

For: State and County Offices

Service Center Information Management System (SCIMS) Deployment Software

Approved by: Acting Deputy Administrator, Farm Programs



1 SCIMS Deployment in County Offices

A

Background

Name and address records from all County Offices will be migrated to the SCIMS database during initial deployment. After deployment, all customer core data must be accessed through SCIMS.

1-CM (Rev. 3), Exhibit 12 provides the conversion process for name and address records during the migration from the AS/400 to SCIMS.

B

Purpose

This notice provides dates for release of SCIMS deployment software.

C

Software Release

County Release No. 478-S contains the software for SCIMS deployment. The software will be overnight mailed from Kansas City on or about February 6, 2002. County Offices shall install the software immediately upon receipt, ensuring that each step in the release is carefully followed.

All County Offices must successfully install the software release for name and address records to be transmitted and processed. If the County Office experiences problems installing the release, immediately contact the State IT staff for assistance.

Note: Notice CM-423 provided steps County Offices must perform before installing County Release No. 478-S. County Offices must follow Notice CM-423 carefully ensuring that all steps in the notice are performed before installing County Release No. 478-S.

Continued on the next page

Disposal Date May 1, 2002	Distribution State Offices; State Offices relay to County Offices
---	---

Notice CM-424

1 SCIMS Deployment in County Offices (Continued)

D

Name and Address Changes During the Migration Process

County Offices are reminded that during the migration process, changes to customer core data must be kept manually. Once installed, the software will prevent any changes to customer core data in the AS/400. Changes to a customer's supplemental data in the AS/400 is permissible during the migration process. County Offices may use the name and address file for all applications and programs during the migration process.

The SCIMS website will not be accessible by the County Office until their name and address migration process has been completed. It is anticipated that the migration process could take up to a week to complete. County Offices will be notified by an Information Bulletin when:

- their name and address records have been processed
 - access to SCIMS has been made available to them.
-

E

County Office Action

County Offices shall:

- follow all steps in Notice CM-423
 - ensure that County Release No. 478-S is installed immediately upon receipt
 - review 1-CM (Rev. 3), Exhibit 12 to understand the migration process
 - manually accept changes to customers' core data during the migration process
 - monitor Information Bulletins concerning SCIMS access
 - not attempt to resolve potential duplicates until a forthcoming notice about "resolving potential duplicates" has been **received and thoroughly reviewed**.
-