

~ The CONNECTIONS WEEKLY ~

March 2 ~ 9, 2007



Daylight Saving Time (DST) Change...

**** Please note the additional 2 hour window of downtime for Friday, 3/2 beginning at 3:00AM – ending at 7:00AM.**

As you are aware, in August 2005, the United States Congress passed the Energy Policy Act, which changes the start and end dates of Daylight Saving Time (DST). This law goes into effect this year. Because of this change, IT related businesses around the country will be patching software and hardware in preparation for the changes in Daylight Saving Time. Likewise, the Office for Technology (OFT) has begun patching software and hardware, and as a result some PC's and servers are at different phases in the patching process. Depending on the progress of the patching process, individuals in the NYSeMail environment may see calendar entries with inconsistent starting and ending times. The timeframe most likely to be impacted is from March 11th through April 1st.

Recommended Action

OFT is suggesting that, as a best practice, NYSeMail calendar users state the actual meeting starting time at the beginning of the subject field for each meeting notice to help eliminate any confusion.

More Info on Outlook, Meeting Notices and the Daylight Saving Time Change...

Some users are reporting that many of the “Recurring Appointments and Meetings” that they are the Organizer of, are being sent out to all invitees. OFT is in the process of updating all Outlook calendars to fix the start times of recurring appointments for Extended Daylight Saving Time (DST). The re-sending of all recurring appointments is considered “expected behavior”. We have been advised that the invitees should reply as usual to these invitations.

In addition, some users report that the occurrences of appointments/meetings are now set to 1 hour earlier, beginning with the start of Extended DST period – March 11th and continuing through the life of that meeting. If this is the case, please do the following:

1. On the **Tools** menu, click **Options**.

2. Click **Calendar Options**.
3. Click **Time Zone**.
4. Ensure that the box that says "Adjust for daylight saving time" is checked.

You may contact your LAN Administrator for assistance with this.

OFT has requested that we remind users that there may be inconsistencies in calendar entries, until all DST patching has been completed. It is suggested that for the time being, you **include the actual start time at the beginning of the subject field** of all meeting notices you send out. Example: "Subject: 3PM Meeting to review Daylight Saving Time work". We appreciate your cooperation and patience as OCFS IT and OFT work towards a successful transition to Extended DST!

Just a Note About the Citrix Client Upgrade...

On Friday, March 9th a "new" Citrix PN Agent Client will be deployed to all CONNECTIONS workstations. This deployment will be transparent to users and you will not see anything different on your PCs when you access the CONNECTIONS application. The reason for this upgrade is to take advantage of some printing and session reliability features that will become available to users once OCFS IT upgrades the Citrix servers, an activity that is currently scheduled for April 16th through April 30th. It should be noted that this upgrade is part of the overall Citrix Upgrade Project that OCFS IT is currently engaged in.

A Bow to the CONNECTIONS Functional Improvement Team (FIT) Team...

Thank you...thank you...thank you...to the members of the CFIT team for your time, energy and input regarding system/application enhancements! We truly appreciate and value your suggested modifications and are making your suggested enhancements our top priority as we move forward in our continued efforts to improve application functionality.

Updated Build 18.9 Info To Know...

Opting In on March 26th or Opting In Incrementally...

We just wanted to give you a list of those districts, who at this time, have committed to implementing Build 18.9 when it is rolled-out on March 23rd. The districts that have identified their interest are: Allegany, Cattaraugus, Cayuga, Chemung, Chenango, Columbia, Delaware, Dutchess, Essex, Franklin, Fulton, Greene, Herkimer, Jefferson, Lewis, Madison, Montgomery, Nassau, Niagara, Orange, Orleans, Oswego, Otsego, Putnam, Rensselaer, St. Lawrence, Saratoga, Schenectady, Schoharie, Suffolk, Sullivan, Ulster, Warren, Washington, Wyoming, St. Regis Mohawk. We are in the process of refining our implementation plan to support the districts and agencies implementing the Build on March 26th, as well as the districts who have decided to implement the Build incrementally, and will share the plan with you when it is final. If you have

any questions, or would like to speak with someone about making a final decision about opting in, we ask that you contact your Regional Implementation staff person and they will make arrangements to speak with you.

An Update About Build 18.9 Preview...

We are pleased to announce the availability of the Preview application for Build 18.9! The Preview application will be available, statewide, on Monday, March 5th, and provides users with an opportunity to *practice* using the new Build 18.9 functionality on their own workload. Please note that the Preview database is a “snapshot” of the database and data that is entered is *not saved* in the production environment (which is the “live” CONNECTIONS database) but *is saved* in the Preview database for the time that Preview is available (which is prior to the implementation of Build 18.9). We would encourage users to generate the Permanency Hearing Reports, Notices and Statements as well as the Health consent forms from within the Preview environment.

Just a few notes about using Preview...

So that CONNECTIONS users experience full use of the Build 18.9 functionality within the Preview environment, it is critical that any changes to a user’s Business Function Profile are completed *prior* to March 2nd, as this is when the “snapshot” of the Preview environment will be taken. It should be noted that agency security administrators can apply new Business Functions directly in the Preview environment; however, any Business Function changes within the Preview environment must also then be re-applied to the user’s Business Function Profile in production.

