

Referring Agency Portal Guide

Dashboard

The Dashboard shows all of the cases associated with your caseload.

- Accordion sections expand to show more details:
 - o Filters
 - o Cases to Schedule
 - o Upcoming Events
 - o Cases with Pending Continuances
 - Cases Ready for Order
 - Orders Ready for Publication
 - o Cases Requiring Further Action

PRISM Referring Agency Washington State Office Portal
🏠 Dashboard 🛛 🔛 Case Search 🖤 Reports
Your Caseload Dashboard
→ Filters
Cases To Schedule (562 Items)
Upcoming Events (1 Items)
Events To Complete (1441 Items)
Cases with Pending Continuances (16 Items)
Cases Ready for Order (107 Items)
Orders Ready for Publication (13 Items)
Cases Requiring Further Action (0 Items)

Click the arrow on the left to expand any of the sections.

(Please note that names have been blacked out in screenshots for privacy.)

Your Caseload Dashboard

	•	Filters									
	•	Cases To Sch									
		Upcoming Events (1 Items)									
		Quick Info	Office	CaseLoad	Docket #	Case Name	Event Type	Hearing Date	Program	Docket Name	Assigned Judge
			Spokane OAH	ESD	<u>081665</u>		Status Conference	4/10/2020 9:00 AM	Tax	ESD Docket	Weber, Juliana

Click on a docket number to see more details about that case

 Events To Complete (1441 	ltems)						
Quick Info Office	CaseLoad	Docket # Case M	Name	Event Type	Hearing Date	Participation	Judge
Spokane OAH	ES	078194		Hearing	12/3/2019 10:30 AM	WebEx	Herkamp, Bruce
Spokane OAH		083494		Hearing	12/3/2019 11:30 AM	WebEx	Herkamp, Bruce
Spokape	-0	082832		Hearing	12/4/2019 3:00 PM	WebEx	Manson, Jeffrey
Spokane AH	ESD	082944		Hearing	12/5/2019 7:30 AM	WebEx	Burdue, Cindy
Spokane OAH	ESD	066810		Hearing	12/5/2019 8:00 AM	WebEx	Manson, Jeffrey
Spokane OAH	ESD	082558		Hearing	12/5/2019 8:30 AM	WebEx	Emmal, Julie
Spokane OAH	ESD	083624		Hearing	12/5/2019 9:00 AM	WebEx	Naccarato, Aaron
Spokane OAH	ESD	083628		Hearing	12/5/2019 9:00 AM	WebEx	Manson, Jeffrey

Case Details Screen

. *	Case Deta	ils for Docket (078194										
	Caseload			Case Na	me					Assigned J	udge	Identifier Type	Identifier Value
	ESD									Herkamp,	Bruce	BYE Date	7/11/2020
	Program			Office			Docket Name			Status		Determination Date	8/3/2019
	Unemplo	yment Insuran	ce	Spokane	OAH		ESD Docket			Active		Appeal Type	Intrastate
	Appeal Fi	iled Date		OAH Red	ceived Dat	te	Office Received Date		Disposition A		Agency Number	12525007	
	8/28/2019 8/30/2019		19		8/30/2019 Rev		Reversed						
•	Case Parti	cipants											
	Name				Primary?	Туре		Languag	e Phor	10	Business Name		Business Phone
	1					Responden	t - Claimant	English	(425)	374-9416			
	1			2		Appellant -	Employer	English					
	EQUIFAX					Appellant R	tepresentative	English			EQUIFAX		(770) 740-5831
•	Scheduled	l Events											
	Event Type	Docket Name	Participation	Event Sta	art Date	Judge	In-Person Location	Co Do	ontinu ate	ance Req	Continuance R By	eq Continuance Req Reason	Interpreter Scheduled
	Hearing	ESD Docket	WebEx	10/3/201	9 1:30 PM	Liesel Lehrhaupt							
	Hearing	ESD Docket	WebEx	12/3/201 AM	9 10:30	Bruce Herkamp							
	Case Orde	ars											
	Order					Dispositio	n / Reason				- and the second	Publish Date	

The Case Details Screen displays the following sections:

- Case Details
- Case Participants
- Scheduled Events
- Case Orders
- Electronic Documents
 - This is where you can view and upload documents for the case
- Event Check Ins
- Case Associations

Electronic Documents

There are four parts to the Electronic Documents section: Upload Files, Case Documents, Uploaded Documents Waiting for OAH review, Rejected Documents.

This section is where you view the documents in your case. You may also upload documents that you would like the judge to consider.

Upload Files

To upload files, click on the Choose File button and browse to the file on your computer.



