Angela Long
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Authorized Signature

Number: SS-IM-08-037
Issue Date: 11/05/2008

Topic: Other

Subject: Narrating Information from SSA Screens

Applies to (check all that apply):

☐ All DHS employees
☒ Area Agencies on Aging
☒ Children, Adults and Families
☐ County DD Program Managers

☐ County Mental Health Directors
☐ Health Services
☒ Seniors and People with Disabilities
☐ Other (please specify):

Message:

The Social Security Administration (SSA) has a contract with the Department of Human services called a Computer Matching/Data Exchange Agreement. This agreement is the vehicle that allows DHS to populate the BEIN screens, request TPQY updates and produce reports on ViewDirect/Mobius relating to SSA matches. This agreement also allows the Cost of Living Allowance (COLA) to be automatically updated to Food Stamp and Client Maintenance screens every January.

In May 2008, the department met with SSA representatives to review the agreement and our access. DHS was advised to tighten the access control to the information available through the exchange agreement or risk losing access for the entire department.

To ensure that we maintain compliance with the Social Security Administration (SSA) Computer Match/Data Exchange agreement it is important that we pay attention to our narratives. To avoid having to even further lock down access to narratives please remember:

- If you narrate that you verified SSI/SSDI/SSB income or the SSN number, etc., narrate that these were "**verified through Social Security Records**", **never** narrate that these were verified through BEIN, TPQY or any SSA screen. The statement "verified through Social Security Records" does not address the specific vehicle that verified the income but gives enough information to allow the reader to know that the income was verified.

- If your narrative templates ask whether you checked BEIN, TPQY, etc., indicate that you checked the screens, but **never** indicate what you found there. For offices that use narratives from the template library these have been updated and can be obtained at http://www.dhs.state.or.us/caf/ss/tracs/template_lib.html.

- **DO NOT Print copies of the SSA screens**.

- Once the information is entered into either FSMIS or CMS **(as long as it does not contain a notation that it came from any of the SSA screens),** it becomes DHS' information and can be viewed by those authorized through DHS.

Remembering these tips will ensure further compliance with SSA and avoid further restrictions.

If you have any questions about this information, contact:

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