

CONNECTIONS WEEKLY SYSTEM UPDATE



Memo

To: Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators, Keyusers, OCFS -Directors of Services,
CONNECTIONS Project Team
Date: October 18, 2002
Re: Activities for the week of 10/18/02 – 10/25/02

1. Security Reports/Data Warehouse

This past Friday, 10/11/02, the CONNECTIONS Communication Team sent important information regarding new CONNECTIONS Security reports that are available through the OCFS Data Warehouse. This information was sent to LDSS, Voluntary Agency, ACS, and State CONNECTIONS Application Security Coordinators, Backup Security Coordinators, Directors of Services, as well as to current Data Warehouse users.

Since we sent out that communication, a substantial number of questions have been received regarding access to the OCFS Data Warehouse, or more general questions regarding the equipment necessary to use the Data Warehouse. Much like the CONNECTIONS Application, access to the OCFS Data Warehouse moved from a client based environment to a Citrix Server environment effective April 2002. Access to the OCFS Data Warehouse can be made available to any Districts or Voluntary Agencies that are interested in participating in the Data Warehouse. There are no CONNECTIONS equipment limitations. If a user can regularly access CONNECTIONS, then they have all that is necessary for getting into the Data Warehouse. Users only need an NT logon and a Cognos password.

Additional Districts/Voluntary Agencies that are interested in participating in the Data Warehouse can find further information about the Data Warehouse on the CONNECTIONS Intranet Site or through the Data Warehouse manual that is located in the Public Folders (Public Folders > All Public Folders > Statewide > CONNECTIONS > Committees and Workgroups > Management Reporting Workgroup > Data Warehouse > Manuals > Data Warehouse Presentation Handout.

Districts/Agencies requesting to participate in the Data Warehouse should contact Joe Delucia via exchange email Joe.Delucia@dfa.state.ny.us or

by telephone at 518-473-8209. A Cognos password can be obtained by having your supervisor send an email to Joe Delucia in Outlook or Exchange. Any questions regarding the OCFS Data Warehouse application itself should be sent to the NYS OFT Enterprise Help Desk at 1-800-NYS-1323 (1-800-697-1323).

An overview of the new Security reports and the instructions about how to access the reports using Cognos are available on the CONNECTIONS Intranet Website (on the Data Warehouse page) under "What's New In Data Warehouse". They are also posted in the CONNECTIONS Public Folders: Public Folders>Statewide>CONNECTIONS>Security.

As referenced in the first paragraph, the new Security reports communication was sent to all staff identified by their district or agency as the Security Coordinator or backup Security Coordinator for CONNECTIONS. These Global Address Distribution Lists will be used in the future to communicate with security coordinators regarding policy, procedures, training, new development and other security issues. Therefore, it is important that these lists are reviewed and updated. Please contact Patrick Jones of the CONNECTIONS Communication team with any updates/corrections to these lists. The name(s) of the Global List(s) are as follows:

Impl-AS (Application Security Coordinator)
Impl-Back (Backup Security Coordinator)

Note: These lists are broken down into 4 components: ACS (NYC ACS), LDSS (Local Districts), State (State and Regional Office), VA (Voluntary Agency)

2. CONNECTIONS Patch, Build 15.1.01

CONNECTIONS Patch, Build 15.1.01 has been scheduled for Friday evening, October 25th between the hours of 6pm and 11pm. Build 15.1.01 Release Notes and specifics regarding the schedule for CONNECTIONS Build 15.1.01 will be sent on Friday, October 18.

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, Local Districts and ECS during this timeframe. Network Exchange Email will be available during this time period.

3. CONNECTIONS-IN-A-BOX (CIAB) Reconciliation Project

*****Reminder***** CIAB reconciliation spreadsheets were due by COB Wednesday 10/16/02. Please send completed spreadsheets to Bill Bombardier at OCFS at the following address: Bill.Bombardier@dfa.state.ny.us. In addition, if there are any

discrepancies regarding CIAB information contained on the reconciliation spreadsheets, please notify Bill Bombardier (518) 473-5845.

Please keep in mind that these CIABs are the property of New York State and that there is not an option for districts or agencies to keep this equipment. It should also be noted that any further activity regarding the replacement of PCs, requests for additional equipment or, securing access to the CONNECTIONS Application via network integration is contingent upon the return of these older baseline desktop CIABs.

Please Note: We would like to clarify that the CIAB workstations that the CONNECTIONS Project is requesting be returned to OCFS, are any baseline CIABs that were allocated in 1996. These CIABs were not returned when they were replaced with the Y2K compliant CIABs in December 1999.

For reference information, the CONNECTIONS CIAB Reconciliation materials are posted on the CONNECTIONS Intranet Website on the Home page and in the Public Folders. The path to the Public Folders is as follows: Public Folders>Statewide>CONNECTIONS>Alerts and Notices>CIAB Reconciliation Project.

4. Upcoming Changes on CONNECTIONS Workstations

As referenced in the last several CONNECTIONS Weekly Updates, there are several upcoming Project Initiatives. They are as follows:

- **New screen resolution in Citrix** – Screen resolution change to 95% on workstations when users are in a Citrix Session.
- **Upgrade to Citrix** – Upgrade of our current version of ICA Citrix Client to ICA Client version 6.30.1050.
- **15 Minute Citrix Session Disconnected State** – Implementation of a 15 minute interval. The benefit of being in a “disconnected” state, is that if you try to log back into Citrix within that 15 minute interval, you will be reconnected to your session in the exact place you left off prior to the timeout or network interruption. For example, if you were typing information into the Notes tab of the CPRS prior to the disconnect, after you log back into Citrix, you will return to the exact place you were entering information in the Notes tab prior to the disconnect.

Additional information regarding the above referenced activities will be available to districts and agencies either later this week or early next week.

5. Powerdown at 111 8th Ave. NYC:

There is a scheduled powerdown for 111 8th Avenue, New York City on Sunday, 10/27/02, beginning at 5:00 am and concluding at 5:00 pm on Sunday, 10/27/02. NYC network servers and e-mail will be down during this time. CONNECTIONS will not be available to most sites whose network is supported through 111 8th Avenue. The exception to this is ECS, where CONNECTIONS will be operational, however, email will not be available. Any effected NYC area sites whose network is supported through 111 8th Avenue, should review current procedures for transmission of CPS reports with the State Central Register.

6. 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>

7. Desktop PC Replacement Project (the remaining 25%)

*****Reminder*** Region 2 (Rochester) - Reconciliation spreadsheet must be returned by October 17, 2002.**

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) November 15, 2002. At the present time, our primary focus for PC replacement will be on the Albany, Syracuse and Rochester Regions (Region 4, 3, and 2). 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 Kislowski. 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.**

For reference information, the CONNECTIONS 25% Desktop PC Replacement communication materials that were sent on Thursday August 15th, 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.

8. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 10/18/2002 from 5:00 am - 7:00 am
Friday, 10/25/2002 from 5:00 am - 7:00 am

9. 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, 10/20/2002 from 1:00 am - 6:00 am
Sunday, 10/27/2002 from 1:00 am - 6:00 am