# PSYCKES-Medicaid: How to Use NYSoH Features

This how-to guide provides step by step instructions for using PSYCKES to identify clients transitioning from the Welfare Management System (WMS) to the NYSoH enrollment system for Medicaid recertification.

Recipient Search

Run a report that lists clients required to use the NYSoH system for Medicaid recertification (updated monthly):

❶ Login to PSYCKES and select "Recipient Search" from the purple menu bar at the top of the screen

❷ Locate the "Population" filter in the "Characteristics" section of Recipient Search

❸ From drop-down menu next to "Population," locate the filter options at the bottom related to NYSoH:
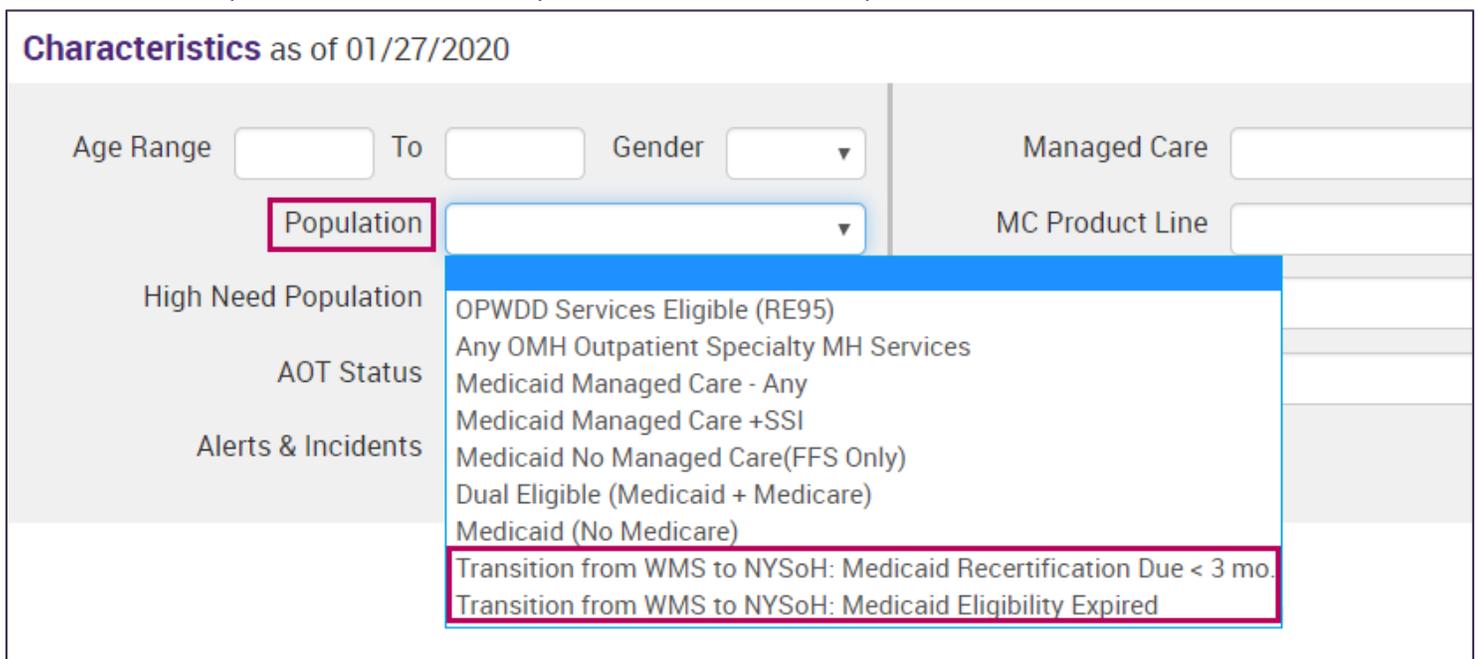
Characteristics as of 01/27/2020

