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**NEW YORK STATE**  
**OFFICE OF CHILDREN & FAMILY SERVICES**  
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**John A. Johnson**  
Commissioner

## Informational Letter

<b>Transmittal:</b>	03 OCFS INF-02
<b>To:</b>	Local District Commissioners Executive Directors of Voluntary Agencies
<b>Issuing Division/Office:</b>	Office of Children and Family Services
<b>Date:</b>	January 28, 2003
<b>Subject:</b>	Supplemental CONNECTIONS Equipment
<b>Suggested Distribution:</b>	Directors of Services CONNECTIONS Implementation Coordinators Administrative Directors Staff Development Coordinators Child Welfare Staff Fiscal Staff Voluntary Agency Directors Voluntary Agency Implementation Coordinators LAN Administrators
<b>Contact Person(s):</b>	Jack Nabozny, CONNECTIONS Implementation, (518) 402-3078
<b>Attachments</b>	A-Hardware Costs; B-Software Costs; C-Revenue Intercept Authorization letter.
<b>Attachment Available On – Line:</b>	yes

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
97-INF-8 96-INF-15 96-INF-7 95-INF-42 95-INF-21					

## **I. Purpose**

The Office of Children and Family Services, hereafter referred to as “OCFS”, will assist Local Districts and Voluntary Agencies with changes that local agencies may want to make to the Human Services Network. These changes involve the addition of supplemental equipment for new staff, opening new sites, the merging of sites and/or agencies, equipment moves, the purchase of new software, or connectivity to an agency’s existing Local Area Network (LAN). Supplemental equipment is defined as any hardware added to the CONNECTIONS network in addition to subsequent the original (1996) baseline allocation and installation.

This information is provided to assist Local Social Services Districts, hereafter referred to as Local District, and Voluntary Agencies to plan for these changes, to prepare for the costs that will be incurred and to initiate any necessary local legislation needed or to facilitate a local appropriation or approval process.

Only those PC’s, printers, laptops and related services and software purchased from the State contractor or, that have been integrated and certified by the Office for Technology (OFT) to be used to support child welfare, can be added to the HSN.

Costs associated with Network Integration Services (NIS) provided by the OFT may be paid directly by the Local District or Voluntary Agency, or may be processed through revenue intercept.

Site preparation costs are the responsibility of the Local District and Voluntary Agency: there will not be an intercept option for these costs.

## **II. Procurement Options**

Local Districts and Voluntary Agencies may utilize the competitively bid State contracts to procure supplemental equipment. The State will avail Local Districts two Options by which to procure hardware and software as follows:

**Option # 1** – Under Option #1, a Local District or Voluntary Agency shall be responsible for direct payments to the State contractor for all costs associated with purchase and installation of supplemental equipment, with the exception of software purchases, which shall be initially paid by the State. Payment for software purchased by the State on behalf of a Local District or Voluntary Agency for supplemental equipment will be funded through a revenue intercept process. Through this process, the Local District will be charged for software purchase through a bottom-line deduction of 100 per cent of the costs to the Local District’s monthly claim either for their own software purchases, or those software purchases made on behalf of a Voluntary Agency, for which the Local District has agreed, in advance, to sponsor the request.

**Option # 2**—Under Option #2 a Local District or a Voluntary Agency may utilize the revenue intercept process for all acquisition costs (both software and hardware) associated with the purchase and

installation of supplemental equipment. All cost associated with the supplemental equipment will be processed through the revenue intercept process. Through this process, a Local District will be charged for the costs via a bottom-line deduction of 100 per cent of the costs to Local District's monthly claim either for their own purchases, or those purchases made on behalf of a Voluntary Agency, for which the Local District has agreed, in advance, to sponsor the request.

Whether utilizing Option #1 or #2, a Local District must submit a letter authorizing OCFS to make a purchase(s) on the Districts behalf and to intercept the appropriate revenue. Absent an authorization letter, OCFS cannot intercept the funds or, authorize the acquisitions or other costs. This process will be detailed in Sections III.

Please see attachments A and B for current cost information. Any changes to the price schedule will be included in Appendix D, IBM Statement of Work, CONNECTIONS Workstation Replacement Project. The Statement of Work can be found in Public folders under>All Public Folders>Statewide>CONNECTIONS>Command Center>2002 Supplemental Information.

