OCFS Data Warehouse Reporting: PowerPlay
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Module 1:
Introduction

Participant Information

As a user of the OCFS data warehouse, you will be responsible for interacting with various program and system staff to implement and support desktop ad hoc reporting for your local district or agency. Your responsibilities may include the following:

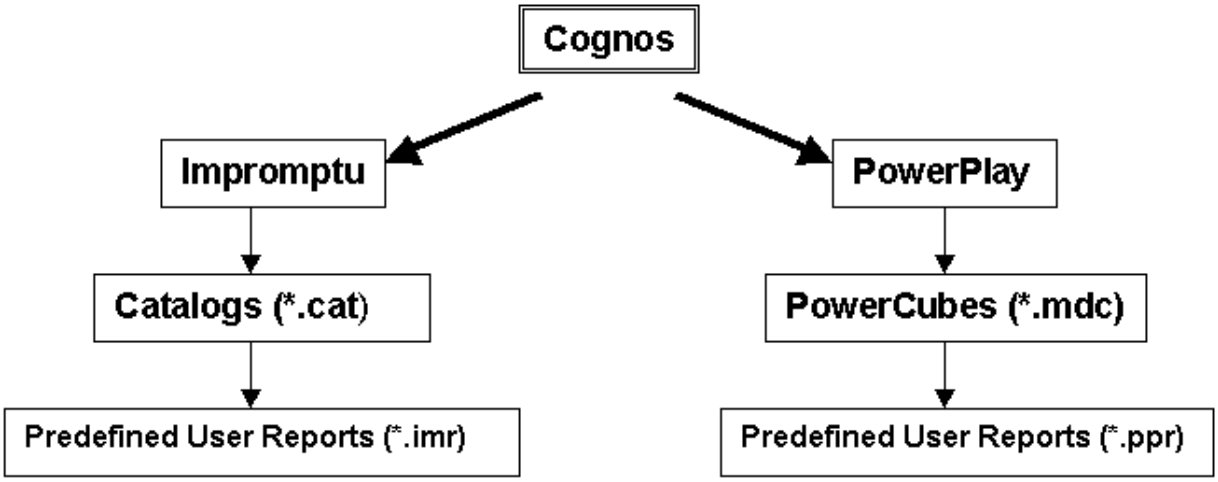
- Working with agency or district staff to define data needs for ad hoc reporting;
- Initiating and coordinating local efforts regarding data quality and data validation;
- Implementing and utilizing the Cognos reporting tools – Impromptu and PowerPlay;
- Generating predefined reports, modifying existing reports, and generating new reports from the OCFS data warehouse;
- Coordinating local efforts to schedule report generation;
- Coordinating local efforts to distribute reports, including identifying appropriate personnel to receive reports and physical distribution logistics;
- Coordinating orientation and training of appropriate staff to generate reports and access the OCFS data warehouse, where necessary;
- Sharing results and issues with other report specialists across jurisdictions as part of a users' group.

This guide provides basic step-by-step instructions for generating, modifying and creating reports from the OCFS data warehouse.

What is Cognos?

Cognos is the name of a software development company based in Canada. It is widely acknowledged to be the leading provider of business intelligence applications. Business intelligence is the term given to a category of applications and technologies for gathering, storing, sharing, analyzing, reporting and providing access to data to help users make better decisions.

The Cognos suite of data query and analysis tools was selected to meet the specific reporting needs of the local districts and voluntary agencies of the Office of Children and Family Services (OCFS). Cognos was chosen because it provides flexibility and ease of use for non-technical users to generate, modify, and create reports to support planning and operational needs. Cognos offers the same, or similar, functions as the Microsoft Office suite of products, and so offers familiarity to computer users. It also allows multiple users to access the same data source simultaneously. This allows flexibility for the local districts and agencies to retrieve data when they need it. These user-friendly, flexible tools allow report specialists to easily develop customized reports to meet the specific needs of their end users. Cognos software runs on Citrix servers, requiring an extra login procedure and some preparation prior to accessing the Data Warehouse.



What is the OCFS data warehouse?

The OCFS data warehouse is a collection of data retrieved from the Connections and CCRS systems that users can access independently of those production systems. The data from these two diverse databases is organized and stored in the data warehouse. Data in the OCFS Data Warehouse is available in a current point-in-time snapshot. Trend or historical views are also available.

The OCFS data warehouse is refreshed, or updated, on a weekly basis. Thus, every Monday the data reflects the state of the Connections and CCRS systems as of the previous week. Any changes made in either production system during the week will not be reflected in the data warehouse until the following week, after the regularly scheduled update. A “Connections Data As Of Date” and a “CCRS Data As Of Date” have been made available in the data warehouse that reflect the dates of the last update so that users can readily see the age of the data.

The OCFS data warehouse is a “read-only” file, which means that users who access the data cannot change the data. The data can only be read. Users can query and analyze the data using the Cognos tools, but they cannot change the data in any way.

The OCFS data warehouse has been organized into five separate data marts. These data marts are subsets of the larger data warehouse. The data marts are focused on a particular subject, as shown below:

- The *Investigations* and *Allegations* data marts contain information on Child Protective Services;
- The *Foster and Adoptive Home (FAD)* data mart contains information pertinent to certification dates and demographics of the individuals in the homes;
- The *In Care* data mart contains foster care and adoption data on children who are in foster care, or have been admitted or discharged from foster care; and
- The *Legal* data mart has all legal information associated with each child in foster care.

More information on the data warehouse can be found in the manuals located in the Public Folders in Microsoft Outlook. Instructions for accessing the Public Folders relating to the data warehouse can be found in this guide.

The purpose of the data marts is to continue the structuring and organization of the data in ways that are meaningful to users and to extract more efficiently data for analysis. The data marts are the data sources for all catalogs that, in turn, are used for all cubes and predefined report creation.

The Content of This Guide

This step-by-step guide covers ad hoc reporting from the OCFS data warehouse using Cognos PowerPlay. A separate step-by-step guide covers ad hoc reporting from the OCFS data warehouse using Cognos Impromptu. It is expected that users will have basic computer skills, including Windows point-and-click, navigation, scrolling, etc. Major objectives addressed include accessing, modifying, and managing predefined PowerPlay and Impromptu reports, as well as creating new reports in Impromptu. The material presented in the step-by-step guide is based on data in the OCFS data warehouse. Overviews of the OCFS data warehouse and Cognos, as well as a discussion of where to go for additional help, are also presented.

There are three appendices (*Appendix A, B, and C*) to this guide that contain more detailed information about the various reports, cubes and catalogs that have been made available to you. These appendices describe in more detail the New York State data you will be using. References to these appendices will be made in the appropriate modules of the guide. A glossary of OCFS data warehouse and Cognos terms is also a feature of this guide and can be found in *Appendix C.* Please refer to this glossary when you need a more complete definition of any terms used in this guide.

The OCFS Training Database

It is not feasible to use the real OCFS Data Warehouse for training purposes, since that would breach confidentiality standards. However, it is very beneficial for potential users to learn the Cognos tools using data that is familiar to them. For this purpose, the OCFS Data Warehouse Team has designed a training data warehouse that represents the same kind of data you will see in the real OCFS data warehouse.

The training database is available on a Citrix network server on the Z: Drive for you to practice your skills and to try out new reporting techniques. You must login to Citrix to access the Training Database, just as you would access the production Data Warehouse database. The Training Database can be accessed with the Cognos User ID “train01” and the Password “train01”. The material presented in the OCFS Class Manual is based on data in the OCFS Training Database.

Instructions for logging in to Citrix to access the Cognos tools are as follows:

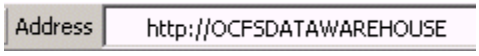
1 Double click the **Internet Explorer** icon on your desktop.

2 Click the **Favorites** button on the Internet Explorer menu bar.

3 Select "**Data Warehouse Login**" from the drop down-list and continue to step 10.

4 If "Data Warehouse Login" is not listed on the drop-down list, continue with step 5.

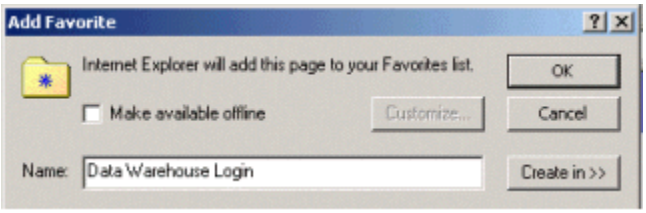
5 In the **Address** line at the top of the Internet Explorer screen, type http://OCFSDATAWAREHOUSE.



6 Click the **Go** button to the right of the Address box and wait for the page to load.

7 Click the **Favorites** button on the Internet Explorer menu bar and select **Add to favorites** from the drop-down list.

8 In the Add Favorite dialog box, type "**Data Warehouse Login**" in the Name field.

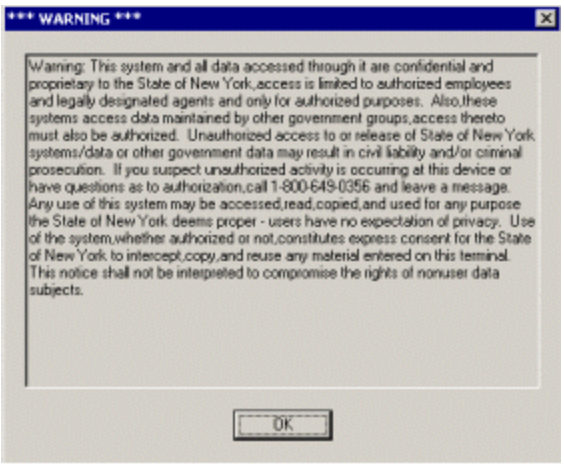


9 Click **OK** on the Add Favorite dialog box.

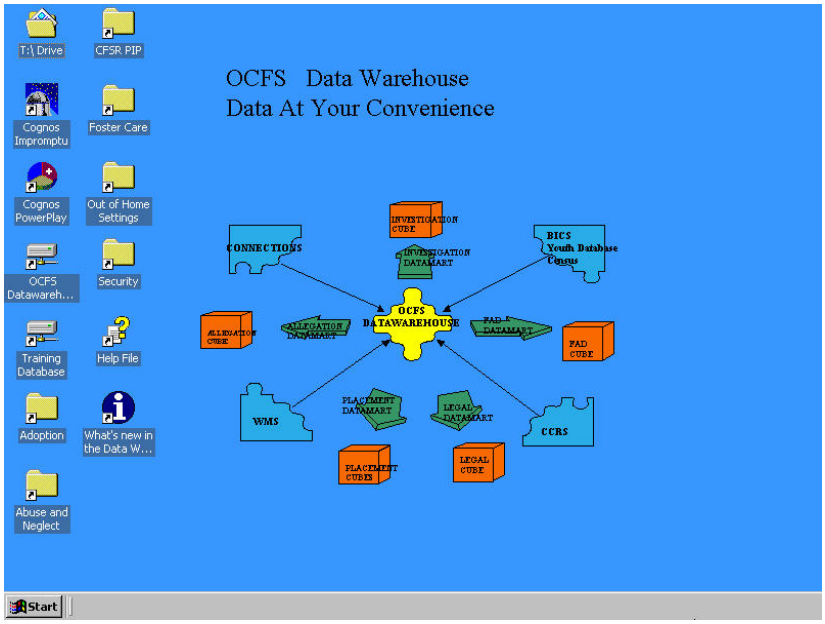
10 Enter your **NT Username**, **Password**, and **Domain** in the OCFS Data Warehouse login dialog box.

11 Click the **Logon** button at the bottom of the dialog box.

12 Click **OK** on the Confidential Warning screen.



13 The OCFS Data Warehouse welcome screen is displayed. To the left of the screen are icons for PowerPlay, Impromptu, Cognos Cubes, and Training Database.



14 Double click either the PowerPlay or the Impromptu icon to launch the application.

If you wish to save any reports or files generated in the Citrix environment, you must save to the T: Drive. In Citrix the T: Drive is automatically mapped for you. In order to access the T: Drive from your local desktop, you must manually map to it. Since the location of the T: Drive can vary for different users, you will be provided with the location of the T: Drive in Citrix (where it has already been mapped) that corresponds to the login you are using. You must then map your PC to this location. This process must be done once on each computer you will use to access Citrix.

Instructions for mapping your PC to the T: Drive are as follows:

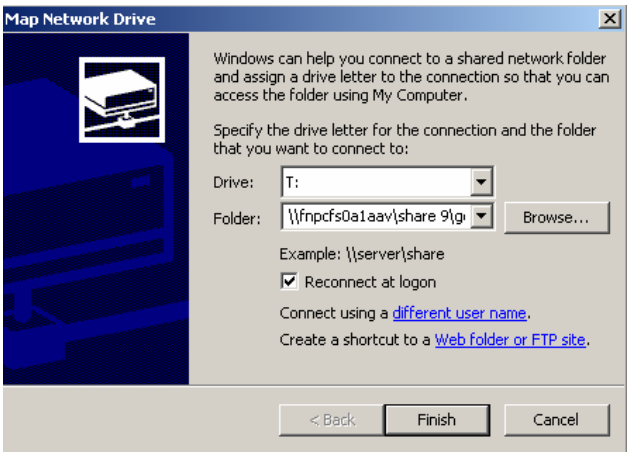
1 In Citrix, press the **Windows** key on your keyboard to display the local desktop **Start** bar.

2 Click the **Show Desktop** button at the bottom of your PC to display your local desktop.

3 Right click the **My Computer** icon on your desktop.

4 Select **Map Network Drive…** from the drop-down list.

5 In the Map Network Drive box, select the **T:** drive by clicking the drop-down arrow to the right of the **Drive** box. If the T: drive is already mapped elsewhere, leave the default selection in the Drive: selection box.



6 In the **Path** or **Folder** field, enter the path to your T: Drive that has been provided for you (e.g., \\fnpcfs0a1aav\share XX\userid).

7 Ensure that the **Reconnect at Logon** option in the middle of the Map Network Drive box is selected.

8 Click **Finish** at the bottom of the Map Network Drive box.

9 Close the path directory widow by clicking the '**x**' in the upper right corner of the box.

10 Close the My Computer window by clicking the '**x**' in the upper right corner of the box.

Again, you only have to complete the above task one time. Once your PC is mapped to the T: Drive, you will not have to map it again. If you move to another PC, you will have to repeat this process.

Cognos Common Logon

The Cognos Common Logon dialog box appears the first time you open any Cognos application (Impromptu or PowerPlay). It requires you to enter a Cognos User ID and Password. When working in the OCFS data warehouse, you will use the Cognos User ID and Password assigned to you by the OCFS Data Warehouse Team. When working in the training database, you will use 'train01' for both the User ID and Password. After inserting the appropriate User ID and Password and clicking the **Log On** button, a key will be displayed in the lower right corner of your PC screen, signifying that you are logged into Cognos.

It is not necessary to log off the Cognos Common Logon when you exit a Cognos application. You will be automatically logged off when you exit the Citrix session. However, if you log on to the Training Database using the 'train01' User ID and Password, you will remain logged on as such until you exit from Cognos Common Logon and will only have access to training data. If you want to access your own "live" data, you will need to exit Cognos Common Logon as "train01' and log in with your own Cognos User ID and Password.

1 Exit from any Cognos application that you may have open (Impromptu or PowerPlay).

2 Right click on the key in the lower right corner of your PC.

3 Select **Log-Off** from the drop-down list.

The next time you open a Cognos application (either Impromptu or PowerPlay), you will be prompted to log into Cognos Common Logon. You can now enter your regular Cognos User ID and Password to access your own “live” data.

Module 2:
Getting Started in PowerPlay

What is Cognos PowerPlay?

PowerPlay is a data analysis tool that utilizes OLAP (On Line Analytical Processing) technology. Data is presented in a summarized format but users have the ability to drill down into more detailed levels. PowerPlay simplifies the process of spotting trends and anomalies and also provides reporting capabilities.

In PowerPlay various views of the New York State Child Welfare system have been defined and designated as "dimensions". *Dimensions* are meant to answer the questions: Who?, What?, When?, and Where?. For example:

- Who has been assigned to this CPS case or report?
- What are the specific allegations of the CPS report?
- When was this CPS report determined?
- Where does the child in this WMS/CCRS Services case reside?

Examples of dimensions in the OCFS data warehouse include:

- *Statewide* (State, Region, County, Unit)
- *Date* (Year, Quarter, Month)
- *Allegation Type* (Physical Abuse, Neglect, Emotional Maltreatment, etc.)
- *Race* (African-American, White, etc.).

Some dimensions are structured hierarchically. For example, the *Statewide* dimension's highest level is State; the next level would be Region, followed by County, Unit and Worker, respectively. The initial presentation of the data in PowerPlay is at the highest or top level of the dimension. Users can then drill down in to the successive levels of the dimension.

Various performance measures are included in the PowerPlay cube and can be viewed across the different dimensions. *Measures* are the numerical indicators of performance. Examples of measures in the OCFS data warehouse include number of CPS reports, child count, and number of allegations. Thus, users can easily review number of reports investigated by worker over time to reveal trends of number of children served, types of allegations, types of investigations, etc.

The files generated in PowerPlay that summarize specific measures by specific dimensions for specific areas of interest are called "*cubes*". The files are considered multidimensional because the data is summarized by more than one category, or dimension, all of which can be viewed at the same time rather than one at a time. Thus, the term "cube", which suggests depth, as well as height and width, or multidimensionality.

The OCFS data warehouse project team has created the following PowerPlay cubes:

- CPS – Investigations Cube
- CPS – Allegations Cube
- CCRS –In Care Summary Cube
- CCRS – Discharge from Foster Care Summary Cube
- CCRS – Admission to Foster Care Summary Cube

There are separate cubes for each of the last five years for Investigations and Allegations, and current year-to-date, plus an “All Years” cube that provides summary information only to the county level and is accessible by local districts and voluntary agencies. More detailed descriptions of the cubes available for your use can be found in *Appendix A*.

Accessing PowerPlay

Cognos software runs on a Citrix server. Mapping your PC to the T: Drive and logging into the server are the only steps necessary to begin. Once you have successfully logged into Citrix, you can open the PowerPlay application.

If you are logged into Citrix for 15 minutes without any activity, you will be logged out and work you have not saved will be lost. Any keystroke or movement of the mouse will reset the 15-minute timer.

1. Double click the **Internet Explorer** icon on your desktop.
2. Click **Favorites** on the browser menu bar and select “**Data Warehouse Login** “ from the drop-down list.

   Note: If “Data Warehouse Login” does not appear on the Favorites list, do the following:

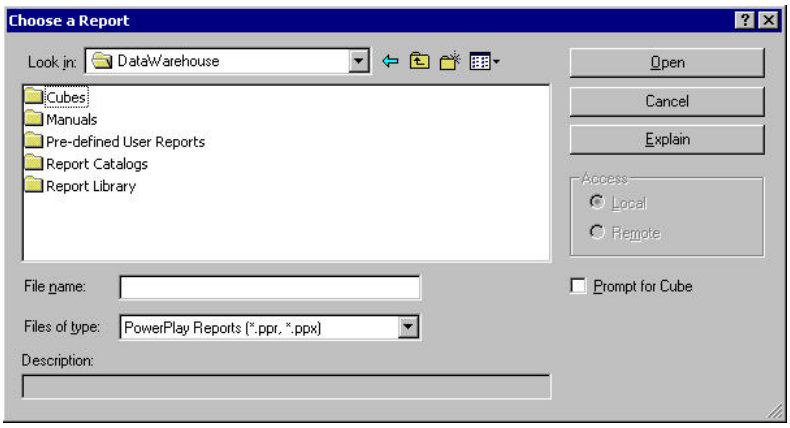
   - Type the following in the Address line: “**http://OCFSDATAWAREHOUSE**”
   - Click the **Go** button and wait for the Login page to load.
   - Click the **Favorites** toolbar button.
   - Select “**Add to Favorites**” from the drop-down list.
   - Type “**Data Warehouse Login**” in the “Name:” field.
   - Click **OK**.
3. Enter your **NT User ID**, **Password** and **Domain** in the Data Warehouse Login dialog box.
4. Click **Logon**.
5. Click **OK** on the Confidential Warning Screen.
6. Double click the **PowerPlay Icon** to launch the application.
7. A **Welcome** box will display on your screen. You can choose to start your PowerPlay sessions with this **Welcome** dialog box or not. If you choose not to use this option, deselect it by clicking in the box to the left of “Show this dialog at startup”.
8. Click the **Close** button at the bottom of the **Welcome** dialog box.

Accessing Remote Cube Connections

Since all of the cubes you will be using in PowerPlay are located on the Data Warehouse Server, you will be accessing these cubes as “remote” cubes; “remote” simply meaning that they are not located on your local drive. Instructions for this procedure are located in the Public Folders on Microsoft Outlook. The instructions have also been included here for your convenience:

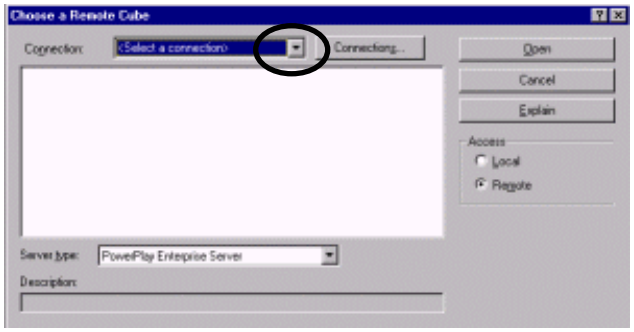
1. Click **File** on the menu bar at the top of the PowerPlay screen and click **Open** from the drop-down list. (**File → Open**).

2. In the **Choose a Report** window, open the **Files of type** box by clicking the down arrow to the right of the box. Select **PowerPlay Cubes (*.mdc)** from the selection list.

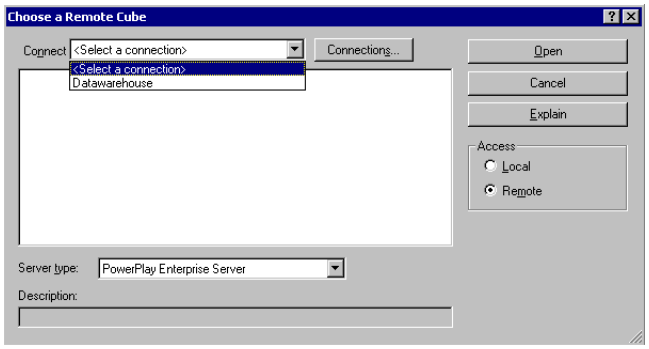


3. In the **Access** section of the **Choose a Report** window, select **Remote** by clicking the radio button to the left of it.

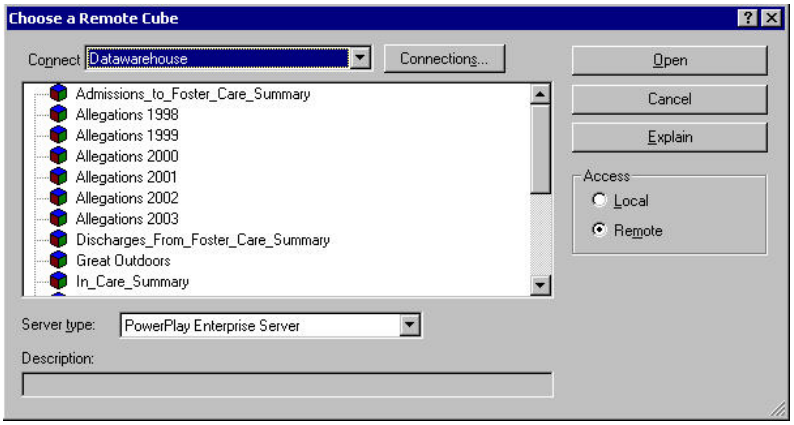
4. In the Choose a Remote Cube dialog box, click the drop-down arrow to the right of the Connection window.



5. Select **Datawarehouse** from the drop-down list.



6 The **Choose a Remote Cube** window now displays a list of cubes.



7 Select a cube and click **Open**.

The **Cognos Common Logon** window will appear. Cognos Common Logon maintains your security authentication data so that you can open multiple secure data sources using different Cognos products. This means you only have to provide a User ID and Password once, even when you navigate from one Cognos application to another (PowerPlay and Impromptu). So, if you enter your User ID and Password into PowerPlay, then open Impromptu, you will not be prompted to enter it again. Enter your **Cognos User ID** and **Password** in the boxes provided, and then click on the **Log On** button. A key will appear in the right corner of your PC, signifying that you are logged into the Cognos Common Logon server.

Module 3:
Using Predefined and Default PowerPlay Reports

Several standard Allegations and Investigation reports have already been created for you from the PowerPlay cubes defined. The Management Reporting Workgroup defined these reports as reports that would be helpful at both a management and supervisor/worker level. As noted previously, these reports will display only the data that is applicable to you; i.e., for your local district or agency. These reports are available to you in the Data Warehouse folders on the Data Warehouse Network Server X: Drive as illustrated below.

[+] Desktop

[+] OCFS Datawarehouse

[+] DataWarehouse

[+] Pre-defined User Reports

Descriptions of these reports and the data contained in them can be found in *Appendix B.*

In addition to the official pre-defined user reports, users can access summarized information by opening a cube directly and reviewing a PowerPlay *default report*. Default reports display the highest-level summary of the first two dimensions in the cube as the rows and columns and the first measure of the cube as the values in the cells. All of the features available in a pre-defined report are also available in the default reports. Default reports are available to you by opening PowerPlay cubes on the Data Warehouse Server X: Drive, as illustrated below:

[+] Desktop

[+] OCFS Datawarehouse

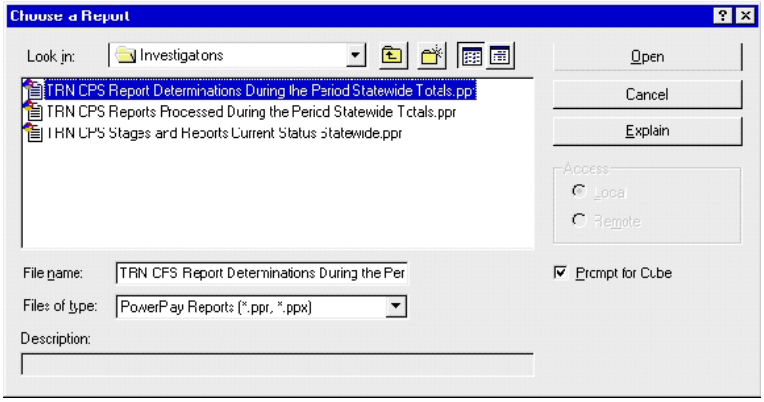
[+] DataWarehouse

[+] Cubes

Opening Predefined Reports

Once you have reviewed the available report descriptions and have determined which ones you will need to see on a regular basis, you can open the report from the Data Warehouse folder on the Data Warehouse Network Server. Assuming you have opened the PowerPlay application on your PC, follow the directions below to open a predefined report:

1. Click the **File** menu option on the top left of the PowerPlay screen.
2. Select **Open** from the drop-down list.
3. In the **Choose a Report** dialog box, click the **Prompt for Cube** box on the right side.



