Legislative Oversight Committee
South Carolina House of Representatives
Post Office Box 11867
Columbia, South Carolina 29211
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2016 Annual Restructuring Report Guidelines

<u>PLEASE NOTE</u>:

The information included in the agency's report will appear online for all legislators and the public to view.

Agency Name: **SC Administrative Law Court**

Date Report Submitted: **January 12, 2016**

<u>Agency Head</u>
First Name: Ralph
Last Name: Anderson
Email Address:
Phone Number:734-0550

General Instructions

SUBMISSIONS	
What to submit?	Please submit this document in electronically only in both the original format (Excel) as well as in a PDF document. Save the document as "2016 - Agency ARR (*insert date agency submits report*)."
When to submit?	The deadline for submission is by the first day of session, January 12, 2016.
Where to submit?	Email all electronic copies to HCommLegOv@schouse.gov.

NOTE: If the agency enters its Name and the Date of Submission in the "Cover Page" tab, it should automatically populate at the top of each tab in this report.

WHERE INFORMATION WILL APPEAR	
Where will submissions appear?	The information included in the agency's report will appear online for all legislators and the public to view. On the South Carolina Statehouse Website it will appear on the Publications page as well as on the individual agency page, which can be accessed from the House Legislative Oversight Page.

QUESTIONS	
Who to contact?	House Legislative Oversight at 803-212-6810.

OTHER INFORMATION	
	House Legislative Oversight
Mailing	Post Office Box 11867
Phone	803-212-6810
Fax	803-212-6811
Email	HCommLegOv@schouse.gov
Web	The agency may visit the South Carolina General Assembly Home Page (http://www.scstatehouse.gov) and click on "Citizens' Interest" then click on "House Legislative Oversight Committee Postings and Reports."

Legal Standards

This is the first chart in the report because the legal standards which apply to the agency should serve as the basis for the agency's mission, vision and strategic plan.

Agency Responding	SC Administrative Law Court
Date of Submission	12-Jan-16

Instructions : List all state and federal statutes, regulations and provisos that apply to the agency ("Laws") and a summary of the statutory requirement and/or authority granted in the particular Law listed. If the agency grouped Laws together last year, they can continue to do so this year. However, please be aware that when the agency goes under study, the House Legislative Oversight Committee will ask it to list each Law individually. The Committee makes this request so the agency can then analyze each of the Laws to determine which current Laws may need to be modified or eliminated, as well as any new Laws possibly needed, to allow the agency to be more effective and efficient or to ensure the Law matches current practices and systems. Included below is an example, with a partial list of Laws which apply to the Department of Juvenile Justice. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Item #	Statute, Regulation, or Proviso Number	State or Federal	Summary of Statutory Requirement and/or Authority Granted	Is the law a Statute, Proviso or Regulation?
1	Title 1, Chapter 23	State	The Administrative Procedures Act, Establishment of the Administrative Law Court and election of its judges and jurisdiction	Statute
2	Article I, Section 22	State	Constitutional provisions regarding due process hearings	Statute
3	Title 1, Chapter 13	State	Appeals from the State Human Affairs Commission	Statute
4	Title 2, Chapter 19	State	Election of Judges	Statute
5	Title 3, Chapter 5	State	Grants of Perpetual Rights and Easements to US for Development of Waterways	Statute
	Title 6, Chapter 4	State	Contested cases from the Tourism Expenditure Review Committee	Statute
6	Title 6, Chapter 8	State	Injunctions regarding the SC Building Codes Council	Statute
7	Title 8, Chapter 17	State	Appeals from the State Grievance Committee	Statute
8	Title 9, Chapter 8	State	Retirement System for Judges and Solicitors	Statute
9	Title 9, Chapter 18	State	Appeals regarding Qualified Domestic Relations Orders	Statute
10	Title 9, Chapter 21	State	Contested cases regarding the state retirement system	Statute

