

Technology Plan: 2016

Refer to Policy A 9: The Association has a responsibility to ensure its technology and office equipment are appropriate to meet current and future needs.

CLSMA's Technology Plan will be reviewed and updated annually by the Executive Director with input from IT support and others as required.

Inventory of Devices

Computers – see separate table

iPads – three iPads (stored with sign out book in support service office)

Cell Phones – 4 iPhones (CRC, On-call, TH team, RL team)

Contractor Relations

Jay DeZwart has been retained to provide ongoing technical support for the technology infrastructure which includes but not limited to system administration, monitoring workstations, annual maintenance and responding to malfunctions.

Execulink provides internet access, web-hosting and email service.

Stief Group provides support for Finance software – Adagio, Paydirt.

ShareVision provides support for our web-based database.

QT Web Designs provides development and support for CLSMA website.

Security Administration

All laptop computers, iPads and cell phones have protective cases to reduce the risk of damage while being transported and used. Employees and others using devices are given information on the use of devices including health and safety, proper operating procedures and standards, as appropriate.

Refer to Policy HR 31: The Association requires that all staff and volunteers take the proper steps to ensure all technological devices, electronic communications and accessed information are used in a professional, ethical and lawful manner.

System Maintenance

CLSMA office has a peer-to-peer server in a locked cabinet in a separate and locked room. The server is a dedicated computer with an external battery back-up. External hard drives are used to perform weekly system back ups that are stored off site at a secure location in the home business of our IT support.

All files are saved on the server or ShareVision.

All Finance files created by Central Admin are saved on the server. In addition, all Central Admin computers have external back-up battery attached.

At least once a year, Jay DeZwart completes a full review, assessment and cleaning of each computer. Jay provides a report and will include any recommendations for upgrades or changes to software including virus protection.

Assistive Technology

We believe that technology can help us to further our vision and mission. Using the most user-friendly and accessible software and hardware is our aim. The iPads are borrowed by people using service, employees and some families. Each iPad has a user guide and some basic training has been developed and made available to borrowers. iPads are stored in support service office and a sign out book is used.

Valid Licenses

Most software is purchased through TechSoup by the Executive Director. Jay DeZwart installs new software as required. Jay and the ED document valid licenses. The exception is our accounting, payroll and banking software which is installed by the most appropriate company.

Disaster Recovery

We believe the above measures will allow us to carry on business in the event of a disaster.

Additional note: CLSMA supports two people who have video and audio monitoring systems in place at their homes. CLSMA hires the original suppliers (Bulldog Security and Alarm Shield) to maintain these systems.

Community Living St Marys & Area - Computer Inventory - February 22, 2014

User	D/L	Brand / Model	Processor	Speed	Memory
Server (CL-Server)	D	HP Compaq Elite 8300 U/S	Intel i5 3470S	3.6 GHz	4 GB
Nancy	D	HP Compaq Elite 8300 U/S	Intel i5 3470S	3.6 GHz	4 GB
Vickie	D	HP Compaq Elite 8300 U/S	Intel i5 3470S	3.6 GHz	4 GB
Candace (AdminAssist)	D	HP Compaq Elite 8300 U/S	Intel i5 3470S	3.6 GHz	4 GB
Marg	D	HP Compaq DC5850	AMD Athlon Dual Core 5400B	2.8 GHz	2 GB
Don	D	HP Compaq DC5850	AMD Athlon Dual Core 5400B	2.8 GHz	2 GB
Kim	D	HP Compaq DC5850	AMD Athlon Dual Core 5400B	2.8 GHz	2 GB
Brenda	D	HP Compaq DC5850	AMD Athlon Dual Core 5400B	2.8 GHz	2 GB
Jenn / Connie	D	HP Compaq DC5850	AMD Athlon Dual Core 5400B	2.8 GHz	2 GB
Laura	D	HP Compaq DC5850	AMD Athlon Dual Core 5400B	2.8 GHz	2 GB
Tracy	L	HP EliteBook 8540P	Intel i5 520M	2.9 GHz	4 GB
Linda	L	Lenovo IdeaPad Z580	Intel i7 3520M	3.6 GHz	4 GB
Student	L	Asus A3E	Pentium M740	1.7 GHz	1 GB
Jennifer	D	HP Compaq DC5850	AMD Athlon Dual Core 5400B	2.8 GHz	2 GB
Stephanie	D	HP Compaq DC5850	AMD Athlon Dual Core 5400B	2.8 GHz	2 GB
Mirjam	D	HP Compaq DC5850	AMD Athlon Dual Core 5400B	2.8 GHz	2 GB
Guest PC (Backroom)	D	HP RP 5700	Pentium Dual Core E2160	1.8 GHz	2 GB
Lenovo Laptop (Marg's Office)	L	Lenovo Thinkpad SL510	Intel Core2Duo T6570	2.1 GHz	2 GB
Toshiba Grey Laptop (Marg's Office)	L	Toshiba Satellite L300D	AMD Athlon X2 QL62	2.0 GHz	2 GB
Toshiba Blue Laptop (Backroom)	L	Toshiba Satellite M70	Intel Celeron M390	1.7 GHz	2 GB