4 Open the **Look in** directory box by clicking the arrow to the right of the box. Navigate as follows:

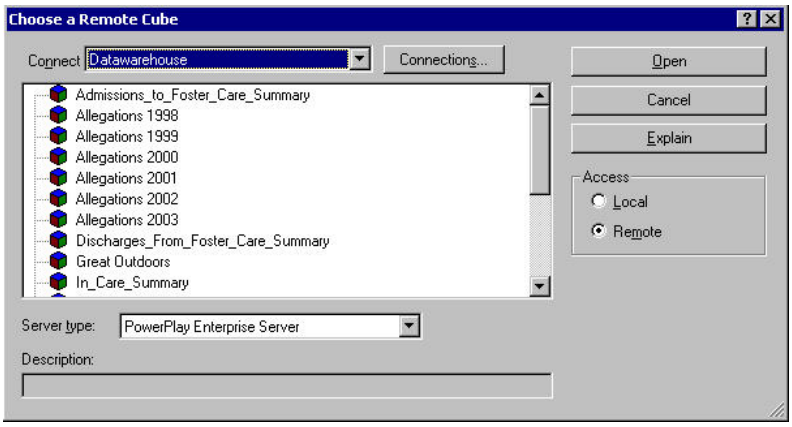
- [+] Desktop
  - [+] OCFS Datawarehouse
    - [+] DataWarehouse
      - [+] Pre-defined User Reports
        - [+] Any folder ending in "PowerPlay"

5 Select any report from the list by clicking on it once to highlight it.

6 Click the **Open** button on the right side of the box.

7 The **Choose a Remote Cube** dialog box displays. Open the Connections drop-down list by clicking the arrow to the right of the **Connect** box.

8 Select **Datawarehouse** from the listing.



9 Select a cube from the listing:

- For the Allegations reports, select the **YEAR** that you want to run the report for (e.g., **Allegations_2002** for calendar year 2002 data)
- For the Investigations reports, select the **YEAR** that you want to run the report for (e.g., **Investigations_2001** for calendar year 2001data)

10 Click the **Open** button in the upper right corner of the screen.

11 The **Cognos Common Logon** box will display. Enter your **Cognos User ID** and **Password** and click the **Logon** button. The report you selected will display on the screen.

Opening PowerPlay Default Reports

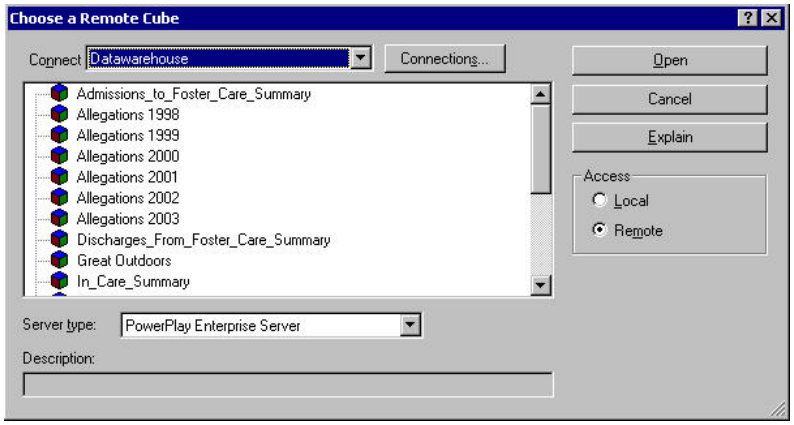
As mentioned previously, users can access a default PowerPlay report by opening the cube directly rather than by opening a pre-defined report. Default reports are retrieved by completing the following steps:

1 Select **File → New** on the menu bar **OR** click the **New** button on the toolbar.

2 In the **Choose a Local Cube** dialog box, click the **Remote** option in the **Access** section.

3 In the **Choose a Remote Cube** dialog box, open the connections listing by clicking the arrow to the right of the **Connect** window.

4 Select **Datawarehouse** from the connections listing.



5 Select a cube from the Data Warehouse listing.

6 Click **Open** on the Choose a Remote Cube dialog box.

Components of the PowerPlay Screen

Menu Bar

There are several components of the PowerPlay report screen that you should become familiar with in order to effectively navigate and modify the report. At the top of the screen is a menu bar with the standard options available in most Microsoft-type applications (i.e., File, Edit, etc.). There are several other options specific to the PowerPlay application, such as Explore and Calculate, which we will explain more fully as we explore predefined reports.

Toolbar

Beneath the menu bar is a toolbar that provides quicker access to the available options. These toolbar buttons are briefly explained below:

New – Starts a new report.

Open – Opens an existing report.

Save – Saves the displayed report.

Print – Will print the displayed report. **It is not recommended that reports be printed directly from PowerPlay.**

Print Preview – Displays the current report as it will appear on the printed page. **It is not recommended that reports be printed directly from PowerPlay.**

Undo – Clears the most recent action.

Reset Dimensions – Returns the displayed report back to top-level summaries.

Dimension Viewer – Displays the Dimension Viewer panel on the left side of the screen.

Drill Through – Drills through to an Impromptu detail report.

Swap – Swaps rows and columns in the report.

Sort – Sorts selected column in ascending order.

Rank – Ranks selected column and assigns a rank order number.

Explorer <> Reporter – Switches from Explorer to Reporter mode and vice versa.

Crosstab – Displays report in crosstab report format.

Pie Chart – Displays report as a pie chart.

3-D Bar – Displays report data in 3-D Bar chart format.

Simple Bar Chart – Displays report data in bar chart format.

Clustered Bar Chart – Displays report data in clustered-bar chart format.

Stacked Bar Chart – Displays report data in stacked-bar chart format.

Single Line Chart – Displays report data in single-line chart format.

Multi-Line Chart – Displays report data in multi-line-chart format.

Scatter diagram – Displays report data in scatter diagram format.

Correlation Chart – Displays report data in correlation chart format.

Dimension Line

The report itself has several components that need to be further explained. Across the top of the report is a series of folder-shaped buttons with descriptions on them. This is the *dimension line* and shows you what dimensions are available in the cube and what levels of each dimension are being displayed on the report. If you click on any of these dimension folders, the values of each of the highest-level categories of that dimension will be displayed in a dimension menu. We will be using the dimension line when we modify reports. Please refer to *Appendix A* of this guide to review detailed descriptions of each of the cubes and the dimensions and measures they contain.

Layers

Pre-defined user reports have an additional feature not found in default reports. Beneath the title of the report and above the body of the report is a line that has the text "**Layer __ of __** " at the right end, plus up and down scroll arrows. This is the *layer* line of the report. *Layer* is the name used by PowerPlay for a third dimension added to a report. Most pre-defined reports have been "layered" by location. You will see only the layer applicable to the county or agency you represent. The last layer represents the total, or top level, of the layer. Scrolling up and down the layer by using the scroll arrows will bring you to each

unit of the county. The report body changes with each change you make in the layer to reflect the data applicable to the selected layer.

Getting Around in PowerPlay Reports

Scrolling
Most predefined PowerPlay reports cannot be fully displayed on a single screen. To view the report in its entirety, you will need to scroll up, down, left and right. The vertical scrollbar is located at the far right of the screen. The horizontal scrollbar is located at the bottom of the screen. There is also a set of "Next Page" buttons at the top and/or bottom of the vertical scrollbar and at the far right and/or left of the horizontal scrollbar. Clicking these will advance you to the next page of the report.

Adding the Latest "As Of" Date
The latest "as of" date for the PowerPlay reports changes every time the data warehouse is refreshed. This date is important since it tells us the last date for which the data on the report is valid. An "as of" date of 8/2/2001 indicates that the report reflects the state of the data as of midnight on August 2, 2001. It is important, therefore, that this date appear on the report so that users know the age of the data. The "as of" date is part of the title block of all pre-defined user reports. The date is not part of the default PowerPlay reports. To add the latest "as of" date to a predefined user report:

1. Click on the dimension folder titled "**Connections Data As Of Date**".
2. In the drop-down list, select the latest date (there should only be one).
3. The latest data warehouse refresh date should now appear in the title of the report.

Changing Layers
As mentioned previously, layers represent a third dimension added to a PowerPlay report. The *Statewide* dimension has been used as a layer in most of the predefined PowerPlay reports. The default in PowerPlay is to display the highest, or summary, layer. Thus, you would be looking at the state level of any PowerPlay report you open. To view the sub-level reports, you need to scroll through the layers by using the up and down scrollbar arrows at the far right of the layer line, as follows:

1. Click on the up arrow at the right of the Layer line that includes the text "**Layer __ of __**".
2. The report now displayed is for a sub-level within the state.
3. Continue clicking up until the text on the layer line reads "**Layer 1 of __**". There are no more layers after this.

Drilling Down to Lower Levels of Detail

The default in PowerPlay reports is to display summarized data at the highest level of the appropriate dimensions. You may want to see what makes up these summarized numbers. You can "drill down" to lower levels of detail by simply double clicking on a data field. Your cursor will tell you whether or not you can drill down on a particular data field. It turns into a plus sign if the field has lower levels of detail. When you reach the lowest level of detail, there will be a carat (^) inside the plus sign, indicating that you can only drill up from there.

> **Note:**
> **When you drill down to lower levels of detail, you effectively filter your report. In other words, you will now see only the details of the category on which you drilled down. You will no longer see the other categories.**

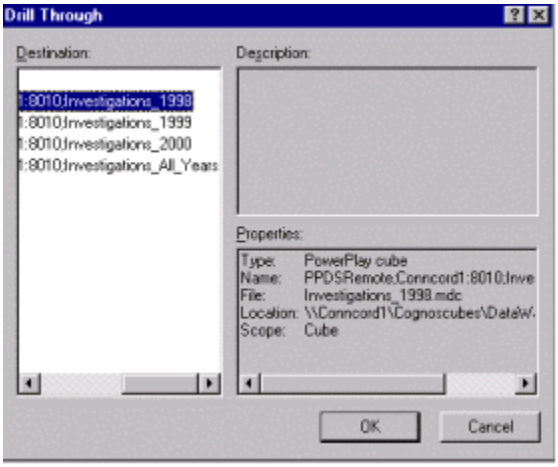
1. Place your cursor over any data field in the report. If your cursor appears as a plus sign on the screen, then you can drill down on the data.
2. Double click on the data field where your cursor displays as a plus sign.
3. The report now changes to display the next level of detail in the hierarchy of the dimension you selected. If you clicked on a county, you should now see the units of that county. If you double click on a unit, the report will display the workers in that unit.
4. To drill back up, move your cursor to the summary row or column of the report. Your cursor should now appear as a plus sign with a carat in the middle. This means that you can only drill up from here. Double click on the report when your cursor displays as a plus sign with a carat (^) in the center.
5. There is a toolbar option called **Reset Dimensions** that will reset all of the dimensions in your report back to the highest levels. It will also remove any filters you may have inadvertently placed in the report.

> **Note:**
>
> **Not all data fields have lower levels of detail. You could double click on a data field and the report will display just that data field. You did not make a mistake; you simply drilled down on what was already the lowest level.**

Drilling Through to Other Cubes

You can also drill through to other available PowerPlay cubes. For example, if you are exploring Investigations data in the 2001 cube and decide that you need to see data for the previous year (i.e., 2000), you can drill through from the 2001 cube to the 2000 cube.

1. Place your cursor over any data field in the report.
2. Click the **Drill-Through** button on the toolbar.
3. A **Drill-Through** dialog box appears listing all of the other PowerPlay cubes available to you.
4. Select a cube from the listing and click the **OK** button at the bottom of the dialog box.
5. Your report now shows just the data you selected on your original PowerPlay report with the data from the new cube.
6. To return to your original report, click **File → Close** on the menu bar.



7 Click **No** to the “Do you want to save your changes” message.

Drilling Through to Impromptu Reports

As discussed previously, PowerPlay cubes contain summary information. You can find the number of children discharged, for instance, but you cannot retrieve the names of these children in PowerPlay. However, for the summarized CCRS data contained in the Admissions, Discharges and In Care, cubes, a feature has been added to enable users to retrieve more detailed information in an Impromptu report. This feature is also called Drill-Through and can be accessed using the **Drill-Through** button from a default report using any of the above-mentioned cubes. It must be cautioned, however, that you should never drill-through to Impromptu from the high-level summary default report. You should first drill down to an appropriate lower level of detail (i.e., drill down to a specific year and a specific district or agency). System resources required to retrieve records for all children placed in care over the past five years for the entire state may slow processing time considerably. So, you should always drill down before you drill through.

1 In PowerPlay, click the **New** button on the toolbar or select **File → New** on the menu bar.

2 In the Choose a Local/Remote Cube, make sure **Remote** is selected in the **Access** section.

3 Open the connections listing by clicking the arrow to the right of the **Connect** window.

4 Select **Datawarehouse** from the connections listing.

5 Select one of the following cubes from the Data Warehouse listing:

- Admissions to Foster Care Summary
- Discharge from Foster Care Summary
- In Care Summary

6 On the default report, drill down to your specific district or agency and drill down to a specific year, quarter, or month.

7 Click on the cell value for which you need more detailed information.

8 Click the **Drill-Through** button on the toolbar.

	1998	1999	2000	2001	2002	2003	Date
ALBANY	28	37	41	36	23	3	168
CLINTON	1	1	4	7	3	0	16
DELAWARE	2	3	0	3	6	0	14
ESSEX	6	1	3	1	3	1	15
FRANKLIN	6	17	8	6	9	4	50
FULTON	5	7	2	5	0	0	19
GREENE	0	3	2	5	2	0	12
HUDSON	15	17	30	20	38	2	122
MONTGOMEI	12	4	3	6	3	0	28
OTSEGO	7	3	5	7	5	0	27
RENSSELAE	17	11	14	18	14	1	75
SARATOGA	2	1	2	0	0	0	5
SCHENECTA	25	11	15	15	15	0	81
SCHOHARIE	5	10	7	4	7	3	36
WARREN	9	2	4	0	5	1	21
WASHINGTO	7	2	0	0	1	0	10
Albany Region	**147**	**130**	**140**	**133**	**134**	**15**	**699**

9 Impromptu opens on your screen. A message box appears advising that the report you requested is read-only. Click **OK**.

10 The detailed report appears. You can scroll up and down and from page to page. Please refer to the *Impromptu Step-by-Step Guide* for more information about saving, printing and converting Impromptu reports.

County	Office	Unit	Worker	CIN	Child Name	Case ID	Case Name	Gender	Race
HUDSON	Office : DAP	Unit : PIN	Worker : 849	UG5670E	ALSTON ANTHONY E	B04108	ALSTON CECILIA	Male	White
	Office : KOP	Unit : 144	Worker : 683	IHE7428U	COVERDALE ASHLEY	B64485	COVERDALE DEBBIE	Female	White
				IWH7541T	PETERS TANA N	B664408	FLETCHER REBECCA	Female	Black or African Am
			Worker : 699	MYJ6388T	MITCHELL ATLANTA	B674303	MITCHELL PENELOPE	Male	White
	Office : UNK	Unit : 005	Worker : 894	PMD0584D	PETERS JOSEPH S	B94139	PETERS CHRISTINA	Male	Unknown
		Unit : 007	Worker : 896	PZE2656G	GRIMSBY CHAD E	B684215	GRIMSBY JOSEPH W	Male	White
		Unit : 009	Worker : 822	MNA0596U	SPENCER CANDICE N	B674770	SPENCER EDWARD	Female	Unknown
			Worker : 832	MDD7539E	HARDING MOEISA M	B674174	HARDING DAWN	Female	Unknown
				MKC8792N	HARDING SHEENA A	B674174	HARDING DAWN	Female	Unknown
				PFG7912W	HARDING DAKOTA R	B674174	HARDING DAWN	Male	Unknown

Viewing Reports as Charts

The default in PowerPlay is to display report data in a crosstab report, but you have the option to view your report visually in any one of nine different chart types. Clicking the appropriate button on the toolbar can do this. The different chart types are briefly described below:

Pie Charts show the relationship between the whole and its parts. For example, of all determinations during the year, what percentage and/or number were indicated versus unfounded?

3-D Bar Charts will show the relationship between two or more variables. This chart is ideal for showing large amounts of data. For example, for all reports received during the year, how many were reported by mandated versus non-mandated reporters?

Simple Bar Charts will show changes over time or contrasts two or more variables. This format is ideal for showing trends and anomalies in the data. For example, for all reports determined during the year, how many were determined within 30 days, between 31 and 60 days, between 61 and 90 days, over 90 days?

Clustered Bar Charts group and summarize related categories to make it easier to compare summaries. For example, data for two or more years can be displayed in a clustered format to compare days to determination over time.

Stacked Bar Charts show relative proportions of parts to the whole and the relationship between the parts. For example, the days to determination data can be segmented into indicated and unfounded determinations as stacked bars.

Single Line Charts will show change over time or contrasts between two or more variables to reveal trends and irregularities. For example, total CPS Reports received can be graphed over several years to track the trend in reporting.

Multiline Charts show trends and relationships between variables. It can also be used to display time series analysis. For example, total indications for several years could be added to the total reports received over several years to view the trend in relationship between reports and indications.

Scatter Charts are used to compare two different measures. You must have at least two measures to use the scatter chart. One application might plot the actual days to determination by month of determination to investigate any relationship in timing.

Correlation Charts are also used to compare the values of at least two different measures. Two or more interval measures, such as days in investigative stage and days overdue may be plotted to review strength of correlation between the two measures.

After reviewing the types of charts available to you, change your report to a chart:

1. Click the **Pie Chart** button on the toolbar.
2. Note that the **Layer** line still displays at the top of the report. You can change layers in the pie chart by clicking the up and down arrows on the layer scrollbar. The pie chart will change accordingly.
3. Note the legend on the right side of the pie chart. Click on any piece of the pie chart and the appropriate title for that piece is automatically highlighted in the legend. The selected piece is also removed from the rest of the pie chart.
4. To return to the crosstab report, click on the **Crosstab** button on the toolbar.

Closing Reports and Exiting PowerPlay

1. Select **File → Close** on the menu bar.
2. You will get a message asking if you want to save changes to the report. Click **No**.
3. Click the '**x**' in the upper right corner of the screen.

If you wish to exit from Citrix, perform the following additional steps:

4. Click the **Start** button in the lower left corner of the screen.
5. Select "**Log out****" from the pop-up menu.
6. Click **Yes** at prompt.
7. Click the "**x**" in the upper right corner of the Internet **Explorer** window to return to your local desktop.

Saving modified reports is covered in *Module 6* of this guide. Please refer to it if you have made changes to a predefined report and wish to save it under a different file name.

Module 4:
Modifying Predefined and Default PowerPlay Reports

In some cases, you may need to modify a predefined PowerPlay report to better meet your needs, or to meet new needs. This module covers all of the skills you will need to make necessary changes. However, *please take note that you cannot save any changes to the original PowerPlay report. All changes must be saved as a new report name to your T: Drive. You may refer to Module 6 of this guide to review instructions on saving your modified PowerPlay reports.*

You can also create your own PowerPlay reports by opening a cube, rather than a predefined report, and making the same modifications discussed in this module to a PowerPlay *default report*. When you open a cube in PowerPlay, a default report listing the first two dimensions and the first measure is displayed. You can then change rows, change columns, change measures, add layers, nest categories, and make all of the modifications discussed here.

Dimension Viewer

To make report changes easier for users, PowerPlay provides a tool called the **Dimension Viewer**. This tool displays a panel to the left of the PowerPlay report that lists all of the various dimensions in a Windows Explorer folder layout. To view the various levels of each dimension, double click the plus sign [+] to the left of the folder you wish to open. Another toolbar becomes available to you on the left side of the screen. These toolbar buttons simplify the process of modifying reports. The buttons are briefly described below:

- **Replace Rows** – Replaces existing report rows with dimension selected.
- **Replace Columns** – Replaces existing report columns with dimension selected.
- **Replace Layers** – Replaces existing report layers with dimension selected.
- **Filter** – Filters report by category selected.

Changing Rows/Columns

You can change the rows and/or columns in the report by using the vertical toolbar options available in the Dimension Viewer. Another option is to use the Dimension Line and click and drag new dimensions from there to your report.

Changing Rows using the Dimension Viewer

1. Login to PowerPlay and open a predefined user report or a default report.
2. Click the **Dimension Viewer** button on the toolbar.
3. In the Dimension Viewer, select a dimension that does not currently appear on the report. Click on the dimension once to highlight it.
4. Click the **Replace Rows** button on the side toolbar. The report now shows your selected dimension as rows rather than the original row dimension.

Changing Rows using the Dimension Line

1. Login to PowerPlay and open a default report or a predefined user report.
2. Select a dimension that does not currently appear in the report on the **Dimension Line**.

3 Holding your left mouse button down, drag the dimension into the row area of your report. The row area is the first column, or row title column, of the report.

4 Release the left mouse button. The report now shows your selected dimension as rows rather than the original row dimension.

Changing Columns using the Dimension Viewer

1 Login to PowerPlay and open a predefined user report or a default report.

2 Click the **Dimension Viewer** button on the toolbar.

3 In the Dimension Viewer, select a dimension that does not already appear on your report. Click on the dimension once to highlight it.

4 Click the **Replace Columns** button on the vertical toolbar. The report now shows your selected dimension as columns rather than the original column dimension.

Changing Columns using the Dimension Line

1 Login to PowerPlay and open a predefined user report or a default report.

2 Select a dimension that does not currently appear in the report on the **Dimension Line**.

3 Holding your left mouse button down, drag the dimension to the column area of the report. The column area is the column title row of the report.

4 Release the left mouse button. The report now shows your selected dimension as columns rather than the original column dimension.

Nesting Categories

CPS Report Determinations During Period
Period Covered: CPS Date

Date Of This Report: 10/23/2001
Connections Data As Of: Connections Data As Of Date

Statewide

	Subsequent Investigations Indicated	Subsequent Investigations Unfounded	Family Indicated	Family Unfounded	Foster Care Indicated	Foster Care Unfounded	Day Care Indicated	Day Care Unfounded	Other CPD Indicated	Other FCIDC Unfounded
Upstate	7574	11398	22705	51396	102	443	95	361	23	97
New York City	4637	5998	15528	28155	265	634	47	141	23	75
Other Agencies	0	0	0	1	0	0	0	0	0	0
Statewide Agencies	1	3	0	1	0	7	1	0	0	4
Regional Offices	8	29	0	5	0	1	0	0	3	9
Totals	**12220**	**17418**	**38233**	**80558**	**367**	**1085**	**143**	**502**	**49**	**175**

CPS Report Determinations During Period
Period Covered: CPS Date

Date Of This Report: 9/10/2001
Connections Data As Of: Connections Data As Of Date

Statewide

		Total CPS Reports Indicated	Total CPS Reports Unfounded	Initial Investigations Indicated	Initial Investigations Unfounded	Subsequent Investigations Indicated
Upstate	Albany Region	3547	7608	2053	5546	1494
	Buffalo Region	3048	7916	2007	6141	1041
	Yonkers Region	6087	13913	4348	11360	1741
	Rochester Region	2699	5980	1897	4812	802
	Syracuse Region	4378	9601	2906	7378	1472
	Upstate	**19759**	**45018**	**13209**	**35237**	**6550**

Nesting is a method of bringing another category into your report to provide additional information and increase your perspective of the data. You can add a lower level of detail from the same dimension, such as adding the Region level to the Statewide level. Or you can bring in another dimension as a nested row or column. Nested categories will appear beside each other in rows or above or below each other in the columns. Nesting is an effective method of exploring data from the top level of a dimension all the way down to the bottom level. Adding nested categories can reveal critical information about the Connections system on a single page. The data will continue to display across and down the screen. As a result, you may need to use the vertical and horizontal scroll bars, as well as the **Next Page** buttons, to see all of the data.

Nesting Rows using Another Dimension

1. Login to PowerPlay and open a predefined user report or a default report.
2. Select a dimension that does not currently appear on your report on the **Dimension Line**.
3. Holding your left mouse button down, drag the dimension to the row area of the report. Your cursor changes to .
4. When a bold black line appears between the row title column and the first column of the report, release your left mouse button. Your new dimension is now “nested” within the original row dimension.

Nesting Rows using a Lower Level of the Same Dimension

1. Login to PowerPlay and open a predefined user report or a default report.
2. Click the **Dimension Viewer** button on the toolbar.
3. In the Dimension Viewer, open the dimension currently appearing as rows in the report by clicking the plus sign + to the left of the folder.

4. Select a lower level from the drop-down list by clicking on it once to highlight it.

5. Holding your left mouse button down, drag the lower-level dimension to the row area of the report.

6. When a bold black line appears between the row title column and the first column of the report, release your left mouse button. The report now shows a lower level of the same dimension "nested" within the original row dimension.

Nesting Columns using Another Dimension

1. Login to PowerPlay and open a predefined user report or a default report.

2. Select a dimension that does not currently appear on your report on the **Dimension Line**.

3. Holding your left mouse button down, drag the dimension to the column area of the report. Your cursor changes to .

4. When a bold black line appears between the column title row and the first row of the report, release your left mouse button. Your new dimension is now "nested" within the original column dimension.

