

Office of Administrative Hearings (OAH)			Transmittal Number: 99-32
Procedures Transmittal			Date: July 30, 1999
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Distribution:			
ALB OAH Staff [x]	UPS ALJs/ [ ] SUP ALJs [ ]	Upstate LDSS [ ]	Subject: Changes to the Decision Compliance Complaint Screen (PFHCOM)
NYC OAH Staff [x]	NYC ALJs/ [ ] SUP ALJs [ ]	NYC Agencies [ ]	

Effective July 19, 1999, a message appears on the bottom right hand corner of the Decision Compliance Complaint (PFHCOM) screen when a local district enters in FHIS a report of actions taken in compliance with a fair hearing decision. The message will read "See Agency Report." This message is to notify compliance coordinators of an existing report when they are reviewing complaints in their review buckets.

Communications Intake staff should continue to review the Appellant Information (PFINQ1) and Comment Information (PFINQ4) screens prior to taking a compliance complaint. If a report has been entered in the Comments, the information provided by the local agency with regard to actions taken in compliance with a fair hearing decision may eliminate the need to take a compliance complaint.

When reviewing the information on the PFHCOM screen, the F4 function key (shift F4 in NYC) will toggle back to the Inquiry program.

Also, when a local district worker enters a compliance report in FHIS on an active compliance case, Compliance Action Code "D3" will automatically be entered in PFHCOM. Attached is an updated list of compliance codes.

If you have any questions, you may contact your supervisor or 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

## *Compliance Action Codes*

<u>Action Code</u>	<u>Definition</u>	<u>Output</u>
A3	Acknowledged	F.H. decision ordered via FHDMS
B1	Not Compliance	Article 78 letter to Appellant
B2	Not Compliance	Manual Letter to App./Rep.
B3	No Action	No Output
C1	Open Case in F.H.I.S.	Notice of Complaint of Non Compliance to L.D.S.S. via PDS/BICS, Letter to App.
C2	Open Case in F.H.I.S.	Manual Letter to L.D.S.S./App.
C3	Open Case in F.H.I.S. (Annunziata)	Notice of Complaint of Non Compliance to L.D.S.S. via PDS/BICS, Letter to App.
C4	Open Case in F.H.I.S.	Notice of Complaint of Non Compliance to L.D.S.S. via PDS/BICS, Letter to App.
C5	Open Case in F.H.I.S.	Notice of Complaint of Non Compliance to L.D.S.S. via PDS/BICS, Letter to App.
D1	Response Received	No Output Telephone response from L.D.S.S.
D2	Response Received	No Output Letter response from L.D.S.S.
D3	Response Received	No Output Electronic Response Received From Local District
E2	Additional Communication via Telephone	No Output
E3	Case Review	No Output

**Action Code****Definition****Output**

<b>E4</b>	Insufficient Report Received from L.D.S.S. comments	Notice of Complaint of Non Compliance w/ additional to L.D.S.S. via PDS/BICS
<b>F1</b>	No Response from Received from L.D.S.S.	Notice of Complaint of Non Compliance w/ additional comments to L.D.S.S. via PDS/BICS
<b>F2</b>	No Response from Received from L.D.S.S.	Manual letter to L.D.S.S.
<b>F5</b>	No Response from Received from L.D.S.S.	Notice of Complaint of Non Compliance w/ additional comments to L.D.S.S. via PDS/BICS
<b>G1</b>	Closes Case in F.H.I.S.	F.H.I.S. Letter to Appellant
<b>G2</b>	Closes Case in F.H.I.S.	Manual Letter to Appellant
<b>G3</b>	Closes Case in F.H.I.S.	No Letter to Appellant
<b>G4</b>	Closes Case in F.H.I.S.	F.H.I.S. Letter to Appellant
<b>G5</b>	Closes Case in F.H.I.S.	Special HRA Project-Mass Mailing
<b>H1</b>	Case Review	2nd F.H.I.S. Letter to Appellant
<b>H2</b>	Case Review	2nd Letter to Appellant (Manual)
<b>J2</b>	Special Project (KFC)	No Output
<b>K2</b>	Closes Special Project (KFC)	F.H.I.S. Letter to Appellant
<b>K3</b>	Closes Special Project (KFC) (no response from App.)	No Output
<b>M1</b>	Closes Case in F.H.I.S. (Medicaid per MMIS)	F.H.I.S. Letter to Appellant
<b>M2</b>	Closes Case in F.H.I.S. (Medicaid per MMIS)	Manual Letter to Appellant
<b>R3</b>	Reopens Case in F.H.I.S.	F.H. decision ordered via FHDMS

**Action Code****Definition****Output**

<b>S2</b>	Closes Case in F.H.I.S. (Special Projects per W.M.S.)	No Output
<b>S3</b>	Closes Case in F.H.I.S. (Special Projects - no response)	No Output
<b>Z1</b>	Correction	No Output