



Sharyn L. Smith  
Director

STATE OF FLORIDA

# Department of Administration

## Division of Administrative Hearings

Oakland Building, 2009 Apalachee Parkway

TALLAHASSEE

32301

Bob Graham  
Governor

Gilda H. Lambe  
~~NAZHYK SHAK~~  
Secretary of Administration

January 31, 1986

### TWELFTH ANNUAL REPORT

This report is submitted to the Administrative Procedures Committee and to the Administrative Commission in compliance with the requirements of Section 120.70, Florida Statutes, which provides:

Not later than February 1 of each year, the division shall issue a written report to the Administrative Procedures Committee and the Administration Commission, including at least the following information:

- (1) A summary of the extent and effect of agencies' utilization of hearing officers, court reporters, and other personnel in proceedings under this act.
- (2) Recommendations for change or improvement in the Administrative Procedure Act or any agency's practice or policy with respect thereto.

In 1985, the Division of Administrative Hearings commenced its second decade of operations. The year was noteworthy for the achievement of several planned goals with respect to the establishment of a new word processing system with provision for a management information system to better utilize the resources of the Division. Additionally, a new telephone system was installed to meet the growing requirements of the Division and which enables the expanded use of conference call hearings.

The Division experienced the loss of only one Hearing Officer during the year. This loss was due to a planned retirement. Three additional Hearing Officers were authorized in 1985. Two of the three positions were established to enable the Division to meet the "fast-track" time frames for hearings in bid protest cases that were imposed pursuant to Chapter 85-180, Laws of Florida, which amended Section 120.53(5), Florida Statutes. The additional personnel have enabled the Division to hold the final hearings in bid dispute cases within fifteen days from the time such cases are filed with the Division.

The 1985 Legislature took action in authorizing substantial pay raises for Hearing Officers to more equitably compensate them for the specialized nature of their services, to retain experienced Hearing Officers, and to attract more experienced personnel to the Division. The pay increase will make the salary of Hearing Officers substantially equivalent to that of county judges and, although it was authorized only for those Hearing Officers with over five years' service as of September 1985, it is anticipated that it will be extended to the remaining Hearing Officers in the 1986 legislative session.

As forecast in the 1984 Annual Report, Division procedural rules were promulgated in 1985 through the adoption of new Chapters 22I-5 and 22I-6, Florida Administrative Code. These new rules describe the work and organization of the Division, its method of operation, the means of public access and the procedural rules governing the conduct of cases before the Division. They clarify existing practices at the Division and

provide a single source for procedural rules governing administrative adjudication. The new rules replaced a patchwork of prior rules promulgated in 1975 which had fallen into disuse by practitioners.

By Executive Order 85-191, dated September 12, 1985, the Governor created "The Special Committee to Study and Recommend Revision to the Operation of the Division of Administrative Hearings." The special committee was formed to study and make a long-term analysis of the goals, procedures, personnel, and facilities of the Division in view of the substantial increases in the number of cases handled by the Division and the increased complexity of the cases due to added responsibilities placed on the Division by various statutory enactments over the years. The seventeen-member committee is composed of a balanced group of attorneys, many of whom practice before the Division, and representatives from the Florida Senate and House of Representatives. The Executive Order directed the special committee to include in its report recommendations concerning possible reorganization of the Division, the need for specialized Hearing Officers, the selection and retention of Hearing Officers, measures for dealing effectively with the existing and future workload, the Division's increasing demands for space and for hearing rooms in Tallahassee and throughout the state, and defining a continuing source of funding to meet increasing Division needs. It is anticipated that the report of the special committee will be made to the Governor and legislature on or about March 1, 1986.

Statutes Enacted by the 1985 Legislature  
Which Substantially Impact the Division

The 1985 legislature amended the Administrative Procedure Act by enacting Chapter 85-180, Section 77, Laws of Florida (1985). Language in Section 120.53(5), Florida Statutes, governing protests arising from the contract bidding process was changed to require expedited treatment of such cases and to tighten pleading requirements. Section 120.53(5)(b), Florida Statutes, now requires that formal written protests "state with particularity the facts and law upon which the protest is based." The period during which the agency and the bidders are to be given "an opportunity to resolve the protest by mutual agreement" has been shortened from 14 to 7 days. If the dispute reaches the Division, a formal hearing must be held within 15 days, unless the parties agree to a later date. In accordance with Chapter 85-180, Section 78, Laws of Florida (1985), two additional hearing officer positions were funded from the Department of Transportation Trust Fund to give bid cases the expedited treatment required by statute. The Division has handled these cases within the statutory time frame, although the shortened time frames have created problems, particularly for protestants who generally bear the burden of proof in these proceedings. Since the effective date of the amendment, the Division has handled bid disputes for a variety of state agencies, including school districts. In adding a new Section 120.53(5)(f), Chapter 85-180, Section 77, Laws of Florida (1985), the legislature directed the Administration Commission to promulgate model rules in bid protest cases. When this is

completed, a uniform procedure for all state agencies to follow in resolving bid disputes will exist, which should tend to make the process simpler and fairer.