Nesting Columns using a Lower Level of the Same Dimension

1. Login to PowerPlay and open a predefined user report or a default report.

2. Click the **Dimension Viewer** button on the toolbar.

3. In the Dimension Viewer, open the dimension currently appearing as columns in the report by clicking the plus sign + to the right of the folder.

4. Select a lower level from the drop-down list by clicking on it once to highlight it.

5. Holding your left mouse button down, drag the lower-level dimension to the column area of the report.

6. When a bold black line appears between the column title row and the first row of the report, release your left mouse button. The report now shows a lower level of the same dimension "nested" within the original column dimension.

Deleting Nested Columns and Rows

1. Assuming you are currently logged into a report with nested rows or columns, click on the nested level of the report. All nested rows or columns will be highlighted.

2. On the menu bar, select **Edit**.

3. Select **Delete** from the drop-down list. **Edit → Delete → Level**

4. Select **Level** from the drop-down list.

Changing Layers

Layers in a PowerPlay report represent a third dimension that has been added to the report. Several of the predefined PowerPlay user reports have been designed with location layers. Scrolling through the layers changes the body of the report to represent the region, county, or unit that has been selected in the layer line. You may wish to change the layered dimension to reflect another aspect of the organization, such as time. There is a layer button on the Dimension Line (to the far left of the dimension line) and a Change Layers button in the Dimension Viewer to help you accomplish this.

Adding Layers to Reports

1. Login to PowerPlay and open a predefined user report or a default report.
2. Delete the existing layer by clicking on the layer line once to highlight it. Hit the **Delete** key on your keyboard.
3. Select a dimension on the **Dimension Line**.
4. Holding your left mouse button down, drag the dimension to the far left of the Dimension Line and place it over the **Layers** button.
5. Release your left mouse button. Your selected dimension will now appear as a Layer Line beneath the title of the report.

Changing Layers using the Dimension Viewer

1. Login to PowerPlay and open a predefined user report or a default report.
2. Click the **Dimension Viewer** button on the toolbar.
3. In the Dimension Viewer, select a dimension that does not currently appear on the report by clicking on it once to highlight it.
4. Click the **Replace Layers** button on the vertical toolbar. The new dimension now appears in the Layer Line beneath the title of the report.

Changing Layers using the Dimension Line

1. Login to PowerPlay and open a predefined report or a default report.
2. On the **Dimension Line**, select a dimension that does not appear on the report.
3. Holding your left mouse button down, drag the dimension to the **Layer Line** on the report.
4. Release the left mouse button. The new dimension now appears in the Layer Line of the report.

Deleting Layers from a Report

1. Assuming you have logged into PowerPlay and have opened a predefined user report with layers in it; highlight the **Layer Line** by clicking on it once in your report.
2. Press the **Delete** key on your keyboard; **OR**
3. Select **Edit → Delete → All Layers** on the menu bar.

Filtering Reports

Filtering allows you to customize a predefined report by focusing the data on the exact level of information you want in each dimension. For example, you may only want to see CPS report information for Indicated reports. You can filter the report on either the Dimension Line or the Dimension Viewer.

Filtering a Report using the Dimension Line

1. Login to PowerPlay and open a predefined user report or a default report.
2. On the **Dimension Line**, select the dimension you will use as a filter by clicking on it once.
3. Select the specific category you want to use by successively drilling down in the dimension folder until you reach the category you want.
   For example:
   - Open the **NCANDS Reporter Desc** folder on the Dimension Line.
   - Select **Mandated** from the next drop-down list.

The body of the report has changed to reveal data that applies only to CPS Reports reported by individuals mandated by law to report incidents of child abuse/neglect. On the Dimension Line, the NCANDS Reporter Desc folder now reads “Mandated.”

Filtering a Report using the Dimension Viewer

1. Login to PowerPlay and open a predefined user report or a default report.
2. Click the **Dimension Viewer** button on the toolbar.
3. In the Dimension Viewer, open the folder for the dimension you want to use as a filter by clicking the plus sign + to the left of it.
4. Continue expanding successive folders until you reach the specific category you want to use as a filter.
5. When you have reached the specific category of the dimension, click on it once to highlight it.
6. Click the **Filter** button on the vertical toolbar.

The body of the report has changed to reveal data that applies only to the filter category you have chosen.

Removing Filters

You can remove filters by drilling back up to the highest level of the dimension on the Dimension Line or by clicking the **Reset Dimensions** button on the toolbar.

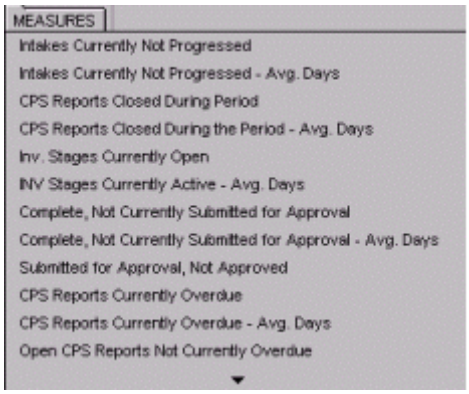
1. Login to PowerPlay and open a predefined user report or a default report.
2. Place a filter on the report using either the **Dimension Viewer** or the **Dimension Line**.
3. Remove the filter on the **Dimension Line** by clicking the dimension you used for a filter and selecting the highest level from the drop-down list again; **OR**
4. Remove all filters by selecting the **Reset Dimensions** button on the toolbar.

Changing Measures

As mentioned previously, measures are numeric indicators of performance. The measure in the current report will be displayed in the dimension line as the text in the last folder. Some reports include many different measures as columns or rows, in which case the word **MEASURES** will appear on the last folder, indicating that more than one measure is being displayed in the report. You can change the measure displayed in the report on the Dimension Line.

To Change a Single Measure in a Predefined Report

1. Login to PowerPlay and open a predefined report or a default report.
2. On the **Dimension Line**, click the **Measures** folder (the last folder).
3. Select **MEASURES** from the drop-down list.



4. Click the **MEASURES** folder again.
5. Select the measure you want to see from the drop-down list.
6. The new measure you just selected will now display in the report and will be shown on the **MEASURES** folder at the end of the Dimension Line.

To Add All Measures As Rows or Columns Using the Dimension Viewer

1. Login to PowerPlay and open a predefined report or a default report.
2. Click the **Dimension Viewer** button on the toolbar.
3. In the Dimension Viewer, highlight **MEASURES** by clicking on it once to select it.
4. Click the **Replace Rows** or **Replace Columns** button on the vertical toolbar.

To Add All Measures as Rows or Columns Using the Dimension Line

1. Login to PowerPlay and open a predefined report or a default report.
2. On the **Dimension Line**, make sure the word MEASURES appears on the **Measures** folder (last folder on the line). If not, click the folder and select **MEASURES** from the drop-down list.
3. Place your cursor on the **Measures** folder, hold your moue button down and drag the folder to the columns or rows area of the report.
4. Release your moue button and all of the measures will be displayed on the report as either columns or rows.

Deleting Measures
When multiple measures (or all measures) have been selected as either columns or rows in a report, PowerPlay gives you the option of selectively deleting some of them. For instance, you have selected all measures available in Investigations, but do not want to see the 'Avg. Days' measures. You can delete those columns/rows you do not want to see.

1. Login to PowerPlay and open a predefined user report or a default report.
2. Using one of the methods described above, select all measures as columns or rows on your report.
3. Highlight those columns or rows you want to exclude by placing your cursor at the top of the column or row and clicking once. ***Note: Use the Ctrl key or Shift key on your keyboard to select more than one column at a time.***
4. Press the **Delete** key on your keyboard.

Ordering Data

To enable you to better review your report data, you may need to sort it in a certain order. Sorting arranges categories in ascending or descending order. You can use the Sort command to arrange a row, column or layer in alphabetical or numerical order. There should be a **Sort** button on the PowerPlay toolbar that will automatically sort the data in ascending order. If there is not, you can add the **Sort** button using the Tools menu, as follows:

1. On the menu bar, select **Tools → Customize Toolbars**.
2. Open the **Categories** selection box by clicking the down arrow to the right of the **Categories** box.
3. Select the **Explore** option, and then select the **Sort** button.
4. Click the **Close** button in the upper right side of the box.

Sort in Ascending Order Using the Sort Button

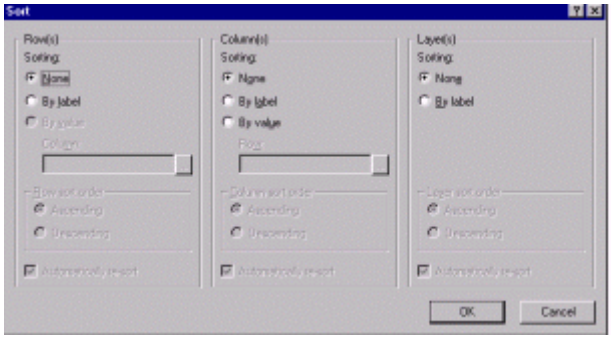
1. Login to PowerPlay and open a predefined user report or a default report.
2. Select the column you want to sort your report by placing your cursor in the column header and clicking once to highlight the entire column.
3. Click the **Sort** button on the toolbar.

The Sort button allows an ascending sort only.

PowerPlay does offer more than an ascending sort. Additional sort options are found in the Explore menu.

Sort Data Using the Sort Options

1. Login to PowerPlay and open a predefined user report or a default report.
2. Select the column you will sort the report by placing your cursor in the column header and clicking once to highlight the entire column.
3. On the menu bar, click **Explore**.
4. Click **Sort** from the drop-down menu.
5. In the **Sort** box, choose from the following options:



To sort rows in alphabetical order:

- Select **By label** in the **Rows** section
- Select **Ascending** in the **Row sort order** section
- Select **Automatically re-sort** if you want PowerPlay to resort the row values when your report changes.
- Click **OK**.

To sort rows in numerical order:

- Select **By value** in the **Rows** section
- Select a column by which you want to sort:

  1. Click on the ... button to the right of the **Column** box to open the selection list.
  2. Highlight the column by clicking once on it in the Column selection box
  3. Click **OK**.

- Select either **Ascending** (starting at lowest value) or **Descending** (starting at highest value) in the **Row sort order** section.
- Select **Automatically re-sort** if you want PowerPlay to resort row values when the report changes.
- Click **OK**.

To perform no sort on rows:

- Select **None** in the **Rows** section of the **Sort** dialog box.

To sort columns in alphabetical order:

- In the **Columns** section of the **Sort** dialog box, select **By label**
- Select **Ascending** in the Column sort order section
- Select **Automatically re-sort** if you want PowerPlay to resort the columns when the report changes
- Click **OK**.

To sort columns in numerical order:

- Select **By value** in the **Column** section

- Select a row by which you want to sort

    1. Click the ... button of the **Row** box to open the selection list.
    2. Click the row you want to sort by in the Row selection box.
    3. Click **OK**.

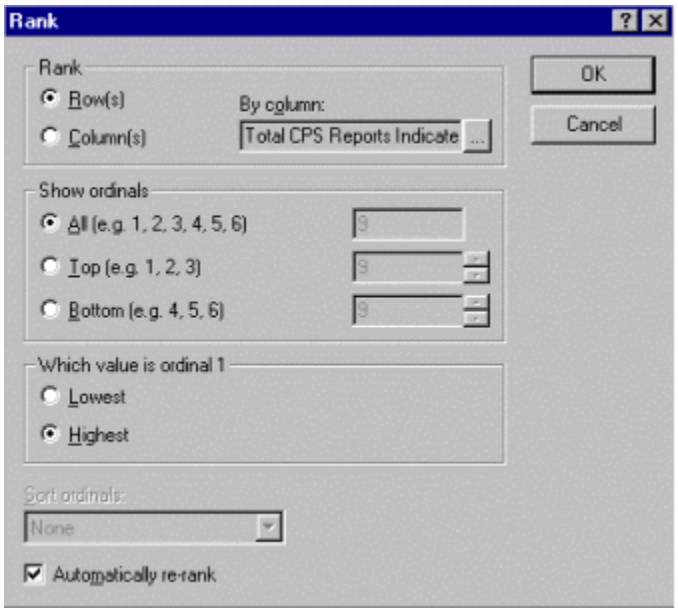
- Select either **Ascending** (starting with the lowest value) or **Descending** (starting with the highest value) in the **Column sort order** section.
- Select **Automatically re-sort** if you want PowerPlay to resort the columns when the report changes.
- Click **OK** in the lower right corner of the **Sort** box.

To sort layers alphabetically:

- Select **By labels** in the **Layers** section of the **Sort** dialog box
- Select Ascending in the Layer sort order section
- Select **Automatically re-sort** (optional)
- Click **OK** in the lower right corner of the **Sort** box.

Ranking Data

Ranking sorts your data in either ascending or descending order, then assigns a numerical rank order number to the data, which is displayed in a separate column. You choose whether the highest or lowest value is assigned the rank order of 1. You can also choose to see only the top or bottom results and how many you want to see (e.g., top 10, bottom 10, etc.). As with sorting, you can choose to have the data re-ranked when the report changes.



1 On the menu bar, select **Explore → Rank.**

2 The **Rank** dialog box displays.

3 Select to rank either Rows or Columns:

- If you select to rank **Rows**, you will need to select a **Column** by which to rank them.
- If you select to rank **Columns**, you will need to select a **Row** by which to rank them.
- Click the ... button to the right of the **By column/By row** selection box.
- Select a column/row from the drop-down list.
- Click **OK** in the Column/Row window.

4 The **Show ordinals** section determines how many of the ranked categories you will see:

- Select **All** if you want to see all of the rows/columns.
- If you only want to see a certain number of the top categories, click **Top**, then select the number of categories you want to see by using the up and down arrows to the right of the number selection box. For example, if you select Top and leave the number at 10, you will only see the top ten categories from your report.
- If you only want to see a certain number of the bottom-ranked categories, click **Bottom**, then select the number of categories you want to see by using the up and down arrows to the right of the number selection box.

5 The **Which value is ordinal 1** section determines whether the No. 1 rank is assigned to the highest or the lowest value. Click **Highest** or **Lowest**.

6 **Sort ordinals** allows you to list the rank numbers in ascending or descending order:

- Open the selection box by clicking the down arrow to the right of the **Sort ordinals** selection box.
- Select **Ascending**, **Descending**, or **None** from the drop-down list.

7 **Automatically re-rank** allows PowerPlay to re-rank your data when your report changes. It defaults to allow automatic re-ranking. You can turn this option off by clicking the selection box.

8 Click the **OK** button in the upper right corner of the **Rank** window.

You now have a new column on your report called Rank, with the name of the column by which you ranked in parentheses; i.e., **(Rank (column name)**.

Swapping

You will sometimes see a report where there are more columns than rows and you can't see all of the columns without scrolling to the left and right. This makes it rather difficult to analyze the report online. There is a button on the toolbar that will swap rows and columns for you.

1 Login to PowerPlay and open a predefined user report or a default report.

2 Click the **Swap Rows and Columns** button on the toolbar.

3 Note that only the position of the data has changed. Rows are columns and columns are rows.

Suppressing Data

Suppressing Zero Values
Some reports, or modifications of reports, will contain zero values. In order to concentrate on valid data, you may want to eliminate these zeroes from your report.

1 Login to PowerPlay and open a predefined user report or a default report.

2 On the menu bar, click **Explore**.

3 Select **Suppress** from the drop-down list.

4 Select **Zeroes** from the selection list.

5 Select **Rows and Columns** from the drop-down list and click.

80/20 Suppression
PowerPlay offers another suppression option that removes rows and columns that do not contribute significantly to your report. The 80/20 Suppression option sorts values from the highest to the lowest, reports those values that contribute to 80% of the overall value, and summarizes the remaining values into a new category called "Other". This option allows the user to concentrate on the most significant values of the report. 80/20 Suppression will not be available for reports containing two or more measures. To invoke 80/20 Suppression:

1 Login to PowerPlay and open a predefined user report or a default report.

2 On the menu bar, click **Explore**.

3 Select **Suppress** from the drop-down list.

4 Select **by 80/20 Rule** from the Suppression drop-down list.

5 Select **Rows and Columns** from the drop-down list.

6 Click **OK**.

Note that your report now has fewer rows and that a new row titled 'Other' is displayed. The 'Other' category contains all categories whose values did not contribute to the top 80% of the report total.

Show Values As

PowerPlay provides users with the option of viewing measure values as percentages rather than numbers. Percentages may provide users with new insight to the data. Consider the value of reviewing allegation data as percentages by type rather than as numbers. To change your numbers to percentages:

1 Login to PowerPlay and open a predefined user report or a default report.

2 On the menu bar, click **Explore**.

3 Select **Show Values As** from the drop-down list.

4 Select % of Row Value, % of Column Total, % of Row Subtotal, % of Column Subtotal, % of Layer Total or % of Grand Total, whichever is most appropriate.

5 Your report now shows percentages rather than numbers.

6 To return to numbers in your report, click **Explore** on the menu bar, select **Show Values As**, and then **Value** from the drop-down list.

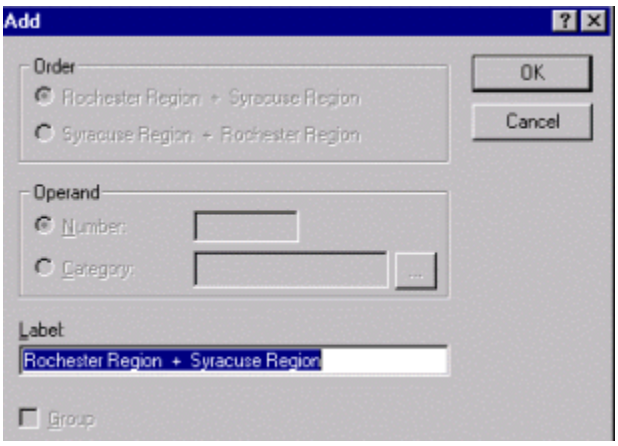
Calculations

PowerPlay does provide the ability to add calculations to your report. You can add, subtract, multiply and divide, as well as calculate percentages. You can perform calculations on both columns and rows.

To Add Rows

1 Login to PowerPlay and open a predefined user report or a default report.

2 Highlight the rows you want to add together on the report by clicking once on the row title. ***Tip: Use your Ctrl or Shift key on your keyboard to highlight more than one row.***



3 On the menu bar, click **Calculate**.

4 Select **Add** from the drop-down list.

5 In the Add window, the only option you have is to give your calculation a **Label**. PowerPlay, by default, inserts all of the row labels with the plus sign between them.

6 Place your cursor inside the Label box and, holding your mouse button down, highlight the entire label.

7 Press the **Delete** key on your keyboard.

8 Type in a label for your calculation. This will be the row title that appears on the report for your calculated row.

9 Click **OK** in the upper right corner of the **Add** box.

10 Your report now has a new row in it. The values and label of the row are italicized to indicate that they are calculated rows.

To Subtract Rows

1 Login to PowerPlay and open a predefined user report or a default report.

2 Highlight the two rows you want to subtract on the report by clicking once on the row title. ***Tip: Use your Ctrl key on your keyboard to highlight more than one row.*** Obviously, you can select only two rows to subtract.

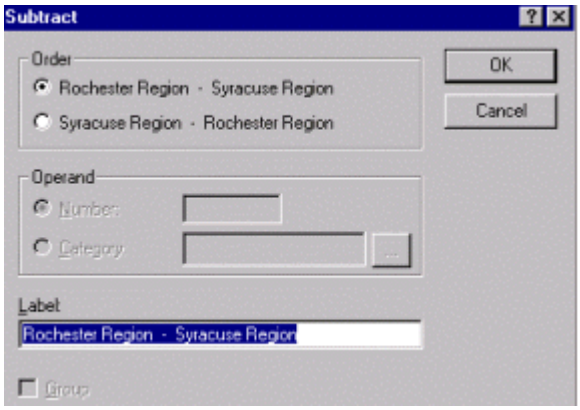
3 Click the **Calculate** option on the menu bar.

4 Select **Subtract** from the Calculate drop-down menu.

5 In the Subtract dialog box, select one of the two options displayed; i.e., subtract the second row from the first row, or subtract the first row from the second row.

6 Type a title for your calculation in the **Label** box.

7 Click **OK** in the upper right corner of the Subtract box.



To Calculate Columns

1 Login to PowerPlay and open a predefined user report or a default report.

2 On the report, highlight the columns you want to use in your calculation by clicking once on the column title. ***Tip: Use the Ctrl or Shift keys on your keyboard to highlight more than one column.***

3 On the menu bar, click **Calculate**.

4 Select Add, Subtract, Multiply, Divide, or any of the Percentage options from the drop-down list.

5 A calculate dialog box displays. The first section of the box offers several options, depending on which calculation method you chose. Select the option you want to invoke.

6 Type a title for your calculation in the **Label** box.

7 Click **OK** in the upper right corner of the calculate box.

8 Note that both the column header (the label you entered) and the values of the new column are italicized, indicating that they are calculations.

Percent of Base Calculations
Percent of Base calculations will return the percentage each row makes up of the total. These calculations will only work on columns or rows where there is a total. So, if you want to see what percentage of total CPS reports each worker in a unit handled, you would use the Percent of Base calculation.

1. Login to PowerPlay and open a predefined user report or a default report.
2. Select the column or row on which you want to perform the Percent of Base calculation by clicking once on the Column/Row title.
3. Click **Calculate** on the menu bar.
4. Select **Percent of Base** from the drop-down list.

A new column now appears on your report titled ***(PctOfBase)(name of column/row))***. Both the column header and the values are italicized, indicating a calculated column.

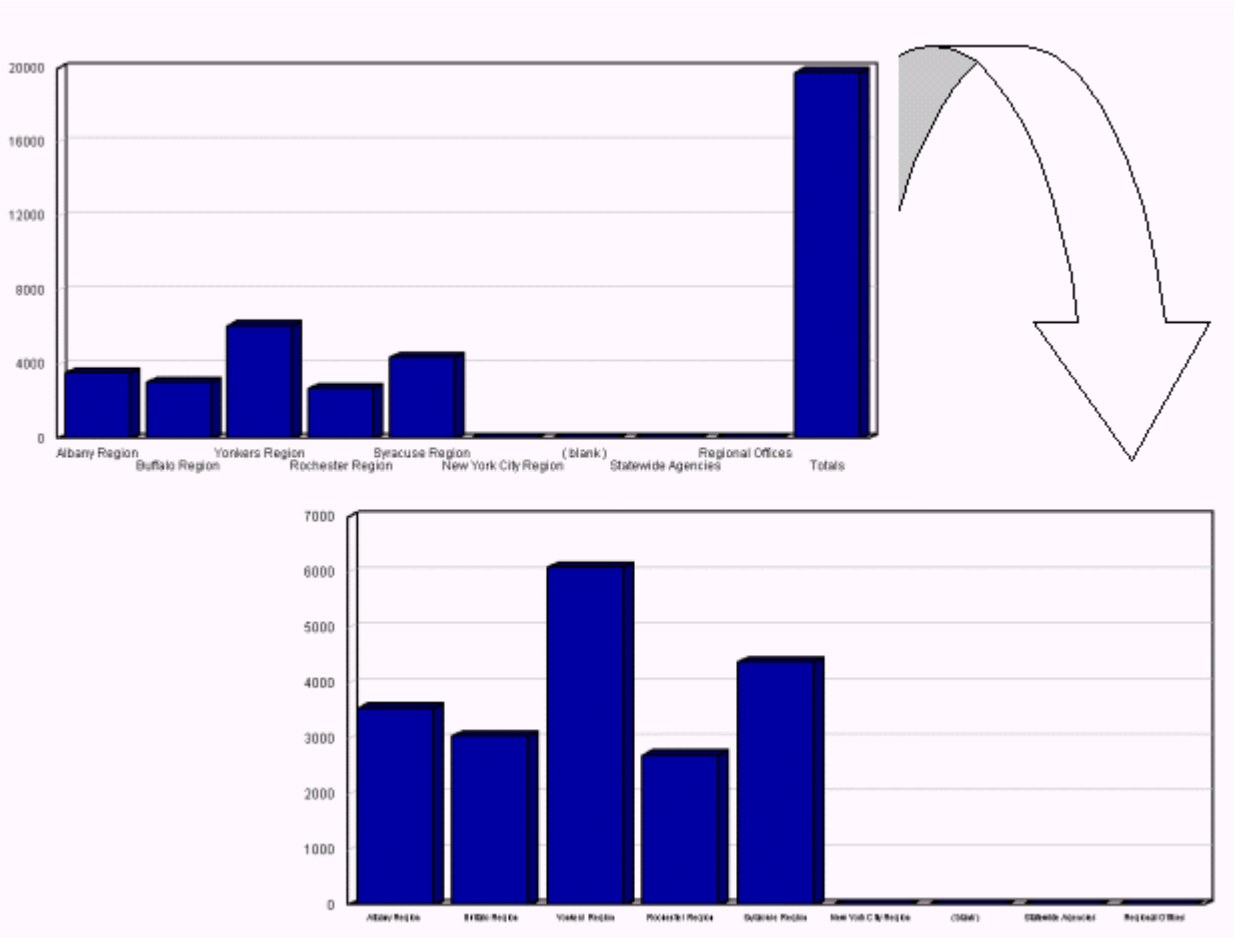
Changing Displays

Changing your report from the default crosstab into a chart provides you with a new perspective of the data presented. As discussed previously, PowerPlay provides nine different chart formats for your use. To review your data in chart format, simply click the chart type you want on the toolbar. Legends are provided with most chart types and all of the modification features, including drill-down are available in the chart format.

For large amounts of data (i.e., more than 12 rows), do *not* select a Pie Chart, 3-D Bar or Scatter chart.