Browse for the desired file. (Please note that this screen may look different depending on your computer. Please use your normal method of browsing to and uploading a file.)

→ < ↑	> This	PC > Desktop	5 v	Search Desktop		P
ganize 🔻 Nev	v folder			[]∃∃ ▼		(
OneDrive	^	Name	Date modified	Туре	Size	
This DC		Sample Folder	4/3/2019 3:38 PM	File folder		
Inis PC		😡 Cisco Webex Meetings	7/30/2018 1:26 PM	Shortcut		3
3D Objects		🔒 Microsoft Edge	10/17/2019 11:13	Shortcut		2
Desktop		🛃 My Neighborhood	4/7/2014 2:06 PM	Shortcut		1
Documents		🔂 Outlook 2016	8/26/2019 8:19 AM	Shortcut		2
🕹 Downloads		Power Point 2016	4/4/2018 9:49 AM	Shortcut		3
Music		Project 2016	4/4/2018 9:50 AM	Shortcut		3
Pictures		Publisher 2016	4/4/2018 9:50 AM	Shortcut		
Videos		🔁 Sample Document	2/27/2020 12:13 PM	Adobe Acrobat D		20
Willeus (C)		Visio 2016	4/4/2018 9:51 AM	Shortcut		3
Windows (C:)	~ <	c				2
	File nan	me: Sample Document	~	All Files		5

Type a title in the Title box and click Upload.

information. For example, you may want to black out your social le to all parties in the case.
beole
l i b J

The document will move into the Uploaded Documents waiting for OAH to review section:

Title	Filename	Date Uploaded
Sample Document	078194.20574524.pdf	4/2/2020 8:57:45 PM



In some types of cases, you are required to redact (black out) confidential information before you upload it. If you are unsure if you are required to redact, please call OAH at 800-583-8271.

This is to protect information. Once a document is approved by OAH, then everyone in the case can see it. For example, you may not want to upload something with unredacted bank account information or social security numbers.

Rejected

If the document is rejected by OAH, it will show in the Rejected Documents section. A reason will be listed explaining why the document was rejected.

Title	Filename	Reason Rejected	Date Uploaded	Date Rejected
Sample Document	078194.20574524.pdf	Document not legible	4/2/2020 8:57:45 PM	4/2/2020 9:04:20 PM

Accepted

If the document is accepted, you will see it in the Case Documents. This section shows all of the documents for the case.

Electronic Documents			
Upload Files Please do not upload documents that contain se security number or bank account number from	ensitive information unless you have redacted (blacked out) every document. Once the documents are approved by OAH	any confidential information. For examp I they are available to all parties in the co	ile, you may want to black out y ase.
Choose File No file chosen Tit	e	Upload	
Case Documents			
Filename	Document Type	Document Date	Uploaded Date
078194.94448153.pdf	Exhibits	8/30/2019	8/30/2019 9:44 AM
078194.82435314.pdf	Notice of Hearing	9/18/2019	9/18/2019 8:24 AM
078194-330374-134526152.mp3	Audio File OAH	10/3/2019	10/3/2019 1:46 PM
078194.155211769.pdf	Initial Order	10/3/2019	10/3/2019 3:52 PM
078194.11239442.pdf	Review Order	11/5/2019	11/5/2019 11:23 AM
078194.112617702.pdf	Exhibits - Remand	11/5/2019	11/5/2019 11:26 AM
078194.142235688.pdf	Notice of Hearing on Remand	11/14/2019	11/14/2019 2:22 PM
078194-344771-11444925.mp3	Audio File OAH	12/3/2019	12/3/2019 11:05 AM



As a note, you may need to refresh your screen to see the documents.

Case Search

Use the Case Search tab to look find a case.

- Search for a case using specific criteria
- You can search using one or more fields

PRIS	M Refe	rring Age Portal	ency Washi Admir	ngton State Office on histrative Hearing
🏠 Dashboard 🛛 📮 Case Search	Reports			
Case Search				
Docket Number	Progra	m	•	
Participant First Name	Busine	ss Name		Search Clear
Participant Last Name	Agency	Identifier		
Case Name				

Reports

Use the Reports tab to view closed appeals.

- You can generate 1 month of information
- The list of cases is sorted by Program, then by Closed Date in descending order.

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Dashboard	Case Search	💚 Reports 🦷						
Report Selection								
Report Type:	Closed Appeals 🔹	Beginning Date		Ending Date			Get D	ata Clear
Results								
Program Name	Case Number	Case Name	Agency Number	Case Closed Date	Order Type	Disposition	Case Age	Days Removed



The information in this report is based on the same "Closed Appeals" report many of you currently receive from OAH monthly.