Office of Administrative Hearings (OAH) Procedures Transmittal	Transmittal Number: 94-42 Date: August 11, 1994
Distribution: ALB OAH Staff [X] UPS ALJs/ [ ] Upstate LDSS [ ] SUP ALJs [ ] NYC OAH Staff [X] NYC ALJs/ [ ] NYC Agencies [ ] SUP ALJs [ ]	Subject: Coding of NYS5

Please refer to OAH Transmittal Number 94-38a, page 4, with respect to proper coding for **NYC** Personal Care Services cases. Contrary to the coding enumerated in the Transmittal, intake staff are not required to add NYS5 as a secondary agency when coding any NOHC or NCCP case. Once the Decision Processing project is implemented, the system will automatically generate a decision to both Lenore Schlossberg at NOHC and Kathy Sherry at HLTC when NOHC is in the agency field or to both Fran Louth and Kathy Sherry when NCCP is in the agency field. (Please note, for Upstate Personal Care Services cases, it is necessary to add NYS5 as a secondary agency or Kathy Sherry will not receive a decision.) Until such time as the Decision Processing project is fully implemented, a transmittal will not be generated with NYS5 on it for NYC cases. Therefore, Decision Issuance staff should manually provide a copy of a decision to Kathy Sherry for all NOHC and NCCP cases. It will be necessary to photocopy the agency transmittal if there is not an extra copy in the file to provide to Ms. Sherry.

A basket has been set up in which to put these transmittals to Ms. Sherry. It is located on the mail table. Staff in any other unit who have mail for any of the following individuals located at One Commerce Plaza and 40 No. Pearl are welcome to utilize this basket as well:

Name/Address	Agency Code
Betty Rice Room 606 TT HLTC/Coop Instit.	NYS1 - Cooperative Institutional Services
Linda Miller, 6th Flr. HLTC (Basic)	NYS2 - Prior Authorization e.g. - shoes
James Donnelly, Room 608 TT HLTC (Basic)	NYS3 - Utilization Threshold
Debbie McCardle, 7th Flr. Div. of ES - HEAP 40. No. Pearl	NYS4 - HEAP
Kathy Sherry, 6th Flr. TT HLTC	NYS5 - Personal Care Services

Mail in this basket will be delivered on a daily basis.

Mark Lacivita, Director of Administration
Office of Administrative Hearings