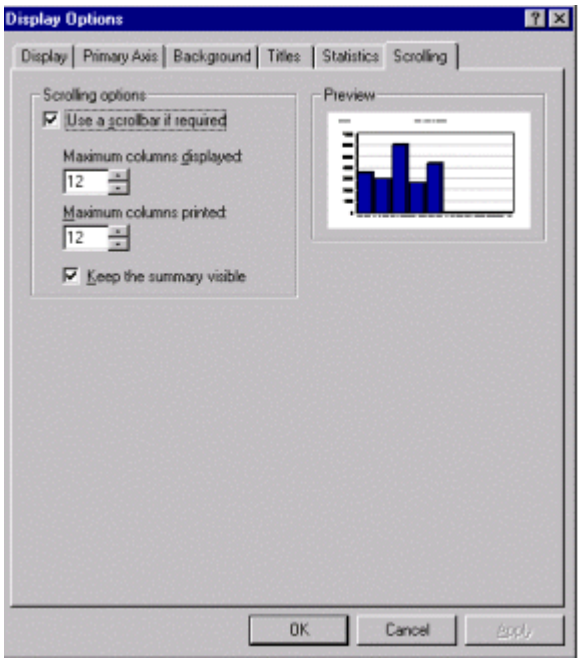
1. Login to PowerPlay and open a predefined user report or a default report.
2. Click an appropriate chart button on the toolbar.
3. Depending on the report you've transformed and the type of chart you've displayed, there may be another scrolling device at the bottom of your screen. In the lower right corner will be text stating, "**Display __ of __"** and up and down arrows to scroll up and down to the other displays. To the left of the "**Display __ of __**" text will be the title of the row currently displayed. Click the up or down arrow to scroll through the different rows of the report.

A problem with PowerPlay charts is that the total or summary column or row is included by default. Your data will look skewed if individual categories are being compared to totals.



To remove the summaries from your chart

1. Click **Format** on the menu bar.
2. Select **Display Options** from the drop-down list.
3. In the Display tab, click off the **Show the summary line(s)** or **Show the summary column(s)** options. *Note: Selections may vary depending on the chart type.*
4. Click **OK**.



There is also a default in PowerPlay limiting the maximum columns displayed and printed. This will limit the amount of data you can see on the screen at once and may result in multiple displays.

To increase the number of columns you can view on one chart

1. Click **Format** on the menu bar.
2. Select **Display Options** from the drop-down list.
3. Click the **Scrolling** tab of the **Display Options** box.

4. Using the up and down arrows to the right of the selection boxes, change the **Maximum columns displayed** and the **Maximum columns printed.**

5. Click **OK** at the bottom of the **Display Options** box.

The last chart on the toolbar (Correlation Chart) compares two different measures over specified categories. PowerPlay will default the first measure on the chart to the measure used in the report. If there are multiple measures in the report, it will show all the measures combined, which doesn't make much sense.

To specify which measures you want to compare on the correlation chart

1. Click the **Correlation Chart** button on the toolbar.

2. There will now be two **Measures** folders at the end of the Dimension Line.

3. Click open the **first Measures** folder and select a measure from the drop-down list.

4. Click open the **second Measures** folder and select a second measure from the drop-down list.

You can change the data displayed in a chart in the same way that you change columns and rows in a crosstab report. Either drag the new dimension from the Dimension Line to the area in the chart you wish to replace or use the Dimension Viewer and the Replace Columns or Replace Rows button. You can filter charts in the same way.

To filter your chart

1. Select the category you want to use as a filter on the **Dimension Line; OR** select the filter category in the **Dimension Viewer.**

2. Click the **Filter** button.

Layers can be changed, added, or deleted in charts just as you would change them in a crosstab report.

To change layers in your chart

1. Highlight the **Layer line** at the top of the chart display and press the **Delete** key on your keyboard.

2. Select the dimension you wish to use as a layer on the **Dimension Line** and drag it over to the **Layer** button at the far left of the Dimension Line; **OR**

3. Select the dimension you want to layer in the **Dimension Viewer** and click the **Replace Layers** button on the vertical toolbar.

Formatting Data

You have some options for formatting the data and labels displayed on PowerPlay reports and charts. Column and row titles are called labels, while the measures data (numbers) are called values.

To Format Data

1. Login to PowerPlay and open a predefined user report or a default report.

2. Select the column or row on your report that you want to reformat by clicking on it once to highlight it. ***Note: Use your Ctrl or Shift key on your keyboard to highlight more than one column or row.***

3. On the menu bar, click **Format**.

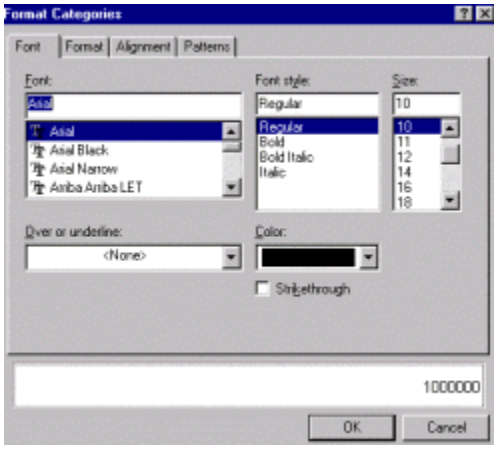
4. Select **Categories** from the drop-down list.

5 From the Categories selection list, make your selection as follows:

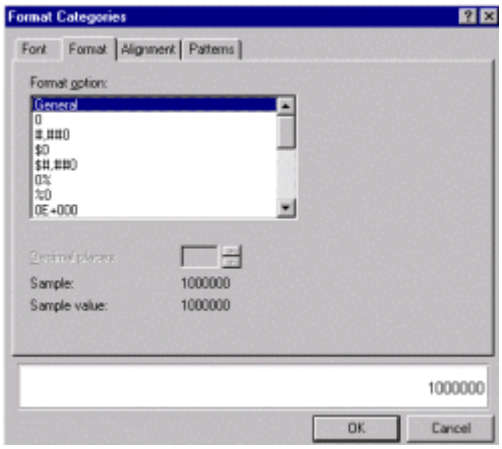
- **Labels Only** will reformat only your column or row titles.
- **Values Only** will reformat only your measure data.
- **Labels and Values** will reformat both your column or row titles and the measure data.
- **Default** will select the default setting (Arial, Regular, size 10; General format).

6 A **Format Categories** dialog box is displayed.

- Click the **Font** tab and select the font, font style, and font size in the appropriate boxes. Open the selection lists by clicking the down arrow to the right of each box. You also have the option of selecting underlines, overlines, and colors. The viewing box at the bottom of the **Format Categories** dialog box displays what your data will look like. Click the **OK** button at the bottom of the Font box when you have finalized your selections.

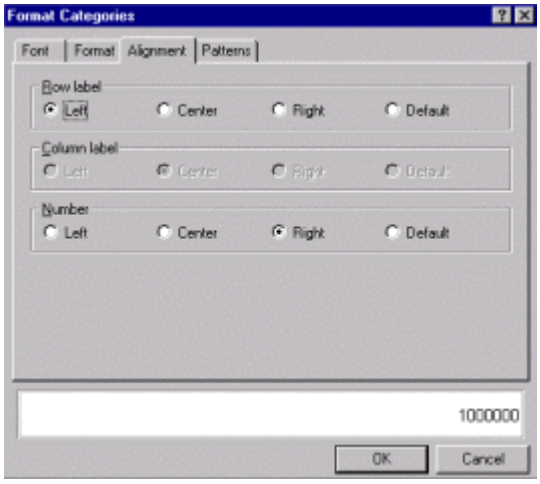


- Click the **Format** tab (not available for Labels Only) and select the format style you wish to use for your measure data from the format option list. You can specify the number of decimal places for your values by using the up and down arrows at the right of the **Decimal places** selection box. The box at the bottom of the **Format Categories** dialog box displays what your data will look like. Click the **OK** button when you have made your selections.



- Click the **Alignment** tab and select, Left, Center or Right Justification for your Row labels, Column labels and Numbers. Again, the box at the bottom of the dialog box

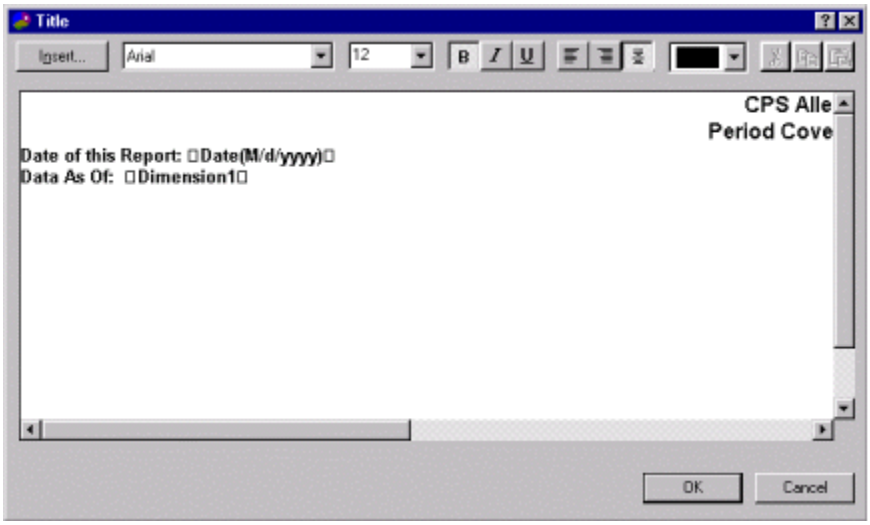
displays what your data will look like. Click the **OK** button at the bottom of the **Alignment** box when you have finalized your selections.



- Click the **Patterns** tab to select shading and colors for your data. The box at the bottom of the screen shows you what your data will look like.
- When you have completed making your selections, click the **OK** button at the bottom of the **Format Categories** box.

To Change Report Titles

The predefined user reports have titles already designed for them. However, if significant modifications are made, the title may need to be changed, too. You can customize a report title as follows:



1. Login to PowerPlay and open a predefined user report or a default report.
2. On the menu bar, click **Format.**
3. Select **Title, Header, and Footer** from the drop-down list.
4. Select **Title**.
5. In the **Title dialog box**, change the font, font size, font style, justification, and color using the toolbar along the top.
6. Place your cursor in the text area of the box. Hold your mouse button down and move your cursor over the existing title text until it is all highlighted. Press the **Delete** key on your keyboard. Now enter the text you wish to see in the title of your modified report.
7. You can add certain information to your report title, such as page numbers, current date, the Connections or CCRS Data as of Date, etc. Click the **Insert** button to the left of the format toolbar and make your selections based on the following:

- **Report:** inserts the report file name, date, or time. A **Date and Time** selection box displays any time you select to insert a date or time value. A selection of formats is displayed. Highlight the format you want and click **OK**.
- **MDC:** inserts the cube name, date, time, or description.
- **Variable:** inserts the current measure, period, row, column, or layer; the user or company name; or the current date or time.
- **Number:** inserts the page number, layer number or report layer.
- **Dimension:** inserts the dimension line or the individual dimensions. You will use this option to insert the Connections or CCRS Data as of Date. Select individual dimension and then select the Data as of Date from the dimension listing.
- **Picture Object**: inserts a picture
  - A **Select Picture File** dialog box is displayed.
  - Open the selection box by clicking the down arrow to the right of the **Look in** box
  - Navigate to the picture file you want to insert.
  - Click **Open**.
  - Size the picture file object to fit in the title text box.

8 When you have completed your report title, click **OK** in the lower left side of the Title dialog box.

Module 5:
PowerPlay Reporter

Cognos PowerPlay offers two different modes of data access. PowerPlay Explorer, with which you have been working thus far, is the data exploration mode of accessing data in cubes. Users are able to drill down into lower levels of data, combine different dimensions, display data in graphic form, and perform calculations with the data. However, they are limitations on the specific data that can be displayed, the actual structure of the report, and the calculations that can be performed. PowerPlay Reporter offers a more flexible report-building capability that permits complete customization by the users.

PowerPlay Reporter reports do not need to have a uniform structure. Reporter mode offers a flexible reporting style that gives users complete control over the information displayed in the report. Users have the ability to add single categories from different levels of the same dimension or from different dimensions. Complex calculations are also available in Reporter mode. Users should use PowerPlay Reporter when they know the exact information they want to add to a report, or when they need to perform complicated calculations.

If you recall from previous modules, default PowerPlay Explorer reports display the first two dimensions in a cube and the first measure. The categories displayed as rows and columns can be easily changed, as can the measure. However, the rows and/or columns will display only those categories from a single level of a single dimension. Summary rows and columns are always included in Explorer reports. Also, values can be displayed as percentages in Explorer. Single rows or columns cannot be moved or deleted from Explorer reports.

Reporter reports have no uniform structure. You can start with a blank page and add the categories you want to see as rows and columns from any level of any dimension, including specific single categories. Reporter also allows users to delete single rows or columns and to move rows and columns around on the report. Although summary rows and columns are not automatic in Reporter, there is a toolbar button available to include summaries when you add categories to your report.

In Explorer, drilling down essentially filtered the report on the category you drilled down on, and displayed only the lower-level categories for that level. The other categories were eliminated from the report. In Reporter, drilling down adds the lower-level categories to the report. The other categories remain on the report and are displayed much like nesting categories in Explorer.

Single rows and columns can be deleted from Reporter reports, and rows and columns can be moved around on the report. The **Replace Rows** and **Replace Columns** buttons on the Dimension Viewer toolbar are now replaced by Add as Rows and Add as Columns buttons. If you want to replace the columns on a report, you first need to delete the existing columns. Otherwise, the categories selected will be added to the existing columns.

There is no feature for showing values as percentages in Reporter, but percentages can easily be calculated using the enhanced calculation features available.

Accessing PowerPlay Reporter

Users can elect to open a multidimensional cube directly in Reporter mode, or they can open a default Explorer report and switch to Reporter. Opening directly to a blank Reporter report requires changing file preferences in PowerPlay. Unfortunately, the changed settings are not maintained in the Citrix environment and must be reset for each PowerPlay session.

Opening directly to a blank Reporter report:

1 Login to Citrix:

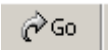
2 Double click the **Internet Explorer** icon on your desktop.

3 Click the **Favorites** button on the Internet Explorer menu bar.

4 Select "**Data Warehouse Login**" from the drop down-list.

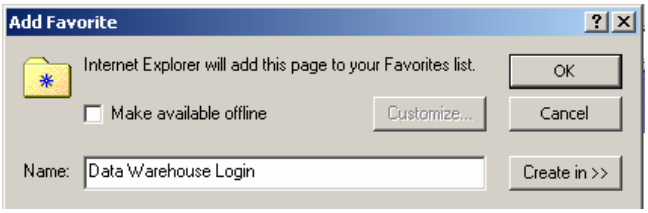
If "Data Warehouse Login" is not listed on the drop-down list:

- In the Address line at the top of the Internet Explorer screen, type http://OCFSDATAWAREHOUSE.

- Click the **Go** button to the right of the Address box and wait for the page to load. 

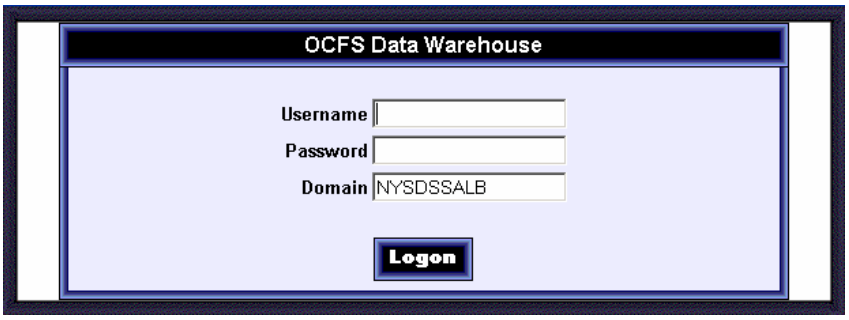
- Click the **Favorites** button on the Internet Explorer menu bar and select **Add to favorites** from the drop-down list.

- In the Add Favorites dialog box, type "**Data Warehouse Login**" in the Name field.



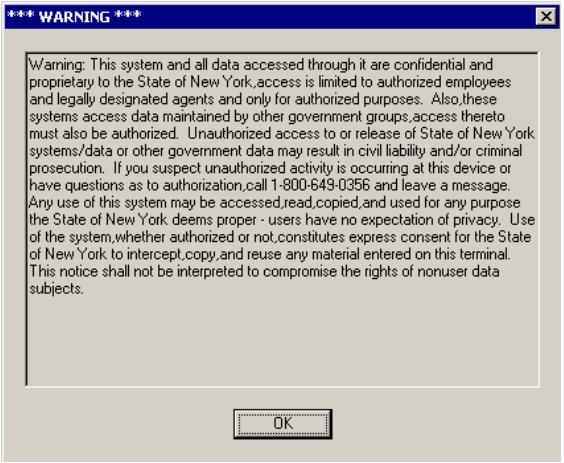
- Click **OK** on the Add Favorites dialog box.

5 Enter your **NT Username**, **Password**, and **Domain** in the OCFS Data Warehouse login dialog box.

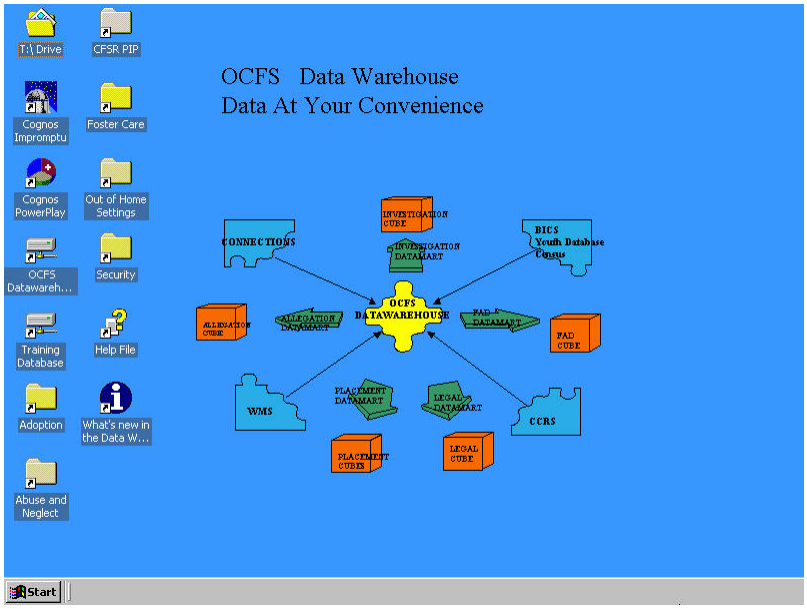


6 Click the **Logon** button at the bottom of the dialog box.

7 Click **OK** on the Confidential Warning screen.



8 The OCFS Data Warehouse welcome screen is displayed. To the left of the screen are icons for PowerPlay, Impromptu, Cognos Cubes, and Training Database.



9 Double click the **PowerPlay** icon to launch the application.

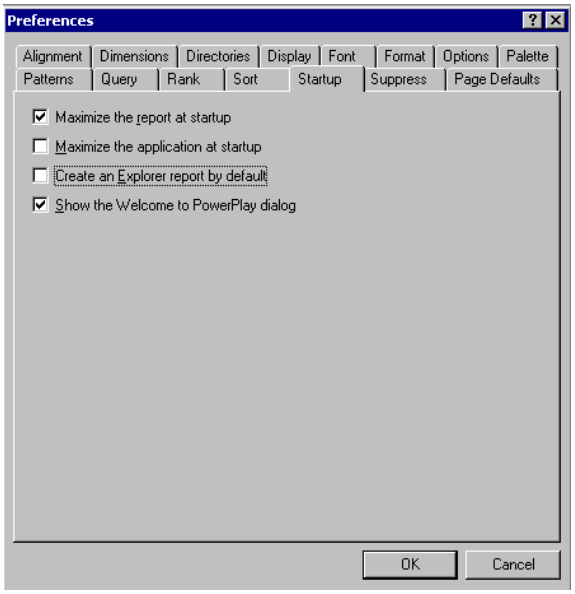
10 Click **Close** on the Cognos PowerPlay 6.6 Welcome screen.

11 Select **File → Preferences** on the menu bar.

12 Click the **Startup** tab of the Preferences dialog box.

13 Deselect the **Create an Explorer report by default** option.

14 Click the **OK** button at the bottom of the Preferences dialog box.



15 Click the **New** button on the toolbar.

16 In the Choose a Local/Remote Cube dialog box, make sure "**Remote**" is selected in the Access section.

17 Click the arrow to the right of the **Connect** window.

18 Select **Datawarehouse** from the connections listing.

19 Select a cube in the selection window of the Choose a Remote Cube dialog box.

20 Click the **OK** button.

21 If the Cognos Common Logon dialog box appears, enter your **Cognos User ID** in the **User ID** window, enter your **Cognos Password** in the **Password** window, and then click the **Log On** button.

To switch to Explorer from Reporter:
Assuming you are logged in to PowerPlay and have an Explorer Report open (e.g., the TRN Allegations Report). You want to use the same cube, but you want to create a new customized report:

1 Click the **Explorer ← → Reporter** button on the toolbar.

2 Select **Edit → Select → All** on the menu bar.

3 Press the **Delete** key on your keyboard,

Building a Reporter Report

Reporter offers several more toolbar buttons in the Dimension Viewer. These buttons are enabled when you select a category in the Dimension Viewer. They are meant to be used in combinations to add single categories, lower- or lowest-level categories of a dimension, sums, averages and/or percentages as rows or columns to your report.

Add as Rows

Add as Columns

Add as Layers

Filter

Next Level Children of

Lowest Level Children of

Each

Sum of

Average of

Share of

Intersect

Adding Columns/Rows

To add lower-level categories of a dimension as columns or rows to your report:

When you add a dimension to a Reporter report, only the highest-level category is added to the report. For example, if you selected the Age Range at Intake dimension to add to your report, and clicked the **Add as Columns** button, you would see only the single column "Age Range at Intake". If you want to add in lower-level categories of the dimension, you need to indicate which level of the dimension you want to display. There are two toolbar buttons available to invoke lower-level categories. The **Next level children of** button will bring in the next level down in the selected dimension's hierarchy. As in the previous example, if you selected "Age Range at Intake", clicked the **Next level children of** button, and then clicked the **Add as Columns** button, you would then see the actual age range categories as columns. The **Lowest level children of** button adds the lowest level categories of the selected dimension to your report. If you select a year under the **Date** folder, then click the **Lowest level children of** button, and then click the **Add as Rows** button, you would see the months of the year (which is the last level of the Date dimension) as rows on your report.

1. If the Dimension Viewer window does not appear on the left-hand side of your screen, click the **Dimension Viewer** button on the toolbar.
2. Select a dimension in the dimension viewer.
3. Click either the **Next level children of** or the **Lowest level children** of button:
   - **Next level children of** – will bring in the categories from the level beneath the summary level of the dimension. For example, the categories directly beneath Statewide are Upstate, Downstate, Regional Offices, Statewide Agencies, and State Offices. If you selected the Statewide dimension, clicked the **Next level children of** button, and the **Add as Columns** button, you would see those five categories as columns on your report.

- **Lowest level children of** – will bring in the categories from the lowest level of the selected dimension. For example, the lowest level of the Statewide dimension in the Allegations cube is Victim ID. If you selected Statewide, clicked the **Lowest level children of** button, and the **Add as Columns** button, the districts would be displayed as columns on your report, except for your home district, where Victim ID's would be displayed as columns. Remember that your Cognos User ID and Password give you permission to see summary data to the district level for all districts and detailed data for only your district. So, for individual users, the lowest level of Statewide includes all counties and all victims in the user's county.

- It is recommended that users review the levels of each dimension by clicking the + to the left of each folder to determine what level of data is needed in the report. Remember, too, that many dimensions have only one level of detail (e.g., the Gender Dimension contains only two values – Male and Female – and no hierarchy). Thus, it makes no difference whether Next level children of or Lowest level children of is selected. There is only one level of detail to report.

4 Click the **Add as Rows** or the **Add as Columns** button on the Dimension Viewer toolbar.

Of course, users should add the dimension with the most lower-level categories as rows and the dimension with the lower number as columns. This will result in a more user-friendly report.

To add single categories as rows or columns to a report:

In PowerPlay Reporter, users can select single categories from one dimension or single categories from multiple dimensions to add as rows or columns to a report. For example, a user may need to see the number of white children, the number of Asian children, and the number of Hispanic children discharged from care during a particular period of time. These categories belong to two different dimensions in the Discharges cubes. In Explorer, only one dimension at a time can be added as rows or columns. But in Reporter, single categories from multiple dimensions can be added. Specific categories from one dimension can also be added. For example, if a user wished to see only discharges from Group Residences and Group Homes, those two categories could be selected and added to the report. In Explorer, all categories from a single dimension are added, without the ability to delete single rows or columns. Adding single categories to a Reporter report is accomplished by first selecting the categories in the Dimension Viewer, and then clicking the **Add as Rows** or **Add as Columns** button.

Assuming a PowerPlay cube has been opened in Reporter mode with a blank report:

1 Open the Dimension Viewer window by clicking the **Dimension Viewer** button on the toolbar.

2 Open the dimension folders by clicking the + to the left of each folder. Open sub-folders contained within a dimension folder by clicking the + to the left of the sub-folder.

3 Select a single lowest-level category by clicking on it once.

4 Hold down the **Ctrl** key on your keyboard.

5 Select another lowest-level category from the same or from another dimension by clicking on it once.

6 Repeat the selection process (holding your **Ctrl** key down) until all of the categories you wish to see are highlighted in the Dimension Viewer.

7 Click the **Add as Rows** or the **Add as Columns** button on the Dimension Viewer toolbar.

Adding Layers to a Reporter Report

Layers, or a third dimension, can be added to a Reporter report in much the same way as in Explorer. The difference is that you must indicate what level of the dimension you wish to add (i.e., use the **Next level** or **Lowest level children of** button). Single categories from the same or from multiple dimensions can also be added as layers.

To add lower-level categories of a single dimension:

1. Select a dimension folder in the **Dimension Viewer** by clicking on it once.
2. Click the **Next level children of** or the **Lowest level children of** button. Again, opening the folders and sub-folders will help you in determining which level you want to add.
3. Click the **Add as Layers** button on the Dimension Viewer toolbar.

To add single categories:

1. In the Dimension Viewer, open the dimension folder or folders that contain the categories you wish to see as layers.
2. Click on the first category once to highlight it.
3. Hold down the **Ctrl** key on your keyboard.
4. Click on the next category once to highlight it.
5. Repeat the selection process (holding down your **Ctrl** key) until all of the categories you wish to see are highlighted,
6. Click the **Add as Layers** button on the Dimension Viewer button.

