



**STATE OF NEW YORK  
OFFICE OF THE MEDICAID INSPECTOR GENERAL**

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**ANDREW M. CUOMO**  
GOVERNOR

**DOCUMENT #1**

**JAMES G. SHEEHAN**  
MEDICAID INSPECTOR GENERAL

[DATE]

[NAME]

[TITLE]

[PROVIDER]

[STREET ADDRESS]

[CITY STATE ZIP]

**Return Receipt Requested**

Re: New York State Office of Medicaid Inspector General  
[DATE] Compliance Program Effectiveness Review

Dear [NAME]:

The Office of the Medicaid Inspector General (OMIG), an independent office within the New York State Department of Health, is responsible for monitoring payments made under the New York State Medicaid Program. Through its Bureau of Compliance, the OMIG conducts compliance effectiveness reviews. The goal of these reviews is to ensure that providers have compliance programs which are reasonably effective and meet the requirements of applicable laws, regulations, rules and policies of the Medicaid program as set forth by the Departments of Health, Mental Hygiene and Social Services [Title 18, of the Official Compilation of Codes, Rules and Regulations of the State of New York].

OMIG's Bureau of Compliance will conduct an onsite compliance program effectiveness review of your organization on [DATE] starting at [TIME] on that date. We request that you contact Matthew D. Babcock, Assistant Medicaid Inspector General – Bureau of Compliance via e-mail at [compliance@omig.ny.gov](mailto:compliance@omig.ny.gov) to confirm receipt of this letter and to provide the name and contact information for the person with whom Mr. Babcock can coordinate the effectiveness review of your compliance program.

Additionally, we request that your facility provide the information and documentation identified on the attached document request to Mr. Babcock on or before the date indicated on the document request. You will note that the attached Document Request also identifies materials that OMIG's Bureau of Compliance staff will wish to review on the date of the Effectiveness Review. OMIG expects to coordinate those items prior to the date of the visit. OMIG asks that the documentation requested for production before the visit, as well as documentation requested for production during the visit, be organized in a loose-leaf binder. **Please note that this is a general document and information**

**request. The lead OMIG reviewer will discuss any information that may be unavailable at the time of the Effectiveness Review.**

The Medicaid Inspector General's authority to conduct onsite compliance program effectiveness reviews is found in the NYS Social Services Law Section 363-d subsection 3 and 18 NYCRR Section 521.4(a). Those sections provide that the Medicaid Inspector General shall have the authority to determine at any time if a provider has a compliance program that is effective and appropriate to its characteristics and satisfactorily meets the requirements of Section 363-d and Part 521.

If you have any questions, please contact Matthew D. Babcock, Assistant Medicaid Inspector General at (518) 473-3782.

Sincerely,

James G. Sheehan  
Medicaid Inspector General

Enclosure

cc: Matthew D. Babcock, Assistant Medicaid Inspector General (w/ enc.)