
OCFS Data Warehouse News and Notes

July 2003



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New Data Warehouse Items

2002 Recurrence Reports

The CPS unit code has been added to the list of all children so that users can then sort the report by unit. We have also added a Recurrence Flag to the child specific report, highlighting which CPS report is the 'recurrence' report. Footnotes are now on every page. We hope these enhancements provide some additional utility to the reports. The report write-up has also been updated.

[Click here for detailed information](#) 

Featured Report

This featured report is the **CPS Reports Processed During the Period**.

Purpose: To provide CPS Managers and Supervisors with the ability to view and / or report upon case workloads, the status of Intakes and Investigations, the volume of reports processed, and the flow of reports as they go through the investigatory process at the Unit and Worker levels. These reports can serve as a tool for monitoring and managing caseloads.

[Click here to see a sample of the report](#) 

[Click here to read a detailed explanation of the report](#) 

Tips and Tricks

Saving and Printing Reports

Users frequently contact us for assistance pertaining to the saving and printing documents from the Data Warehouse. The attached documentation will provide you with the necessary steps to save and print your documents.

[Click here for more information on saving and printing reports](#) 

Frequently Asked Questions

Question: I've lost the page Layout view in Impromptu

ANSWER: This occurs when CITRIX fails to recognize and assign your local printer as the default printer within the CITRIX session. To correct this, exit Impromptu, but do not exit your CITRIX session. At the CITRIX desktop, click START/SETTINGS/PRINTERS and confirm that your local client printer is the default printer. If there is not a checkmark by it, highlight the printer and click File/Set as Default Printer from the toolbar menu. You should now be able to enter Impromptu and have the Page Layout view available to you.

Question: The Impromptu report that I printed came out looking like a postage stamp

ANSWER: This occurs when trying to print an Impromptu report from within the CITRIX environment. (To reduce network load and traffic, we have disabled the ability to print from within the CITRIX environment.) To print your Impromptu report you must first save it as an Acrobat (.pdf) or Excel with Format (.xls) file to your T drive while in your CITRIX session. Then exit CITRIX and open the .pdf or .xls file from your NT environment and print it. For further information regarding saving Impromptu reports to different formats, please refer to your Step-By-Step manual.

Data Warehouse User Training Schedule

Below you will find a link to the Connections Web Page. Once there, click on the **OCFS Data Warehouse**, which is located towards the bottom left hand side of the page. Listed on the bottom of OCFS Data Warehouse Web Page is the latest version of the **Training Schedule for Data Warehouse and Advanced Data Warehouse** for the third quarter.

<http://sdssnet5/ocfs/connect/default.htm>

Contact Us

On behalf of the OCFS Data Warehouse Team, we would like to thank you for your on-going support and participation. In the up and coming months we are planning to implement many more new reports and Data Warehouse improvements which will be announced as they occur. If you have any questions, issues or concerns feel free to contact **Joe De Lucia** at (518) 473-8209 or send him a message at Joe.Delucia@dfa.state.ny.us.

Recurrence of Maltreatment

Background of the Reports

These three reports identify children who are part of the recurrence data indicator as defined by ACF's Children's Bureau. The recurrence data are part of the state Child and Family Services Review (CFSR) data profile. During the on-site case readings all applicable cases were rated as 'substantially achieved'. However, New York State was found not to be in substantial conformity on Safety Outcome S1 because our data did not meet the national standard for this data indicator. The national standard is 6.1% and New York's rate is 13.5%, per the official Data Profile using 1999 NCANDS data.

Purpose of the Reports

OCFS is, through its PIP (Program Improvement Plan), identifying policy, programmatic and practice steps to be taken to reduce this ratio. This series of Recurrence Reports is intended to help identify potential systemic factors contributing to the recurrence of these children by looking at the allegations in the multiple reports. Are the same allegations continuing to be reported? Because child level information is also provided, reviewing other dynamics on a case-by-case basis is possible. Only key pieces of information are presented. Details of the CPS reports are available in CONNECTIONS and/or the local case records.

