

OCFS Data Warehouse News and Notes

March 2008

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

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



The "Abuse and Neglect" folder has been renamed "Child Protective Services."

Requesting Access

There is a new form for requesting access to the OCFS Data Warehouse. The "Cognos 8 Access Request Form" can be found at <http://ocfs.state.nyenet/connect/datawarehouse/dwaccess.asp> or by emailing the OCFS Data Warehouse team. Send the completed form to the Data Warehouse team at data.warehouse@ocfs.state.ny.us. Make sure you cc your Director or Security Coordinator. *[Note for District/State staff: If a new user should have access to CPS data, please note that on the spreadsheet, and ask your Security Coordinator to give him/her "Access All" in CONNECTIONS.]*

Online Training

The "OCFS Data Warehouse Basic Training for Cognos 8" is an online computer-based training (CBT) accessible via the Intranet at <http://ocfs.state.nyenet/connect/datawarehouse/dwtrain.asp>. It takes approximately 15 minutes to complete. A non-interactive version is available for download, as well.

PowerPlay/Impromptu Users

During the next few weeks, we will be sending you some information via email. We will ask you to review your T: drive reports and identify which of them need to be rebuilt in Cognos 8. Stay tuned!

Casework Contact Reports Updated Twice a Month

A new data refresh procedure is in place for all Casework Contact reports. The reports are now updated twice a month – on the 15th of each month and on the last day of each month. Below are examples of how the new data refresh procedure works. The data refresh on the 15th of the month includes an update of the six most-recent

completed months; the data refresh on the last day of the month includes an update of the seven most-recent completed months. Months prior to that are not updated at all, since staff should be finished entering Progress Note contacts from more than six months ago. Areas shaded in gray are months that would no longer be updated.

Run a report on April 3rd...	
Select this month prompt:	The "Data As Of Date" will be:
JAN 2007	1/31/2008
FEB 2007	1/31/2008
MAR 2007	1/31/2008
APR 2007	1/31/2008
MAY 2007	1/31/2008
JUN 2007	1/31/2008
JUL 2007	1/31/2008
AUG 2007	2/29/2008
SEP 2007	3/31/2008
OCT 2007	3/31/2008
NOV 2007	3/31/2008
DEC 2007	3/31/2008
JAN 2008	3/31/2008
FEB 2008	3/31/2008
MAR 2008	3/31/2008

Run a report on April 18th...	
Select this month prompt:	The "Data As Of Date" will be:
JAN 2007	1/31/2008
FEB 2007	1/31/2008
MAR 2007	1/31/2008
APR 2007	1/31/2008
MAY 2007	1/31/2008
JUN 2007	1/31/2008
JUL 2007	1/31/2008
AUG 2007	2/29/2008
SEP 2007	3/31/2008
OCT 2007	4/15/2008
NOV 2007	4/15/2008
DEC 2007	4/15/2008
JAN 2008	4/15/2008
FEB 2008	4/15/2008
MAR 2008	4/15/2008

Run a report on May 7th...	
Select this month prompt:	The "Data As Of Date" will be:
JAN 2007	1/31/2008
FEB 2007	1/31/2008
MAR 2007	1/31/2008
APR 2007	1/31/2008
MAY 2007	1/31/2008
JUN 2007	1/31/2008
JUL 2007	1/31/2008
AUG 2007	2/29/2008
SEP 2007	3/31/2008
OCT 2007	4/30/2008
NOV 2007	4/30/2008
DEC 2007	4/30/2008
JAN 2008	4/30/2008
FEB 2008	4/30/2008
MAR 2008	4/30/2008
APR 2008	4/30/2008

New Casework Contact Summary Reports

There are new "Summary" reports in the Casework Contact Reports folder. There is a "Summary" report for tracked child contacts and a "Summary" report for biological parent contacts. Each contains two sections – one focusing on the overall number of individuals (either tracked children or biological parents) contacted and the other focusing on the overall number of contacts attempted or made:

- **Tracked Child / Biological Parent section (purple):** Provides the number and percentage of tracked children or biological parents that have successful face-to-face contacts recorded in CONNECTIONS during a specified month, as well as the number and percentage of children or parents that have no contacts or attempted contacts.
- **Contacts section (orange):** Provides the number of "Contacts" and "Attempted Contacts" with tracked children or biological parents recorded in CONNECTIONS during a specified month, and the number and percentage of those that are successful face-to-face contacts.