Legal Standards

11	Title 10, Chapter 5	State	Injunctions regarding the SC Building Codes Council	Statute
12	Title 12, Chapters 4, 8, 24, 28, 54, 60	State	Revenue Procedures Act, establishing contested case hearings before the ALC for county and state tax matters and other tax matters by counties and the Department of Revenue	Statute
13	Title 12, Chapter 56	State	Contested cases regarding the Setoff Debt Collection Act	Statute
14	Title 16, Chapter 17	State	Contested cases regarding the regulation of unsolicited consumer telephone call by Dept. of Consumer Affairs	Statute
15	Title 23, Chapter 9	State	Appeals from the State Fire Marshal	Statute
16	Title 23, Chapter 31	State	Contested cases regarding Concealed Weapon Permit denials or revocations by SLED	Statute
17	Title 23, Chapter 36	State	Contested cases regarding the Explosives Control Act by the State Fire Marshal	Statute
18	Title 23, Chapter 43	State	Appeals and injunctive relief from the SC Building Codes Council regarding modular buildings	Statute
19	Title 27, Chapter 29	State	Contested cases regarding decisions of county boundaries by the SC Geodetic Survey	Statute
20	Title 27, Chapter 29	State	Appeals and injunctive relief from the SC Real Estate Commission regarding the Uniform Land Sales Practice Act	Statute
21	Title 31, Chapter 21	State	Appeals from the SC Human Affairs Commission regarding the Fair Housing Law	Statute
22	Title 32, Chapter 7	State	Contested cases regarding preneed funeral contracts by the Dept. of Consumer Affairs	Statute
23	Title 33, Chapter 56	State	Contested cases from the Secretary of State regarding solicitation of charitable funds	Statute
24	Title 33, Chapter 57	State	Contested cases from the Secretary of State regarding non-profits	Statute
25	Title 34, Chapter 36	State	Contested cases from the Dept. of Consumer Affairs regarding loan brokers	Statute
26	Title 36, Chapter 9	State	Contested cases regarding the Commercial Code and secured transaction filings from the Secretary of State	Statute
27	Title 37, Chapters 6, 11, 16, 17, 22, 25	State	Contested cases and injunctive relief from the Dept. of Consumer Affairs, Conumer Protection Code, regarding debt collection, retirement communities, prepaid legal services, discount medical plan organizations, mortgage lending and contact lenses	Statute
28	Title 38, Chapters 3, 5, 9, 13, 21, 25, 27, 29, 31, 33, 39, 43, 44, 53, 59, 70, 71, 73, 75, 78, 90, 93	State	Contested Cases, appeals and injunctive relief from the Department of Insurance regarding agent licensing, agent violations, bail bondsmen, rate cases, captive insurance companies, privacy of genetic information, service contracts, etc.	Statute
29	Title 39, Chapter 1	State	Injunctive relief regarding industrial hygienist	Statute
30	Title 39, Chapter 37	State	Appeals from the Dept. of Agriculture regarding ice cream, ice milk and other frozen desserts	Statute

Legal Standards

31	Title 39, Chapter 61	State	Contested cases and injunctive relief from the Dept. of Consumer Affairs regarding the Motor Club Services Act	Statute
32	Title 40, Chapters 1, 3, 6, 7, 9, 10, 11, 13, 15, 18, 19, 22, 23, 28, 29, 30, 33, 35, 36, 37, 39, 45, 47, 51, 55, 56, 58, 59, 60, 61, 63, 65, 68, 69, 75, 77, 81, 82	State	Appeals and injunctive relief from the various boards and commission at the Dept. of Labor, Licensing and Regulation regarding professions and occupations. The Board of Medical Examiners, Real Estate Commission, Residential Builders Commission, Board of Cosmetology and the Board of Nursing are a few examples	Statute
34	Title 41, Chapter 7	State	Appeals from the Dept. of Labor, Licensing and Regulation regarding the Right to Work.	Statute
35	Title 41, Chapter 8	State	Appeals and injunctive relief from the Dept. of Labor, Licensing and Regulation regarding Illegal Aliens and Private Employment	Statute
36	Title 41, Chapter 14	State	Injunctiver relief from the Dept. of Labor, Licensing and Regulation regarding the Boiler Safety Act	Statute
37	Title 41, Chapter 15	State	Contested Cases from the Dept. of Labor, Licensing and Regulation, Division of Labor (Occupational Health and Safety)	Statute
38	Title 41, Chapter 29	State	Appeals from the Dept. of Employment and Workforce	Statute
39	Title 41, Chapter 35	State	Appeals from the Dept. of Employment and Workforce	Statute
40	Title 42, Chapter 15	State	Appeals from the Workers' Compensation Commission regarding fees of attorneys and hospital charges approved by the Commission	Statute
41	Title 43, Chapter 25	State	Appeals from the Commission for the Blind	Statute
42	Title 44, Chapter 1	State	Contested Cases from the Dept. of Health and Environmental Control	Statute
43	Title 44, Chapter 2	State	Contested Cases from the Dept. of Health and Environmental Control regarding the State Underground Petroleum Environmental Response Bank Act	Statute
44	Title 44, Chapter 6	State	Appeals from the Dept. of Health and Human Services	Statute
45	Title 44, Chapter 7	State	Contested Cases from the Dept. of Health and Environmental Control regarding the State Certification of Need and Health Facility Licensure Act	Statute
46	Title 44, Chapter 20	State	Appeals from the SC Commission on Disabilities and Special Needs	Statute
47	Title 44, Chapter 79	State	Contested Cases from the Dept. of Consumer Affairs regarding the Physical Fitness Services Act	Statute
48	Title 45, Chapter 9	State	Appeals from the State Human Affairs Commission regarding Equal Enjoyment and Privileges to Public Accommodations	Statute
49	Title 46, Chapter 3	State	Appeals from the Department of Agriculture	Statute
50	Title 46, Chapter 9	State	Appeals from the State Crop Pest Commission	Statute
51	Title 47, Chapters 4, 17, 19	State	Appeals form the State Livestock-Poultry Health Commission	Statute

