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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 96 INF-19

DIVISION: MS&QI

TO: Commissioners of  
 Social Services

DATE: May 31, 1996

SUBJECT: Paper Reduction/Reports Distribution

SUGGESTED

DISTRIBUTION: Services Supervisors  
 Food Stamp Supervisors  
 Public Assistance Supervisors  
 Medical Assistance Supervisors  
 WMS and Staff Development Coordinators

CONTACT PERSON: See Below

ATTACHMENTS: NONE

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
					95 LCM-104 95 LCM-137

## I. Background

Nine months ago the Department initiated an effort to identify ways to reduce the amount of paper used by the Department. Mainframe printing was identified as an area having a significant potential for reducing the amount of pages printed and thus the amount of paper utilized. During the last six months reports printed on the mainframe printers were distributed with notices requesting that recipients indicate if they wish to continue receiving reports. They were advised that failure to respond would result in the recipient being eliminated from the distribution list. Three notices were distributed for weekly and monthly reports to ensure that recipients had sufficient notification of potential termination. The report distribution will continue if either the designated recipient or the responsible Department program area indicated the report is required.

(Note: This effort focused on reports printed in Albany on the Department's mainframe printers. BICS telecommunicated reports were not included in this survey, and will continue to be sent.)

## II. Implications

This survey covered approximately 18 million pages of reports printed and distributed from the mainframe printers over the course of a year. As a result of the responses to the surveys attached to the reports issued over the last eight months, we will be able to reduce printing by over 25% or 4.5 million pages effective June 1, 1996. The savings in paper, computer time, and mailing costs alone, not counting handling and filing costs, approaches \$100,000. Effective with the reports for June 1996 distribution of reports will be discontinued unless a request to continue distribution has been received.

The following staff may be contacted if a report previously received has been inappropriately discontinued, or if you are receiving printed reports from the Department which you no longer need:

<u>Program Area</u>	<u>Contact</u>	<u>Phone Number</u>
Services	Paul Gavry	(518) 432-2926
Temporary Assistance (BICS)	William Nelson	(518) 473-3100
Medical Assistance	James Botta	(518) 486-5497
All Other Areas	James Ammerall	(518) 474-1475

### III. Future Direction

The Department is continuing to pursue all available alternatives to determine the most efficient and effective means for distributing information. In the future we will conduct a survey of report recipients to determine their mode of preference for report transmission (e.g., BICS, Dial-up, Bulletin Board, etc..) Based on the survey results greater use will be made of electronic transmission of information which will enable recipients of reports to manipulate the information to meet their individual management information needs.

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David P. Avenius  
Deputy Commissioner, Management Support  
and Quality Improvement