

Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 01-27
			Date: May 22, 2001
Distribution:			Page: 1 of 1
ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Subject: Reopen to Hold Edit (System Modification)
	SUP ALJs <input type="checkbox"/>		
NYC OAH Staff <input checked="" type="checkbox"/>	NYC ALJs <input type="checkbox"/>	NYC Agencies <input type="checkbox"/>	
	SUP ALJs <input type="checkbox"/>		

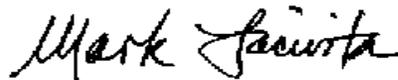
This is a follow-up to the instructions contained in OAH Transmittal 01-24, Imaging of Withdrawn and Defaulted Fair Hearing Files and Resulting Changes in Reopen Procedures, issued on May 1, 2001. Effective Saturday, May 19, 2001, the Fair Hearing Information System (FHIS) was modified to prevent a reopen request from being processed unless "HOLD" is entered in the Subcategory field. Reopen requests, other than those in "X" Scheduling status (Date Certain Reopens), processed on the Scheduling Modification screen (PFHMOD 1), will flash with the following error message if "HOLD" is not entered in the Subcategory field:

SUBCATEGORY MUST BE HOLD FOR REOPENS UNLESS STATUS = X

As indicated in OAH 01-24, if the Subcategory field was in use prior to replacing it with HOLD, Communications Intake staff should indicate the prior subcategory in the Comments. When processing the reopen request, Scheduling Unit staff, or the appropriately designated staff as outlined in OAH 01-24, will remove the HOLD and restore any Subcategory noted in the Comments.

Again, this edit does not apply to "date certain" reopen requests indicated by "X" scheduling status. Any other specialized scheduling requirements, such as PERS (those personalized to a specific Hearing Officer) should be brought to the attention of the Scheduling Unit Supervisor.

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.



Mark Lacivita, Director of Administration
Office of Administrative Hearings