
Office of Administrative Hearings

www.oah.dc.gov

Telephone: 202-442-9094

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$8,476,810	\$10,404,300	\$10,220,111	-1.8
FTEs	70.9	77.6	83.2	7.4

The mission of the Office of Administrative Hearings (OAH) is to provide a fair, efficient, and effective forum to manage and resolve administrative disputes.

Summary of Services

OAH is an impartial, independent agency that adjudicates cases for over 40 District of Columbia agencies, boards, and commissions. OAH holds hearings, conducts mediations, and provides other adjudication services to resolve disputes arising under the District's laws and regulations.

The agency's FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table FS0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FS0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	7,528	7,183	8,703	8,805	102	1.2
Total for General Fund	7,528	7,183	8,703	8,805	102	1.2
Federal Resources						
Federal Medicaid Payments	68	72	60	60	0	0.0
Total for Federal Resources	68	72	60	60	0	0.0
Intra-District Funds						
Intra-District Funds	1,254	1,222	1,641	1,355	-286	-17.4
Total for Intra-District Funds	1,254	1,222	1,641	1,355	-286	-17.4
Gross Funds	8,850	8,477	10,404	10,220	-184	-1.8

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalent, by Revenue Type

Table FS0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table FS0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
General Fund						
Local Funds	64.6	62.9	69.6	75.2	5.7	8.2
Total for General Fund	64.6	62.9	69.6	75.2	5.7	8.2
Intra-District Funds						
Intra-District Funds	8.5	8.0	8.0	8.0	0.0	0.0
Total for Intra-District Funds	8.5	8.0	8.0	8.0	0.0	0.0
Total Proposed FTEs	73.1	70.9	77.6	83.2	5.7	7.4

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table FS0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table FS0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	6,028	6,419	7,493	7,991	498	6.6
12 - Regular Pay - Other	613	23	58	9	-48	-83.7
13 - Additional Gross Pay	27	84	54	54	0	0.0
14 - Fringe Benefits - Current Personnel	1,208	1,146	1,450	1,489	40	2.7
Subtotal Personal Services (PS)	7,876	7,673	9,055	9,544	489	5.4
20 - Supplies and Materials	125	170	149	57	-92	-62.0
31 - Telephone, Telegraph, Telegram, Etc.	4	0	0	0	0	N/A
40 - Other Services and Charges	274	280	714	238	-477	-66.7
41 - Contractual Services - Other	530	223	361	338	-23	-6.2
70 - Equipment and Equipment Rental	42	132	126	44	-82	-65.4
Subtotal Nonpersonal Services (NPS)	974	804	1,350	676	-674	-49.9
Gross Funds	8,850	8,477	10,404	10,220	-184	-1.8

*Percent change is based on whole dollars.

Program Description

The Office of Administrative Hearings operates through the following 6 programs:

Judicial – ensures due process while working to improve the quality, efficiency, and efficacy of justice management. This program provides pretrial management, hearings, appeals, and mediations.

Court Counsel – supports the administrative court's judicial function by assisting judges in legal analysis, research, and drafting orders and notices; ensures agency compliance with applicable laws; assists with the tracking of legislative and regulatory initiatives; and maintains the law library.

Clerk of Court – provides an efficient intake of cases and supports the agency's case management system and caseload reporting, maintains forms and documentation, and serves as the primary customer service interface.

Executive – provides agency direction and performance oversight, including administering the agency's infrastructure and related support services and functions.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Administrative Hearings has no program structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table FS0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

Table FS0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(100A) Agency Management								
(1010) Personnel-Master	106	122	96	-26	1.2	1.3	1.0	-0.3
(1040) Information Technology	201	280	261	-19	0.9	1.0	1.0	0.0
Subtotal (100A) Agency Management	308	402	357	-45	2.1	2.3	2.0	-0.3
(100F) Agency Financial Operations								
(110F) Budget Operations	132	131	141	10	0.9	1.0	1.0	0.0
Subtotal (100F) Agency Financial Operations	132	131	141	10	0.9	1.0	1.0	0.0
(200A) Judicial								
(020A) Trials/Appeals and Justice Management	4,908	5,918	6,149	232	32.2	35.0	39.0	4.0
Subtotal (200A) Judicial	4,908	5,918	6,149	232	32.2	35.0	39.0	4.0
(300A) Court Counsel								
(030A) Judicial Assistance and Legal Counsel	1,250	1,793	1,457	-336	15.7	11.0	12.0	1.0
Subtotal (300A) Court Counsel	1,250	1,793	1,457	-336	15.7	11.0	12.0	1.0
(400A) Clerk of Court								
(040A) Case Management and Judicial Support Service	1,366	1,463	1,560	97	16.4	23.2	25.2	2.0
Subtotal (400A) Clerk of Court	1,366	1,463	1,560	97	16.4	23.2	25.2	2.0
(500A) Executive								
(050A) Program Direction and Oversight	513	697	556	-141	3.6	5.0	4.0	-1.0
Subtotal (500A) Executive	513	697	556	-141	3.6	5.0	4.0	-1.0
Total Proposed Operating Budget	8,477	10,404	10,220	-184	70.9	77.6	83.2	5.7

