Welcome and Introductions

Learning Objectives

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✓ Difference between a Distribution List and ListServ

✓ Purpose of the ListServ

✓ Etiquette and Examples of ListServ

✓ Current OPCA ListServs

✓ Survey Responses

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Distribution List vs. ListServ

- A **distribution list** is an application of email client programs that allows a user to maintain a list of email addresses and send messages to all of them at once. Sending mail using a distribution list differs from an electronic mailing list or the email option found in an Internet forum as it is usually for **one-way traffic and not for coordinating a discussion.** –Wikipedia

- **LISTSERV or List Server** is mailing list software that manages a database of mailing list subscribed members and automatically routes each mail to all members. For example, a user can subscribe and unsubscribe to the list or send a single email to all members. **Two-way traffic that creates discussion.** –Techopedia, 2021.

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Purpose of the ListServ

- Based on program feedback from DCJS Action Planning, the intent was to create a continuous feedback loop between programs and DCJS (Program, Funding, Research).

- OPCA implemented ListServs for the purpose of program areas (such as RIR, Jail-Based, CRTF and EFS programs) to be able to communicate and share information pertinent with one another.

- Once subscribed to the ListServ, information/questions sent to one email address will go to each person subscribed. It is our hope that programs will begin reaching out to one another via the ListServ so that other can provide feedback/information that may benefit and elicit programmatic dialogue.

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Etiquette and Examples of ListServ Posts

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ListServ Do's & Don'ts

✓ **Do's**
- Discussion on best practices;
- Helpful suggestions for providing CBI and Employment Readiness programming in line with fidelity;
- Share meeting notices;
- Share any information regarding education or public outreach they are providing;
- Share any local or statewide trainings/webinars and relevant research.

X   Don'ts
- Questions to DCJS regarding reduction or increase of milestones;
- Contract/reimbursement related questions to DCJS;
- Specific data related questions/requests to DCJS;
- Any information that would identify a client—a breach of confidentiality.

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ListServ Etiquette

- Include a signature tag on all "posts". Include your name, affiliation, location, and e-mail address.

- State concisely and clearly the topic of your comments in the subject line.

- Include only the relevant portions of the original message in your reply. Delete any header information and put your response before the original posting.

- Send email such as "thanks for the information" or "me, too" to individuals--not to the entire list (i.e., Reply All).

- Do not send administrative messages, such as "remove me from the list", through the listserv. To unsubscribe from the list, send an email to the manager of the respective ListServ.

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ListServ Etiquette cont.

- Send your message only to the most appropriate list(s). Do not spam several lists with the same message.

- Do not "flame," challenge or attack others. The discussions on the lists are meant to stimulate conversation, not to create contention.

- Use caution when discussing certain items. Information posted on the listserv is available for all to see, and comments are subject to libel, slander, and antitrust laws. *Confidentiality*

- Do not distribute any SPAM, solicitation, jokes, chain letters, petitions for signatures or letters relating to pyramid schemes, missing persons or once-in-a-lifetime deals.

- Do not use the listserv to invite the entire list to join your social network (Facebook, Linkedin, etc). You may invite individuals to join your network but may not invite the entire list.

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File   Message   Help   Tell me what you want to do

FW: Looking for how to Improve IJ and RSW Participation

TA Alfred, Taylor (DCJS)
To ⊞ **dcjs.ls.countyreentrytaskforces**

Reply   Reply All   Forward   ...

Thu 10/29/2020 11:28 AM

==Hello CRTF Colleagues on this Listserv,==

Here is   County we are looking for any suggestions to improve participation of our reentry clients in the RWS and IJ groups.

- For those of you who have had success, what are the most important factors for enrolling and completing participants?
- For those who have struggled with participation, what steps have you taken to address this?

All suggestions are greatly appreciated!

Thank you

Name: John Smith
Agency/Department: Made up Inc.
Phone #: 867-5309
Email address: jsmith@madeup.gov

Register Now - ...ual Job Fair - 100+ Companies - Healthcare & Human Services, Manufacturing, IT, Tourism and more!

Reply   Reply All   Forward   ...

Alfred, Taylor (DCJS)
To   ⊞ dcjs.ls.countyreentrytaskforces

Mon 3/29/2021 8:26 AM

Finger Lakes Virtual Job Fair 4.15.2021.JPG
90 KB

Finger Lakes Virtual Job Seeker Flyer 4.15.2021.pdf
282 KB

Please share this event with all interested parties!

The New York State Department of Labor and Partners are excited to invite you to the Finger Lakes *Virtual* Career Fair, being held on April 15, 2021 from 11:00 am to 2:00 pm!

The **New York State Department of Labor** has partnered with **GLOW Workforce Development Board, Finger Lakes Works, ACCES-VR** and **RochesterWorks!** to promote job opportunities in the Finger Lakes Region, in the following industries: Healthcare and Human Services, Manufacturing, IT, Tourism and more!

