Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number:	03-19
Distribution:			Date:	July 21, 2003
			Page:	1 of 1
ALB OAH Staff [X]	UPS ALJs [X]	Upstate LDSS [X]	Subject:	
	SUP ALJs [X]		Local Districts to Receive Access to OAH Online Calendars	
NYC OAH Staff [X]	NYC ALJs [X]	NYC Agencies [X]		
	SUP ALJs [X]			

Effective July 7, 2003, local Upstate districts and NYC agencies began receiving electronic access to the Office of Administrative Hearings Online Calendar. This access is "Read Only". Updated information with respect to final dispositions after hearing such as Heard, Withdrawn, and Default as well as adjournments can now be obtained in "real time," as the FHIS is updated.

Local district/agency staff can access the Hearing Calendar via the (PFCLD1) option on the Fair Hearing Information System (FHIS) Local District Fair Hearing Menu. The attachment provides instructions for accessing the On-Line Calendar. This is the same data available to Office of Administrative Hearings staff via Selection 26 (PFCLDR) on the Fair Hearing Information System Menu.

If there are any questions with respect to this transmittal, you may contact your supervisor or Sue Fiehl at (518) 473-4779 or via email 90J029@dfa.state.ny.us. Technical issues that arise when using the on-line calendar can be directed to Jo Ann Gerber at (518) 402-8800 or via email 89a718@dfa.state.ny.us.

Mark Lacivita, Director of Administration
Office of Administrative Hearings

Attachment

ON LINE CALENDAR (PFCLDR)
(SELECTION "HEARING CALENDAR" (PFCLD1) OFF OF THE MENU)

- Enter the Hearing date of the Calendar and Hearing Officer # and transmit to get to the correct calendar. To obtain the PM calendar, it is necessary to page forward (see instructions below).

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PFCLDR  FH# _________              FAIR HEARING CALENDAR          DATE 07/08/03
HEARING DATE 07/11/03  OFFICER 762                                TIME 09:32:17
                       AGENCY ____       SUB-CATEGORY ____       PAGE    0 OF    0
TIME  LAST NAME     FIRST NAME I FH#          DISP/RSN HO# HR DATE   TIME   AID
  :                                                        /  /00    :00
  :                                                        /  /00    :00
  :                                                        /  /00    :00
  :                                                        /  /00    :00
  :                                                        /  /00    :00
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                                                 UPDATE COMPLETE?     XMIT _
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PFCLDR  FH# _________        ALBA FAIR HEARING CALENDAR          DATE 07/08/03
HEARING DATE 07/11/03  OFFICER 762 RYAN                           TIME 09:45:21
                       AGENCY ____       SUB-CATEGORY ____       PAGE    1 OF    2
TIME  LAST NAME     FIRST NAME I FH#          DISP/RSN HO# HR DATE   TIME   AID
09:00 SOLER            EDUARDO   3894262Q                      /  /00    :00
09:00 FREEMAN          GERALD    3909782P                      /  /00    :00
09:00 CRAWFORD         MELINDA   3914109Z                      /  /00    :00
09:00 GRAU             KENNETH   3921024P                      /  /00    :00
09:00 RODRIGUEZ        CARMEN    3921103R                      /  /00    :00
09:00 JARVIS           VICTOR    3921509Q                      /  /00    :00
09:00 MINTON           EUGENE    3921585P                      /  /00    :00
09:00 BEVERLY          BRENDA    3923370H                      /  /00    :00
09:00 ELAM             BERNADETT 3929187Q                      /  /00    :00
09:00 JONES            BERNITA   3932064L                      /  /00    :00
09:00 TINSON           ROHAN     3936328H                      /  /00    :00
  :                                                        /  /00    :00
  :                                                        /  /00    :00
  :                                                        /  /00    :00
  :                                                        /  /00    :00
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  :                                                        /  /00    :00
  :                                                        /  /00    :00
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                                                 UPDATE COMPLETE?     XMIT _
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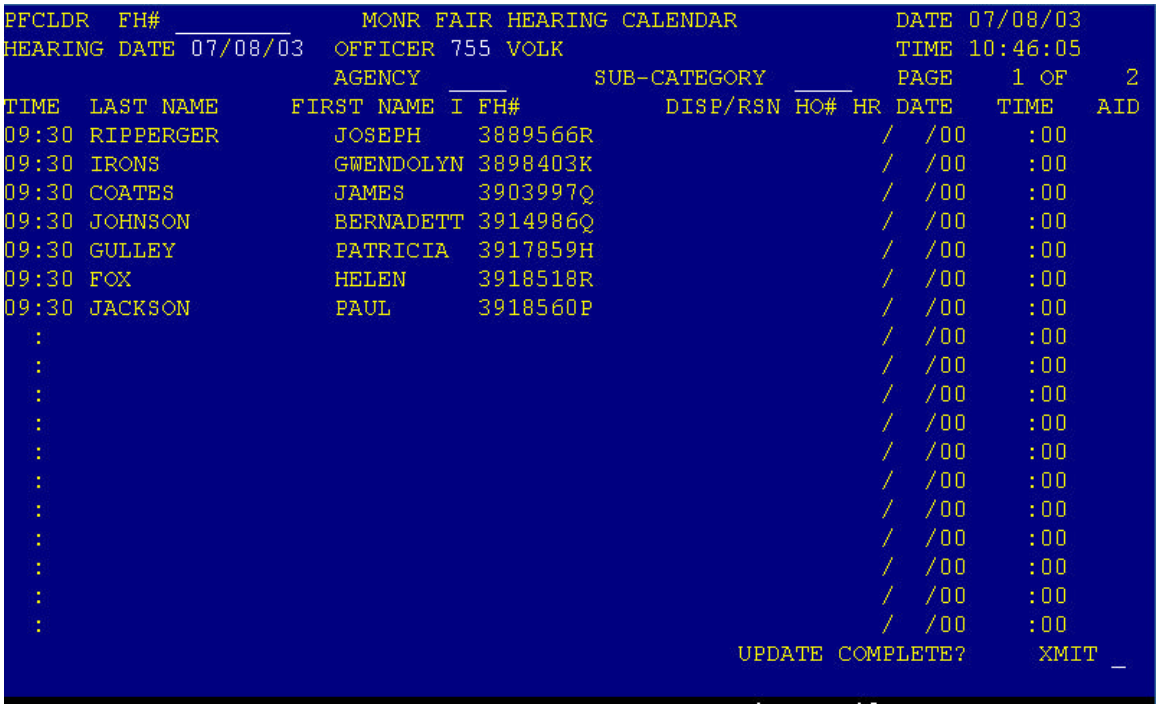
- To page forward depress the F2 key (shift/F2 for NYC Staff).
- To page backward depress the F3 key (shift/F3 for NYC Staff).
- Up to eighteen (18) hearings listed per screen.

