

Office of Administrative Hearings

www.oah.dc.gov
Telephone: 202-442-9094

Table FS0-1

Description	FY 2016 Actual	FY 2017 Approved	FY 2018 Proposed	% Change from FY 2017
OPERATING BUDGET	\$9,826,586	\$10,631,930	\$11,739,058	10.4
FTEs	76.2	83.2	83.2	0.0

The mission of the Office of Administrative Hearings (OAH) is to provide the District of Columbia's citizens and government agencies with 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 2018 proposed budget is presented in the following tables:

FY 2018 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table FS0-2 contains the proposed FY 2018 budget by revenue type compared to the FY 2017 approved budget. It also provides FY 2016 actual data.

Table FS0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change
GENERAL FUND										
LOCAL FUNDS	8,312	8,926	10,009	1,083	12.1	67.0	73.2	73.2	0.0	0.0
TOTAL FOR GENERAL FUND	8,312	8,926	10,009	1,083	12.1	67.0	73.2	73.2	0.0	0.0
FEDERAL RESOURCES										
FEDERAL MEDICAID PAYMENTS	70	60	80	20	33.3	0.0	0.0	0.0	0.0	N/A
TOTAL FOR FEDERAL RESOURCES	70	60	80	20	33.3	0.0	0.0	0.0	0.0	N/A

Table FS0-2

(dollars in thousands)

Dollars in Thousands						Full-Time Equivalents				
Appropriated Fund	Change					Change				
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	from FY 2017	Percentage Change*	Actual FY 2016	Approved FY 2017	Proposed FY 2018	from FY 2017	Percentage Change
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	1,444	1,645	1,650	4	0.3	9.1	10.0	10.0	0.0	0.0
TOTAL FOR										
INTRA-DISTRICT FUNDS	1,444	1,645	1,650	4	0.3	9.1	10.0	10.0	0.0	0.0
GROSS FUNDS	9,827	10,632	11,739	1,107	10.4	76.2	83.2	83.2	0.0	0.0

*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 2018 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2018 Proposed Operating Budget, by Comptroller Source Group

Table FS0-3 contains the proposed FY 2018 budget at the Comptroller Source Group (object class) level compared to the FY 2017 approved budget. It also provides FY 2015 and FY 2016 actual expenditures.

Table FS0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2015	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	7,172	7,506	8,379	8,480	101	1.2
12 - REGULAR PAY - OTHER	47	72	10	351	341	3,492.7
13 - ADDITIONAL GROSS PAY	54	64	54	27	-27	-50.4
14 - FRINGE BENEFITS - CURRENT PERSONNEL	1,251	1,378	1,627	1,650	23	1.4
15 - OVERTIME PAY	0	0	0	211	211	N/A
SUBTOTAL PERSONAL SERVICES (PS)	8,523	9,020	10,071	10,719	649	6.4
20 - SUPPLIES AND MATERIALS	95	23	34	84	50	150.6
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	5	6	0	79	79	N/A
40 - OTHER SERVICES AND CHARGES	425	388	149	155	6	4.3
41 - CONTRACTUAL SERVICES - OTHER	277	347	361	641	280	77.5
70 - EQUIPMENT AND EQUIPMENT RENTAL	235	44	18	61	43	237.4
SUBTOTAL NONPERSONAL SERVICES (NPS)	1,038	807	561	1,020	459	81.7
GROSS FUNDS	9,561	9,827	10,632	11,739	1,107	10.4

*Percent change is based on whole dollars.