The new Local Government Comprehensive Planning and Land Development Regulation Act, Chapter 85-55, Laws of Florida (1985) creates important new responsibilities for the Governor and Cabinet, the Department of Community Affairs and the Division. The act contemplates formal administrative proceedings to resolve disputes on the question of whether local comprehensive plans conform to the state plan, both when initially adopted and when amended, and on whether local ordinances conform to local plans. With respect to the question of whether "land development regulations implement and are consistent with the local comprehensive plan," Chapter 85-55, Section 15, Laws of Florida (1985), the new law grants hearing officers final order authority in challenges to such local ordinances. Although the law has already taken effect, new comprehensive plans are not yet required to be in place; and the full effects of this new legislation have not yet been felt. It is reasonable to assume that the Division will require additional hearing officers to deal with what could be a significant new area of administrative litigation dealing primarily with the state's role in local government decisions on growth and land use issues.

At a recent meeting of the Joint Administrative Procedures Committee, the possibility of a central repository for final agency orders was raised. The Division strongly supports this idea, believing that a central repository and careful indexing

would enhance access to agency precedent by the general public, private practitioners, hearing officers and the agencies and their counsel. The State Department's Bureau of Administrative Code and Laws has done an excellent job with the administrative rules and would be a logical choice for custodian of agency orders, as well. The Joint Administrative Procedures Committee is another logical location for a central repository, and the Division is another possibility. Wherever located, a central repository should be staffed adequately to file and index not only future but also past final agency orders, at least in cases where petitions for proceedings under Section 120.57 have been filed.

The final report of the Governor's Special Committee on the Division will not be filed until March 1, 1986. It is anticipated that other statutory changes will be recommended to Chapter 120, Florida Statutes, as part of the committee's final report.

#### UTILIZATION OF PERSONNEL

During the calendar year 1985, the Division received 4,465 separate requests for hearings. The requests are broken down by agency as reflected in the attached Appendix I.

Of those cases, 1,249 were Baker Act cases and 3,216 were cases filed pursuant to Sections 120.56 and 120.57, Florida Statutes, involving substantial interests of a party. The cases continue to involve an increased number of complex matters which are more time consuming to a Hearing Officer. The average number of new cases handled per Hearing Officer during 1985 was 175.10

cases. Each Hearing Officer conducted an average of 86.0 hearings in 1985 and wrote an average of 65.1 recommended or final orders of varying length. During 1985, the Division closed approximately 3,952 cases and issued over 16,000 orders in pending cases.

The increase in Hearing Officer strength has enabled the Division to turn cases around in an increasingly shorter time frame. For example, even in cases in which the parties have waived the thirty day time limit provided in the Model Rules, internal procedures within the Division have been implemented which require recommended orders in such cases to be filed within 90 days from the date of the hearing or receipt of the transcript. If exigent circumstances exist which require additional time, Hearing Officers are required to request and receive written approval from the Director or Assistant Director for an extension beyond these time frames.

#### OFFICE AUTOMATION

Computer technology offers the only means of maintaining the mass of information needed to monitor the activities of 28 Hearing Officers in a forum handling 4,500 cases per year which are conducted statewide for almost every state agency and some city and county governments. The approach of the Division has been to install an integrated office automation system which integrates word processing, docketing and document control, calendaring, document generation, and management information collection/processing. The system chosen by the Division, a Burroughs PC network with a mini-mainframe has recently been

purchased by the Supreme Court and District Courts of Appeal. This will enable the Division to eventually tie the two systems together thus facilitating a simple method of exchanging needed case information.

Since automating, the Division has extended word processing to all secretaries. The second phase of the application, which was installed in late December 1985, is the data processing function or case hearing system (CHS) in the office of the clerk, which has increased the speed at which cases are opened and pleadings are docketed. The CHS is a customized software program developed over a period of approximately six months which was specifically tailored to generate a great variety of information concerning the handling of cases within the Division. The CHS is providing management information data, which permits better control and coordination of cases pending in the Division. The highlights of the CHS and the types of information and tickler reports it can automatically generate are detailed in Appendix II to this report. A timekeeping system is the third application to be added to the system and will provide appropriate fiscal data for charges to other agencies for services provided and a better estimate of personnel and case costs expended by the Division. This application will begin in fiscal year 85-86 with the purchase of customized software from this year's appropriation.

The Division is in the process of planning for three new applications of computer technology over the next four years which should further enhance the process of administrative adjudication. These new applications include: (1) receipt of



documents transmitted electronically to the Division from throughout the state, (2) purchase of work stations for hearing officers, and (3) the establishment of a computerized index to administrative law decisions and legal research data base with on-line accessibility.