Legal Standards

52	Title 48, Chapter 1	State	Contested Cases from the Dept. of Health and Environmental Control regarding the Pollution Control Act	Statute
53	Title 48, Chapter 20	State	Appeals from the State Mining Council	Statute
54	Title 48, Chapter 27	State	Appeals from the State Board of Registration for Foresters	Statute
55	Title 48, Chapter 39	State	Contested Cases from the Dept. of Health and Environmental Control regarding coastal tidelands and wetlands	Statute
56	Title 48, Chapter 57	State	Review of Environmental Audit Privilege and Voluntary Disclosure by the Dept. of Health and Environmental Control	Statute
57	Title 48, Chapter 59	State	Contested Cases from the SC Conservation Act	Statute
58	Title 49, Chapter 23	State	Contested Cases from the Drought Response Committee	Statute
59	Title 50, Chapter 21	State	Contested Cases from the Dept. of Natural Resources regarding the operation of watercraft, including boating under the influence	Statute
60	Title 52, Chapter 19	State	Appeals and injunctive relief from the Dept. of Labor, Licensing and Regulation regarding bungee jumping	Statute
61	Title 54, Chapter 3	State	Appeals from the SC State Ports Authority	Statute
62	Title 54, Chapter 15	State	Appeals and injunctive relief from the SC Commissioners of Pilotage	Statute
63	Title 55, Chapter 5	State	Appeals from the Aeronautic Commission	Statute
64	Title 56, Chapters 1, 5, 9, 15, 28	State	The Office of Motor Vehicle Hearings (OMVH), a division of the ALC hears contested cases regarding drivers licenses suspensions and motor vehicle matters, such as implied consent, habitual offender, dealer licensing and physical disqualifiction; and appeals from the Dept. of Probation, Pardon and Parole regarding the Ignition Interlock Device Program	Statute
65	Title 58, Chapter 3	State	Injunctive relief regarding Ex Parte communication at the Public Service Commission	Statute
66	Title 58, Chapter 27	State	Contested case from the Public Service Commission regarding the Lease of Renewable Electric Generation Facilities Program	Statute
67	Title 59, Chapter 25	State	Appeals from the State Dept. of Education regarding teacher certificates	Statute
68	Title 59, Chapter 40	State	Appeals from local school districts or the SC Public Charter School District regarding charter schools	Statute
69	Title 59, Chapter 58	State	Appeals from the SC Commission on Higher Education	Statute
70	Title 59, Chapter 102	State	Contested cases from the Dept. of Consumer Affairs regarding athlete agents	Statute
71	Title 59, Chapter 150	State	Appeals from the SC Lottery Commission	Statute
72	Title 61, Chapters 2, 4, 6	State	Contested cases from the Dept. of Revenue regarding alcohol and alcohol beverages	Statute
73	Title 63, Chapters 11, 13	State	Appeals from the Dept. of Social Services regarding child welfare agencies and childcare facilities	Statute
74	Chapter 71	State	Dept. of Labor, Licensing and Regulation, Occupational Safety and Health	Regulation
75	Chapter 63	State	Contested Cases from the Dept. of Transportation	Regulation