Reports Descriptions

The recurrence of maltreatment data indicator is derived from our NCANDS submission. The following definition is used by the Children's Bureau for recurrence of maltreatment: The universe (or base population) is a count of unique (distinct) children with a substantiated allegation in an indicated report that was reported in the first six months of the year. From that population a child is counted as an instance of 'recurrence' if the child has another substantiated allegation in an indicated report and the date of the second oral report is within 2 to 183 days of the oral report of the first report.

There are now three recurrence-related reports in the Data Warehouse.

CFSR 2000 Recurrence by District – This report lists the recurrence rate for each district. Since the report displays aggregate numbers, it can be viewed by all users who have access to the OCFS Data Warehouse. Numbers for the numerator and denominator for the rate calculation are displayed as well as the recurrence rate itself.

Districts can drill down to their child specific data by double-clicking on the column labeled 'County Code' or by clicking once on the desired county code and then clicking once on the Drill Through symbol on the tool bar. At this point, security rules are applied so that districts can see only their own data. Voluntary agencies cannot drill through.



Recurrence by District 2000.pdf

CFSR 2000 District Specific Recurrence Summary – This report lists the children who comprise the recurrence calculation. In the column labeled 'Recurrence' a child who meets the criteria for recurrence has the word 'Yes' as an entry. Children who are only in the base population and did not have a second report have no entry in that column. The child's Person Id from CONNECTIONS is displayed along with the child's name and the associated unit code.



recurrence_summary.pdf

Districts can then drill down to get some report level data. These are the reports that met the criteria for the recurrence definition and the relevant reports for this child plus any other report that the child was a member of in the NCANDS submission. For example, the child may be part of another indicated report but does not have substantiated allegations in this report. In that case, there will be blanks in the Substantiated Allegations columns. Double-click on the column labeled 'Child PID' or click once on the desired county code and then click once on the Drill Through symbol on the tool bar. At this point, security rules are applied so that districts can see only their own data. Voluntary agencies cannot drill through.

CFSR 2000 Recurrence Indicated Reports Detail – This reports lists key pieces of information so that further analysis can be done. The CONNECTIONS Case ID and Report ID, which is the Investigation Stage ID, are listed to get more detailed information via CONNECTIONS. The Recur Flag identifies which report actually caused the child to meet the criteria of recurrence. Intake Stage Start Date (date of the oral report) and Investigation Stage Close Date (date of the determination) are listed to provide some time parameters. And, the Substantiated Allegations are shown so that users can begin to see what allegations have been substantiated for this child.



recurrence_detail.pdf

Recurrence of Abuse/Neglect Based on Federal Definition* from NCANDS Submission (Indications in 2000)

Date: 7/9/2003

(National Standard 6.1% , Safety Outcome 1)

District Code	District Name	Children with Recurrence	Children in Indicated Reports	Rate
001	ALBANY	177	685	25.8
002	ALLEGANY	11	87	12.6
003	BROOME	44	350	12.6
004	CATTARAUGUS	59	230	25.7
005	CAYUGA	11	99	11.1
006	CHAUTAUQUA	118	534	22.1
007	CHEMUNG	146	584	25.0
008	CHENANGO	18	143	12.6
009	CLINTON	67	307	21.8
010	COLUMBIA	41	223	18.4
011	CORTLAND	42	186	22.6
012	DELAWARE	43	167	25.7
013	DUTCHESS	79	650	12.2
014	ERIE	184	1,588	11.6
015	ESSEX	6	47	12.8
016	FRANKLIN	24	123	19.5
017	FULTON	45	174	25.9
018	GENESEE	26	150	17.3
019	GREENE	26	82	31.7
020	HAMILTON	0	4	0.0
021	HERKIMER	21	155	13.5
022	JEFFERSON	44	338	13.0
023	LEWIS	5	50	10.0
024	LIVINGSTON	24	116	20.7
025	MADISON	38	185	20.5
026	MONROE	127	1,134	11.2
027	MONTGOMERY	22	129	17.1
028	NASSAU	90	846	10.6
029	NIAGARA	52	279	18.6
030	ONEIDA	74	516	14.3
031	ONONDAGA	120	1,003	12.0
032	ONTARIO	45	249	18.1
033	ORANGE	88	494	17.8
034	ORLEANS	11	69	15.9
035	OSWEGO	64	491	13.0
036	OTSEGO	28	171	16.4
037	PUTNAM	12	54	22.2
038	RENSELAER	18	142	12.7

* Federal Definition : The universe (or base population) is a count of unique (distinct) children with a substantiated allegation in an indicated report that was reported in the first six months of the year. From that population a child is counted as an instance of 'recurrence' if the child has another substantiated allegation in an indicated report and the date of the second oral report is within 2 to 183 days of the oral report of the first report.

