



HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Sidonie Squier, Secretary
Marilyn Martinez, Acting Director

General Information Memorandum

ISD-GI 14-09

TO: ISD Employees

FROM: *MM* Marilyn Martinez, Acting Director, Income Support Division

RE: 2014 Production Calendar

DATE: January 31, 2014

The ISD2/ASPEN Production Calendar for 2014 is on the following pages. All dates showing specific availability will be adhered to as closely as possible. Central Office will attempt to give as much advance notice as possible when emergency changes are required.

For assistance, please contact Debra Garcia by email at: Debra.A.Garcia@state.nm.us.

RESCINDED

January 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<u>Underline is ASPEN</u>			1 HOLIDAY New Year's Day	2 <u>Month Begin</u> IV-D Interfaces <u>Reports Generated</u>	3 GA Recert Mailed	4 Saturday Availability (both)
<u>Underline and (both) is ISD2 and ASPEN</u>						
All other is ISD2						
5	6 Prior Access	7	8	9	10 MISC 1 & 2	11 Saturday Availability (both)
12	13 Prior Access Redetermination Packets Mailed	14	15	16 SR's Mailed (both) SR Warning Notice Mailed Release 1.6	17 <u>Last Day To Make</u> <u>Changes (both)</u> Medicaid Closed Effective Month End	18 SR Warning Notice Mailed
19	20 HOLIDAY Martin Luther King Jr Birthday Observed	21 Prior Access WAVE THREE	22	23	24	25 Saturday Availability (both)
26	27 Prior Access 032's & 072's Closed Effective Month End	28	29	30	31 <u>Monthly Issuance</u> (both) Month End	

RESCINDED

February 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><u>Underline is ASPEN</u></p> <p><u>Underline and (both) is ISD2 and ASPEN</u></p> <p>All other is ISD2</p>						
2 IVR and remainder of YES NM upgrades	3 Month Begin IV-D Interfaces <u>GA Recerts Mailed</u>	4	5	6	7 MISC 1 & 2	8 Saturday Availability (both)
9	10 Prior Access	11	12	13 <u>Redetermination Packets Mailed</u>	14 <u>Last Day To Make Changes (both)</u> <u>Medicaid Closed Effective Month End</u>	15 Saturday Availability (both) <u>SR's Mailed (both)</u> <u>SR Warning Notice Mailed</u>
16 Release 1.7	17 Prior Access	18	19	20	21 SR Warning Notice Mailed	22 Saturday Availability (both)
23	24 Prior Access 032's & 072's Closed Effective Month End	25	26	27	28 <u>Monthly Issuance (both)</u> Month End	

RESCINDED

March 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<u>Underline is ASPEN</u>						
<u>Underline and (both) is ISD2 and ASPEN</u>						
All other is ISD2						
2	3 Month Begin IV-D Interfaces GA Recerts Mailed	4	5	6	7 MISC 1 & 2	8 Saturday Availability (both)
9	10 Prior Access	11	12	13 Redetermination Packets Mailed	14	15 SR's Mailed (both) SR Warning Notice Mailed
16 Release 1.8	17 Prior Access WAVE FOUR (CATCH UP)	18 Last Day To Make Changes (both) Medicaid Closed Effective Month End	19	20	21 SR Warning Notice Mailed	22 Saturday Availability (both)
23	24 Prior Access	25 032's & 072's Closed Effective Month End	26	27	28	29 Saturday Availability (both)
30	31 Monthly Issuance (both) Month End (both)					

RESCINDED

April 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<u>Underline is ASPEN</u>		1 <u>Month Begin (both)</u> <u>IV-3 Interfaces</u> <u>Reports Generated</u>	2 <u>G/A Recerts Mailed</u>	3	4	5 <u>Saturday Availability (both)</u>
<u>Underline and (both) is ISD2 and ASPEN</u>						
<u>All other is ISD2</u>						
6	7 <u>Prior Access</u>	8	9		11 <u>MISC 1 & 2</u>	12 <u>Saturday Availability (both)</u>
13	14 <u>Prior Access</u> <u>Redetermination</u> <u>Packets Mailed</u>	15	16 <u>SR's Mailed (both)</u> <u>SR Warning Notice</u> <u>Mailed</u>	17 <u>Last Day To Make</u> <u>Changes (both)</u> <u>Medicaid Closed</u> <u>Effective Month End</u>	18	19 <u>Saturday Availability (both)</u> <u>SR Warning Notice</u> <u>Mailed</u>
20 <u>Release 1.9</u>	21 <u>Prior Access</u>	22	23	24 <u>032's & 72's Closed</u> <u>Effective Month End</u>	25	26 <u>Saturday Availability (both)</u>
27	28 <u>Prior Access</u>	29	30 <u>Monthly Issuance</u> <u>(both)</u> <u>Month End (both)</u>			

