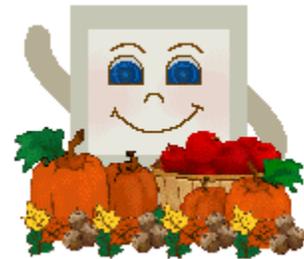


CONNECTIONS WEEKLY SYSTEM UPDATE



Memo

To: Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators, Keyusers, OCFS -Directors of Services,
CONNECTIONS Project Team
Date: October 24, 2002
Re: Activities for the week of 10/25/02 – 11/01/02

1. CONNECTIONS Patch, Build 15.1.01

CONNECTIONS Patch, Build 15.1.01 is scheduled for Friday evening, October 25th, 2002 between the hours of 6pm and 11pm. Staff will not be able to access the CONNECTIONS Application during this time. CONNECTIONS Downtime Procedures will be implemented for transmission of CPS Reports between the SCR, ECS and Local Districts during this timeframe. Network Exchange Email will be available during this time period.

Release Notes for CONNECTIONS Build 15.1.01 were sent via email to CONNECTIONS Implementation Coordinators, Staff Development Coordinators and Directors of Services on Friday, October 18, 2002. For reference, the CONNECTIONS Build 15.1.01 Release Notes are posted on the CONNECTIONS Intranet Website (Home Page) and in the Public Folders: Public Folders > Statewide > CONNECTIONS > Build 15.1.

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

At the present time, our primary focus for the CONNECTIONS 25% PC replacement is on the **Albany Region** (Region 4). Rollout of the new personal computers is expected to begin in the Albany Region **November 18, 2002**. The final dates for the remaining regions will be determined and published shortly.

****Important Note****: For any districts or voluntary agencies in the **Albany Region** that have not yet submitted their Site Desktop PC Replacement Spreadsheets, they must submit them electronically to David Kislowski at

David.Kislowski@dfa.state.ny.us immediately. If Site PC Replacement Spreadsheets are not received, districts or voluntary agencies will not be scheduled for the CONNECTIONS 25% Desktop PC Replacement and Installation.

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.**

****Reminder to Albany Region 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 Desktop PC Replacement Preparation Materials located in the Public Folders: All Public Folders>Statewide>CONNECTIONS>Desktop PC Replacement Project. In addition to the "Best Practices" and "Desktop PC Replacement" materials located in the Public Folders, 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 before the new PCs are installed.

The CONNECTIONS Intranet Website also has the "best practice" guidelines that provide instructions and procedures for copying your current files and migrating data to help you prepare for your new CONNECTIONS personal computers.

We recommend that staff review the PC Quick Start Guide prior to installation of the new PC's, in order to insure a smooth installation and transition. The Quick Start Guide and several other preparatory reference materials are available both on the CONNECTIONS Intranet site (on the Desk/Job Aid Page) (<<http://sdssnet5/ocfs/connect>>) and within the Public Folders: All Public Folders > Statewide > CONNECTIONS > Desktop PC Replacement. Note: Due to the size of the Quick Start Guide, you may have difficulty opening the file. We recommend saving the file to a local

drive or C:drive and then opening it from there or open it from the Intranet Site.

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 keep in mind that districts/agencies that are scheduled for December through January 2003 do not need to submit reconciliation spreadsheets at the present time. For reconciliation spreadsheet due dates for the rest of the state please refer to the Implementation Schedule below:

Revised Implementation Plan

- ❑ Region 4 (Albany) - Region 4 November 15, 2002.
- ❑ Region 3 (Syracuse) -Rollout Schedule To Be Determined
- ❑ Region 2 (Rochester) -Rollout Schedule To Be Determined
- ❑ Region 1 (Buffalo) - Reconciliation spreadsheet must be returned by Mid- November 2002.
- ❑ Region 5 (Yonkers) - Reconciliation spreadsheet must be returned by early December 2002.
- ❑ Region 6 (NYC) - Reconciliation spreadsheet must be returned by late December 2002.

Please Note: The above referenced desktop pc replacement project does not include supplemental equipment, CIABs, laptops, printers or servers.

3. Powerdown at 1118th Ave. NYC

There is a scheduled powerdown for 111 8th Avenue, New York City on Sunday, 10/27/02, beginning at 5:00 am and concluding at 5:00 pm on Sunday, 10/27/02. NYC network servers and e-mail will be down during this time. CONNECTIONS will not be available to most sites whose network is supported through 111 8th Avenue. The exception to this is ECS, where CONNECTIONS will be operational, however, email will not be available. Any effected NYC area sites whose network is supported through 111 8th Avenue, should review current procedures for transmission of CPS reports with the State Central Register.

