



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

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EXECUTIVE DIRECTOR

TO: MMRS Contacts – All Applications

FROM: Cille Litchfield, DFA Deputy Executive Director

DATE: March 19, 2012

SUBJECT: MMRS Plan for Information Releases During Crisis Situations

The Mississippi Management and Reporting System (MMRS), an operating unit of the Department of Finance and Administration (DFA), is updating our Business Continuity Plan (BCP). With this update, we are issuing this reminder regarding communication to users of the systems within MMRS' purview. This document details how information regarding the operational administrative systems within MMRS' purview will be released to your agency. This memorandum is specific to MMRS operations though MMRS will serve, at times, as the information delivery vehicle for other DFA offices, when appropriate, and in every situation will collaborate with all DFA emergency operations as well as those of ITS and their Data Center and with the State Personnel Board.

DFA is classified as a critical agency and remains operative in disaster situations if at all possible. Every attempt is made to meet published payroll, accounts payable, revenue collection, emergency purchasing, and other system processing cycles. There may be times, however, when it is necessary to bring systems down in order to protect State data. MMRS will implement our plans for business continuity and disaster recovery during those times and will gear those plans to the specific crisis.

Any time MMRS moves from our standard operations schedule, agencies will be informed. Generally, the communication methods outlined below have been used and are considered our standard methods.

MASH (MMRS Application Support Helpline) Emails

MMRS maintains numerous agency email groups. Notices of events impacting system usage and access or operating schedules are sent to these groups as needed and on a basis appropriate to the crisis. Generally, MMRS collaborates with DFA's Office of Fiscal Management (OFM) and other entities to relay information about payrolls and warrants, and changes in the regular pickup procedures. When possible, MASH update emails will be sent at least once daily. MMRS will continue to work with DFA offices and related agencies to provide relevant information regarding business operations during crisis events.

Web Postings

All information sent to agencies via email is posted on the MMRS website at www.mmrs.state.ms.us. Please note that the MMRS website will migrate to www.mmrs.ms.gov at some point later in 2012.

Every attempt is made to also post critical announcements to the State's official website at www.ms.gov. In the event of a statewide disaster or a disaster which puts Regions Plaza, the Capitol Complex and/or the State Data Center out of operation, information will be posted at a central location on the Mississippi Emergency Management website at www.msema.org.

SAAS and SPAHRS Banner Screens

Short messages are displayed on the SAAS and SPAHRS banner screens as long as these systems are available. If the total message is too long for the banner screen, users are provided with instructions to view the message on the web.

MMRS Call Center

The MMRS Call Center at 601-359-1343, has an emergency option allowing MMRS to provide information to callers or to collect information from callers via voicemail. Messages are retrieved regularly and are responded to as soon as possible.

DFA Emergency Call Line

DFA maintains an emergency call line at 601-359-3296 or 877-332-0789 that offers callers various options for contacting different offices within DFA. A recorded message will provide you information on whether or not specific DFA offices will be operational and will include any specific information we think you will want to know, such as whether SAAS warrants and reports will be available for distribution, and when you can expect them to be ready for pick up. You may leave a message on this line for specific DFA Offices. Voicemail messages left on this line are checked by DFA staff periodically during declared emergencies.

Please retain a copy of this memorandum with the BCP documents for your agency.