

# Notice of Determination for Enrollment in the New York State Health Home Program

Notice Date \_\_\_\_\_ CIN Number \_\_\_\_\_

Effective Date \_\_\_\_\_

## Health Home

Name Brooklyn Health Home

Address 4802 10th Avenue, Brooklyn, NY 11219

General Telephone Number for Questions or Help 800-356-7480

## Member

Name \_\_\_\_\_

Parent, Legal Guardian, Legally Authorized Representative, if any \_\_\_\_\_

Address \_\_\_\_\_

This is to advise you that effective \_\_\_\_\_  
Date

this agency \_\_\_\_\_ has:  
Name of Health Home

Enrolled you in the Health Home Program as of the effective date listed above.

- You are now able to receive Health Home Care Management Services
- You can change your Health Home or Care Management Agency at any time by contacting your Managed Care Plan, the Health Home listed above or the NYS Medicaid Help Line at 800-541-2831
- This is a voluntary program and you can disenroll at any time by contacting your Managed Care Plan, the Health Home listed above or the NYS Medicaid Help Line at 800-541-2831

This action is taken under NYS SSL 365-l

## Health Home Representative

Signature X \_\_\_\_\_

IF YOU DO NOT AGREE WITH THIS DECISION, YOU CAN ASK FOR A CONFERENCE, A FAIR HEARING, OR BOTH. PLEASE READ THE BACK OF THIS NOTICE TO FIND OUT HOW YOU REQUEST A CONFERENCE AND/OR A FAIR HEARING.

**RIGHT TO A CONFERENCE:** You may have a conference to review these actions. If you want a conference, you should ask for one as soon as possible. At the conference, if we discover that we made the wrong decision or if, because of information you provide, we determine to change our decision, we will take corrective action and inform you in writing. You may ask for a conference by calling the number listed on the first page of this Notice of Determination or by sending a written request to us at the address listed at the top of the first page of this Notice of Determination. This number is used only for asking for a conference. **It is not the way you request a fair hearing.** If you ask for a conference you are still entitled to a fair hearing. You must request a fair hearing in the way described below. Also, if you want to have your benefits continue unchanged (aid continuing) until you get a fair hearing decision please be sure to read and complete the section below entitled, **'CONTINUING YOUR BENEFITS'**.

**RIGHT TO A FAIR HEARING:** If you believe that the above action is wrong, you may request a State Fair Hearing by:

- 1) Telephone: You may call the state wide toll free number: 800-342-3334 (PLEASE HAVE THIS NOTICE WITH YOU WHEN YOU CALL); OR
- 2) Fax: Send a copy of this notice to fax no. (518) 473-6735; OR  
On-Line: Complete and send the online request form at: <http://www.otda.ny.gov/oah/forms.asp>; OR
- 3) Write: Send a copy of this notice completed, to the Fair Hearing Section, New York State Office of Temporary and Disability Assistance, P.O. Box 1930, Albany, New York 12201. Please keep a copy for yourself.
- 4) Walk In (New York City only):  
Office of Temporary and Disability Assistance  
Office of Administrative Hearing  
14 Boerum Place – 1st Floor  
Brooklyn, New York 11201
- 5) Speech and Hearing Impaired:  
Contact the New York Relay Service at 711 or 1-800-622-1220.  
Request that the operator call 877-502-6155. Service at this number will only be provided to callers using TDD equipment.

I want a Fair Hearing. This action is wrong because: \_\_\_\_\_

#### **YOU HAVE 60 DAYS FROM THE DATE OF THIS NOTICE TO REQUEST A FAIR HEARING**

If you request a fair hearing, the State will send you a notice informing you of the time and place of the hearing. You have the right to be represented by legal counsel, a relative, a friend or other person, or to represent yourself. At the hearing you, your attorney or other representative will have the opportunity to present written and oral evidence to demonstrate why the action should not be taken, as well as an opportunity to question any persons who appear at the hearing. Also, you have a right to bring witnesses to speak in your favor. You should bring to the hearing any documents such as this notice, paystubs, receipts, health care bills, hearing bills, medical verification, doctor's letters, etc. that may be helpful in presenting your case.

**CONTINUING YOUR BENEFITS:** If you request a fair hearing before the effective date stated in this notice, you will continue to receive your benefits unchanged until the fair hearing decision is issued. However, if you lose the fair hearing, we may recover the cost of any Medical Assistance benefits that you should not have received. If you want to avoid this possibility, check the box below to indicate that you do not want your aid continued, and send this page along with your hearing request. If you do check the box, the action described above will be taken on the effective date listed above.

I agree to have the action taken on my Medical Assistance benefits, as described in this notice, prior to the issuance of the fair hearing decision.

**LEGAL ASSISTANCE:** If you need free legal assistance, you may be able to obtain such assistance by contacting your local Legal Aid Society or other legal advocate group. You may locate the nearest Legal Aid Society or advocate group by checking your Yellow Pages under "Lawyers" or by calling the number indicated on the first page of this notice.

**ACCESS TO YOUR FILE AND COPIES OF DOCUMENTS:** To help you get ready for the hearing, the Health Home will send you a copy of the evidence packet within 10 business days of receiving notice from ODTA of the Fair Hearing date. The evidence packet contains information the Health Home used to make their decision about your Health Home enrollment, which will be provided to the hearing officer to explain their decision. If you do not get your evidence packet by the week before your hearing, call us at the telephone number listed at the top of page 1 of this Notice of Determination and ask for it. If there is not enough time to mail the evidence packet to you, the Health Home will bring a copy of it to you at the hearing.

You have the right to look at your case file. If you call us ahead of time at the telephone number listed at the top of page 1 of this Notice of Determination or write to us within a reasonable time before the date of the hearing, we will provide you free copies of other documents from your file which you think you may need to prepare for your Fair Hearing. Documents will be mailed to you only if you specifically ask that they be mailed.

**INFORMATION:** If you want more information about your case, how to ask for a fair hearing, how to see your file, or how to get additional copies of documents, call us at the telephone numbers listed at the top of page 1 of this notice or write to us at the address printed at the top of page 1 of this notice.

Print Name: \_\_\_\_\_ Client Identification Number (CIN): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Original – Medicaid Member/Parent/Guardian/Legally Authorized Representative

Copy as Applicable – Quality Management Specialist (QMS) Local Department of Social Services or Division of Juvenile Justice and Opportunities for Youth, Health Care Integration Agency, Case Planning Agency, Caregiver, Voluntary Foster Care Agency, Medical Consenter

This document is available in other languages. This notice can be read to you in another language.