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TO: Local District Commissioners
Executive Directors for Voluntary Agencies

FROM: William E. Travis, Jr., CIO/ITS Human Services Cluster

SUBJECT: Upgrade to Windows 7 – April 2014 Deadline / OCFS-issued IT Inventory Reconciliation

DATE: November 21, 2013

CC: LAN Administrators, Voluntary Agency Implementation Coordinators, Staff Development Coordinators

Over the past year, OCFS has taken steps to modernize its Information Technology environment. As you are aware, all OCFS-issued devices must be upgraded from Windows XP to Windows 7 prior to Microsoft terminating all support of Windows XP (April 2014). An analysis of the entire end-point inventory (previously provided to District and Voluntaries), indicates only half of all devices have already been upgraded. It is important to note that we have less than six months to achieve this goal.

Annual Inventory: ITS is using the annual inventory to monitor the Upgrade efforts. Last July, a memo was sent as a reminder to provide the annual updated and accurate inventory of OCFS-issued IT equipment (per [11-OCFS-ADM-08](#)). If you have not already done so, or if you have additional inventory updates, please submit your update by **December 4th, 2013**.

Upgrade to Windows 7: For any devices not yet upgraded, please provide your migration plans; include the number of machines, start dates and completion dates.

ITS staff are available to collaborate with your technical staff to discuss the status of the upgrade, review equipment inventories for your location(s), determine areas where ITS can provide assistance, discuss scenarios and options, and determine a plan and next steps for each OCFS-issued device.

For additional information or questions, please direct your LAN Administrator or Technical Lead to submit questions or requests to the comctrup@ocfs.ny.gov mailbox for assistance.

We look forward to working with you on this effort. Please let me know if you have any questions.