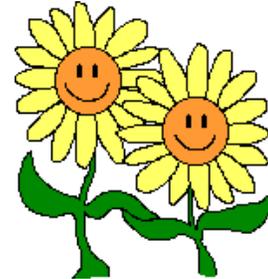


CONNECTIONS WEEKLY SYSTEM UPDATE



Memo

To: CONNECTIONS Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators/Security Coordinators, Keyusers, OCFS -Directors of Services, CONNECTIONS Project Team
Date: March 20, 2003
Re: Activities for the week of March 21, 2003 – March 28, 2003

1. **Proper Use of Global Address D Lists and Email**

Over the last few weeks, several instances involving inappropriate use of Global Address distribution lists to send email were identified. We would like to remind CONNECTIONS users that the reliable operation of the Network's Exchange/Outlook E-mail system depends on reasonable use by all users. The E-mail system is to be used for appropriate business only. It is especially important that users do not use Global Address Distribution Lists unnecessarily. Sending a message to everyone on a distribution list can seriously jeopardize the performance of the system. It is also a waste of resources for everyone on a list for whom the e-mail is irrelevant to open, read and delete the file.

Before using a Global Address Distribution List, please carefully review the list of members of a distribution list to be sure that all, or at least most, of the members need to receive your email before sending it. To review the members of a distribution list, simply double click on the list name in the Global Address Book.

If you have any questions about the proper use of a distribution list, contact your Security Coordinator or LAN administrator or the Help Desk.

2. **New Postings on the CONNECTIONS Intranet Website**

This week, two new items have been posted on the CONNECTIONS Intranet Website (What's New Page). The postings are as follows:

- March 18th, 2003 Data Maintenance Step By Step Guide for CPS Caseworkers;
- March 14th, 2003 AFCARS Summary Data Profiles

Please take some time to visit the CONNECTIONS Website so that you can view these latest postings.

3. **CONNECTIONS Build 15.2**

CONNECTIONS Build 15.2 is scheduled for release over the weekend of March 28th, 2003. To implement Build 15.2, the CONNECTIONS Application will be taken down for approximately 5 hours beginning at 6pm on Friday, March 28th, 2003. We anticipate the CONNECTIONS Application being available on Saturday 3/29/03 at 12:00 am.

The CONNECTIONS Build 15.2 Highlights/Overview document was sent Wednesday, March 5th, to Implementation Coordinators, Directors of Services, Staff Development Coordinators and others. For reference, the Build 15.2 Highlights/Overview document is posted on the CONNECTIONS Intranet Website on the "What's New" page, and also posted in Public Folders > All Public Folders > Statewide > CONNECTIONS > Build 15.2. As referenced in the Build 15.2 Overview document, the only training support developed for Build 15.2 is the System Build 15.2 Job Aid. Hard copies of this job aid will be sent to Staff Development Coordinators, Implementation Coordinators and Directors of Services in advance of Build 15.2, however we would like to call to your attention that the CONNECTIONS Build 15.2 Job Aid is currently posted on the CONNECTIONS Intranet Website on the What's New page and on the Desk/Job Aids page. The Build 15.2 Job Aid is also posted in the Public Folders.

Release Notes and final schedule information will be sent later this week.

Please Note: In the CONNECTIONS Build 15.2 Job Aid on page 21, there are instructions on how to create a Data Warehouse Report of staff deleted in WEBSTAR who have not been end-dated in CONNECTIONS. As a result of feedback from a local district Data Warehouse user, we were reminded that local districts did not have the necessary permissions to create or edit reports in the Security Catalog of Impromptu, hence, users were not able to conduct a query to generate the report. We would like to inform Date Warehouse users that necessary adjustments have been made so that the Catalog is now accessible and queries can be completed.

4. **LearnLinc & Voluntary Agency NIS**

Last week we provided information regarding Voluntary Agencies that are Network Integrated (NIS) and our plans to provide procedures and

instructions for accessing and using LearnLinc. We anticipated having the above referenced materials available for this week's CONNECTIONS Weekly Update, however, the materials are not yet finalized. We apologize for the delay. We expect to provide the procedures/instructions next week.

5. Case Management (Build 16, Phase 1A) Implementation

Over the last few weeks, we informed CONNECTIONS users of the Communication Team's need to update all communication lists to assist us with our implementation effort regarding CONNECTIONS Build 16. We strongly encourage all districts and voluntary agencies to provide the COMMUNICATION Team with an update of your current CONNECTIONS Implementation Coordinator, CONNECTIONS Security Coordinator and Back-up Security Coordinator. When providing an update of the above referenced staff groups, please make sure to follow the two steps that are outlined below:

1. The listing of coordinators maintained in the Public Folders must be updated by using the "Coordinator Update Form" to specify any changes to the Implementation Coordinator/ Application Security Coordinator/ Backup Application Security Coordinator in your agency or district. Complete the form and return via E-Mail to Patrick Jones. A copy of this form is attached to the CONNECTIONS Weekly Update cover email and is also posted in the Application Implementation Public Folder. This form will then be used to update the listing of coordinators.
2. In addition, when a new Implementation Coordinator, Application Security Coordinator or Backup Application Security Coordinator is added, the current Security Coordinator must make sure that the new coordinator is in CONNECTIONS and has the following Business Functions.
 - Maintain Designees
 - Maintain Security
 - Maintain Office
 - Maintain Staff
 - Maintain Unit

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

- Region 6 (NYC) – PC Replacement (**currently ongoing**)

****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.

7. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 03/21/2003 from 5:00 am - 7:00 am

Friday, 03/28/2003 from 5:00 am - 7:00 am

Please note: Last week we informed users of a power down at 40 North Pearl Street, in Albany that had been tentatively scheduled for Saturday, March 29th, 2003 after 5pm. We have been informed that the power down has been postponed for this upcoming weekend. We will update users next week regarding the rescheduling of the power down.

8. 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, 03/16/2003 from 1:00 am - 6:00 am

Sunday, 03/30/2003 from 1:00 am - 6:00 am