

Spring? or More Winter?



Memo

To: Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators, Keyusers, OCFS -Directors of Services,
CONNECTIONS Project Team
Date: January 31, 2002
Re: Weekly System Update--02/01/2002 Week's Activities

1. **CONNECTIONS System Down Time:**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 02/01/2002 from 5:00 am - 7:00 am

Friday, 02/08/2002 from 6:00 am - 7:00 am

Note: Additional CONNECTIONS Down Time, Saturday, 02/09/02 between 6:00 am – 7:30 am. (Refer to Item 3, Build 14.2 Below)

2. **Microsoft Exchange Servers:**

Due to regularly scheduled maintenance on Exchange email, all Exchange email servers (except for SSCRX1, SDFY2, EXCHSEN0A1MA, EXCHSEN0A1MB and SACS9X1) will be unavailable on:

Sunday, 02/03/2002 from 1:00 am - 6:00 am

Sunday, 02/10/2002 from 1:00 am - 6:00 am

Sunday, 02/17/2002 from 1:00 am - 6:00 am

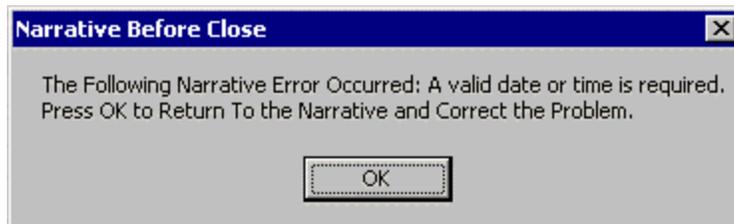
3. **Upcoming CONNECTIONS Patches for Build 14:**

CONNECTIONS Patch Build 14.1.5.1 is scheduled for Sunday, 2/3/02 at 7am. There is no system downtime for this patch. This patch will implement the following feature:

Currently, when invalid information is entered into **some** CPRS District Specific Template date/time fields, Microsoft Word displays a message box informing the user of this error (see message box below). If the worker presses the OK button and does not correct the error, the document will remain in error status and as a result changes will not be saved.



Beginning Sunday morning 2/3/02, if the worker fails to respond to the above Microsoft Word message, an additional warning message will be displayed when the user attempts to exit the CPRS template narrative. The additional message will be as follows:



The addition of the above warning message has been added as a safety feature to prevent narrative information from not being saved to the database.

CONNECTIONS Patch, Build 14.2 is scheduled for Saturday morning, 02/09/02. This patch will be distributed between the hours of 6:00 am – 7:30 am on Saturday, 02/09/02. The CONNECTIONS application will not be available during these hours. Network Email will not be affected.

As you know, CPS users were notified that there was a delay in the availability of the "View Call Log" Business Function Profile that allows Local District and Regional Office workers access to the Call Log window (in view-only mode) in CONNECTIONS Build 14. With Build 14.2, the "View Call Log" functionality will be available.

In addition to the availability of the "View Call Log" functionality, there are several modifications and/or data fixes that will be implemented with Build 14.2. We will provide a complete list of the changes included in Build 14.2 in the next CONNECTIONS Weekly System Update (2/7/02).

There are no special instructions for users to follow when CONNECTIONS Patch, Build 14.2 becomes “live” on 2/9/02. CONNECTIONS users should follow regular log-on procedures. If however, you try to access the CONNECTIONS Application and you receive a “**version mismatch**” error, or “**no server found to match request**” error, you will need to contact the CONNECTIONS Help Desk immediately (1-800-759-3832).

4. CONNECTIONS Desktop PC Project (Update):

The schedule for installation of the new PCs in the remaining regions is as follows:

- Albany Region (Region IV) **COMPLETED**
- Syracuse Region (Region III) **Completed**
- Rochester Region (Region II) January 24, 2002 (**Underway**)
- Buffalo Region (Region I) February 11, 2002
- Yonkers (Region V) and NYC (Region VI) (**Tentatively Scheduled for March 2002**)

The Office for Technology 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 OFT 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.

Note: the computers that are being replaced should match up with the information contained on your district/agency Desktop PC completed spreadsheets that you sent to David Kislowski. **Additionally, if there have been changes to your site contact persons since you submitted your site spreadsheets, it is important that you call the OFT Command Center (1-800-603-0877) to provide them with the new names and telephone numbers.**

From the pilot experience, 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 (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.

Voluntary Agency Bailment Agreements

The following information is for remaining Voluntary Agencies who have not yet returned their Bailment Agreement:

In mid-December, 2001 we sent communication to Voluntary Agency Implementation Coordinators regarding an agreement form (Bailment Agreement) and an appendix that is required in order for CONNECTIONS replacement computer equipment to be installed in, and retained by, your agency. In that correspondence, we asked that this form be signed, notarized and returned by December 21, 2001. In order that installation can proceed on schedule for your agency we ask that you send your Bailment Agreement Form ASAP. The signed, notarized form should be sent to the following address:

New York State
Office of Children and Family Services
CONNECTIONS Project - 15th Floor
Attn: Cindy Wheeler
52 Washington St.
Rensselaer, NY 12144-2796

If you have questions about the Bailment Agreement/Appendix or you need to make arrangement to have the addendum mailed or faxed to you, please feel free to contact **Nancy O'Hara 518-486-5894** at the CONNECTIONS Project.

If you have any questions related to the schedule of the rollout you may contact the **Office for Technology Command Center at 1-800-603-0877**.

5. Exchange Server to New Subnet:

On Friday morning, 2/1/02 Exchange Server EXCHSEN0A1MC will be moved to a new subnet. Exchange/Outlook Email will be down between the hours of 6 AM – 7 AM.