Equipment acquired from any other source, provided OCFS has given prior approval to add it to the network, will be paid for directly by the Local District or Voluntary Agency. No intercept options are available for these purchases.

Any equipment that was not acquired from the State contractor that a Local District or Voluntary Agency wants to add to the Human Services Network requires a Network Integration Services analysis by the OFT. Additionally, costs associated with NIS may be paid directly by the Local District or Voluntary Agency.

Whenever a Local District or Voluntary Agency uses the services provided by the State contractor, for equipment acquisitions, and installations the Local District is responsible for those costs, either through revenue intercept or a direct payment to the vendor. All requests from a Voluntary Agency for optional services must have prior approval from the sponsoring Local District. To recoup the Local District costs for hardware, software or NIS products, OCFS will take a bottom line deduction of 100 per cent of the costs from the Local District's monthly costs. This will be achieved through revenue intercept from the Local District's monthly claim settlement for costs associated with such supplemental equipment purchased via revenue intercept. The Local District may claim the costs for reimbursement as later explained in this INF.

The Local District is responsible for obtaining reimbursement from the Voluntary Agency, and for recouping Local District costs from OCFS, through the claim settlement process. The Voluntary Agency is responsible for recouping its costs through the rate setting process.

### **III. Procedure for Requesting Supplemental Equipment/Changes:**

Any Local District's or Voluntary Agency's requests for equipment, site surveys, and/or moves, shall be made using an electronic form called "OCFS Supplemental Equipment Request Form", which can be found in the Public folders>All Public Folders>Statewide>CONNECTIONS>Command Center>2002 Supplemental Information or on the CONNECTIONS Intranet Website, System Network Page. A copy

of this form is attached for informational purposes. These requests shall be emailed to [COMCTRUP@dfa.state.ny.us](mailto:COMCTRUP@dfa.state.ny.us).

#### Floor Plans

Detailed floor plans are required that are legible and clearly indicate the placement of existing equipment as well as the placement of the proposed equipment, and shall be sent to the Command Center via fax at (518) 473-6549, or mailed to the following address, as soon as the request for equipment is e-mailed.

NYSOCFS  
52 Washington Street  
Rensselaer, NY 12144

Attention: Customer Support Command Center  
40 North Pearl Street, 10A, Albany

Whether utilizing Option #1 or #2, a Local District must submit a letter authorizing OCFS to make a purchase(s) on the District's behalf and to intercept the appropriate revenue. Absent an authorization letter, OCFS cannot intercept the funds or, authorize the acquisitions or other costs. OCFS will not process the intercept without a signed letter from a Local District on District letterhead, which includes the purpose for that request, references this INF and which identifies the authorized intercept amount, details the equipment (and/or software) or services to be purchased and which is signed by an authorized District staff person. A sample Local District Revenue Intercept letter is Attachment C of this letter. OCFS will approve or reject the request within 10 business days of the receipt of the request.

Approved requests will be submitted to OFT for analysis. If a site survey is not required a letter will be sent to the Local District initiating the request. If a site survey is required OFT will schedule a review of the existing infrastructure, including electrical power, patch panels, hubs, switches, telephone circuits, network activities and server capacity, to determine the scope of the work needed. Site preparation costs are the responsibility of the Local District and Voluntary Agency; there will not be an intercept option for these costs.

#### **IV. Site Surveys:**

Local Districts are responsible for any site survey costs that are not part of the revenue intercept process. Costs for ancillary equipment such as cable, wiring, switches, or servers that must be installed as part of the supplemental process will be the responsibility of the Local District and will be priced separately at the time the site survey is completed. The Local District is responsible for obtaining reimbursement from the Voluntary Agency.

#### **V. Software Acquisitions:**

OCFS will purchase any requested software on behalf of the Local District or Voluntary Agency through the State contractor. Payment for these costs associated with these purchases will be recouped as a bottom line deduction of 100 per cent of the costs through revenue intercept to the Local District's

monthly claim settlement. Costs will be recouped from Voluntary Agencies through a bottom-line deduction of 100 per cent of the costs to the revenue intercept claim of the sponsoring Local District. This is the reason for the prior approval by the appropriate Local District. The Local District is responsible for obtaining reimbursement from the Voluntary Agency.

