

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

**Information Technology Five Year Plan**

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

**REPORT: JANUARY 31, 2011**

Submitted to
Jim Pearce
Chief Executive Officer

Prepared by
Information Technology Team:

 Estela Rosa-Garcia Samuel P. Clark Peggy Vickers
 Data Systems Manager Chief Operations Officer Q.A. Coordinator

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

**JANUARY 31, 2011 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. | In Process | CDS’s external website is undergoing a complete restructuring. Minimal updates are being performed on the old format.CDS’s intranet is maintained up-to-date. |
| 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.We decided to add a server which will house an expanded intranet and an internal mail server; to facilitate interagency communications; and to increase DS efficiencies. Implementation is in process. |
| 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. However, we have upgraded to MS Office 2010.MS Windows 2008 server software has been added this FY (including Exchange Server, Data Protection Manager, and Remote Desktop Server). Implementation is in process. |
| Annually: August | DSM, Information Systems Specialist | Software | Evaluate software version upgrade needs on an annual basis, and replace as needed. | Completed | No changes needed. Upgrades took place in FY 09-10. |
| Annually: August | DSM | Network Infrastructure | Evaluate the efficacy of network infrastructure and communications providers. | Completed | Upgrades took place in FY 08-09.We have decided to add a MS Server 2008 to implement an organization wide PC network. Implementation is in process. |
| Annually: August | DSM | Internet & E-Mail | Evaluate the adequacy ISP providers. | Completed | No changes needed. Upgrades took place in FY 08-09. We have decided to add MS Exchange Server to house our own e-mail services. Implementation is in process. |
| Annually: August | COO, DSM, QAC | Websites | Evaluate websites’ functionality and content. | Completed | CDS’s external website is undergoing a complete restructuring.No changes needed to intranet, with additions made 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 | No changes needed. Upgrades took place in FY 09-10. |
| Annually: Sept. – Oct. | COO, CFO, DSM | Hardware | Budget for annual replacement and upgrades. | Completed | Budgeted for an additional agency server and replacement PCs. |
| Annually: Sept. – Oct. | COO, CFO, DSM | Software | Budget for annual replacement and upgrades. | Completed | Allocations for Software additions took place. Purchases were made in July 2010. |