| Transmittal Office of Administrative Hearings (OAH) Number: 95-44 +-----| | Date: November 20, 1995| Procedures Transmittal +-----! |Distribution: |ALB OAH Staff [X] UPS ALJs/ [] Upstate LDSS [X]| Subject: FHIS Access: | SUP ALJS [] | Compliance Information | NYC OAH Staff [X] NYC ALJs/ [] NYC Agencies [X] -SUP ALJS [] +-----+

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Effective Monday, November 20, 1995 local district users of the Fair Hearing Information System (FHIS) will have access to Compliance information via the Inquiry Program (PFHINQ). When a case is active in Compliance, users may enter the Inquiry Program and depress the F5 key (shift/F5 for NYC staff). This will display the Compliance information for that fair hearing record.

Attached is a list of Compliance Action Codes. Compliance Coordinator Codes are listed below:

COMPLIANCE COORDINATOR	CODE	PHONE
Richard H. Jacobs	#1 (UPSTATE)	(518) 474-9754
Richard H. Jacobs	#2 (MEDICAID)	(518) 474-9754
James J. Florada	#4	(518) 473-4716
Victoria F. Alfano	#5	(518) 473-3997
Jean Bush	#6	(518) 473-4717
Bart F. Delaney, Jr.	#7	(518) 473-3276
Karen L. Hazzard	#8 Not for Compliance	(518) 473-4968
Bart F. Delaney, Jr.	#9 (UPSTATE)	(518) 473-3276

If you have any questions, please refer them to Lisa Hauth at (518) 474-2453 or via e-mail at 89a110.

Mark Lacivita, Director of Administration Office of Administrative Hearings

Attach.

- A-3 COMPLAINT RECEIVED (file entered in system and ordered)
- B-1 ARTICLE 78 FORM LETTER
- B-2 NOT COMPLIANCE MANUAL LETTER TO APPELLANT OR REPRESENTATIVE
- B-3 REFILE (NOT COMPLIANCE, NEW FH OR OTHER ACTION, NO LTR)
- C-1 OPEN FOR COMPLIANCE FORM LETTER #1, ACK TO APP.and/or REP
- C-2 OPEN FOR COMPLIANCE MANUAL LETTER
- C-3 ANNUNZIATA OPENING (RHJ ONLY)
- C-4 ACK TO HCSP
- D-1 TELEPHONE RESPONSE RECEIVED FROM AGENCY
- D-2 LETTER RESPONSE RECEIVED FROM AGENCY
- E-1 ADDITIONAL COMMUNICATION TO AGENCY -LTR OR FAX
- E-2 ADDITIONAL COMMUNICATION TO AGENCY TELEPHONE
- E-3 CASE REVIEW
- E-4 INSUFFICIENT REPORT RECEIVED MANUAL LETTER TO CENTER DIRECTOR
- F-2 NO REPONSE MANUAL LETTER TO AGENCY (SCRIPTING F-5)
- F-5 LETTER TO DIRECTOR (no report)
- G-1 CLOSE COMPLIANCE OBTAINED FORM LETTER
- G-2 CLOSE COMPLIANCE OBTAINED MANUAL LETTER
- G-3 CLOSE COMPLIANCE OBTAINED NO LETTER
- H-1 FORM LETTER TO APPELLANT
- H-2 LETTER TO APPELLANT and/or REPRESENTATIVE (MANUAL)
- J-2 KINSHIP FORM LETTER SENT
- K-2 KINSHIP CLOSED CASE
- R-3 RE-ACKNOWLEDGEMENT (Additional complaint received, file reordered in system)

NOTE; Once an "E" code has been entered (except for an "E3" case review), every entry afterwards must be an "E" code until the case is closed.