- The Calendar breaks by AM & PM.



```
PFCLDR  FH# _________     MONR FAIR HEARING CALENDAR          DATE 07/08/03
HEARING DATE 07/08/03  OFFICER 755 VOLK                     TIME 10:46:05
                       AGENCY ____      SUB-CATEGORY ____   PAGE    1 OF    2
TIME  LAST NAME     FIRST NAME I FH#          DISP/RSN HO# HR DATE   TIME   AID
09:30 RIPPERGER        JOSEPH    3889566R                   /  /00    :00
09:30 IRONS            GWENDOLYN 3898403K                   /  /00    :00
09:30 COATES           JAMES     3903997Q                   /  /00    :00
09:30 JOHNSON          BERNADETT 3914986Q                   /  /00    :00
09:30 GULLEY           PATRICIA  3917859H                   /  /00    :00
09:30 FOX              HELEN     3918518R                   /  /00    :00
09:30 JACKSON          PAUL      3918560P                   /  /00    :00
  :                                                         /  /00    :00
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                                                 UPDATE COMPLETE?    XMIT _
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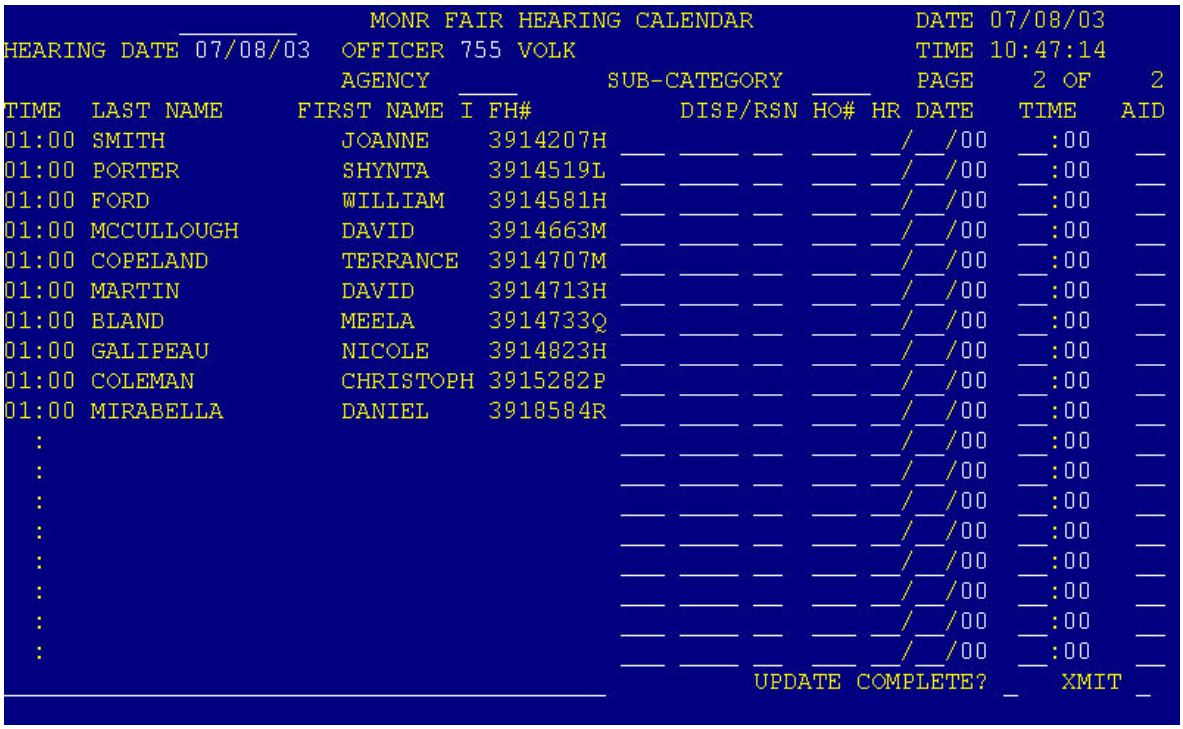

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_________     MONR FAIR HEARING CALENDAR          DATE 07/08/03
HEARING DATE 07/08/03  OFFICER 755 VOLK                     TIME 10:47:14
                       AGENCY ____      SUB-CATEGORY ____   PAGE    2 OF    2
TIME  LAST NAME     FIRST NAME I FH#          DISP/RSN HO# HR DATE   TIME   AID
01:00 SMITH            JOANNE    3914207H ___ ____ __ ___ __/__/00  __:00  __
01:00 PORTER           SHYNTA    3914519L ___ ____ __ ___ __/__/00  __:00  __
01:00 FORD             WILLIAM   3914581H ___ ____ __ ___ __/__/00  __:00  __
01:00 MCCULLOUGH       DAVID     3914663M ___ ____ __ ___ __/__/00  __:00  __
01:00 COPELAND         TERRANCE  3914707M ___ ____ __ ___ __/__/00  __:00  __
01:00 MARTIN           DAVID     3914713H ___ ____ __ ___ __/__/00  __:00  __
01:00 BLAND            MEELA     3914733Q ___ ____ __ ___ __/__/00  __:00  __
01:00 GALIPEAU         NICOLE    3914823H ___ ____ __ ___ __/__/00  __:00  __
01:00 COLEMAN          CHRISTOPH 3915282P ___ ____ __ ___ __/__/00  __:00  __