Respectfully submitted,



SHARYN L. SMITH  
Division of Administrative Hearings

DIVISION OF ADMINISTRATIVE HEARINGS  
 ANALYSIS OF AGENCY REQUESTS FOR HEARING  
 OFFICERS FOR CALENDAR YEAR 1985

Agency.....	No. Rec'd.
Department of Administration.....	0
Division of Administrative Hearings.....	0
Administration Commission.....	8
Human Relations Commission.....	56
Division of Insurance.....	6
Division of Retirement.....	13
Department Total.....	83
Department of Agriculture and Consumer Services.....	47
Department of Business Regulation	
Division of Alcoholic Beverages and Tobacco.....	106
Division of Hotels and Restaurants.....	19
Division of Land Sales and Condominiums and Mobile Homes.....	106
Division of Pari-Mutuel Wagering.....	3
Department Total.....	234
Department of Citrus.....	1
City of Clearwater.....	15
Department of Community Affairs.....	10
Department of Commerce.....	1
Office of Comptroller.....	12
Department of Banking and Finance.....	23
Division of Securities.....	1
Office Total.....	36
Department of Corrections.....	47
Mental Health Institute.....	19
Office Total.....	66
Englewood Water Management District.....	3
Department of Education	
Divisions:	
Division of Blind Services.....	1
Certification Division.....	2
Board of Regents.....	1
Education Practices Commission.....	49
State Board of Independent Colleges and Universities.....	3
State Board of Education.....	1
Community Colleges:	
Ind Post-Secondary Vocational, Technical, Trade	

and Business Schools.....	5
Brevard Community College.....	1
Miami-Dade Community College.....	3
<b>Universities:</b>	
Florida State University.....	4
University of Florida.....	1
University of South Florida.....	1
<b>School Boards:</b> .....	
Alachua County School Board.....	1
Bay County School Board.....	1
Brevard County School Board.....	2
Broward County School Board.....	13
Collier County School Board.....	2
Dade County School Board.....	86
DeSoto County School Board.....	1
Duval County School Board.....	3
Escambia County School Board.....	1
Gulf County School Board.....	1
Hamilton County School Board.....	2
Hendry County School Board.....	1
Hernando County School Board.....	2
Leon County School Board.....	3
Monroe County School Board.....	0
Orange County School Board.....	7
Osceola County School Board.....	1
Palm Beach County School Board.....	8
Pasco County School Board.....	1
Pinellas County School Board.....	10
St. Lucie County School Board.....	1
Santa Rosa County School Board.....	1
Sarasota County School Board.....	1
Seminole County School Board.....	7
<b>Department Total.....</b>	<b>231</b>
<b>County of Hillsborough.....</b>	<b>3</b>
<b>Department of Environmental Regulation.....</b>	<b>246</b>
<b>Florida Game and Fresh Water Fish Commission.....</b>	<b>3</b>
<b>Department of General Services.....</b>	<b>5</b>
<b>Office of the Governor.....</b>	<b>4</b>
Hospital Cost Containment Board.....	58
Florida Land & Water Adjudicatory Commission.....	1
<b>Office Total.....</b>	<b>63</b>
<b>Department of Health and Rehabilitative Services</b>	
<b>Non-Baker Act Cases:</b>	
Miscellaneous.....	99
Audit Services.....	32
Health Program Office.....	11
Office of Central Administrative Services.....	6
Office of Entomology.....	2
Office of License Certification.....	117

Program Development for Aging and Adult Services...	3
Program Development for Medicaid Disputes.....	25
Program Development for Children's Medical Services	0
Program Development for Children, Youth & Families.	9
Program Development for Health Services.....	2
Program Development for Community Medical Facilities	504
Program Development for Developmental Services.....	6
Program Development for Economic Services.....	10
Program Development for Vocational Rehabilitation..	2
Non-Baker Act Total.....	828

**Baker Act Cases:**

Anclote Manor Hospital.....	42
Florida State Hospital.....	851
G. Pierce Wood Memorial Hospital.....	159
James A. Haley Veteran's Hospital.....	1
Northeast Florida State Hospital.....	52
Sarasota Palms Hospital.....	1
South Florida State Hospital.....	136
West Florida Community Care Center.....	7
Baker Act Total.....	1249