Legal Standards

76	Chapter 19	State	Budget and Control Board	Regulation
77	Chapter 28	State	Dept. of Consumer Affairs	Regulation
78	Chapter 127	State	Dept. of Labor, Licensing and Regulation, Occupational Health and Safety Review Board	Regulation
79	Chapter 7	State	Dept. of Revenue, alcoholic beverages	Regulation
80	Chapter 30	State	Dept. of Health and Environmental Control, Coastal Division	Regulation
81	Chapter 61-43	State	Dept. of Health and Environmental Control, Standards for the Permitting of Agricultural Animal Facilities	Regulation
82	Chapter 69	State	Dept. of Insurance	Regulation
83	Chapter 72	State	Dept. of Health and Environmental Control, Land Resources and Conservation Districts Division	Regulation
84	Chapter 121	State	Dept. of Natural Resources, Drought Response Committee	Regulation
85	Chapter 114	State	Dept. of Social Services, childcare facilities	Regulation
86	Chapter 8	State	Building Codes Council	Regulation
87	Chapter 61-113	State	Dept. of Health and Environmental Control, Groundwater Use and Reporting	Regulation
88	Chapter 25	State	Dept. of Labor, Licensing and Regulation, SC Board of Chiropractic Examiners	Regulation
89	Chapter 44	State	South Carolina Lottery Commission	Regulation
90	Chapter 61-57	State	Dept. of Health and Environmental Control, Development of Subdivision Water Supply and Treatment/Disposal Systems	Regulation
91	Chapter 61-67	State	Dept. of Health and Environmental Control, Stards for Wastewater Facility Construction	Regulation
92	58.1	State	Retention and Expediture of copying costs and copies of rules	Proviso
93	58.2	State	County Office Space for Administrative Law Judges	Proviso
94	58.3	State	Travel - subsistence and mileage for Administrative Law Judges	Proviso
95	Al-Shabazz v. State, etc.	NA	Administrative, non-collateral appeals from Dept. of Corrections and Dept. of Probation, Parole and Pardon Services	Case law

Mission, Vision and Goals

This is the second chart because the agency's mission and vision should have a basis in the legal standards, which the agency provided in the previous chart. After the agency knows the laws it must satisfy, along with its mission and vision, it can then set goals to satisfy those laws and achieve that vision (and the strategy and objectives to accomplish each goal - see next chart). To ensure accountability, one person below the head of the agency should be responsible for each goal. The same person is not required to be responsible for all of the goals.

Agency Responding	SC Administrative Law Court
Date of Submission	12-Jan-16
Fiscal Year for which information below pertains	2015-16

Instructions : Provide the agency's mission, vision and laws (i.e. state and/or federal statutes) which serve as the basis for the agency's mission and vision.

Mission	The Court’s mission is to provide a neutral forum for fair, prompt and objective hearings for
Legal Basis for agency's mission	1-23-500 et seq. and Article I, Section 22 South Carolina Constitution
Vision	The Court's vision is a technologically advanced and prompt court easily accessible by all
Legal Basis for agency's vision	1-23-500 et seq. and Article I, Section 22 South Carolina Constitution

Instructions :
1) Under the "Legal Responsibilities Satisfied" column, enter the legal responsibilities (i.e. state and/or federal statutes and provisos) the goal is satisfying. All of the laws mentioned in the previous chart (i.e. Legal Standards Chart) should be included next to one of the agency's goals. When listing the Legal Responsibilities Satisfied, the agency can group the standards together when applicable (i.e. SC Code 63-19-320 thru 63-19-450). Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute.
2) Under the "Goals and Description" column, enter the number and description of the goal which will help the agency achieve its vision (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years). The agency should have 3-4 high level goals.
3) Under the "Describe how the Goal is SMART" column, enter the information which shows the goal is Specific, Measurable, Attainable, Relevant and Time-bound.
4) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing the goal.
5) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal. The Responsible Person has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives to accomplish the goal. In addition, this is the person who monitors the progress and makes any changes needed to the strategies and objectives to ensure the goal is accomplished. Under the "Position" column, enter the Responsible Person's position/title at the agency.

Legal Responsibilities Satisfied	Goals & Description	Describe how the Goal is S.M.A.R.T.	Public Benefit/Intended Outcome	Responsible Person Name:	Number of months person has been	Position:
All	Goal 1 - Provide fair and impartial hearings and appellate review for all litigants	NA	The public benefit and intended outcome are interconnected; they are to provide fair and prompt proceedings for litigants.	Because of the structure of the ALC, this is not applicable. Each Judge is responsible for the cases assigned to him or her and for ensuring cases are heard in a timely manner. The Clerk's Office, law clerks and attorneys assist in this process.	n/a	ALJs, Hearing Officers, Clerk's office and support staff
All	Goal 2 - Conduct hearings and appellate review in a timely manner	NA	The public benefit and intended outcome are interconnected; they are to provide fair and prompt proceedings for litigants.	Because of the structure of the ALC, this is not applicable. Each Judge is responsible for the cases assigned to him or her and for ensuring cases are heard in a timely manner. The Clerk's Office, law clerks and attorneys assist in this process.	n/a	ALJs, Hearing Officers, Clerk's office and support staff

Strategy, Objectives and Responsibility

This is the next chart because once the agency determines its goals, and those responsible for each goal, it then needs to determine the strategy and objectives to accomplish each goal. To ensure accountability, one person should be responsible for each objective. This can be the same person responsible for the goal, if it is a small agency, or, for larger agencies, a person who reports to the person responsible for the goal. The same person is not required to be responsible for all of the objectives.

