



# ..CONNECTIONS NEWS..

*for the week of March 12 - 19, 2010*

**CONNECTIONS Intranet site:** <http://ocfs.state.nyenet/connect/>

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## *"Info to Know" for Caseworkers*



### *Training Database Info...*

Updates to the Training Database are scheduled for **Friday, March 12<sup>th</sup>** and **Monday, March 15<sup>th</sup>** therefore, the Training Data Base will not be available on those dates. However, it will be again be available on Tuesday, March 16<sup>th</sup>.



## ***Technical or Logistical Issues With LDAP Accounts Got You Down - HELP!!!! Is On The Way...***

We have partnered with the OCFS/ IT LAN Management team and they have set up a mailbox for you to use for any and all “technical” issues related to LDAP accounts. Send any “technical” issues (e.g., account lock outs, password resets, etc.) to the **ocfs.dl.ldap.it** mailbox and the folks that monitor this mailbox will readily provide any assistance that you may need related to “technical” issues. *And*, for training content or logistical questions we refer you to the following mailbox: **ocfs.dl.ldap.training**. So there you have it - anything that you need to ask about LDAP accounts can be answered by sending your questions to either one of these two mailboxes!! Please pass this info along in your agency!!! And “thank you” to our LAN Management Team for their assistance with this venture!!!!



## ***AFCARS Update...***

Timeframes for reporting AFCARS data to the federal government are coming due! It is important that local district and voluntary agency staff make timely updates to the AFCARS information in order for accurate Federal reporting.

AFCARS information includes the following:

AFCARS information from the Placement Information Tab, the Removal Information Tab and the Diagnosis on the Clinical Appointment window.

For CCR cases -

The AFCARS Adoption Information window accessed from the Adoption Finalization window.

The CONNECTIONS Tip Sheet for Recording AFCARS Data can be found on the CONNECTIONS intranet on the Step-by-Step/Job Aids/Tip Sheets page, or via the following link:

<http://ocfs.state.nyenet/connect/jobaides/Tip%20sheets/Recording%20AFCARS%20Data%20v4.pdf>



## ***Important Links for Training Registration and Other Key Sites...***

*This piece was in the last edition - in case you missed it - but the link to [Webmail](#) was added this week.*

Thanks to one of our CONNECTIONS Implementation folks (and you know who you are!) for gathering and forwarding these; here are a few links that you might want to

save to your favorites. And, for your convenience, they are also posted to the CONNECTIONS intranet Home and Training pages!

### Links:

- STARS: <http://stars.bsc-cdhs.org/>
- TrainingSpace: <http://www.trainingspace.org/>
- LearnLinc: <http://ilinc.ocfs.state.ny.us/>
- LDAP account creation page:  
<https://ws04.nyenet.state.ny.us/sreg/SelfReg?APP=nyappotdatv>
- CONNECTIONS via the internet: <https://xenappwi.ocfs.state.nyenet>
- Webmail: <https://mail.ny.gov/owa>

## General "Info to Know"

**\*\*Please note: the following information pertains to voluntary agencies...**



### ENERGY STAR POWER CONSERVATION POLICY FOR GREEN IT

#### *Info for Voluntary Agencies...*

The following information was sent, earlier this week, in a communication to voluntary agency LAN Administrators by the Office for Technology Customer Care Center. Please note that the implementation date in the bulletin below has been revised. The NEW implementation date for this initiative is Tuesday, March 23<sup>rd</sup>.

The Office for Technology (OFT) has issued a bulletin explaining CIO/OFTs Energy Star Conservation Policy for Green IT-HSEN Domain. Implementation of this policy is slated to begin for voluntary agencies on Tuesday, March 23<sup>rd</sup>. Prior to your agency being implemented, notification was sent to agency LAN Administrators at least 1 week ahead of time to ensure proper notification of staff regarding what to expect when their PCs are in hibernation mode when they come into work in the morning. The information below details the text of the OFT bulletin that was sent highlighting an overview of this important initiative.

