

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1. Letter dated 8/5/09 attached.			
2.			
3.			
4.			

progress to the General Assembly.

However, a number of years ago in order to maximize continuity and accuracy and minimize time for agencies production of plans, SCHAC purchased software called the Computerized Affirmative Action Management System (CAAMS). The system was outdated and we recently purchased updated and upgraded software.

For this system to work specific information must be transmitted to SCHAC from the agencies. We want to insure agencies understand the importance of the employee information that SCHAC requests. The information agencies send to SCHAC forms the foundation for establishing the agency's equal employment opportunity goals and is used to evaluate the agency's progress in the annual report to the General Assembly.

Unfortunately, this process has proved to be more of a challenge than we expected. The information that we are receiving from agencies is often flawed indicating to us that many of the agencies' EEO Officers do not have a clear understanding of CAAMS or the importance of the information transmitted. The report to the General Assembly is a public document, and accuracy is of the up most importance to us all.

To carry out our mandate and to assist agencies with their plans we will send you a draft of your agency's AAP. This should allow time for your agency to review the information it sent to SCHAC and make appropriate changes and corrections if needed. In addition,

Jesse Washington, Jr.

Cc: Agency EEO Officer

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*Ch. 28*

**RECEIVED**

JUN 30 2009

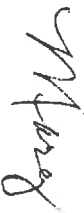
Department of Health & Human Services  
OFFICE OF THE DIRECTOR

*[Handwritten signature]*



THE 2008-2009 EEO REPORTS WILL BE MAILED TO YOUR OFFICE IN OCTOBER. IF YOU HAVE ANY QUESTIONS OR  
need our assistance please let us know. We appreciate your cooperation and commitment to the  
principles of equal employment opportunity.

Sincerely,

A handwritten signature in dark ink, appearing to read "MSneed", written in a cursive style.

Mary Dunlap Sneed  
Director Technical Services & Training Programs

CC: Jacqueline Brown  
EEO Consultant

SP/