



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
WAYNE E. BLACK • Director

August 22, 2018

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES
ATTENTION: Child Support Managers and Supervisors

SUBJECT: Professional License Match Review (PLMR)

Effective October 1, 2018, the Professional License Match Review (PLMR) process will be revised. The revision to the "PLMR" event and process will eliminate some of the redundant worklists and events.

The following changes will be made to the process:

- When a "PLMR" event is generated and dispositioned with SUBM, another "PLMR" event will not be generated for 90 days for that licensing board, unless the "PLCC" (Professional License for Certificate of Compliance) event for that board is generated.
- A new report, Occup License Submit, will be created for the Professional License Coordinator, Stephanie Cortes, at the state level.
 - The report will capture the "PLMR" events that the case manager has dispositioned with SUBM for the Professionals License Coordinator to send to the licensing boards.
 - The Occup License Submit Report will run mid-month.
- The 3-digit code of the licensing board will be included in the "PLMR" event description.
- New pre-defined event, "PLRV" (Professional License Revoked), will be created by the Professional License Coordinator when a license is revoked.
 - The "PLRV" event description will include the 3-digit code for the licensing board that is revoked.
- The "PLRD" (Professional License Revocation Notice) event created when the local worker generates the Notice of Immediate Revocation (DSS-4731) will be changed to "PLRN".
- New pre-defined event, "PLIN" (Professional License Inactive), will be created by the Professional License Coordinator when a professional license is inactive.
 - The "PLIN" event will be created at the participant level.
 - The "PLIN" event will include the 3-digit code for the board that is inactive
- The "PLPA" (Professional License Participant Added) event will be disabled.
- When notified by the licensing board that a license has been reinstated, the local worker will send a worklist to SIVD1602
- SIVD1602 will update the pre-defined event, "PLRV" with the disposition code RINS.

Policy and Procedures related to Occupational, Business, and Professional Licenses can be found in Chapter P, Topic 15, Section D of the Child Support Services (CSS) Policy & Procedures Manual.

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If you have any questions, please contact the Functional Team or Policy and Training Unit at (919) 855-4755, or your Regional Program Representative.

Sincerely,

A handwritten signature in cursive script that reads "Carla D. West".

Carla D. West, Section Chief
Child Support Services

Cc: Regional Program Representatives
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