



Ohio Department of Mental Retardation and Developmental Disabilities

Ted Strickland, Governor

John L. Martin, Director

January 7, 2009

To: County Board of MRDD Superintendents County Board of MRDD Business Managers
County Board of MRDD COG Directors County Board of MRDD SSA Directors

From: Tracy Cloud-Thomas, Assistant Deputy Director, Medicaid Development and Administration, ODMRDD

Subject: URGENT: WMS Installation Communication

The purpose of this memo is to inform you of the changes that will take place as a result on the new Waiver Management System (WMS2) effective Thursday, January 8, 2009. All data files will be transferred, converted and integrated from WTS, WMS, PICT and PAWS which have been updated through NOON, January 7, 2009. I.T. estimates installation to be completed by mid-morning on the 8th. Once WMS2 has been installed and tested, I.T. will again communicate to all internet users that the systems are again available.

Waiver Tracking System (WTS)

WMS2 will replace the Waiver Tracking System (WTS) which will no longer appear on the MRDD Application Portal after Wednesday, January 7, 2009. In order to check the waiver processing status of an individual you will be need to access WMS2.

Access to WMS2 & Cognos

WMS2 is an MRDD web-based application. If you currently have access to WTS, you will automatically be given access to WMS2 and Cognos (CRN - Cognos ReportNet) through the MRDD Application Portal website: <https://odmrdd.state.oh.us/apps/>. Anyone requiring access from this point forward will need to submit a security affidavit. You can obtain a security affidavit located the Ohio Department of MRDD (ODMRDD) website at the following address: <http://odmrdd.state.oh.us/forms/general/security.pdf>

PICT/ WMS/ Waiver Numbers

The process for county boards requesting waiver allocations through the PICT will not change. What you will notice however is that "Waiver Numbers" will no longer be used for allocation purposes. WMS will allocate waiver capacity in accordance with the capacity for each waiver type, including emergency and replacement capacity based on the number of waivers approved by CMS. Going forward only the individuals name(s) and waiver types will be listed in the allocation letters you receive from MDA.

WMS Reports & Cognos

To check an individual's waiver status you will access WMS2. Procedures for viewing the information once found in WTS are attached to this email. (FILENAME) Once you click on the Reports tab, you will be able to search for an individual or see the status of all individuals associated with your county just as in WTS. Through Cognos, you will be able to run more detailed and specific reports regarding waiver status such as initial applications pending, suspensions, potential loss of Medicaid (PLOM), incomplete applications (INCO) and others. The OA3 staff will direct you to these reports as needed and assist you with initially running these reports in an effort to provide you with more timely and efficient customer support. Instructions for running the Cognos reports are available on the Cognos Waiver Management System reports menu entitled "WMS Report Instructions." We have also attached a copy of the instructions to this email. (FILENAME) We expect that these COGNOS reports along with the new features in WMS2 will become your primary source of status information regarding waiver applications and should greatly reduce the need for email or telephone inquiries.

Forms, Procedures & MRDD Website

All MRDD forms and procedures that reference slot or waiver numbers will be updated and replaced on our web-site. You will be receiving a separate communication regarding this in the near future. Once the new forms and procedures are in place, and we have allowed time for review and feedback, we will issue a deadline for implementation. After the deadline, we will no longer accept the previous versions of the forms.

Technical Issues

A help desk has been set up and will be staffed through January 16, 2009 by an I.T. representative to field any calls regarding system issues after the installation. A WMS2_Support listserv has also been established for ongoing questions and comments. Both I.T. and Central Office will have access to the WMS2-Support listserv.

WMS2 HELP DESK PHONE NUMBER: 614-466-7174
LISTSERVE ADDRESS: wms2-support@odmrdd.state.oh.us

If you should have any other questions regarding the implementation of the new system or changes in procedure, please contact Terri Smith at 614-728-2555.