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   Office of Administrative Hearings (OAH) !	Transmittal   Number: 96-04
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Distribution:	
ALB OAH Staff [X] UPS ALJs/[] Upstate LDSS[] SUP ALJs []	Subject: New Label   Procedure in Lieu of   Fair Hearings Data
NYC OAH Staff [X] NYC ALJs/ [ ] NYC Agencies [ ]   SUP ALJs [ ]	'

Effective immediately, a new label system has been established for use by Triage, SOS and MAR/TRAN staff which will increase the efficiency with which information previously obtained from the Fair Hearings Data Sheet, (Report FH-019, Rev. 1/96) can be entered into the system in Albany. This new label system will eliminate the need for Triage, SOS and MAR/TRAN staff to enter information directly on the Fair Hearings Data Sheet; but rather, they will affix a label to the face of the file, for cases that are disposed of by stipulation, which will have preprinted information that will only require modification in certain instances. Administrative Law Judges are still required to complete the Fair Hearings Data Sheet for heard cases.

There is a unique label for each of the three parts, Triage, SOS and MAR/TRAN, as indicated below:

******* TRIAGE ******** ****** SOS ********			
Outcome Code?	W - 20	Outcome Code?	W-21
Case Record Y/N?	N	Case Record Y/N?	N
Agency Rep Y/N?	Y	Agency Rep Y/N?	${f N}$
******MAR/TRAN******			
Outcome Code?	W-21		
Case Record Y/N?	N		
Agency Rep Y/N?	N		

These new labels can be used on the majority of files, as printed, and should be positioned to the right of the file label in the Additional Information box. If any of the pre-printed information is different for an individual case, the information must be crossed out and the correct information added. For example, if a Triage case is done as a Disposition because the city representative fails to appear, with supervisory approval, Triage staff would change the Outcome and Reason Code to R-05 and the Agency Rep to N. Outcome and Reason Code information is used to prepare statistics in Albany and must be accurate.

In the event that there are no labels available, the Fair Hearings Data Sheet must be completed by Triage, SOS and MAR/TRAN staff pursuant to procedures in place prior to the new label system.

If a label has been placed on the file and is subsequently sent to be heard by an Administrative Law Judge, Triage, SOS, or MAR/TRAN staff should cross out the label. Albany staff will only look inside the file for a Fair Hearings Data Sheet if there is no label or a crossed-out label on the face of the file. At the time of folder receipt in Albany, Administrative Support Unit staff will enter onto FHIS the data recorded on either the label or the Fair Hearings Data Sheet. Any questions can be directed to your supervisor.

Mark Lacivita, Director of Administration Office of Administrative Hearings