



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

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To: Area Agencies on Aging
Pima Health Systems

From: Melanie K. Starns, M.A.G.
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Subject: SFY 2011 Technical Assistance

The following ALERT is attached:

<u>ALERT</u>	<u>FUND SOURCE/TYPE</u>
ALERT SFY-11-12D	Technical Assistance – Pseudo Social Security Numbers in AIMS

The ALERT is subject to change as additional information is received by the Division pertaining to the funding sources identified.

ALERTS are available on the Division website using the link: <https://www.azdes.gov/daas/alerts>

Scroll down to ALERTS at the bottom of the webpage and select the respective ALERT.

Should you have any questions regarding the attached ALERTS, please contact your assigned Contract Specialist.

c: Lynn Larson, Nina Sutton, Bridget Casey, Cam Kowal, Jerry Lay, Terri Anderson, Cindy Saverino, Jutta Ulrich, David Besst, Tammy Frazee, John Kinkel, Darrell Funk, Chester Lee, Roberta Blyth, DAAS file

**Technical Assistance
for SFY-2011**

Technical Assistance ALERTS are generated periodically to update contractual and/or programmatic requirements and/or clarifications. The purpose of this ALERT is to notify the Area Agencies on Aging on **procedures used for creating pseudo social security numbers and correcting invalid pseudo social security numbers in AIMS**. Please ensure that the appropriate Area Agency on Aging personnel are aware of this technical assistance.

This ALERT is being provided to non-participating regions as information only.

Background

A standardized procedure for creating a pseudo social security number (SSN) in AIMS was implemented after 3 PM on June 11, 2011. The Division of Aging and Adult Service's procedure of issuing a pseudo SSN in AIMS is designed to coincide with an effort at the Social Security Administration to change the method in which SSNs are issued.

Implementation

- The following information applies to Area Agency on Aging Region One, Inc., Pima Council on Aging, Northern Arizona Council of Governments, Western Arizona Council of Governments, Pinal-Gila Council for Senior Citizens, SouthEastern Arizona Governments Organization, and the Navajo Area Agency on Aging only:

A valid pseudo SSN will be generated automatically by entering all zeros in the SSN field. Periodic reports will be run by the DES Systems and Programming (S&P) staff to identify incorrect pseudo SSNs. Invalid pseudo SSNs will be corrected in an automated fashion by the DES S&P staff and the Area Agency on Aging staff will be notified of the error.

Note: In order to conform to new pseudo SSN standards, a conversion of existing pseudo SSNs in AIMS occurred on June 11, 2011. If an Area Agency on Aging maintains client data in a separate file, a conversion of the file will need to take place to match the new pseudo SSNs in AIMS. Therefore, an application will need to be written to read a .txt file. A .txt file containing new pseudo SSNs will be provided to the Area Agency on Aging by DES S&P upon request.

- The following information applies to Area Agency on Aging Region One, Inc., Pima Council on Aging, and SouthEastern Arizona Governments Organization only:

When congregate meal (CNG) data from a region is received by DES S&P for uploading into AIMS, a check will be made to determine if each SSN is a valid number or if a pseudo is needed. A valid pseudo SSN will be generated by S&P for the client, if needed. The new number is based on the unique client identification number. The new pseudo SSN is then recorded in an output file that contains all the data for that client based on the region's CNG file. The output file will be transferred to the secure server website for the Area Agency on Aging to retrieve.

Note: An application will need to be developed by the Area Agency on Aging in order to update their database with the new pseudo SSN.

Should you have technical questions related to this ALERT, please contact Ricki Majkowycz at 602-274-5359, ext. 1299, or RMajkowycz@azdes.gov. For all other questions, you may contact Lomand Beals at 602-542-6365, or LBeals@azdes.gov.