

# OCFS Data Warehouse News and Notes

September 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>



Cognos reports containing detailed information should be password protected before being sent through email.

## Requesting Access

Download the **Cognos 8 Access Request Form** from the Intranet site as a Microsoft Office Excel Workbook file. If it is not in Excel format, it will not be readable and cannot be processed. Complete all the information requested, and email the Excel file to [data.warehouse@ocfs.state.ny.us](mailto:data.warehouse@ocfs.state.ny.us). Please cc your Director or Security Coordinator on the email.

**IMPORTANT!** Access to CPS reports is not automatically provided. District and State staff can request access to CPS reports by following these two additional steps:

1. Have your Security Coordinator assign you a CONNECTIONS business function that includes "Access All."
2. Add a note on the "Cognos 8 Access Request Form" stating the need for access to CPS reports.

## SSL VPN Users

In addition to completing the Cognos 8 Access Request Form, new users that connect to the HSEN network via SSL VPN must have a LAN Admin complete **Form OCFS-4827**. Forms should be sent to [jennifer.gordon@ocfs.state.ny.us](mailto:jennifer.gordon@ocfs.state.ny.us). Without this step, the link to Cognos 8 will not appear on the main SSL VPN portal page.

## Banner Alerts

Always check the banner at the top of the OCFS Data Warehouse tab for important alerts and messages about server downtime and data refresh issues that can affect the reports you are trying to run. The banner does not appear on the Public Folders or My Folders tab, so make sure to read the Quick Reference Guide for instructions on "Adding the OCFS Data Warehouse Tab."

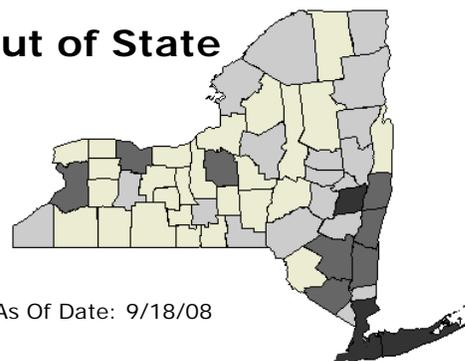
## Resource Links

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

## Checking on Children Placed Out of State

This map depicts counties with NYS children placed out of state. Does your county have out-of-state placements in areas affected by the recent hurricanes? Find out by viewing the **Children Placed Out of State with Prompt** report, located in the Child Welfare Services Reports folder.

- 0 children
- 1-4 children
- 5-9 children
- 10+ children



Data As Of Date: 9/18/08

## Internet Explorer 7

Internet Explorer 7 is scheduled to be rolled-out to counties in October. At that time, you may notice some changes as you use Cognos 8. We've put together a troubleshooting guide to walk you through some settings that you may need to modify. See Resources section for link.

## Regional Office Name Change



The next CONNECTIONS release, which is scheduled for October, will include an important change for our reports. The Yonkers Region will officially become the **Spring Valley Region** and the Yonkers Regional Office will become the **Spring Valley Regional Office**. The codes associated with the region and regional office will remain the same. All predefined reports and packages will be updated to reflect this change. If your user-created reports contain "Region" directly from the package – as opposed to a query calculation that you coded yourself – no changes need to be made on your end.

## Statewide Reports Area

The statewide FASP reports and Adoption Specialists Only reports are now in the new **Statewide and Regional Office Reports** folder on the OCFS Data Warehouse tab. This folder is visible only to State staff.

## Cognos PowerPlay/Impromptu Users

Users should be accessing Cognos 8 for all reporting needs. If you are still using the older PowerPlay/Impromptu environment, there are some things you need to know:

### Running Reports

The only time that users should be running reports in the PowerPlay/Impromptu environment are as follows:

- To use a predefined report that is not available in Cognos 8, yet
- To use a PowerPlay report or cube
- To use a report on the T: drive that has not been rebuilt in Cognos 8, yet

## Debunking the Myths

*I haven't used the OCFS Data Warehouse in so long that my password probably expired.*

There are no passwords for Cognos 8. Your HSEN login is used for authentication. Just enter the appropriate web address, read the security warning, and click "I Accept."

*The OCFS Data Warehouse doesn't have reports that I need.*

There are more than 80 predefined reports available with data on children in facilities and foster homes, CPS reports and allegations, FASPs, casework contacts, CONNECTIONS Security, and more! There may even be a report author at your district, agency, or Regional Office to help customize a report for you.

*It's too difficult to use.*

It only takes a few clicks of the mouse to run a report. From the OCFS Data Warehouse tab, open the folder containing the type of report you want to run. Click on the name of the report to run it. Complete any report prompts that appear. It's easy!

*Reports take too long to run.*

Most reports return data very quickly. The Casework Contact reports take longer to run because they utilize a complex data package and often generate thousands of rows of data.

### Creating New Reports

There should be no new reports saved to the T: drive under any circumstances. If you have any questions about this, contact the OCFS Data Warehouse Team.

### Rebuilding T: Drive Reports

PowerPlay/Impromptu users should have contacted the OCFS Data Warehouse team by now with a list of T: drive reports they need rebuilt in Cognos 8. These folks will be notified when their reports are available in Cognos 8. Users that did not respond to the T: drive emails sent by the OCFS Data Warehouse team will not receive assistance in the report-rebuilding process.

## Contact Us

Send all correspondence to [data.warehouse@ocfs.state.ny.us](mailto:data.warehouse@ocfs.state.ny.us).