

Office of Administrative Hearings (OAH)	Transmittal Number: 95-38
Procedures Transmittal	Date: October 17, 1995
Distribution:	DRAFT
ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs/ <input checked="" type="checkbox"/> Upstate LDSS <input type="checkbox"/>	Subject: Reporting Disposition Codes by Upstate ALJs
SUP ALJs <input checked="" type="checkbox"/>	
NYC OAH Staff <input type="checkbox"/> NYC ALJs/ <input type="checkbox"/> NYC Agencies <input type="checkbox"/>	
SUP ALJs <input type="checkbox"/>	

To: Upstate ALJs/Supervising ALJs:

In conjunction with Transmittal Number 95-32, Reporting General A/C Adjournments, attached which will be useful in reporting calendar dispositions for all hearing officer date certain calendar dispositions should reference, ideally, the numeric code (or the narrative reason) into the FHIS (Fair Hearing Information System) to assist all staff in determining the status, particularly vital to Communications Intake staff in making decisions relating to granting

Your cooperation in providing the Disposition Codes when reporting calendars to Karen Gimino is appreciated. Any questions can be directed to Sue Fiehl at (518) 473-4779 or via e-mail 9/

Mark Lacivita, Director of Administration
Office of Administrative Hearings

Attachment

ADJOURNMENT/REOPEN RELATED

- 01 Administrative - Calendar Rolled
- 02 Administrative - Overloaded Calendar
- 03 Hearing Officer - Initiated at Hearing and or Personalized
- 04 Administrative - Combine Files/Add Issues
- 05 ADH - Unclaimed Certified Mail
- 06
- 07 ADH - Waiver Withdrawn by Recipient
- 08 ADH - Case Resubmitted by Agency
- 09 Administrative - Error in Name, Address, etc.
- 10 Administrative - Awaiting Outcome of Litigation

- 46 Administrative - Agency Change (Add/Delete/Location)

- 19 Awaiting Written Confirmation of Withdrawal from Agency
- 20 Appellant Incarcerated
- 21 Lack of Child Care
- 22 Educational (Class/Exams)
- 23 Employment Conflicts
- 24 Interpreter Needed
- 25 Medical - AC Pending Medical
- 26 Medical - Appellant/Children are ill
- 27 Medical - Appellant Homebound
- 28 Preparation Time - Appellant
- 29 Preparation Time - Representative Recently Retained
- 30 Preparation Time - Awaiting Documents
- 31 Pending Outcome of Lawsuit (Appellant/Representative)
- 32 Witness Not Available
- 33 Representative Not Available
- 34 Representative Not Retained
- 35 Representative Lost Contact with Appellant
- 36 Scheduling Conflict (Appellant/Representative)
- 37 Time Change
- 38 Lack of Transportation/Funds
- 39 Car Trouble

- 49 Transportation Delays

- 40 Out of Town (Family Illness/Emergency)
- 41 Funeral
- 42 Inclement Weather
- 43 Arrived Late at Hearing
- 44 Had to Leave Before Hearing was Called
- 45 Religious Holiday/Observance

- 47 Possible Resolution
- 48 Other Appellant/Representative Reason

- 60 Agency Representative Witness Not Available
- 61 Agency Facility Not Available
- 62 Agency Needs Time to Prepare
- 63 Other Agency Reason

- 70 Telephone Hearing - Appellant Not Home, Not Available
- 71 Telephone Hearing - Appellant Deceased and Family Awaiting Authorization to Pursue Hearing
- 72 Telephone Hearing - Telephone Disconnected/Wrong Number