Department Total..... 2077

Department of Highway Safety and Motor Vehicles..... 20

Department of Insurance and Treasurer..... 107

Jacksonville Transportation Authority..... 2

City of Jacksonville..... 4

Department of Labor and Employment Security..... 12

Department of Law Enforcement..... 3

Criminal Justice Standards and Training Commission. 51

Department Total..... 54

Department of Legal Affairs..... 7

Department of Natural Resources..... 34

North West Florida Water Management District..... 2

Florida Parole and Probation Commission..... 1

**Department of Professional Regulation**

Board of Accountancy..... 5

Accupuncture..... 10

Board of Architecture..... 10

Barbers Board..... 15

Board of Chiropractic Examiners..... 6

Florida Construction Industry Licensing Board..... 224

Board of Cosmetology..... 26

Board of Dentistry..... 35

Electrical Contractors Licensing Board..... 22

Board of Funeral Directors and Embalmers.....	5
Board of Hearing Aid Specialists.....	1
Board of Land Surveyors.....	14
Board of Massage.....	2
Board of Medical Examiners.....	93
Mental Health Counselors.....	2
Board of Nursing.....	49
Board of Nursing Home Administrators.....	19
Board of Opticianry.....	6
Board of Optometry.....	18
Board of Osteopathic Medical Examiners.....	7
Board of Pharmacy.....	28
Board of Pilot Commissioners.....	4
Board of Podiatry.....	3
Board of Professional Engineers.....	29
Board of Psychological Examiners.....	8
Florida Real Estate Commission.....	127
Board of Veterinary Medicine.....	5
Department Total.....	773
Public Service Commission.....	7
Department of Revenue.....	22
St. Johns River Water Management District.....	16
South Florida Water Management District.....	10
Southwest Florida Water Management District.....	8
Department of State.....	1
Division of Corporations.....	2
Division of Licensing.....	17
Department Total.....	20
State Attorney.....	1
Department of Transportation.....	244
GRAND TOTAL.....	4,465

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## M A I N F E A T U R E S

- \* Reports on Active, Closed and Archived Case List information.
- \* Maintains Docket Sheets with manual and many automatic entries.
- \* Prints Clerk's Office and Hearing Officer file labels.
- \* Prints self mailing PPF CARDS notifying parties of case assignment.
- \* Updates the Case List with changes in status.
- \* Produces Tickler Reports on the calendar, cases assigned but not yet set for hearing, cases awaiting orders, cases with overdue pro's, cases due to be sent to archives, cases On Appeal with record action deadlines and cases by suffix.
- \* Transfers cases from one Hearing Officer to another.
- \* Produces Hearing Officer Update Sheets and Update Sheet Summaries.
- \* Provides a Case Inquiry of critical Case List information.
- \* Allows you to browse either the Active or Closed Case List Index by Case Number, Petitioner name, Respondent name, Intervenor, Agency Case Number, Rule Number, or Consolidated Case Number.
- \* Lists cases held in abeyance.
- \* Lists Case List by number, by status code, and Agency/Division.
- \* Tracks Hearing Officer case status, travel, and closure statistics for the month and the year.
- \* Tracks Agency/Division case and hearing statistics.
- \* Maintains and reports on cases On Appeal.
- \* Assigns carton, SRC and Accession numbers to closed cases due to be sent to archives.
- \* Provides menu-driven utilities that purge unused information from disk, backup and restore files, and reorganize files to remove deleted records or recover.

## K E B O A R D F U N C T I O N S

- GO Used to record information entered on the screen.
- RETURN Moves the cursor from item to item down the screen. If you RETURN from a key field for an existing record in the CROSS REFERENCE FILE function and in CHANGE COPIES FURNISHED, the information for that record displays for your editing.
- CANCEL Normally returns the cursor to the top of an entry screen and blank out the data last entered. If an error condition arises, the CANCEL key is required to display an explanation of the error. a second CANCEL response allows you to correct the error condition.
- FINISH Exits a program and either returns you to a menu or brings up a prompt relating to the previous program. Do not press FINISH if the screen message is DATA MANAGER IS PROCESSING YOUR SELECTION.
- ARROWS The --> and <-- arrow keys are used to position the cursor over a character in an item for your editing. The up arrow will move the cursor to the previous item. In an item of more than 30 characters an up arrow will position the cursor in the center. Just press the up arrow key again to get to the beginning of the item.
- OVER  
TYPE The Case and Hearing System automatically assumes you wish to overwrite. If you wish to insert instead, press the OVERTYPE key so that the red light is off.
- LOCK The Case and Hearing System assumes you wish to type with all upper case letters. If you wish to enter lower case letters, press the LOCK key so that the red light is off.

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DIVISION OF ADMINISTRATIVE HEARINGS  
CASE AND HEARING SYSTEM  
MAIN MENU

- 1 - CLERK'S OFFICE ACTIVITY
- 2 - HEARING OFFICER ACTIVITY
- 3 - CASE INQUIRIES/REPORTS
- 4 - TICKLER REPORTS
- 5 - STATISTICS
- 6 - WRITEONE INTERFACE
- 7 - APPEAL ACTIVITY
- 8 - ARCHIVE CASES (REPORT ON)
- 9 - CROSS REFERENCE FILES
- 10 - DISK MAINTENANCE UTILITIES
- 11 - EXIT CASE AND HEARING SYSTEM

ENTER SELECTION [ ]

---

PURPOSE: To provide access to functions of the Case and Hearing System.

PROCEDURE: Enter the number of the option you desire and press GO.

NOTES: A submenu of specific tasks will display when the main menu selection number is entered.

