Office of Administrative Hearings (OAH) **Procedures Transmittal**	**Transmittal Number:** 05-14	
	Date:	May 19, 2005
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			Subject:
ALB OAH Staff [X] **UPS ALJs** ☐ **Upstate LDSS** ☐			Creation of Edit on FHIS for Agency Corrections
SUP ALJs ☐			
NYC OAH Staff [X] **NYC ALJs** ☐ **NYC Agencies** ☐			
SUP ALJs ☐			

Effective immediately, an edit has been created on the Fair Hearing Information System to prevent corrections to an agency field without sending an amended OAH 1891 in those situations where the fair hearing does not have a final disposition. This edit will prevent an agency from being added, deleted, or changed on a case with no final disposition unless the Communications Intake Unit worker or other staff member opts to send an amended OAH 1891.

If a final disposition (HRD, WITH, UWTH DEF) has been entered, then the amended OAH 1891 will not be required.

Therefore, when correcting an agency field or deleting an agency from a field from a case with no final disposition, the comments should be updated to indicate the amended issue (AI), the source, the agency corrected to and from, and the reason. Please note staff must enter an "X" near the "Send Supp/Amended 1891."

If there are any questions with respect to this transmittal, you may contact your supervisor or Susan Fiehl at (518) 473-4779 or via email susan.fiehl@otda.state.ny.us.
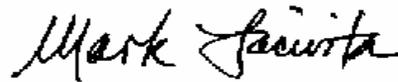
Mark Lacivita
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Mark Lacivita, Director of Administration
Office of Administrative Hearings