

DHRIS
STANDARD & PROCEDURES
CIS 2016 Production Operations Schedule

DHR/CARES 9400,26 Closing Date (Friday)	Mass Case Reassignment (Friday)	Production Freeze (Friday)	Prod Migration (Friday)	Month End	Training Migration (Friday)	Month Begin	MR Indicator Date	Holiday	Mass MOD	Notes
Jan 15, 2016	Jan 22, 2016	Jan 15, 2016	Jan 22, 2016	Jan 29, 2016 Friday	Jan 29, 2016	Jan 30, 2016 Saturday	01/22/16	01/01/16 01/18/16		01/17/16 - Archiving CARES and CSES data Month End / Month Begin Runs back-to-back
Feb 19, 2016	Feb 19, 2016	Feb 12, 2016	Feb 19, 2016	Feb 29, 2016 Monday	Feb 26, 2016	Mar 1, 2016 Tuesday	02/23/16	02/15/16		02/21/16 - Archiving CARES and CSES data Month End / Month Begin Runs back-to-back
Mar 18, 2016	Mar 25, 2016	Mar 18, 2016	Mar 25, 2016	Mar 31, 2016 Thursday	Apr 1, 2016	April 1, 2016 Friday	03/24/16			03/20/16 - Archiving CARES and CSES data
Apr 15, 2016	Apr 22, 2016	Apr 15, 2016	Apr 22, 2016	Apr 29, 2016 Friday	Apr 29, 2016	April 30, 2016 Saturday	04/22/16			04/17/16 - Archiving CARES and CSES data
May 20, 2016	May 20, 2016	May 13, 2016	May 20, 2016	May 31, 2016 Tuesday	May 27, 2016	June 1, 2016 Wednesday	05/24/16	05/30/16		05/15/16 - Archiving CARES and CSES data
June 17, 2016	June 24, 2016	June 17, 2016	June 24, 2016	June 30, 2016 Thursday	July 1, 2016	July 1, 2016 Friday	06/23/16		06/04/16	06/19/16 - Archiving CARES and CSES data
July 15, 2016	July 22, 2016	July 15, 2016	July 22, 2016	July 29, 2016 Friday	July 29, 2016	July 30, 2016 Saturday	07/22/16	07/04/16		07/17/16 - Archiving CARES and CSES data Month End / Month Begin Runs back-to-back
Aug 19, 2016	Aug 19, 2016	Aug 12, 2016	Aug 19, 2016	Aug 31, 2016 Wednesday	Aug 26, 2016	Sept 1, 2016 Thursday	08/24/16			08/21/16 - Archiving CARES and CSES data
Sept 16, 2016	Sept 23, 2016	Sept 16, 2016	Sept 23, 2016	Sept 30, 2016 Friday	Sept 30, 2016	Oct 1, 2016 Saturday	09/23/16	09/05/16	09/03/16	09/18/16 - Archiving CARES and CSES data
Oct 21, 2016	Oct 21, 2016	Oct 14, 2016	Oct 21, 2016	Oct 31, 2016 Monday	Oct 28, 2016	Nov 1, 2016 Tuesday	10/25/16	10/10/16		10/16/16 - Archiving CARES and CSES data Month End / Month Begin Runs back-to-back
Nov 18, 2016	Nov 18, 2016	Nov 11, 2016	Nov 18, 2016	Nov 30, 2016 Wednesday	Nov 25, 2016	Dec 1, 2016 Thursday	11/22/16	11/08/16 11/11/16 11/24/16 11/25/16		11/20/16 - Archiving CARES and CSES data 11/23/16 - Batch run will roll to Friday 11/25/16 11/25/16 - Will have a System Date of 11/25/16 11/25/16 - Batch WILL run for this day
Dec 16, 2016	Dec 23, 2016	Dec 16, 2016	Dec 23, 2016	Dec 30, 2016 Friday	Dec 30, 2016	Dec 31, 2016 Saturday	12/22/16	12/26/16	12/03/16	12/18/16 - Archiving CARES and CSES data Month End / Month Begin Runs back-to-back

Month End and Month Begin processing begins at 7:00 p.m. on the dates indicated above. The CIS on-line system is normally unavailable until 3 p.m. the day following Month End and unavailable until noon on the day following Month Begin. Please refer to the Help Desk status screen for any monthly variations in this schedule. Normal CIS on-line hours are 7:00 am - 8 pm (W-Thurs), 7:00 am - 7 pm (Fridays) and 9 am - 5 pm (Sat / Holidays). Typically batch does NOT run on holidays, except on the day after Thanksgiving.

HOLIDAYS: The '*' behind a date in the HOLIDAY column indicates that this day is a State Administrative / Service Reduction Day. Typically batch does run on Administrative/Service Reduction days.

NOTE: IPL's are 'tentatively' scheduled for the 2nd Sunday of each month and can change depending upon system requirements, i.e. Mass MOD's, time change, etc. Please refer to the Monthly CIS and EHM Region Availability calendars.