**State Total is a unique count of children. It does not equal the sum of the individual counties since a child may appear in more than one county.

Children in Recurrence Population From NCANDS Submission (Indications in 2001)

for **HUDSON**

Recurrence	Child PID	Child Name	Unit*
YES	78067198	Ross, Tiffany	002
YES	78479013	Alston, Hope	002
YES	79629276	Mitchell, Brandi	002
YES	79857202	Fletcher, Lucas	002
YES	93685601	Evans, Eric	002
YES	93689988	Fletcher, Daniel	002
YES	97722604	Mitchell, Melissa	002
YES	78467617	Harding, Keith	003
YES	78467618	Harding, Nija	003
YES	78151709	Harding, Malia	005
YES	78533414	Mitchell, Michael	005
YES	78894004	Harding, Malik	005
YES	78942587	Kennedy, Makayla	005
YES	91908572	Mitchell, Janet	005
YES	95646151	Doe, Tiffany	005
YES	76808816	Ross, Luke	006
YES	77481745	Ross, Gregory	006
YES	78137117	Ross, Selena	006
YES	78417891	Warner, Kayla	006
YES	78704286	Child Merged	006
YES	79389368	Evans, Raqwane	006
YES	91749205	Barnham, Quashar	006
YES	91902145	Warner, Gamein	006
YES	91934327	Jessup, Adam	006
YES	91945524	Evans, Damon	006
YES	93800397	Evans, Rakeem	006
YES	93806206	Spencer, Anajah	006
YES	77708975	Coverdale, Angela	160
YES	91551470	Spencer, Joshua	160
YES	93860486	Peters, Craig	160
	76548436	Doe, Joseph	002
	76572198	Harding, Lindsey	002
	76572206	Harding, William	002
	76773149	Peters, Amber	002
	76773689	Peters, Guy	002
	76773690	Peters, Brittney	002
	76845318	Warner, Breanna	002

For the years 1999 through 2001, if there was a Person Merge after the investigation closing, we do not have the merged Person Id to extract the Child's Name. For these children, the Name field is "Child Merged". This limitation was corrected for the year 2002.

Unit* : In most cases, the in-assigned unit of the report's original primay worker

Indicated Reports with Recurrence from NCANDS Submission (Indications in 2000)

Date: 6/27/2003

for Child ID: 78704286

County	Case ID	Report ID	Recur Flag	Intake Start Date	Investigation Close Date	Substantiated Allegation 1	Sub Allegation 2	Sub Allegation 3	Sub Allegation 4
090	79384576	79030055 79188915	Yes	3/22/2000 10/18/1999	8/2/2000 6/27/2000	Neglect/Deprivation of Necessi Neglect/Deprivation of Necessi			

For the years 1999 through 2001, if there was a Person Merge after the investigation closing, we do not have the merged Person Id to extract the Child's Name. For these children, the name will not appear. This limitation was corrected for the year 2002.

CPS Reports Processed During the Period
Period Covered: 2001

Date Of This Report: 7/2/2003

Connections Data As Of: Connections Data As Of Date

Statewide											Layer 6 of 6
	Total CPS Reports Active in This Period	Total CPS Reports Active at Beginning of Period	Total CPS Reports Active at End of Period	Total New CPS Reports Assigned This Period	Total Initial CPS Reports Assigned This Period	Total Subsequent CPS Reports Assigned This Period	Total CPS Reports Overdue on Last Day of Period	Total CPS Reports Indicated	Total CPS Reports Unfounded	Total CPS Reports Opened for Service in this Period	
New York City	65,355	8,600	9,126	56,755	43,195	13,560	813	19,312	37,095	12,264	
Regional Offices	1,712	399	461	1,313	1,282	31	292	181	1,070	0	
State Offices	35	23	26	12	10	2	22	3	6	0	
Statewide Agencies	407	161	163	246	242	4	124	13	231	0	
Upstate	120,634	24,621	27,748	96,013	71,356	24,657	15,065	27,563	65,523	12,858	
Totals	188,143	33,804	37,524	154,339	116,085	38,254	16,316	47,072	103,925	25,122	

**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 CPS 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
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(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.	