Filtering a Reporter Report
Filtering a Reporter Report is accomplished in the same way as in an Explorer report. In Explorer, you can filter on multiple categories, but you have to do it one at a time. In Reporter, you can select multiple categories and filter on them all at the same time.

1. In the Dimension Viewer, select the category or categories you wish to use as filters. To select more than once category, hold down your **Ctrl** key and click once on each category to highlight it.

2. Once all filter categories are highlighted, click the **Filter** button on the Dimension Viewer toolbar.

Adding Summaries to a Reporter Report
In Explorer, summary rows and columns are automatically included when you add a dimension to your report. Summaries are not automatic in Reporter. However, there is a **Sum of** button on the Dimension Viewer toolbar that can be used in conjunction with the **Add as Rows** or **Add as Columns** button to add a summary of the categories selected to your report.

The **Each** button on the Dimension Viewer toolbar is designed to be used in conjunction with the **Sum of**, **Average of**, and **Share of** buttons. Clicking any of the automatic calculation buttons results in adding just that calculation (sum, average, or percentage) as a row or column to your report. If you also want to see the individual categories as rows or columns, you can select the **Each** button in addition to the **Sum of**, **Average of**, or **Share of** button.

1. In the Dimension Viewer, select the category or categories you wish to add as rows or columns to your report. Select more than one category by holding down the **Ctrl** key on your keyboard and clicking on each category. You can also select all of the lower-level categories of a single dimension (or multiple dimensions) by clicking once on the dimension folder (hold your **Ctrl** key down to select more than one dimension folder) and then clicking the **Next level children of** or the **Lowest level children of** button.

2. Once all categories are highlighted in the Dimension Viewer, click the **Sum of** button on the Dimension Viewer toolbar. This will add a summary of the categories selected to your report.

3. If you also want to see each single category as a row or column, click the **Each** button on the Dimension Viewer toolbar. If you're interested in only the summary of the selected categories, do not click the **Each** button.

4. Click the **Add as Rows** or **Add as Columns** button on the Dimension Viewer toolbar.

The summary row or column will have the default label of the calculation used to produce the sum. For example, if you had added a sum of the **Lowest level children of** the gender dimension as columns to your report, the column title would read "**Male + Female**". This protocol can be quite cumbersome for other dimension summaries. Consider, for example, the label that would result when adding a summary of the Goal dimension. Thus, it is beneficial to know how to change the labels on these summary rows and columns.

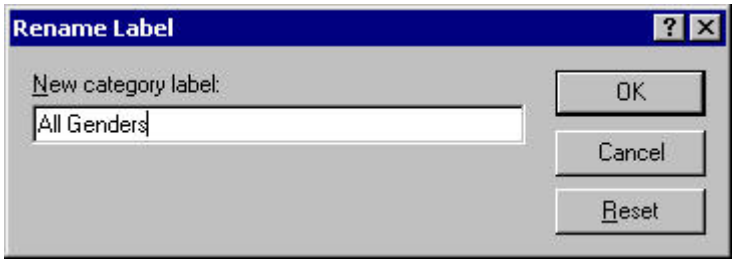
To change summary row/column titles:

1. Right click on the column or row title of the summary row or column.

2. Select **Rename Label** from the drop-down list.

3. Enter a new label in the **New category label** window of the Rename Label dialog box.

4. Click **OK** on the Rename Label dialog box.



Adding Average Calculations to a Reporter Report

An average of selected categories can be easily added to a Reporter report by use of the **Average of** button on the Dimension Viewer toolbar. The selected categories are added and the total is then divided by the number of categories. For example, in the report below, there are six categories of age range (0-2, 3-5, 6-9, 10-13, 14-17, and 18+). The total of all genders is 226. When this total is divided by the number of age range categories (6), the result is 37.67, rounded up to 38.

	Female	Male	All Genders
0-2	76	96	172
3-5	47	46	93
6-9	56	69	125
10-13	57	87	144
14-17	104	117	221
18+	0	1	1
Average(0-2, 3-5, 6-9, 10-13, 14-17, 18+)	57	69	126

1 Select the categories you wish to see on your report in the Dimension Viewer.

- Select single categories from the same or multiple dimensions by clicking once on a category, holding down your **Ctrl** key and clicking on each category.
- Select lower levels of a single or multiple dimensions by clicking on the dimension folder (use your **Ctrl** key to select more than one dimension) and then click the **Next level children of** or the **Lowest level children of** button on the Dimension Viewer toolbar.

2 Click the **Average of** button on the Dimension Viewer toolbar.

3 If you also want to see each individual category selected as a rows or column, click the **Each** button.

4 If you also want to see a summary or total row/column of the categories selected, click the **Sum of** button.

5 Click the **Add as Rows** or **Add as Columns** button on the Dimension Viewer toolbar.

Adding Percentage Calculations to a Reporter Report

Percentage calculations can be easily added to a Reporter report by using the **Share of** button on the Dimension Viewer toolbar. This feature calculates the percentage each single category is of the total dimension. Thus, if you selected only some of the categories in a dimension, but not all, the total of the

percentages will not equal 100%. The total percentage will reflect the percentage that the total of all of the selected categories make up of the total dimension. For example, in the report shown below, only three of the six Final Discharge Reason categories have been added as rows to the report. The different **Share** calculations listed represent the percentage each category makes up of the total Final Discharge Reason dimension. The **Total %** calculation represents the sum of the three **Share** calculations. Thus, the three categories selected represent 88.05% of the total Final Discharge Reason dimension.

	Female	Male	All Genders
Discharge to Parent/Legal Guardian	172	213	385
Discharge to Adult Residential Care	0	0	0
Discharge to Adoption	1	3	4
Discharge to Independent Living	2	4	6
Total Dimension	175	220	395
Average(Discharge to Parent/Legal Guardian, Disct	44	55	99
Share(Discharge to Parent/Legal Guardian, Goal)	50.59%	51.20%	101.79%
Share(Discharge to Adult Residential Care, Goal)	0.00%	0.00%	0.00%
Share(Discharge to Adoption, Goal)	0.29%	0.72%	1.02%
Share(Discharge to Independent Living, Goal)	0.59%	0.96%	1.55%

1. Select the categories on which you wish to calculate percentages in the Dimension Viewer.Select single lowest-level categories by clicking on a category once to highlight it. Hold your **Ctrl** key down and click once on each category you want to see in the report until all categories are highlighted.Select lower levels of a dimension or dimensions by clicking once on a dimension folder in the Dimension Viewer to highlight it. Use your **Ctrl** key to select more than once dimension. Click either the **Next level children of** or the **Lowest level children of** button on the Dimension Viewer toolbar.

2. Click the **Share of** % button on the Dimension Viewer toolbar.

3. If you also want to see the individual categories as rows/columns on your report, click the **Each** button. *Note: This will actually result in two rows/columns for each category—a Share of row/column and a row/column displaying the actual measure value for each category.*

4. If you also want to see a summary row/column, click the **Sum of** Σ button on the toolbar. This will actually result in two total rows/columns – one that totals the measure values of the selected categories and one that totals the percentages of the selected categories. Unfortunately, this total percentage, or **Share of**, calculation is incorrect.

5. If you also want to see an Average calculation of the selected categories, click the **Average of** button on the toolbar. This will result in two average calculations on the report – one averages the measure values of the selected categories and the other averages the percentages of the selected categories. Unfortunately, the average percentage calculation is incorrect.

6. Click the **Add as Rows** or **Add as Columns** button.

Again, the summary row or column is labeled with the actual calculation of the total (e.g., Return to Parent + Release to Relative). The average rows or columns are also labeled with the average calculation (e.g., Average (Return to Parent, Release to Relative)). The percentage rows or columns are also similarly labeled (e.g., Share (Return to Parent, Final Discharge Reason)). These labels can easily be changed using the Rename Label option.

1. Right click any row or column title.
2. Select **Rename Label** from the drop-down list.
3. Type a new title in the **New category label** window.
4. Click the **OK** button on the Rename Label dialog box.

Deleting Rows and Columns from a Reporter Report

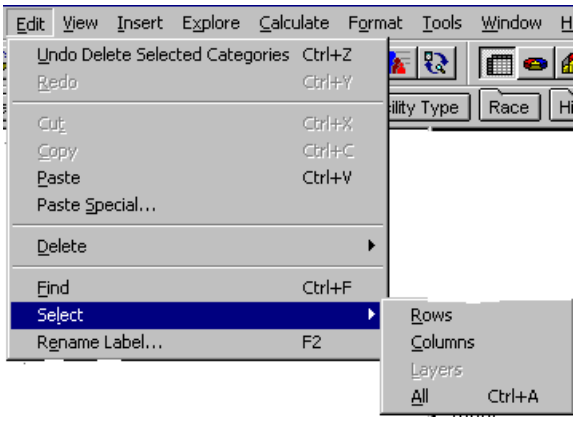
As noted previously, Reporter gives you the option of deleting single rows or columns from the report. Explorer does not provide this function except for individual measures added as rows or columns to a report. In Reporter, you can delete single rows or columns or delete all rows and columns. You can even clear the entire report and start over.

To delete single rows or columns:

1. Click on a row or column title to highlight the entire row or column.
2. To select more than one row or column, hold down the **Ctrl** key on your keyboard and click on each row or column.
3. Press the **Delete** key on your keyboard.

To delete all rows or columns:

1. Select **Edit → Select** on the menu bar.
2. To delete all rows in your report, select **Rows** from the fly-out menu.
3. To delete all of the columns in your report, select **Columns** from the fly-out menu.
4. To delete the entire report, select **All** from the fly-out menu.
5. Press the **Delete** key on your keyboard.



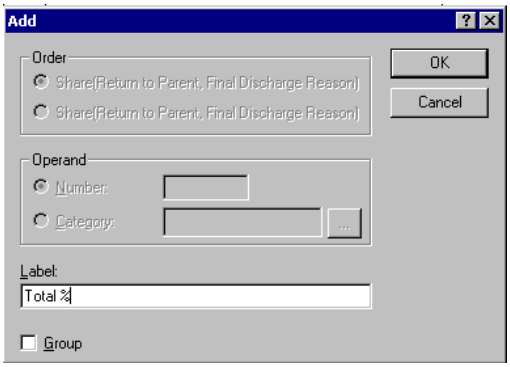
To Summarize Selected Columns or Rows

As mentioned previously, the calculations of total percentages or average percentages are incorrect in Reporter. You can delete these incorrect rows or columns by clicking on them and pressing your **Delete** key, as shown above. But how do you get a correct total or average percentage calculation?

1. Highlight the rows or columns for which you want a total on the report. Use your **Ctrl** or **Shift** key to highlight more than one row/column.
2. Select **Calculate → Add** on the menu bar.

3 In the Add dialog box, type a description for the row or column in the **Label** window.

4 Click the **OK** button on the Add dialog box.



Intersected Categories

In Explorer, we could combine dimensions on a report by nesting categories. We have the same option in Reporter, but there is an additional feature called Intersected Categories, which combines categories from different dimensions into a new category. For example, you can intersect Agencies with their Statewide locations, resulting in a new category that combines the district and the agency (e.g., ERIE.N11 – Lincoln Hall). In the example below, the cell value displayed represents the number of children discharged from a particular agency in that district for a given month.

	2002/Jan	2002/Feb	2002/Mar	2002/Apr	2002/May	Total 2002
ALBANY . UNK - Unknown	1	5	0	0	0	6
FRANKLIN . UNK - Unknown	1	0	0	0	0	1
Worker : 625 . UNK - Unknown	0	1	0	0	0	1
MONTGOMERY . M24 - Vanderheyden Hall	0	0	0	1	0	1
RENSSELAER . M04 - Parsons Child & Family Center	0	1	0	0	0	1
RENSSELAER . M24 - Vanderheyden Hall	2	0	0	0	0	2
SARATOGA . M40 - Northeast Parent & Child Soc	1	0	0	0	0	1

1 Select the dimensions you want to intersect in the Dimension Viewer. Use your **Ctrl** key to select more than one dimension.

2 Click either the **Next level children of** or the **Lowest level children of** button.

3 Click the **Intersect** button on the Dimension Viewer toolbar.

4 If you want to see a total of the intersected categories, click the **Sum of** button.

5 If you want to see the individual intersected categories as rows or columns in addition to the sum, click the **Each** button.

6 If you want to see an average value for the intersected categories, click the **Average of** button.

7 If you want to see percentages for the intersected categories, click the **Share of** button.

8 Click the **Add a Rows** or **Add as Columns** button.

Ranking Categories

Ranking assigns an ordinal value (number assigning a rank order) to values in a selected row or column. Users can assign ordinals to all values or to either the top or bottom values, and sort the values in either ascending or descending order. The sample report below has ranked the various district offices in order from highest to lowest by the number of overdue CPS reports at the end of the period. Albany, with 206 overdue reports, has the highest number and is assigned the ordinal 1. The district with the next-highest number of overdue reports, Erie, is assigned the ordinal 2. The rows are also sorted in ascending order, according to the rank ordinals.

	Total CPS Reports Active at End of Period	Total CPS Reports Overdue on Last Day of Period	Rank (Total CPS Reports Overdue on Last Day of Period)
Albany	254	206	1
Erie	249	152	2
Rensselaer	114	95	3
Monroe	142	82	4
Onondaga	133	79	5
Broome	112	79	5
Washington	62	52	7
Hudson	87	49	8
Oneida	87	49	8
Schenectady	60	36	10
Allegany	43	34	11
Niagara	65	30	12

You can also elect to see just the top or bottom ordinals and can specify how many of those ordinals you want to see. The report below shows only the top 10 ordinals of the same report.

	Total CPS Reports Active at End of Period	Total CPS Reports Overdue on Last Day of Period	Rank (Total CPS Reports Overdue on Last Day of Period)
Albany	254	206	1
Erie	249	152	2
Rensselaer	114	95	3
Monroe	142	82	4
Onondaga	133	79	5
Broome	112	79	5
Washington	62	52	7
Hudson	87	49	8
Oneida	87	49	8
Schenectady	60	36	10

1. On a Reporter report, select a column or row on which you want to base your ranking by clicking once on the title.

2. Select **Explore → Rank** on the menu bar.

3 The Rank dialog box is displayed:

a. The **Rank** section determines what will be ranked by what. For example, the illustration below will rank all of the rows in the report by the values in the column Total CPS Reports Overdue.

b. The **Show ordinals** section determines how many of the ordinals will be displayed on the report.

i. **All** will display all of the ordinals and will thus show all of the existing rows/columns.

ii. **Top** will display only the top ordinals and their corresponding rows/columns. You must also decide how many of the top ordinals you want displayed. The illustration below will show only the top 10 ordinals and their respective rows/columns.

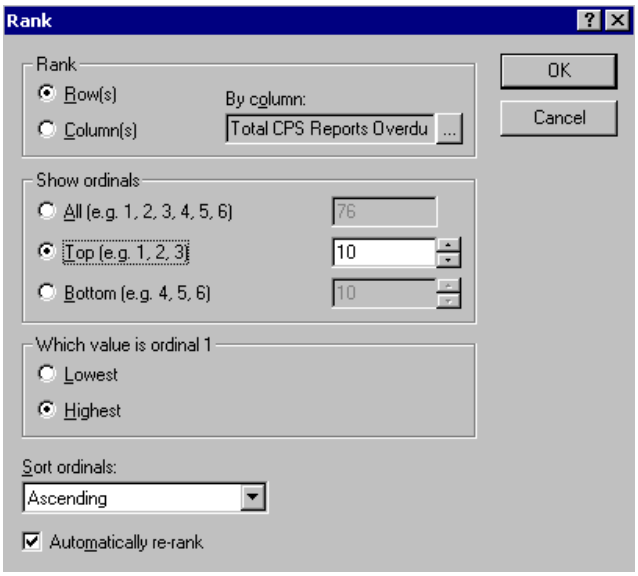
iii. **Bottom** will display only the bottom ordinals and their corresponding rows/columns. Again, you decide how many of the bottom ordinals you want to see.

c. The **Which value is ordinal 1** section allows you to assign ordinals from the lowest to the highest or from the highest to the lowest. The number 1 will be assigned to the column/row with the highest value or the lowest value, depending on what you select here.

d. The **Sort ordinals** section allows you to sort the report in ascending or descending order, based on the rank ordinals assigned.

e. The **Automatically re-rank** option will do just what it says. The report will be re-ranked automatically each time it is run. This is especially useful when cubes have been updated and the new data results in a different rank order.

4 After making your selections in the Rank dialog box, click the **OK** button.



Percent of Base Calculations

Since Reporter does not give you the option to show values as percentages, it will be beneficial for users to be knowledgeable about Percent of Base calculations in Reporter. This feature calculates the percentage each category represents of a base or total category.

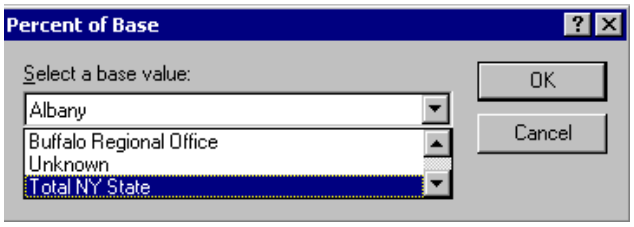
1. Select the row or column on which to calculate percentages by clicking once on the column or row title. In the example below, the column Total CPS Reports Overdue has been selected:

	Total CPS Reports Active at End of Period	Total CPS Reports Overdue on Last Day of Period
Albany	254	206
Erie	249	152
Rensselaer	114	95
Monroe	142	82
Onondaga	133	79
Broome	112	79
Washington	62	52
Oneida	87	49
Hudson	87	49
Schenectady	60	36
Otsego	16	9
Columbia	17	6
Herkimer	10	5

2. Select **Calculate → Percent of Base** on the menu bar.

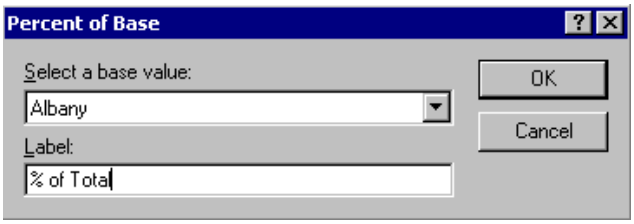
3. In the Percent of Base dialog box, click the arrow to the right of the **Select a base value** window.

4. Scroll down the base value list until you find the total category.



5. Enter a description for your Percent of Base calculation in the **Label** window. Otherwise, the label will default to PctofBase (name of column or row).

6. Click the **OK** button on the Percent of Base dialog box.



	Total CPS Reports Active at End of Period	Total CPS Reports Overdue on Last Day of Period	% of Total
Columbia	27	18	0.91%
Rochester Regional Office	4	2	0.10%
St. Lawrence	36	15	0.76%
Hamilton	2	1	0.05%
Jefferson	25	13	0.66%
Chenango	9	1	0.05%
Yonkers Regional Office	16	9	0.45%
Division For Youth (Dfy)	1	1	0.05%
Madison	63	48	2.43%
State Central Register	1	1	0.05%
Oswego	54	23	1.16%
Schuyler	10	1	0.05%
Chautauqua	47	17	0.86%
Wyoming	6	1	0.05%
Sullivan	20	10	0.51%
Cattaraugus	42	29	1.47%
Seneca	30	20	1.01%
Office Of Confidential Investigations	32	14	0.71%
Westchester	130	59	2.98%
State	0	0	0.00%
Schoharie	9	0	0.00%
Buffalo Regional Office	0	0	0.00%
Unknown	0	0	0.00%
Total NY State	4,066	1,979	100.00%

Custom Exceptions

In Reporter, you can apply a custom exception to highlight exceptional values in a report, entire rows or columns that contain exceptional values, or only values in the rows and columns you have selected. For example, a custom exception has been applied to the Percent Overdue column in the report below. Any value over 50% has been shaded in gray and the value printed in red.

	Total CPS Reports Active at End of Period	Total CPS Reports Overdue on Last Day of Period	Percent Overdue
Albany	254	206	**81.10%**
Clinton	34	16	47.06%
Columbia	17	6	35.29%
Delaware	14	2	14.29%
Essex	21	15	**71.43%**
Franklin	11	1	9.09%
Fulton	34	25	**73.53%**
Greene	7	0	0.00%
Hudson	87	49	**56.32%**
Montgomery	19	10	**52.63%**
Otsego	16	9	**56.25%**
Rensselaer	114	95	**83.33%**
Saratoga	27	7	25.93%
Schenectady	60	36	**60.00%**

1 Select the report, rows or columns to which you want to apply a custom exception.

a. To select all rows, click **Edit → Select → Rows** on the menu bar.

b. To select all columns, click **Edit → Select → Columns** on the menu bar.

c. To select the entire report, click **Edit → Select → All** on the menu bar.

2 Select **Explore → Custom Exception** on the menu bar.

3 Enter a name for your custom exception in the **Exception name** window.

4 In the **Apply to** section, do one of the following:

a. Click **Selection** to apply the custom exception to what you have already selected on the report.

b. To apply the custom exception to all columns in the report, click **All Columns.**

c. To apply the custom exception to all rows in the report, click **All Rows.**

d. To apply the custom exception to all values in the report, click **All**.

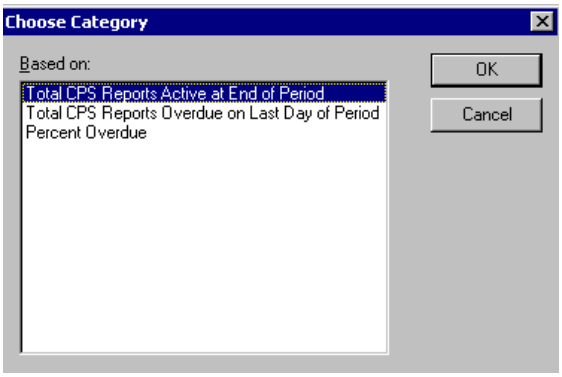
5 If you select **All Rows** or **All Columns**, you can select a driving category. PowerPlay compares the values in the driving category to the range of values specified in the **Value or style ranges** section. If a value in the driving category falls in the range, the entire row or column containing the value is highlighted.

a. Check the **Based on category** option.

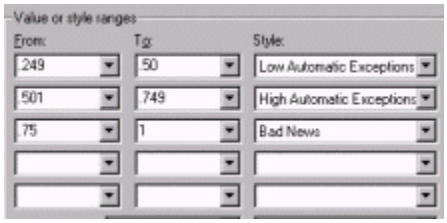
b. Click the ... button to the right of the **Based on category** window.

c. Select a row or column from the selection window of the **Choose Category** dialog box.

d. Click **OK** on the Choose Category dialog box.

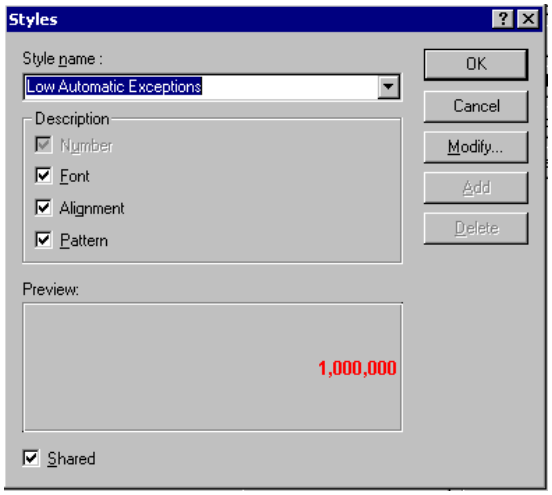


6 Enter the range of values you want the custom exception to be applied to in the **From** and **To** windows in the **Value or style ranges** section.

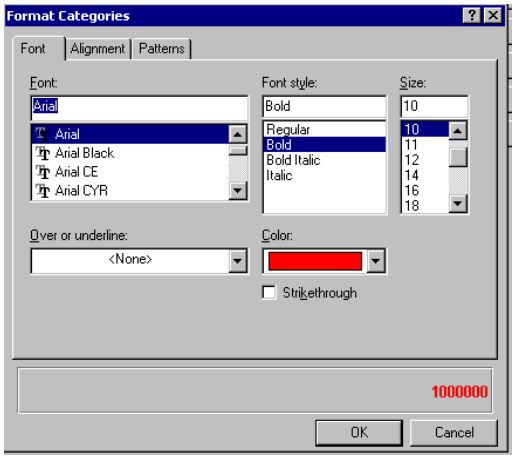


7 Select a style you wish to apply to the values within the specified range. To review the styles, click the **Styles** button

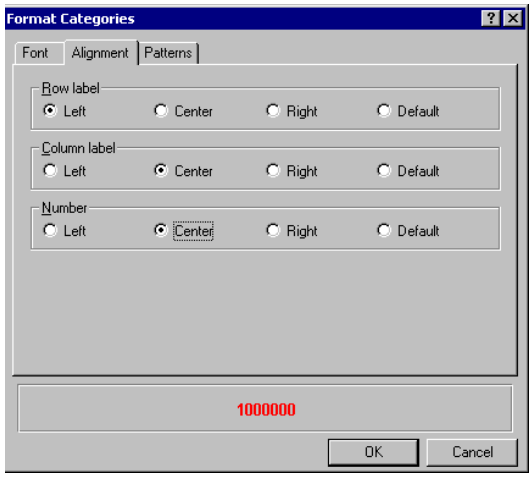
beneath the **Style** window.



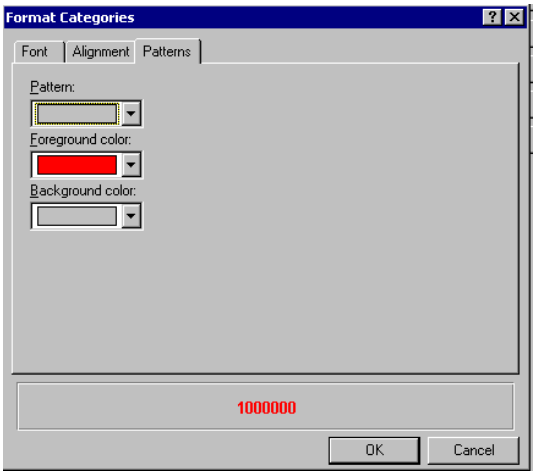
- The style is displayed in the **Preview** section of the **Styles** dialog box.
- To change the style, click the **Modify** button.
- You can change the font, font style, and font size on the **Font** tab of the **Format Categories** dialog box.



