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Office of Administrative Hearings (OAH)	Transmittal   Number: 94-38
Procedures Transmittal	Date: June 27, 1994
Distribution:	
ALB OAH Staff [x] UPS ALJs/ [x] Upstate LDSS []   SUP ALJs [x]	Subject: Database Changes   and Coding Procedural   Revisions for NYC and
NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies []   SUP ALJs [x]	Upstate Cases   

To enable the implementation of our project currently underway on Decision Processing, whereby the system will function to automatically generate a transmittal notice to each party identified on the fair hearing request, several changes in coding procedures will be required. The data enumerated under <a href="Current Intake Coding">Current Intake Coding</a> will undergo system data conversion the weekend of July 1, 1994, and thereafter requests should be coded as indicated under <a href="New Intake Coding">New Intake Coding</a>. Where an agency field is being added, it is being done to eliminate the need for Intake staff to complete the Other or Subcategory field—the system will automatically generate notice and decision transmittals to the appropriate party based upon the proper coding.

A major coding change for UPSTATE cases is the use of MA rather than the SERVICES category for all issues in the 200 series of issue codes. This procedure now corresponds with the NYC coding procedure in that respect.

If you have any questions with regard to the above, please contact Sue Fiehl at (518) 473-4779 or by e-mail 90j029. All material in the Intake Desk Reference Guide has been updated and should be referenced for more specific information.

NYC

Current Intake Coding New Intake Coding

NMEP NMAP

(Medical Assistance Program)

N9\_ \_ (Food Stamp Program - NF\_ \_

Electronic Processing)

F15 (Food Stamp Program -

Non-Electronic Processing)

NBCF NORI

(Bureau of Claims Fraud (Office of Revenue Investigations)

Investigations)

Pertains to Administrative Disqualification Hearings (ADH)

Agency: NMEP Agency: NMAP/OMRD

Cat: MA Cat: MA Issue: 270 Issue: 270

(The Physically Handicapped Other: None

Childrens' Program)

Other: Janice Tricarico

Agency: NYS Agency: NMAP/NYS3

Cat: MA
Subcat: SP-22
Issue: 255
Cat: MA
Subcat: None
Issue: 255

(Utilization Threshold Issues)

Agency: NMEP/NYS1 Agency: NMAP/NYS1

Cat: MA Cat: MA
Subcat: CIS Subcat: CIS1

(MA for residents of Other: None

(MA for residents of Other: None

OMH facilities)
Other: Maureen Frazier

(Usually received via Upstate Correspondence)

Agency: NMEP/NYS1 Agency: NMAP/NYS1

Cat: MA
Subcat: CIS
Subcat: CIS2

(MA for residents of Other: None

OMRDD facilities)
Other: Kevin Patricia

110,111 14011014

(Usually received via Upstate Correspondence)

## UPSTATE

## Current Intake Coding New Intake Coding

Agency: LDSS Agency: LDSS/OMRD

Cat: MA Cat: MA Issue: 270 Issue: 270 Other: None

(The Physically Handicapped

Childrens' Program)

Other: Janice Tricarico

Agency: NYS Agency: LDSS/NYS3

Cat: MA Cat: MA Subcat: SP-22 Subcat: None Issue: 255 Issue: 255

(Utilization Threshold Issues)

Agency: LDSS/NYS1 Agency: LDSS/NYS1

Cat: MA Cat: MA Subcat: CIS Subcat: CIS1 (MA for residents of Other: None

OMH facilities)

Other: Maureen Frazier

Agency: LDSS/NYS1 Agency: LDSS/NYS1

Cat: MA Cat: MA Subcat: CIS Subcat: CIS2 Other: None (MA for residents of

OMRDD facilities)

Other: Kevin Patricia

Agency: LDSS Agency: LDSS/NYS5

Cat: Services Cat: MA Subcat: SP-25 Subcat: SP-25 Issue: 246 Issue: 246

> (Denial/Discontinuance of Certified Home Health Aide

Hours as a Result of Fiscal Assessment)

Agency: NASS or SUFF Agency: NASS/NYS5 or SUFF/NYS5

Cat: Services Cat: MA Subcat: SPH Subcat: SPH Issue: 246 Issue: 246

(NASS or SUFF Personal Care/ Home Attendant issues)

## UPSTATE

## Current Intake Coding New Intake Coding

Agency: LDSS Agency: LDSS/NYS5

Cat: Services Cat: MA
Subcat: None Subcat: None

Issues: Issues:

246 (Home Health Care) 246 (Home Health Care)

287 (Cluster Care (Shared-Aide)) 287 (Cluster Care (Shared Aide))

291 (PERS) 291 (PERS) 292 (PERS)

Mark Lacivita, Director of Administration Office of Administrative Hearings