DIVISION OF ADMINISTRATIVE HEARINGS  
CLERK'S OFFICE ACTIVITY

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| 1 - ENTER NEW CASES                  | 9 - ENTER CASE STATUS DOCKETS     |
| 2 - ENTER COPIES FURNISHED           | 10 - DELETE CASES                 |
| 3 - CHANGE CASE INFORMATION          | 11 - ENTER WORKING CASES          |
| 4 - MAKE MANUAL DOCKET ENTRIES       | 12 - CLOSE CASES                  |
| 5 - PRINT H. O. CASE ASSIGNMENT LIST | 13 - REOPEN CASES                 |
| 6 - ASSIGN HEARING OFFICER           | 14 - CHANGE/DELETE DOCKET ENTRIES |
| 7 - PRINT FILE LABELS                | 15 - CONSOLIDATE CASES            |
| 8 - PRINT PPF CARDS                  |                                   |

ENTER SELECTION [ ]

PURPOSE: To provide access to the tasks relating to Clerk's Office Activity.

PROCEDURE: Enter the number of the option you desire and press GO.

DIVISION OF ADMINISTRATIVE HEARINGS  
HEARING OFFICER ACTIVITY

- 1 - PRINT/VIEW UPDATE SHEETS
- 2 - ENTER INITIAL ORDER
- 3 - ENTER HEARING INTO CALENDAR/DOCKET
- 4 - TRANSFER CASE
- 5 - CHANGE CASE COPIES FURNISHED
- 6 - DELETE HEARING FROM CALENDAR

ENTER SELECTION [ ]

PURPOSE: To provide access to the tasks relating to Hearing Officer Activity.

PROCEDURE: Enter the number of the option you desire and press GO.

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DIVISION OF ADMINISTRATIVE HEARINGS  
CASE INQUIRIES/REPORTS

- 1 - CASE INQUIRY  
2 - LOOKUP CASE INDEX  
3 - PRINT/VIEW DOCKET SHEETS  
4 - PRINT ACTIVE CASE LIST BY NUMBER  
5 - PRINT ACTIVE CASE LIST BY STATUS  
6 - PRINT ACTIVE CASE LIST BY AGENCY/  
7 - PRINT CASE LIST IN ABEYANCE  
8 - PRINT CLOSED CASE LIST BY NUMBER  
9 - PRINT CLOSED CASE LIST BY AGENCY/

ENTER SELECTION [ ]

-----  
PURPOSE: To provide access to inquiries and reports.

PROCEDURE: Enter the number of the option you desire and press GO.

NOTES: Some reports relate to a specific task and do not appear here. For example, the list of appealed cases is an option within App Activity. Likewise, the list of archived cases is an option within Archive Cases.

CASE INQUIRIES/REPORTS  
LOOKUP CASE INDEX

ACTIVE/CLOSED CASE (A/C) [A]  
ENTER ONE ITEM TO SEARCH BY

CASE NUMBER [ ]

PETITIONER 1 [Mr. John Doe ]  
2 [ ]

RESPONDENT 1 [ ]  
2 [ ]

INTERVENOR [ ]

AGENCY CASE# [ ]

RULE NO. [ ]

CONSLD CASE #[ ]

The following screen will appear when you supply the requested information.

CASE NUMBER 85-0001R HEARING OFFICER Young

PETITIONER 1 Mr. John Doe  
2

RESPONDENT 1 Department of the Government  
2 Division of the System Services

INTERVENOR Jane Smith

PLACE OF HEARING TALL AGENCY CASE # 99999999999999

RULE NO. 123 CONSLD CASE # 85-0003R

PURPOSE: To search the case list by any of the selected parameters and to display the index information (formerly filed index cards).

PROCEDURE: A. Indicate whether the case is active or closed.

B. Enter an item to search by and press GO.

NOTES: Need only enter beginning word of petitioner, respondent, or intervenor to begin the browse. This will give the system a starting point to browse from in the selected item alphabetic order.

For the other items, you will get the exact matches only.  
For example: If you enter 123 for RULE NO you will get those cases having 123 as the RULE NO in the case list.





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DIVISION OF ADMINISTRATIVE HEARINGS  
TICKLER REPORTS

- 1 - CALENDAR BY HEARING OFFICER
- 2 - CALENDAR BY DATE
- 3 - CALENDAR BY PLACE OF HEARING
- 4 - CASES ASSIGNED NOT SET REPORT
- 5 - OVERDUE PRO'S REPORT
- 6 - CASES AWAITING ORDERS REPORT
- 7 - RECORD ON APPEAL DUE REPORT
- 8 - CLOSED CASES DUE TO ARCHIVE
- 9 - CASES BY SUFFIX

ENTER SELECTION [ ]

---

PURPOSE: To provide access to the Tickler Reports.

PROCEDURE: Enter the number of the option you desire and press GO.

TICKLER REPORTS  
CALENDAR BY HEARING OFFICER

HEARING OFFICER [Young ]

BEGINNING DATE [100185]

ENDING DATE [103185]

PRINTER [[SERIAL1] ]

Select the printer you wish to use  
by entering the device name.

FOR EXAMPLE:

Enter [SERIAL1] for the Letter Quality Printer  
of [PAR] for the Parallel Dot Matrix.

Include brackets.

[VID] will send the report to the screen.