01:00 MIRABELLA        DANIEL    3918584R ___ ____ __ ___ __/__/00  __:00  __
  :                                     ___ ____ __ ___ __/__/00  __:00  __
  :                                     ___ ____ __ ___ __/__/00  __:00  __
  :                                     ___ ____ __ ___ __/__/00  __:00  __
  :                                     ___ ____ __ ___ __/__/00  __:00  __
  :                                     ___ ____ __ ___ __/__/00  __:00  __
  :                                     ___ ____ __ ___ __/__/00  __:00  __
  :                                     ___ ____ __ ___ __/__/00  __:00  __
  :                                     ___ ____ __ ___ __/__/00  __:00  __
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_____________________________________          UPDATE COMPLETE? _   XMIT _
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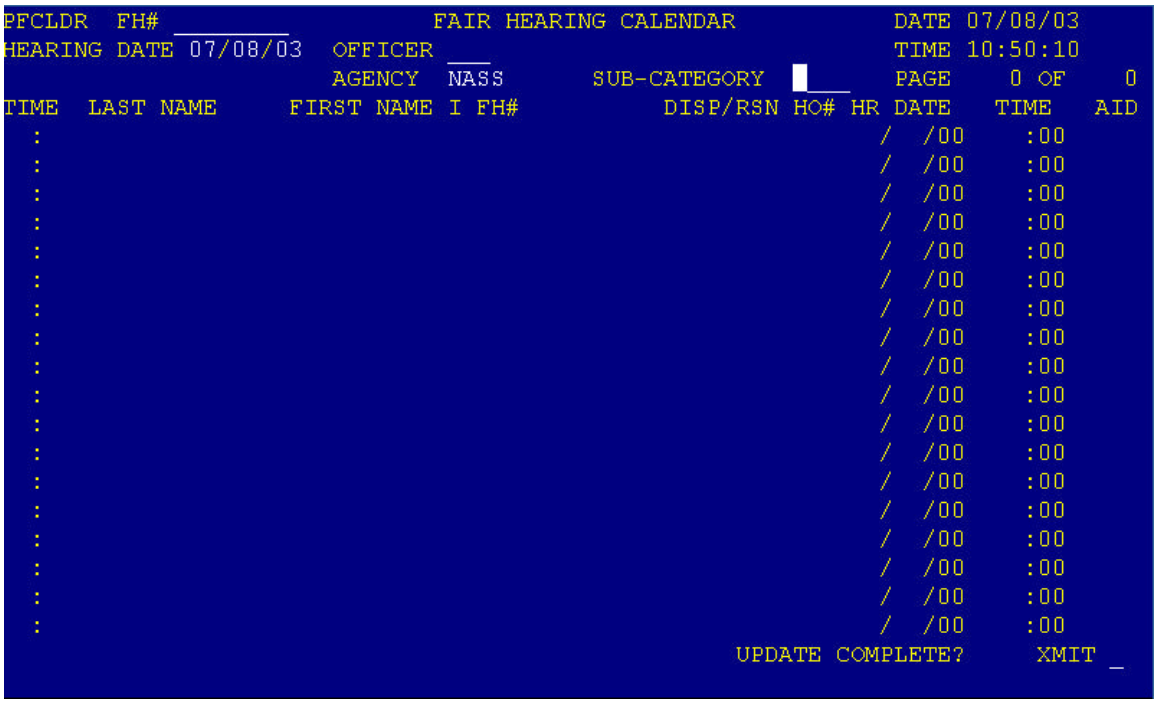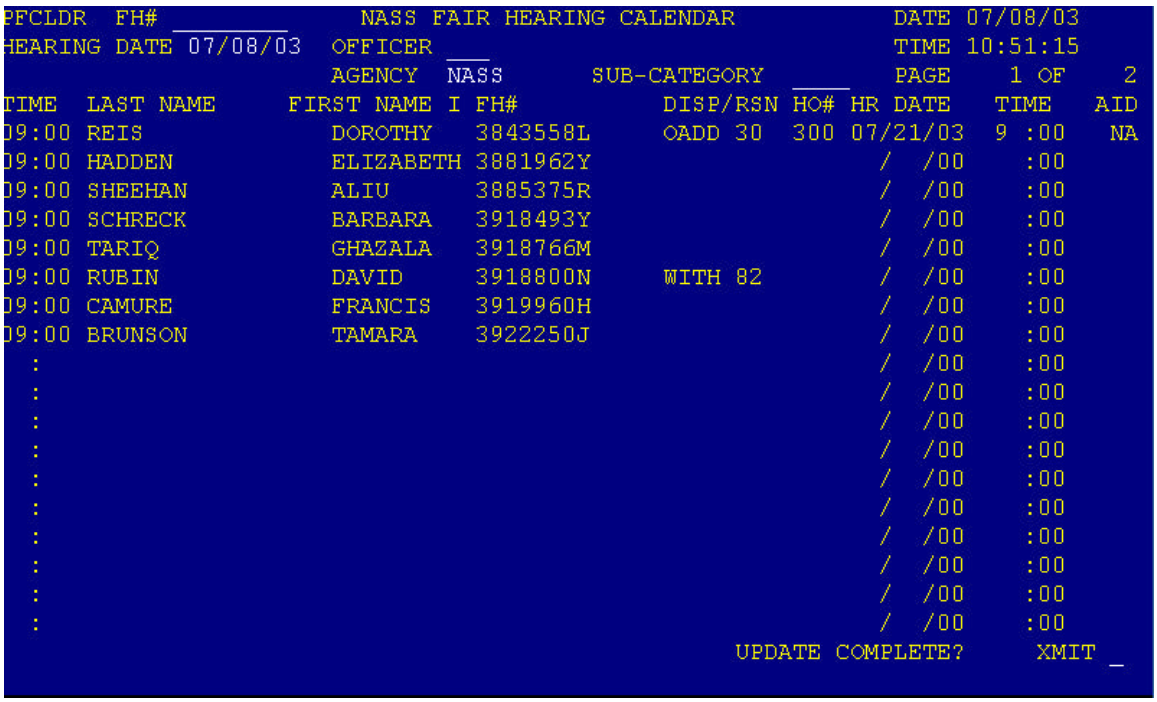
- There are 90 days worth of calendars on-line.
- The on-line Calendar is in the same order as the paper Calendar (FH018).
- You may also search a Calendar by hearing date and agency