

## ***Instructions for Completing the CIAB Reconciliation Spreadsheet***

The attached CIAB reconciliation spreadsheet contains site-specific information currently on file with the NYS Office of Children and Family Services. One spreadsheet must be completed for each agency/site and returned via Exchange or Outlook E-mail to Bill Bombardier at [Bill.Bombardier@dfa.ny.us](mailto:Bill.Bombardier@dfa.ny.us).

### **Site Contact Information**

Please review the pre-filled fields listed below and on the spreadsheet and update information directly on the spreadsheet.

- ❖ Agency Code
- ❖ Agency Name
- ❖ Site ID
- ❖ Address
- ❖ Contact Person/Contact Phone
- ❖ Serial Number
- ❖ Current Install Date
- ❖ Original Install Date

### **Instructions for NT 351 Machines**

#### ***Instructions to Copy and Paste***

- ❖ Highlight only your agency/site information; select *Edit/Copy*
- ❖ *ALT/TAB* to your *Program Manager* and open *Microsoft Office*; select *Microsoft Excel* (this opens an Excel Spreadsheet)
- ❖ After the new Excel spreadsheet opens place your cursor into the first open field on the spreadsheet and select *Edit/Paste* (the information you copied is then pasted into a new Excel Spreadsheet)
- ❖ If necessary, adjust the column width/s to accommodate the information by clicking into the box at the top of each column and ‘pulling’ the column/s width
- ❖ Select *File/Save As* to your local C Drive
- ❖ Save it to *Data/Excel*
- ❖ Name the file by entering your *Agency Code* and *Save As type* “*Microsoft Excel Workbook*”
- ❖ Select *Save*
- ❖ Select *File/Send*
- ❖ Send to Bill Bombardier at the following address: [Bill.Bombardier@dfa.state.ny.us](mailto:Bill.Bombardier@dfa.state.ny.us)

### **Instructions for Windows 2000 Machines**

#### ***Instructions to Copy and Paste***

- ❖ Highlight only your agency/site information; select *Edit/Copy*
- ❖ Click the *Start button* and select *Programs* and then select *Microsoft Excel* (this opens a new Excel Spreadsheet)
- ❖ After the new Excel spreadsheet opens place your cursor into the first open field on the spreadsheet and select *Edit/Paste* (the information you copied is then pasted into a new Excel Spreadsheet)

- ❖ If necessary, adjust the column width/s to accommodate the information by clicking into the box at the top of each column and ‘pulling’ the column/s width
- ❖ Select *File/Save As* this saves the spreadsheet to your local C Drive
- ❖ Save it to *Data, Word*
- ❖ Name the file with your Agency Code and *Save as type* “*Microsoft Excel Workbook*”
- ❖ Select the *Save button*
- ❖ Select *File/Send To Mail Recipient as Attachment*
- ❖ Send to Bill Bombardier at the following address: [Bill.Bombardier@dfa.state.ny.us](mailto:Bill.Bombardier@dfa.state.ny.us)