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The Office of Administrative Hearings' (OAH) proposed FY 2016 gross budget is \$10,220,111, which represents a 1.8 percent decrease from its FY 2015 approved gross budget of \$10,404,300. The budget is comprised of \$8,805,049 in Local funds, \$60,000 in Federal Medicaid Payments, and \$1,355,062 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OAH's FY 2016 CSFL budget is \$8,940,826, which represents a \$237,790, or 2.7 percent, increase over the FY 2015 approved Local funds budget of \$8,703,036.

CSFL Assumptions

The FY 2016 CSFL calculated for OAH included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$232,598 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$5,192 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

Agency Budget Submission

Increase: In Local funds, the proposed budget contains an increase of \$76,567 in the Court Counsel program to support adjustments for a legal services contract. An increase of \$44,878 in personal services costs includes adjustments for the reallocation of positions across agency programs and higher salaries for agency staff and savings in Fringe Benefits due to the alignment of the budget to reflect historical trends.

Decrease: The proposed Local funds budget reflects a net decrease of \$121,445 primarily due to a reduction in professional services fees for agency interpreters and savings from the implementation of a case management system for the agency.

In Intra-District funds, the proposed budget reflects a net decrease of \$286,201 to align the budget with projected revenues from several agencies. The reduction is the result of projected savings from adjudication services for District agencies. This savings is slightly offset by adjustments to salaries and Fringe Benefit costs.

Mayor's Proposed Budget

Reduce: In Local funds, the proposed budget reflects a decrease of \$11,001 and 0.3 FTE in the Agency Management program and \$286,040 in nonpersonal services across multiple programs due to the elimination of vacancies and other operational savings.

District's Proposed Budget

Enhance/Reallocate: The proposed budget in Local funds includes a net increase of \$161,264 in personal services in the Judicial program. This adjustment is comprised of an increase of \$356,100 to provide funding for an additional 6.0 FTEs to support the hiring of additional Law Clerks, partially offset by a reduction of \$194,836 in personal services costs based on projected salary lapse savings.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table FS0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table FS0-5
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		8,703	69.6
Other CSFL Adjustments	Multiple Programs	238	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		8,941	69.6
Increase: To adjust the Contractual Services budget	Court Counsel	77	0.0
Increase: To adjust personal services	Multiple Programs	45	0.0
Decrease: To align resources with operational goals	Multiple Programs	-121	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		8,941	69.6
Reduce: To recognize savings from a reduction in FTEs	Multiple Programs	-11	-0.3
Reduce: Agency wide savings	Multiple Programs	-286	0.0
LOCAL FUNDS: FY 2016 Mayor's Proposed Budget		8,644	69.2
Enhance/Reallocate: To adjust personal services	Judicial	161	6.0
LOCAL FUNDS: FY 2016 District's Proposed Budget		8,805	75.2
FEDERAL MEDICAID PAYMENTS: FY 2015 Approved Budget and FTE		60	0.0
No Change		0	0.0
FEDERAL MEDICAID PAYMENTS: FY 2016 Agency Budget Submission		60	0.0
No Change		0	0.0
FEDERAL MEDICAID PAYMENTS: FY 2016 Mayor's Proposed Budget		60	0.0
No Change		0	0.0
FEDERAL MEDICAID PAYMENTS: FY 2016 District's Proposed Budget		60	0.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		1,641	8.0
Decrease: To align budget with projected revenues	Multiple Programs	-286	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		1,355	8.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		1,355	8.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		1,355	8.0
Gross for FS0 - Office of Administrative Hearings		10,220	83.2

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Executive¹

Objective 1: Oversee and facilitate the coordination of interagency activities and initiatives between OAH and other District agencies.