- You can change the justification (left, right, center) of the column or row labels and of the cell values by clicking the **Alignment** tab.

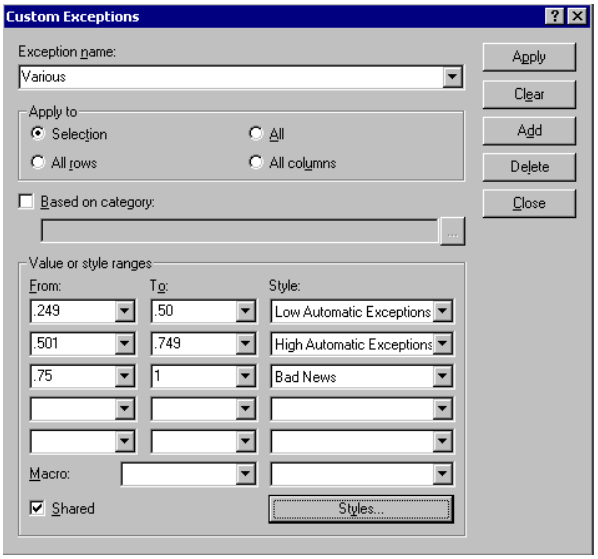


- You can change the pattern of a style by clicking the **Patterns** tab.



- When you have completed your style modifications, click **OK** on the **Format Categories** dialog box.

8 You may enter more than one value range and more than one style in the Value or style ranges section. In the example below, values between .249 and .500 will be highlighted in green, values between .501 to .749 will be highlighted in red, and values between .750 and 1.00 will be highlighted in yellow.

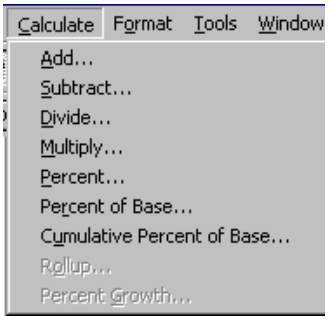


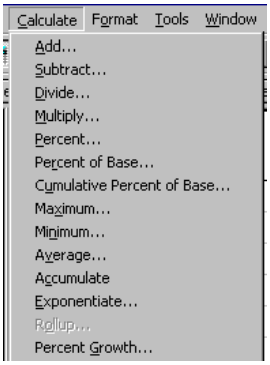
9 Once you have entered all of your Custom Exception definitions, click the **Apply** button on the **Custom Exceptions** dialog box.

10 Click the **Close** button. Your report should now display highlighted values in the ranges defined.

Other Calculations in PowerPlay Reporter

PowerPlay Reporter offers all of the same calculation choices as PowerPlay Explorer, with some additions. In Reporter, you can calculate maximum, minimum, averages, and accumulations, in addition to the Add, Subtract, Multiply, Divide and Percent calculations found in Explorer.





Minimum and Maximum

You can identify the highest or lowest value in a selected range of categories by using the Maximum or Minimum calculation options. This feature adds another row or column to your report labeled Maximum or Minimum. In the example below, showing Total New CPS Reports Assigned, the maximum column displays the highest number of new CPS reports assigned by month and district. The minimum row displays the lowest number of new CPS Reports assigned.

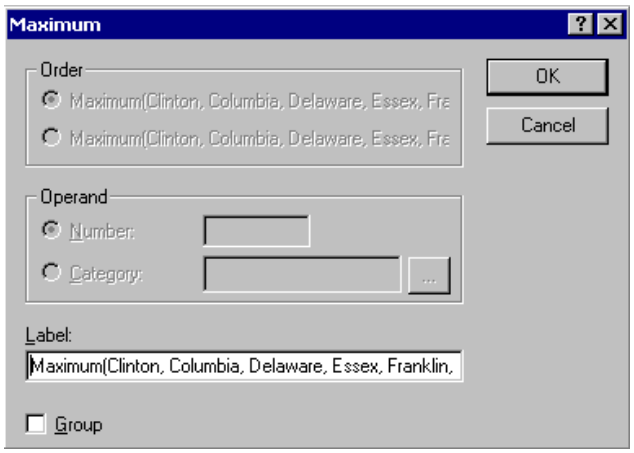
	2002/Jan	2002/Feb	2002/Mar	2002/Apr	2002/May	2002/Jun	Maximum
Albany	36	17	37	42	29	29	42
Clinton	14	9	12	9	17	16	17
Columbia	11	5	4	7	4	5	11
Delaware	3	4	1	6	6	6	6
Essex	6	2	3	8	5	6	8
Franklin	6	2	3	4	5	10	10
Fulton	5	11	8	8	14	10	14
Greene	4	4	4	11	4	5	11
Hamilton	0	0	1	1	1	0	1
Hudson	19	26	30	23	35	25	35
Montgomery	2	6	6	12	9	2	12
Otsego	1	7	8	6	8	5	8
Rensselaer	22	17	22	18	15	15	22
Saratoga	17	15	19	10	17	6	19
Schenectady	10	14	15	15	16	18	18
Schoharie	3	0	1	6	9	3	9
Minimum	0	0	1	1	1	0	1

1 Select the rows or columns for which you want to calculate a minimum or maximum.

2 Select **Calculate → Maximum (or Minimum).**

3 Enter a description in the **Label** window; otherwise, it will default to the actual calculation (e.g., Maximum (Albany, Clinton, Columbia)).

4 Click the **OK** button.



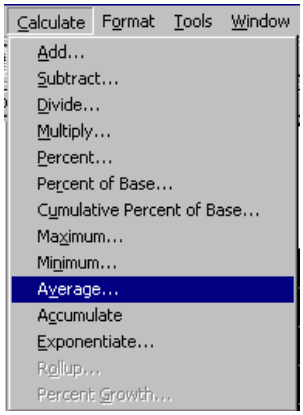
Averages

You can add an average calculation to a PowerPlay Reporter report by using the **Average of** button on the toolbar. However, if you forget to click the Average button when you add your rows and columns, you can always use the Average option on the Calculate menu. This feature can be used to calculate average percentages, which are incorrect using the Average button. In the example below, the **Average (Share (Albany, Albany Region, etc))** added using the **Average** button on the Dimension Viewer toolbar is incorrect. We can delete this row and add a correct average percentage calculation using the **Calculate** menu option.

	Total New CPS Reports Assigned This Period	CPS Reports Closed During Period	Total CPS Reports Active at End of Period	Total CPS Reports Overdue on Last Day of Period
Share(Essex, Alb	2.26%	2.32%	2.54%	2.94%
Share(Franklin, A	2.50%	2.64%	0.94%	0.63%
Share(Fulton, Alb	5.23%	4.12%	7.63%	8.81%
Share(Greene, A	3.30%	2.59%	3.08%	2.52%
Share(Hamilton,	0.24%	0.23%	0.00%	0.00%
Share(Hudson, A	14.00%	12.56%	14.99%	16.14%
Share(Montgome	3.02%	3.24%	1.74%	0.21%
Share(Otsego, A	3.06%	2.97%	2.28%	1.68%
Share(Renssela	9.33%	12.14%	6.83%	6.92%
Share(Saratoga,	8.01%	7.46%	4.69%	2.94%
Share(Schenecta	9.05%	8.20%	10.17%	8.39%
Share(Schoharie	1.74%	1.67%	0.54%	0.21%
Share(Warren, A	4.34%	3.89%	2.01%	0.42%
Share(Washingto	4.95%	4.77%	8.57%	9.85%
Average(Share(A	11788.89%	11988.89%	4150.00%	2650.00%

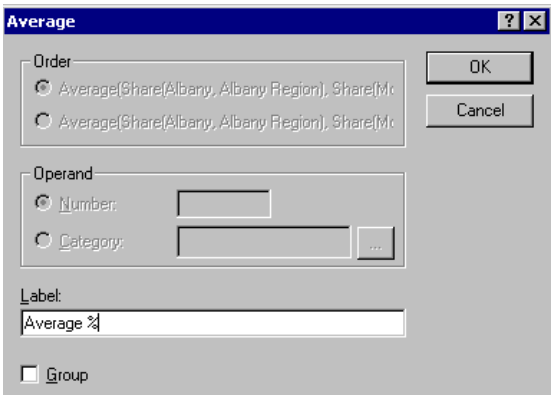
1. Select the rows or columns for which you want to calculate an average. Use your **Ctrl** or **Shift** key to select more than one.

2. Select **Calculate → Average** on the menu bar.



3. In the Average dialog box, enter a description for your average in the **Label** window. Otherwise, the description will default to the actual calculation.

4. Click **OK** on the **Average** dialog box.



Accumulations

You can include a column or row in your report that shows a running total of a selected category. In the example below, a running total column has been added to the report that accumulates the number of new CPS reports assigned to Hudson County over the months of 2002.

	Unit : 001	Unit : 002	Unit : 003	Unit : 006	Unit : 008	Unit : 160	Unit : ILW	Unit : STF	Total	Accumulate(Total)
2002/Jan	0	3	5	6	0	3	1	1	19	19
2002/Feb	1	7	3	5	0	8	0	2	26	45
2002/Mar	0	5	4	10	1	1	1	8	30	75
2002/Apr	0	6	7	5	0	1	0	4	23	98
2002/May	0	1	2	6	1	5	0	3	18	116
YTD	1	22	21	32	2	18	2	18	116	232

1. Select the column or row that you want to accumulate.
2. Select **Calculate → Accumulate** on the menu bar.
3. To change the column or row description, right click on it and select **Rename Label** from the drop-down menu.
4. Type a new description in the **New category label** window.
5. Click **OK** on the **Rename Label** dialog box.

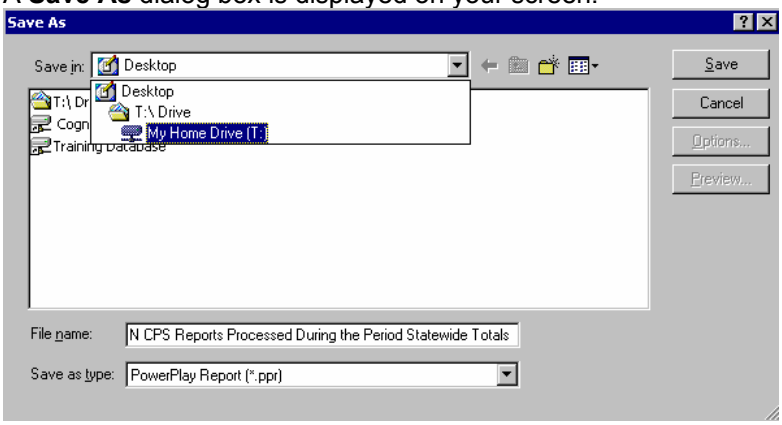
Module 6:
Managing PowerPlay Reports

This module will cover all the skills you will need to print, distribute and save your PowerPlay reports. There are a number of options in PowerPlay for saving your reports in other file formats such as Excel files, ASCII files and PDF files (viewable in Adobe Acrobat). You can also e-mail reports you have saved to your T: Drive from your local desktop. There are some things to consider when printing reports, too, since you will not in most cases want to print an entire report, and should not print directly from PowerPlay in Citrix. All of these options are discussed below.

Saving PowerPlay Reports

As has been noted previously, you cannot save modified reports as the original predefined user report name in the Data Warehouse folder. The predefined reports are “read-only”, which means they can only be read, thus preventing you from saving any changes you make. If you make modifications to a predefined user report and want to save the modified version, you can give it another name and save it to your T: Drive to prevent corrupting the original report.

1. Login to PowerPlay and open a predefined user report or a default report.
2. Make modifications to the report as needed.
3. Select **File → Save As** on the menu bar.
4. A **Save As** dialog box is displayed on your screen.



5. Navigate through the file directories by clicking the drop-down arrow to the right of the **Save in** window.
6. Select your **T: Drive** and an appropriate folder from the directory selection list.
7. Type a report title in the **File name** box.
8. Click the **Save** button in the upper right hand corner.

Saving PowerPlay Reports as Other File Types

PowerPlay offers a variety of file types for your use in managing and distributing reports. If you need to further manipulate the data, or add more data to it, you can save the report as an Excel workbook. You can save reports as ASCII files if you need to import it to another application (Excel, Access) or if you need to send it to a colleague who does not have the PowerPlay or Excel applications. There is another

option available for saving your report in PDF (Adobe Acrobat) format, which is excellent for saving reports in presentation format, but does not allow for much manipulation. PDF format is also recommended for printing reports. All of these options are discussed below:

To Save PowerPlay Reports as Excel Files

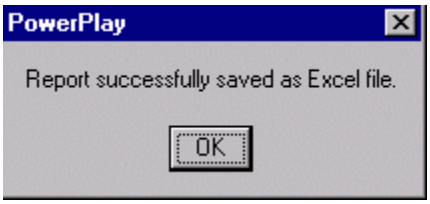
1. Login to PowerPlay and open a predefined PowerPlay report or a default report.
2. Modify the report as necessary.
3. Click **File → Save As** on the menu bar.
4. In the **Save As** dialog box, open the directory listing by clicking the arrow to the right of the **Save in** box.
5. Navigate to your **T: Drive** and select an appropriate folder.
6. Enter a name for your file in the **File name** box.
7. Open the file type listing by clicking the arrow to the right of the **Save as type** box.
8. Select **Microsoft Excel Workbook [*.xls]** from the listing.
9. Click the **Save** button in the upper right corner of the box. Save
10. You will get a message stating that your report has been successfully saved as an Excel file. Click **OK**.

Note:

It is a good idea to drill down and/or filter your report to retrieve the minimum amount of data needed to fit your requirements. Saving large amounts of unnecessary data in Excel format drains system resources and is much harder to manipulate.

Note:

It is always helpful to assign names to files that are easily recognizable to you. Remember that file names can be as long or as short as you like.



You can now login to Excel and open the file you just saved.

To Save PowerPlay Reports as ASCII Files

1. Login to PowerPlay and open a predefined user report or a default report.
2. Modify the report as needed.
3. Select **File → Save As** on the menu bar.
4. In the Save As dialog box, open the directory listing by clicking the arrow to the right of the **Save in** window.
5. Select the appropriate directory and folder from the **T: Drive**.
6. Type a name for your file in the **File Name** box.
7. Open the file type listing by clicking the arrow to the right of the **Save as type** box.
8. Select **Delimited ASCII Text File [*.asc]** from the listing.
9. Click the **Save** button in the upper right corner of the Save As dialog box. Save

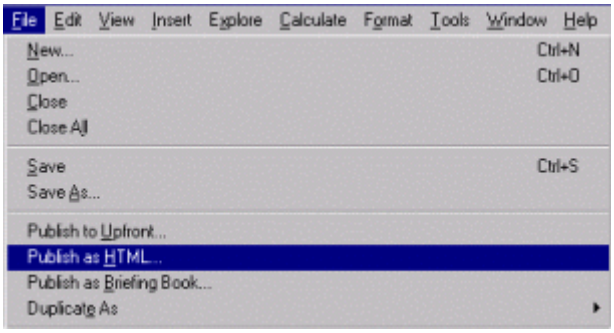
To Save PowerPlay Reports as PDF Files

1. Login to PowerPlay and open a predefined user report or a default report.
2. Modify the report as necessary.
3. Select **File → Save As** from the menu bar.
4. In the Save As dialog box, open the directory listing by clicking the arrow to the right of the **Save in** box.
5. Navigate to your **T: Drive** and select an appropriate folder.
6. Enter a name for your file in the **File name** box.
7. Open the file type listing by clicking the arrow to the right of the **Save as type** box.
8. Select **PDF Format [*.pdf]** from the listing.
9. Click the **Save** button in the upper right corner of the Save As dialog box.

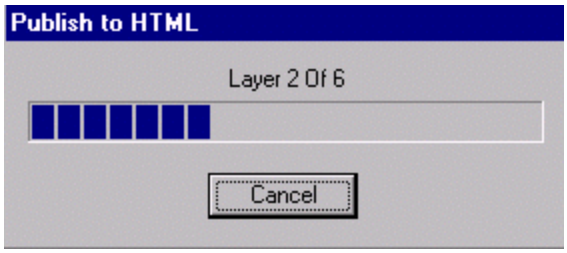
Publishing PowerPlay Reports to HTML Format

You can save PowerPlay reports in HTML Format for viewing inside a web browser, like Internet Explorer. This format can be used in a local intranet, so that specified users can access the report through typical browser commands, like links. Presently, OCFS does not support a local intranet for publishing reports, however this functionality should be noted.

1. Login to PowerPlay and open a predefined report or a default report.
2. Modify the report as needed.
3. Select **File → Publish as HTML…** on the menu bar.



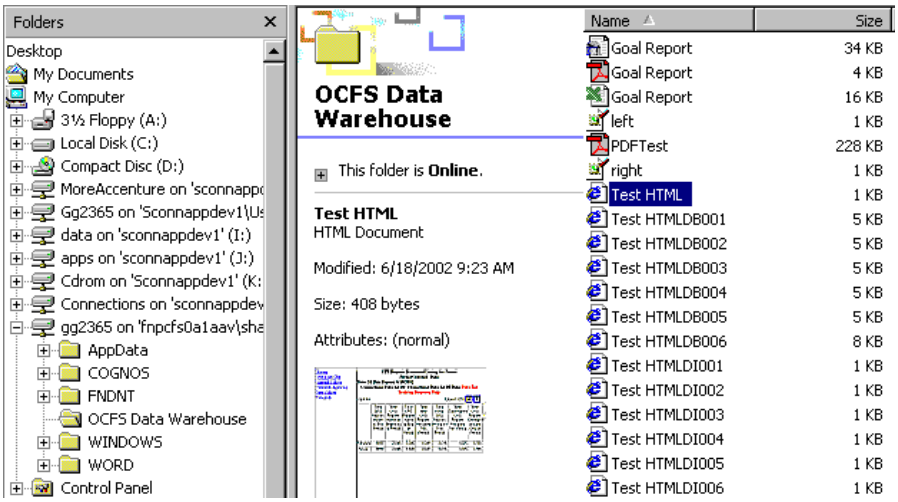
4. In the **Publish As HTML** dialog box, open the directory listing by clicking the drop-down arrow to the right of the **Save in:** box.
5. Navigate to your **T: Drive** and select an appropriate folder.
6. Enter a name for your report in the **Prefix** box.
7. Click **OK**.
8. A status box called **Publish to HTML** will appear indicating that the report is being published.



9 To view your report, open **Internet Explorer**.

10 In the **Address** line, type in the name of your report, including the directory path

11 OR find the file in **Windows Explorer** (choose the Main File only), and double-click.



Printing PowerPlay Reports

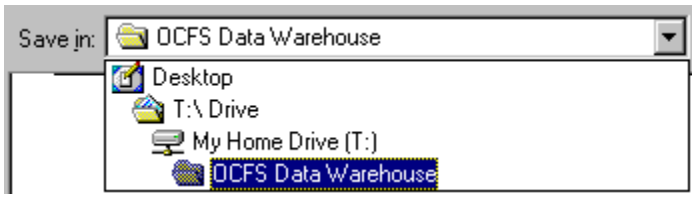
Due to the limitations of the Citrix environment, reports should not be printed directly from PowerPlay. Printing may not work correctly from the Citrix window, so reports should be saved as a file type that can be opened and printed from your local desktop. *.PDF (Portable Document Format) is recommended for this purpose.

Because a PowerPlay report is often larger than what appears on your PC screen, it is important that you specify exactly what you want to print. Remember that PowerPlay reports can be hundreds of pages long, so only print the pages or section you need.

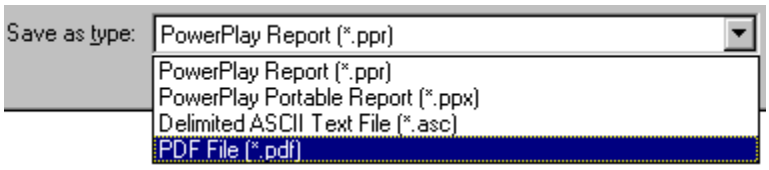
It is also recommended that you save a copy of the report as *.PPR (PowerPlay report format) prior to saving as any other file type, so that you do not lose your original report).

After completing the formatting of your report in PowerPlay

1. Select **File → Save** as on the menu bar.
2. In the Save As dialog box, open the directory listing by clicking the down arrow to the right of the **Save in** box.
3. Navigate to **My Home Drive (T:)** and an appropriate folder.

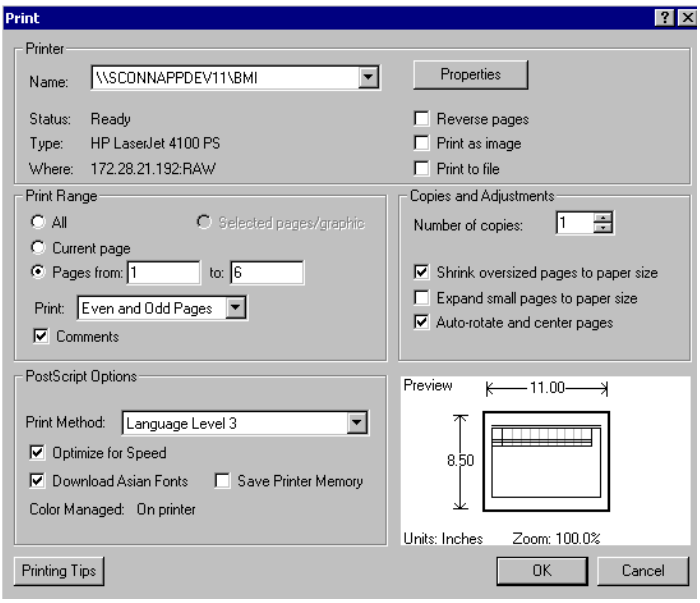


4. Open the file types listing by clicking the down arrow to the right of the **Save As Type** box**.**
5. Select the file type **PDF File [*.PDF]** from the drop-down listing.



6. Type a name for your report in the **Name** field.
7. Click **Save**.
8. Click the **Ctrl** and **Esc** keys simultaneously to return to NT.
9. Select **Programs** from the **Start** pop-up menu.
10. Select **Adobe Acrobat Reader** from the **Programs** listing.
11. In Adobe Acrobat Reader, select **File → Open** on the menu bar.
12. In the Open dialog box, open the directory listing by clicking the down arrow to the right of the **Look in** box.
13. Navigate to your **T:Drive** and select the *.PDF copy of your report.
14. When the report is open in Adobe, select **File → Print**.

15 Enter the page numbers of the report you wish to print in the **Print** dialog box.



16 Verify your printer selection.

17 Click **Print**.

Sending PowerPlay Reports via E-mail

You can send a PowerPlay report to a colleague using Microsoft Outlook from your local desktop. Since reports cannot be e-mailed from the Citrix environment, they must first be saved to the T: Drive before leaving Citrix. In order to e-mail a PowerPlay report, you must be on your local desktop. Your local desktop can be accessed with a Citrix session open, or after completing a session working with PowerPlay.

Remember that a file saved as a *.ppr file type will require access to the PowerPlay application to open it. Both *.ppr (PowerPlay reports) and other file types can be saved and e-mailed to other users. If you are unsure if your intended recipient can access PowerPlay, the file type recommended is *.PDF (Portable Document Format). Every Connections computer has Adobe software installed and can open and print this file type.

Having completed formatting your report

1 Select **File → Save** as on the menu bar.

2 In the Save As dialog box, open the directory listing by clicking the down arrow to the right of the **Save in** box.

3 Navigate to **My Home Drive (T:)** and an appropriate folder**.**

4 Open the file types listing by clicking the down arrow to the right of the **Save As Type** box.

5 Select a file type (example **PDF File *.pdf**)

6 Type a name in the **Name** field.

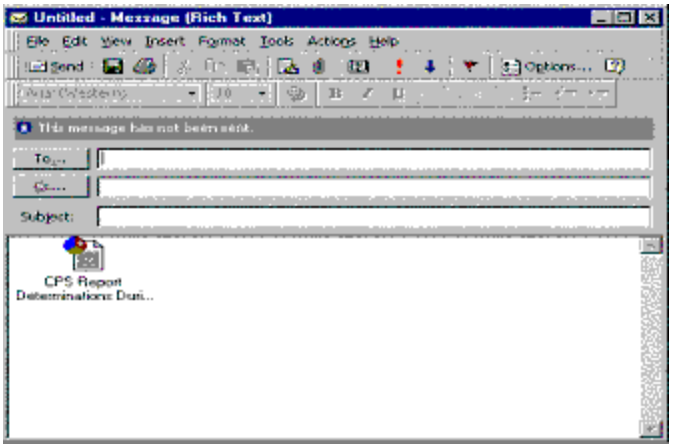
7 Click **Save**.

