Office of Administrative Hearings (OAH)	Transmittal Number: 97-36
Procedures Transmittal	Date: October 9, 1997
 	Page: 1 of 2
Distribution:	
ALB OAH Staff [x] UPS ALJs/ [ ] Upstate LDSS [ ]     SUP ALJs [ ]	Subject: Human Resources Administration's Medical Assistance
NYC OAH Staff [x] NYC ALJs/ [ ] NYC Agencies [x]	Program Conference Letter (CONF)

A resolution effort is underway by the NYC Human Resources Administration's Medical Assistance Program (HRA NMAP) which will utilize conferencing to reduce the need for issues to come to hearing. This office is assisting in this effort by canvassing appellants who have a hearing request pending to determine if their needs might be best served by a conference with the HRA NMAP office, or whether they wish to continue to pursue a hearing. Scripted letters (copy attached) have been sent to a sample of fair hearing appellants.

The letter includes a tear-off section which allows the client to choose to attend a conference with the agency, withdraw the fair hearing request, or proceed with the fair hearing. The tear-off section should be returned by the appellant to Ms. Helen Greif from the Fair Hearing Division/Conference Unit of the Human Resources Administration's Medical Assistance Program, who will in turn provide these forms to Evelyn Cobien at our 330 West 34th Street site. Until such time as the HRA NMAP office forwards these returned tear-off sections to the Office of Administrative Hearings, the hearing request will continue to be processed for scheduling. If the matter is resolved prior to scheduling, the hearing requests can be withdrawn. Any withdrawals processed in conjunction with this project will be identified in the comments as withdrawn pursuant to the conferencing project, CONF.

Initially, this procedure will be tested on a small number of clients. During the start-up period, any fair hearing activity related to withdrawing the fair hearing request will be monitored and processed by Albany Intake staff. At such time as the volume warrants, NYC Calendar Management Unit staff at both 80 Centre Street and 330 West 34th Street may be more directly involved in processing these resolutions.

Any questions can be directed to your supervisor or to Sue Fiehl at (518) 473-4779 or via e-mail 90J029.

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Mark Lacivita, Director of Administration Office of Administrative Hearings

Attachment

October 2, 1997

FH #: Case #:

This letter is about the fair hearing that you requested to review a determination of the I Resources Administration concerning your Medical Assistance Program (Medicaid) benefits.

Since your hearing has not yet been held, we would like to know if a hearing is still neces possible to take care of this matter by means of a conference with you.

If the matter for which you requested a fair hearing has been resolved already, you may no and may wish to withdraw your request. If the matter has not been resolved, we can schedul to see if we can settle the matter without a hearing. Of course, if we cannot take care of conference, your fair hearing request will continue to be processed.

Please check the appropriate box at the bottom of this letter and return it to the address you.

+-+ I want a conference to try to resolve my problem informally, and a fair hearing in the hot work out.

+-+ I want to withdraw my request for a Fair Hearing.

+-+ I do not want a conference; I want my Fair Hearing to be scheduled.

Return form to:

Your Signature

Helen Greif
Fair Hearing Division/Conference Unit
Medical Assistance Program
330 West 34th Street, Rm 316
New York, NY 10025