

CONNECTIONS WEEKLY SYSTEM UPDATE



Election Day
November 5, 2002

Memo

To: Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators, Keyusers, OCFS -Directors of Services,
CONNECTIONS Project Team
Date: October 31, 2002
Re: Activities for the week of 11/01/02 – 11/08/02

1. CONNECTIONS/Citrix Screen Resolution

****Reminder**** As referenced over the last several weeks, on Friday, November 1, 2002 the CONNECTIONS Project will be implementing the first of several CONNECTIONS Project Initiatives that will occur between now and December 31st. Beginning at 7am on Friday, November 1st, CONNECTIONS users will see a screen resolution change to 95% on workstations when users are in a Citrix Session. This ease of use improvement replaces the need for users to navigate between the Citrix session and other desktop functions using the **Alt +Tab** hot key combination or the **Ctrl + Esc** method. For additional information regarding the 95% screen resolution, please visit the CONNECTIONS Intranet Website Home Page (What's New—October 22 Postings)
<http://sdssnet5/ocfs/connect/default.htm>

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

*****Reminder: Deadlines have passed***** CIAB reconciliation spreadsheets were due by COB Wednesday 10/16/02. The end date for return of the CONNECTIONS CIAB baseline devices was October 30, 2002.

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.

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.

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.

3. Case Management Staffing and Equipment Survey Update



Important Reminder: As of COB **10/31/02**, the web link to the Case Management Staffing and Equipment Web Survey will no longer be available. After 10/31/02, Districts/Agencies will no longer be able to update or submit a completed survey using the Web link. If your district or agency has not yet submitted a completed survey, we would encourage you to do so as soon as possible (time is of the essence).

To date, we have received completed case management surveys from almost all local districts, however only about one-third of the voluntary agencies have responded to the survey. The information we have received from the Case Management Staff and Equipment Survey is currently being used to shape the Project's over-all plans for the future, therefore it remains extremely important that we continue to receive completed surveys. In the next several weeks, your Regional Office CONNECTIONS Implementation Staff will be conducting outreach with their agencies in order to receive as many completed surveys as possible.

While the link to the Web survey will no longer be available after 10/31, districts and agencies will continue to have an opportunity to submit Word versions of the survey. For any survey submissions after 10/31/02, please

contact your Regional Office CONNECTIONS Implementation Staff. OCFS CONNECTIONS Regional Office Implementation Staff are as follows:

ARO – Joann 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

4. CONNECTIONS Patch, Build 15.1.02

CONNECTIONS Patch, Build 15.1.02 is scheduled for Friday morning, November 8th, 2002 during the regularly scheduled CONNECTIONS system downtime (5-7am). Details (release notes) regarding what is being included in CONNECTIONS Build 15.1.02 will be forthcoming early next week.

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

At the present time, our primary focus for the CONNECTIONS 25% PC replacement is on the **Albany Region** (Region 4). Rollout of the new personal computers is expected to begin in the Albany Region **November 18, 2002**. The final dates for the remaining regions will be determined and published shortly.

****Important Note****: For any districts or voluntary agencies in the **Albany Region** that have not yet submitted their Site Desktop PC Replacement Spreadsheets, they must submit them electronically to David Kislowski at David.Kislowski@dfa.state.ny.us immediately. If Site PC Replacement Spreadsheets are not received, districts or voluntary agencies will not be scheduled for the CONNECTIONS 25% Desktop PC Replacement and Installation.

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

****Reminder to Albany Region LAN Admins**** To prepare for the delivery of the new PC's, we would like to remind LAN Administrators that there are several tasks and best practice guidelines that local district and voluntary agency LAN Administrators and Information Technology Staff should follow to facilitate the desktop PC replacement process. These tasks and best practices are outlined in Desktop PC Replacement

Preparation Materials located on the CONNECTIONS Intranet Website on the Implementation Page and in the Public Folders: All Public Folders>Statewide>CONNECTIONS>Desktop PC Replacement Project.

In addition to the “Best Practices” and “Desktop PC Replacement” materials located in the Public Folders, there are several companion reference documents, which provide either, helpful information and recommended time frames for preparing to migrate to your new CONNECTIONS workstation, or specific procedures for copying data from your current CONNECTIONS workstations to your new CONNECTIONS workstations. These procedures have been developed to assist a variety of staff with different skill sets, however, depending on local practice, they may be used primarily by LAN Administrators or IT Staff.

If you need to take action on any of these preparatory activities, we urge you to do so as soon as possible. Old computers will be removed and the files purged on the day of installation.

The Command Center will contact Districts/Agencies involved in the desktop PC rollout approximately two weeks prior to your scheduled implementation date. At that time, the Command Center will send a follow-up letter to site contacts. This letter will contain instructions and stickers that will need to be placed on the computers that have been targeted for replacement. The stickers should be placed on the upper left hand corner of the monitor connected to the device being replaced.

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:

Revised Implementation Schedule

- ❑ Region 4 (Albany) - Region 4 November 15, 2002.
- ❑ Region 3 (Syracuse) -Rollout Schedule To Be Determined
- ❑ Region 2 (Rochester) -Rollout Schedule To Be Determined
- ❑ Region 1 (Buffalo) - Reconciliation spreadsheet must be returned by Mid- November 2002.
- ❑ Region 5 (Yonkers) - Reconciliation spreadsheet must be returned by early December 2002.
- ❑ Region 6 (NYC) - Reconciliation spreadsheet must be returned by late December 2002.

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

6. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 11/01/2002 from 5:00 am - 7:00 am

Friday, 11/08/2002 from 5:00 am - 7:00 am

7. 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, 11/03/2002 from 1:00 am - 6:00 am

Sunday, 11/10/2002 from 1:00 am - 6:00 am