

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

**Information Technology Five Year Plan**

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

**REPORT: JUNE 30, 2013**

Submitted to
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**JUNE 30, 2013 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 | IT Specialist | Virus Protection | Conduct timely updates on virus definitions. | Completed |  |
| On-going | IT Specialist | Hardware | Conduct periodic maintenance on all equipment. | Completed |  |
| On-going | DSM, IT Specialist | Hardware | Schedule and implement all necessary hardware training | Completed |  |
| On-going | IT Specialist | Hardware | Maintain an up-to-date hardware inventory system. | Completed |  |
| On-going | IT Specialist | Software | Conduct periodic updates on all software. | Completed |  |
| On-going | IT Specialist | Software | Schedule and implement all necessary software training | Completed |  |
| On-going | IT Specialist | Software | Maintain an up-to-date software inventory system. | Completed |  |
| On-going | DSM, IT Specialist | Network Infrastructure | Maintain up-to-date infrastructure configuration settings. | Completed |  |
| On-going | COO, DSM, Outreach Specialist | Websites | Maintain websites’ contents current. | Completed | CDS’s external website underwent a complete restructuring in March of 2103. CDS’s intranet is maintained up-to-date. |
| On-going | EMT | Websites | Communicate with personnel website changes. | Completed |  |
| On-going | IT Specialist | Data Backups | Develop and maintain a backup schedule | Completed |  |
| On-going | DSM, Data Systems Staff, HR Specialist | Security | Schedule and implement all necessary security 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. Upgrades took place in FY 10-11. |
| Annually: August | DSM, IT Specialist | Software | Evaluate useful life of critical software on an annual basis, and replace as needed. | Completed | No replacements necessary this Fiscal Year. Upgrades took place in FY 10-11. |
| Annually: August | DSM, IT 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.The MS Server 2008 environment initiated in FY 10-11 is still in process. |
| 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 | CDS’s external website underwent 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, IT Specialist | Virus Protection | Evaluate software version upgrade needs on an annual basis, and replace as needed. | Completed | Upgrades took place in FY 09-10. |
| Annually: Sept. – Oct. | COO, CFO, DSM | Hardware | Budget for annual replacement and upgrades. | Completed | Budgeted for replacement of obsolete PCs. |
| Annually: Sept. – Oct. | COO, CFO, DSM | Software | Budget for annual replacement and upgrades. | Completed | Allocations for Virus Software upgrade took place. |