State of California
Public Information Officers' Meeting

September 1, 1999

The information provided in this document is a Year 2000 Readiness Disclosure pursuant to the Year 2000 Information and Readiness Disclosure Act (Public Law 105-271).

Agenda

- **State Y2K status**

- **Communication and outreach activities**

- **Office of Emergency Services - emergency public information**

- **Key dates and next steps for PIOs**

- **Outreach efforts of the Department of Water Resources**

- **Questions**

Overall Status of Mission Critical Systems

Overall Preparedness of California's Mission Critical Systems		
As of August 30, 1999		
Mission critical systems are automated systems whose unavailability or failure, partial or complete, would significantly impact or impair the successful delivery of a vital government service or mission		
Remediation Phase	*420 mission critical systems* (IT applications only)	*all 717 mission critical systems* (IT applications, embedded systems, external interfaces, desktops)
Assessment	100%	100%
Modification	98%	97%
Testing	99%	98%
Implementation	98%	98%
Complete	95%	92%

Note: All mission critical systems are expected to be remediated and back in production by January 1, 2000.

Status of Business Continuity Plans

Status of Entities' Business Continuity Plans

Business continuity plans focus on business processes
(e.g., processing benefit checks, issuing driver's licenses).

These plans address how an entity will deliver its core services to Californians
in the event of a Y2K disruption.

Business continuity plans are required for all 116 State entities.

Status of Business Continuity Plans as of 8/30/99	*Percent of 41 Entities with Mission Critical Processes*	*Percent of All 116 Entities*
Plan Development Scheduled to be Complete by 9/1/99	39/41 (95%)	71/116 (61%)
Plans Scheduled to be Ready for Implementation by 10/15/99	40/41 (98%)	74/116 (64%)

Communications and Outreach Accomplishments

- Communicated intent and expectations of executive order
- Developed Y2K website
- Coordinated weekly CIO meetings
- Hosted or participated in more than a dozen conferences, presentations, briefings aimed at the public
- Participated in a half dozen informational hearings
- Co-sponsored 12 industry roundtables
- Participated in legislative briefings
- Developed Y2K key messages
- Developed communications and outreach plan
- Met with editorial boards upon request
- Developed working relationship with media interested in Y2K
- Gathered information about state entity communication and outreach activities
- Coordinated monthly PIO meetings

Upcoming Communications and Outreach Activities

- Develop materials (e.g., FAQs, fact sheets, articles, brochures, toolkits, inserts for mailers, etc.) to support the communication and outreach efforts of:

  - **State entities**

  - **Local governments**

  - **Legislative district offices**

- Establish regional resource teams

- Sponsor/participate in ongoing conferences and briefings

- Initiate outreach activities to targeted populations

- Continue ongoing reporting activities

- Enhance web site to facilitate outreach efforts

Key Dates to Remember

	1999					2000		
	Aug	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**March**
COMMUNICATIONS	8/18 Ca. State Auditor Progress Report	9/16 Legislative Hearing	10/15 Quarterly Report Due		12/1 DOIT Annual Report	1/15 Quarterly Report Due	2/18 Ca. State Auditor Progress Report	
EMC CONTROL CENTER				11/15 EMC Control Center Ready	12/28 Follow the Sun Strategy			3/31 EMC Center Shut-down
TESTING		9/9 Computer Default Date		11/30 Interface Testing Complete / 11/1 Clean Management Environment	12/31 Event Weekend		2/29 Leap Year Day	
CPB		9/1 CPBs Complete	10/15 CPB Tested & Ready					
CAP	8/1 CAPS complete	9/1 CAP Actions Complete / 9/30 Remaining MC Complete IV&V						
PMO TRANSITION					12/1 Documentation Due Diligence Complete			

Next Steps for PIOs

✓ Ensure you are well versed on your entity's Y2K progress and status

- **Detailed departmental assessments (DDA)**
- **Corrective action plans (CAP)**
- **Continuity plans for business (CPB)**
- **Any potential Y2K impacts on services**

✓ Submit your entity's communications plan to DOIT (if not already submitted)

✓ Coordinate "roundtable" dialogues to discuss service specific issues

✓ Develop Y2K specific materials and continue or initiate activities to reach key stakeholders such as the public, departmental staff, etc.

✓ Incorporate the state's overall key messages and materials into your entity's communication efforts

✓ Anticipate increased Y2K contact from stakeholders as we approach key milestones

✓ Identify your staff's availability for the weeks preceding and following Y2K