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|                                             | Transmittal                 |
|        Office of Administrative Hearings (OAH) | Number:  96-21            |
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|           Procedures Transmittal            | Date: June 25, 1996         |
|                                             |                             |
|                                             | Page:  1 of 4               |
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|Distribution:                                |                             |
|                                             |                             |
|ALB OAH Staff [X]   UPS ALJs/ [ ]  Upstate LDSS [X]| Subject: Instructions |
|                    SUP ALJs  [ ]            |    for Accessing the        |
|                                             |    FH Transmits Bulletin    |
|NYC OAH Staff [ ]   NYC ALJs/ [ ]  NYC Agencies [ ]| Board                 |
|                    SUP ALJs  [ ]            |                             |
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The Office of Administrative Hearings Bulletin Board is currently operational and ready to be utilized by Upstate local district staff. As explained to you previously by Terri Caouette from the Office of Administrative Hearings, this bulletin board was established to automate the process of sending messages and transmittals to local district staff. The bulletin board, referred to as "FH Transmits" is part of the New York State Department of Social Services' Office Automation System (OFIS Link Office System).

In order to access the FH Transmits Bulletin Board, local district staff must have a user ID number, access to the Office Automation System and have been granted access by our office. In most cases, the local district fair hearings liaison has been designated to receive these messages. Any future changes in who should have access to the Bulletin Board should be reported to Terri Caouette at (518) 474-5854.

Effective immediately, the Office of Administrative Hearings (OAH) Transmittals should be retrieved by local district staff electronically through the Bulletin Board as they will no longer be mailed. Local Districts that do not have Office Automation System capabilities or where the liaison does not have access to the System will continue to receive OAH Transmittals via first class mail until such time as access is available.

<u>Using the FH Transmits Bulletin Board</u>

<u>Selecting Top Ten Bulletin Boards:</u>

Each user may select up to 10 bulletin boards (in addition to the System board) for which they will receive a "Check Bulletin Board" message when a new item is added to the board. You will still have access to other boards to which you have been granted access; however, you will not receive a message whenever non-selected bulletin boards are updated. Local District staff should designate "FH Transmits" as one of their top ten bulletin board selections.

   <u>To select a Board for your Top Ten:</u>

   o   Type BBD in the Direct Command screen (Shift F1) and press Enter.

` o   Type an "S" next to each Bulletin Board which you wish to appear on
        your Top Ten List, and press Enter.

o   An asterisk (*) will appear and remain in front of those boards which
     you have selected for your Top Ten List.

o   When you have completed the selection, to return to the OFIS Link
     screens, move the cursor to the "Return" field at the top right of the
     screen, or to see your list of Top Ten Bulletin Boards, move the
     cursor to the "Selected Bulletin Boards" field, top center and press
     Enter.

How to Access Bulletin Boards and Messages:

   If Check Bulletin Board Message is not in the Notice box:

o   Press Shift F1

o   Type BBD and Enter.

o   The "Available Bulletin Boards" Screen appears with a list of boards
     which are available to you. The date of the most current message for
     each board is indicated to the right of the name of the board. If you
     only want to see boards on your Top Ten list, cursor to the "Selected
     Bulletin Boards" field and Enter.

o   To display a message, cursor to the headline of choice and press
     Enter.

o   The message appears with the text of the message.

o   To view the next message, move the cursor to "Next Message" field at
     the bottom right of the screen. If there is no next message you are
     returned to the Bulletin Board Contents Screen.

o   To select another message from the "Bulletin Board Contents" Screen
     for the same Bulletin Board you previously selected, move the cursor
     to the "Return" field in the top right of the screen on which the
     current message is displayed and press Enter. The Bulletin Board
     Contents screen appears to enable you to make another selection.

o   To Exit the Bulletin Board feature, press ESC.

o   From the "Bulletin Board Contents" Screen, to see the previous screen,
     "Selected Bulletin Boards", or "Available Bulletin Boards", cursor to
     the "Return" field and press Enter.

