

COMPLIANCE ACTION CODES

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 REPOSE - 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.