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

Transmittal No: 91 LCM-153

Date: August 26, 1991

Division: Information  
Technology  
Management

TO: Local District Commissioners

SUBJECT: Annual Inventories

ATTACHMENTS: Attachment I - Locally Developed Applications  
Inventory Form (Available On-Line)

Attachment II - Locally Developed Applications Inventory  
Instructions (Available On-Line)

In the past, ITM/OSA Bureau of Systems Review (BSR) has informally inventoried both the hardware, software, and microcomputer applications developed by the local districts and the microcomputers, printers, and software owned by the local districts. These inventories provide a valuable resource to the State and local social services districts. They should be used in the planning of your operational and data processing acquisitions and development activities, enhancements, and equipment placements. The Department will utilize these inventories to assess requests for reimbursement for future acquisitions and services.

Beginning in 1991, local social services districts are required to annually update two inventories - Hardware/Software Inventory and Locally Developed Applications Inventory.

Hardware/Software Inventory

By September of each year, each local district will receive a list of its computers, printers, peripherals and software packages presently on our inventory tracking system. This list reflects those items for which approval to claim expenses was given by BSR's Local District Proposal Review Unit. Acquisitions are grouped by approved project identification number, manufacturers and models, or package name/version. Please review the entries to verify the accuracy of our records. Corrections should be made to individual entries and additions should be made at the end of each list.

All updates must be received by this office by October 31 each year. If there are no changes to the inventory, please inform us in writing by the deadline.

Locally Developed Applications Inventory

Because of the need to maximize existing resources, reduce costs, avoid duplication and maintain an accurate record of locally developed microcomputer applications, the ITM/OSA Bureau of Systems Review has compiled an inventory of this information. It has been sorted by county and applicable program area and is available to all local districts.

The current fiscal situation makes this inventory a valuable resource to the State and local social services districts. It should be used in your planning process to prevent duplication and to avoid unnecessary development and programming costs. Please note that no funds will be provided for those efforts which are duplicative of existing programs unless there is conclusive documentation detailing the differences and/or incompatibilities (e.g., lack of ownership and/or expertise in the software, etc.).

Additions, changes and/or deletions should be submitted utilizing copies of the attached DSS-4293EL Locally Developed Applications Inventory form and instructions. An on-line version is also available in the Electronic Library (ELIB), E-FORM file drawer, ITM file. Detailed instructions for completing the on-line form are stored in the same file. By September of this year you will receive a letter reminding you of this inventory requirement along with the list of applications previously reported by your county.

All updates must be received by October 31 each year. If you do not have any locally developed applications or there are no changes to the inventory, please inform us in writing by the deadline.

The size of the database prohibits a routine mailing to every local district, therefore the entire inventory will be made available by request only. If you are interested in finding out if a particular application which might address your needs has already been developed by another county, we will be able to research that information for you. If you require the compilation of all applications, it can be provided on an individual basis. Forward all requests to BSR's Local District Proposal Review Unit.

Letters of Intent for hardware, software, applications development, etc. from local districts that have not responded to both inventories by the deadline will be delayed and Letters of Notification will not be assigned a project identification number until the requested information is received.

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John J. DiPalermo  
Deputy Commissioner  
Information Technology Management



LOCALLY DEVELOPED APPLICATIONS INVENTORY  
DSS-4293EL

INSTRUCTIONS

I. Description

The Locally Developed Applications Inventory (DSS-4293EL) form is to be used when providing information for the annual Locally Developed Applications Inventory which is required for submittal by October 31 each year. If you have any county-developed computer programs which are run on a microcomputer (regardless of how unique or county-specific the application might seem), please complete an Inventory form for each application.

II. Using the Electronic Form

Multiple copies of the Locally Developed Applications Inventory (DSS-4293EL) form have been placed on-line in the Electronic Library, E-FORM drawer, ITM file: a-one page document, a ten-page document, and a 20-page document. You should select the size document you will need when beginning the process. The different documents can be combined, if necessary (for example, if you require 28 pages, combine a 20-page and a ten-page document and then delete the last two pages). The recommended maximum size document is 50 pages. If you require more than 50 pages, prepare and submit them as separate documents (for example, a 65 page document should be submitted as a 50 page document and a 15 page document).

The Inventory form uses Diamond Code p to automatically page the document; it uses Diamond Code c to put the total number of pages on each form. The Diamond Code C is defined on the print format screen. When preparing multiple documents (i.e., your total pages exceed 50 pages), reset the page numbering on subsequent documents (using Diamond Code r). Also, make sure the constant you set on the print format screen indicates the total number of pages of all documents being submitted.

III. Process

The overall process is defined in 91 LCM-XXX, which is in the Electronic Library, LDPC02 file drawer, 91 LCM-101+ file. It may be accessed through the Direct Command ELIB - LDPC02/91 LCM-101+.

To complete the Inventory form on-line:

- A. Determine which file on your local drive will be used to complete the Inventory form. Type MARK next to the file name.
- B. Access the Locally Developed Applications Inventory (DSS-4293EL) forms which are stored in the Electronic Library, E-FORM file drawer, ITM file using the Direct Command ELIB - E-FORM/ITM. Copy the forms into your file on the C Drive. These copies will be your "Master" copies of the forms.

- C. Prior to completing the Inventory forms, make another copy of the appropriate length document, thus saving your "Master" copy.

Modify the document descriptor (using the MODD command) of the form being completed. The document subject should be County Name or County Abbreviation, last two digits of year, and App Invent. [Example: St. Lawr - '91 (App. Invent.)]. The document author should be the userid of the person responsible for completing the form. The date created should be the date the document is being submitted.

- D. Complete the forms. The information required in each field is defined below.

- E. Combine the forms for mailing electronically. If the 50 page maximum for a document is reached, create additional documents as necessary and number each document descriptor accordingly.

- F. Responses should be forwarded to the Local District Proposal Review Section (LDPRS), OAS User ID LDPRS0.

#### IV. DSS-4293EL Information Required

The DSS-4293EL form requires the following information:

Date	The date your survey was done.
County	Spell out completely.
Application Name	The name that identifies the application for you.
Programmatic Applications	Check all that apply.
Description	Briefly describe the application, what it does, frequency, etc.
Software Package Version	Software package name and version (e.g., dBASE III+ 1.1)
PC Manufacturer Model	Specify PC brand and model number.
Printer Manufacturer Model	Specify printer brand and model number.
Special Requirements	Include any special requirements and/or equipment such as memory upgrade, laser printer, wide carriage, hard drive, etc.
County Contact Telephone	Name and telephone number (include area code) of person to contact for more information regarding this application.