

# CONNECTIONS WEEKLY SYSTEM UPDATE



Washington's Birthday

## Memo

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

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- 1. CONNECTIONS Security (Vol. Agency Business Functions)**  
An updated and comprehensive set of guidelines for all Business Functions that are options for Voluntary Agencies will soon be available on the CONNECTIONS Website on the Security page. 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. The updated Voluntary Agency Business Functions are attached to the cover email.

The recommendations in the guidelines are just that, recommendations; each Voluntary Agency is different and it is up to the agency to determine who will be assigned what Business Functions.

To review the guidelines, please go to the CONNECTIONS Website and click on the Security page, under the sub-heading Business Function Guidelines and then click on the Voluntary Agency Business Function Guidelines. The guidelines do not include the obsolete business functions that were recently removed.

Please note that, although Voluntary Agency staff **can** search on a person who is in one of their cases through the Task List, Voluntary Agency staff must **never** substitute that search for a State Central Register database check. It is required that all database checks be performed by the State

Central Register. A database check is not complete until the agency receives written documentation of the results from the State Central Register.

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

## **2. New Path to the CONNECTIONS Intranet Website**

As you may have noticed, there is a new look to the Office of Children and Family Services Website and subsequently, a new path to the CONNECTIONS Intranet Website as well. An update to the OCFS Website was initiated in order to align the look of the OCFS intranet and Internet. One of the prime highlights of the new look is an ability to provide expanded resources, including both information and services, to the users. Thus, the modifications to the OCFS site prompt a new path to the CONNECTIONS intranet website. The CONNECTIONS site may be accessed either through the MS Internet Explorer browser (<http://sdssnet5/ocfs/connect>) or, by accessing the NYS Human Services website, clicking on the OCFS Home page, and then clicking on 'CONNECTIONS' which is located under the subheading 'Divisions' on the left hand side of the OCFS Home page.

## **3. Bureau of Training LearnLinc**

As previously reported, LearnLinc/Virtual Classroom Technology Software is being installed on all CONNECTIONS Windows 2000 Desktop Workstations via a WinInstall package. Over the next few weeks, WDS's will be targeting any remaining CONNECTIONS Windows 2000 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" your workstation. Please select "shut down" and then select "Log-off" from the Start Menu**

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).

## **4. CONNECTIONS Supplemental INF**

On Tuesday, January 28<sup>th</sup>, 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.

## 5. Desktop PC Replacement Project (the remaining 25%)

### PC Replacement Schedule

- Region 6 (NYC) – PC Replacement is scheduled for **February 24, 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.

**6. CONNECTIONS System Down Time**

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

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

Friday, 02/28/2003 from 5:00 am - 7:00 am

**7. 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, 02/23/2003 from 1:00 am - 6:00 am

Sunday, 03/02/2003 from 1:00 am - 6:00 am