

<b>New York State Office of Children and Family Services Bureau of Training</b>	
<h1>Satellite Downlink Coordinator Packet and Materials</h1>	
<h2><i>Satellite Broadcast Services</i></h2>	
<b>Teleconference:</b>	Indian Child Welfare Act – Working With Native American Youth
<b>Date:</b>	March 13, 2003
<b>Test Time:</b>	1:00 Pm
<b>Program Time:</b>	1:30 – 3:30 PM
<b>Broadcast Channel</b>	Digital Channel 1
<b>Package Contents:</b> <ol style="list-style-type: none"> <li>1. General Instructions:</li> <li>2. Roster</li> <li>3. Evaluation Forms</li> <li>4. Call In Question Forms</li> <li>5. Handouts</li> </ol>	
<b>Produced By:</b>	SUNY Distance Learning Project Training Strategies Group, SUNY Central Administration

## General Instructions

### Introduction:

The Bureau of Training maintains a network of teleconference downlink sites at residential facilities and local district offices across New York State. BT offers an array of Tele - training topics designed and produced specifically for state and local district staff. The training office will also retransmit programs produced and offered by national organizations such as: National Institute on Corrections, Office of Juvenile Justice and Delinquency Prevention, and the Welfare Reform Academy. BT welcomes suggestions for new teleconferences topics.

Generally BT broadcasts five or six training programs every month. Most programs are offered in the afternoon from 1:30 - 3:30. . A programming guide is maintained on the agency Intranet site. Program announcements are also sent out to all Staff Development Coordinators, Training Coordinators and Downlink Coordinators by email. Videotape copies of all past BT produced programs can be borrowed from the NYS OCFS Multi Media Center (518-473-8072). Downlink site Coordinators are encouraged to may make their own tapes of programs to show at a later time.

Downlink Coordinators are asked to ensure that staff is informed about upcoming teleconferences; and that the teleconferencing equipment is set up and functional prior to each telecast. Problems with equipment should be reported to Martha Murphy at 518-474-2424. BT maintains a technician to visit downlink sites and correct problems. With timely reporting, most problems will be addressable prior to broadcast.

In general the Training Coordinator is responsible for the successful presentation of the teleconference at their downlink site. This general responsibility is meant to include the notification of staff, provision of handouts, testing of equipment, reporting of evaluation results, and ensuring that the site is reserved, set up and presentable.

### Set Up:

Downlink coordinators should expect to receive information packets about one week prior to the teleconference. Please review the material and make copies of the necessary forms and handouts

Several days prior to the satellite broadcast, please test the TV and satellite receiver to ensure that it functions properly. Any problems should be reported to Martha Murphy at 518-474-2424. With enough advance notice OCFS Bureau of Training will be able to provide the site with technical assistance.

### Trouble Numbers:

If you experience trouble the day of the teleconference here are some contact numbers

NY Network Studios	518-443-5333
NY Network Uplink and Technical Assistance	518-453-9521
SUNY Distance Learning Project (Marti Murphy)	518-474-2424

### During The Teleconference:

During the teleconference, the downlink coordinator's role will depend upon whether or not there are any onsite activities to coordinate and whether there is a call in question segment. In each of these instances, it is expected that the downlink coordinator will facilitate and assist with the needs of the participants

**Evaluations:**

All teleconference evaluations are submitted on line at either the agency Internet site or on the agency Intranet. Specific web sites are listed below. Downlink coordinators have the option of either having participants report on line themselves, or, conducting a paper evaluation for the entire site, summarizing it, and reporting that summary evaluation on line.

To have individuals report their evaluations on line, downlink coordinators can distribute the "Instructions For The On-Line Submission of Teleconference Evaluations By Individuals".

To report a summary for the entire site, downlink coordinators can use the attached forms and submit the summary tabulated evaluation at:  
<http://sdssnet5/ohrd/distancelearning/satellite/evaluation/> (Agency Intranet) or at  
<http://www.dfa.state.ny.us/ohrd/satdefault.htm>. (Agency Internet)

**Rosters:**

Everyone who attends a teleconference should sign in on the attendance roster. Downlink coordinators should either establish a sign in desk or pass around a set of rosters prior to the teleconference. Once the teleconference is finished rosters should be FAXed to the OCFS home Office.

Rosters from local district sites should be faxed to Martha Murphy at 518-472-5165

Rosters from OCFS facilities should be faxed to Karen Tribley-Smith at 518-473-9169

## Instructions For The On-Line Submission of Teleconference Evaluations By Individuals

Teleconference participants can submit their individual teleconference evaluations directly on-line at either the agency Internet site or at the agency Intranet site.

