

CONNECTIONS WEEKLY SYSTEM UPDATE



Memo

To: Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators, Keyusers, OCFS -Directors of Services,
CONNECTIONS Project Team
Date: September 5, 2002
Re: Activities for the week of 09/06 – 09/13/2002

1. CONNECTIONS Build 15.1 Update

A). Schedule - CONNECTIONS Build 15.1 is scheduled for release on the evening of September 6, 2002 between the hours of 6:00 pm and 11:30 pm. 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. Network Exchange/Outlook Email will be available during this time period. We anticipate that the CONNECTIONS Application will be available after 11:30 pm on Friday, September 6, 2002.

The final schedule and instructions for accessing Build 15.1 were sent to CONNECTIONS Implementation Coordinators and LAN Administrators on Friday August 30th, 2002. Please review the above referenced communication.

B). Release Notes - Build 15.1 Release Notes were sent to CONNECTIONS Implementation Coordinators, Staff Development Coordinators and Lan Administrators on Friday August 30th, 2002. The Release Notes have also been posted on the CONNECTIONS Intranet Website and in the Public Folders>Statewide>CONNECTIONS>Build 15.1 Implementation>Schedule and Release Notes.

C). Business Function Profiles – New business functions have been added to support Vacancy Control and Local Data Maintenance in Build 15.1. The guidelines for the assignment of these new and modified CONNECTIONS Build 15.1 Business Functions were issued and sent to CONNECTIONS Implementation Coordinators, LAN Administrators and Directors of Services on 8/2/02.

The new Build 15.1 Business Functions can be assigned locally by the Security Coordinator **either** prior to or after distribution of the Build. If you have any questions regarding the descriptions or recommendations contained in these guidelines, please contact your CONNECTIONS Regional Implementation staff.

D). Preview Application

CONNECTIONS Build 15.1 Preview Application will no longer be available after Build 15.1 goes “live” on the evening of September 6, 2002.

2. Case Management Staffing and Equipment Survey Update

At this time we have received completed case management surveys from almost all local districts. Many voluntary agencies, however, have not yet responded to the survey. We would like to extend a “thank you” to those districts and agencies that submitted completed surveys. For any districts and voluntary agencies that have not yet submitted completed surveys, we again would like to stress the importance of completing this survey. The survey results will be used by the CONNECTIONS Project to assist in planning for the future.

Please remember that since the original memo/survey was distributed to local districts and voluntary agencies, a **new URL address** was provided. The address is as follows:

<http://172.28.22.37/onlinesurvey/survey.asp>

If you need assistance completing the survey please contact your Regional Office CONNECTIONS Coordinator. OCFS CONNECTIONS Regional Office Implementation Staff are as follows:

ARO – Joanne Bisogno, 518-486-7216

BRO - Mary Arnone, 716-847-3028

NYCRO - Mike Prendergast, 212-383-1768, Earl Thomas, 212-383-1854, Sharone Jones, 212-383-1872

RRO - Cynthia Brookins, 716-238-8562

SRO - Cliff Pelton, 315-423-5596

YRO - Andrea Straker 914-377-2081

- In New York City ACS, Management Information Systems is coordinating the completion/submission of the survey. Any questions should be directed to Dan Sedlis or Henry Wells.
- CIAB sites will need to dial in and launch the Internet Explorer (found in Program Manager) in order to access the survey. After launching the Internet Explorer, the URL address can then be entered (or copied and pasted) in the URL address area on the Web browser.

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

Rollout of the new personal computers is expected to begin in the Albany Region (Region 4) in early October 2002. **Region 4 reconciliation spreadsheets are due September 13, 2002**.

All completed reconciliation spreadsheets must be in Excel format. When completing district/agency spreadsheets, please **do not** send the entire Regional Spreadsheet to Dave Kislowski. Please copy and paste your District/Agency information into a new Excel spreadsheet and then send to Dave Kislowski. **Reconciliation spreadsheets in any other format will not be accepted.**

Instructions for copying/pasting your district/agency information in a new Excel spreadsheet are as follows:

- Highlight all sections that relate to your district/agency.
- Select "Copy" from the Edit Menu Item.
- Click the "Start" button and select "Programs" and then select Microsoft Excel.
- After the new Excel spreadsheet opens, place your cursor into the first open field on the spreadsheet.
- Select "Paste" from the Edit Menu Item.
- Complete a "File, Save As" to your local C Drive.
- Save it to Data, Word.
- Name the file and Save as Type "Microsoft Excel Workbook".
- Click the Save button.
- Click the "File" menu item and select "Send To" Mail Recipient as Attachment.
- Send to Dave Kislowski at the following address:
Mailto: Dave.Kislowski@dfa.state.ny.us

For reference information, the CONNECTIONS 25% Desktop PC Replacement communication materials that were sent on Thursday

8/15/02 are posted in Public Folders. The path to these materials is as follows:

Statewide>CONNECTIONS>Desktop PC Replacement>25%

Please keep in mind that the reconciliation spreadsheets are time sensitive and require targeted response dates. In addition, please notify Dave Kislowski at OCFS regarding any discrepancies regarding pc information contained on the reconciliation spreadsheets. His telephone number is 518-473-4770.

Please Note: The above referenced desktop pc replacement project does not include supplemental equipment, CIABs, laptops, printers or servers.

4. Voluntary Agency NIS Projects

Network Integration Services (NIS) is an ongoing project coordinated with the NYS Office for Technology's Network Architecture Bureau intended to assist local districts, voluntary agencies and state agencies with the integration of state and local networks. The main objective of the Voluntary Agency NIS initiative is to allow voluntary agency staff access to the CONNECTIONS application from voluntary agency PCs.

For information regarding NIS, please visit the DFA-IT Customer Support Command Center Website at <http://sdssnet5/hsasc/lisc/>. To view NIS procedures and Online NIS Form and Survey, click on the NIS Form and Information Box. All completed NIS requests/surveys must be submitted electronically to COMCTRUP.

5. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 09/06/2002 from 5:00 am - 7:00 am

Please make note of the additional downtime (referenced above in Item 3 scheduled for Friday, 09/06/02 for CONNECTIONS Build 15.1.

Friday, 09/13/2002 from 5:00 am - 7:00 am

6. 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, 09/08/2002 from 1:00 am - 6:00 am

Sunday, 09/15/2002 from 1:00 am - 6:00 am