DATE: 09/02/85

TIME: 10:54:45

DIVISION OF ADMINISTRATIVE HEARINGS PAGE 1  
CALENDAR BY HEARING OFFICER: 10/01/85 - 10/31/85

HEARING OFFICER: Andrew J. Young

HEARING DATE	CASE NUMBER	STYLE	PLACE OF HEARING	HEARING TIME
10/16/85	85-0003	DBR, Division of Alcoholic Bev VS.The Booby Trap	Casselberr	9:00 A
10/17/85	85-0005	DBR, Division of Alcoholic Bev VS.Joe's Bar & Grill	Tampa	10:00 A

\*\*\*\*\*  
PURPOSE: To list the calendar for all or a specific Hearing Officer for a selected date range.

PROCEDURE: A. Enter a Hearing Officer name or "ALL" if all Hearing Officers are desired.

B. Enter the Beginning and Ending dates of the period you wish to see.

C. Enter the printer device and press Go.

SELECTION: All or a selected hearing officer for a selected date range.

ORDER: Hearing Officer/Hearing Date/Time/Case Number

FREQUENCY: On demand but most likely daily.

NOTES: Separate pages for each hearing officer.

TICKLER REPORTS  
CASES ASSIGNED NOT SET

HEARING OFFICER [Young ]

PRINTER [[SERIAL1] ]

Select the printer you wish to use  
by entering the device name.

FOR EXAMPLE:

Enter [SERIAL1] for the Letter Quality Printer  
of [PAR] for the Parallel Dot Matrix.

Include brackets.

[VID] will send the report to the screen.

DATE: 09/03/85  
TIME: 10:57:40

DIVISION OF ADMINISTRATIVE HEARINGS  
CASES ASSIGNED NOT SET

PAGE 1

HEARING OFFICER: Andrew J. Young

CASE NUMBER	STYLE	PLACE OF HEARING	RECEIP DATE
85-0017	DPR, Board of Dentistry VS.William F. Robison	Casselberr	08/30/
85-0025	Hospital Corporation of Americ VS.DHRS	Tampa	08/30/

\*\*\*\*\*  
PURPOSE: To list all active cases that have been assigned to Hearing Officers but have not yet been set for hearing.

PROCEDURE: A. Enter a Hearing Officer name or "ALL" if all Hearing Officers desired.  
B. Enter the printer device and press GO.

SELECTION: All or a selected hearing officer.

ORDER: Case number

FREQUENCY: Can be on demand but normally weekly.

NOTES: Lists all cases with DATE TO H.O. 20 days or more prior to today's date with a ANS (assigned, not set for hearing) STATUS.

Separate pages for each hearing officer.

TICKLER REPORTS  
OVERDUE PRO'S REPORT

HEARING OFFICER [Young ]

PRINTER [[SERIAL1] ]

Select the printer you wish to use  
by entering the device name.

FOR EXAMPLE:

Enter [SERIAL1] for the Letter Quality Printer  
of [PAR] for the Parallel Dot Matrix.

Include brackets.

[VID] will send the report to the screen.

DATE: 09/03/85  
TIME: 10:59:38

DIVISION OF ADMINISTRATIVE HEARINGS  
OVERDUE PRO'S REPORT

PAGE ]

HEARING OFFICER: Andrew J. Young

CASE NUMBER	STYLE	HEARING DATE	PRO'S DUE DATE	NOTES:
85-0004	DBR, Division of Alcoholic Bev VS. Joe's Bar & Grill	05/30/85	07/01/85	
85-0006	Martha Jones VS. MacDonald's Corporation	06/01/85	08/01/85	

\*\*\*\*\*  
PURPOSE: To list all active cases with overdue Pro's due dates.

PROCEDURE: A. Enter a Hearing Officer name or "ALL" if all Hearing Officers  
desired.  
B. Enter the printer device and press GO.

SELECTION: All or a selected hearing officer. Can be sent to screen or prin

ORDER: Case number.

FREQUENCY: Can be on demand but normally weekly.

NOTES: Lists all cases without PRO'S RECVD DATE and with PRO'S DUE DATE  
prior to today's date.  
Separate pages for each hearing officer.

TICKLER REPORTS  
CASES AWAITING ORDERS

HEARING OFFICER [Young ]

PRINTER [[SERIAL1] ]

Select the printer you wish to use  
by entering the device name.

FOR EXAMPLE:

Enter [SERIAL1] for the Letter Quality Printer  
of [PAR] for the Parallel Dot Matrix.

Include brackets.

[VID] will send the report to the screen.

DATE: 09/01/85  
TIME: 10:59:38

DIVISION OF ADMINISTRATIVE HEARINGS  
CASES AWAITING ORDERS

PAGE 1

HEARING OFFICER: Andrew J. Young

CASE NUMBER	STYLE	HEARING DATE	ORDER DUE/ TIMEFRAME	REASON FOR DEL
85-0004	DBR, Division of Alcoholic Bev VS. Joe's Bar & Grill	06/01/85	PRO'S + 30	
85-0007	Martha Jones VS. MacDonald's Corporation	06/15/85	08/01/85	

\*\*\*\*\*  
PURPOSE: To list all active cases awaiting orders.

