

# CONNECTIONS WEEKLY SYSTEM UPDATE



**To:** CONNECTIONS Implementation Coordinators  
**From:** CONNECTIONS Communications  
**CC:** LAN Administrators/Security Coordinators, Keyusers,  
OCFS~Directors of Services, CONNECTIONS Project  
Team  
**Date:** October 15, 2004  
**Re:** Activities for the week of 10/15/04-10/22/04

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## 1. **Build 17.5 Release Notes and Schedule Memo**

CONNECTIONS Build 17.5 is scheduled for release the morning of *Saturday, October 23, 2004*. The CONNECTIONS Application will be brought down on Saturday morning October 23rd, beginning at 4:00 AM. In advance of the Build, we recommend that all CONNECTIONS users be logged off the CONNECTIONS Application by 3:45 AM on Saturday morning (October 23rd). Local staff will **not** be able to access the CONNECTIONS Application between 4:00 AM (October 23, 2004) and 7:00 AM (October 23, 2004). During this time frame, CONNECTIONS downtime procedures will be implemented for the transmission of CPS Reports between the SCR, ECS and local districts. Network Exchange/Outlook e-mail will be available during this time period. We anticipate the CONNECTIONS Build 17.5 Application being available approximately 7:00 AM, Saturday, October 23, 2004.

The Build 17.5 Release Notes and Schedule memo were forwarded to Implementation Coordinators, LAN Administrators, Security Coordinators, and Directors of Services on October 12, 2004. Both documents are posted on the CONNECTIONS website on the Implementation page under the Build Information sub-heading.

## 2. **CONNECTIONS System Build 17.5 Job Aid**

The CONNECTIONS System Build 17.5 Job Aid is currently available on the CONNECTIONS website on the Desk & Job Aid page.

**3. Teleconference ~ Business Process Review and Analysis in Preparation for Build 18 Case Management ~ October 27, 2004**

This notice is to inform you that there will be a teleconference, hosted by the NYS OCFS and the NYS OCFS/Bureau of Training, on the topic of Business Process Review and Analysis in Preparation for Build 18 Case Management, to be aired on Wednesday, October 27, 2004, from 10:00AM – 12:00PM.

Prior to the implementation of CONNECTIONS Build 18, numerous tools were developed to assist local districts, as well as voluntary agencies, in their preparation for the modifications, enhancements and changes evident with the implementation of this Build. The purpose of these tools is so that both districts and voluntary agencies are able to make a successful transition and accommodate the changes that Build 18 will implement. One of the available tools is Business Process Reengineering (BPR). In definition, BPR is a method that includes the critical analysis of existing business processes, and the redesign of these processes, in an effort to streamline and improve the day-to-day operations of local districts and voluntary agencies using the new automated system of case management.

For your convenience, the teleconference announcement is attached below.



announce43466.pdf

**4. Update ~ CONNECTIONS Impact Analysis ~ OCFS Custody Youth Placed in Voluntary Agencies**

It should be noted that the Impact Analysis referenced above is in the process of revision and has been removed from the CONNECTIONS website. It is expected that the revised version will be available the last week of October.

**5. Security Awareness Guidelines**

Attached are three handouts on Security Awareness that contain guidelines that need to be read and followed by all staff who are users of the OCFS network. It is very important that everyone be aware of his or her roles and responsibilities regarding Information Security. These handouts have previously been included in the Weekly Update and were recently distributed to the CONNECTIONS Management Steering Committee, as well as local district Commissioners and voluntary agency Executive Directors. Please read and have the attached materials posted anywhere that users are located. Please be sure to share these materials with anyone in your district or agency who does not have access to this

communication, as the material relates to the secure management of both paper and electronic information. If there are any questions, please contact the OCFS Information Security Officer, Jo Shrader at (518) 473-9254 or jo.shrader@dfa.state.ny.us.



Priority Awaren  
Handouts\_re.

## 6. HSEN NYSeMail Update for Voluntary Agencies

As you may be aware, the NYS Office for Technology has been engaged in the process of upgrading the Human Services Network E-mail system of local districts to a new and improved E-mail platform known as NYSeMail.

The two attachments below were drafted to describe and define this new initiative. The first attachment is an introductory letter the second attachment outlines the major benefits and features of NYSeMail through the forum of frequently asked questions.



Welcome Letter  
/A NYSeMail.d..



Email FAQ  
HSEN.doc

## 6. HSEN NYSeMail Schedule

The schedule below identifies the migration activities of the Human Services Enterprise Network (HSEN) NYSeMail for local districts.

- **10/4/04** - Migration Support – OCFS - 52 Washington / Miscellaneous;
- **Week of 10/4/04** - Client Upgrades - ACS sites Y26, M0F, B0U, B0K, Q3T, B1H, M2A, K0T & Q0Y
- **10/4 & 10/6** - Exchange Cached Mode: Erie County – 1L4/14X, 970, & 144 -;
- **10/8** - Migrations: OCFS – misc. 52 Washington

Site Name	5.x-5.5 Move	Client Upgrade	Migration	Day 1 Support
ACS - Group 1	11/5-6-7/04	9/13/2004	11/5-6-7/04	11/8-9-10/04

## 7. IBM Motherboard Replacement Notice Schedule

Please note that this Project is complete. A final report is attached below.



A40 Replacement  
Summary Schedule :

If you have any questions related to the above, you may contact Paul Gavry/OCFS IT Operations.

**8. CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

***Friday, 10/15/04 from 5:00 AM - 7:00 AM***

***Wednesday, 10/20/04 5:00 AM - 7:00AM***

***Friday, 10/22/04 from 5:00 AM - 7:00 AM***

**9. Microsoft Exchange Mail Servers**

Due to regularly scheduled maintenance on MS Exchange E-mail 5.0 servers, all Exchange E-mail 5.0 servers will be unavailable on:

***Sunday, 10/17/04 from 1:00 AM - 6:00 AM***

***Sunday, 10/25/04 from 1:00 AM - 6:00 AM***