

- **Phone System Upgrade**

- The new phone system sandbox test environment is being configured
  - i. The system will be configured and tested prior to cutover with temporary phone numbers to fully vet out any issues
  - ii. Once all settings are correct, cutover will take place and the correct numbers will replace the temporary ones for configuration
  - iii. Staff will be trained prior to the go-live

- **Online and Digital Forms**

- The Departments have collaborated and configured many forms into digital formats allowing for electronic submission
  - i. This was an Agency wide effort and many staff members were involved and worked diligently to accomplish this task
  - ii. Next steps will be to continue streamlining delivery of and submission configurations for online forms

- **Agency Laptops and Scanners**

- Multiple laptops and scanners have been configured and deployed to staff across several departments.
  - i. Laptops will continue to be configured for staff who are in need of upgrades, all staff will be transitioned to laptops before the opening date of The 1612 location.

- **The 1612 Camera Security and Internet Services**

- Internet for the site was ordered during the month of September and a project plan for the site network is underway.
- Temporary internet connections have been configured to allow for security cameras to be operational during the rehab process.