PROCEDURE: A. Enter a Hearing Officer name or "ALL" if all Hearing Officers  
desired.  
B. Enter the printer device and press GO.

SELECTION: All or a selected Hearing Officer.

ORDER: Hearing date.

FREQUENCY: Can be on demand but normally bi-weekly.

NOTES: Lists all cases with AWO STATUS CODES.

Separate pages for each hearing officer.

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DIVISION OF ADMINISTRATIVE HEARINGS  
STATISTICS

- 1 - ENTER TRAVEL VOUCHER TOTALS      6 - HEARING OFFICER TRAVEL VOUCHER REC  
2 - CHANGE TRAVEL VOUCHER TOTALS    7 - HEARING OFFICER CASE STATUS RECAP  
3 - ENTER CASE STATUS REPORTS        8 - HEARING OFFICER CASE CLOSURE RECAI  
4 - ENTER CASE STATUS STATISTICS     9 - HEARING OFFICER STATISTICS  
5 - PRINT UPDATE SHEET SUMMARY       10 - AGENCY/DIVISION STATISTICS

ENTER SELECTION [   ]

-----  
PURPOSE: To provide access to the data entry and reporting of Statistics.

PROCEDURE: Enter the number of the option you desire and press GO.

-----  
DIVISION OF ADMINISTRATIVE HEARINGS  
WRITEONE INTERFACE

- 1 - CASE NAME
- 2 - CASE NAME AND COPIES FURNISHED
- 3 - CASE COPIES FURNISHED FOR ENVELOPES
- 4 - ALL CASE NAMES FOR CONSOLIDATED CASES
- 5 - ALL CASE NAMES AND COPIES FURNISHED  
FOR CONSOLIDATED CASES

ENTER SELECTION [ ]

-----  
PURPOSE: To produce a WriteOne interface file for a select case.

PROCEDURE: Enter the number of the option you desire and press GO.

NOTES: The contents of the interface file will be determined by the  
option selected.

-----  
WRITEONE INTERFACE  
CASE NAME AND COPIES FURNISHED

CASE NUMBER [85-0005R ]

WRITEONE FILENAME [85-0005R ]

-----  
PURPOSE: To extract the case name (Petitioners 1 & 2, Respondents 1 & 2, and Intervenor) and the copies furnished (names and addresses) from the Data Manager case list and copies furnished files to a word processing document for orders or correspondences.

PROCEDURE: A. Enter the case number of the case you desire.

B. Enter the name of the WriteOne file. Use the case number or whatever you chose to name it and press GO.

C. Signon with your WriteOne name.

D. Select "C" for copy and enter:  
From: ~~Xchs~~ "the filename"  
To: "the filename" and press GO.

FOR EXAMPLE:  
~~XCHS~~85-0005R  
85-0005R

E. Open the order form document.

F. Open the WriteOne interface file.

G. Move the contents or any part of it into the order document.

NOTES: The file will exist on the XE in the CHS directory with the case number as the document name. The file would then be copied to the word processing work area and merged with the appropriate WriteOne document.



-----  
WRITEONE INTERFACE  
COPIES FURNISHED FOR ENVELOPES

CASE NUMBER [85-0005R ]

WRITEONE FILENAME [85-0005R ]

-----  
PURPOSE: To extract the copies furnished (names and addresses) from the Data Manager copies furnished file to a word processing format envelopes.

PROCEDURE: A. Enter the case number of the case you desire.

B. Enter the name of the WriteOne file. Use the case number or whatever you chose to name it and press GO.

C. Signon with your WriteOne name.

D. Select "C" for copy and enter:

From: ~~chs~~ "the filename"

To: "the filename" and press GO.

FOR EXAMPLE:

~~chs~~ 85-0005R

85-0005R

-----  
E. Open the envelope format document you set up with the following keywords:

NAME (copies furnished name)  
ADDR1 (first line of address)  
ADDR2 (second line of address)  
ADDR3 (third line of address)  
ADDR4 (fourth line of address)  
ADDR5 (fifth line of address)  
ADDR6 (sixth line of address)

F. Enter CODE F7, G.

G. For Records file(s) enter "the envelope interface filename" (eg. 85-0005R), and press GO.

H. The envelopes should begin printing.

NOTES: The file will exist on the XE in the CHS directory with the case number as the document name. The file would then be copied to the word processing work area and merged with the appropriate WriteOne document.

-----  
WRITEONE INTERFACE  
ALL CASE NAMES FOR CONSOLIDATED CASES

CONSOLIDATED CASE NUMBER [85-0005R ]

WRITEONE FILENAME [85-0005R ]

-----  
PURPOSE: To extract the case names (Petitioners 1 & 2, Respondents 1 & 2, and Intervenor) from the Data Manager case list to a word processing document for correspondences and orders. All cases with the selected consolidated case number will be extracted.

