


OCFS Data Warehouse News and Notes

April 2009

Most staff: <http://cognos.dfa.state.nyenet/cognos8>
or <http://10.64.152.9/cognos8>

SSL VPN: <https://rc1.oft.state.ny.us/ocfs>



Always check the banner at the top of the OCFS Data Warehouse tab for important alerts and messages.

Casework Contact Report Changes

The Casework Contact reports run at least 10 times faster than before. Thanks to the OCFS IT Reporting Solutions staff for the months of hard work they devoted to this! The reports are located in the "Casework Contact Reports" folder of the OCFS Data Warehouse tab.

New Unit Specialization Prompts

New report prompts for Unit Specialization and Office Name are being added to the Tracked Child Contacts by Worker/Case/Child Name and Biological Parent Contacts by Worker/Case/Parent Name reports. Unit Specialization is the type of work that a Unit performs. It is probably most useful to larger Districts, like ACS, and is entered in CONNECTIONS by your Security Coordinator. These new prompts will be rolled-out shortly. Here's a preview:

Prompt Page 1 – Decide whether you want to show or bypass the new prompts.

This report contains prompts that allows you to select one or more Offices and Unit Specializations. You can choose to display the Office and Unit Specialization prompts as you run this report, or you can choose to bypass them if they are not useful to your agency. Please make your selection:

* Show the Office and Unit Specialization prompts
 Do not show the Office and Unit Specialization prompts

Prompt Page 2 – The Office Name prompt only appears if you chose to show it.

Please Select LDSS/Agency Name :

- * A66 - New York City Dss
- A29 - Niagara County Dept Social Svs
- A30 - Oneida County Dss
- A31 - Onondaga County Dss
- A32 - Ontario County Dss
- A33 - Orange County Dss
- A34 - Orleans County Dss
- A35 - Oswego County Dss
- A36 - Otsego County Dss
- A37 - Putnam County Dss
- A38 - Rensselaer County Dss

Click to Get Office Name -->>

Please always click this button to populate the correct Office Name for the selected LDSS/Agency Name.

Please Select Office Name : (Leave blank to select all Offices)

- CBD - Office Of Case Management Fc
- CCD - Acs Child Support/head Start
- CWP - Child Welfare Programs
- CZP - Ocacm Manhattan
- CZP - Preventive Case Management
- DFC - Special Projects-Cnrx
- DLS - Division Of Legal Services
- DPP - Div. Of Policy And Planning
- ECS - Acs Emergency Children's Servi
- FAX - Subsidized Adoption
- FCL - Family Court Legal Services

Select all Deselect all

Please Select the Report Period :

- * 2009 MARCH
- 2009 FEBRUARY
- 2009 JANUARY
- 2008 DECEMBER

Prompt Page 3 – The Unit Specialization prompt only appears if you chose to show it.

Please Select Unit Specialization :
(Leave blank to select all Unit Specializations)

- Administration (ADT)
- Foster Care (FOC)
- Helpline (HEL)
- Intake (ITK)
- Management Services (MGT)
- Operations Support (OPS)
- Preventative (PRE)
- Program Management (PGM)

Click to Get Unit Number -->>

Please always click this button to populate the correct Unit Number for the selected Unit Specialization.

Please Select Site Code/Unit Number :
(Leave blank to select all Units)

- CWP - CS2
- CWP - CS3
- CWP - CS4
- CWP - CS5
- CWP - DFY

Select all Deselect all

Please Select Stage Type :

- * CCR
- CWS

Please Select Contact Method : (Optional)

- Email
- Face to Face
- Fax
- Mail
- Other

SSL VPN Reminder

The link to Cognos 8 is not part of the initial SSL VPN request to OCFS. Therefore, SSL VPN agencies must submit form OCFS-4827 to the [Data Warehouse team](#) in order to get the Cognos 8 link on a user's portal page. In addition to the SSL VPN request form, agencies must also submit the regular Cognos 8 Access Request Form for new users. Without the Access Request Form, the user will not be able to access the Data Warehouse reports, even if they have the link to Cognos 8. See Resource Links below.

PowerPlay Update

We are almost finished rebuilding the Citrix PowerPlay cubes and predefined PowerPlay reports in Cognos 8. We are using Report Studio for this task because it has special features for hierarchical data sources that are most similar to the old PowerPlay application. Once we are done with the cubes and predefined reports, we will tackle the list of user-created PowerPlay reports that you sent us to rebuild last year.

Citrix Error

If you get an error when you try accessing the old OCFS Data Warehouse Citrix environment, try logging into and out of CONNECTIONS first. Once you are logged out of CONNECTIONS, you should be able to access the Data Warehouse on Citrix.

New Contact Report

A **Foster Care Children with No Successful Contacts** report is currently in development. The report will provide a list of foster care children that have no face-to-face contacts entered in CONNECTIONS for a selected month.

Password Protecting Files

It is imperative that you password protect all data that you send via email when it contains identifying information, such as names, dates of birth, and addresses. This is not just a Data Warehouse policy – it is a statewide OCFS policy. We've put together a step-by-step guide to walk you through how to password protect Excel and PDF files. See Resource Links below.

Important: The Cognos scheduler does not password protect files. If you are using the Cognos scheduler, you should always email a link to the report output, rather than emailing the unprotected Excel or PDF file.

The OCFS "Guidelines for Using Electronic Communication for Sharing Case Specific Information" is located on the Intranet at <http://ocfs.state.nyenet/connect/security>.

Contact Us

Send all correspondence to data.warehouse@ocfs.state.ny.us.

Resource Links

Cognos 8 Access Request Form	http://ocfs.state.nyenet/connect/datawarehouse/dwaccess.asp
Form OCFS-4827 for SSL VPN Users	http://ocfs.state.nyenet/connect/datawarehouse/dwaccess.asp
Quick Reference Guide	http://ocfs.state.nyenet/connect/datawarehouse/dwstep.asp
Predefined Reports List	http://ocfs.state.nyenet/connect/datawarehouse/dwreports.asp
Online Basic Training	http://ocfs.state.nyenet/connect/datawarehouse/dwtrain.asp
Internet Explorer 7 Troubleshooting	http://ocfs.state.nyenet/connect/datawarehouse/dwstep.asp
Password Protect Files	http://ocfs.state.nyenet/connect/datawarehouse/dwstep.asp