

# CONNECTIONS WEEKLY SYSTEM UPDATE



## Memo

To: Implementation Coordinators  
From: CONNECTIONS Communications  
CC: LAN Administrators, Keyusers, OCFS -Directors of Services,  
CONNECTIONS Project Team  
Date: September 26, 2002  
Re: Activities for the week of 9/27/02 – 10/04/2002

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1. **Case Management Staffing and Equipment Survey Update**  
**\*\*\*Reminder\*\*\* The submission date for the return of the surveys has been extended to the end of October.**

As highlighted over the last several weeks, the information we receive from case management staff and equipment surveys will be used to shape the Project's over-all plans for the future. Therefore, it remains important for districts and voluntary agencies to submit completed case management surveys as soon as possible.

As previously mentioned, 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 thank those districts and agencies that submitted completed surveys. For any districts and voluntary agencies that have not yet submitted completed surveys, we again would encourage you to do so as soon as possible. The link to the survey is as follows:

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

If you need assistance completing the survey please contact your Regional Office CONNECTIONS Implementation Staff member. OCFS CONNECTIONS Regional Office Implementation staff are listed below.

**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.

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

Please note that the original dates for the rollout have shifted and rollout of the new personal computers is expected to begin in the Albany Region (Region 4) in November 2002. At the present time, our primary focus for PC replacement will be on the Albany, Syracuse and Rochester Regions (Region 4, 5, and 6). Please keep in mind that districts/agencies that are scheduled for December through January 2003 do not need to submit reconciliation spreadsheets at the present time. For reconciliation spreadsheet due dates for the rest of the state please refer to the Implementation Schedule below.

### **Implementation Plan**

- Region 4 (Albany) - Region 4 targeted to commence in November 2002. Reconciliation spreadsheet must have been returned by September 13, 2002.
- Region 3 (Syracuse) - Region 3 targeted to commence November 2002. Reconciliation spreadsheet must have been returned by September 25, 2002.
- Region 2 (Rochester) - Region 2 targeted to commence November 2002. Reconciliation spreadsheet must be returned by October 17, 2002.
- Region 1 (Buffalo) – Region 1 targeted to commence December 2002. Reconciliation spreadsheet must be returned by November 8, 2002.
- Region 5 (Yonkers) – Region 5 targeted to commence December 2002. Reconciliation spreadsheet must be returned by December 2, 2002.
- Region 6 (NYC) – Region 6 targeted to commence January 2003. Reconciliation spreadsheet must be returned by December 23, 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 Kislowksi. Please copy and paste your

district/agency information into a new Excel spreadsheet and then send that information 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](mailto:Dave.Kislowski@dfa.state.ny.us)

For reference information, the CONNECTIONS 25% Desktop PC Replacement communication materials that were sent on Thursday August 15<sup>th</sup>, 2002 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 about 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.**

### **3. CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 09/27/2002 from 5:00 am - 7:00 am  
Friday, 10/04/2002 from 5:00 am - 7:00 am

#### **4. 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, 09/29/2002 from 1:00 am - 6:00 am

Sunday, 10/06/2002 from 1:00 am - 6:00 am