

# 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:** July 15, 2004  
**Re:** Activities for the week of 7/16/04-7/23/04

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## **1. Build 18 Financial and Case Management Question and Answer Document**

In an effort to provide ongoing and current information, as well as provide direct responses to users questions related to the forthcoming Build, the Build 18 Financial and Case Management Question and Answer document has been created. This document was designed to capture all of the questions that have been raised by executive, managerial and direct line staff at various implementation venues across the state. The document, as well as the various sub-topics and questions within the document, will be updated as additional questions are raised in these various forums. It is important to note that the document, as well as the various subtopic questions can be searched for key words/phrases. Instructions for the search capability are included on the document web page. The aforementioned information is posted on the CONNECTIONS website on the FAQ page. The document will be dated as it is updated and new questions/answers will be identified as they are posted.

## **2. IBM Motherboard Replacement Notice Schedule**

OCFS, in conjunction with OFT and IBM, is undertaking a hardware replacement project to address *potential* problems with certain PC's. The 9700 PC's at issue are IBM model 6579/A40P. These comprise the CONNECTIONS 75% Desktop PC rollout that occurred in 2001-02. The 75% replacement PC's were the tan/beige colored models. These comprise approximately 75% of the so-called CONNECTIONS "tech refresh" rollout. Procedurally, a visiting technician will open each PC to inspect the motherboard's capacitor and replace it, if necessary. The procedure requires approximately 45 minutes per PC. A list of PC serial numbers to be inspected should be provided in advance of, or, at the time of the site visit. The procedure should not affect hard drive contents. However, as a precaution, users should move/copy critical documents or folders from the hard drive to a network drive (e.g. user directory). A site schedule is being issued on a

monthly basis. IBM staff will notify designated contacts at scheduled sites in advance of the scheduled start date to confirm the visit or, reschedule in the event of conflicts.

The site schedule is attached below.



A40 Replacement Summary & Schedule



Weekly Schedule for System Board Replac

If you have questions, please contact Paul Gavry/OCFS IT Operations.

### **3. Records Retention Notification**

This notification is to inform you that the Records Retention Program will initiate the batch purge program to purge cases/stages/persons from the database on Monday evening, August 9th. Prior to the batch purge, we ask that you review the "To Be Expunged" report, previously distributed on March 3, 2004, for any cases/stages listed on the report that should not be purged. It should be noted that any necessary corrections to these stages can be completed through Local Data Maintenance.

If you have questions about CPS Local Data Maintenance, you may refer to the CONNECTIONS System, Build 15/15.1 Local Data Maintenance for CPS Workers Job Aid which is posted on the CONNECTIONS Intranet website (on the Desk/Job Aids page).

If you have any questions about the Records Retention Program you may refer to the Records Retention materials posted in the Public Folders.

### **4. Multiple Instances of the Same Person in CONNECTIONS – Report Revision**

This is to notify you that a memo updating local districts on the progress of the Multiple Instances of the Same Person in CONNECTIONS Report was forwarded to local district Implementation Coordinators and Directors of Services on Friday, July 8<sup>th</sup>. This memo is also posted on the CONNECTIONS intranet site on the Implementation page.

It should be noted that the most significant change is the location of the reports. The reports are now located in a shared folder (<\\fnpcfs0a1ac\groups\connections>) and are password protected. In order to gain access to the reports via the password, you may contact either Suzanne Frizzell or, the CONNECTIONS Regional Field representative in your locality. Please note that the password cannot be exchanged via E-mail.

### **5. Changes to the Naming of Public Distribution Lists**

Due to the migration of all distribution lists, shared mailboxes and resource mailboxes to the NYSEmail system, the names of OCFS distribution lists have been renamed in the Global Address Listing. It should be noted that personal distribution lists should not be affected, however, shared mailboxes and resource mailboxes have also been

renamed. The following naming conventions have been assigned to the three identified types:

Distribution Lists are named with:

OCFS.DL.XXXXX

Example: OCFS.DL.allstaff

Shared Mailboxes are name with:

OCFS.SM.XXXXX

Example: OCFS.SM.Inventory

Resource Mailboxes are named with:

OCFS.RM.XXXXX

Example: OCFS.RM.Connections.CR.10A

## **6. CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

***Friday, 7/16/04 from 5:00 AM - 7:00 AM***

***Wednesday, 7/21/04 5:00 AM - 7:00AM***

***Friday, 7/23/04 from 5:00 AM - 7:00 AM***

## **7. 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, 7/18/04 from 1:00 AM - 6:00 AM***

***Sunday, 7/25/04 from 1:00 AM - 6:00 AM***

