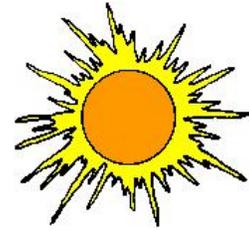


CONNECTIONS WEEKLY SYSTEM UPDATE



Summer Solstice

Memo

To: CONNECTIONS Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators/Security Coordinators, Keyusers, OCFS -Directors of Services, CONNECTIONS Project Team
Date: June 20, 2003
Re: Activities for the week of June 20, 2003 – June 27, 2003

1. **CONNECTIONS-In-A-Box (CIAB) Replacement Project (CIAB Sites Only)**

As the CONNECTIONS Windows 2000 Desktop PC Replacement Project nears completion in all districts and voluntary agencies, we are pleased to announce that approval has been received for replacing all baseline CONNECTIONS-In-A-Box (CIAB) NT 3.51 devices. Baseline CONNECTIONS-In-A-Box (CIAB) devices are the federally funded equipment rolled out statewide in 1996 for CONNECTIONS implementation (DW2 Model) and replaced in 1999 as part of the NYS Office of Children and Family Services Y2K readiness plan (CONNPC1 Model). We expect to begin the CONNECTIONS-In-A-Box (CIAB) Replacement Project in the very near future. The Communication Team will be sending an announcement and other materials in the coming weeks to CIAB CONNECTIONS Implementation Coordinators, Directors of Services, Executive Directors and others.

To prepare for the onset of the CONNECTIONS-In-A-Box Replacement Project, there is one extremely important activity that district/agency LAN Administrators, Information Technology Staff, or CONNECTIONS Implementation Coordinators will be asked to complete in order to help the CONNECTIONS-In-A-Box Replacement Project move forward as smoothly as possible. To facilitate the CONNECTIONS-In-A-Box (CIAB) reconciliation process, all CIAB Sites will be asked to participate in a “pre-project” telephone survey. The information gathered in the survey will be used to assist us in the reconciliation process. Beginning the week of June 23rd, 2003 OCFS CONNECTIONS Project staff will be contacting

staff at all CIAB sites. In preparation for this phone survey, we ask that CIAB Site LAN Administrators or IT staff take the time to gather all your site CONNECTIONS-In-A-Box workstation serial numbers and be prepared to discuss and reconcile the equipment during the telephone survey phase of the replacement project. Additional instructions will be provided during and following the survey.

2. **Virus Awareness**

****Reminder**** As you are aware, every so often our Network Outlook/Exchange E-Mail System is confronted with new computer virus attacks. Our Network has implemented filtering techniques and other strategies to minimize the risk. However, we depend on your diligence to avoid infection. If you use the Internet to access a separate e-mail account (AOL, Hotmail, etc.), to download files, you are at risk of picking up a virus and spreading it over our network. If you need to have mail delivered from an outside mail system, please have it forwarded to your Internet ID. In that way, it will be go through the filtering process.

Again, we ask that you be wary of messages received from individuals with whom you don't normally do business and with subjects that are either cryptic or inappropriate for a business environment. Please continue to contact your LAN Administrator or the NYS OFT Enterprise Help Desk at 1-800-697-1323 if you have any questions or have received suspicious mail.

Our Network Exchange Services Staff has announced that this upcoming weekend (Saturday, June 21st, 2003 9AM – 12Noon) there will be an Antigen Virus Update for the following servers:

- ❑ Schilddevsupt1
- ❑ Sheartshare1
- ❑ Slakesidefcs1
- ❑ Sleakewatts2
- ❑ SMcMahon1
- ❑ SOnondaga2
- ❑ SRockland1
- ❑ SThompkins1
- ❑ SHarlemdowling1
- ❑ SHerkimer1
- ❑ Shillsidechild1

Exchange Services users at the above referenced locations may see brief momentary interruptions if using e-mail during this time frame (9AM -12 noon).

3. NYS OCFS WEB-RAP (For CPS Only)

As referenced over the last several weeks, statewide training and implementation for LDSS and ACS Child Protective staff, on the WEB-BASED RAP (Risk Assessment Profile), began on May 12, 2003, and will continue over the next six months. WEB-RAP technical assistance is available for districts that have been trained and implemented (see below).

WEB-RAP Technical Assistance

Technical assistance is available for addressing programmatic questions and system questions and/or problems.

WEB-RAP System Problems:

- Call the **Enterprise Help Desk (1-800-697-1323)** for any technical difficulties accessing or using the WEB-RAP; i.e., missing icon, workload is incorrect, error messages, etc.

Program Questions:

- Questions concerning how to apply the risk elements to a particular case should be addressed first by referring to the definitions in the user manual, and second by discussing the question with your supervisor. If questions still remain, contact the regional office program staff for your county. Regional office staff will contact OCFS home office staff, as warranted, to seek answers and/or resolution to problems.

4. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 06/20/2003 from 5:00 am - 7:00 am

Tuesday, 06/24/2003 from 5:45 am - 6:30 am

Friday, 06/27/2003 from 5:00 am - 7:00 am

5. 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, 06/22/2003 from 1:00 am - 6:00 am

Sunday, 06/29/2003 from 1:00 am - 6:00 am