



Department of Health

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To: All Staff Assigned UAS-NY Roles

From: K. John Russell *KJR*
Project Director, UAS-NY

Subject: UAS-NY System Upgrade March 20, 2015

On Friday evening March 20, 2015, the UAS-NY online system will be upgraded to version 7. This version of the online system will provide users with additional functionality. Due to the nature of the upgrade, the UAS-NY will not be available until Saturday, March 21. Please refer to the "UAS-NY Upgrade to v7" document which is available in the References and Resources Section of the UAS-NY Training Environment for additional information about this upgrade.

This upgrade will also have implications for:

- the **Offline Application**,
- the **required training courses** for UAS-NY Roles 30, 35, 40, and 45, and
- the **UAS-NY/UPHN Data Exchange**.

Offline Application

In conjunction with this upgrade, a new version of the UAS-NY Offline Application (v7) will be made available. After the online upgrade on March 20, version 7 of the Offline Application will be required in order to synchronize offline data. Please refer to the "UAS-NY Offline Application v7 Installation Guide" which is available in the References and Resources Section of the UAS-NY Training Environment Course 8500 for additional information about this upgrade. The Offline Application Upgrade will be available no later than March 9, however, **Do Not** upgrade before March 20.

While users may continue to work offline using their previously installed version of the Offline Application (6.30) after the online upgrade, they will not be able to perform a synchronization until they upgrade to version 7 of the Offline Application. To assist you through this upgrade, please follow the guidance below:

Now through Friday, March 20:

Continue to use the current version (6.30) of the Offline Application to conduct assessments in the field and synchronize the data.

On Friday, March 20:

Each user should perform a synchronization in the morning; the ability to perform a synchronizations will be closed at 5pm on March 20.

While this step is not mandatory, it is strongly recommended.

Beginning at the close of business Friday, March 20:

Upgrade all existing laptops running Version 6.30 to v7 of the Offline Application; this should be done using only the patch installation program.

We are aware that there are a few organizations that did not install the December 2014 offline 6.30 upgrade. These organizations must uninstall the outdated version on their laptops and do a full installation of Version 7.

Install only the New Version 7 of the Offline Application on new laptops you deploy; new installations should be done using the full installation program.

The Department of Health recognizes the challenges associated with upgrading technology, and while we make every effort to avoid or minimize situations of incompatibility, circumstances will always arise that require your cooperation and our coordination.

Required Training Courses for UAS-NY Roles 30, 35, 40, and 45

Due to the nature of the application changes, all users will be required to complete Course 1300-A “Using the UAS-NY to Conduct Assessments”. This course is a supplement to Course 1300 and will provide a review of the changes in the UAS-NY application related to conducting assessments.

From February 20 through March 8, this course will be listed as a **recommended course**. Users will be able to continue to access the UAS-NY application without interruption; however, it is best for users to complete Course 1300-A during this time period.

From March 9 through March 19, this course will be listed as a **required course for UAS roles 30, 35, 40, and 45**. During this time period, all users who did not complete it between February 16 through March 8, will be required to complete Course 1300-A in order to access the UAS-NY application.

On March 20, a replacement to the 1300 “Using the UAS-NY to Conduct Assessments” will be instituted and will include all new material.

On March 20, Course 1300-A will be removed permanently from the UAS-NY Training Environment. Those users who did not complete the 1300-A supplement course by March 19 will be **required to complete the entire new Course 1300** which will be available March 20, 2015.

UAS-NY Roles 15 and 50 will be recommended to take the 1300-A, but will not be required.

Any user who has completed both the 1300-A and the current 1300 courses will be marked completed for the new 1300 course when it becomes available.

UAS-NY/UPHN Data Exchange

The UAS-NY/UPHN Data Exchange will be updated to include additional data elements specific to v7. With this release, we will be updating the data dictionary and schema definition. As soon as those updated documents are available, we will send them to all data exchange participants.

Thank you in advance for your much appreciated support. Please contact the UAS-NY Support Desk at 518-408-1021 or via email at uasny@health.ny.gov should you have questions.