

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

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

Users should only access the OCFS Data Warehouse during regular business hours. Reports should not be scheduled to run after hours or during the weekend.

Online Training for Cognos 8

An online training is available for Cognos 8 users. The "OCFS Data Warehouse Basic Training for Cognos 8" is a computer-based training (CBT) accessible via the Intranet. It provides an interactive simulation of the Cognos 8 environment and takes approximately 15 minutes to complete. Access the online training at <http://ocfs.state.nyenet/connect/datawarehouse/dwtrain.asp>.



Time is Winding Down for the Old Environments

Watch for Updates

Make sure to check the CONNECTIONS Weekly and newsletter mailings for the latest information on the closing of the older ReportNet and PowerPlay/Impromptu environments. Although no closing dates have been decided upon yet, these are the methods we will employ to update users.

ReportNet Is Closing

All of the predefined reports and data from the ReportNet environment have been rebuilt in Cognos 8. The only users who should be accessing ReportNet are those with user-created reports in the My Folders or Technical Assistance areas. Users with reports in My Folders will be contacted shortly about what needs to be done to prepare for rebuilding those reports in Cognos 8. Those with a Report Studio license can begin rebuilding their reports now.

PowerPlay/Impromptu is Limited

Most of the predefined reports and data from the PowerPlay/Impromptu environment have been rebuilt in Cognos 8. The only users who should be accessing PowerPlay/Impromptu are those who need to:

- use the handful of predefined reports that are not in Cognos 8 yet (including the DCCS daycare provider reports)
- access the PowerPlay cubes
- run T: drive reports

If you have reports saved to the T: drive, we will be contacting you in early 2008 about preparing to rebuild those reports in Cognos 8. To see which predefined reports are still only available in PowerPlay/Impromptu, view the "Predefined User Report List" at

<http://ocfs.state.nyenet/connect/datawarehouse/dwreports.asp>.

Report Studio Users

There is a "Report Studio Techniques" folder in User Tools with helpful hints that Report Studio users can utilize when creating reports. Recently, instructions were added to show how to add a page break to a report based on a particular data item (e.g., Worker Name) and how to use conditional formatting to highlight exceptional values (e.g., children age 18 or older).

Report Write-Ups Are Online

Construction on the OCFS Data Warehouse Reports page is complete. The updated page contains a list of predefined reports with links to their corresponding report write-ups. The write-ups provide users with more detailed information on the data contained in the predefined reports. The "DW Reports" page is located on the Intranet at <http://ocfs.state.nyenet/connect/datawarehouse/dwreports.asp>.



Case Manager Contact Reports

A new set of Casework Contact reports allows Local Districts to see Progress Notes contacts made by all staff working with their Case Managers, including contract agency staff.

Case Manager: Tracked Child Contacts
(By Case; By Child Name)

Provides a detailed list of "Contacts" and "Attempted Contacts" between child welfare staff and tracked children during a specified month.

Case Manager: Biological Parent Contacts
(By Case; By Parent)

Provides a detailed list of "Contacts" and "Attempted Contacts" between child welfare staff and the biological parents of tracked children during a specified month.

Local District staff can follow these steps to run the new Case Manager contact reports:

1. Login to **Cognos 8**.
2. Click on the **OCFS Data Warehouse** tab, if it is not already open. [If you do not see the OCFS Data Warehouse tab, use the instructions on the Quick Reference Guide at <http://ocfs.state.nyenet/connect/datawarehouse/dwstep.asp> to add it.]
3. Click on **Casework Contact Reports**.
4. Click on **Local Districts and Regional Offices**.
5. Click on the link for the Case Manager report of your choice.
6. Complete the report prompts to run the report. Please be patient; these reports may take several minutes to run.

Setting Report Prompts

Set the prompt values for a predefined report, so you don't have to keep selecting the same values (e.g., Agency name, Unit) every time you run it. Here's how:

1. Prompt values can only be set for reports located in My Folders. If you don't have a copy of the report in My Folders, copy it there:
 - a. Click on the **OCFS Data Warehouse** tab, and navigate to the report.
 - b. Click on the **More...** hyperlink in the Actions column across from the report.
 - c. Click on **Copy...**
 - d. In the Name area, you can change the name of the report.
 - e. In the Location area, click on **Select My Folders**, if it is not already selected.
 - f. Click **OK**.
2. Click on the **My Folders** tab to locate the report for which you want to set prompt values.
3. Click once on the **Set Properties** icon  in the Actions column across from the report.
4. From the Set Properties page, click on the **Report** tab at the top of the screen.
5. Uncheck the **Prompt for values** box near the bottom of the screen.
6. Click on the **Set...** hyperlink just above the "Prompt for values" box that you unchecked.
7. Complete the prompts for the report. These are the prompts that will be used every time you run this report from the My Folders area.
8. When you have completed all the prompts, you will be returned to the Set Properties page.
9. Click **OK** on the Set Properties page to save the settings.
10. Run the report to verify the prompts are set and working as expected.

Contact Us

Send questions to the Data Warehouse Team at data.warehouse@ocfs.state.ny.us.