FY 2018 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table FS0-4 contains the proposed FY 2018 budget by division/program and activity compared to the FY 2017 approved budget. It also provides FY 2016 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table FS0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017
(100A) AGENCY MANAGEMENT								
(1010) PERSONNEL-MASTER	112	76	93	17	0.9	1.0	2.0	1.0
(1040) INFORMATION TECHNOLOGY	158	168	284	115	0.9	1.0	1.0	0.0
SUBTOTAL (100A) AGENCY MANAGEMENT	270	244	376	132	1.8	2.0	3.0	1.0
(100F) AGENCY FINANCIAL OPERATION								
(110F) BUDGET OPERATIONS	140	148	148	-1	0.9	1.0	1.0	0.0
SUBTOTAL (100F) AGENCY FINANCIAL OPERATION	140	148	148	-1	0.9	1.0	1.0	0.0
(200A) JUDICIAL								
(020A) TRIALS/APPEALS AND JUSTICE MANAGEMENT	5,991	6,550	6,929	378	36.2	39.0	33.0	-6.0
SUBTOTAL (200A) JUDICIAL	5,991	6,550	6,929	378	36.2	39.0	33.0	-6.0
(300A) COURT COUNSEL								
(030A) JUDICIAL ASSISTANCE AND LEGAL COUNSEL	1,326	1,469	1,985	516	10.9	12.0	15.0	3.0
SUBTOTAL (300A) COURT COUNSEL	1,326	1,469	1,985	516	10.9	12.0	15.0	3.0
(400A) CLERK OF COURT								
(040A) CASE MANAGEMENT AND JUDICIAL SUPPORT SVS	1,633	1,627	1,728	101	22.7	25.2	27.2	2.0
SUBTOTAL (400A) CLERK OF COURT	1,633	1,627	1,728	101	22.7	25.2	27.2	2.0
(500A) EXECUTIVE								
(050A) PROGRAM DIRECTION AND OVERSIGHT	465	593	573	-20	3.6	4.0	4.0	0.0
SUBTOTAL (500A) EXECUTIVE	465	593	573	-20	3.6	4.0	4.0	0.0
TOTAL PROPOSED OPERATING BUDGET	9,827	10,632	11,739	1,107	76.2	83.2	83.2	0.0

(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 2018 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

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 2018 proposed budget.

FY 2017 Approved Budget to FY 2018 Proposed Budget, by Revenue Type

Table FS0-5 itemizes the changes by revenue type between the FY 2017 approved budget and the FY 2018 proposed budget. For a more comprehensive explanation of changes, please see the FY 2018 Proposed Budget Changes section, which follows the table.

Table FS0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2017 Approved Budget and FTE		8,926	73.2
Other CSFL Adjustments	Multiple Programs	-2	0.0
LOCAL FUNDS: FY 2018 Current Services Funding Level (CSFL) Budget		8,924	73.2
Increase: To align resources with operational spending goals	Multiple Programs	1	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-1	0.0
LOCAL FUNDS: FY 2018 Agency Budget Submission		8,924	73.2
Enhance: To support the costs of pre-existing programmatic initiatives	Multiple Programs	443	0.0
Enhance: To support costs for union-negotiated compensation agreements	Judicial	377	0.0
LOCAL FUNDS: FY 2018 Mayor’s Proposed Budget		9,743	73.2
Enhance: To align Overtime Pay with projected costs	Multiple Programs	211	0.0
Enhance: To align personal services and Fringe Benefits with projected costs	Multiple Programs	55	0.0
LOCAL FUNDS: FY 2018 District’s Proposed Budget		10,009	73.2
FEDERAL MEDICAID PAYMENTS: FY 2017 Approved Budget and FTE		60	0.0
Increase: To align budget with projected federal Medicaid reimbursements	Court Counsel	20	0.0
FEDERAL MEDICAID PAYMENTS: FY 2018 Agency Budget Submission		80	0.0
No Change		0	0.0
FEDERAL MEDICAID PAYMENTS: FY 2018 Mayor’s Proposed Budget		80	0.0
No Change		0	0.0
FEDERAL MEDICAID PAYMENTS: FY 2018 District’s Proposed Budget		80	0.0

Table FS0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2017 Approved Budget and FTE		1,645	10.0
Increase: To support the costs of pre-existing programmatic initiatives	Multiple Programs	4	0.0
INTRA-DISTRICT FUNDS: FY 2018 Agency Budget Submission		1,650	10.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2018 Mayor's Proposed Budget		1,650	10.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2018 District's Proposed Budget		1,650	10.0
GROSS FOR FS0 - OFFICE OF ADMINISTRATIVE HEARINGS		11,739	83.2

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

FY 2018 Proposed Budget Changes

The Office of Administrative Hearings' (OAH) proposed FY 2018 gross budget is \$11,739,058, which represents a 10.4 percent increase over its FY 2017 approved gross budget of \$10,631,930. The budget is comprised of \$10,009,253 in Local funds, \$80,000 in Federal Medicaid Payments, and \$1,649,805 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 2017 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 2018 CSFL adjustments to the FY 2017 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 2018 CSFL budget is \$8,923,953, which represents a \$2,487, or less than 1.0 percent, decrease from the FY 2017 approved Local funds budget of \$8,926,440.