Agency Responding	SC Administrative Law Court
Date of Submission	12-Jan-16
Fiscal Year for which information below pertains	2015-16

<u>*Instructions*</u> *:*
1) Under the "Legal Responsibilities Satisfied" column, enter the legal responsibilities (i.e. state and/or federal statutes and provisos) the goal or objective is satisfying. For each goal, the agency can copy and paste the information from the Mission, Vision and Goals Chart. All of the legal standards mentioned for a particular goal should be included next to one of the objectives under that goal. When listing the Legal Responsibilities Satisfied, the agency can group the standards together when applicable (i.e. 63-19-320 thru 63-19-370). Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute.
2) Under the "Strategic Plan Part and Description" column, enter the strategic plan part number and description (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years). For each goal, the agency can copy and paste the information from the Mission, Vision and Goals Chart. If the agency is still utilizing the same strategies and objectives it submitted as part of the Accountability Report, it can copy and paste those into this chart, then fill in the remainder of the columns. However, if the agency has trouble explaining how each objective is SMART, it may need to revise its objectives. In addition, if the agency has revised its strategic plan since submitting its last Accountability Report, please provide information from the most current strategic plan.
3) Under the "Describe how it is SMART" column, enter the information which shows how each goal and objective is Specific, Measurable, Attainable, Relevant and Time-bound.
4) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing each goal and objective.
5) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal and objective. The Responsible Person for a goal has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person for an objective has employees and possibly different teams of employees beneath him/her to help accomplish the objective. The Responsible Person for a goal is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives needed to accomplish the goal. The Responsible Person for an objective is the person who, in conjunction with his/her employees and approval from higher level superiors, sets the performance measure targets and heads the game plan for how to accomplish the objective for which he/she is responsible. Under the "Position" column, enter the Responsible Person's position/title at the agency. Under "Office Address" column, enter the address for the office from which the Responsible Person works. Under the "Department/Division" column, enter the department or division at the agency in which the Responsible Person works. Under the "Department/Division Summary" column, enter a brief summary (no more than 1-2 sentences) of what that department or division does in the agency.

Legal Responsibilities Satisfied:	*Strategic Plan Part and Description*	How it is S.M.A.R.T.:	Public Benefit/Intended Outcome:	Responsible Person Name:	Number of months person has been responsible for the goal or objective:	Position:	Office Address:	Department or Division:	Department or Division Summary:
(i.e. state and federal statutes or provisos the goal or objective is satisfying)	(i.e. Goal 1 - Insert description, Strategy 1.1 - Insert Description, Objective 1.1.1 - Insert Description)	Describe how each goal and objective is... <u>S</u>pecific; <u>M</u>easurable; <u>A</u>ttainable; <u>R</u>elevant; and <u>T</u>ime-bound	(Ex. Output = rumble strips are installed on the sides of a road; Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome						
All	Goal 2 - Conduct hearings and appellate review in a timely manner	n/a	Intended outcome is to provide justice and due process to litigants	*See previous chart*	*n/a*	*n/a*	*1205 Pendleton St., Suite 224/325 Columbia SC 29201*	*ALC and OMVH*	*n/a*
The agency does not need to insert the information for the rest of the columns for any strategy, type "n/a"	Strategy 1.1 - Improve the age of disposed cases	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Objective 1.1.1 - Improve information technology by upgrading case management system and develop and implement efiling	Specific - These are specific software programs the agency will/has developed to improve efficiency. Measurable - the Court went live with the CMS system in July 2015. Expect to have efiling system in place in 2016. Attainable - Objective is attainable (one is already implemented) through proper research and planning. Relevent and Time-bound - Improvement in areas of technology is one of the best ways for courts to improve efficiency in processing and disposing of cases.	Timely processing and disposal of cases benefit the public and agencies appearing before the Court	See previous chart	n/a	n/a	1205 Pendleton St., Suite 224/325 Columbia SC 29201	ALC and OMVH	n/a

Associated Programs

This is the next chart because once the agency has determined its goals, strategies and objectives, the agency needs to determine which of its programs will help achieve those objectives and goals and which programs may need to be curtailed or eliminated. If one program is helping accomplish an objective that a lot of other programs are also helping accomplish, the agency should consider whether the resources needed for that program could be better utilized (i.e. so the agency can most effectively and efficiently accomplish all of its goals and objectives) if they were distributed among the other programs that are helping accomplish the same objective or among programs that are helping accomplish other objectives.