8 Press the **Ctrl** and **Esc** keys simultaneously in order to return to NT.

9 Click **Start → Programs → Microsoft Outlook**.

10 In Outlook, select **File → New Mail Message**.

11 Enter the recipient's e-mail address in the **To:** field.



12 Type an appropriate subject in the **Subject** field.

13 Enter a message if desired.

14 Click **Insert → File**.

15 In the Insert File dialog box, navigate to your **T: Drive** and select the report you wish to e-mail.

16 Click **Insert**.

17 More than one report can be sent at one time by repeating the **Insert** command.

18 Click **Send** to send your message and attached report.

Module 7:
Getting Help in PowerPlay

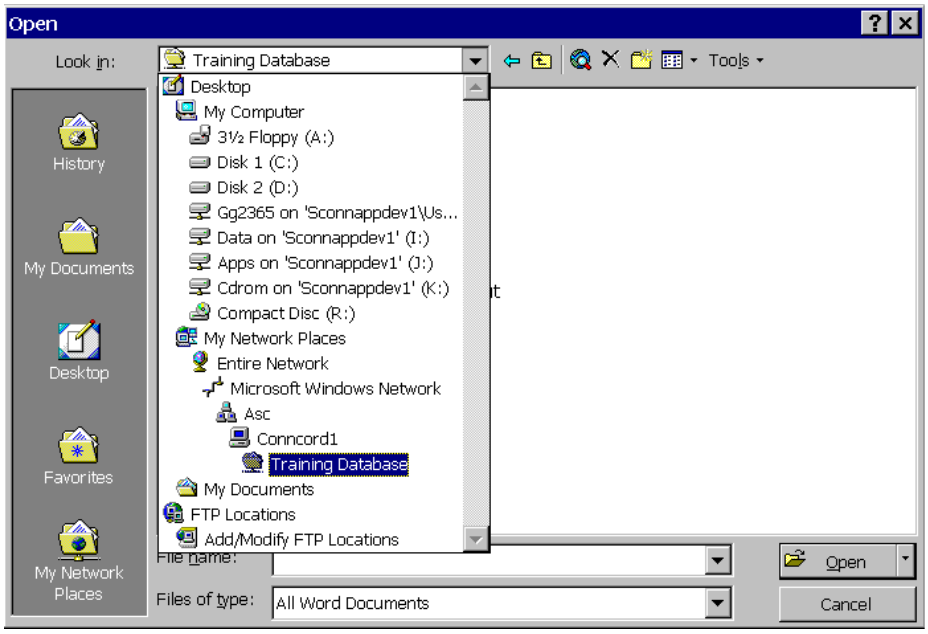
Cognos provides extensive documentation to help you modify and manage your PowerPlay reports. In addition, the OCFS Data Warehouse has provided this step-by-step guide and a class manual. The documents can also be found in the training database folder on the conncord1 server.

To Access Documents in the Training Database Folder:

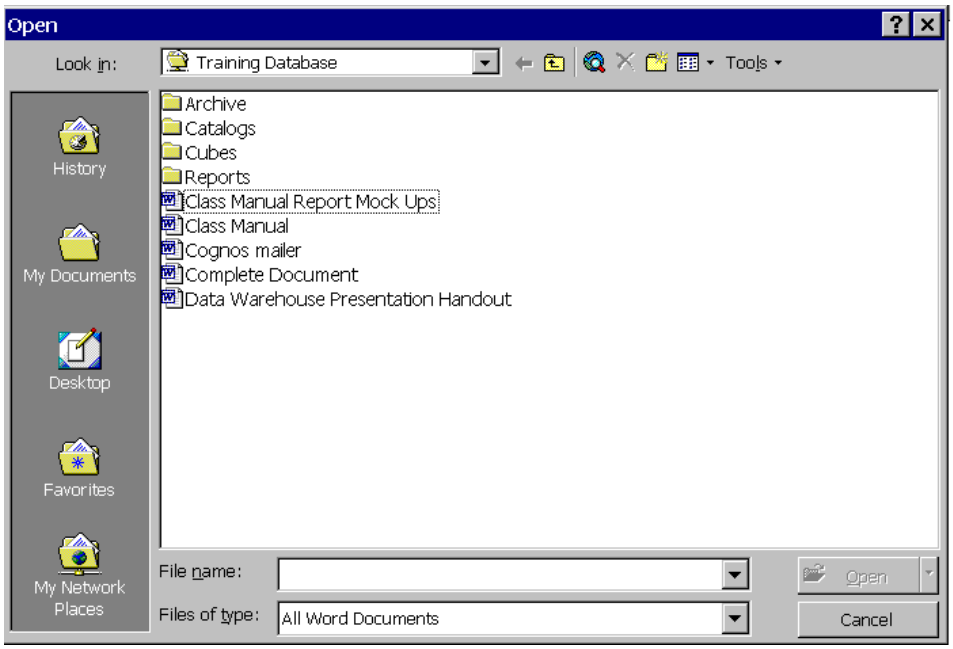
1 Login to Microsoft Word.

2 Select **File → Open** on the menu bar.

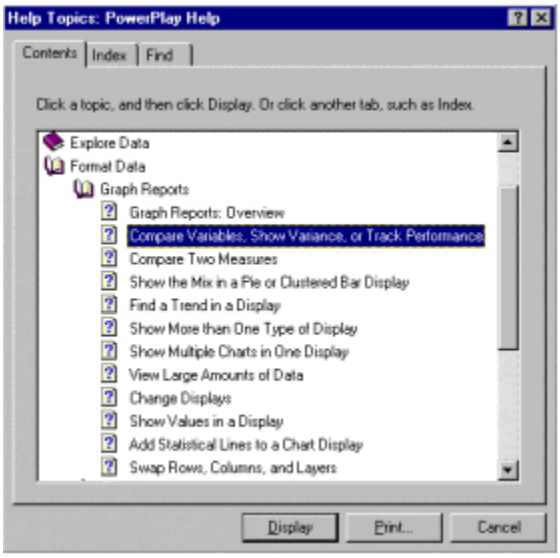
3 Navigate to the **Training Database** folder on **Conncord1**, as follows:



4 Select a document from the Training Database listing and click the **Open** button on the **Open** dialog box.



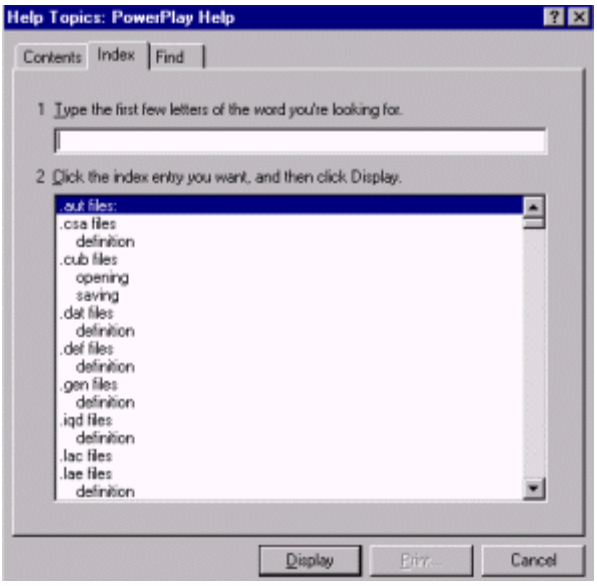
To Access PowerPlay Help



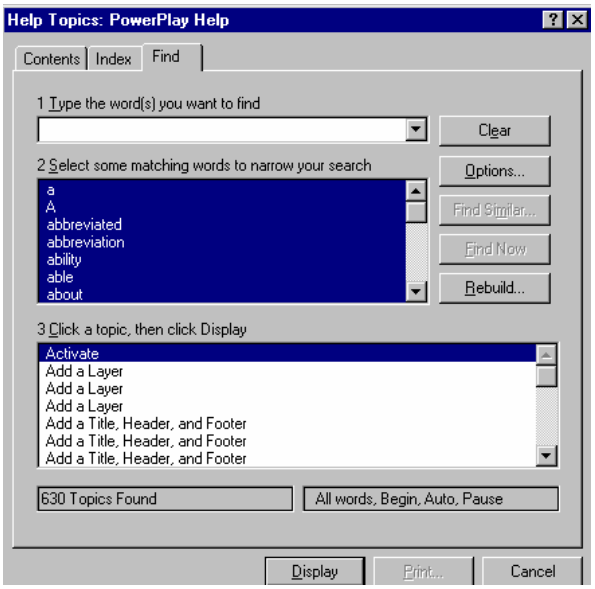
5 Click **Help** on the menu bar and select **Contents and Index** from the drop-down list.

6 PowerPlay Help generally has three different tabs – **Contents, Index, and Find**:

- **Contents** is a topical listing of Help subjects. Expand these topics into more detail by double clicking on them. Select a topic and click the **Display** button at the bottom of the Help screen. Display
- **Index** is an alphabetical listing of topics covered in the PowerPlay Help documentation. You can scroll down the list to find the topic you need or you can type the first few letters of the word you're looking for in the text box at the top of the screen. Select a topic from the listing and click the **Display** button on the bottom of the screen. Display

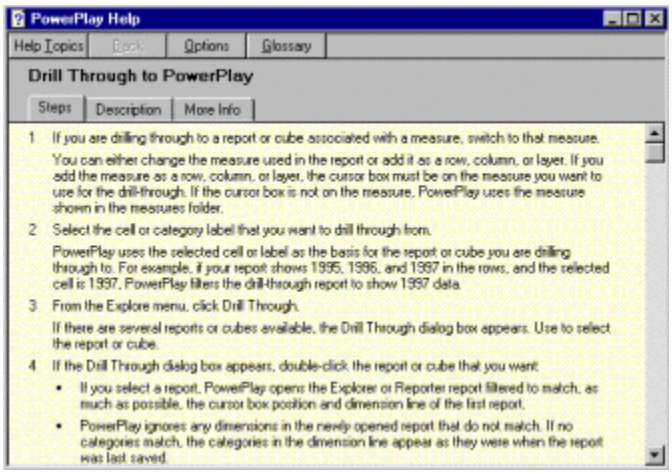


- **Find** is a search feature where you can type in a word in Section 1, or scroll through a word listing in Section 2. Topics pertaining to your word selection will appear in Section 3. Select a topic from Section 3 and click the **Display** button.

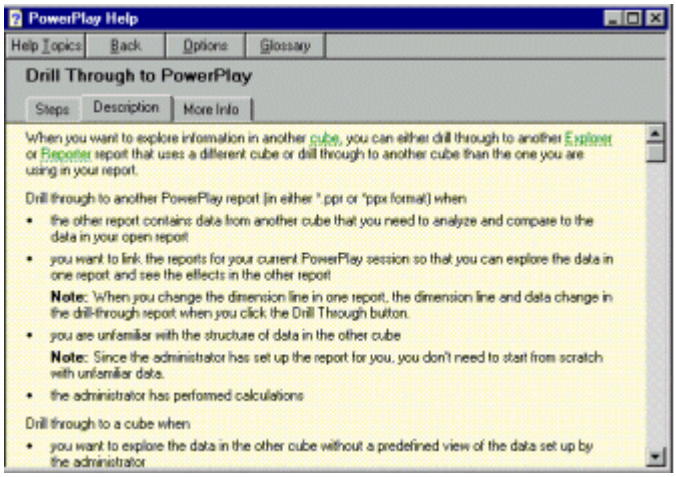


7 The PowerPlay Help topics returned to you generally have three tabs:

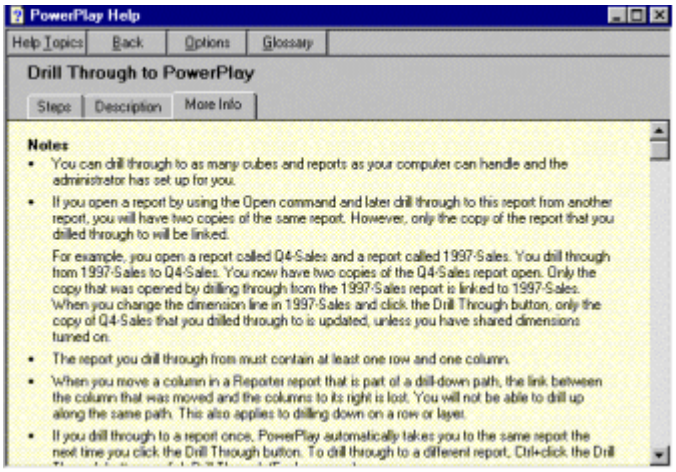
- **Steps** provide step-by-step instructions for completing a task.



- **Description** provides more detailed information concerning the topic and other topics you can refer to for even more information. Click on any word in green and a description/definition of that word is displayed.

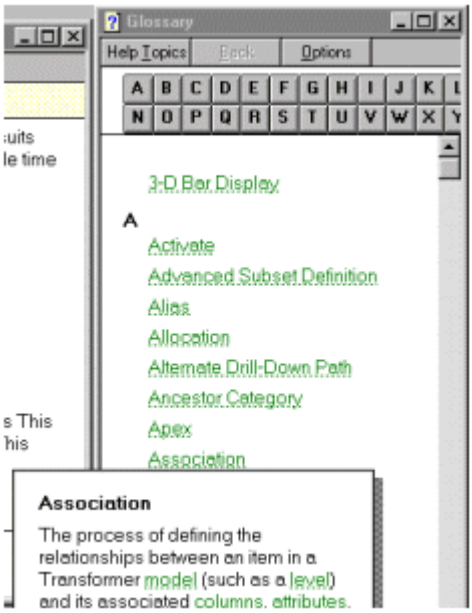


- **More Info** provides Notes, Tips, What if's, and Related Topics. **Related Topics** will provide another list of topics to which you can refer if you still haven't found the information you need. Select a topic from the **Topics Found** list and click the **Display** button.



8 At the top of the PowerPlay Help screen are four buttons that will help you navigate the Help documentation:

- **Help Topics** brings back the Content/Index/Find Help dialog box so that you can start another Help search.
- **Back** takes you to the Help screen you had opened prior to the current one.
- **Options** provides several different options:
- **Annotate** allows you to append your own notes to the Help topic. A text box pops up, into which you can enter any note pertaining to the Help topic. Click the **Save** button when you're finished. A green paper clip now appears to the left of the Help topic. When you click on it, your notes are displayed.
- **Copy** copies the text of the Help topic to your clipboard. You can then paste it into a Microsoft Word document on your local desktop and print it.
- **Print** will attempt to print the help topic directly from Citrix, which is not recommended.
- **Font** allows you to change the font in the Help text to a larger or smaller size. You have to select text in the topic before you can apply any font size change here.
- **Glossary** brings up a word list from which you can select. When you click on a word in the list, a definition of the word is displayed. The alphabet buttons at the top of the screen will advance the word list to that section beginning with the selected letter.



Appendix A:
OCFS Data Warehouse PowerPlay Cubes

Appendix A1:
CPS - Investigations Cubes

The Investigations Cubes contain information on the status and determinations of all CPS Reports from the Connections system. CPS Reports are defined as the Intake (INT) stage plus its accompanying Investigative (INV) stage, if one exists. CPS Reports classified, as Additional Information (ADD), Duplicate (DUP) and Withdrawn (WTH) are not included in the Investigations Cubes at this time.

- For the sake of expediency and size minimization, separate cubes have been created for each. An additional cube contains summarized data for all years and can be used for trending.

The ***Dimensions*** incorporated in the Investigations Cubes are defined as follows:

Statewide

Indicates the geographical location of the incident. The hierarchy of the Statewide dimension is as follows:

Statewide Upstate, New York City, State Offices, Statewide Agencies, Regional Offices

↳*Region* Albany Region, Buffalo Region, New York City Region, Rochester Region, Syracuse Region, Yonkers Region, Regional Offices, Statewide Agencies, State Offices

↳*County* Albany, Clinton, Columbia, etc.

↳*Unit*

↳*Worker*

↳CPS Report

Date

Based on the Intake Start Date of the CPS Report. The hierarchy of the Date dimension is as follows:

- Year
- Quarter
- Month

NCANDS Reporter Type

Indicates the type of individual responsible for reporting the incident, according to the federal guidelines for the National Child Abuse and Neglect Data System. The hierarchy of this dimension is as follows:

- **Mandated/Not Mandated** – indicating whether the individual is required by law to report any incidents of child abuse.
- **Reporter Type** – indicating a category into which the reporter falls, depending on whether or not he/she is mandated (i.e., Child Day Care Personnel, Education Personnel, Anonymous or Unknown Reporter, Friends

and Neighbors, etc.).

By Region	Albany Region, Buffalo Region, New York City Region, Rochester Region, Syracuse Region, Yonkers Region, Regional Offices, Statewide Agencies, State Offices ↳*County* ↳*Unit* ↳*Worker* ↳*CPS Report*
By County	Albany, Allegany, Bronx, etc. ↳*County* ↳*Unit* ↳*Worker* ↳*CPS Report*
Connections Data as of Date	Indicates the latest date on which the Connections Data included in the cube was updated. There will only be one date in this dimension.

The ***Measures*** included in the Investigations Cubes are:

Total New CPS Reports Assigned This Period	The total number of CPS Reports assigned to a worker during the period.
Total Initial CPS Reports Assigned This Period	A subset of Total New CPS Reports Assigned This Period, this measure reflects the number of new initial (INI) CPS Reports assigned during the period.
Total Subsequent CPS Reports Assigned This Period	A subset of Total New CPS Reports Assigned This Period, this measure reflects the number of new subsequent (SUB) CPS Reports assigned during the period.
CPS Reports Closed During Period	Total number of CPS Reports for which a determination was made (i.e., investigation proves it to be Indicated or Unfounded) and approved at any time during the period.
CPS Reports Closed During the Period - Avg. Days	The average number of days, during which the report was active for the period, based on the Intake Start Date. This is a calculated field: (Date Closed - Intake Start Date)/Total Number of CPS Reports

Total CPS Reports Indicated	A subset of Total CPS Reports Closed During Period, this measure reflects the total number of closed CPS Reports for which an Approved Determination Code of “Indicated” (IND) has been assigned for the period. A determination has been made by the local CPS office that some credible evidence exists to support an incident of child abuse and/or maltreatment. The caseworker’s supervisor has approved the finding.
Total CPS Reports Unfounded	A subset of Total CPS Reports Closed During Period, this measure reflects the total number of closed CPS Reports for which an Approved Determination Code of “Unfounded” (UNF) has been assigned for the period. A determination has been made by the local CPS office that no credible evidence has been found to substantiate the report of child abuse and/or maltreatment. The caseworker’s supervisor has approved the finding and the report is closed on the Connections system.
Initial CPS Reports Indicated	A subset of Total CPS Reports Closed During Period, this measure reflects the number of CPS Reports originally categorized as Initial Reports (Intake Type Code = INI) that were subsequently determined as “Indicated”. Initial reports present information that contains a reasonable cause to suspect child abuse and/or maltreatment where no open or active case exists in the SCR.
Initial CPS Reports Unfounded	A subset of Total CPS Reports Closed During Period, this measure reflects the number of CPS Reports originally categorized as Initial Reports (Intake Type Code = INI) that were subsequently determined as “Unfounded”.
Subsequent CPS Reports Indicated	A subset of Total CPS Reports Closed During Period, this measure reflects the number of CPS Reports originally categorized as Subsequent Reports (Intake Type Code = SUB) that were subsequently determined as “Indicated”. Subsequent reports involve either new allegations or a new incident of the same allegations occurring under an open SCR case number.
Subsequent CPS Reports Unfounded	A subset of Total CPS Reports Closed During Period, this measure reflects the number of CPS Reports originally categorized as Subsequent Reports (Intake Type Code = SUB) that were subsequently determined to be “Unfounded”.
Total CPS Reports Closed This Period	The number of CPS Reports for which a determination was made and approved on the investigation at any time during the period.
Total CPS Reports Active in This Period	The total number of CPS Reports that were active at any time during the period.
Total CPS Reports Active at Beginning of Period	The total number of CPS Reports active as of midnight on the first day of the period.
Total CPS Reports Active at End of Period	The total number of CPS Reports that were active as of midnight on the last day of the period covered.
Total CPS Reports Overdue on Last Day of Period	The total number of CPS Reports that were still active at the end of the period where the number of days between the Intake Start Date and the Period End Date is greater than 60 days.

Total CPS Reports Active in This Period - Avg. Days	The average number of days during which the active CPS Reports were open. This is a calculated field: (Data Warehouse Update Date -Intake Start Date)/Total CPS Reports Active in This Period.
Total CPS Reports Opened for Service in This Period	The total number of CPS Reports that were closed for investigation and opened for services during the period.
Family Indicated	A subset of Total CPS Reports Indicated, this measure reflects the total number of Indicated reports (coded “CPF”) where the subject was a member of the child’s family.
Family Unfounded	A subset of Total CPS Reports Unfounded, this measure reflects the total number of unfounded reports (coded “CPF”) where the subject was a member of the child’s family.
Foster Care Indicated	A subset of Total CPS Reports Indicated, this measure reflects the total number of Indicated reports (coded “CPD”) where the subject was a foster parent.
Foster Care Unfounded	A subset of Total CPS Reports Unfounded, this measure reflects the total number of unfounded reports (coded “CPD”) where the subject was a foster parent.
Day Care Indicated	A subset of Total CPS Reports Indicated, this measure reflects the total number of Indicated reports (coded “CPD”) where the subject was a day care provider.
Day Care Unfounded	A subset of Total CPS Reports Unfounded, this measure reflects the total number of unfounded reports (coded “CPD”) where the subject was a day care provider.
Other DC/FC Indicated	A subset of Total CPS Reports Indicated, this measure reflects the total number of Indicated reports (coded “CPD”) where the subject was other than a foster parent or day care provider.
Other DC/FC Unfounded	A subset of Total CPS Reports Unfounded, this measure reflects the total number of unfounded reports (coded “CPD”) where the subject was other than a foster parent or day care provider.
Institutional Abuse Indicated	A subset of Total CPS Reports Indicated, this measure reflects the number of CPS Reports with determinations of “Indicated” where Institutional Abuse was investigated. IAB cases are investigated by the OCFS regional offices and cover allegations of child abuse and/or maltreatment involving a child placed in the care of a facility and an employee/volunteer at the facility.
Institutional Abuse Unfounded	A subset of Total CPS Reports Unfounded, this measure reflects the number of CPS Reports with determinations of “Unfounded” where Institutional Abuse was investigated.

Appendix A2:
CPS - Allegations Cubes

The Allegations Cubes contains detailed information on the specific allegations contained in CPS Reports from the Connections system. Substantiated, unsubstantiated and undetermined allegations are all included. An undetermined allegation would be any allegation included on an open CPS Report as of midnight of the last day of the period covered. An allegation consists of a subject, a child and an allegation type. Any one investigation may have multiple allegations. For example, an allegation of inadequate guardianship of three children on the part of the mother and father would result in 6 allegations.

- For the sake of expediency and size minimization, separate cubes have been created for each. An additional cube contains summarized data for all years ad can be used for trending.

The Allegations Cube is categorized according to the following ***dimensions***:

Statewide

Indicates the geographical location of the child involved in the incident. The hierarchy of this dimension is as follows:

Statewide Upstate, New York City, State Offices, Statewide Agencies, Regional Offices

↳*Region* Albany Region, Buffalo Region, Rochester Region, Syracuse Region, Yonkers Region

↳*County*

↳*Unit*

↳*Worker*

↳*Victim Name*

By Region

Albany Region, Buffalo Region, New York City Region, Rochester Region, Syracuse Region, Yonkers Region, Regional Offices, Statewide Agencies, State Offices

Region

↳*County*

↳*Unit*

↳*Worker*

↳*Victim Name*

By County

Albany, Allegany, Bronx, etc.

County

↳*Unit*

↳*Worker*

↳*Victim Name*

Date

Based on the Intake Start Date of the CPS Report. The hierarchy of the Oral Report Date dimension is as follows:

- **Year** – 1998, 1999, 2000, 2001, etc.
- **Quarter** – 1999 Q 1, 1999 Q 2, etc.
- **Month** – 1999/Jan, 1999/Feb, etc.

Allegations

Category of physical abuse in which a child is involved. The hierarchy of this dimension is as follows:

Allegation Type A broad grouping of specific physical abuse allegations (i.e., Physical Abuse, Neglect or deprivation of necessities, Medical Neglect, Sexual Abuse, Psychological or emotional maltreatment, Other). These categories follow the national guidelines rather than New York State guidelines for physical abuse groupings.

↳*Allegations* Specific types of physical abuse (i.e., Lacerations, Bruises, Welts; Excessive Corporal Punishment; etc.)

Gender

Indicating the gender of the child involved (i.e., Male, Female, and Unknown). There is no hierarchy for this dimension.

Race

Indicates the ethnic origin of the child involved in the incident. The hierarchy for this dimension is as follows:

Racial Group A broad category of specific ethnic groups (i.e., White, Other, Unknown, Black or African American, American Indian or Alaska Native, Asian)

↳*Race* Specific ethnic groups to meet federal guidelines (i.e., Native American/Alaskan Native, African-American, African-American-Caucasian, etc.)

Disposition Status

Indicates the status of the allegation. The hierarchy of this dimension is as follows:

Undetermined/Determined
Indicates that the allegation has either been determined as being substantiated or unsubstantiated or has yet to be determined

Substantiated/Unsubstantiated
Indicates for determined allegations whether the incident has been substantiated by investigative

findings or unsubstantiated. Determinations of substantiated allegations indicate that some credible evidence exists to support the allegations of child abuse/maltreatment. Determinations of unsubstantiated allegations indicate that no credible evidence exists to support the allegations of child abuse/maltreatment.

NCANDS Reporter Type

Description of the type of individual who has reported the incident. The hierarchy of this dimension is as follows:

Mandated/Non-Mandated
Indicates whether or not the individual is required by law to report incidents of child abuse/neglect.

Reporter Type
A specific type of individual based on National Child Abuse and Neglect Data System guidelines (i.e., Child Day Care Personnel, Education Personnel, Medical Personnel, etc.)

Age Range at Intake

Age range in years of the child as of the date that the report is taken (i.e., 0 to 8, 9 to 16, 17 and Over, or Unknown). There is no hierarchy for this dimension.

Connections Data As Of Date

Indicates the latest date on which the Connections Data included in the cube was updated. There will only be one date in this dimension.

Measures included in the Allegations Cube are as follows:

- **Child Count** – the number of children involved in the particular allegation
- **Allegation Count** – the total number of allegations
- **Report Count** – number of reports

Appendix A3:
CCRS – Admissions to Foster Care Summary Cubes

The CCRS Admissions to Foster Care Summary Cubes provide data on total children admitted to foster care for a specified period of time. The universe for this repot consists of children who have a movement code of "M910" with a corresponding activity date that falls within the specified time period.

Dimensions included in the CCRS Admissions Summary Cubes are as follows:

Statewide

Geographical location of the child involved in the incident. The hierarchy of this dimension is as follows:

Upstate/New York City

Counties

Date

Date on which the most recent "M910" activity occurred. The hierarchy of the date dimension is as follows:

- *Year*
  Quarters
  Months
- *Current Month*
- *Last Month*
- *QTD* (Quarter to Date)
- *Prior QTD* (Prior Quarter to Date)
- *QTD Grouped* (Quarter to Date Grouped – prior quarter compared to current quarter)
- *YTD* (Year to Date)
- *Prior YTD* (Prior Year to Date)
- *YTD Grouped* (Year to Date Grouped – prior year compared to current year)

Agency Where Placed

Code plus the name of the agency with which the child was placed. There is no hierarchy for this dimension.