CSFL Assumptions

The FY 2018 CSFL calculated for OAH included adjustment entries that are not described in detail on table 5. These adjustments include a decrease of \$8,324 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, and an increase of \$7,067 in nonpersonal services based on the Consumer Price Index factor of 2.5 percent.

Additionally, a decrease of \$1,230 for the Fixed Costs Inflation Factor accounts for fleet services estimates.

Agency Budget Submission

Increase: OAH's Local funds budget proposal reflects a net increase of \$593 in nonpersonal services across multiple programs, primarily due to the impact of adjustments to Fixed Costs for Telecommunication and projections for contractual services. The Federal Medicaid Payments proposed budget increased by \$20,000, in the Court Counsel program based on anticipated reimbursement for adjudication of Medicaid-related cases. The agency projects a net increase of \$4,315 in the proposed budget for Intra-District funds based on available funding from a Memorandum of Understanding with the Department of Employment Services to provide legal services.

Decrease: In Local funds, the proposed budget reflects a net decrease of \$593 in personal services across multiple programs to account for salary projections; this adjustment offsets the increase in nonpersonal services costs.

Mayor's Proposed Budget

Enhance: To enable its programmatic objectives, OAH's proposed budget reflects an increase of \$442,627 in nonpersonal services across multiple programs. This amount consists of \$235,126 to support contractual services, and \$207,501 to cover anticipated costs for equipment, supplies, and employee training. In addition, a proposed increase of \$376,512 in the Judicial program reflects the Collective Bargaining Agreement's impact on the personal services budget for the Administrative Law Judges.

District's Proposed Budget

Enhance: OAH's proposed budget in Local funds reflects a net increase of \$211,070 due to recently passed legislation regarding personal services costs. This adjustment is comprised of \$133,000 based on provisions in the Relocation Expenses Recoupment and Lien Authority Amendment Act of 2016, for projected additional hours required by the staff in the Judicial program; and \$78,070 as a technical adjustment in funding allocation from the Non-Departmental Account for the Building Service Employees Minimum Work Week Act of 2016 (B21-331), which requires funding the projected overtime pay for staff in the Court Counsel program. An increase of \$55,091 to the Court Counsel program is due to reclassification of four attorneys and law clerks from excepted service to the legal service pay schedule.

Agency Performance Plan*

Office of Administrative Hearings (OAH) has the following strategic objectives for FY 2018:

Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

Objectives

1. Increase operational efficiency and the public confidence in OAH's resolution of administrative disputes.
2. Increase use of mediation to settle cases in certain jurisdictions.
3. Facilitate the flow of information to and from agencies whose cases are heard at OAH.
4. Improve the OAH data management system to support a highly-efficient, transparent and responsive OAH.
5. Create and maintain a highly efficient, transparent, and responsive District government.**

KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome-oriented and should be used to answer the question, "What does the agency need to measure to determine success?"

1. Increase operational efficiency and the public confidence in OAH's resolution of administrative disputes. (7 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Average number days between the end of a hearing and the issuance of a final order	No	Not Available	Not Available	Not Available	140	130
Case closure rate at or over 100 percent at the end of the fiscal year	No	Not Available	Not Available	Not Available	90%	90%
Percent of all cases filed within the fiscal year entered into the database within three days of filing	No	Not Available	Not Available	Not Available	70%	75%
Percent of all cases open without approval more than 120 days at the end of the fiscal year	No	Not Available	Not Available	Not Available	15%	15%
Percent of all non-unemployment insurance cases closed within the fiscal year that were closed within 120 days	No	46%	77.20%	81%	70%	75%
Percent of all records requested that were timely certified to the D.C. Court of Appeals and to the Rental Housing Commission within the calendar year	No	Not Available	Not Available	Not Available	70%	70%
Percent of all unemployment insurance cases closed within the fiscal year that were closed within 90 days of filing	No	99%	98.90%	95%	95%	95%

