| Transmittal Office of Administrative Hearings (OAH) | Number: 97-04 +-----| | Date: January 30, 1997 | Procedures Transmittal +-----|Distribution: | Subject: ALB OAH Staff [x] UPS ALJS/ [x] Upstate LDSS [x] New Agency (OMH1) and SUP ALJS [x] | Issue Code (296) for | Home and Community Based | |NYC OAH Staff [x] NYC ALJs/ [\*] NYC Agencies [x]| Services for Emotionally| SUP ALJS [\*] (NMAP/OMH1 only) | Disturbed Children | +------

Effective immediately, a new issue code (296) has been established to code requests involving the Home and Community Based Services Waiver program for children and adolescents who are emotionally disturbed or have a psychiatric disability. The agency responsible for these requests is the New York State Office of Mental Health (OMH1). When OMH1 is entered in the Agency field, a DSS-1891, DSS-457, Decision After Hearing, and, when applicable, Aid-to-Continue Directive, and Modification Form will be generated to Ms. Angela Keller as follows:

NYS Office of Mental Health Bureau of Family & Children Services Att: Angela Keller 44 Holland Avenue Albany, New York 12208

Telephone: (518) 474-8394 Fax: (518) 473-4335

The coding procedures for statewide requests pertaining to the Home and Community Based Services programs administered by the Office of Mental Health (OMH1) are set forth below:

NYC Agency:	NMAP/OMH1
Upstate Agency:	LDSS/OMH1
Category:	MA
Subcategory:	None
Issue Code:	296
Action:	Disc/Deny

Telephone requests should be coded, entered into the FHIS system UNAPPROVED, and brought to the attention of William Garren in our NYC Regional Office at 80 Centre Street or Louise Finkell at Albany Central Office by providing either of them with a screenprint. Be sure to note in the Comments, "Request referred to William Garren (or Louise Finkell)." Correspondence or Fax requests need not be entered into FHIS but can be given directly to Mr. Garren or Ms. Finkell. All Home and Community Based Waivers-related requests will in turn be shared with Phil Nostramo for a final determination as to whether the issue is hearable. The above information is specific to children and adolescents who are emotionally disturbed or have a psychiatric disability. Please refer to OAH Transmittal 95-33 for information regarding other individuals covered under the Home and Community Based Services Waiver Program.

If you have any questions regarding this transmittal, please contact Sue Fiehl at (518) 473-4779 or via e-mail, 90J029.

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Mark Lacivita, Director of Administration Office of Administrative Hearings

\*MA ALJs/Sup ALJs Only