



Telecommunications Bulletin

Customer Service Center (CSC)

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CSC Manager

Telecommunications Coordinator Database Verification

Every year we need to make certain our Telecommunications Coordinator database is current and accurate. We sure would appreciate your help. This year Mick Rothman, in our Chicago offices, is coordinating the project. He will be sending you pdf files of individuals currently appointed by your agency either as a:

- Primary Telecom Coordinator
 - Has spending authority
 - Can sign telecommunications service orders
 - Can authorize billable repairs
 - Can update your agency listings in the State of IL Telephone Directory
 - Can receive Telecommunications Bulletins
 - Can have access rights to EMS and CentrexMate

Or as a:

- Secondary Coordinator
 - Has no spending authority
 - Cannot sign telecommunications service orders
 - Cannot authorize billable repairs
--BUT STILL--
 - Can update your agency listings in the State of IL Telephone Directory
 - Can receive Telecommunications Bulletins
 - With approval from a Primary Coordinator, can have access rights to EMS and CentrexMate

We recommend that each agency have at least two Primary Coordinators so that someone can handle telecom issues during vacations and other office absences. There is no limit to the number of Coordinators who can be appointed by your agency

Please review your list of Coordinator names, contact information, and areas of responsibility. Correct any typographical errors by marking directly on the printout. If any Coordinator should be removed, please strike through the name and specify the reason the individual should be deleted from our database. If no changes are needed, please indicate the list is correct as printed. Also, the individual reviewing the list should sign and date the printout and return it to:

Mick Rothman
CMS-Customer Service Center
JRTC – Room 3-320
100 West Randolph Street
Chicago, IL 60601-3219

If your agency needs to appoint additional Telecommunications Coordinators, please complete the registration form attached to your list of current Coordinators. The signature of the agency head is required to appoint a Coordinator. For audit purposes, this form and the agency head signature is also required if a Coordinator's spending authority status should be upgraded from Secondary to Primary.

If you have any questions regarding the database validation, please contact Mick Rothman at mick.rothman@illinois.gov or by phone at 312-814-2966.