

Office of Administrative Hearings (OAH)	Transmittal Number: 94-38a
Procedures Transmittal	Date: July 11, 1994
Distribution:	
ALB OAH Staff [x] UPS ALJs/ [x] Upstate LDSS [x] SUP ALJs [x]	Subject: Database Changes and Coding Procedural Revisions for NYC and Upstate Cases (Revised)
NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [x] SUP ALJs [x]	

NOTE: This transmittal has been revised from the one previously distributed ONLY to OAH staff to include the addresses for Decision Issuance staff to use as an interim procedure until such time as the decisions can be automatically generated.

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 Current Intake Coding will undergo system data conversion the weekend of July 1, 1994, and thereafter requests should be coded as indicated under New Intake Coding. 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 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.

For those who access the Daily Transaction Records on FHIS (PFHNRQ--New Transaction List), please note the correct agency code (NMAP, NF__ or NORI) to be entered in the lower right-hand field, "AND AGENCY____", on these records.

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.

Mark Lacivita, Director of Administration
Office of Administrative Hearings

NYC

Current Intake Coding

New Intake Coding

NMEP

NMAP

JUDITH LEVEY, DIRECTOR
HRA MAP FAIR HEARINGS
330 WEST 34TH STREET
NEW YORK, NY 10001-2490

(Medical Assistance Program)

N9_ _ (Food Stamp Program -
Electronic Processing)

NF_ _

HRA FOOD STAMP PROGRAM
ATT: SANDRA PEARSON
233 SCHERMERHORN STREET, 3RD FL.
BROOKLYN, NY 11201

F15 (Food Stamp Program -
Non-Electronic Processing)

NBCF
(Bureau of Claims Fraud
Investigations)

NORI
(Office of Revenue Investigations)

ORI/LITIGATION
ATT: PETER GLASE
66 LEONARD STREET, 7TH FL.
NEW YORK, NEW YORK 10013

Pertains to Administrative Disqualification Hearings (ADH)

Agency: NMEP
Cat: MA
Issue: 270
(The Physically Handicapped
Childrens' Program)
Other: Janice Tricarico

Agency: NMAP/OMRD
Cat: MA
Issue: 270
Other: None

NYS OMRDD
ATT: SUSAN GRASSO
44 HOLLAND AVENUE, 4TH FLOOR
ALBANY, NY 12229

and

NYSDSS DIVISION OF HLTC (PRIM.CARE)
JANICE TRICARICO, CARE AT HOME
40 NORTH PEARL STREET (TT, ROOM 608)
ALBANY, NEW YORK 12243

Current Intake Coding

New Intake Coding

Agency: NYS
 Cat: MA
 Subcat: SP-22
 Issue: 255
 (Utilization Threshold Issues)
 Other: James Donnelly

Agency: NMAP/NYS3
 Cat: MA
 Subcat: None
 Issue: 255
 Other: None

NYSDSS DIVISION OF HLTC (BASIC)
 ATT: JAMES DONNELLY
 40 NORTH PEARL STREET (TT ROOM 608)
 ALBANY, NY 12243-0001

Agency: NMEP/NYS1
 Cat: MA
 Subcat: CIS
 (MA for residents of
 OMH facilities)
 Other: Maureen Frazier

Agency: NMAP/NYS1
 Cat: MA
 Subcat: CIS1
 Other: None

OMH - OPERATION SUPPORT UNIT
 ATT: MAUREEN FRAZIER
 44 HOLLAND AVENUE
 ALBANY, NY 12229

and

NYSDSS DIVISION OF HLTC
 ATT: BETTY RICE, COOPERATIVE INSTITUTIONS
 40 NORTH PEARL ST (TT ROOM 606)
 ALBANY, NY 12243-0001

(Usually received via Upstate Correspondence)

Agency: NMEP/NYS1
 Cat: MA
 Subcat: CIS
 (MA for residents of
 OMRDD facilities)
 Other: Kevin Patricia

Agency: NMAP/NYS1
 Cat: MA
 Subcat: CIS2
 Other: None

OMRDD
 ATT: KEVIN PATRICIA
 30 RUSSELL ROAD
 ALBANY, NY 12206

and

NYSDSS DIVISION OF HLTC
 ATT: BETTY RICE, COOPERATIVE INSTITUTIONS
 40 NORTH PEARL ST (TT ROOM 606)
 ALBANY, NY 12243-0001

(Usually received via Upstate Correspondence)

Current Intake Coding

New Intake Coding

Agency: NCCP
Cat: MA
Subcat: None
Issue: 287
(Cluster Care Program)

