

Office of Administrative Hearings (OAH) Procedures Transmittal

Transmittal:	20-05
Date:	August 3, 2020
Effective:	August 21, 2020
Subject:	New Fair Hearing Numbering System
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Distribution:	Albany OAH Staff <input checked="" type="checkbox"/> NYC OAH Staff <input checked="" type="checkbox"/> Hearing Officers <input checked="" type="checkbox"/> Supervising Hearing Officers <input checked="" type="checkbox"/> Department of Health <input checked="" type="checkbox"/> Office of Children and Family Services <input checked="" type="checkbox"/> NYC Agencies <input checked="" type="checkbox"/> Rest of State Social Service Districts <input checked="" type="checkbox"/> Managed Care and Managed Long Term Care Organizations <input checked="" type="checkbox"/>

The current fair hearing numbering system in the Fair Hearing Information System (FHIS) will run out of available numbers in the next five to ten years depending on the caseload trend.

The Office of Administrative Hearings (OAH) developed a new algorithm for fair hearing numbers that will automatically start when the last original FHIS available number is used. The new fair hearing numbering system will start with a letter (limited to eight letters that correspond to the first letter on the telephone keypad), end in a letter based on a variation of the same algorithm that currently generates the last letter, and go through the 999,999 number series before moving to the next letter in the first position (e.g. A000001H...A999999R, D000001Z...D999999H, etc. ...W000001Y...W999999N, etc.)

The programming for the new fair hearing numbering system will move to the FHIS production environment on or about August 21, 2020.

The current fair hearing numbering system will continue to run its course, and as mentioned, will likely take at least five years before rolling over to the new fair hearing numbering system.

The current eight-position length of the fair hearing number will not change, and the fair hearing number will continue to be stored as an alphanumeric data element. All other OAH applications and processes impacted by this change will also be updated.

The New York State Office of Information Technology Services (ITS) does not see any impact on other Office of Temporary and Disability Assistance (OTDA) systems that exchange data with FHIS (e.g. Welfare Management System (WMS), Client Notice System (CNS), etc.).

Some agencies ingest FHIS data files into their own applications, and therefore, may need to

make revisions if any of the programming or applications read/store the fair hearing number as a seven-digit one letter format.

Questions about the new fair hearing numbering system or requests for a test file should be directed to Samantha Wilbur at Samantha.Wilbur@otda.ny.gov or 518.486.6136.

----- Original Signed -----

Roy A. Esnard, Deputy Commissioner
Office of Administrative Hearings