

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 1, 2004
Re: Activities for the week of 10/1/04-10/8/04

1. **CONNECTIONS Build 17.5**

CONNECTIONS Build 17.5 is scheduled for release on Friday evening, October 22, 2004. This Build will include many user requested modifications and enhancements to the Progress Notes, Injury List Detail and Safety Assessment. It is anticipated that the CONNECTIONS Application will be brought down on Friday evening, October 22nd and during that time 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.

Please note that the Build 17.5 Release Notes and Schedule Memo will be forwarded to local district and voluntary agency Implementation Coordinators and Directors of Services during the first week in October.

2. **Update ~ CONNECTIONS Draft Build 18 Training Schedule**

The **draft** Build 18 Training Schedule provides a day-by-day agenda of each class, for each Wave, through Wave 7. The schedule was forwarded to Implementation Coordinators, Staff Development Coordinators and Directors of Services on Wednesday, September 29th. The schedule is also posted on the CONNECTIONS intranet web site on the Training Info and Schedule page. Please note that the schedule is being presented in **draft** version and changes may be made to the current version. The intent of distribution at this time is to provide each district and agency with an idea of when and where classes will be provided within their implementation wave. This information is intended to enable districts and agencies to begin advanced planning to ensure that all of the staff that

needs to be trained will be able to get to the training. In addition, those districts or agencies who have agreed to provide mobile lab sites, or classrooms, will be able to see approximately when, and for how many days, we will need your facilities. Please note that since this schedule is in a **draft** version, we are not currently accepting registrations.

A final announcement and schedule will be issued in the near future and, at that time, we will be accepting registrations based on that schedule in STARS, as well as by phone or fax. If you have questions about the content of the schedule, please contact Sheryl Galinski at the SUNY Training Strategies Group at 1-877-451-4835 or via email: sgalinski@tsg.suny.edu.

3. 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.



Security Awareness
handouts.pp...

4. 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. In the near future voluntary agencies will also be involved in this initiative.

The two attachments below were drafted to describe and define this new initiative. The first attachment is an introductory letter, that was forwarded to voluntary agency Implementation Coordinators earlier this week, 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

5. HSEN NYSeMail Schedule Report

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

Attention: Due to technical issues the 9/11-9/12 SCR NYSeMail migration was postponed. We expect to re-schedule it

9/13/04 – Day 1 Support – Onondaga, Ontario, Cortland, Chenango, Montgomery

9/13/04 – Data Moves – Westchester (5 Sites)

9/17/04 – Migrations – Westchester (5 Sites), Erie

Caching Enabled (This date is when the customers will experience the initial cache synchronization)

9/14 – Suffolk, Oneida, Tompkins

9/16 – Suffolk, Oneida

Site Name	5.x-5.5 Move	Client Upgrade	Migration	Day 1 Support
Onondaga	8/23/2004	8/4/2004	9/10/2004	9/13/2004
Ontario	9/7/2004	7/21/2004	9/10/2004	9/13/2004
Cortland	9/7/2004	8/11/2004	9/10/2004	9/13/2004
Chenango	9/9/2004	7/28/2004	9/10/2004	9/13/2004
Montgomery	9/7/2004	8/11/2004	9/10/2004	9/13/2004
Westchester	9/13/2004	8/18/2004	9/17/2004	9/20/2004
Westchester2	9/13/2004	8/18/2004	9/17/2004	9/20/2004
Westchester3	9/13/2004	8/18/2004	9/17/2004	9/20/2004
Westchester4	9/13/2004	8/18/2004	9/17/2004	9/20/2004
Westchester5	9/13/2004	8/18/2004	9/17/2004	9/20/2004
Erie	9/7/2004	8/18/2004	9/17/2004	9/20/2004
OCFS – SCR	TBD	TBD	TBD	TBD
ACS - Group 1	11/5-6-7/04	9/13/2004	11/5-6-7/04	11/8-9-10/04

6. IBM Motherboard Replacement Notice Schedule Update

OCFS, in conjunction with OFT and IBM, has undertaken a hardware replacement project to address *potential* problems with certain PC's. The 9700 PC's at issue are IBM model 6579/A40P. These comprise the

CONNECTIONS 75% Desktop PC rollout that occurred in 2001–02. The 75% replacement PC's were the tan/beige colored models. These comprise approximately 75% of the so-called CONNECTIONS "tech refresh" rollout. Procedurally, a visiting technician will open each PC to inspect the motherboard's capacitor and replace it, if necessary. The procedure requires approximately 45 minutes per PC. A list of PC serial numbers to be inspected should be provided in advance of, or, at the time of the site visit. The procedure should not affect hard drive contents. However, as a precaution, users should move/copy critical documents or folders from the hard drive to a network drive (e.g. user directory). A site schedule is being issued on a monthly basis. IBM staff will notify designated contacts at scheduled sites in advance of the scheduled start date to confirm the visit or, reschedule in the event of conflicts.

The updated site schedule is attached below.



A40 Replacement
Summary & Schedule



Weekly Schedule for
System Board Replac

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

7. **CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 10/1/04 from 5:00 AM - 7:00 AM

Wednesday, 10/6/04 5:00 AM - 7:00AM

Friday, 10/8/04 from 5:00 AM - 7:00 AM

8. **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, 10/3/04 from 1:00 AM - 6:00 AM

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