



COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed.
Executive Director

OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

ADMINISTRATIVE MEMO #13-01

TO: CPMT CHAIRS
CSA COORDINATORS
FISCAL AGENTS

FROM: SUSAN CUMBIA CLARE

DATE: JANUARY 16, 2013

SUBJECT: DATA SYSTEMS MIGRATION

As you are keenly aware, the CSA website and reporting applications have been experiencing significant connectivity and processing issues since July 2012. These issues have been caused by incompatibility between the CSA web applications, the databases, and the configuration on the interim web server to which the applications were migrated in July.

Since July OCS has on-boarded a full-time IT Manager and two full-time IT contractors. These individuals have successfully converted all CSA databases from Access to SQLServer. We have obtained new servers and are now ready to migrate applications and databases to these servers. These changes will not only eliminate the “crashing” of the system, but will enhance speed and reporting capabilities.

As this migration will improve Data Set Reporting, the deadline for submission of the 2nd Quarter Data Set is extended until February 15, 2013 to enable submissions utilizing the new application. All current reporting systems (including Data Set, Pool Reimbursement, Service Fee Directory, CSA Rosters, and FY12 Critical Service Gaps Survey) will be closed at 5:00 pm on Thursday, January 24, 2013. Barring unforeseen circumstances, the reporting systems will be available at 8:00 am on Monday, January 28, 2013. No data submissions will be possible during this period (i.e., 5:00 pm Thursday, January 24 through 8:00 am Monday, January 28).

We thank you for your patience over the past 6 ½ months and look forward to providing you with more efficient and effective applications.