

**TO:** Local District Commissioners, Medicaid Directors

**FROM:** Mark Kissinger, Deputy Commissioner  
Office of Long Term Care

**SUBJECT:** Forms and Notices

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Personal Care Services Program Liaison at (518)474-5271

The purpose of this GIS is to inform social services district staff that forms and notices related to Medicaid funded home care programs including the Long Term Home Health Care Program, the Assisted Living Program, the Personal Care Services Program and related services have been added to the Department of Health, Office of Health Insurance Programs website Library of Official Documents. These documents are found under the heading Forms, Medicaid Long Term Care Forms. The first posting includes 38 notices/forms. At this time, some documents currently utilized in the Medicaid funded home care programs are not available on the intranet and will be added at a later date.

Be advised that forms and notices are no longer available for ordering through the warehouse.

The intranet Library of Official Documents can be accessed by inputting: <http://health.state.ny.net/revlibrary2.htm> or from CentraPort by selecting "Medicaid" from functional areas and then by going to "ADMs, LCMs, INFs, GIS, WMS and CNS Docs".

Districts must reproduce "Action Taken Notices" as legal-size and two-sided (not two paged) notices. It is particularly important that this notice is two sided to ensure the recipient can be properly identified when the notice is received by the Office of Temporary and Disability Assistance for fair hearing purposes.

Both the English and Spanish "Action Taken Notices" should be printed on Legal Size Paper (8 1/2 inches x 14 inches).

This can be accomplished by opening the PDF.

Go to "File" on the menu bar

In the drop down box go to "Print"

In the print box, click on "Properties"

To "Paper Size"

Drop down and select "Legal" size

To "OK"

If the printer being used has the ability to print 2 sided, select that option. Otherwise, the pages must be copied as a double sided document. If duplicate or triplicate copies are required, it is the responsibility of the local district to copy the appropriate number of notices required.

If you have any concerns or questions, please contact your local district Office of Long Term Care Personal Care Services liaison at (518) 474-5271.