To fully support your recruitment efforts, **there will be a preview day on April 14, 2021 beginning at 9AM** where jobseekers can view content and job postings and prepare themselves for the "live" event. The Virtual Career Fair will go live on **Thursday, April 15th, 2021 from 11:00 am to 2:00 pm.**

To attend the event, job seekers please register here - **https://nysdolvirtual.easyvirtualfair.com/**
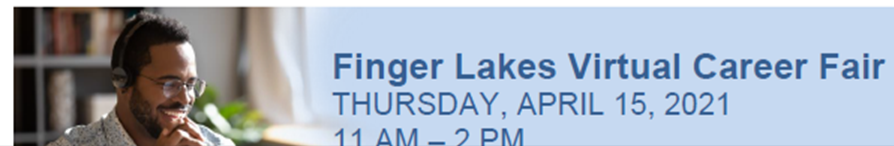
Finger Lakes Virtual Career Fair
THURSDAY, APRIL 15, 2021
11 AM – 2 PM

FREE REMOTE OSHA 30 (CONSTRUCTION) CLASSES

Alfred, Taylor (DCJS)
To ⊞ dcjs.ls.countyreentrytaskforces

Thu 2/4/2021 12:04 PM

ⓘ This message was sent with High importance.

Re: OSHA 30 Flyer
Outlook item
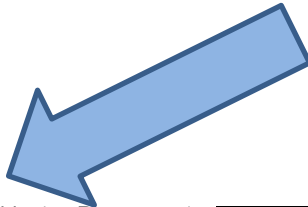
Good afternoon,

Please see the attachment for a free fully remote virtual OSHA 30 class. This course if open to all New York State residents. Please contact███████y at the Westchester Educational Opportunity Center if you have any questions. His contact information is below:

Name: John Smith
Agency/Department: Made Up Inc.
Phone #: 867-5309
Email address: jsmith@madeup.gov

Current OPCA ListServs

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CRTF ListServ

- **Email Address:**

  - dcjs.ls.countyreentrytaskforces@svc.ny.gov

- **Members:**

  - CRTF Coordinators

  - CRTF Co-Chairs

  - DOCCS Co-Chairs (Re-Entry Managers)

  - DCJS Staff (OPCA, OJRP, OPDF)

- **New Members or Unsubscribe?**

  - Submit name and email address to Taylor.Alfred@dcjs.ny.gov

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ATI ListServ-RIR Programs

- **Email Address:**

  - dcjs.ls.RIRprograms@svc.ny.gov

- **Members:**

  - Program Staff
  - DCJS Staff (OPCA)

- **New Members or Unsubscribe?**

  - Submit name and email address to Samantha.Hollis@dcjs.ny.gov

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ATI ListServ-Jail Programs

- **Email Address:**

    - dcjs.ls.JailBasedPrograms@svc.ny.gov

- **Members:**

    - Program Staff

    - Jail Partners

    - DCJS Staff (OPCA)

- **New Members or Unsubscribe?**

    - Submit name and email address to Samantha.Hollis@dcjs.ny.gov

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EFS ListServ

- **Email Address:**
  - dcjs.ls.employmentfocusedservices@svc.ny.gov

- **Members:**
  - EFS Program Staff
  - DCJS Staff (OPCA, OJRP, OPDF)

- **New Members or Unsubscribe?**
  - Submit name and email address to Frank.Cangiano@dcjs.ny.gov