If you have any questions related to the hibernation initiative you may send them to the following mailbox: [ocfs.dl.it.lm](mailto:ocfs.dl.it.lm).

#### TEXT OF THE OFT BULLETIN IS BELOW:

**NUMBER:** 10-CNS-01  
**ISSUED BY:** DEPUTY CIO OF CUSTOMER RELATIONSHIP MANAGEMENT SERVICES

### CUSTOMER BULLETIN—(CUSTOMER NETWORKING SOLUTIONS)

**TITLE:** ENERGY STAR POWER CONSERVATION POLICY FOR GREEN IT

**DATE ISSUED:** March 10, 2010

## Overview

As CIO/OFT continues its efforts to implement sustainable, green IT practices, CIO/OFT is implementing an Energy Star Power Conservation Policy to all **State-owned** desktop computers. The Energy Star Policy is designed to save electricity by Hibernating\* the desktop when not in use. The policy will power down the monitor after 15 minutes of inactivity and will hibernate the desktop after 30 minutes of inactivity. While the desktop is in hibernation mode a feature known as Wake on LAN will be used to provide off hour software patching and updates.

**This policy will become effective ~~March 16, 2010~~ Revised date: March 23, 2010**

*\*Hibernation is a feature of many computer operating systems, where the contents of memory are written to non-volatile storage such as a hard disk, a file or on a separate partition, before powering off the computer. When the computer is restarted, it reloads the content of memory and is restored to the state it was in when hibernation was invoked.*

## Services Impacted

Users will notice their desktops have been powered off in the morning and after 30 minutes of inactivity during the day (lunch, meetings, training, etc.). Users will be required to press the power button to wake the computer. **Instructions are included below in the Details portion of this Bulletin.**

## Audience

The audience for this communication includes all **LAN Administrators (voluntaries) on the HSEN Domain.**

## Customer Action Required: Yes

End users will be required to wake the desktop after hibernation has occurred. Please refer to the instructions below in the Details portion of this Bulletin. If you have workstations that are serving in a nontraditional desktop function (e.g. desktop server,) this computer needs to be identified through the CNS Outcome Management Group for evaluation and possible exceptions to the energy star policy.

## Assistance

During the initial 4 week implementation period, please email any concerns or issues to the CNS Outcome Management mailbox ([oft.sm.cns.outcome.management@cio.ny.gov](mailto:oft.sm.cns.outcome.management@cio.ny.gov)) or call 1-800-603-0877.

## Details

### Wake Instructions

#### **Screen Saver on after 10 minutes of inactivity**

Moving the mouse or pressing a key on the keyboard will wake up the Monitor; a password is required to resume access to the computer.

*A screensaver is a type of computer program initially designed to prevent phosphor burn-in on CRT and plasma computer monitors by blanking the screen or filling it with moving images or patterns when the computer is not in use. Contemporary screensavers are used primarily for entertainment or security.*

### **Monitor off after 15 minutes of inactivity**

Power button on the monitor will be amber; computer will remain on for 10 minutes (green indicator light on the computer will be on steady). Moving the mouse or pressing a key on the keyboard will wake up the monitor; your password is required to resume access to the computer.

### **Hard Drive off after 20 minutes of inactivity**

The head on the hard drive is retracted and the drive is powered off. Moving the mouse or pressing a key on the keyboard will wake up the monitor and the hard drive, your password is required to resume access to the computer.

### **Standby after 25 minutes of inactivity**

Computer will store any open documents in memory, at this point the machine will go into a reduced power state (green light by the machine power button will be flashing for 5 minutes), small amount of power is required to power the memory. Press the power button (once) to resume, your password is required to resume access to the computer.

### **Hibernate after 30 minutes of inactivity**

Computer will store any open documents on the hard drive and power down (green light by machine power button will be off). The end user must press the power button (once) to resume, your password is required to resume access to the computer.

