# COMMONWEALTH OF PENNSYLVANIA

# HEALTH & HUMAN SERVICES DELIVERY CENTER

# INFORMATION TECHNOLOGY PROCEDURE

|  |  |
| --- | --- |
| Name Of Procedure: | Number: |
| Installing a Network Switch | **PRO-ENSS007** |
| Domain: | Category: |
| Network | Switches |
| Date Issued: | Issued By: |
| **05/09/2001** | **Dean Schutte, TSO Compute Service Delivery Chief, Health & Human Services Delivery Center** |
| Date Revised: |
| **07/28/2020** |

# Abstract:

The Health and Human Services Delivery Center (HHS DC) supports the Departments of Health (DOH), Human Services (DHS), Aging (PDA), Drug and Alcohol Programs (DDAP) and Military and Veterans Affairs (DMVA).

A switch is a network device that selects a path or circuit for sending a unit of data to its next destination. A switch may also include the function of the router, a device, or program that can determine the route and specifically the adjacent network point to which the data should be sent. In general, a switch is a simpler and faster mechanism than a router. Routers require knowledge about the network and a way to determine the route.

**General:**

See *HHS DC Network Switch Recommendation* in the *HHS DC Business and Technical Standards Document.*

The purpose of this document is to gather information regarding network switches on the Health & Human Services Delivery Center (HHS DC) network. The supported switch manufacturer is Cisco.

**Procedure:**

**The following information must be submitted to the HHS DC network manager prior to having a network switch installed:**

1. Location details, name of facility or office:
2. Address of location:
3. Main phone number:
4. Contact person(s) name, title:
5. Contact person(s) phone number:
6. Contact person(s) email:
7. Brief description of the location and it’s purpose and place in organization:
8. List of switches by model, serial#, IP address assign, room and building location this can be attached as an additional sheet if need:
9. Vendor name and contact person, phone information:
10. Brief summary of warranted items or reference to a specific SLA (service level agreement):
11. Equipment listed in inventory and associated details:

Location:

Address:

City:

State:

Zip:

Primary or After-Hours Phone Number:

Contact Person:

Title:

Contact Phone Number:

Ext:

Contact Person’s Email Address:

Summary description of Location (hospital, CYO, IMO, Office Building):

List of Switches: (attach an additional sheet if needed)

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| --- | --- | --- | --- |
| **Model** | **Serial #** | **IP address** | **Room #/Building** |
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Vendor Name and Contact:

Vendor Contact Phone Number:

**Refresh Schedule:**

All procedures and referenced documentation identified in this document will be subject to review and possible revision annually or upon request by the HHS Delivery Center Domain Leads.

**Procedure Revision Log:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Change Date** | **Version** | **Change Description** | **Author and Organization** |
| 05/09/2001 | 1.0 | Initial Creation | DPW |
| 08/15/2002 | 1.1 | Edited for style | Beverly Shultz |
| 08/02/2004 | 1.1 | Reviewed content | Tom Zarb |
| 07/13/2005 | 1,2 | Content change | Tom Zarb |
| 11/07/2006 | 1.2 | Reviewed content | Tom Zarb |
| 01/25/2008 | 1.3 | Reviewed content & edited style | Doug Rutter |
| 06/25/2010 | 1.3 | Reviewed | Doug Rutter |
| 02/18/2011 | 1.3 | Reviewed content – No changes | Doug Rutter |
| 11/12/2013 | 1.3 | Reviewed content – No changes | Matthew Messinger |
| 3/24/15 | 1.4 | Changed DPW references to DHS | Bob Gordon, BIS-DTE |
| 03/08/2016 | 1.5 | Updated switch vendor to only Cisco | Bob Gordon, BIS-DTE |
| 04/15/2020 | 1.6 | Organization Name Change | HHS TSO |
| 07/20/2020 | 1.6 | Reviewed content | Bob Gordon, HHS Network |
| 07/28/2020 | 1.6 | Signature removed | M Koerber, HHS TSO |