



**North Carolina**  
**Department of Health and Human Services**  
**Division of Medical Assistance**

1985 Umstead Drive • 2501 Mail Service Center • Raleigh, N.C. 27699-2501  
(919) 855-4000

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Tara R. Larson, Acting Director

April 15, 2009

Re: Health Department Use of  
Common Name Data Service  
(CNDS) ID Numbers

Dear County Director of Social Services:

The Division of Public Health (DPH) through its' local health departments (LHD) and Children's Developmental Services Agencies (CDSA) will use the Common Name Data Service (CNDS) as the source for personal demographic information on persons who apply for services and/or coverage through DPH and Medicaid payment programs.

DPH is implementing a new health information system referred to as HIS. The requirements for that system state that HIS must interface with CNDS and use CNDS to verify client identity. Additionally, DPH has decided that the CNDS ID number will become the master patient index in HIS.

As each LHD or CDSA client is registered during the client intake process, facility staff will access CNDS to determine if the client already has a CNDS ID number. If so, they will utilize that number in HIS. If not, then a CNDS ID number will be assigned through normal CNDS protocol. If there is a close match on the demographic information keyed by the LHD or CDSA to the demographic data in the CNDS, the LHD or CDSA may need to coordinate with the county department of social services agency to determine whether to utilize that ID number in CNDS or assign a new ID number.

The purpose of this letter is to inform the county departments of social services that LHD and/or CDSA staff may be contacting social services staff to assist them in making the determination regarding the CNDS ID number. There may also be instances where data may have been keyed incorrectly in EIS or FSIS that needs to be corrected. For example there may be transposed numbers in the Date of Birth or Social Security Number, or the gender may have been keyed as female when the person is actually male. As LHD and/or CDSA discover this type of data problem, they will need to contact social service staff to request the correction. Social service staff can assist with questions related to the CNDS ID and can correct data when deemed appropriate. There is no reason to share information regarding what benefit the individual is receiving, as that information has no relevance in determining whether the LHD or CDSA utilize the existing CNDS ID number.

The State is requesting that each county department of social services designate specific staff to handle these requests and that you make your reception staff aware of this procedure.

The State has requested that LHD or CDSA staff calling for this purpose identify the purpose by stating they need assistance with "A CNDS ID ISSUE."

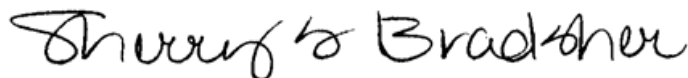
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We appreciate the effort of you and your staff to make this a smooth transition for the LHDs and CDSAs. We want to encourage the use of an existing CNDS ID and must prevent duplicate CNDS ID numbers from being assigned at all costs.

If you have any questions related to this, please contact your Medicaid Program Representative, Work First Representative, or Food and Nutrition Services and Energy Programs Representative.

Sincerely,

Tara R. Larson, Acting Director  
Division of Medical Assistance

A handwritten signature in black ink that reads "Sherry S. Bradsher". The signature is written in a cursive, flowing style.

Sherry S. Bradsher, Director  
Division of Social Services

**PM-REM-04-2009**