

CONNECTIONS WEEKLY SYSTEM UPDATE

I HAVE A DREAM

Martin Luther King, Jr. Day ~ 1/17/05

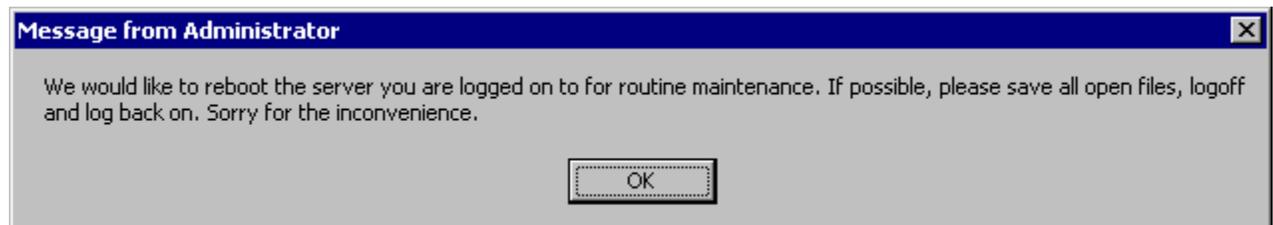
To: CONNECTIONS Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators, Security Coordinators, Keyusers, Directors of Services, CONNECTIONS Project Team
Date: January 13, 2005
Re: Activities for the week of 1/14/05-1/21/05

1. Updated Version of the Build 18 Frequently Asked Questions and Answers Document

There is an updated version (as of January 7, 2005) of the Build 18 Frequently Asked Questions document posted on the CONNECTIONS Intranet website on both the Home and FAQ pages. It should be noted that this document includes questions that have been asked since the original posting of this document.

2. Citrix Server Maintenance

There will be maintenance performed on the Citrix servers that will be run every evening (with the exception of the evening of Thursday, January 13, 2005) beginning at 11:59 PM, completing either within three or six hours. If users are logged onto their PC's during this timeframe they may receive the message below. We ask that the user save the document that they are working on and log out of their computer immediately upon receipt of this message. Immediately after logging out the user can then log back in and resume their work.



3. Update on the Teleconference ~ CONNECTIONS Case and Financial Management Confidentiality

The teleconference scheduled for January 18, 2005 has been postponed. It is anticipated that it will be re-scheduled for a date in February. Further

information regarding the specifics of the teleconference will be forthcoming within the next few weeks.

4. District/Agency Profile (DAP)

As many of you know the District/Agency Profile is the one of the tools that the project developed to identify critical information related to contact data, district/agency staffing, contract relationships, site information, as well as other significant information related to both local districts and voluntary agencies. We would like to stress the importance of this tool as a “living document” and therefore also state that it is very important that the data entered in the DAP be correct and up-to-date, as the project uses this information for various communication and reporting reasons. For reference purposes, the DAP is located on the CONNECTIONS Intranet website, on the Implementation page (right hand column). The address directly to the DAP is: <http://sdssnet5/ocfs/connect/DPM/>. If any district or agency is able to access this tool you may contact your CONNECTIONS Regional Office Field Representative. We thank you for taking the time to update the information.

5. Letter Dated November 11, 2004 ~ CONNECTIONS Laptop Replacement Project/Enhancing Staff Equipment Project

The attached was mailed to local district Commissioners and voluntary agency Executive Directors on November 11, 2004. The letter describes two initiatives that will address both replacement of outdated existing equipment and the availability of needed additional equipment.



Form_Letter.doc
(68 KB)

6. OCFS Informational Letter (INF) on Phased Implementation for the New Case Management System in CONNECTIONS Build 18

The purpose of this Informational Letter (INF) is to advise administrators and program staff of the respective period or “wave” of implementation to which each Local Department of Social Services (LDSS) or agency is assigned, as well as provide information necessary for the successful implementation of CONNECTIONS Build 18 and the new case practice that is supported in the Case Management system. The INF will also provide guidance regarding completion of the Uniform Case Record during the transition period that occurs from the initial wave of implementation until full statewide implementation. The INF is located on the OCFS Intranet. The address of the OCFS Intranet is: <http://sdssnet5/ocfs/>, under the heading General Resources (on the left-hand side of the page) click on Policies - External then locate the INF and click on it. For your convenience a direct link to the document is posted below.

[04-OCFS-INF-10 Phased Implementation for the New Case Management System in CONNECTIONS Build 18](#)

7. CONNECTIONS Case Management (Build 18) Training Schedule Information

- **Revised Training Schedule for CONNECTIONS Case Management Wave 4**

Please note that the training schedule for CONNECTIONS Case Management Wave 4 has been revised. The revised schedule was forwarded, earlier today, to local district and voluntary agency Implementation, Security and Back-up Security and Staff Development Coordinators, as well as, local district Director's of Services and voluntary agency Executive Directors. A copy of the document is attached below. The revised schedule is also posted on the CONNECTIONS intranet website on both the Training Info & Schedule and Implementation pages.



- **Memo and Training Schedule for CONNECTIONS Case Management Waves 5 and 6**

The Memo and Training schedule for CONNECTIONS Case Management Waves 5 and 6 was forwarded, earlier this week to local district and voluntary agency Implementation, Security and Back-up Security and Staff Development Coordinators, as well as, local district Director's of Services and voluntary agency Executive Directors. Copies of the aforementioned documents are attached below. These documents are also is also posted on the CONNECTIONS intranet website on both the Training Info & Schedule and Implementation pages.

Memo / Wave 5 Training Schedule / Wave 6 Training Schedule



8. Build 18 Fail-Over Test Information

In conjunction with OFT, OCFS Technical Support has scheduled the Server Clustering/Fail-over tests listed below. The testing will require downtime of the CONNECTIONS Production and Training environments, as well as the OCFS Production Data Warehouse environment. These tests are in support of Build 18 server configuration changes of the CONNECTIONS Production and Training application/database servers, which will go into effect during Build 18 deployment scheduled the weekend of February 5, 2005. The purpose of these tests is to ensure that in the event of a hardware failure, the CONNECTIONS Production and Training applications will still be able to function utilizing the designated backup database/application server.

Fail-Over test dates:

- **Friday, 1/14/05 from 4:00 AM – 7:00 AM** (extends the standing maintenance window by 1 hour)

- **Friday, 1/21/05 from 4:00AM – 7:00 AM** (*extends the standing maintenance window by 1 hour*)

9. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 1/14/05 from 4:00 AM - 7:00 AM*

*** (extends the standing maintenance window by one hour)**

Wednesday, 1/19/05 from 5:00 AM - 7:00 AM

Friday, 1/21/05 from 4:00 AM* - 7:00 AM*

***(extends the standing maintenance window by 1 hour)**

10. 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, 1/16/05 from 1:00 AM - 6:00 AM