2. Increase use of mediation to settle cases in certain jurisdictions. (3 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of cases in target jurisdiction which are totally resolved through mediation	No	Not Available	Not Available	Not Available	20%	20%
Percent of cases in target jurisdictions in which mediations occurred	No	Not Available	Not Available	Not Available	40%	40%
Percent of jurisdictions reviewed for increased focus on mediation	No	Not Available	Not Available	Not Available	75%	80%

3. Facilitate the flow of information to and from agencies whose cases are heard at OAH. (2 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Average number of contacts with agencies appearing before OAH through meetings with OGC	No	Not Available	Not Available	Not Available	65	16
Average number of contacts with agencies appearing before OAH through meetings with PALJs	No	Not Available	Not Available	Not Available	65	16

4. Improve the OAH data management system to support a highly-efficient, transparent and responsive OAH. (2 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Average number of unique hits through the public portal	No	Not Available	Not Available	Not Available	10	15
Percent of jurisdictions in which cases are available for remote access	No	Not Available	Not Available	Not Available	50%	50%

5. Create and maintain a highly efficient, transparent, and responsive District government. (9 Measures)**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Budget- Federal funds returned	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Local funds unspent	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement- Contracts lapsed into retroactive status	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement- Expendable Budget spent on Certified Business Enterprises	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Customer Service- Meeting Service Level Agreements	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee District residency	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee Onboard Time	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Vacancy Rate	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management- Employee Performance Plan Completion	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

WORKLOAD MEASURES

Workload Measures, also called inputs or outputs, quantify an activity, effort or process that is necessary to make progress towards the Strategic Objectives. They help answer the question; “How much are we doing?”

1. Reduce the number of open cases that are more than four months old

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Cases with Admit with Explanation (AWE) and no pleas open after 120 days of assignment to an ALJ	No	Not Available	Not Available	Not Available
Length of time to adjudication	No	Not Available	Not Available	Not Available
Number of cases closed	No	Not Available	Not Available	19,223
Number of cases filed	No	Not Available	Not Available	1818400%
Open cases in jurisdictions without deadlines, older than 120 days	No	Not Available	Not Available	Not Available

2. Increase use of mediation in resolving cases in target jurisdictions

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of cases filed in target jurisdictions	No	Not Available	Not Available	212
Number of cases in which mediation was used in target jurisdiction	No	Not Available	Not Available	Not Available
Number of cases settled through mediation in target jurisdictions	No	Not Available	Not Available	Not Available
Number of cases willing to try mediation	Yes	Not Available	Not Available	New Measure

3. Exchange information with agencies

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of cases newly filed in each jurisdiction	No	Not Available	Not Available	Not Available
Number of filings in each jurisdiction	Yes	Not Available	Not Available	New Measure
Number of jurisdictions in which OGC meet annually with agency counterparts	No	Not Available	Not Available	Not Available
Number of jurisdictions in which OGC meet quarterly with agency counterparts	No	Not Available	Not Available	Not Available
Number of jurisdictions in which PALJs meet annually with agency counterparts	No	Not Available	Not Available	Not Available
Number of jurisdictions in which PALJs meet quarterly with agency counterparts	No	Not Available	Not Available	Not Available

4. Allowing remote public access

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of jurisdictions in which general access to portal is available	No	Not Available	Not Available	Not Available
Number of jurisdictions in which individual access to portal is available	No	Not Available	Not Available	Not Available

Performance Plan Endnotes

*For more information about the new structure and components of FY 2018 draft performance plans, please see the FY 2018 Proposed Budget and Financial Plan, Volume 1, Appendix E.

***"Create and maintain a highly efficient, transparent and responsive District government" is a new Strategic Objective this year required for all agencies.

***Key Performance Indicators that are new may not have historical data and may only have FY 2018 targets.