Agency Responding	SC Administrative Law Court
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Instructions :
1) Under the "Name of Agency Program" column, enter the name of every program at the agency on a separate row.
2) Under the "Description of Program" column, enter a 1-3 sentence description of the agency program.
3) Under the "Legal Statute Requiring Program" column, enter the legal statute which requires (this is different than allows) the program, if the program is required by a state or federal statute or proviso. Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute. If the program is not required by a state or federal statute or proviso, enter "none."
3) Under the "Objective the Program Helps Accomplish" column, enter the strategic plan objective number and description. The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart. Enter ONLY ONE objective per row. If an agency program helps accomplish multiple objectives, insert additional rows with that agency program information and enter each different objective it helps accomplish on a separate row.

Name of Agency Program	Description of Program	Legal Statute or Proviso Requiring the Program	Objective the Program Helps Accomplish (The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart) List **ONLY ONE** strategic objective per row.
I. SCALC Hearings	Process, hear, and decide contested cases, appeals, regulation and injunctive relief matters from state agencies.	**Article 1, Sect. 22, SC Constitution, S.C. Code Ann 1-23-500 et seq., Al-Shabazz v. State and various agency specific statutes**	The Court is essentially a one-program agency. Its only function is to adjudicate cases between the citizen(s) and state agencies. Therefore it is a collective responsibility for the one and only program to implement all of the goals and objectives of the Court.
I. Administration Overhead	Administration of the Agency (the Court and OMVH) , particularly in regards to Agency Accounting, Human Resources, Budgeting, and Receptionist Functions.	**Article 1, Sect. 22, SC Constitution, S.C. Code Ann 1-23-500 et seq., Al-Shabazz v. State and various agency specific statutes**	The Court is essentially a one-program agency. Its only function is to adjudicate cases between the citizen(s) and state agencies. Therefore it is a collective responsibility for the one and only program to implement all of the goals and objectives of the Court.
I. OMVH Hearings	Process, hear and decide administrative hearings required by SC motor vehicle and driver license laws.	**S.C. Code Ann 1-23-500 et seq., SC Code Title 56, and Financial Responsibility Act.**	The Court is essentially a one-program agency. Its only function is to adjudicate cases between the citizen(s) and state agencies. Therefore it is a collective responsibility for the one and only program to implement all of the goals and objectives of the Court.

Strategic Budgeting

This is the next chart because once the agency determines its goals, strategies and objectives, as well as the programs that will best allow the agency to accomplish its objectives, the agency needs to determine how to allocate its funds to most effectively and efficiently accomplish the objectives. After allocating the funds to the objectives, the agency may decide to go back and revise which associated programs it will continue, curtail or eliminate in order to most effectively and efficiently accomplish its goals and objectives.

Agency Responding	SC Administrative Law Court
Date of Submission	12-Jan-16
Fiscal Year for which information below pertains	2015-2016

IMPORTANT TIME SAVING NOTE: Please note that only one year of budgeted funds is requested. Once an agency is under study with the House Legislative Oversight Committee, the Committee may request information on how the agency budgeted and spent money for the previous five years. If an agency is chosen for study five years from now, the agency can quickly and easily combine the information from this chart for each of the last five years.

Part A Instructions : Estimated Funds Available this Fiscal Year (2015-16)
1) Please enter each source of funds for the agency in a separate column. Group the funding sources however is best for the agency (i.e. general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.) to provide the information requested below each source (i.e. state, other or federal funding; recurring or one-time funding; etc.). The agency is not restricted by the number of columns below so please delete or add as many as needed. **However the agency chooses to group its funding sources, it should be clear through Part A and B, how much the agency estimates it has available to spend and where the agency has budgeted the funds it has available to spend.**

Part B Instructions : How Agency Budgeted Funds this Fiscal Year (2015-16)
1) Enter each agency objective and description (i.e. Objective 1.1.1 - insert description of objective). The agency can insert as many rows as necessary so that all objectives are included.
2) After entering all of the objectives, enter each "unrelated purpose" for which money received by the agency will go (i.e. Unrelated Purpose #1 - insert description of unrelated purpose) on a separate row. An "unrelated purpose" is money the agency is legislatively directed to spend on something that is not related to an agency objective (i.e. pass through, carry forward, etc.).
3) Enter how much money from each source of funds the agency budgets to spend on each objective and unrelated purpose. The "Total budgeted to spend on objectives and unrelated purposes" for each source of funds in Part B should equal the "Amount estimated to have available to spend this fiscal year" in Part A.

