



New York State  
Office of  
Children & Family  
Services

[www.ocfs.state.ny.us](http://www.ocfs.state.ny.us)

David A. Paterson  
*Governor*

Gladys Carrión, Esq.  
*Commissioner*

Capital View Office Park  
52 Washington Street  
Rensselaer, NY 12144

May 15, 2008

Dear Commissioner:

The New York State Office of Children and Family Services (OCFS) is providing local social services districts (local districts) the opportunity to participate in the Portable Information Technology Demonstration Project. The project has two objectives:

- to determine best practices in portable information technology for child protective services (CPS) caseworkers; and
- to streamline the CPS workforce's workload by permitting CPS caseworkers to work from field locations while investigating allegations of child abuse and maltreatment.

The Legislature appropriated \$1 million in the 2008-09 state budget to implement the project.

Local districts that wish to participate in the Portable Information Technology Demonstration Project should respond to this letter in accordance with the instructions that are attached. It is anticipated that the dollar value of a district project, including the cost of equipment centrally procured by OCFS, will not exceed \$75,000. OCFS expects that local districts will use local funds to match a portion of the OCFS funding in order to maximize the scope of the demonstration project. Local districts that have previously participated in the project are eligible to do so this year.

Local districts that wish to participate in the demonstration project should submit a letter from the local commissioner no later than May 30, 2008 to:

William E. Travis, Jr., Deputy Commissioner,  
OCFS Division of Information Technology  
Ten Eyck Building  
52 Washington Street  
Rensselaer, NY 12144

Attachment 1 specifies the required contents of letters requesting participation, and the criteria OCFS will use to evaluate local district responses. Local district staff should review this material carefully before drafting a response to this letter.

General questions concerning the Portable Information Technology Demonstration Project may be addressed to Ted Salem, CONNECTIONS Implementation Management, [Ted.Salem@ocfs.state.ny.us](mailto:Ted.Salem@ocfs.state.ny.us).

I look forward to the opportunity to work with your local district on this important initiative.

Sincerely,

William E. Travis, Jr.  
Deputy Commissioner  
Division of Information Technology

cc: Jane G. Lynch  
Regional Office Directors  
County Directors of Information Technology

