



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Operations Memo 2012-52
October 30, 2012

To: Department of Transitional Assistance Staff

From:  Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: Social Security Administration (SSA) Expansion of SSNs and the Impact on NewMMIS

Overview

On June 25, 2011, the Social Security Administration (SSA) expanded the number combinations used for the first three digits of Social Security numbers (SSNs). As a result of this expansion, all three-digit combinations from 001 through 899, with the exception of 666, will be used when issuing SSNs.

Prior to June 25, 2011 number combinations 734 through 749, 752 through 755, and 773 through 899 had not been used for the first three digits.

As has always been the case, SSA does not use 000 or 900 through 999 for the first three digits of SSNs.

All DTA and Department of Revenue (DOR) systems have been updated to accept all valid three-digit combinations. However, MassHealth has not yet made changes to the New Medicaid Management Information Systems (NewMMIS) to accommodate the new numbers. Case managers must be aware of this when attempting to access MassHealth information for a client.

**Accessing
NewMMIS**

The following job aid should be consulted when logging into NewMMIS:
http://dtaonline/training/tr_online/jobaides/member_overview_ja.pdf

**Use of NewMMIS
to Search for
Clients**

Case managers may continue to search for DTA clients in NewMMIS using SSNs, but it is possible that a search will fail because NewMMIS cannot yet recognize one of the new three-digit combinations.

When attempting to access NewMMIS information for any client with an SSN beginning with 734 through 749, 752 through 755, and 773 through 899 case managers must use the following options:

- enter MMIS ID in the Member ID field. The MMIS ID is the 12-digit number used by MassHealth to identify their clients and is found on MassHealth cards; or
- enter the DTA Assessed Person ID (AP ID) number in the Other ID field; or
- enter the client's last and first names in the Last Name and First Name fields.

Note: For SSNs that do not start with a three-digit combination described above, case managers may enter the SSN in the SSN field, as is current practice.

Note: To obtain a list of members for a case, case managers may enter the DTA case SSN in the MMIS Case ID field.

**MassHealth
Providers**

MassHealth providers have been instructed to locate clients through a name search on MMIS.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.