Explanations from the Agency regarding Part A: *Insert any additional explanations the agency would like to provide related to the information it provides below.*

PART A
Estimated Funds Available this Fiscal Year (2015-16)

Source of Funds:	Totals	*State, Federal or Other Funds? - State Funds - $2,392,183*	*Insert name of Source of Funds #2 - Other Funds - $1,470,240*				
Is the source state, other or federal funding:	Totals	*State, Federal or Other Funds?State Funds*	*State, Federal or Other Funds?Other Funds*				
Is funding recurring or one-time?	Totals	*Recurring or one-time funding?Recurring*	*Recurring or one-time funding?Recurring*				
$ From Last Year Available to Spend this Year							
Amount available at end of previous fiscal year	$1,279,175	$202,124	$1,077,051				
Amount available at end of previous fiscal year that agency can actually use this fiscal year:	**$1,279,175**	202,124	1,077,051				
If the amounts in the two rows above are not the same, explain why :	Enter explanation for each fund to the right						
$ Estimated to Receive this Year							
Amount budgeted/estimated to receive in this fiscal year:	$3,862,423	2,392,183	1,470,240.00				
Total Actually Available this Year							
Amount estimated to have available to spend this fiscal year (i.e. Amount available at end of previous fiscal year that agency can actually use in this fiscal year PLUS Amount budgeted/estimated to receive this fiscal year):		2,594,307	1,470,240 - This is an estimate because we can only spend what is generated from fines and				

Strategic Budgeting

Explanations from the Agency regarding Part B: *Insert any additional explanations the agency would like to provide related to the information it provides below.*

PART B
How Agency Budgeted Funds this Fiscal Year (2015-16)

Source of Funds: (the rows to the left should populate automatically from what the agency entered in Part A)	Totals	State, Federal or Other Funds? - State Funds - $2,392,183	Insert name of Source of Funds #2 - Other Funds - $1,470,240	0	0	0	0
Is source state, other or federal funding: (the rows to the left should populate automatically from what the agency entered in Part A)	Totals	State, Federal or Other Funds?State Funds	State, Federal or Other Funds?Other Funds	0	0	0	0
Restrictions on how agency is able to spend the funds from this source:	n/a	n/a					
Amount estimated to have available to spend this fiscal year: (the rows to the left should populate automatically from what the agency entered in Part A)	$0	$2,594,307	1,470,240 - This is an estimate because we can only spend what is	$0	$0	$0	$0
Are expenditure of funds tracked through SCEIS? (if no, state the system through which they are recorded so the total amount of expenditures could be verified, if needed)	n/a	Yes	Yes				
Where Agency Budgeted to Spend Money this Year							
Objective 1.1.1 - insert description of objective: ***Remember to include a colon (:) at the end of each objective and unrelated purpose description***							
Objective 1.1.2 - insert description of objective:							
etc.							
Unrelated Purpose #1 - insert description:	*n/a*						
Unrelated Purpose #2 - insert description:	*n/a*						
etc.							
Total Budgeted to Spend on Objectives and Unrelated Purposes: (this should be the same as Amount estimated to have available to spend this fiscal year)	$3,862,423						

Objective Details

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

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Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 1 - Provide fair and impartial hearings and appellate review for all litigants	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	All	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	*Improve the age of disposed cases*	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 1.1.1 - Improve information technology by upgrading case management system and develop and implement efiling	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	*all*	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	*Improve the age of disposed cases*	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	*One program agency - due process hearings for ALC and OMVH*	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	*See previous charts*	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:		
Position:		
Office Address:		
Department or Division:		
Department or Division Summary:		
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	$3,862,423	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Objective Details

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 1.1.1 - Improve information technology by upgrading case management system and develop and implement efiling	
Performance Measure:	Age of Disposed Cases	
Type of Measure:	Efficiency	
Results		
2013-14 Actual Results (as of 6/30/14):	See Age of Disposed Cases - Annual Accountability Report	
2014-15 Target Results:	Improve percentages	
2014-15 Actual Results (as of 6/30/15):	See Age of Disposed Cases - Annual Accountability Report	
2015-16 Minimum Acceptable Results:	n/a	
2015-16 Target Results:	Improve percentages	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)		Insert any further explanation, if needed: The answer to this is no, but the format would not
What are the names and titles of the individuals who chose this as a performance measure?	Chief Judge, Clerk and other ALJs	
Why was this performance measure chosen?	It is a standard performance measure for courts	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	Review and adjustment of the types of cases included in each case timeline	
What are the names and titles of the individuals who chose the target value for 2015-16?	Chief Judge, Clerk and other ALJs	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	The type and complexity of the cases	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Possibly	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	Because the ALC is an agency and court of record, the age of a case when a final order is issued can be very dependent upon outside factors, i.e. the litigants that are involved in the cases and whether there are requests for continuances, extensive discovery requests, etc.	