PROCEDURE: A. Enter the case number of the case you desire.  
B. Enter the name of the WriteOne file. Use the case number or whatever you chose to name it and press GO.  
C. Signon with your WriteOne name.  
D. Select "C" for copy and enter:  
From: <chs>"the filename"  
To: "the filename" and press GO.

FOR EXAMPLE:  
<CHS>85-0005R  
85-0005R

E. Open the order form document.  
F. Open the WriteOne interface file.  
G. Move the contents or any part of it into the order document.

NOTES: The file will exist on the XE in the CHS directory with the case number as the document name. The file would then be copied to a word processing work area and merged with the appropriate WriteOne document.

-----  
WRITEONE INTERFACE  
ALL CASE NAMES AND COPIES FURNISHED  
FOR CONSOLIDATED CASES

CONSOLIDATED CASE NUMBER [85-0005R ]

WRITEONE FILENAME [85-0005R ]

-----  
PURPOSE: To extract the case names (Petitioners 1 & 2, Respondents 1 & 2, and Intervenor) and the copies furnished (names and addresses) from the Data Manager case list and copies furnished files for word processing documents. All cases with the selected consolidated case number will be extracted.

PROCEDURE: A. Enter the case number of the case you desire.

B. Enter the name of the WriteOne file. Use the case number or whatever you chose to name it and press GO.

C. Signon with your WriteOne name.

D. Select "C" for copy and enter:  
From: <chs>"the filename"  
To: "the filename" and press GO.

FOR EXAMPLE:  
<CHS>85-0005R  
85-0005R

E. Open the order form document.

F. Open the WriteOne interface file.

G. Move the contents or any part of it into the order document.

NOTES: The file will exist on the XE in the CHS directory with the case number as the document name. The file would then be copied to the word processing work area and merged with the appropriate WriteOne document.

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DIVISION OF ADMINISTRATIVE HEARINGS  
APPEAL ACTIVITY

- 1 - ENTER NOTICE OF APPEAL
- 2 - ENTER CERTIFICATE OF NOTICE OF APPEAL
- 3 - ENTER DCA CASE NUMBER
- 4 - ENTER RECORD ON APPEAL
- 5 - ENTER OPINION
- 6 - PRINT CASE LIST ON APPEAL

ENTER SELECTION [ ]

-----  
PURPOSE: To provide access to the tasks relating to the appeal process.

PROCEDURE: Enter the number of the option you desire and press GO.

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DIVISION OF ADMINISTRATIVE HEARINGS  
ARCHIVE CASES (REPORT ON)

- 1 - ASSIGN CARTON NUMBERS
- 2 - ENTER ACCESSION AND SRC NUMBERS
- 3 - MOVE ARCHIVED CASES TO CARTRIDGE
- 4 - PRINT/VIEW ARCHIVED DOCKET SHEETS
- 5 - PRINT ARCHIVED CASE LIST
- 6 - CLEAR ARCHIVE BATCH FROM MASTER
- 7 - RESTORE CASES FROM CARTRIDGE

ENTER SELECTION [ ]

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PURPOSE: To provide access to the tasks involved in archiving cases and retrieving archived information.

PROCEDURE: Enter the number of the option you desire and press GO.

-----  
DIVISION OF ADMINISTRATIVE HEARINGS  
CROSS REFERENCE FILES

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1 - MAINTAIN HEARING OFFICERS   | 6 - PRINT HEARING OFFICER LIST    |
| 2 - MAINTAIN AGENCIES/DIVISIONS | 7 - PRINT AGENCIES/DIVISIONS LIST |
| 3 - MAINTAIN CITIES/DISTRICTS   | 8 - PRINT CITIES/DISTRICTS LIST   |
| 4 - MAINTAIN STATUS CODES       | 9 - PRINT STATUS CODES LIST       |
| 5 - MAINTAIN CLOSURE CODES      | 10 - PRINT CLOSURE CODES LIST     |

ENTER SELECTION [   ]

-----  
PURPOSE: To provide access to the tasks of maintaining and reporting on  
system cross reference validation files.

PROCEDURE: Enter the number of the option you desire and press GO.

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DIVISION OF ADMINISTRATIVE HEARINGS  
DISK MAINTENANCE UTILITIES

- 1 - BACKUP FILES
- 2 - RECOVER FILES
- 3 - REORGANIZE ISAM FILES
- 4 - MAINTAIN NEXT CASE NUMBER
- 5 - CLEAR HEARING OFFICER STATISTICS
- 6 - CLEAR AGENCY/DIVISION STATISTIC
- 7 - CLEAR CASE STATUSES
- 8 - CLEAR TRAVEL VOUCHERS
- 9 - CLEAR CALENDAR
- 10 - PRINTER STATUS

ENTER SELECTION [   ]

-----  
PURPOSE: To provide access to functions of Disk Maintenance and Utilities.

PROCEDURE: Enter the number of the option you desire and press GO.