



Introduction

- Broad authority to do all things that are reasonably necessary for the proper administration of the DPH
- Authority extends to requiring specification of the issues
- OSEP suggests HOs have a role to play in managing the issues

Why do it?

- Everyone involved knows the precise questions the HO is being asked to answer
- May prompt settlement
- The responding party is able to prepare for the hearing

Why do it?

- The hearing is focused
- The HO is able to determine whether he has jurisdiction over the specific issues
- Helps with writing a good decision

PHC

- It is at the PHC that the HO begins to work on writing a good decision
- Set expectations for the PHC

Review

- DPC
 - Subject matter
 - Content
 - Four corners
- Response
- Amendments

Effective Practices

- Prepare for the PHC
 - Identify questions intended to help clarify the issue(s) and/or the relief sought
 - Draft a rough outline of the issue(s)
 - Outline the standard for each issue

Effective Practices

- At the PHC
 - Ask clarifying questions
 - Get specifics by reviewing the IEP (line-by-line, if necessary)
 - Start from the end

Effective Practices

- Simplify and organize the issue(s)
 - Eliminate duplicity
 - Subdivide single issues that should be addressed separately
 - Restate issue(s) in question format
 - Present multiple issues in logical sequence

Effective Practices

- Allow the parties to get back to you with answers to specific questions when more time is needed
- Document issues not in dispute
- Eliminate non-hearable issues
- Be flexible
