



Dear Employment Services Provider,

We are pleased to invite you to join the New York Employment Services System (NYESS). NYESS, is jointly managed by the New York State Office of Mental Health (OMH) and the Department of Labor (DOL) on behalf of a number of other state agency partners including: Adult Career & Continuing Education Service (ACCES-VR, formerly VESID)/SED, Office for People With Developmental Disabilities, Office of Alcoholism and Substance Abuse Services, Commission for the Blind, Office For the Aging, and the Division of Veterans Affairs. Although you may be contracted to provide services and supports from one of these state agency partners, the agreements that will provide access to NYESS system will be with OMH as one of the managing partners of NYESS. Please forward or share this information with the appropriate person in your agency who has the legal authority to execute legal documents on behalf of your agency along with the appropriate employment support staff.

Attached are the documents necessary to grant your organization access to NYESS. These include: the Interagency Agreement for the Creation of an Integrated Employment Support Computer System between the New York State Department of Labor and the New York State Office of Mental Health (Interagency Agreement); the Confidentiality and Non-Disclosure Agreement (CNDA); the New York Employment Services System Implementation Data Sheet; and the NYESS Template.

The Interagency Agreement articulates the terms of use for the new NYESS system. Prior to proceeding with granting your organization access to the NYESS system, this letter must be returned to OMH, signed and dated by the individual with the authority to enter into legal contracts on behalf of your organization, agreeing to be bound by the terms and conditions contained within the Interagency Agreement.

In addition, OMH must also have a Confidentiality and Non Disclosure Agreement (CNDA) executed with your organization prior to proceeding with granting your organization access to the new NYESS system. Although you may already have an executed CNDA with OMH for access to other data/computer systems you will need to sign the attached CNDA, which references the Interagency Agreement. This CNDA must be signed and dated by the individual with the authority to enter into legal contracts on behalf of your organization and returned to OMH with original signatures. In all cases where the language of the Interagency Agreement may conflict with the language contained in the CNDA, the terms of the Interagency Agreement will control.

Both the Employment Services System Implementation Data Sheet and NYESS Template will assist us in working with the appropriate staff within your agency to implement NYESS.

Please read these documents carefully and be aware that by agreeing to the terms and conditions articulated, as well as by accessing NYESS, your agency is agreeing to be bound by the terms of the Interagency Agreement and the CNDA.

Please return the original signed and dated version of this letter, along with the aforementioned documents to: Andrew Karhan, Director of Employment Policy (NYS OMH, 44 Holland Avenue, 8th Floor, Albany, NY 12229).

Thank you for your attention to this, and we look forward to working with you on the implementation of the NYESS system.

Sincerely,

John B. Allen, Jr.
Special Assistant to the Commissioner/
Medicaid Infrastructure Grant Administrator

Enclosure(s)

I, _____, hereby agree to be bound by the terms and conditions articulated in the *Interagency Agreement for the Creation of an Integrated Employment Support Computer System between the New York State Department of Labor and the New York State Office of Mental Health* regarding the use of the NYS Department of Labor / Office of Mental Health Employment Support System, known as the New York Employment Services System (NYESS).

Organization Name: _____

Authorized Signatory: _____

Date: _____

Authorized Signatory's Email Address and Phone Number:
