NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

During New Jersey's state of emergency and response to COVID-19, most Department of Children and Families' employees are working from home as directed by Governor Murphy's [Executive Order 107](#).

DCF has since issued and updated [Work from Home Guidance](#) and staff can find a list of technologies or applications below that are useful for facilitating remote work. As employees adjust to their new work situation, there are a variety of resources available to ease the process.

In addition, DCF's Office of Information Technology continues to explore new opportunities for staff to utilize during these unprecedented times.

Please contact NJSPIRIT Helpdesk for support:

njspirithelpdesk@dcf.nj.gov or 1-866-733-2208.

Table of Contents
You can navigate the document by clicking the links below.

SECTION 1 – myNEWJERSEY

myNewJersey provides access to online information that has been authorized specifically for state workers.
Note: MyNewJersey has a feature that allows your browser to be remembered so you are not prompted to enter a multi-factor authentication (MFA) code every time you log in. If you would like to utilize this feature, please click "Yes" when prompted. Your browser will be remembered for two weeks unless you login with another browser within that timeframe, prompting a new MFA code.

Technology/Application	Capabilities	DCF Considerations
eCats	You can fill in your timesheet and approve timesheets assigned to you from any internet-connected device using *myNewJersey*.	
Resources: eCats has its own contact support that can be reached at ecatssupport@dcf.nj.gov.		
ePAR	Fill in and approve performance assessments using *myNewJersey*.	
Resources: ePAR User Guide		
NJSPIRIT	NJ SPIRIT is a comprehensive, automated case management tool that integrates various aspects of case practice in a single statewide system, including intake, investigation, case planning, case recording, resource management, service delivery tracking, and financial management. You can access it from the *myNewJersey* desktop.	• Must have an existing NJSPIRIT account to access through the MyNewJersey portal.
DCF Connex	DCF Connex is a web-based data management system for DCF contracted providers. • It currently collects data for 4 programs in Family and Community Partnerships and the Division on Women. You can access it from the *myNewJersey* desktop.	• You must have an account setup to access this data system.
Resources: Trailhead - The fun way to learn Salesforce		

SECTION 2 – COMMUNICATION

Applications that support effective communication and collaboration with your colleagues while working remotely.

Technology/Application	Capabilities	DCF Considerations
Microsoft Teams	An application that facilitates remote teamwork and collaboration in real time. • Private and group Instant messaging (chat) • Video conferencing • Virtual meetings • Document Collaboration Links to other Office 365 apps (Planner, Outlook, SharePoint, etc.)	• To add a new "Team", you need to reach out to DCF IT to do so. o You can still use Teams to chat, host meetings, share files etc. without being on a "Team". • Certain functions of Teams are not available to DCF organizations (i.e. having private channels, email alerts for planner tasks, allowing external users join virtual meetings by dialing a number, etc.) • If you have a state issued phone, IT recommends you use this device to download the Teams app – if you are in need of a phone to conduct work remotely, you can request this need through IT by putting a ticket in.
DCF's Office of IT continues to explore other video conferencing applications. **Resources:** DCF Teams Access Guide, Microsoft Teams Cheat Sheet, YouTube - Learn Microsoft Teams in 7 Minutes, YouTube - How to Use Microsoft Teams for Collaboration & Document Sharing, Teams Video Training		
Outlook & Encrypted Emails	A personal information manager, primarily email. • Access to email anywhere through the internet browser • Encrypted Email for sharing sensitive information with external organizations. • Calendar & meeting invitations. • Assign tasks to other DCF employees.	• Emails from external organizations (especially encrypted) are sometimes blocked from entering the inbox ("quarantined") and you must release them to your inbox.
Resources: NJSPIRIT email instructions, Microsoft Outlook Cheat Sheet		
Skype for State Phones	The Skype application has been approved for installation and use on your state issued smartphone to facilitate video conferencing with clients.	• You must have a DCF-issued phone to use this application.
Resources: Skype for State Phones NJSPIRIT Helpdesk email instructions.		
Whatsapp for State Phones	The Whatsapp application has been approved for installation and use on your state issued smartphone to facilitate video conferencing with clients.	• You must have a DCF-issued phone to use this application.
Resources: Whatsapp for State Phones NJSPIRIT Helpdesk email instructions.		

SECTION 3 – WORK MANAGEMENT

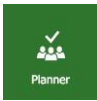Application that support effective ways to supervise your staff while working remotely.

Technology/Application	Capabilities	DCF Considerations
SafeMeasures	A software application that feeds data from NJSPIRIT into a user-friendly reporting system. • Frontline caseworkers, supervisors, and managers throughout the agency use SM to guide workflow, track timely data entry, data quality, and measure results.	
Resources: IT Resources and Instructions.		

SECTION 4 – PRODUCTIVITY

Applications that support effective communication and collaboration with your colleagues while working remotely.

Technology/Application	Capabilities	DCF Considerations
OneDrive	A web-based application to store personal files. • Share files with individuals to either view and/or edit.	• Files can only be shared with other DCF employees.
Resources: RER OneDrive Instructions, Microsoft OneDrive Cheat Sheet, OneDrive Video Training		
SharePoint	Share and manage content to facilitate teamwork. • Share files with individuals to either view and/or edit. • Access and manage files shared in Microsoft Teams.	• Files can only be shared with other DCF employees.
Resources: Microsoft SharePoint Cheat Sheet, SharePoint Video Training		
Planner	An organization tool to stay up to date with current projects. • Create project plans. • Organize, assign, and prioritize tasks. • Automated report to track progress.	• DCF is not an organization that can receive a notification when a task is assigned to you – to ensure you are not missing out on an urgent task, you must check the planner.
Resources: Sign in to Microsoft Planner, Planner Video Training		
OneNote	An application used to electronically take notes for collecting, organizing, and sharing digital information. • Integrates with Outlook. • Share notes with others.	
Resources: Microsoft OneNote Cheat Sheet, OneNote Video Training		
MyAnalytics	A great application to track your work habits while you are participating in remote work. • MyAnalytics offers insights into your meetings, email, and focus hours.	
Resources: Why use MyAnalytics?, MyAnalytics Dashboard		
Microsoft Suite	Ability to install the following Microsoft applications for free onto your personal computer: • Word • PowerPoint • Excel	• To download the Microsoft applications, you must be logged into www.office.com with your DCF credentials.
Resources: RER Download Instructions		

SECTION 5 – SURVEYS

Applications that help you to collect data from stakeholders.

Technology/ Application	Capabilities	DCF Considerations
Microsoft Forms	Easily create surveys, quizzes, and polls for any audience.	• Can be used internally or you can send a link to anyone.

Resources: Intro to Microsoft Forms, Microsoft Forms Quick Start

Technology/ Application	Capabilities	DCF Considerations
Survey Monkey	Easily create surveys, quizzes, and polls for any audience. • Gather feedback via weblink, email, mobile chat, social media, and more. • Automatically analyze your results and get powerful analysis features.	• SurveyMonkey can only be used on a limited number of devices at the same time, and security features require a code to log in on a new device. • Codes are managed by a representative for your office. See below for your contact's information.

Resources: Survey Monkey Help Center, How to Create a Survey

If you need assistance regarding Survey Monkey, email your corresponding contact below:

• Office of Quality (QR, SCR, Adolescent and Federal Reviews)	Oluremi.Olabinjo@dcf.nj.gov
• DCP&P (PIP) • Central Office (Adoption/Subsidy, Office of Resource Families, IAIU)	Oluremi.Olabinjo@dcf.nj.gov
• Research, Evaluation and Reporting • Family and Community Partnerships • Division on Women	Dawn.Deluca@dcf.nj.gov and Erin.Sims@dcf.nj.gov
• Commissioner's Office • Communication • Facilities	Jason.Butkowski@dcf.nj.gov
• Office of Strategic Development	Elba.Hinestroza@dcf.nj.gov
• Office of Training and Professional Development	Joseph.Spilatore@dcf.nj.gov
• Other	Oluremi.Olabinjo@dcf.nj.gov