On the agency Intranet site participants should go to the following web address (<http://sdssnet5/ohrd/distancelearning/satellite/evaluation/>) and click on "Submit an On-Line Evaluation". On the agency Internet site the address is: <http://www.dfa.state.ny.us/ohrd/satdefault.htm>. Click on "Evaluations", then "Submit and On-Line Evaluation"

The following information is provided to assist in the completion of the on line evaluation form

- This form provides you the opportunity to enter information by typing into a text box or by using a drop down menu to pick (highlight) a selection. The Tab key of your keyboard will advance you to each next field. Your Shift-Tab key will return you to the previous field. Once the last field is completed you must click on the "Submit" button to process your responses. After clicking on the "Submit" button you will be given a confirmation screen. You can review and edit you choices on this screen. Once you are satisfied with your entries, clicking "Confirm" will send your evaluation to the database. Only one submission for each program from each downlink site is allowed.
- You must complete first name, last name, and phone number for your submission to be accepted
- Use the drop down menus to select a program name and the site from which you are reporting
- Please ensure you include the number of attendees
- For each of the four quality measures, please average the individual responses together and report the average response
- For "Comments" and "Suggested Topics" please summarize the comments and topics provided by your attendees
- Once you have completed you evaluation, the results will be immediately tabulated

**Use These Forms To Tabulate And  
Submit A Site-Wide Evaluation**









Target Population		Job Type			
Code	Description	Code	Description	Code	Description
1	Employed By NYS OCFS	1	Administrator	8	Supervisor
2	Employed By NYS OTDA	2	Clerical / Support	9	Volunteer Worker
3	Employed By NYS Dept of Health	3	Consultant	10	Health Care Worker
4	Employed By NYS Dept. of Labor	4	Direct Services Worker / Caseworker	11	Teacher / Vocational Specialist
5		5	Eligibility Worker	12	Professional Specialist
6	Employed By Local District DSS (County DSS, NYC HRA, or NYC ACS)	6	Foster Parent	13	Recreation Specialist
7	Employed By a non profit or voluntary agency	7	Investigator	14	Other / Not Listed
8	Employed by any other local (county or city) agency other than local District DSS				
9	Other / Individual Category				
0	County Youth Bureau				

Functional Area					
Code	Description	Code	Description	Code	Description
<b>Administration</b>		17	Foster Care		
1	Commissioner's Office	18	Juvenile Justice Foster Care	32	Homeless Housing Assistance
2	Budget Office	19	Private Residential Child Care		
3	Contract Management	20	Teenage Pregnancy Prevention	<b>Department of Health</b>	
4	Finance Management	21	Commission For The Blind and Visually Handicapped	33	Medicaid
5	Personnel	22	Indian Affairs	34	Managed Care
6	Quality Assurance	23	Adult Services	35	Department of Health / Other
7	Training and Workforce Development	24	Services / Other		
8	Support Services	25	Legal Affairs Counsel's Office	<b>Department of Labor</b>	
<b>Services</b>		<b>Temporary and Disability Assistance</b>		36	Welfare To Work
9	Large - Over 25 Bed Facility	26	Energy Programs	37	Department of Labor / Not Listed
10	Small - 25 Beds and Under Facility	27	Food Stamps	38	Other / Not Listed
11	Program Services	28	Public Assistance		
12	Program Support and Community Services	29	Child Support Enforcement		
13	Adoption	30	Disability Determination		
14	CPS	31	ES / Other		
15	Day Care				
16	Domestic Violence Prevention				

County	County	County	County	County	County	County	County	County	County	County	County	County	County		
Albany	01	Chenango	08	Essex	15	Jefferson	22	Niagara	29	Otsego	36	Schohaire	43	Tompkins	50
Allegany	02	Clinton	09	Franklin	16	Lewis	23	Onieda	30	Putnam	37	Schuyler	44	Ulster	51
Broome	03	Columbia	10	Fulton	17	Livingston	24	Onondaga	31	Rensselaer	38	Seneca	45	Warren	52
Cattaraugus	04	Cortland	11	Genesee	18	Madison	25	Ontario	32	Rockland	39	Steuben	46	Washington	53
Cayuga	05	Delaware	12	Greene	19	Monroe	26	Orange	33	St. Lawrence	40	Suffolk	47	Wayne	54
Chautauqua	06	Dutchess	13	Hamilton	20	Montgomery	27	Orleans	34	Saratoga	41	Sullivan	48	Westchester	55
Chemung	07	Erie	14	Herkimer	21	Nassau	28	Oswego	35	Schenectady	42	Tioga	49	Wyoming	56
														Yates	57
														New York City	65

**Contents of Tribal  
Notification**

- Child's name, date of birth, place of birth
- Child's tribal affiliation
- Child's parents
  - Names
  - Dates and places of birth
  - Mother's maiden name

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**Contents of Tribal  
Notification (cont'd)**

- Copy of petition filed with the court
- Statement of the rights of the biological/custodians to intervene in the proceeding
- Statement of right under Federal law to court appointed counsel
- Location, mailing address and telephone number of the court

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**Indian Nations and  
Reservations in NYS**

- IROQUOIS
  - Cayuga Nation of Indians
  - Oneida Indian Nation
  - Onondaga Nation
  - St. Regis Mohawk Tribe
  - Seneca Nation of Indians
  - Tonawanda Band of Senecas
  - Tuscarora Nation

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**Indian Nations and Reservations in NYS**

- ALGONQUIAN
  - Shinnecock Tribe
  - Unkechaug Nation

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**OCFS Publication # 4757:**

A guide to compliance with the Federal Indian Child Welfare Act in New York State

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**For More Information Contact:**

**Kim Thomas, Native American Affairs Specialist**  
OCFS – Native American Services  
125 Main Street  
Room 475  
Buffalo, NY 14203  
(716) 847-3123

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