Case Manager: Tracked Child Contacts Summary										
Note: Includes contacts made by Case Managers and staff from any agency working with the Case Manager. Successful Face-to-Face contacts are Progress Note "Casework Contacts" in CONNECTIONS, where the child is marked as both the Participant and Focus.										
LDSS/Agency Name : A06 - Chautauqua County Dss					Report Period : JANUARY 2008					
Site Code/Unit Number : ALL					Report Date : Feb 4, 2008					
Stage Type : CCR, CWS					Data as of Date : Jan 31, 2008					
	Tracked Children						Contacts			
	Total	With 2 or More Successful Face-to-Face Contacts		With At Least One Successful Face-to-Face Contact		With No Successful or Attempted Contacts Recorded		Total Successful or Attempted	Total Successful Face-to-Face	
Total - Open Family Service Stages: 207	#	#	%	#	%	#	%	#	#	%
Tracked Children	380	59	15.5%	125	32.9%	89	23.4%	1,134	231	20.4%
Foster Care	146	31	21.2%	65	44.5%	30	20.5%	629	134	21.3%
Non-Foster Care	234	28	12.0%	60	25.6%	59	25.2%	505	97	19.2%
Foster Care PPG										
Return to Parent / Discharge Resource	94	20	21.3%	43	45.7%	9	9.6%	518	87	16.8%
Placement with a relative	2	0	0.0%	1	50.0%	0	0.0%	8	1	12.5%
Adoption	43	10	23.3%	18	41.9%	20	46.5%	87	40	46.0%
Another Planned Living Arrangement	5	1	20.0%	3	60.0%	0	0.0%	14	6	42.9%
Adult Residential Care	2	0	0.0%	0	0.0%	1	50.0%	2	0	0.0%
Other	0	0	0.0%	0	0.0%	0	0.0%	0	0	0.0%
Non-Foster Care PPG										
Referral for Legal Guardianship / Custody	0	0	0.0%	0	0.0%	0	0.0%	0	0	0.0%
Placement with a relative	0	0	0.0%	0	0.0%	0	0.0%	0	0	0.0%
Prevent Placement	151	21	13.9%	44	29.1%	22	14.6%	390	70	17.9%
Prevent Return to Placement	20	7	35.0%	12	60.0%	3	15.0%	56	23	41.1%
Protect Child	62	0	0.0%	4	6.5%	34	54.8%	56	4	7.1%
Legalize Living Arrangements with Relative	1	0	0.0%	0	0.0%	0	0.0%	3	0	0.0%
Permanent Living Arrangement	0	0	0.0%	0	0.0%	0	0.0%	0	0	0.0%
Other	0	0	0.0%	0	0.0%	0	0.0%	0	0	0.0%

Important: "Successful Face-to-Face" tracked child contacts are Progress Notes, where the type is Casework Contact, the method is Face to Face, and the child is marked as both a Participant and Focus. Similarly, "Successful Face-to-Face" biological parent contacts must have the parent marked as both a Participant and Focus.

Access the Casework Contact Summary reports by following these steps:

1. From the OCFS Data Warehouse tab in Cognos 8, click on Casework Contact Reports.
2. Click on the link for the folder that displays. Contract agency staff will see a "Voluntary Agencies" folder, LDSS staff will see a "Local Districts and Regional Offices" folder, and State staff will see both folders.
3. Click on the link for the "Summary" report that you want to run.
4. Complete the report prompts to run the report for any completed month.

Contact Us

There have been several changes to the Data Warehouse team. To ensure a timely response, send all correspondence to data.warehouse@ocfs.state.ny.us, not individual staff members.