

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: August 6, 2004
Re: Activities for the week of 8/6/04-8/12/04

1. New Spell Check Custom Dictionary

To support the Build 16 versions of Progress Notes, Safety Assessment and RAP, a new spell check tool was implemented. This tool uses a single, common **Spell Check Custom Dictionary** that resides within CONNECTIONS. This common dictionary can be updated as necessary with terms or words used frequently by local districts, which are not originally recognized by the dictionary.

CONNECTIONS users may request that terms/ words be added to the Spell Check Custom Dictionary for use by all districts. If you identify words that you record in these dialogs that are not recognized by the dictionary, submit them to the CONNECTIONS Intranet Site (<http://sdssnet5/ocfs/connect>) and they will be added to the Spell Check Custom Dictionary.

Note: capitalized acronyms, like "DA," do not need to be in the dictionary because the tool ignores capitalized words when identifying misspellings.

2. Records Retention Notification

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 may 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 CPS: Data Maintenance Job Aid

which is posted on the CONNECTIONS Intranet website (on the Desk/Job Aids page).

3. HSEN NYSeMail Schedule Report

The 3 attachments below are designed to help clarify the new NYSeMail which is being pushed out to users through an OFT Customer Relations project. The first attachment introduces the project to users. The second outlines the major benefits and features of NYSeMail. The third attachment includes a schedule of the Human Services Enterprise Network (HSEN) NYSeMail migration activities for local districts from August 2 through September 13, 2004.



Welcome
Letter.doc



EMail FAQ
HSEN.doc



HSEN NYSeMail
Migration Activities

4. IBM Motherboard Replacement Notice Schedule

OCFS, in conjunction with OFT and IBM, has undertaken 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.



Weekly Schedule
for System Board

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

5. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 8/6/04 from 5:00 AM - 7:00 AM

Wednesday, 8/11/04 5:00 AM - 7:00AM

Friday, 8/13/04 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, 8/8/04 from 1:00 AM - 6:00 AM

Sunday, 8/15/04 from 1:00 AM - 6:00 AM

