

## ~ *The CONNECTIONS WEEKLY* ~

*March 9 ~ 16, 2007*

REMEMBER...SPRING FORWARD



SUNDAY, MARCH 11, 2007

### ***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 11<sup>th</sup> 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!

### ***Updated Build 18.9 Info To Know...***

#### ***Opting In on March 26<sup>th</sup> 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 23<sup>rd</sup>. 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, and St. Regis Mohawk. We are in the process of refining our implementation plan to support the districts and agencies implementing the Build on March 26<sup>th</sup>, as well as the districts that 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 environment provides users with an opportunity to *practice* using the new Build 18.9 functionality on their own workload. For your reference, further information about how to use Preview, as well as suggested Preview exercises were communicated to local districts and voluntary agencies earlier this week and are also posted to the CONNECTIONS intranet.

### **Updated Build 18.9 Training Info...**

#### **Additional Training Course for Yonkers and Metro (NYC) Regions**

We are pleased to announce that we have added *three* additional training classes on Build 18.9 for Supervisors, Managers and senior case workers for staff located in both the Yonkers and Metro regions. The dates of these trainings are March 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup>. We ask that you prioritize foster care staff as training attendees prior to the implementation of the Build on March 26<sup>th</sup>. For further information regarding the times and location of the trainings we refer you to STARS (<http://stars.bcc-cdhs.org>).

### **New STARS Report...**

There is a *new* report, available through STARS, that enables districts and agencies to monitor registration, attendance, and no shows for staff for all training that is tracked through STARS. The “*No Shows, Attended, and Registered*” report will enable the viewer to select a particular date range and select a specific class, or to view activity for all training classes in a particular span of time. The Report can also be exported to several formats, including Microsoft Word and Excel. This Report should be particularly useful in tracking staff attendance for the Build 18.9 training classes.

Please note that to access STARS data and this report for your agency, you need to have a STARS login and password. If you have questions regarding your login/password or the report itself, please contact the Center for the Development of Human Services at 1-800-413-3210.

A communication was sent to district and agency Staff Development Coordinators/Training Coordinators, Implementation Coordinators, and Directors of Service announcing the report and included instructions about how to access the report through STARS.

### ***Build 18.9 Tools...***

#### ***Build 18.9 Highlights...***

The Build 18.9 Highlights, a document that summarizes the significant modifications, changes and enhancements in the Build, was communicated earlier this week. For your reference, the Highlights are posted to the CONNECTIONS website.

#### ***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.

#### ***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 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.

### ***An Update About the Citrix Client Upgrade...***

Please note that the deployment of the "new" Citrix PN Agent Client, which is part of the overall Citrix Upgrade project that OCFS IT is currently engaged in, will be delayed a bit in order to ensure that a higher version of the Client will be

installed. The deployment is scheduled to be pushed to all CONNECTIONS workstations on *Friday, March 16<sup>th</sup>*. This deployment will be transparent to users and you will not see anything different on your PC 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 16<sup>th</sup> through April 30<sup>th</sup>.

### ***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:

- CONNECTIONS Case Management Build 18.9 Highlights
- CONNECTIONS Build 18.9 Preview Information & Exercises
- The CONNECTIONS Weekly

### ***Weekly System Maintenance...***

#### ***CONNECTIONS Application Downtime...***

- ***Friday, 3/9/07*** from 3:00 AM – 7:00 AM
- ***Wednesday, 3/14/07*** from 5:00 AM – 7:00 AM
- ***Friday, 3/16/07*** from 5:00 AM – 7:00 AM
- ***Wednesday, 3/21/07*** from 5:00 AM – 7:00 AM