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

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.

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 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.