

**DMA ADMINISTRATIVE LETTER NO. 10-04,
ACTS LEIS PROFILES AND NEW SCREENS
DSS ADMINISTRATIVE LETTER NO. PERFORMANCE REPORTING/AUTOMATION
1-2003**

TO: County Directors of Social Services

ATTENTION: Food Stamp Supervisors/Caseworkers
Medicaid Supervisors/Caseworkers
Work First Supervisors/Caseworkers

DATE: December 15, 2003

SUBJECT: ACTS LEIS Profiles and New Screens

EFFECTIVE DATE: December 22, 2003

I. GENERAL

The LEIS worker profile will be modified effective December 22, 2003. As a result of new IRS security requirements, access to ACTS will be modified to remove screens that display noncustodial parent payment information.

A new screen has been developed to display client disbursements only. This screen includes check number, check status and lists ALL disbursements for the selected client back to the last archive date.

As a result of having access to view client disbursements only, an error message displays if an MPI # does not belong to an active client in ACTS.

II. NEW SCREENS AND SCREEN MODIFICATIONS

Attached are the ACTS instructions with the new screens and changes to existing screens.

If you have any questions, please contact the ACTS Help Desk at 1-800-405-9053.

Sincerely,

Pheon Beal, Director
Division of Social Services

Gary Fuquay, Acting Director
Division of Medical Assistance

PB/GF/BA

[Attachment](#)