

CONNECTIONS WEEKLY SYSTEM UPDATE



Memo

To: CONNECTIONS Implementation Coordinators

From: CONNECTIONS Communications

CC: LAN Administrators/Security Coordinators, Keyusers, OCFS -Directors of Services, CONNECTIONS Project Team

Date: January 23, 2003

Re: Activities for the week of 01/24/03 – 01/31/03

1. **95% Citrix Screen Resolution**

As previously reported due to technical problems, the Citrix screen resolution change to 95% is temporarily delayed. We will keep you informed on this initiative.

2. **Local District Business Function Profiles**

As referenced last week, the obsolete Business Functions have been removed from the CONNECTIONS Application. To review a comprehensive list of all Business Functions that have been removed, by Office Type, please visit the CONNECTIONS Intranet Website (Security Page) or the Public Folders, Statewide, CONNECTIONS, Alerts and Notices, Obsolete Business Functions.

3. **Desktop PC Replacement Project (the remaining 25%)**

If there are sites that have not yet submitted site reconciliation spreadsheets for the 25% Desktop PC Replacement Project, they must submit them immediately. These must be submitted electronically to David Kislowski at David.Kislowski@dfa.state.ny.us. All completed reconciliation spreadsheets must be in Excel format. When completing district/agency spreadsheets, please do not send the entire regional spreadsheet. Please copy and paste your district/agency information into

a new Excel spreadsheet. Reconciliation spreadsheets in any other format will not be accepted. **Note: If completed reconciliation spreadsheets are not submitted, your district/agency will not be scheduled for PC replacement.**

PC Replacement Schedule

- ❑ Region 4 (Albany) November 15 - November 22, 2002 **(Completed)**
- ❑ Region 3 (Syracuse) December 2 - December 6, 2002 **(Completed)**
- ❑ Region 2 (Rochester) December 9 - December 13, 2002 **(Completed)**
- ❑ Region 1 (Buffalo) December 16 – December 20, 2002 **(Completed)**
- ❑ Region 5 (Yonkers) – **(In Process)**
- ❑ Region 6 (NYC) – PC Replacement is scheduled for mid February, 2003

****Reminder to LAN Admins**** To prepare for the delivery of the new PC's, we would like to remind LAN Administrators that there are several tasks and best practice guidelines that local district and voluntary agency LAN Administrators and Information Technology Staff should follow to facilitate the desktop PC replacement process. These tasks and best practices are outlined in the Desktop PC Replacement Preparation Materials located on the CONNECTIONS Intranet Website on the Implementation Page and in the Public Folders: All Public Folders>Statewide>CONNECTIONS>Desktop PC Replacement Project.

In addition to the “Best Practices” and “Desktop PC Replacement” materials, there are several companion reference documents, which provide either, helpful information and recommended time frames for preparing to migrate to your new CONNECTIONS workstation, or specific procedures for copying data from your current CONNECTIONS workstations to your new CONNECTIONS workstations. These procedures have been developed to assist a variety of staff with different skill sets, however, depending on local practice, they may be used primarily by LAN Administrators or IT Staff.

If you need to take action on any of these preparatory activities, we urge you to do so as soon as possible. Old computers will be removed and the files purged on the day of installation.

The Command Center will contact Districts/Agencies involved in the Desktop PC rollout approximately two weeks prior to your scheduled implementation date. At that time, the Command Center will send a follow-up letter to site contacts. This letter will contain instructions and stickers that will need to be placed on the computers that have been targeted for replacement. The stickers should be placed on the upper left hand corner of the monitor connected to the device being replaced.

Please Note: The above referenced Desktop PC Replacement Project does not include supplemental equipment, CIABs, laptops, printers or servers.

4. Additional Training Dates/Classes

SUNY Training Strategies Group CONNECTIONS Training Project has recently added 6 more dates for training for this quarter. These classes are not listed in the SUNY TSG Training brochures, have not been advertised, and are currently being filled with participants who were closed out of other sessions. The classes are listed below

- ❑ **Basic Data Warehouse**-Albany (155 Washington Ave) February 11th & 12th
- ❑ **Security Training Course** - NYC February 19 (ACS Children's Center, 492 First Ave)
- ❑ **Basic Data Warehouse** -Nassau February 25th & 26th
- ❑ **Advanced Data Warehouse** -Nassau February 27th
- ❑ **Security Training Course**-Albany (155 Washington Avenue) February 14th
- ❑ **Security Training Course**-Albany (40 North Pearl Street, 10th Floor) March 4th

To register for these courses, please contact SUNY Training Strategies at 1-877-451-4835.

5. NYPWA Conference Materials

The CONNECTIONS Project will be participating in the New York Public Welfare Association Winter Conference during the week of January 28 – 31, 2003 in Albany, New York. The CONNECTIONS Project will be staffing an exhibition booth and has developed several resource materials on upcoming Project initiatives or prior Project-related materials. Some of the resource materials include the following:

- ❑ CONNECTIONS Case Management Phase 1A Highlights and Benefits
- ❑ Case and Financial Management Phase II
- ❑ QuickPAD IR Word Processing Device – Security Password Protection Information
- ❑ OCFS Data Warehouse Pre-defined User Reports
- ❑ Security Reports form the CONNECTIONS Data Warehouse
- ❑ Security Step-by-Step Training Guide
- ❑ CONNECTIONS Training Brochures

If your attending the NYPWA Conference, please make sure to stop by and visit with us at the CONNECTIONS Project Exhibition Booth next week.

Note: The above referenced materials will be available on the CONNECTIONS Intranet Website shortly after the conference is finished <http://sdssnet5/ocfs/connect/>.

6. **PC Best Practice Guideline**

As a “best practice” guideline, please make sure to alert staff to leave their CONNECTIONS workstations “powered on” so the workstations can receive any Network WinInstall packages. **Do not “power off” or shut down your workstation.** Users should “log off” with the “ctrl+alt+delete” message visible on the monitor.

As you know, on the weekend of December 6 – 8, 2002, CONNECTIONS Windows 2000 Workstations received an upgrade to the ICA Citrix Client to version 6.30.1050 (Auto Client Re-connect Feature). This was accomplished through a WinInstall Package Distribution. We recently have been made aware that approximately 1200 CONNECTIONS Windows 2000 PC's did not receive the Citrix Client upgrade because the workstations were not powered on. So that remaining workstations can receive this package, we ask that LAN Admins make sure that all CONNECTIONS Desktop Workstations at their sites' are powered on.

7. **CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 01/24/2003 from 5:00 am - 7:00 am

Friday, 01/31/2003 from 5:00 am - 7:00 am

Please note additional System maintenance has been scheduled for **Saturday, 02/01/2003 from 7:00 pm – 12:00 am.** The CONNECTIONS Application will not be available during this time. All CONNECTIONS users must be logged off the CONNECTIONS Application by **6:45 pm.**

8. **Microsoft Exchange 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, 01/26/2003 from 1:00 am - 6:00 am

Sunday, 02/02/2003 from 1:00 am - 6:00 am