Agency: NCCP
Cat: MA
Subcat: None
Issue: 287

HRA CLUSTER CARE PROGRAM (CCP)
ATT: FRAN LOUTH
109 EAST 16th ST, ROOM 816
NEW YORK, NY 10003

and

One copy of the transmittal on
NCCP cases goes to NYS5 address

NYS5 DIVISION OF HLTC
ATT: KATHY SHERRY
40 NORTH PEARL ST (TT 6TH FL)
ALBANY, NY 12243

Agency: NMEP/NOHC
Cat: MA
Subcat: None
Issue: 220
225
246

Agency: NMAP/NOHC/NYS5
Cat: MA
Subcat: None
Issue: 220
225
246

Agency: NOHC/NMEP
Cat: MA
Subcat: OHC
Issue: 246

Agency: NOHC/NMAP/NYS5
Cat: MA
Subcat: OHC
Issue: 246

Agency: NOHC/NYS
Cat: MA
Subcat: SP23
Issue: 246

Agency: NOHC/NYS/NYS5
Cat: MA
Subcat: SP23
Issue: 246

Agency: NOHC
Cat: MA
Subcat: SP25
Issue: 246

Agency: NOHC/NYS5
Cat: MA
Subcat: SP25
Issue: 246

Agency: NOHC
Cat: MA
Subcat: OHC
Issue: 246

Agency: NOHC/NYS5
Cat: MA
Subcat: OHC
Issue: 246

Subcat: OHC2
Issue: 291
292

Subcat: OHC2
Issue: 291
292

Subcat: OHC3
Issue: 291

Subcat: OHC3
Issue: 291

NYS5 DIVISION OF HLTC
ATT: KATHY SHERRY
40 NORTH PEARL ST (TT 6TH FL)
ALBANY, NY 12243

UPSTATE

Current Intake Coding

New Intake Coding

Agency: LDSS
 Cat: MA
 Issue: 270
 (The Physically Handicapped
 Childrens' Program)
 Other: Janice Tricarico

Agency: LDSS/OMRD
 Cat: MA
 Issue: 270
 Other: None
 NYS OMRDD
 ATT: SUSAN GRASSO
 44 HOLLAND AVENUE, 4TH FLOOR
 ALBANY, NY 12229

and

NYSDSS DIVISION OF HLTC (PRIM.CARE)
 JANICE TRICARICO,CARE AT HOME
 40 NORTH PEARL STREET (TT, ROOM 608)
 ALBANY, NEW YORK 12243

Agency: NYS
 Cat: MA
 Subcat: SP-22
 Issue: 255
 (Utilization Threshold Issues)
 Other: James Donnelly

Agency: LDSS/NYS3
 Cat: MA
 Subcat: None
 Issue: 255
 Other: None
 NYSDSS DIVISION OF HLTC (BASIC)
 ATT: JAMES DONNELLY
 40 NORTH PEARL STREET (TT ROOM 608)
 ALBANY, NY 12243-0001

Agency: LDSS/NYS1
 Cat: MA
 Subcat: CIS
 (MA for residents of
 OMH facilities)
 Other: Maureen Frazier

Agency: LDSS/NYS1
 Cat: MA
 Subcat: CIS1
 Other: None
 OMH - OPERATION SUPPORT UNIT
 ATT: MAUREEN FRAZIER
 44 HOLLAND AVENUE
 ALBANY, NY 12229

and

NYSDSS DIVISION OF HLTC
 ATT: BETTY RICE, COOPERATIVE INSTITUTIONS
 40 NORTH PEARL ST (TT ROOM 606)
 ALBANY, NY 12243-0001

Current Intake Coding

New Intake Coding

Agency: LDSS/NYS1
Cat: MA
Subcat: CIS
(MA for residents of
OMRDD facilities)
Other: Kevin Patricia

Agency: LDSS/NYS1
Cat: MA
Subcat: CIS2
Other: None

OMRDD
ATT: KEVIN PATRICIA
30 RUSSELL ROAD
ALBANY, NY 12206

and

NYSDSS DIVISION OF HLTC
ATT: BETTY RICE, COOPERATIVE INSTITUTIONS
40 NORTH PEARL ST (TT ROOM 606)
ALBANY, NY 12243-0001

Agency: LDSS
Cat: Services
Subcat: SP-25
Issue: 246
(Denial/Discontinuance of
Certified Home Health Aide
Hours as a Result of
Fiscal Assessment)

Agency: LDSS/NYS5
Cat: MA
Subcat: SP-25
Issue: 246

NYSDSS DIVISION OF HLTC
ATT: KATHY SHERRY
40 NORTH PEARL ST (TT 6TH FL)
ALBANY, NY 12243

Agency: NASS or SUFF
Cat: Services
Subcat: SPH
Issue: 246
(NASS or SUFF Personal Care/
Home Attendant issues)

Agency: NASS/NYS5 or SUFF/NYS5
Cat: MA
Subcat: SPH
Issue: 246

NYSDSS DIVISION OF HLTC
ATT: KATHY SHERRY
40 NORTH PEARL ST (TT 6TH FL)
ALBANY, NY 12243

Agency: LDSS
Cat: Services
Subcat: None
Issues:
246 (Home Health Care)
287 (Cluster Care (Shared-Aide))
291 (PERS)
292 (PERS)

Agency: LDSS/NYS5
Cat: MA
Subcat: None
Issues:
246 (Home Health Care)
287 (Cluster Care (Shared Aide))
291 (PERS)
292 (PERS)

NYSDSS DIVISION OF HLTC
ATT: KATHY SHERRY
40 NORTH PEARL ST (TT 6TH FL)
ALBANY, NY 12243