

CONNECTIONS WEEKLY SYSTEM UPDATE

Presidents Day



2003

Memo

To: CONNECTIONS Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators/Security Coordinators, Keyusers, OCFS -Directors of Services, CONNECTIONS Project Team
Date: February 13, 2003
Re: Activities for the week of 02/14/03 – 02/21/03

1. Bureau of Training LearnLinc

As previously reported in the January 30th, 2003 CONNECTIONS Weekly Update, we announced that LearnLinc/Virtual Classroom Technology Software was being installed on CONNECTIONS Windows 2000 Desktop Workstations via a WinInstall package. We have been informed that the WinInstall package distribution effort has been fairly successful, however, of the 9800 targeted computers, approximately 3300 of the computers have not received the WinInstall package. The reasons for this are two-fold: approximately 1150 computers are not powered on, which means, they can't receive the package; and secondly, Workstation Distribution Servers (WDS's) that the Network uses to distribute software packages, were being updated to correctly identify the targeted computers. So that we can improve the distribution numbers, we must once again stress the importance of leaving all Network computers **turned on. Do not "power off" or shut down your workstation.** As WDS's are updated, packages will be pushed to remaining computers

We have also been informed that prior issues that prevented the CONNECTIONS 25% Replacement Computers (the newer model black colored computers) from receiving the package have been resolved. Over the next two weeks, WDS's will be targeting the CONNECTIONS 25% Replacement Computers. We expect WDS's to begin pushing the LearnLinc Virtual Classroom Software to the newer computers in the next few days.

For those of you who need a refresher, the Virtual Classroom Technology Software allows instructors and OCFS trainees from across the state to gather together in a classroom environment using their desktop computers. Instructors and trainees can speak to each other while viewing common content on their computer screens. All a trainee needs is a networked computer, a headset with microphone, and the LearnLinc software installed on their machine. This technology is also available for use by OCFS staff for conducting training sessions or meetings.

The Bureau of Training plans on rolling out a series of scheduled courses in the coming months. All interested users must attend the Introduction to LearnLinc course first. Additional details and information regarding this upcoming venture can be found on the New York State Human Services Intranet Site by clicking on the **Training** Link and then clicking on the OCFS Virtual Classroom link. <http://sdssnet5/>.

Please do not contact the NYS OFT Enterprise Help Desk for questions related to LearnLinc. If you have any questions please email or call Dave McGann (518-474-8629) or Helene Sobelman (518-474-5739).

The OCFS Virtual Classroom is a service provided to state and local district staff through contractual agreements negotiated and maintained by the Bureau of Training.

2. CONNECTIONS Supplemental INF

On Tuesday, January 28th, 2003 the CONNECTIONS Supplemental INF was distributed by OCFS to CONNECTIONS Implementation Coordinators, Administrative Directors, Fiscal staff and others. As you know, the CONNECTIONS Supplemental INF defines the processes that local districts and voluntary agencies use to make changes involving the addition of supplemental equipment for new staff, opening new sites, the merging of sites and/or agencies, equipment moves, the purchase of new software, or connectivity to an agency's existing Local Area Network (LAN). The INF is provided to assist Local Social Services Districts and Voluntary Agencies to plan for these changes, to prepare for the costs that will be incurred and to initiate any necessary local legislation needed or to facilitate a local appropriation or approval process.

The CONNECTIONS Supplemental INF is posted on the CONNECTIONS Intranet Website on the "What's New" page and on the "System Network" page. It is also posted in the Public Folders > Statewide > CONNECTIONS > Command Center > 2002 Supplemental INF.

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

PC Replacement Schedule

- Region 5 (Yonkers) – **(Complete)**
- Region 6 (NYC) – PC Replacement is scheduled for **February 24, 2003**

All completed reconciliation spreadsheets must be in Excel format and must be submitted no later than February 5th, 2003. All reconciliation spreadsheets must be submitted electronically to David Kislowksi at David.Kislowksi@dfa.state.ny.us. 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.**

****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. CPS Helpful Hints on the CONNECTIONS Intranet Website

Did you know that there is a CPS “Quick Tips” and CPS “Did You Know” section on the CONNECTIONS Intranet Website? To find out more information about these “Quick Tips” and “Did You Knows” please visit the CONNECTIONS Website <http://sdsnet5/ocfs/connect/> (CPS Workers page). This week, four helpful hints have been added regarding Duplicate reports and Add Info reports.

The CONNECTIONS Communication Team will continue to provide “helpful hints” or “quick tips” on a monthly basis.

5. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 02/14/2003 from 5:00 am - 7:00 am

Friday, 02/21/2003 from 5:00 am - 7:00 am

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, 02/16/2003 from 1:00 am - 6:00 am

Sunday, 02/23/2003 from 1:00 am - 6:00 am