KEY PERFORMANCE INDICATORS

Executive

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of OAH staff trained in eTims, the case management system for District of Columbia Taxicab Commission (DCTC) cases	Not Available	5%	61%	5%	10%	15%
Percent of stakeholder agency contacts identified for caseload projection ²	Not Available	Not Available	Not Available ³	75%	85%	90%
Percent of stakeholder agencies collaborating with caseload projection	Not Available	Not Available	Not Available ⁴	65%	75%	80%
Percent of tasks completed toward the development of caseload projection reporting tool	Not Available	Not Available	Not Available ⁵	75%	95%	95%
Percent of tasks completed toward development of analytical framework for determining need for any change in OAH resources	Not Available	Not Available	Not Available ⁶	75%	95%	95%

Judicial

Objective 1: Increase the clearance rate of cases disposed.

KEY PERFORMANCE INDICATORS

Judicial⁷

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of the total number of cases disposed of (final order issued) within 365 days of close of the record or less	Not Available	Not Available	94%	50%	75%	85%
Percent of all unemployment insurance cases resolved within 90 days of filing in a given month ⁸	97%	95%	99%	99.5%	95%	95%
Percent of hearings reduced due to mediation	4.9%	4.5%	2.6%	1.9%	5.5%	6.5%
Percent of non-unemployment insurance cases resolved within 120 days of filing ⁹	83%	60%	79%	81%	65%	70%
Percent of post-trial motions decided within 75 days in accordance with OAH Rules ¹⁰	Not Available	Not Available	Not Available	75%	85%	95%

Court Counsel¹¹

Objective 1: Improve the experience of participants who are limited or non-English proficient.

Objective 2: Provide legal research and advice to the Chief Administrative Law Judge, key management staff, and the Administrative Law Judges.

KEY PERFORMANCE INDICATORS

Court Counsel Division

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of attorneys who complete rulemaking training	Not Available	Not Available	5	4	7	7
Number of ethics/financial disclosure opinions issued within 21 days of request	Not Available	Not Available	Not Available	Baseline ¹² Year	5	5
Percent of non-expedited legal research projects completed within 30 days of request	Not Available	Not Available	Not Available	Baseline Year ¹³	80%	85%
Percent of expedited legal research projects completed within deadline provided	Not Available	Not Available	Not Available	Baseline Year ¹⁴	80%	90%
Number of translated versions of vital documents available to public	Not Available	3	8	8	25	30
Percent of staff trained in Language Access	Not Available	10%	82%	90%	90%	90%

Clerk of Court¹⁵

Objective 1: Improve the experience of participants in administrative hearings through quality customer service.

Objective 2: Increase the efficiency and integrity of case intake through the creation and use of improved intake forms.

Objective 3: Improve case file processing.

Objective 4: Increase the integrity and consistency of case files.

KEY PERFORMANCE INDICATORS

Clerk of Court

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of consumer satisfaction surveys with a rating of at least “Agree” regarding the level of quality of OAH’s service	95%	96%	92%	96%	97%	97%
Complete development and implementation of new intake forms by case type	Not Available	Not Available	Not Available ¹⁶	70%	80%	95%
Percent compliance with established time frames for case file retrieval	Not Available	Not Available	Not Available ¹⁷	65%	80%	95%
Percent compliance with uniform case file organization standards by different case types	Not Available	Not Available	Not Available ¹⁸	50%	75%	100%

Performance Plan Endnotes:

¹For the purposes of the FY 2016 Performance Plan, the (500A) Executive program includes (100A) Agency Management and (100F) Agency Financial Operations.

²Since the number of stakeholder agencies may change during a fiscal year or from year to year based on amendments to the OAH Establishment Act or agreements between OAH and District agencies, stakeholder agency percentages referenced in the measures will be calculated based on the number of actual stakeholder agencies in the fiscal year.

³This is a new measure.

⁴Ibid.

⁵Ibid.

⁶Ibid.

⁷The Judicial program includes the functions of Trial/Appeals and Judicial Management.

⁸The U.S. Department of Labor industry standard is 95 percent of cases in a given month resolved within 90 days of filing.

⁹This indicator includes cases opened and disposed of in the same fiscal year only.

¹⁰This is a new measure.

¹¹The Court Counsel program includes the functions of Judicial Assistance and Legal Counsel.

¹²This is a new measure.

¹³Ibid.

¹⁴Ibid.

¹⁵The Clerk of the Court program includes the functions of Case Management and Judicial Support Service.

¹⁶This is a new measure.

¹⁷Ibid.

¹⁸Ibid.