

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: July 17, 2003
Re: Activities for the week of July 18, 2003 – July 25, 2003

1. CONNECTIONS Maintenance ****Additional Downtime**

****Reminder**** CONNECTIONS will not be available for an extended period of time (18 hours) over the weekend of July 18 – July 19, 2003. This downtime is necessary to upgrade CONNECTIONS disk structures.

As a result of this extended downtime, the CONNECTIONS Application will not be available on:

- **Friday, July 18th 2003 from 6pm through 11:59am on Saturday, July 19th. We expect CONNECTIONS to be available beginning at 12 noon on Saturday, July 19.**

It is necessary for **all** CONNECTIONS users to log off the CONNECTIONS Application by **5:45pm** on Friday, July 18th, 2003. Staff will not be able to access the CONNECTIONS Application during this time. CONNECTIONS Downtime Procedures will be implemented for the transmission of CPS Reports between the SCR, ECS and Local Districts during this timeframe.

The use of computers for Exchange/Outlook E-mail is not affected by this activity.

2. Upcoming CONNECTIONS Security Data fix

A data fix to delete units with no staff and/or only a conversion "Person" in them has been scheduled for July 28th, 2003.

The primary reason for this data fix is because many districts and agencies have units in CONNECTIONS that have no district or agency staff or have just one person in them. Removing or consolidating these units will make it easier to manage units in CONNECTIONS.

There are approximately 4600 units in CONNECTIONS with no staff in them (about 200) or with only the Conversion Person (PID 18012 who is not a district or agency person) in them (about 4400). The units with no staff at all appear to be a holdover from conversion when CONNECTIONS first started. Generally, the units with just a Conversion Person are created when staff are added to CONNECTIONS, and default units are created.

Detail for Security Coordinators

The following is an explanation of how default units are created and populated. We hope this explanation will aid Security Coordinators in the ongoing maintenance of CONNECTIONS Units. When a new staff person is added through WEBSTAR, the information is sent to the nightly batch job. When the batch is run, it looks to see if the agency/site to which the person is to be added contains a unit beginning with "N." If there is, the system will attempt to add the person to the highest numbered "N" unit.

An N unit can hold a maximum of fifty workers (This was recently changed from three). If the highest numbered N unit already contains fifty workers, a new N unit is created using the next highest number. (If N12 is full, unit N13 will be created.) If the highest numbered N unit is N99 and that unit is full, the next unit created by the batch will be N00. Subsequent N units will all be numbered N00 (since a unit designation can only contain 3 characters). When a new default unit is created, it is automatically populated with a generic Conversion Person (PID 18012) who serves as the Unit Approver; thus each N unit can really only accept forty nine new workers.

As the Security Coordinator moves new workers from the default units to their in-assigned units, this leaves N units with only the generic Conversion Person in them. If these units are not cleared out, (by deleting the Conversion Person and then deleting the unit), CONNECTIONS is eventually forced to create multiple N00 units.

To avoid the creation of duplicate units, the Security Coordinator should delete the Conversion Person from N units that contain no other workers, and then delete those units.

DATA FIX scheduled for July 28:

As referenced above, to aid in the clean up effort of these units, a data fix is scheduled for July 28th. This data fix will remove all units that have no staff in them and those that have only the generic Conversion Person in them. Statewide, this total is about 4600 units.

District/Agency Unit deletion:

Please note that there are also a large number of units with only one person in them or only one person and the Conversion Person in them (about 5000 statewide). A data fix cannot be done for these; as only the district or agency will know if the person in the unit still works for the agency and whether the person should be end-dated or moved, or if the district or agency has a reason for keeping the unit with only one person in it.

(Please note that if stages are associated with units, they cannot be deleted. CONNECTIONS is working on a solution to the situation where there are units that have stages associated with them that districts and agencies want to delete.)

