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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-151

Date: October 26, 1993

Division: Commissioner's  
Office

TO: Local District Commissioners

SUBJECT: State Department of Social Services' Central Calendar

ATTACHMENTS: Electronic Calendar Access Procedures  
(Available on-line)

In recognition of the numerous scheduling demands we all face, beginning November 1, 1993, the Department will pilot a new on-line Central Calendar function that should help to facilitate the planning of significant Department activities and provide a means of avoiding scheduling conflicts both for state and local district staff.

The State Department of Social Services' "Central Calendar" will display, via OFISLINK user ID SDSSCC, a variety of significant activities such as conferences and regional commissioners' meetings which anticipate the attendance of local district and department staff. Viewing rights to this calendar will be initially provided to local district commissioners, NYPWA and to the department's executive staff. (Access procedures are attached.) Viewing privileges for additional local district staff can be requested by contacting the Office of Field Operations regional office.

Activities that will be recorded on this calendar will primarily be statewide activity of significant importance such as Department sponsored conferences (employment, managed care, child support, etc.), meetings of the State Advisory Council, the NYPWA and APWA conferences and meetings, and conferences or meetings sponsored by other state agencies to which local and state staff are invited. Selected regional activity such as regional commissioners' meetings, budget forums and presentations, or meetings targeted to a group of districts based on specific program initiatives or other qualifying criteria, such as the CAP counties, NBA counties or the "Big Eight" districts may also be recorded.

Early in the planning stages of any significant activity the central calendar should be consulted as part of the scheduling process. Since conference/meeting planning often requires significant co-ordination of facility reservations, vendor participation, speaker availability, etc., the calendar will include entries for tentatively scheduled events so as to alert staff to possible conflicts. Calendar entries are required to include the name of the function, location, target audience and a contact person for further information. Below are proposed samples of what calendar entries would look like.

If the event is still in the planning stages the entry would appear as:

November 16, 17 & 18, 1993 TENTATIVE  
APWA Welfare Attorneys Conference  
Baltimore, Maryland  
State and local policy and counsel staff  
Jane Smith (0m0201) - (518) 474-1234

Once the event is finalized the entry appears as:

November 16, 17 & 18, 1993  
APWA Welfare Attorneys Conference  
Camden Regency Hotel  
Baltimore, Maryland  
State and local policy and counsel staff  
Jane Smith (0m0201) - (518) 474-1234

The central calendar project is a first attempt to remedy scheduling difficulties. It will be piloted for several months to allow both state and local staff time to become accustomed to using it. During this time calendaring activity will be monitored for volume and utility, suggestions for improvements or expansion will be solicited, and other methods and technology for improving communications and achieving these goals will also be explored.

If you have questions or concerns about these procedures please contact Patricia O'Neill (0co060) at 518-474-4152.

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Karen Schimke  
Executive Deputy Commissioner

VIEWING THE DEPARTMENT'S CENTRAL CALENDAR

- 1. Press [F6 or CLNDR ONLINE] to display your calendar.\*
- 2. Skip forward to the User-ID field at the top of the screen. Type SDSSCC in this field and press [ENTER].
- 3. The CALENDAR for the State Department of Social Services' Central Calendar is displayed.
- 4. Return to your own calendar by entering your "USER-ID" in the User-ID field at the top of the screen. Press [ENTER].
- 5. Your calendar is displayed.

\* If you have difficulty accessing the calendar functions, call the OA Hotline at (518) 474-9215.