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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 98 LCM-43

Date: November 2, 1998

Office: Office of Budget,  
Finance and Data  
Management

TO: Local District Commissioners

SUBJECT: Automated Claiming System (ACS) Rehosting Project

ATTACHMENTS: List of Districts Needing Hardware (On-line)

The Automated Claiming System (ACS) Re-hosting Project is designed to move the ACS from a mainframe COBOL environment to one supported within a client/server architecture. Starting with January 1999 claims, Local District staff will complete monthly claiming packages/schedules from a personal computer using Excel spreadsheets. Packages will be submitted across the statewide network to a database maintained within New York State OTDA offices. Claims data will be loaded into the new system to eventually enable state and local staff to access information from January 1992 forward. There is a possibility that claims will be submitted on disk or, as a last resort, on paper claims provided by our agency should the network not be fully available for January claims. As plans get finalized, we will update the Local Districts.

In my May 21, 1998 letter, a survey was taken of the equipment and software currently residing in each Local District. Districts which have CONNECTIONS hardware in the Accounting office already have the equipment necessary to accommodate the ACS. After carefully analyzing the survey results, it was determined that a number of Local Districts did not have the hardware and/or software to support the new system. For districts needing hardware, see the attached list. The minimum

hardware requirements are an Intel Pentium processor (P100 or better), 500 megabytes available space on the hard drive, 16 megabytes RAM, Windows NT, Office 95, or Office 97 versions of Excel and Word installed. Pentium personal computers with operating systems other than NT must be upgraded to run NT. The needed hardware, software and license will be purchased by OTDA and installed in the appropriate Local District. OTDA will provide printers to those Accounting offices that do not currently have a State CONNECTIONS printer. It should be noted that any site modification to accommodate this new equipment and software would be the Local District's financial responsibility and be claimed for reimbursement as an administrative cost through the Schedule RF2A process. Contractor or Applications Service Center State staff will visit Local Districts to complete a site survey (see attached list). Floor plans for the location of the new PC's, for the districts on the attached list, must be forwarded to Bill Filiaci by November 15, 1998. The floor plans should be faxed to Bill Filiaci's attention at (518) 486-6350.

It must be emphasized that Accounting staff must coordinate their efforts with their network administrator and certified NT security staff.

To effectively use this new system, Local District staff should be trained in EXCEL 95 or EXCEL 97. This training can be obtained in local educational institutions or by taking advantage of the MS Office courses sponsored by the Applications Services Center under the auspices of the Office of Human Resource Development in the Office of Family and Children Services. The rehosting is planned to coincide with claim form changes required by Welfare Reform. In January and February 1999, OTDA will conduct regional training covering the claim forms and system operations. The schedule and location of this training will be released as soon as all necessary arrangements have been made.

For hardware/software issues, please contact Bill Filiaci at 1-800-343-8859, extension 3-8641.

Please refer any questions concerning the transition to this new system to the usual contacts: (Regions I-IV) Roland Levie 1-800-343-8859 extension 4-7549 and (Region V) Marvin Gold (212) 383-1733.

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Thaddeus S. Ziemba  
Director  
Bureau of Financial Services

List of Districts Needing Hardware

Albany  
Chautauqua  
Clinton  
Columbia  
Delaware  
Dutchess  
Erie  
Essex  
Genesee  
Greene  
Hamilton  
Herkimer  
Lewis  
Livingston  
Niagara  
Oneida  
Onondaga  
Orange  
Orleans  
Oswego  
Otsego  
Putnam  
Rockland  
St. Lawrence  
Schenectady  
Schuyler  
Schoharie  
Seneca  
Suffolk  
Sullivan  
Tioga  
Tompkins  
Ulster  
Warren  
Wayne  
Westchester  
Wyoming