4. **Security Reports/OCFS Data Warehouse**

As a result of our most recent communication on new CONNECTIONS Security Reports that we sent to the field, a substantial number of questions have been received regarding access to the OCFS Data Warehouse.

Any Districts/Voluntary Agencies that are interested in participating in the OCFS Data Warehouse should contact Joe Delucia via exchange email Joe.Delucia@dfa.state.ny.us or by telephone at 518-473-8209. A Cognos password can be obtained by having your supervisor send an email to Joe Delucia in Outlook or Exchange. If you wish to find further information about the Data Warehouse, you can find it on the CONNECTIONS Intranet Site or through the Data Warehouse manual that is located in the Public Folders: All Public Folders > Statewide > CONNECTIONS > Committees and Workgroups > Management Reporting Workgroup > Data Warehouse > Manuals > Data Warehouse Presentation Handout.

Any questions regarding the OCFS Data Warehouse application itself should be sent to the NYS OFT Enterprise Help Desk at 1-800-NYS-1323 (1-800-697-1323).

In addition, we would like to inform you that the Global Address Distribution Lists regarding CONNECTIONS Security Coordinators and Backup Security Coordinators have been renamed since last week. These Global Address D-Lists will be used in the future to communicate with CONNECTIONS Security Coordinators regarding policy, procedures, training, new development and other security issues. Therefore, it is important that these lists are reviewed and updated. Please contact Patrick Jones of the CONNECTIONS Communication team with any updates/corrections to these lists.

As of Wednesday, October 23rd, 2002, the name(s) of the Global List(s) are as follows:

CONX-App-Sec-Coord
CONX-Backup-Sec-Coord

Note: These lists are broken down into 4 components: ACS (NYC ACS), LDSS (Local Districts), State (State and Regional Office), VA (Voluntary Agency)

5. **CONNECTIONS-IN-A-BOX (CIAB) Reconciliation Project**

*****Reminder***** CIAB reconciliation spreadsheets were due by COB Wednesday 10/16/02. The end date for return of the CIABs is October 30, 2002. Please send completed spreadsheets to Bill Bombardier at OCFS at the following address: Bill.Bombardier@dfa.state.ny.us. In addition, if

there are any discrepancies regarding CIAB information contained on the reconciliation spreadsheets, please notify Bill Bombardier (518) 473-5845.

Please keep in mind that these CIABs are the property of New York State and that there is not an option for districts or agencies to keep this equipment. It should also be noted that any further activity regarding the replacement of PCs, requests for additional equipment or, securing access to the CONNECTIONS Application via network integration is contingent upon the return of these older baseline desktop CIABs.

Please Note: We would like to clarify that the CIAB workstations that the CONNECTIONS Project is requesting be returned to OCFS, are any baseline CIABs that were allocated in 1996. These CIABs were not returned when they were replaced with the Y2K compliant CIABs in December 1999.

For reference information, the CONNECTIONS CIAB Reconciliation materials are posted on the CONNECTIONS Intranet Website on the Home page and in the Public Folders. The path to the Public Folders is as follows: Public Folders>Statewide>CONNECTIONS>Alerts and Notices>CIAB Reconciliation Project.

6. Upcoming CONNECTIONS Initiatives/Citrix Changes

On Tuesday, October 22, 2002 we sent communication regarding several new CONNECTIONS Project initiatives that will be implemented over the next few weeks. These Citrix enhancements are scheduled to begin in early November in conjunction with the CONNECTIONS 25% Desktop PC Replacement Project. These enhancements and dates of release (or implementation dates) are as follows:

- Screen Resolution Change in Citrix from 100% (full screen) to 95% - Friday, November 1, 2002.
- Citrix Session "15 Minute Disconnected State" - Friday, November 15, 2002.
- CONNECTIONS Windows 2000 Workstations will receive an upgrade to the current ICA Citrix Client to ICA Citrix Client version 6.30.1050 (Auto Client Reconnect). This distribution to all CONNECTIONS Windows 2000 workstations will be completed via a WinInstall package distribution. The actual schedule for the distribution is yet to be determined, however, we anticipate this activity to be completed prior to December 31, 2002. Additional information regarding the final schedule, as well as any instructional materials will be provided at a later date.

Please Note: The *state image* for the new CONNECTIONS Windows 2000 25% replacement computers will include the upgraded ICA Citrix Client version 6.30.1050.

For reference, the above referenced materials are posted on the CONNECTIONS Intranet Website (Home Page) and in the Public Folders: Statewide>CONNECTIONS>Alerts and Notices.

7. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 10/25/2002 from 5:00 am - 7:00 am

Friday, 11/01/2002 from 5:00 am - 7:00 am

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, 10/27/2002 from 1:00 am - 6:00 am

Sunday, 11/03/2002 from 1:00 am - 6:00 am