



State of New Jersey

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES**

ADMINISTRATIVE OFFICES
QUAKERBRIDGE PLAZA—BUILDING 5 & 7 & 12
QUAKERBRIDGE ROAD
TRENTON, NEW JERSEY 08619

ADDRESS REPLY TO:
CN-712
TRENTON, NEW JERSEY 08625

MEDICAID COMMUNICATION 87-16

DATE: May 29, 1987

TO: County Welfare Agency/Board of Social Services Directors

SUBJECT: Relocation of Medicaid Eligibility/Medically Needy
Telecommunications Equipment (Blue Cross and Blue Shield
of New Jersey, Inc., Hardware)

In an effort to clarify Division policy and procedure on the above subject the following directive is being issued.

In the event your office(s) is to be relocated, which would require the disconnecting and/or transporting of telecommunication equipment to a new location or to another location within the same building, you must contact in writing:

Daniel Upright
DMAHS/BMIS
CN-712 - Building #7
Quakerbridge Plaza
Trenton, New Jersey 08625
(609-588-2802)

Please supply the following detail:

- Address of the new site*;
- A floor plan of the area(s);
- The ID number/name of the equipment;
- Telephone drop location;
- Name, title and telephone number of the individual within your agency responsible for coordinating the move;
- If new or additional cable is required, include an estimate of cable footage;
- Date of the move;
- The local telephone exchange number at the new location.

*Note: If the relocation is to a building under construction, the building contractor should be alerted to assure proper access to staff of the telephone company and Blue Cross/Blue Shield of New Jersey, Inc., communications unit.

You must contact the DMAHS/BMIS a minimum of one hundred and twenty (120) work days prior to the planned move date.

Upon your timely notification, the DMAHS/BMIS, will advise Blue Cross and Blue Shield of New Jersey, Inc., to initiate the required transfer order to the local telephone company and AT&T. Please note AT&T requires ninety (90) work days lead time to facilitate a relocation of telecommunications equipment and there are no exceptions to customer orders. This lead time is required to provide an engineering/systems survey to determine the capability of the telecommunications trunk-line artery to manage the change most effectively.

Please be advised that upon completion of the survey the local telephone company, AT&T and Blue Cross and Blue Shield of New Jersey, Inc., telecommunication staff will schedule installation dates individually to facilitate the proper installation of the equipment. It is the responsibility of the user agency to have a representative present at the new site on each of these days. Failure of an agency to adhere to the installation schedule will result in significant delay and inconvenience to staff operations. It is also the responsibility of the user agency to move the equipment to the new site.

In the event the above time frames are not adhered to, it will be the responsibility of the user agency to develop interim contingency arrangements to manage the delayed installation.

Your cooperation in this matter will be of mutual benefit to all parties involved.

Sincerely yours,



Thomas M. Russo, Director
Division of Medical Assistance
and Health Services

TMR:K:pc

cc: Odella T. Welch
Deputy Commissioner

Marion E. Reitz, Acting Director
Division of Public Welfare

Thomas Blatner, Director
Division of Youth and Family Services Management Team

Richard Peters, Manager
Blue Cross and Blue Shield of New Jersey, Inc.

Lou Kolek, Director
Blue Cross and Blue Shield of New Jersey, Inc.