**\*\*Please note: the following information pertains to local districts...**



## ***ENERGY STAR POWER CONSERVATION POLICY FOR GREEN IT***

### ***Info for Local Districts...***

***This piece was in the last edition - in case you missed it.***

Several months ago the Office for Technology (OFT) issued a bulletin explaining CIO/OFTs Energy Star Conservation Policy for Green IT-HSEN Domain. Implementation of this policy was postponed for counties while OFT instituted the policy for State agencies. However, they have begun implementing this policy at county HSEN locations. Counties will receive the Green IT Policy in increments of 3-8 counties. Prior to your county being implemented, notification was sent at least 1 week ahead of time to ensure proper notification of staff regarding what to expect when their PCs are in hibernation mode when they come into work in the morning.

If you are currently using a PC to run an application off hours and are concerned that the PC will not “wake” to complete the function, please fill out the Energy Initiative Exception form identifying the machine. **Please note: Your HSEN Servers are NOT included in this initiative so you don’t need an Exception Form for them.** In the Reason for Exclusion section, identify the machine by workstation name and agency location and state the reason for exclusion.

### Authorizing Signature section:

Put your name (LAN Admin) in the employee section.

In the Supervisor area of the form, input the following information based on the program area that the PC is used for:

- OCFS - Karen Strack
- DOH - Roch Uhe
- OTDA - Joann Riccitelli

When complete, mail the form to the mailbox listed on the form. **All Exceptions will be reviewed by the project team. It is important that you report any possible exceptions prior to the policy being pushed to your location.**

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### Further Info Regarding the Schedule

The schedule showing when your county will have the Energy Star Policy implemented for your HSEN PCs is detailed below.

If you have any other questions, please direct them to the Outcome Management Group at [oft.sm.cns.outcome.management](mailto:oft.sm.cns.outcome.management).

#### Schedule:

- Albany, Greene, Columbia, Rensselaer, Ulster, Sullivan, Dutchess, Putnam, Orange, Rockland, Warren, Washington, Fulton, Montgomery  
- GO LIVE 03/09/10 - **completed**  
**The ESP will be applied at 3 PM on 03/08, and the PCs will be rebooted between 1 AM and 4 AM on 03/09**
- Westchester, Nassau, Suffolk, Clinton, Franklin, Essex, Jefferson, Lewis, Herkimer, Hamilton, St. Regis, Saratoga, Schenectady, Oneida, Oswego -  
- GO LIVE 03/10/10 - **completed**  
**The ESP will be applied at 3 PM on 03/09, and the PCs will be rebooted between 1 AM and 4 AM on 03/10**
- Broome, Tioga, Tompkins, Chemung, Schuyler, Yates, Seneca, Ontario, Wayne, Madison, Cayuga, Onondaga, Erie, Steuben  
- GO LIVE 03/11/10 - **completed**  
**The ESP will be applied at 3 PM on 03/10, and the PCs will be rebooted between 1 AM and 4 AM on 03/11**
- Monroe, Livingston, Allegany, Wyoming, Genesee, Orleans, Niagara, Chautauqua, Cattaraugus, Cortland, Chenango, Otsego, Delaware, Schoharie  
- GO LIVE 03/12/10  
**The ESP will be applied at 3 PM on 03/11, and the PCs will be rebooted between 1 AM and 4 AM on 03/12**

***facts..facts...facts... A Fun CONNECTIONS Fact..***

Bet you can't guess the number of individuals that accessed the CONNECTIONS application the week of March 5<sup>th</sup>... well if you guessed 15,171 you're right!!!! And the numbers keep going up each week!



## ***NEW Postings to the CONNECTIONS Intranet***

- ...CONNECTIONS NEWS... <http://ocfs.state.nyenet/connect/>
- Important Links for Training Registration and Other Key Sites:
  - Webmail: <https://mail.ny.gov/owa>



## ***Weekly System Maintenance***

Due to regularly scheduled system maintenance, the CONNECTIONS application will not be available on...

- [Wednesday, 3/17/10](#) from 5:00 AM - 7:00 AM
- [Friday, 3/19/10](#) from 5:00 AM - 7:00 AM



<http://2010.census.gov/2010census/>



Office of  
Children & Family  
Services  
Gladys Carrión, Esq.  
Commissioner