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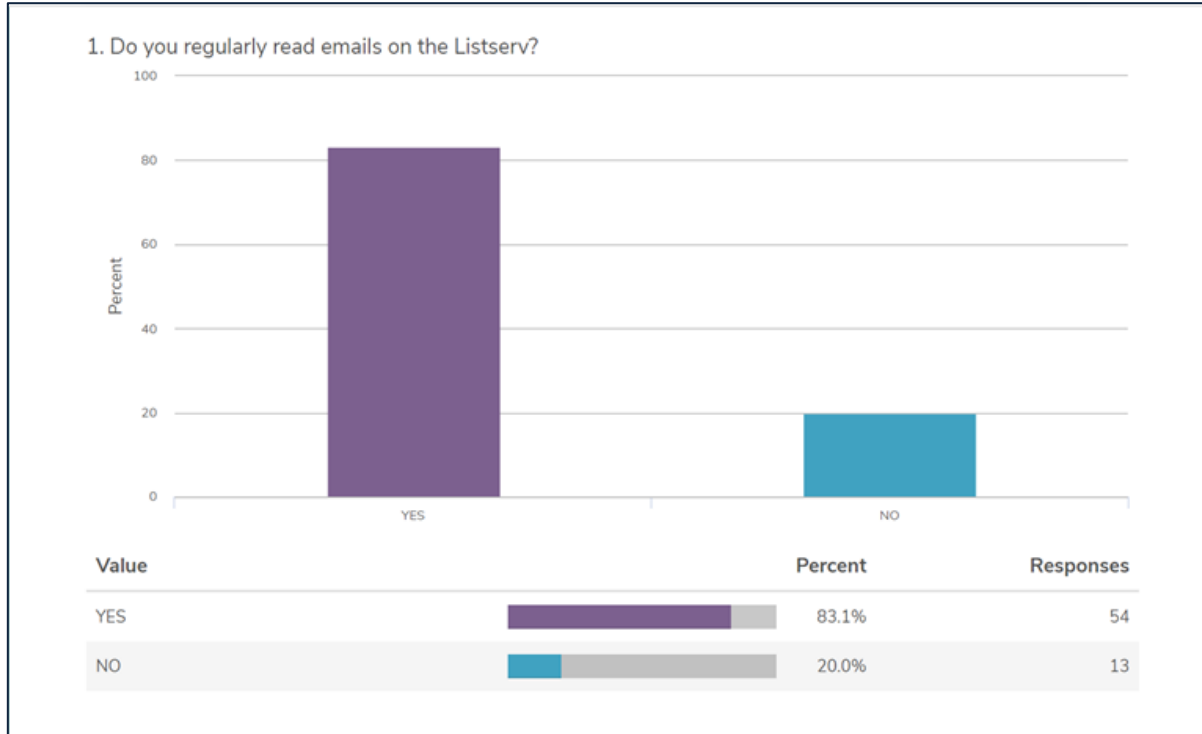
OWDS ListServ

- **Email Address:**
  - dcjs.ls.OWDS@dcjs.ny.gov

- **Members:**
  - Certified OWDS

- **New Members or Unsubscribe?**
  - Submit name and email address to Frank.Cangiano@dcjs.ny.gov

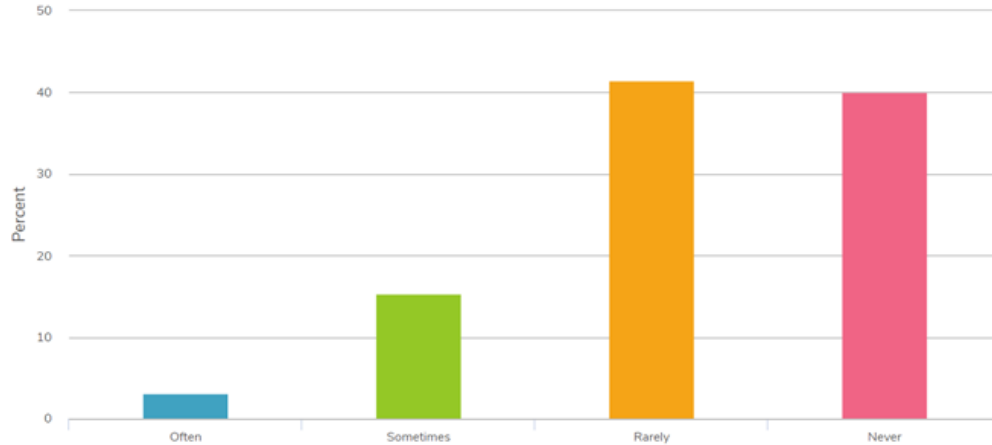NEW YORK STATE | **Division of Criminal Justice Services**

ListServ Survey Results

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ListServ Survey Results

ListServ Survey Results

2. Do you post comments or questions on the Listserv?

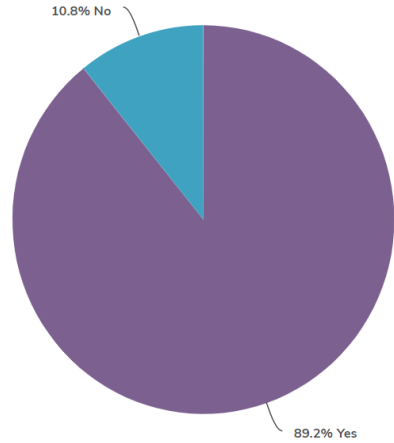| Value		Percent	Responses
Often		3.1%	2
Sometimes		15.4%	10
Rarely		41.5%	27
Never		40.0%	26

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ListServ Survey Results

3. Do you find the information that is shared helpful?

10.8% No

89.2% Yes

Value		Percent	Responses
Yes		89.2%	58
No		10.8%	7

Totals: 65

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ListServ Survey Results

8. What would you like to see more of on the ListServ?

We received many responses to this question, but here are a few that were present multiple times:

- Information on resources and services that can best assist the population we work with
- Best practices and suggestions for service delivery
- Training for staff
- Training/job opportunities for clients
- Information for your specific area
- Employment/Education and Professional Development Resources
- Successes and Challenges in the virtual realm
- **Have yet to use, would like to learn more about it**

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QUESTIONS ?

Contact Information

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Michele.Clarke@dcjs.ny.gov

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