



March 20, 2014

NYS OCFS  
Capital View Office Park  
52 Washington Street  
Rensselaer, New York 12144-2834  
Attn.: Eugene Ashley

Dear Gene,

It is our pleasure to provide the Office of Children and Family Services and New York State with the *Interoperability Privacy and Confidentiality Toolkit* as proposed and contracted in the previous year. We have partnered with Stewards of Change as detailed in the proposal and contract to provide you with a user-friendly toolkit as well as supporting tables of federal and state laws and regulations. Also included is an extensive set of examples and templates of information sharing agreements that can be readily used by New York State agencies in setting up usable and legal information sharing agreements.

We thank you for the opportunity to create these documents to provide New York State workers with the tools and guidance to more easily and legally navigate information sharing across agencies and programs. As you will see as you review the documents, we also provide guidance on best practice governance, implementation, and ways to overcome barriers with interoperability and information sharing.

On behalf of Documentation Strategies, Stewards of Change, and the joint team that created the toolkit, we wish you the best in your continuing journey of Interoperability and information sharing. We look forward to serving your organizational needs in the future.

Sincerely,

Preetham Morkonda  
Vice President