In order for users who are “new” to CONNECTIONS (such as Health Coordinators) to be able to take full advantage of the Preview environment, it is critical that they be **set-up** in the system (which includes: arranging for an NT account (an NT ID, PID as well as a CONNECTIONS ID) *and* be given the appropriate Business Functions, prior to March 2nd, or they will not be able to access the Preview environment.

For your reference, further information about how to use Preview, as well as suggested Preview exercises will be communicated by Monday, March 5th.

Updated Build 18.9 Training Info...

Training Course Info & Info About the Recording Health Services in CONNECTIONS CBT CD...

Just as an FYI...information about the Build 18.9 training courses, as well as a communication about the CBT CD - **Recording Health Services in CONNECTIONS**, was forwarded to district and agency Staff Development Coordinators/Training Coordinators, Implementation Coordinators, Directors of Service, Resource Users and other key agency personnel earlier in the week.

A few points to note about the CBT CD ~ the CD is in the process of being mailed, by the SUNY Training Strategies Group, to either the designated Staff

Development/Training Coordinator *or* agency Implementation Coordinator; it is expected that all districts and agencies will have received their copy of the CD by Monday, March 12th. If your agency has not received a copy of the CD by the 12th we ask that you contact Sheryl Galinski of the SUNY Training Strategies Group (sgalinski@tsg.suny.edu; 518.443.5940). The CBT CDs are geared to support health care professionals who are new to CONNECTIONS and will be recording information in the new Health Care module that is part of CONNECTIONS Build 18.9. They may also be of use to other staff that will need to record information in this part of the application. The CBT allows staff to view the training course at their own space and pace and was designed and tested to be used with *any* CONNECTIONS computer. The CD can *also* be used on computers, other than CONNECTIONS, that have the following *recommended* system components:

- Intel Pentium 4 (or higher)
- 2.0 GHZ Processor (or higher)
- 256 MB RAM (or higher)
- 40 GB hard drive (or higher)
- 48x max CD ROM (or higher)
- Integrated audio with drivers
- 16 MB video RAM (or higher)

A Reminder About the CONNECTIONS Training Database Application Downtime...

As we have reported in previous Weekly's ~ please note that the CONNECTIONS training database/application will be unavailable from Wednesday, February 28th at 4:30PM through the weekend. The training database will be available for training classes to begin on Monday, March 5th!

Build 18.9 Tools...

Day 1 Checklist...

How do you know if you are prepared for the Build? What other activities might you have to complete before your district or agency goes "live"? If you want to know the answers to these questions we refer you to the Build 18.9 Day One Checklist. The checklist defines key activities that should be completed in order to be prepared for the Build implementation. A copy of the checklist is posted to the CONNECTIONS website on the Implementation page.

Build 18.9 Health Services Impact Analysis Is Available...

The Build 18.9 Health Services Impact Analysis is available and posted to the CONNECTIONS website on the Implementation page. This document provides a brief description of current function/process and identifies "what remains the same", "what is new or changes", implications/considerations, how program is impacted and provides recommendations to users as a result of the implementation of the Build.

Build 18.9 Highlights...

Just a quick note that the Build 18.9 Highlights, a document that summarizes the significant modifications, changes and enhancements in the Build will be released early next week and posted to the CONNECTIONS website at that time.

An Updated Version of the CONNECTIONS Build 18.9 FAQ's is Available...

In order to maintain a current log of questions and answers related to Build 18.9, the original version of this document has been updated and posted to the CONNECTIONS intranet website on both the Home and FAQ page. Please note that the new "Q & A's" are date stamped for your convenience.

More Build 18.9 Tools...

Want to know more about what the Build will be like...there are lots more "Build 18.9 Tools" posted to the intranet. Take a look at the all of the Build 18.9 Impact Analysis documents, job aids, Business Function Guidelines, Business Process Redesign Manual, as well as other tools that are posted to Current Tools on the Implementation page of the CONNECTIONS intranet.

A New "Fill-able" Request Form...

For your convenience, and in response to user requests, we have created a "fill-able" Coordinator Request form. The form should be used to request a change or addition to a district or agency's Implementation, Security or Back-up Security Coordinator, and is posted to the CONNECTIONS intranet. You can just complete it right from the document posting to the website and email it to us!

New Postings to the CONNECTIONS Intranet...

The following document(s) were recently posted to the CONNECTIONS intranet website:

- Build 18.9 Day One Checklist
- The CONNECTIONS Weekly

Weekly System Maintenance...

CONNECTIONS Application Downtime...

**** Please note the additional 2 hour window of downtime for Friday, 3/2 beginning at 3:00AM.**

- ****Friday, 3/2/07** from 3:00 AM – 7:00 AM
- **Wednesday, 3/7/07** from 5:00 AM – 7:00 AM
- **Friday, 3/9/07** from 5:00 AM – 7:00 AM
- **Wednesday, 3/14/07** from 5:00 AM – 7:00 AM