RESCHEDULED

May 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<u>Underline is ASPEN</u>				1 <u>Month Begin (both)</u> IV-D Interfaces <u>Reports Generated</u>	2 <u>GA Recerts Mailed</u>	3 <u>Saturday Availability (both)</u>
<u>Underline and (both) is ISD2 and ASPEN</u>						
All other is ISD2						
4	5 Prior Access	6	7	8	9 MISC 1 & 2	10 <u>Saturday Availability (both)</u>
11	12 Prior Access	13 <u>Redetermination Packets Mailed</u>	14	15	16 <u>Last Day To Make Changes (both)</u> SR's Mailed (both) SR Warning Notice Mailed Medicaid Closed Effective Month End	17 <u>Saturday Availability (both)</u>
18	19 Prior Access	20	21 SR Warning Notice Mailed	22	23 032's & 072's Closed Effective Month End	24 <u>Saturday Availability (both)</u>
25	26 HOLIDAY Memorial Day Observed	27 Prior Access	28	29	30 <u>Monthly Issuance Month End</u>	31 <u>Monthly Issuance Month End Saturday Availability (both)</u>

RESCINDED

June 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <u>Month Begin (both)</u> IV-D Interfaces Reports Generated	3 <u>GA Recerts Mailed</u>	4	5	6 MISC 1 & 2	7 <u>Saturday Availability (both)</u>
8	9 Prior Access	10	11	12	13 <u>Redetermination Packets Mailed</u>	14 <u>Saturday Availability (both)</u> SR's Mailed (both) SR Warning Notice Mailed
15	16 Prior Access	17 <u>Last Day To Make Changes (both)</u> <u>Medicaid Closed Effective Month End</u>	18	19	20	21 <u>Saturday Availability (both)</u> SR Warning Notice Mailed
22	23 Prior Access	24 032's & 072's Closed Effective Month End	25	26	27	28 <u>Saturday Availability (both)</u>
29	30 <u>Monthly Issuance (both)</u> <u>Month End (both)</u>	<u>Underline is ASPEN</u> <u>Underline and (both) is ISD2 and ASPEN</u> All other is ISD2				

RESCINDED

July 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ASPEN Only from here forward.		1 Month Begin Reports Generated	2 GA Recert Mailed	3	4 HOLIDAY Independence Day	5 Saturday Availability
6	7	8	9	10	11	12 Saturday Availability
13	14 Redetermination Packets Mailed	15	16 SR's Mailed SR's Warning Not Mailed	17	18 Last Day To Make Changes Medicaid Closed Effective Month End	19 Saturday Availability
20	21	22	23	24	25	26 Saturday Availability
27	28	29	30	31 Monthly Issuance		

RESCINDED

August 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin Reports Generated	2 Saturday Availability
3	4 GA Recerts Mailed	5	6	7	8	9 Saturday Availability
10	11	12	13 Redetermination Packets Mailed	14	15 Last Day To Make Changes Medicaid Closed Effective Month End	16 Saturday Availability SR's Mailed SR Warning Notice Mailed
17	18	19	20	21	22	23 Saturday Availability
24	25	26	27	28	29	30 Saturday Availability Monthly Issuance Month End
31						

RESCINDED

September 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 HOLIDAY Labor Day	2 Mon Begin Reports Generated	3 GA Recerts Mailed	4	5	6 Saturday Availability
7	8	9	10	11	12	13 Saturday Availability Redetermination Packets Mailed
14	15	16 SR's Mailed SR Warning Notice Mailed	17 Day To Make Change Medicaid Closed Effective Month End	18	19	20 Saturday Availability
21	22	23	24	25	26	27 Saturday Availability
28	29	30 Monthly Issuance Month End				

RESCINDED

October 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Month Begin Reports Generated	2 GA Recerts Mailed	3	4 Saturday Availability
5	6	7	8	9	10	11 Saturday Availability
12	13 HOLIDAY Columbus Day Observed	14 Redetermination Packets Mailed	15	16 SR's Mailed SR's Mailed	17 Last Day To Make Changes Medicaid Closed Effective Month End	18 Saturday Availability
19	20	21	22	23 SR's Mailed SR's Mailed	24	25 Saturday Availability
26	27	28	29	30	31 Monthly Issuance Month End	

RESCINDED

November 2014

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1	Month Begin Saturday Availability Reports Generated						
2		3 GA Recerts Mailed	4	5	6	7	8 Saturday Availability
9		10	11 HOLIDAY Veterans Day		13 Last Day To Make Changes Medicaid Closed Effective Month End Redetermination Packets Mailed	14	15 Saturday Availability SR's Mailed SR Warning Notice Mailed
16		17	18	19	20	21	22 Saturday Availability
23		24 .	25	26	27 HOLIDAY Thanksgiving Day	28 HOLIDAY Presidents Day Observed	29 Monthly Issuance Month End
30							

RESCINDED

December 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAURDAY
	1 Month Begin Reports Generated	2 GA Recerts Mailed	3	4	5	6 Saturday Availability
7	8	10	11	12	13 Saturday Availability	Redetermination Packets Mailed
14	15	16 SR's Mailed SR Warning Notice Mailed	17	18 Last Day To Make Changes Medicaid Closed Effective Month End	19	20 Saturday Availability
21	22	23	24	25 HOLIDAY Christmas Day	26	27 Saturday Availability
28	29	30	31 Monthly Issuance Month End			

RESCINDED