Age Range	To	Gender		Managed Care	
Population		▼		MC Product Line	

High Need Population

- OPWDD Services Eligible (RE95)
- Any OMH Outpatient Specialty MH Services
- Medicaid Managed Care - Any
- Medicaid Managed Care +SSI
- Medicaid No Managed Care(FFS Only)
- Dual Eligible (Medicaid + Medicare)
- Medicaid (No Medicare)
- Transition from WMS to NYSoH: Medicaid Recertification Due < 3 mo.
- Transition from WMS to NYSoH: Medicaid Eligibility Expired

AOT Status

Alerts & Incidents

❸ Select desired NYSoH filter option and then click "Search"
- o Select the filter option "**Transition from WMS to NYSoH: Medicaid Recertification Due < 3 mo.**" to identify clients required to use the NYSoH system for whom Medicaid recertification is due within the next 3 months
- o Select the filter option "**Transition from WMS to NYSoH: Medicaid Eligibility Expired**" to identify clients required to use the NYSoH system for whom Medicaid coverage has already expired

❹ Results page will list the number and the names of clients who meet the selected search criteria - Results can be exported to PDF or Excel

Recipient Search – Refine NYSoH Search for HARP Population

Run a report that specifically lists HARP clients required to use the NYSoH system for Medicaid recertification:

❶ Select desired NYSoH option from Recipient Search "Population" filter as described above

❷ Locate the "HARP Status" filter in the "Characteristics" section of Recipient Search

❸ From drop-down menu next to "HARP Status," select "Eligible/Enrolled All (H1-H9)" and then click "Search":

❹ Results page will list the number and the names of clients who meet the selected search criteria - Results can be exported to PDF or Excel

Recipient Search – Refine NYSoH Search for Specific Setting

Add a specific service setting to your population search to identify clients served by your program:

❶ Select the desired NYSoH option from Recipient Search "Population" filter as described above

❷ Locate the "Services: Specific Provider" filter box in the right-center section of Recipient Search and then locate the filter called "Service Setting"

❸ From within your "Service Setting" filter, locate the desired service setting category and expand the options within that category using the +/- symbol. For example, to filter for clients enrolled in your Care Management program, expand the Service Setting category labeled "Care Coordination" and select "Care Management – Enrolled (Source: DOH)":

❹ Results page will list the number and the names of clients who meet the selected search criteria - Results can be exported to PDF or Excel

Clinical Summary

The Clinical Summary displays a message for clients who are required to use the NYSoH system for Medicaid recertification and Medicaid is either about to expire or already expired:

❶ From within a client's individual Clinical Summary in PSYCKES, review the "Current Care" section located at the top

❷ If the client is required to use the NYSoH system for Medicaid recertification, a message will appear in "Current Care" that says, "**Medicaid Eligibility Alert: This client must use the New York State of Health (NYSoH) enrollment system for Medicaid recertification (expiration: <date>). For more information contact NYSoH at 1-855-355-5777.**"

◀ Recipient Search

DOE, JANE
Clinical Summary as of 1/27/2020

PDF Excel CCD

≡ Sections | Brief Overview | **1 Year Summary** | 5 Year Summary

This report contains all available clinical data.
- Data with Special Protection ⦿Show ◯Hide

General

Name	**Medicaid ID**	**Medicare**	**HARP Status**
Doe, Jane	ABC123C	No	Not Eligible
DOB	**Medicaid Aid Category**	**Managed Care Plan**	**HARP HCBS Assessment Status**
2/3/1983 (37 years)	MA-TANF W/DEPRIV	Total Care (Mainstream)	N/A
Address	**Medicaid Eligibility Expires on**	**MC Plan Assigned PCP**	**DSRIP PPS**
123 Main Street, Hudson, NY 11111	01/31/2020	Jones, John	Central New York Care Collaborative, Inc. PPS

Current Care Coordination

Medicaid Eligibility Alert: This client must use the New York State of Health (NYSoH) enrollment system for Medicaid recertification (expiration: 01/31/2020). For more information contact NYSoH at 1-855-355-5777.