 'H', but EIS and FSIS displays both race codes as an 'O'. DO NOT assign a new Individual ID simply to correct a race code.

C. For all individuals who had a race code of 'H', CNDS now displays the race as an 'O' through Name Search (NS/SLNS) and Name Change (NC/SLNC), but may still display the race as 'H' on the Individual Data (ID) screen or on page 2 of the SLIN screen.

These differences are only temporary. Once the changes to EIS and FSIS are implemented later this year, the race codes will be in sync with CNDS.

If you have any questions regarding this information, please contact DMA/EIS at 919-857-4019 or DSS Automation at 919-733-8938.

Sincerely,

Gary Fuquay, Director
Division of Medical Assistance

Pheon Beal, Director
Division of Social Services

Karen Gottovi, Director
Division of Aging

(This material was researched and prepared by Ken Maddox, DMA/EIS Unit and Chris Davis and Alma Spencer, DSS Automation Unit.)