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	
Level Requires Outside Help	
Outside Help to Request	
Level Requires Inform General Assembly	
3 General Assembly Options	

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
n/a			

PARTNERS

Objective Details

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
PRT	*To improve information technology*	*State/Local Government Entity*

Reporting Requirements

Agency Responding	SC Administrative Law Court
Date of Submission	12-Jan-16
Fiscal Year for which information below pertains	2015-16

0

Instructions :
List all reports, if any, the agency is required to submit to a state, federal or outside entity on a regular basis. Insert the name of each report in a separate column and answer the questions below it. Add as many columns as needed.
PLEASE NOTE: All information the agency provides in the rows below the row labeled, “Date the Report was last submitted,” should apply to when the agency most recently submitted the report (i.e. date report was last submitted).

Agency Responding						
Report #	1	2	3	4	5	6
Report Name:	Restructuring Report	Restructuring Report	Accountability Report	Annual Budget Plans	IT Plans	Organizational Chart
Why Report is Required						
Legislative entity requesting the agency complete the report:	House Legislative Oversight Committee	Senate Oversight	Executive Budget Office	Executive Budget Office	Division of	Human Resources
Law which requires the report:		House Legislative Oversight				
Agency's understanding of the intent of the report:						
Year agency was first required to complete the report:	2015	2015	1994	1994		
Reporting frequency (i.e. annually, quarterly, monthly):	Annual	Annual	Annual	Annual	Annual	Annual
Information on Most Recently Submitted Report						
Date Report was last submitted:						
Timing of the Report						
Month Report Template is Received by Agency:	November	November	Varies	Varies	Varies	n/a
Month Agency is Required to Submit the Report:	January	January	September	October	October	September
Where Report is Available & Positive Results						
To whom the agency provides the completed report:	Gov./General Assembly	Gov./General Assembly	Gov./General Assembly	Gov./General Assembly	Gov./General Assembly	Gov./General Assembly
Website on which the report is available:	various including www.scalc.net	various including www.scalc.net	various including www.scalc.net	various including www.scalc.net	various including www.scalc.net	various including www.scalc.net
If it is not online, how can someone obtain a copy of it:						
Positive results agency has seen from completing the report:	n/a	n/a	Shows General Assembly and the public	Shows the General Assembly how the Court	Shows the agencies	Show the grievance rights (if any) and

Information in all these rows should be for when the agency completed the report most recently

Restructuring Recommendations and Feedback

Agency Responding	SC Administrative Law Court
Date of Submission	12-Jan-16
Fiscal Year for which information below pertains	2015-16

RESTRUCTURING RECOMMENDATIONS

Instructions: Please answer the questions below and add as many rows as needed.

Does the agency have any recommendations, minor or major, for restructuring?	No

If the agency has recommendations for restructuring, list each one on a separate row in the chart below. Add as many rows as needed.

Does the agency recommendation require legislative action?	Recommendation for restructuring

FEEDBACK (Optional)

Instructions: Please answer the questions below to provide feedback on this Annual Restructuring Report ("Report").

Please list 1-3 benefits the agency sees in the public having access to the information requested in the Report, in the format it was requested.	Please list 1-3 benefits to agency management and employees in having all of this information available in one document.	Now that the agency has completed the Report, please list 1-3 things the agency could do differently next year (or it could advise other agencies to do) to complete the Report in less time and at a lower cost to the agency.
1 There is need and benefit for the public to have access to information regarding how an ageny operates, it's legal requirements and how it utilizes state resources, however this format may not be the best vehicle for sharing that information	1 Most of this information is currently available in other formats or reports and on agency websites	1 Review the format and templates as soon as it is received to verify if it is the same as the previous year.
2	2	2
3	3	3

Does the agency believe this year's Restructuring Report was less burdensome than last year's?	Please list 1-3 changes to the Report questions, format, etc. the agency recommends to ensure the Report provides the best information to the public and General Assembly, in the least burdensome way to the agency.	Please add any other feedback the agency would like to provide (add as many additional rows as necessary)
No	1 A report that is only in excel format does not leave any flexibility for agencies to provide answers that may be applicable only to their agency. Likewise, there may be many charts currently provided in this report that are not applicable to the agency.	This format was more cumbersome to follow than last year's format. If it is difficult for the agency to respond to, then the public may have a difficult time in understanding the information about the agency as well.
Why or why not? See answers regarding format	2 Does not appear that the S.M.A.R.T. format has been utilized in previous reports. Further explanation on the application of these standards to the objectives would have been useful.	
	3	

Agencies are not required to do anything in this worksheet. This worksheet is part of the document so the proper drop down menues can be available in the other tabs.

Is Performance Measure Required?
State
Federal
Only Agency Selected

Type of Performance Measure
Outcome
Efficiency
Output
Input/Explanatory/Activity

Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

State/Local Government Entity
College/University
Business, Association or Individual

Does the Agency have any restructuring recommendations
Yes
No

Does the agency believe this year's Restructuring Report was less burdensome than last year's?
Yes
No