   If Check Bulletin Message is in the Notice Box:

o   With a "Check Bulletin Board" notice in the Notices box, move cursor
     to that field and press Enter.

o   The "Selected Bulletin Boards" Screen appears with the System Bulletin
     Board and any Top Ten selected boards listed.

o   The "Bulletin Board Contents" Screen appears. Move cursor next to the
     bulletin board message headline you wish to view and press Enter.

o   The message appears with the text of the message.

o   To view the next message, move the cursor to "Next Message" field at
     the bottom right of the screen. If there is no next message you are
     returned to the Bulletin Board Contents Screen.

o   To select another message from the "Bulletin Board Contents" Screen
     for the same Bulletin Board you previously selected, move the cursor
     to the "Return" field in the top right of the screen on which the
     current message is displayed and press Enter. The Bulletin Board
     Contents screen appears to enable you to make another selection.

o   To Exit the Bulletin Board feature, press ESC.

o   From the "Bulletin Board Contents" Screen, to see your Selected
     Bulletin Boards cursor to the "Return" field and press Enter.

Bulletin Board Message Screen with Linked Document:

The FH Transmits Bulletin Board will have a message linked to another
document. The actual OAH transmittal will be in a linked document.

Near the bottom left side of the Bulletin Board message you will see a "Link
to Document" field. On the next line just below the field will be listed the
location of the linked document. Office of Administrative Hearings
Transmittals for 1996 are located in a file called "1996" in a drawer called
"OAH".

To access linked Documents when the Bulletin Board message is on the
Screen:

o   Move cursor to the "Link to Document" field and press Enter.

o   You may print the document or copy it to a file on your C drive.

     -    To copy to a C drive file called "Transmittals", presuming you
          have created such a file:

               - Press Shift F1

               - Type CTF, press SKP FWD Key, Type C:Transmittals, and press
                 Enter

     -    Note: You are in the OAH drawer, not your own Drawer. To continue
          working you must change back to your own drawer. To do this, please
          take one of the following two steps:

          o   Press the Online Menu key, cursor to "List shared File drawers",
               press Enter, SKP FWD down to your own ID and press Enter OR

          o   Press the Online Menu key, cursor to "Change File
               Drawer" and Type "YOUR ID" and press Enter.

To determine what drawer you are in, you can at any time press the Online Menu key and near the top right of the screen in the "Drawer ID" field, the name of the drawer you are currently in is displayed.

<u>To Access a Transmittal Linked Document when the Bulletin Board Message is not on the Screen:</u>

At some point, you may want to access a previous transmittal. Due to the passage of time, there may no longer be a message in the FH Transmits Bulletin Board which would enable you to automatically link to copies of previous transmittals. To see all previous transmittals which are on-line, you must change to the OAH Drawer as follows:

o   Press the Online Menu Key.

o   Cursor to "Change File Drawer" and Type "OAH" and press Enter.

o   Press the F1 Key.

o   Type W.

o   Press Enter.

o   The file you will see called "1996" will contain copies of all
     electronically mailed transmittals beginning with this transmittal
     (OAH Transmittal 96-21).

               - Note: You are in the OAH drawer, not your own Drawer. To
                  continue working, you must change back to your own drawer.
                  To do this, please take the following step:

                    o Press the Online Menu key, cursor to "List
                       shared File drawers", and press Enter, SKP FWD down
                       to your own ID and press Enter.

                    o To determine what drawer what drawer you are in, you
                       can at any time press the Online Menu key near the
                       top right of the screen in the "Drawer ID" field, the
                       name of the drawer you are currently in is displayed.

     If you have any questions regarding this transmittal, please contact Susan Fiehl at (518) 473-4779, e-mail 90j069; or Terri Caouette at (518) 474-5854, e-mail la0129.

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                    Mark Lacivita, Director of Administration
                      Office of Administrative Hearings