In assigning the real person to another unit, or end-dating him or her and then deleting the unit will remove the units with just one person in them. If the one person is out assigned to the unit, the unit can just be deleted after deleting that out assigned person. To clean the units up that have just one person and the Conversion Person, move the real person to another unit or end-date him or her, and then delete the Conversion Person from the unit, and then delete the unit.

A listing of these units that have to be deleted by the district or agency with the name of the staff person in each one is available. Please call your CONNECTIONS Regional Office Implementation Representative if you have questions.

3. NYS OCFS WEB-RAP (CPS Only)

Our technical team has informed us that WEB-RAP (Risk Assessment Profile) will not be available on Friday morning, July 18th, 2003 so that a new version of WEB-RAP can be implemented. The WEB-RAP Application downtime is as follows:

Friday, 07/18/2003 from 7:30 am - 10:00 am

4. HSEN Password Resets

On Friday July 11th, 2003 a memo was sent from Rich Defichy of OFT Customer Relations to all Local District Department of Social Services NT Security Administrators informing them of new password reset capability through a new Delegated Administration account. In addition to the memo, a user guide was also sent to LDSS NT Security Administrators.

With this new functionality (which became effective beginning July 14, 2003), all local social service departments will be able to reset user passwords online for Directory Services access, rather than be dependent on the state Office for Technology Enterprise Help Desk for this service.

As a result, counties will realize faster response times and greater convenience for the benefit of the County and its workers.

For reference information, the memo and user guide are posted on the Office for Technology intranet website at <http://sdssnet5/crcc/>.

If you have any questions regarding this new delegated administration for password resets, please contact the Office for Technology Coordination Center at 1-800-603-0877, or by e-mail at coordinationcenter@dfa.state.ny.us.

5. NYPWA Conference

The CONNECTIONS Project will be participating in the New York Public Welfare Association Summer Conference during the week of July 20 – 23, 2003 in Saratoga Springs, 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 Build 19 Case & Financial Management
- ❑ SSPS Phase II Regional Training Information
- ❑ OCFS Data Warehouse
- ❑ The Role of Security Coordinator
- ❑ Local District Self Assessment
- ❑ CONNECTIONS Training Brochures
- ❑ Risk Assessment and Structured Decision Making
- ❑ Conversion for CONNECTIONS Build 18

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

The CONNECTIONS-In-A-Box (CIAB) Replacement Project Announcement and other materials will be sent in the very near future. The Communication Team expects to send an official announcement and other materials as soon as the overall plan is finalized.

In the interim, we are providing the following update on the CIAB Replacement Project. As a preparatory replacement project task, CONNECTIONS Project staff began contacting CIAB sites to conduct a

CIAB telephone survey beginning the week of June 23rd, 2003. Thus far, staff has completed surveys in Regions, 1, 2, 3 and 5 (Buffalo, Rochester Syracuse and Yonkers). The focus of the remaining telephone surveys will be in the Albany Region and NYC Region.

For those districts/agencies that have already completed the phone CIAB phone survey, the CONNECTIONS Project extends its thanks. For sites that have yet to be contacted, we again would encourage IT Staff or LAN Administrators at sites to 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. Any additional instructions will be provided during and following the survey.

The information gathered in this survey is extremely important and will help to assist the overall project in the CIAB workstation reconciliation process, as well as to provide us with other important information regarding site contacts, and site infrastructure information.

Please Note: The 2003 CONNECTIONS-In-A-Box (CIAB) Replacement Project only involves the CONNECTIONS-In-A-Box (CONNPC1 Models) that were distributed in 1999 as part of the NYS OCFS Y2K readiness plan. The CONNPC1 CIAB workstations replaced the baseline DW2 model workstations that were rolled out for the implementation of CONNECTIONS in 1996.

7. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 07/18/2003 from 5:00 am - 7:00 am
Tuesday, 07/22/2003 from 5:45 am - 6:30 am
Friday, 07/25/2003 from 5:00 am - 7:00 am

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, 07/20/2003 from 1:00 am - 6:00 am
Sunday, 07/27/2003 from 1:00 am - 6:00 am