

CONNECTIONS WEEKLY SYSTEM UPDATE



To: CONNECTIONS Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators/Security Coordinators, Keyusers,
OCFS~Directors of Services, CONNECTIONS Project
Team
Date: December 19, 2003
Re: Activities for the week of 12/19/03 ~ 12/26/03

1. CONNECTIONS Build 16

It should be noted that CONNECTIONS Build 16 was successfully implemented on Friday, December 12, 2003.

2. New UCR Templates

In conjunction with Build 16, several new templates, including a new series of Child Protective Services UCR templates, were introduced. Information on these templates and their utilization was included in the recently released Administrative Directive (03-OCFS-ADM-01). The link to this ADM is http://sdssnet5/ocfs/policies/external/OCFS_2003.

The method of delivery of the new templates is slightly different for each of the following:

- LAN connected CONNECTIONS Windows 2000 desktop workstation
- Dial-in Windows 2000 CONNECTIONS-In-A-Box (CIAB)
- NIS sites
- ACS Preventive contract agencies with stand alone computers (non-networked, non-NIS sites).

It has come to our attention that some users did not receive the download of the new UCR templates that were distributed to LAN connected PCs. As has occurred with previous template downloads, some percentage of users may not automatically receive the template distribution during the initial push. We are in the process of assessing which PCs have not received the new templates and will be re-distributing accordingly. We will provide an update of this situation early next week.

For your reference, as in last week's mailing of the CONNECTIONS Weekly Update, the detailed UCR template distribution plan is attached to the cover page of this e-mail.

3. CONNECTIONS Public Folder Maintenance

In the months ahead the CONNECTIONS Public Folders will be taking on a somewhat different look. The content that is presented in the Folders will remain consistent with the current content however, in an effort to organize the Folders, and present them in a more user friendly manner, we will be performing maintenance activity within the Folder. This activity will result in the some of the Folder's names changing. We will provide updates within the context of the Weekly to apprise everyone of the maintenance that has been completed.

As an reminder, last week's maintenance activity was completed on the following:

- The "Alerts & Notices" Folder: within the "Alerts & Notices" folder the CONNECTIONS Weekly Updates were moved, and categorized by calendar year, to a Public Folder of their own entitled "CONNECTIONS Weekly Updates". In addition, the spreadsheet identifying Voluntary Agency and Local District Implementation Coordinators, Security Coordinators and Backup Security Coordinators, as well as the Implementation Coordinator form, were moved from within the "Alerts & Notices" folder to a folder of their own entitled "Implementation, Security and Backup Security Coordinator Lists".

4. CONNECTIONS-In-A-Box (CIAB) Replacement Project

The 2003 CONNECTIONS-In-A-Box (CIAB) Replacement Project is moving forward. The rollout of the new CONNECTIONS-In-A-Box (CIAB) Windows 2000 workstations is as follows:

- Region II (the Rochester Region) ~ completed
- Region I (the Buffalo Region) ~ completed
- Region III (the Syracuse Region) ~ completed
- Region IV (the Albany Region) ~ completed
- Region V (the Yonkers Region) ~ completed
- Region VI (the NYC Region) ~ began 12/03

Targeted communication regarding the 2003 CIAB Replacement Project has been sent to agency systems coordinators and contact persons for districts/agencies located in the Rochester, Buffalo, Syracuse, Albany, Yonkers and NYC regions. If there remain any CONNECTIONS CIAB sites in New York State that have not received communication materials regarding the 2003 CIAB Replacement Project, please contact Patrick Jones by phone (518) 473-4770 or email at Patrick.Jones@dfa.state.ny.us immediately so that arrangements can be made to provide you with the necessary information.

Early Preparation Activities: ***Reminder***, the OFT Coordination Center will be calling district/agency site contacts approximately two weeks prior to your district/agency implementation date to schedule a date for our vendor (IBM) to install and replace your new equipment. In addition to scheduling the date for installation, staff from the OFT

Coordination Center will also be asking for a list of NT Log-on ID's of any staff who will be using the new Windows 2000 CONNECTIONS-In-A-Box workstations at your site. As an early preparatory task, we encourage Security Coordinators, or other identified site contacts, to collect all appropriate NT ID's of staff. This will facilitate the installation and log-on process of the new Windows 2000 CONNECTIONS-In-A-Box (CIAB) into the HSEN domain.

Please check the NT ID's of all staff who will be using the new CIAB devices and make sure the NT accounts are still active. In our experience thus far, there have been numerous instances of NT Log-on ID accounts no longer being valid due to inactivity. We recommend that Security Coordinators begin the process of collecting the NT Log-on ID's of staff and verify that the accounts are still active. If the accounts are no longer active, the Security Coordinator at each site should immediately create new accounts for staff using WEBSTAR. If there is not a designated Security Administrator at your site who has rights to administer new accounts please contact your OCFS CONNECTIONS Regional Office Field Representative so that they may provide you with the necessary instructions and procedures for designating a Security Administrator.

As a matter of good practice, is it important that all users, especially CIAB users, dial-in to the network and log-on at least one time each week. The new CIABs workstations authenticate through the HSEN domain, therefore, any long-term in-activity in dialing in and logging on to the Network will result in the workstation and NT Log-on ID being rendered inactive in the HSEN domain structure.

5. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 12/19/03 from 5:00 AM - 7:00 AM

Wednesday, 12/24/03 from 5:45 AM - 6:30 AM

Friday, 12/26/03 from 5:00 AM - 7:00 AM

6. Microsoft Exchange Mail 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, 12/21/03 from 1:00 AM - 6:00 AM

Sunday, 12/28/03 from 1:00 AM - 6:00 AM