NOTE: Archiving is 'tentatively' scheduled for the 3rd Sunday of each month and can change depending upon batch and/or online scheduling requirements.

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 HOLIDAY MONTH BEGIN	2
3	4	5	6	7	8	9
10	11	12	13	14	15 PRODUCTION FREEZE DHR/CARES CLOSING DATE	16
17 Archiving of CSES and CARES Data	18	19	20	21	22 PRODUCTION MIGRATION MR INDICATOR	23 MASS DO
24	25	26	27	28	29 MONTH END TRAINING MIGRATION	30 MONTH BEGIN
31						2016

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 PRODUCTION FRIEST	13
14	15	16	17	18	19 PRODUCTION MIGRATION DHR/CARES CLOSING DATE	20 MASS DO
21 Arriving of CSES and CARES Data	22	23 MR INDICATOR	24	25	26 TRAINING MIGRATION	27
28	29 MONTH END					

2016

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 MONTH BEGIN	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 PRODUCTION FREEZE DHR/CARES CLOSING DATE	19
20 Archiving of CSES and CARES Data	21	22	23	24 MR INDICATOR	25 PRODUCTION MIGRATION	26 MASS DO
27	28	29	30	31 MONTH END		

2016

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 MONTH BEGIN TRAINING MIGRATION	2
3	4	5	6	7	8	9
10	11	12	13	14	15 PRODUCTION FREEZE DHR/CARES CLOSING DATE	16
17 Archiving of CSES and CARES Data	18	19	20	21	22 PRODUCTION MIGRATION MR INDICATOR	23 MASS DO
24	25	26	27	28	29 MONTH END TRAINING MIGRATION	30 MONTH BEGIN

2016

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 PRODUCTION FREEZE	14
15 Archiving of CSES and CARES Data	16	17	18	19	20 PRODUCTION MIGRATION DHR/CARES CLOSING DATE	21 MASS DO
22	23	24 MR INDICATOR	25	26	27 TRAINING MIGRATION	28
29	30	31 MONTH END				

2016

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 MONTH BEGIN	2	3	4 MASS MOD
5	6	7	8	9	10	11
12	13	14	15	16	17 PRODUCTION FREEZE DHR/CARES CLOSING DATE	18
19 Archiving of CSES and CARES Data	20	21	22	23 MR INDICATOR	24 PRODUCTION MIGRATION	25 MASS DO
26	27	28	29	30 MONTH END		

2016

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 MONTH BEGIN TRAINING MIGRATION	2
3	4	5	6	7	8	9
10	11	12	13	14	15 PRODUCTION FREEZE DHR/CARES CLOSING DATE	16
17 Archiving of CSES and CARES Data	18	19	20	21	22 PRODUCTION MIGRATION MR INDICATOR	23 MASS DO
24	25	26	27	28	29 MONTH END TRAINING MIGRATION	30 MONTH BEGIN
31						2016

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 PRODUCTION FREEZE	13
14	15	16	17	18	19 PRODUCTION MIGRATION DHR/CARES CLOSING DATE	20 MASS DO
21 Archiving of CSES and CARES Data	22	23	24 MR INDICATOR	25	26 TRAINING MIGRATION	27
28	29	30	31 MONTH END			

2016

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 MONTH BEGINS	2	3 Mass MOB
4	5	6	7	8	9	10
11	12	13	14	15	16 PRODUCTION FREEZE DHR/CARES CLOSING DATE	17
18 Archiving of CSES and CARES Data	19	20	21	22	23 PRODUCTION MIGRATION MR INDICATOR	24 Mass DO
25	26	27	28	29	30 MONTH END TRAINING MIGRATION	2016

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 MONTH BEGIN
2	3	4	5	6	7	8
9	10	11	12	13	14 PRODUCTION FREEZE	15
16 Archiving of CSES and CARES Data	17	18	19	20	21 PRODUCTION MIGRATION DHR/CARES CLOSING DATE	22 MASS DO
23	24	25 MR INDICATOR	26	27	28 TRAINING MIGRATION	29
30	31 MONTH END					

2016

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 MONTH BEGIN	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 PRODUCTION MIGRATION DHR/CARES CLOSING DATE	19 MASS DO
20 Archiving of CSFS and CARES Data	21	22 MIR INDICATOR	23	24	25	26
27	28	29	30 MONTH END			

2016

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 MONTH BEGIN	2	3 MASS MOD
4	5	6	7	8	9	10
11	12	13	14	15	16 PRODUCTION FREEZE DHR/CARES CLOSING DATE	17
18 Archiving of CSES and CARES Data	19	20	21	22 MR INDICATOR	23 PRODUCTION MIGRATION	24 MASS DO
25	26	27	28	29	30 MONTH END TRAINING MIGRATION	31 MONTH BEGIN

2016