#### **VI. Site Preparation:**

The State does not provide site preparation services. Local Districts or Voluntary Agencies must use their own contractors to complete any necessary site preparation and must pay the contractor directly for this service. The revenue intercept process does not apply for costs associated with site preparation services.

Note: If the site preparation is found to be deficient at the time of equipment installation, the equipment will not be added to the HSN.

#### **VII. Installation:**

Supplemental installation is defined as those costs associated with adding the supplemental equipment to the HSN. This includes delivery charges; set-up, any testing to verify the device is working properly, and verifies that all configurations are correct.

Note: Only those devices that receive prior approval from OCFS and/or OFT can be added to the HSN. A Local District or Voluntary Agency may either have supplemental installations completed by the State contractor or, with prior approval from OCFS, by another vendor.

#### **VIII. Ownership of Supplemental Equipment:**

The Local District and Voluntary Agency retains ownership of all supplemental purchases and are liable for any loss due to theft or damage. OCFS does not provide liability insurance to cover such losses. The Local District and Voluntary Agency are responsible for obtaining and paying for such insurance. These costs are not eligible for reimbursement through the revenue intercept process. Only software, hardware and NIS may be claimed as part of the revenue intercept process. OCFS must be informed of the removal of supplemental equipment from the HSN for any reason, including theft or damage.

#### **IX. Network Integration Services:**

Certification of non-CONNECTIONS equipment requires that a formal request be made to OCFS, including a statement detailing the specific integration services required and providing the current LAN configuration of existing hardware and software. The LAN Survey Form is available with the Network Integration Services Request Form located in the Public Folder Command Center, and must be completed when making this request. The request should be e-mailed via Exchange to the Command Center to mailbox COMCTRUP by the Local District. A Voluntary Agency must process network integration requests through their sponsoring Local District. After the request is made, OFT will follow-up with the details.

## **X. Equipment Registration:**

All CONNECTIONS equipment must be registered to the HSN for inventory control purposes at the time of installation by either the State contractor or by another authorized installer.

## **XI. Claiming Reimbursement:**

Local Districts will be charged back 100 per cent of the costs paid for at the State level. OCFS will take a bottom line deduction of 100 per cent of the associated costs for supplemental equipment by revenue intercept from the Local District's monthly claim settlement for supplemental equipment and NIS by using the revenue intercept process. The Local District then claims the charged back costs as an administrative expense through the RF-2A reimbursement process. The costs should be charged to the Services function, and then allocated on the Schedule D-2 consistent with the Services RMS results.

Costs incurred by the Local District (e.g. site preparation) may also be claimed on the Schedule D-2 for reimbursement.

Claiming instructions can be found in the Fiscal Reference Manual Volume 3 for Rest of State and Volume 4 for NYC.

The Federal and State shares of the revenue intercept costs will be reimbursed subject to program ceilings including Title XX, EAF Child Welfare, or allocations including Foster Care Block Grant, as appropriate.

A Voluntary Agency intercept by the Local District cannot be claimed by the Local District. The Voluntary Agency is responsible for recouping its costs through the State's rate setting process.

### **Information:**

To access forms, instructions and the price schedule referred to in this letter, click on the following folders in order shown:

Public Folders  
All Public Folders  
Statewide  
CONNECTIONS  
COMMAND CENTER  
2002 Supplemental Information

Any questions relating to the CONNECTIONS installations and additional acquisitions and approvals should be directed to Customer Support Services. The Customer Support Command Center # is 1-877-229-2722..

Any questions regarding claiming can be directed to:

Roland Levie-Regions I-IV at 518-474-7549 or via e-mail at [Roland.Levie@dfa.state.ny.us](mailto:Roland.Levie@dfa.state.ny.us)  
Marvin Gold- Region V at 212-383-1733 or via e-mail at [Marvin.Gold@dfa.state.ny.us](mailto:Marvin.Gold@dfa.state.ny.us)

/s/ Susan Costello

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**Issued By**

Name: Susan A. Costello

Title: Acting Deputy Commissioner

Division/Office: Administration