

FASPs Due Calendar Reports Changes

The OCFS Data Warehouse is about to release a new version of the FASPs Due Calendar Reports.

The modifications involve reporting by Office and Unit Specialization. These changes are entirely optional – the report can be run without selecting an Office and Unit Specialization.

Prompts Sequence

The following table depicts the sequence of the prompt selection. Please note that some prompts are optional.

Sequence	Prompt Name	Optional	Prompt Page
1	LDSS/Agency Name	No	1
2	Office Name	Yes	1
3	Unit Specialization	Yes	2
4	Site Code/Unit Number	Yes	2

Prompt Details

LDSS/Agency Name

LDSS (District) or Agency running the report.

Office Name(s):

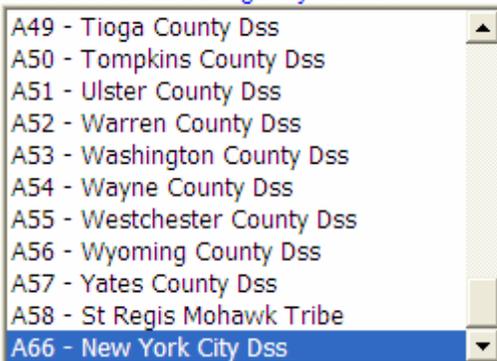
This window pre-populates based on the District/Agency selected.

Select the name of the Offices within the Local District or Voluntary Agency to be included in the report.

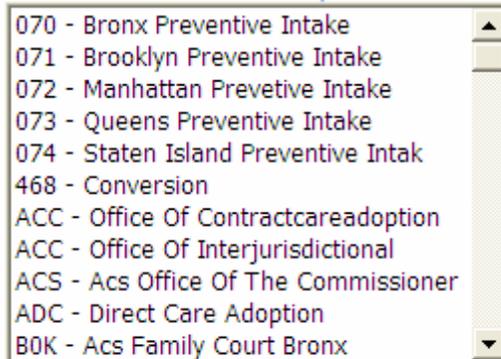
Hold down the Ctrl key to select multiple Offices or leave the prompt blank to select all.

[For ACS and NYC contract agencies, this corresponds to program types.]

Please Select LDSS/Agency Name :

* A dropdown menu with a scroll bar. The items are: A49 - Tioga County Dss, A50 - Tompkins County Dss, A51 - Ulster County Dss, A52 - Warren County Dss, A53 - Washington County Dss, A54 - Wayne County Dss, A55 - Westchester County Dss, A56 - Wyoming County Dss, A57 - Yates County Dss, A58 - St Regis Mohawk Tribe, and A66 - New York City Dss. The item A66 - New York City Dss is highlighted in blue.

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

A dropdown menu with a scroll bar. The items are: 070 - Bronx Preventive Intake, 071 - Brooklyn Preventive Intake, 072 - Manhattan Prevetive Intake, 073 - Queens Preventive Intake, 074 - Staten Island Preventive Intak, 468 - Conversion, ACC - Office Of Contractcareadoption, ACC - Office Of Interjurisdictional, ACS - Acs Office Of The Commissioner, ADC - Direct Care Adoption, and B0K - Acs Family Court Bronx.

[Select all](#) [Deselect all](#)

Unit Specialization(s):

This window pre-populates based on the Offices selected.

Select the Unit Specializations within the Offices to be included in the report.

Hold down the Ctrl key to select multiple Unit Specializations or leave the prompt blank to select all.

[For ACS and NYC contract agencies, this corresponds to program subtypes.]

Site Code/Unit Number(s):

The Site Code/Unit Number is repopulated every time Unit Specialization is selected (or de-selected) by clicking the 'Click to Get Unit Number' button.

Select the office Unit codes to be included in the report.

The drop-down list includes all the Units for the selected District/Agency, not just Units with FASPs on their caseload.

Hold down the Ctrl key to select multiple Units or leave the prompt blank to select all.

The list is alphabetical by Site ID and Unit Number to uniquely display the office Units for a particular Local District or Voluntary Agency.

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

[Select all](#) [Deselect all](#)

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)

[Select all](#) [Deselect all](#)

Note: If the report is blank, review the header area to make sure you did not select conflicting values from the Unit Specialization and Site Code/Unit Number prompts.

To produce reports containing the same information as in the original release of these reports, bypass the Office Name and Unit Specialization prompts.

The report will be generated with the following changes:

Header

- Added: Office Name (The names of the Offices selected at the report prompt)
- Added: Unit Specialization (The values for Unit Specialization selected at the report prompt)

Detail

- Added: Unit Specialization and Site Code/Unit Number as List Headers

Group By (listed in order)

- Unit Specialization (Added)
- Site Code/Unit Number (Added)
- Month/Year
- FASP Due Date
- Case ID/Name
- FASP Type
- FASP Status