

# CONNECTIONS WEEKLY SYSTEM UPDATE

**I HAVE A DREAM**

**Martin Luther King, Jr. Day  
January 20, 2003**

## **Memo**

To: CONNECTIONS Implementation Coordinators  
From: CONNECTIONS Communications  
CC: LAN Administrators/Security Coordinators, Keyusers, OCFS -Directors of Services, CONNECTIONS Project Team  
Date: January 16, 2003  
Re: Activities for the week of 01/17/03 – 01/24/03

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### **1. 95% Citrix Screen Resolution**

As reported last Friday, January 10th, due to technical problems, the Citrix screen resolution change to 95% was once again temporarily delayed. We will keep you informed on this initiative.

### **2. Local District Business Function Profiles**

#### **A). Removing Obsolete Business Functions from CONNECTIONS**

There are several business functions in the CONNECTIONS application that are not functional, either because they came from the original system design or were developed for the never-implemented Release 4. To make the application easier to use, all of these obsolete Business Functions are being removed from the application. To do this, the Business Functions will first be removed from all staff who have them, and then removed from the Business Function list for each Office type. Both of these processes will be implemented in the next week.

To the user, the primary change will be that the Staff Security window will be easier to use, because fewer Business Functions will be displayed as options. However, three of the Obsolete Business Functions that are being removed, (MAINT BILLING, MAINT CLSD ADPT and VIEW SEAL ADOPT), include two valid security attributes, Case Search and Access All in District. In most cases, staff will already have these attributes via other Business Functions that they have been assigned. If staff need to be assigned Case Search and/or Access All in District, they are readily available to be assigned from the Business Function list.

To review the list of Business Functions that are being removed, please review the attached documents (Obsolete Business Functions & Additional Unused Business Functions). The above referenced attachments will list all Business Functions that are being removed by Office, Type, and will list the Security Attributes that were included in each one.

The above referenced materials will be posted on the CONNECTIONS Intranet Website (Security Page) in the next few days. They are also posted in the Public Folders, Statewide, CONNECTIONS, Alerts & Notices.

**B). Local District Business Function Guidelines**

For an updated and comprehensive set of guidelines for all Business Functions that are options for Local Districts, please refer to the attached Local District Business Function Guidelines. For each Business Function, the set of guidelines includes the Security Attributes included in the Business Function, a description of what the Business Function does, recommendations as to who should be assigned the Business Function and comments about the Business Function. These guidelines will soon be available on the CONNECTIONS Website on the Security page. In the interim, they are posted in the Public Folders, Statewide, CONNECTIONS, Alerts & Notices.

The Recommendations in the guidelines are just that, recommendations; each local district is different and it is up to the local district to determine who will be assigned what Business Functions. Please note that the guidelines do not include the obsolete business functions that are being removed.

Coming soon will be a set of Guidelines for the other Office Types. The CONNECTIONS Weekly Update will indicate when the other Office Type (such as Voluntary Agency) Guidelines will be available.

Please contact your Regional Office CONNECTIONS Implementation Representative with any questions.

**3. Desktop PC Replacement Project (the remaining 25%)**

If there are sites that have not yet submitted site reconciliation spreadsheets for the 25% Desktop PC Replacement Project, they must submit them immediately. These must be submitted electronically to David Kislowksi at [David.Kislowksi@dfa.state.ny.us](mailto:David.Kislowksi@dfa.state.ny.us). 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. **Note: If completed reconciliation**

**spreadsheets are not submitted, your district/agency will not be scheduled for PC replacement.**

### **PC Replacement Schedule**

- Region 4 (Albany) November 15 - November 22, 2002 **(Completed)**
- Region 3 (Syracuse) December 2 - December 6, 2002 **(Completed)**
- Region 2 (Rochester) December 9 - December 13, 2002 **(Completed)**
- Region 1 (Buffalo) December 16 – December 20, 2002 **(Completed)**
- Region 5 (Yonkers) – **(In Process)**
- Region 6 (NYC) – PC Replacement is scheduled for late January, 2003

**\*\*Reminder to 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 the 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, 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 Note: The above referenced Desktop PC Replacement Project does not include supplemental equipment, CIABs, laptops, printers or servers.**

**4. Vacancy Control Training**

Two special Instructor-led trainings for ACS and ACS Contract Agencies will be available in half-day sessions on February 20, 2003. These training sessions will provide hands-on instruction and detailed job aids that provide step-by-step procedures for Vacancy Control. Please refer to the attached Training Announcement (on the E-mail cover page) for details and registration information. The training announcement will be posted on the CONNECTIONS Intranet Website (Training Information and Schedule page) in the next few days.

**5. CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 01/17/2003 from 5:00 am - 7:00 am

Friday, 01/24/2003 from 5:00 am - 7:00 am

**Please note** additional System maintenance has been scheduled for **Saturday, 02/01/2003 from 7:00 pm – 12:00 am**. The CONNECTIONS Application will not be available during this time. All CONNECTIONS users must be logged off the CONNECTIONS Application by **6:45 pm**.

**6. 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, 01/19/2003 from 1:00 am - 6:00 am

Sunday, 01/26/2003 from 1:00 am - 6:00 am