Facility Type

Describes the facility setting. There is no hierarchy for this dimension. Facility types include the following:

- Foster Boarding Home
- Approved Relative Home
- Institution
- Group Residence
- Group Home
- Supervised Independent Living Program
- Agency Operated Boarding Home
- Other

Direct/Voluntary Indicator

Indicates whether the agency is a District/Direct (D) of Voluntary

Agency (V).

- Direct
- Voluntary
- Unknown

Race

Describes the racial origin of the child. There is no hierarchy for this dimension. Races include the following:

- White
- African-American
- Asian
- American Indian or Alaskan Native
- Other
- Unknown

Hispanic Origin

Indicates whether or not the child is of Hispanic origin. There is no hierarchy for this dimension. Values include Yes and No.

Gender

Describes the gender of the child. There is no hierarchy for this dimension. Values include Male and Female.

Age Range

The age in years of the child as of the time he/she was admitted into foster care. There is no hierarchy for this dimension. Values include the following:

- 0 – 2
- 3 – 5
- 6 – 9
- 10 – 13
- 14 – 17
- 18+

Goal

Describes the permanency-planning goal assigned to the child. There is no hierarchy for this dimension. Values include the following:

- Discharge to Parent/Legal Guardian
- Discharge to Independent Living
- Discharge to Adoption
- Discharge to Adult Residential Care
- Other Goal
- No Goal

Admission History

Describes the child's previous admissions history, if any. There is no hierarchy for this dimension. Values include the following:

- Not Previously in Care
- Readmitted within 3 months
- Readmitted within 4 – 12 months
- Readmitted within 13 – 24 months
- Readmitted within 25 or more months

CCRS Data As Of Date

Indicates the latest date on which the CCRS Data included in the cube was updated. There will only be one date in this

dimension.

The ***measures*** included in these cubes are as follows:

- **Total Admissions** – count of the total number of children with an 'M910' activity code within the time period specified.

Appendix A4:
Discharge from Foster Care Summary Cube

The Discharge from Foster Care Summary Cube provide detailed information on the total number of children who have been discharged from foster care within a specified time period.

The dimensions included in the Discharge Summary Cube are as follows:

Statewide

Geographical location of the child discharged from foster care. The hierarchy of this dimension is as follows:

Upstate/New York City

↳*Counties*

Date

Date on which the most recent discharge occurred. The hierarchy of the date dimension is as follows:

- *Year* (1995 - 2001)
  Quarters
  Months
- *Current Month*
- *Last Month*
- *QTD* (Quarter to Date)
- *Prior QTD* (Prior Quarter to Date)
- *QTD Grouped* (Quarter to Date Grouped – prior quarter compared to current quarter)
- *YTD* (Year to Date)
- *Prior YTD* (Prior Year to Date)
- *YTD Grouped* (Year to Date Grouped – prior year compared to current year)

Agency Where Placed

Code plus the name of the agency with which the child was placed. There is no hierarchy for this dimension.

Facility Type

Describes the facility setting. There is no hierarchy for this dimension. Facility types include the following:

- Foster Boarding Home
- Approved Relative Home
- Institution
- Group Residence
- Group Home
- Supervised Independent Living Program
- Agency Operated Boarding Home
- Other

Race

Describes the racial origin of the child. There is no hierarchy for this dimension. Races include the following:

- White
- African-American
- Asian

- American Indian or Alaskan Native
- Other
- Unknown

Hispanic Origin

Indicates whether or not the child is of Hispanic origin. There is no hierarchy for this dimension. Values include Yes and No.

Gender

Describes the gender of the child. There is no hierarchy for this dimension. Values include Male and Female.

Age Range

The age in years of the child as of the time he/she was discharged from foster care. There is no hierarchy for this dimension. Values include the following:

- 0 – 2
- 3 – 5
- 6 – 9
- 10 – 13
- 14 – 17
- 18+

Goal

Describes the permanency-planning goal assigned to the child. There is no hierarchy for this dimension. Values include the following:

- Discharge to Parent/Legal Guardian
- Discharge to Independent Living
- Discharge to Adoption
- Discharge to Adult Residential Care
- Other Goal
- No Goal

Discharge Type

Describes how the child was discharged, according to the CCRS system. There is no hierarchy for this dimension. Values include 'With Continuing Services' and 'With Track Closed.'

Final Discharge Reason

Describes the reason the child was discharged from foster care. There is no hierarchy for this dimension. Values include the following:

- Return to Parent
- Released to Relative
- Release to Own Responsibility
- Adoption
- Order of Court
- Other

CCRS Data As Of Date

The date on which the OCFS data warehouse was last updated with data from the CCRS system. There is only one date in this dimension.

Direct/Voluntary Indicator [

Indicates whether the agency is a District/Direct (D) or Voluntary Agency (V).

- Direct
- Voluntary

- Unknown

The ***measures*** included in these cubes are as follows:

- **Total Discharges** – count of the total number of children who have been discharged from foster care for a specified period of time.
- **Average Time in Care at Discharge** – average number of months during which a child was in foster care at the time he/she was discharged.

Appendix A5:
In Care Summary Cube

The In Care Summary Cube provides summary information on the total number of children whose status in the CCRS system is 04 ("In 24-Hour Care") or 06 ("Absent") for a specified period of time.

Dimensions included in the In Care Summary Cube are as follows:

Statewide

Geographical location of the child discharged from foster care. The hierarchy of this dimension is as follows:

Upstate/Downstate
↳*Region*
↳*County*
↳*Office*
↳*Unit*
↳*Worker*

Date

Based on the case initiation date. The hierarchy of the date dimension is as follows:

Year (1995 - 2001)
↳*Quarters*
↳*Months*

Agency Where Placed

Code plus the name of the agency with which the child was placed. There is no hierarchy for this dimension.

In Care Status

Based on the CCRS status code. There is no hierarchy for this dimension. Values include 'In 24-Hour Care' and 'Absent.'

Facility Type

Describes the facility setting. There is no hierarchy for this dimension. Facility types include the following:

- Foster Boarding Home
- Approved Relative Home
- Institution
- Group Residence
- Group Home
- Supervised Independent Living Program
- Agency Operated Boarding Home
- Other

Race

Describes the racial origin of the child. There is no hierarchy for this dimension. Races include the following:

- White
- African-American
- Asian
- American Indian or Alaskan Native
- Other
- Unknown

Hispanic Origin

Indicates whether or not the child is of Hispanic origin. There is no hierarchy for this dimension. Values include Yes and No.

Gender

Describes the gender of the child. There is no hierarchy for this dimension. Values include Male and Female.

Age Range

The age in years of the child as of the time he/she was

	discharged from foster care. There is no hierarchy for this dimension. Values include the following: • 0 – 2 • 3 – 5 • 6 – 9 • 10 – 13 • 14 – 17 • 18+
Goal	Describes the permanency-planning goal assigned to the child. There is no hierarchy for this dimension. Values include the following: • Discharge to Parent/Legal Guardian • Discharge to Independent Living • Discharge to Adoption • Discharge to Adult Residential Care • Other Goal • No Goal
Direct/Voluntary Indicator [FOR OCFS: NEED A DEFINITION]	Indicates whether the agency is a District/Direct (D) or Voluntary Agency (V). • Direct • Voluntary • Unknown
ASFA Time in Care	Length of time a child was in care based on ASFA guidelines. There is no hierarchy for this dimension. Values include 'Children in care at least 12 of 22 months' and 'Children in care less than 12 of 22 months.'
CCRS Data As Of Date	The date on which the OCFS data warehouse was last updated with data from the CCRS system. There is only one date in this dimension.

The ***measures*** included in these cubes are as follows:

- **Total Children** – count of the total number of children in care for a specified period of time.
- **Time in Care (average months)** – average number of months during which a child was in care at the time he/she was discharged.

Appendix B:
Predefined PowerPlay Reports

Appendix B1:
Allegations Report

Report Title: CPS Allegations by Type

Report Purpose: To provide detailed information on substantiated, unsubstantiated, and undetermined allegations for the period of time requested. Undetermined allegations include any CPS Reports that were open as of midnight on the last day of the period covered. An allegation consists of a subject, a child and an allegation type. Thus, any one investigation may have many allegations. For example, an allegation of inadequate guardianship of three children on the part of the mother and father would result in 6 allegations of inadequate guardianship.

Totals: Number of children involved in allegations is totaled as follows:

- Gender and race of the child
- Substantiated/Unsubstantiated/Undetermined status and allegation type
- Statewide – Statewide, region, county

Layers: Statewide– Upstate/Downstate, Region, County, Unit, Worker, Case Name

Other Dimensions

Available:
Date
NCANDS Reporter Type
Age Range at Intake
Sex
Race
Connections Data as of

Other Measures:

Available: Allegation Count (total number of allegations)

Data:

Data Item	Data Definition	Sample Values
Date of this Report	Current Date	9/30/2001
Data As Of	Date of Latest OCFS Data Warehouse Update	9/27/2001
Statewide	Geographical location where the allegations occurred	Upstate
Gender	Gender of the child involved in the allegation	Male, Female, Unknown
Substantiated/ Unsubstantiated/ Undetermined	Indicates whether or not credible evidence exists to substantiate the report of child abuse/maltreatment	Substantiated, unsubstantiated, undetermined

Data Item	Data Definition	Sample Values
Allegation Type	Broad groupings of allegations in accordance with national rather than New York State guidelines	Medical neglect, neglect or deprivation of necessities, other, physical abuse, psychological or emotional maltreatment, sexual abuse

Appendix B2:
Investigation Reports—
CPS Stages and Reports Current Status Statewide

Report Title: CPS Stages and Reports Current Status

Report Purpose: To provide CPS Supervisors and Managers with information about the current workloads of the staff that they manage. ***Note: This report runs against the current year cube only.***

Totals: Number of CPS Reports that were processed during the period covered by location of primary worker. Statewide Total reports include totals by Upstate, New York City, Other Agencies, Statewide Agencies, and Regional Offices.

Layers: Location – Statewide, Region, County, Unit, Worker, and CPS Report

Other Dimensions Available: Date, NCANDS Reporter Type

Other Measures Available: See Data Items below.

Data:

Data Item	Data Definition	Sample Values
Date of this Report	Current Date	9/30/2001
Connections Data As Of	Date of Latest OCFS Data Warehouse Update	9/27/2001
Statewide	Geographical location where the allegations occurred	Upstate
Intakes Currently Not Progressed	The total of all Intakes (INT) that were open as of the period end date.	
Intakes Currently Not Progressed – Avg. Days	Average number of days between the period end date and the Intake Start Date. Calculation = (Period End Date – Intake Start Date)/Number of Intakes Currently Not Progressed	
Investigative Stages Currently Active	Total number of CPS Reports where the investigation is currently open.	
Investigative Stages Currently Active – Avg. Days	Average number of days the investigation has remained open.	

Data Item	Data Definition	Sample Values
Complete, Not Currently Submitted for Approval	Total number of CPS Reports where all casework on Connections has been done, but either the worker has not yet submitted it for approval or the supervisor has either rejected it or added a second approver who has not yet approved the CPS Report.	
Complete, Not Currently Submitted for Approval – Avg. Days	Average number of days between the period end date and the Intake Start Date for Complete, Not Currently Submitted for Approval CPS Reports. Calculation = (Period End Date – Intake Start Date)/Number of Complete, Not Currently Submitted for Approval CPS Reports	
Submitted for Approval, Not Approved	Total CPS Reports that have been submitted for approval but not yet approved by the supervisor.	
CPS Reports Currently Overdue	Overdue calculations are made as of the last day of the period covered for CPS Reports that were still open on that day. If the report is more than 60 days old, it is considered overdue. The sum of this column plus 'Open CPS Reports Not Currently Overdue" should equal "CPS Reports Currently Active".	
CPS Reports Currently Overdue – Avg. Days	Average number of days between the period end date and the Intake Start Date for overdue CPS Reports. Calculation = (Period End Date – Intake Start Date)/Number of CPS Reports Currently Overdue	
Open CPS Reports Not Currently Overdue	Total CPS Reports open as of the last day of the period covered that are less than 60 days old.	
Open CPS Reports Not Currently Overdue – Avg. Days	Average numbers of days between the period end date and the Intake Start Date for Open CPS Reports Not Currently Overdue. Calculation = (Period End Date – Intake Start Date)/Number of Open CPS Reports Not Currently Overdue	

Appendix B3:
Investigation Reports—
CPS Report Determinations During the Period Statewide Totals

Report Title: CPS Report Determinations During the Period

Report Purpose: To provide CPS supervisors and managers with information about the determinations made on CPS reports by the staff that they manage for the period requested.

Totals: Number of CPS Reports for which determinations were made during the period covered by location, based on the primary worker. Statewide Total reports include totals by Upstate, New York City, Other Agencies, Statewide Agencies, and Regional Offices.

Layers: Statewide – Upstate/Downstate, Region, County, Unit, Worker, CPS Report

Other Dimensions

Available: Date, NCANDS Reporter Type

Other Measures

Available: See Data Items below.

Data:

Data Item	Data Definition	Sample Values
Date of this Report	Current Date	9/30/2001
Connections Data As Of	Date of Latest OCFS Data Warehouse Update	9/27/2001
Statewide	Geographical location where the allegations occurred	Upstate
Total CPS Reports Indicated	Total of Initial and Subsequent reports with a determination of Indicated that were approved by the supervisor during the period.	
Total CPS Reports Unfounded	Total of Initial and Subsequent reports with a determination of Unfounded that were approved by the supervisor during the period.	
Initial CPS Reports Indicated	Total of all Initial reports with a determination of Indicated that were approved by the supervisor during the period.	
Initial CPS Reports Unfounded	Total of all Initial reports with a determination of Unfounded that were approved by the supervisor during the period.	

(Table continued on next page)

Data Item	Data Definition	Sample Values

(Table continued from previous page)

Subsequent CPS Reports Indicated	Total of all Subsequent reports with a determination of Indicated that were approved by the supervisor during the period.	
Subsequent CPS Reports Unfounded	Total of all Subsequent reports with a determination of Unfounded that were approved by the supervisor during the period.	
Family Indicated	CPS Reports coded CPS, both Initial and Subsequent, with subjects coded as “Family Members,” with a determination of Indicated that were approved by the supervisor during the period.	
Family Unfounded	CPS Reports coded CPF, both initial and Subsequent, with subjects coded as “Family Members,” with a determination of Unfounded that were approved by the supervisor during the period.	
Day Care Indicated	CPS Reports coded CPD, both Initial and Subsequent, with subjects coded “Day Care Facility/Provider,” with a determination of Indicated that were approved by the supervisor during the period.	
Day Care Unfounded	CPS Reports coded CPD, both Initial and Subsequent, with subjects coded “Day Care Facility/Provider,” with a determination of Unfounded that were approved by the supervisor during the period.	
Foster Care Indicated	CPS Reports coded CPD, both Initial and Subsequent, with subjects coded “Foster Parent,” with a determination of Indicated that were approved by the supervisor during the period.	
Foster Care Unfounded	CPS Reports coded CPD, both Initial and Subsequent, with subjects coded “Foster Parent,” with a determination of Unfounded that were approved by the supervisor during the period.	
Other DC/FC Unfounded	Total number of CPS Reports Unfounded, coded CPD, where the subject was other than a foster parent or day care provider.	

Appendix B4:
Investigation Reports—
CPS Reports Processed During the Period Statewide Totals

Report Title: CPS Reports Processed During the Period

Report Purpose: To provide CPS Supervisors and Managers with information on the status of Intakes and Investigations that comprise the workloads of the staff and units that they supervise.

Totals: Number of CPS Reports that were processed during the period covered by location of primary worker. Statewide Total reports include totals by Upstate, New York City, Other Agencies, Statewide Agencies, and Regional Offices.

Layers: Statewide – Upstate/Downstate, Region, County, Unit, Worker, and CPS Report

Other Dimensions Available: Date
NCANDS Reporter Type

Other Measures Available: See Data Items below.

Data:

Data Item	Data Definition	Sample Values
Date of this Report	Current Date	9/30/2001
Connections Data As Of	Date of Latest OCFS Data Warehouse Update	9/27/2001
Statewide	Geographical location where the allegations occurred	Upstate
Total CPS Reports Active This Period	The total number of CPS Reports that were active at any time during the period covered.	
Total CPS Reports Active at Beginning of Period	The total number of CPSW Reports active as of midnight on the first day of the period covered.	
Total CPS Reports Active at End of Period	The total number of CPS Reports that were active as of midnight on the last day of the period covered.	
Total New CPS Reports Assigned This Period	The total number of CPS Reports assigned to a worker during the period requested.	

(Table continued on next page)

Data Item	Data Definition	Sample Values

(Table continued from previous page)

Total Initial CPS Reports Assigned This Period	A subset of Total New CPS Reports Assigned This Period, reflecting the number of new Initial CPS Reports assigned during the period.	
Total Subsequent CPS Reports Assigned This Period	A subset of Total New CPS Reports Assigned This Period reflecting the number of new Subsequent CPS Reports assigned during the period.	
Total CPS Reports Overdue on Last Day of Period	The total number of CPS Reports that were still active at the end of the period and the number of days between the intake start date and the period end date is greater than 60 days.	
Total CPS Reports Indicated	A subset of the Total CPS Reports Closed This Period that were determined as Indicated.	
Total CPS Reports Unfounded	A subset of the Total CPS Reports Closed This Period that were determined as Unfounded.	
Total Closed CPS Reports Opened for Services This Period	The number of CPS Reports that were closed on the Connections system but remained opened for services.	

Appendix C:
OCFS Data Warehouse Reporting
Glossary

3-D Bar Display	A graph that shows relationships between two or more variables. Use to analyze large quantities of data that are difficult to interpret otherwise.
ASCII	ASCII stands for American Standard Code for Information Interchange. This is the code that makes it possible for just about every computer to understand the letter “A” (and all the other letters) as a letter “A”. The ASCII text file, although simple and limited, is understood by virtually all computers.
Additional Information	Information that does not constitute a report of abuse/maltreatment but contains information pertinent to an open/active SCR case.
Associating	Linking a data item to a grouped data item to suppress duplicate data values. There should be a one-to-one relationship between the grouped item and the item being associated to it.
Calculated Column	A column whose values are calculated from other columns, calculated columns, functions, and constants to derive new data for a model.
Calculation	A category created by applying an operator to one or more categories. See also calculated column.
Catalog	A file that contains all of the information necessary for Impromptu to retrieve data from a database. The catalog does not contain all of the data, but only a user view of the database.
Category	Items that match a specific description or classification. Categories can be different levels of information within a dimension. Any categories can be grouped into more general categories. For example, a set of dates could be grouped into a month, and months into quarter, and quarters into years.
CCRS	Child Care Review Service
Clustered Bar Display	A graph that groups related information, compares summaries, and compares categories.
Cognos	Cognos is a software development company based in Canada. It is widely acknowledged to be the leading provider of business intelligence applications. Business intelligence is the term given to a category of applications and technologies for gathering, storing, sharing, analyzing, reporting and providing access to data to help users make better decisions.

Cognos Common Logon	Cognos Common Logon maintains authentication data so you can open multiple secure data sources using different Cognos products. This means that you only have to provide a user ID and password once, even when you navigate from one Cognos application to another.
Column	In reports, a category that shows related information in a vertical list.
Connections	New York State's child welfare information system.
Correlation Display	A graph that shows the value of two measures that are being compared. Bars represent one measure and a line represents the other. You must have at least two measures to use a correlation display.
Crosstab Display	A chart that shows data in tabular format.
Cubes	A multidimensional representation of data. Cubes contain information organized into dimensions to provide faster retrieval and drill down to lower-level categories in reports.
Data Mart	Data marts are subsets of the larger data warehouse. They are smaller and focused on a particular subject.
Data Warehouse	A data warehouse is a collection of data retrieved from production systems. The data from diverse databases is combined and stored separately. The data warehouse organizes and stores the data needed for informational and analytical processing over a historical time perspective.
Delimited-Field Text File	A file containing text data, where the fields in each record are separated (delimited) by a character, such as a comma or a tab.
Dimension	A broad grouping of descriptive data about a major aspect of an organization, such as dates, geography, ethnicity, etc. Each dimension includes different levels of categories in one or more drill-down paths, and an optional set of special categories.
Dimension Line	In PowerPlay for Windows, shows the categories from each dimension used to filter on data for the current report.
Dimension Menu	In PowerPlay for Windows, a menu that appears when you select a dimension folder. You use a dimension menu to filter on specific information. When you select a category from the menu, the level of the dimension changes and so do the values in the report.
Dimension Viewer	An organized view of all dimensions, levels and categories in the selected cube. Use the dimension viewer to add categories as rows, columns, or layers, create subset definitions, format measures, filter, and define sets of categories.

Display	In PowerPlay for Windows, the type of chart or graph. You can change the display or add another display to the same report.
Drill	See Drill Down/Up or Drill-Through
Drill Down/Up	Focusing a report on a lower level of detail in a particular dimension; i.e., looking at child categories.
Drill-Through	Accessing more detailed information in another PowerPlay report, PowerCube, or Impromptu report. Drill-through access is set up to match on some combination of dimensions, measures, or data items.
Filter	Focus a report on a specific value of a data item or dimension.
Fixed-Field Text File	A file that contains text data aligned in fixed-length columns.
Functions	A predefined formula that takes one or more values, performs an operation, and returns a value.
Grouping	Grouping data in an Impromptu serves to bring all like data together on the report.
Horizontal Axis	The X-axis on a display.
Impromptu	Impromptu is a user-friendly data query tool that allows the user easy access to a database while shielding him/her from technical database terminology, connections, and structures.
IAB	Institutional Abuse cases which are investigated by IAB investigative agencies (Regional Offices, Office of Mental Health, Office of Mental Retardation (OMR), or Developmental Delays (OMRDD).
Indicated	A determination made by local CPS that some credible evidence exists to support an incident of child abuse and/or maltreatment.
Initial Report	Information that contains a reasonable cause to suspect child abuse and/or maltreatment that has no open or active case in the SCR.
Join	Defines the relational links between tables in a database so that you can retrieve information from more than one table at a time.
Key Fields	The data items used to join tables.
Label	The name of a row, column, or layer.

Layers	Another dimension, in addition to rows and columns, added to a report. Reports can contain several layers, but you can look at only one at a time.
MDC File	A Cognos file that represents a cube. The file may contain the data, or be a pointer file to a database cube or third-party OLAP source.
Measures	Numeric data used as performance indicators. For example, measures can be number of allegations, number of CPS Reports Indicated, number of children admitted to foster care, etc.
Missing Value	A value that is not available for a category because of the context, or because there is no data. Missing values appear in a report as zero, NA (not available), a blank (nothing in the cell), or missing, depending on how the measure sin the cube were designed to handle missing values.
Multidimensional Cube File (.mdc)	See cube or .mdc file.
Multiline Display	A graph that reveals and compares trends and cycles that show relationships between variables. It also shows time series analysis and relationships between variables.
NCANDS	National Child Abuse and Neglect Data System.
Nesting	Adding another dimension or dimension level to an existing row or column on a report to provide a more detailed perspective of the data.
OCFS	Office of Children and Family Services
PDF	Portable Document Format. A file format developed by Adobe Systems that captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Acrobat Reader.
Pie Display	A graph that shows the relationship between the whole and the parts. For example, a pie display can show how much of a department's budget goes to paper supplies.
PowerPlay	PowerPlay is a data analysis tool that utilizes OLAP (On Line Analytical Processing) technology. It allows users to easily explore data across the organization.
Prompts	Request for information when a report is opened that determines the focus or scope of the report.

Query A question to a database that defines what information you want from the data source.

Ranking Assigning ordinals to values in a selected row or column of a report, to be used to sort the values in ascending or descending order.

Row A category that shows related information in a horizontal list.

Scatter Display A graph that compares two different measures. You must have at least two measures to use the scatter display effectively.

Simple Bar Display A graph that shows change over a specific time period, contrasts two or more variables, and reveals trends and irregularities in a bar format.

Single Line Display A graph that shows change over a specific time period, contrasts two or more variables, and reveals trends and irregularities in a line format.

Slice and Dice To change and arrange data when you:

- Choose different categories for your report
- Drill down or drill up
- Drag dimensions from the dimension line
- Swap rows, columns, or layers
- Filter information

For example, you have a report that shows the number of CPS Reports by each district at the end of the last quarter. You can slice and dice information to show CPS Report Determinations over the last two months for each worker.

Sort To arrange values in numerical order, or labels in alphabetical order. You can sort in ascending or descending order.

Stacked Bar Display A graph or chart that shows relative proportions of parts to the whole and the relationship between the parts. For example, the days to determination data can be segmented into indicated and unfounded determinations as stacked bars.

Subsequent Report A report involving either new allegations or a new incident of the same allegations occurring under an open SCR case number.

Substantiated A finding by local CPS that credible evidence exists to support an allegation of child abuse and/or maltreatment.

Swapping	To exchange the position of categories in a report. You can swap rows and columns, columns and layers, or rows and layers. The terms rows and columns change depending on the current display. For a pie display, rows and columns are called displays and slices.
Unfounded	A determination made by local CPS that no credible evidence has been found to substantiate the report of child abuse and/or maltreatment.
Unsubstantiated	A finding by local CPS that no credible evidence exists to support an allegation of child abuse and/or maltreatment.
Variable	A symbol representing a value supplied by your computer or by PowerPlay for Windows. For example, the variable Date represents today's date. You can add a report variable such as Date to a report title, header, or footer.
Vertical Axis	The Y-axis on a display.
View	In PowerPlay for Windows, a way of presenting a report: normal, page layout, and page width. You can use a combination of views. For example, you can use normal view for working with the report, and page layout view or page width view to organize parts of the report. There are two types of views: dimension views and user class views. See also Display.