How To Save A Data Warehouse Report

After you have run a Data Warehouse report, you will have the option of printing, saving or closing the report. The following steps will take you through the save process.

Steps to Saving a Report:

1. While in the Report, click on **File from the Menu**.
2. **From the File Menu, click on Save As**. This will open a Save As Window.
3. Click on the dropdown box labeled “**Save in:**” to select “**My Home Drive (T:)**”.
4. Double click on the T: drive to open.
5. The Save In: dropdown allows you to choose the folder you wish to save your document in.
6. Select **OCFS Data Warehouse** for all Cognos reports.
7. Enter a File name for your report.
8. Click on the dropdown list for ‘**Save as type**’ and, if you intend to print this document at a later time, select either of the following types:
9. Adobe Acrobat (.pdf) or Excel (.xls)
10. Both of the above document types are conducive to printing the report at a later time.
11. If you intend to rerun the report at a later date (e.g., weekly or monthly reports) you should save it in:
 - o Impromptu Query (.imr) format (within Impromptu) or Power Play (.ppr) format (within Power Play).
12. Once all required areas are completed, click the **Save Button**.
13. After you have created all necessary reports and have saved them you can now exit from CITRIX.
14. When using Impromptu, you must close out the current catalog before closing out of the Data Warehouse. On the Menu, select Catalog; then Close. This will close the report.
15. To return to the CITRIX desktop, click on **File → Exit** .
16. To close out of the application, click on the **Start Menu** and choose **Log Off (user name)**.

**** YOU SHOULD NEVER CLOSE OUT THE WINDOW BY CLICKING ON THE “X” LOCATED AT THE UPPER RIGHT HAND CORNER OF THE WINDOW AS THIS MAY RESULT IN LOSS OF ALL REPORTING THAT WAS DONE DURING THAT SESSION.**

Open and Print a Saved Report From the T Drive

If you have saved a report for printing (i.e., Excel, PDF, or HTML) to your T: drive, you can print the report from your local desktop. **Do not print in the Citrix environment.**

1. To open a saved report from your regular desktop

- a. From regular desktop, open **MY COMPUTER** by double clicking on it. This will open all available **DRIVES**.
- b. Double click on the **T:** drive.

2. To print:

- a. Double click on the **OCFS Data Warehouse** folder. Then double click on the report that you want to open.
- b. The report may take a few minutes to open depending on the **SIZE** of the **FILE**. On the bottom of the **.PDF** file is the **Number of Pages** for that report. If you print the entire report, this is the number of pages that will be printed. Please note that a large report may tie up the printer.
- c. To help alleviate this problem, you can print only selected pages. From the Menu bar, click on **File → Print**.
- d. The next screen will ask you the pages to be printed starting at page number ? and ending at page number ?. You need to put in the page numbers that you want to print and you can change the printer that you want to print to. Otherwise, it will go to your default printer. When complete, click **OK** to print.
- e. You can preview the pages before deciding which ones to print by clicking on the Arrows located at the bottom left hand side of the window.
- f. The same procedure, in terms of choosing specific pages to print, is also followed when printing an Excel document.
- g. This will open the same print window as when printing a document with Adobe Acrobat. When the Printer and Print Range have been selected, click on **OK** to print.
- h. Close report by clicking on **File → Exit**.

To Copy and Paste Reports to the Local Machine

In order to copy reports from the T: drive to your C: drive, you must first provide a location on the C: drive for these reports. Create a new folder on the C: drive and name it **OCFS Data warehouse Reports**.

1. You will then need to access the T: drive to get the report(s) you will be copying **FROM**. Open the OCFS Data Warehouse Folder to display the reports.
2. Highlight the report that you want to copy and click on the Edit Menu bar and then choose Copy.
3. Once COPY has been selected, access your C: Drive and open the OCFS Data Warehouse Reports folder.
4. Place your cursor anywhere within the blank space of this folder and then select the Edit Menu bar and choose Paste.
5. When the copying is complete, double click on the document to open. You will then be able to print using your normal print functions.