

DATE: January 27, 2016

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors, SNAP Directors, HEAP Directors, MA Directors, Staff Development Coordinators, Financial Directors, Adult Services Directors, WMS Coordinators, and SOLQ Administrators

FROM: Phyllis D. Morris, Deputy Commissioner
Center for Employment and Economic Supports

SUBJECT: New SOLQ Training Module

EFFECTIVE DATE: Immediately

CONTACT PERSON: CEES State Supplement Program Bureau at (518) 408-4757

The purpose of this General Information System (GIS) message is to inform Social Services Districts (SSDs) that a new SOLQ Training Module, ***SOLQ Confidentiality and Security Training***, is now available on Training Space.org. This module fulfills the training requirement for all SSD staff that have access to, or use SOLQ information and replaces the PowerPoint documents previously used for training purposes.

Effective immediately, all new SOLQ users will be required to complete this module to fulfill the training requirement. We also highly recommend that all current SOLQ users, as well as staff who have access to SOLQ information or are designated SOLQ Contacts, Security Auditors, or System Administrators also review this course even though they have previously completed the mandatory SOLQ training using the PowerPoint documents.

If you have any questions regarding how to access the new training module, please see your Staff Development Coordinator.