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GOVERNOR

STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.state.ny.us

NANCY G. GROENWEGEN
COMMISSIONER

PA 09-23

To: Participating Agency Chief Executive Officers
& Health Benefits Administrators

From: Robert W. DuBois, Director of the Employee Benefits Division

Subject: NYSHIP Regional Meetings

Date: August 27, 2009

We are pleased to announce the 2009 NYSHIP Regional Meetings for Participating Agencies. Staff of the Employee Benefits Division will present information about benefit and policy issues including recent State legislation affecting COBRA and the eligibility of adult children, as well as an update on current projects, including the Dependent Eligibility Verification Project. The agenda will also include 2009 Empire Plan financial experience and the latest information on projected rates for 2010. Additionally we will provide a review and update of NYBEAS.

You are invited to attend one of the following sessions:

- **Wednesday, October 14, 2009 -- 10:00 a.m. to 3:00 p.m.**
Holiday Inn – Saratoga Springs (Saratoga County)
232 Broadway
Saratoga Springs, New York 12866
- **Wednesday, October 21, 2009 -- 10:00 a.m. to 3:00 p.m.**
Comfort Inn (Rockland County)
425 E. Route 59
Nanuet, New York 10954
- **Thursday, October 22, 2009 -- 10:00 a.m. to 3:00 p.m.**
Hyatt Regency Long Island (Suffolk County)
1717 Motor Parkway
Hauppauge, New York 11788

Note: Registration will begin promptly at **9:30 a.m.** for each session. Detailed directions to each meeting site will be provided with confirmation of your submitted registration form.

We hope that you will be able to attend one of the meeting sites listed above. There are two easy ways to register – **Online or Fax**. You may register online beginning September 1st. **All reservations must be received by September 30th** so that we may finalize luncheon arrangements and plan for adequate meeting materials.

Online Registration

Agencies with Access to HBA Online

You may submit reservations for yourself and/or on behalf of other agency representatives on the Department's website at ***www.cs.state.ny.us***:

1. On the homepage, click on "***Benefit Programs***" on the navigation bar on the left of the screen.
2. Select "***HBA Online***" on the resulting page.
3. Sign on with your HBA Online User ID and password.
4. Click on the red button, "***Register Online Here for Fall 2009 Regional PA Meetings.***" This will bring you to NYSHIP Regional Meetings for Participating Agencies. You will find all of the information needed to register for the meeting of your choice, directions and map links to meeting sites. After you have submitted your online registration, you may print a copy of the registration confirmation form for your records.

Important: If you are an HBA or otherwise have responsibility for benefit administration, we recommend you obtain an HBA Online User ID. See the instructions below. **Please note:** As we will be discussing at the meetings, EBD soon will stop mailing hardcopies of HBA memos – you will need HBA Online access to receive updated information. In addition, HBA Online provides you with easy access to NYSHIP information and features to assist you with your administrative duties.

To obtain an HBA Online User ID: Act Now! Please complete the attached ***Information Resource Management (IRM-302)*** form, and fax it to the NYS Department of Civil Service IRM Help Desk at (518) 485-5588 to request access. You will receive a User ID and a temporary password in the mail in approximately 10 business days. Please note that the form requires the signature of your Agency Data Access Officer. If you are not sure who that is, the Department of Civil Service Help Desk will be happy to provide you with that information.

Agencies and Organizations without Access to HBA Online

You may register here: www.cs.state.ny.us/ebd/welcome/pa-regional-meeting.cfm

Fax Registration

Please complete the enclosed reservation form and fax to (518) 473-3292,
Attn: Debbie D'Orazio.

Please **do not** submit your registration form more than once or via more than one method (e.g. online **and** fax). Please call (518) 485-1771 if you have any questions regarding the registration process, or to confirm receipt of your registration form.

Enclosures

2009
PARTICIPATING AGENCY REGIONAL MEETINGS
RESERVATION FORM

(Use for FAX registrations only – please do not submit if you have registered online.)

Agency Name _____ *Agency Code #* _____

Agency Address _____ *Work Phone #*(____) _____

E-mail Address (for confirmation) _____

PARTICIPANTS ATTENDING (Print Names):

1. _____
2. _____
3. _____

PLEASE Check (✓) SESSION ATTENDING:

_____	<i>HOLIDAY INN – SARATOGA SPRINGS</i> (Saratoga County) 232 Broadway Saratoga Springs, New York (518) 584-4550	<i>Wednesday, October 14, 2009</i>
_____	<i>COMFORT INN</i> (Rockland County) 425 E. Route 59 Nanuet, New York (845) 623-6000	<i>Wednesday, October 21, 2009</i>
_____	<i>Hyatt Regency Long Island</i> (Suffolk County) 1717 Motor Parkway, Hauppauge, New York (631) 784-1234	<i>Thursday, October 22, 2009</i>

All reservation forms must be received by September 30th. You may register online beginning September 1st. HBAs with password access to ***HBA Online*** may submit reservations for themselves and/or on behalf of other agency representatives by using the ***online option*** (please refer to the instructions on page 2 of the PA 09-23 memo), ***or Fax*** this completed form to (518) 473-3292, ***Attn: Debbie D’Orazio***. If you have any questions, you may call (518) 485-1771.

It is **very important** that you include your e-mail address and that it is complete and accurate. Confirmation of your registration, including detailed directions to the meeting site, will be sent via e-mail.



STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALBANY, NEW YORK 12239

**INFORMATION RESOURCE MANAGEMENT
PARTICIPATING AGENCY REQUEST FOR ACCESS TO
NEW YORK BENEFITS ELIGIBILITY AND ACCOUNTING
SYSTEM (NYBEAS)**

IRM-302 (2/06)

User Information	SS #	<input type="text"/>	Agency Code	<input type="text"/>	Authorized Civil Service User ID Approved User ID <input type="text"/>	
	Name	<input type="text"/>				
	Last	<input type="text"/>				
	First	<input type="text"/>	M.I.	<input type="text"/>		
	Title	<input type="text"/>				
	Work Phone	<input type="text"/>	<input type="text"/>	E-Mail Address	<input type="text"/>	

Personal Privacy Protection Law Notification

The information you provide on this application is being requested for the principal purpose of processing a request for access to one or more information data base systems. The information will be used in accordance with Section subdivisions (b), (e) and (f). Failure to provide the information requested may prevent this agency from processing your request. This information will be maintained by the Director, Information Resource Management, NYS Department of Civil Service, Albany, NY 12239. For information concerning the Personnel Privacy Protection Law, call (518) 457-9375.

Mailing Address	Agency Name	<input type="text"/>									
	Bldg./Rm.	<input type="text"/>									
	Street	<input type="text"/>									
	City	<input type="text"/>					State	<input type="text"/>	ZIP Code	<input type="text"/>	

Check Action To Be Taken and Access Privileges →	NYBEAS:
	Permissions <input type="checkbox"/> New ID <input type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Reassign any worklist items to: _____
	Other Systems <input type="checkbox"/> Benefits Eligibility and Accounting (NYBEAS) <input type="checkbox"/> HBA On-Line

Agency Authorization	I authorize the person named above to have access to the application identified above. I am requesting that the Department assign a user Identification number to this employee.			
	Signature			Date
	Name (Please Print)	Title	Telephone No.	FAX #
	Send Completed Forms To: IRM HELP DESK NYS Department of Civil Service Albany, New York 12239 Or Fax To: 518-485-5588			