

**CDS Family & Behavioral Health Services, Inc.**

**Information Technology Five Year Plan**

**FY 08-09 through FY 12-13**

**REPORT: JULY 31, 2010  
(for FY 09-10 Activities)**

Submitted to  
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This publication can be made available in multiple media formats upon request.

**JULY 31, 2010 STATUS REPORT**

**Information Technology Five Year Plan: FY 08-09 through FY 12-13**

| Implementation Schedule | Responsibility | Category | Objectives | Status | Comments |
| --- | --- | --- | --- | --- | --- |
| Daily | CFO, DSM | Data Backups | Conduct daily backups on critical systems | Completed |  |
| Weekly | Information Systems Specialist | Virus Protection | Conduct timely updates on virus definitions. | Completed |  |
| On-going | Information Systems Specialist | Hardware | Conduct periodic maintenance on all equipment. | Completed |  |
| On-going | DSM, Information Systems Specialist | Hardware | Schedule and implement all necessary training | Completed |  |
| On-going | Information Systems Specialist | Hardware | Maintain an up-to-date inventory system. | Completed |  |
| On-going | Information Systems Specialist | Software | Conduct periodic updates on all software. | Completed |  |
| On-going | Information Systems Specialist | Software | Schedule and implement all necessary training | Completed |  |
| On-going | Information Systems Specialist | Software | Maintain an up-to-date inventory system. | Completed |  |
| On-going | DSM, Information Systems Specialist | Network Infrastructure | Maintain up-to-date infrastructure configuration settings. | Completed |  |
| On-going | COO, DSM | Websites | Maintain websites’ contents current. | Completed |  |
| On-going | EMT | Websites | Communicate with personnel website changes. | Completed |  |
| On-going | Information Systems Specialist | Data Backups | Develop and maintain a backup schedule | Completed |  |
| On-going | DSM, Data Systems Staff, HR Specialist | Security | Schedule and implement all necessary training. | Completed |  |
| Annually: August | DSM | Hardware | Evaluate useful life of critical servers on an annual basis, and replace as needed. | Completed | No replacements necessary this Fiscal Year. |
| Annually: August | DSM, Information Systems Specialist | Software | Evaluate useful life of critical software on an annual basis, and replace as needed. | Completed | No replacements necessary this Fiscal Year. |
| Annually: August | DSM, Information Systems Specialist | Software | Evaluate software version upgrade needs on an annual basis, and replace as needed. | Completed | PC’s on W95/98 were upgraded to W XP. |
| Annually: August | DSM | Network Infrastructure | Evaluate the efficacy of network infrastructure and communications providers. | Completed | No changes needed. Upgrades took place in FY 08-09 |
| Annually: August | DSM | Internet &  E-Mail | Evaluate the adequacy ISP providers. | Completed | No changes needed. Upgrades took place in FY 08-09 |
| Annually: August | COO, DSM, QAC | Websites | Evaluate websites’ functionality and content. | Completed | No changes needed. Upgrades took place in FY 08-09 |
| Annually: August | DSM, EMT | Security | Evaluate the adequacy of security measures. | Completed | Purchased replacement UPS’s |
| Annually: August | DSM, Information Systems Specialist | Virus Protection | Evaluate software version upgrade needs on an annual basis, and replace as needed. | Completed | Purchased upgrade to Symantec Antivirus Corporate Edition,  v 10.2. |
| Annually: Sept. – Oct. | COO, CFO, DSM | Hardware | Budget for annual replacement and upgrades. | Partial Completion | Due to continued budget restrains this FY we decided to wait until next fiscal year for a replacement budget allocation. Replacement emergencies were dealt with as, and if, they took place. |
| Annually: Sept. – Oct. | COO, CFO, DSM | Software | Budget for annual replacement and upgrades. | Partial Completion | Allocations for Software upgrades took place. Purchases were made in July 2009. |
| Annually: Feb. – Mar. and as needed | COO, DSM | Hardware | Review and update policies on an annual basis, or as needed. | Completed |  |
| Annually: Feb. – Mar. and as needed | COO, DSM | Software | Review and update policies on an annual basis, or as needed. | Completed |  |
| On-going and  Annually: Feb. – Mar. | COO, DSM, QAC | Assistive Technologies | Remain informed of changes in the requirements of title III of the Americans with Disabilities Act. | Completed |  |
| Annually: Feb. – Mar. and as needed | COO, DSM | Network Infrastructure | Review and update policies on an annual basis, or as needed. | Completed |  |
| Annually: Feb. – Mar. and as needed | COO, DSM | Internet &  E-Mail | Review and update policies on an annual basis, or as needed. | Completed |  |
| Annually: Feb. – Mar. and as needed | COO, DSM, QAC | Websites | Review and update policies on an annual basis, or as needed. | Completed |  |
| Annually: Feb. – Mar. and as needed | COO, DSM, QAC | Security | Review and update policies on an annual basis, or as needed. | Completed |  |
| Annually: Feb. – Mar. and as needed | COO, DSM | Virus Protection | Review and update policies on an annual basis, or as needed. | Completed |  |
| Annually: Feb. – Mar. and as needed | COO, DSM, QAC | Confidentiality | Review and update policies on an annual basis, or as needed. | Completed |  |
| Annually: Feb. – Mar. and as needed | COO, DSM, QAC | Data Backups | Review and update policies on an annual basis, or as needed. | Completed |  |
| Annually: April – May | DSM, Information Systems Specialist | Hardware | Replace outdated microcomputers, laptops, and other IT equipment. | Completed | This FY we again relied on donated equipment from partner agencies. Essential equipment has been replaced as needed. |