

OCFS Data Warehouse Case Management Report FAQs

Understanding the SPRs Outstanding Detail Report

Why are staff from other agencies listed on my SPRs Outstanding Detail report?

The SPRs Outstanding Detail report contains one row for each SPR Activity *for each worker that has a role in the Family Services Stage (FSS)*. If you prefer to focus only on staff from your Local District or Voluntary Agency, use the “Sort by” drop-down box at the top of the report, and select “Worker Agency.” This reorganizes the report by Agency ID, and staff from the same agency will be listed adjacent to each other.

Why is the same SPR showing up more than once in the report?

The SPR will appear multiple times – once under each staff member that has a role in the FSS.

I expected to see more SPRs on my report. Are you sure the report is showing all of them?

In order for an SPR to appear in the report, it must have been recorded on the Service Plan Review tab in CONNECTIONS after 7/7/2006 (Build 18.8 implementation). The SPR must have a date entered in the “Date Scheduled” field and no date in the “Date Held” field, suggesting that the SPR is still “outstanding.”



SPR Activity for Selected FASP		
Date Scheduled	Date Held	Date Last Modified
▶ 7/21/2006		7/21/2006

There is an SPR in the report that has already been held. How do I remove it from the report?

If the SPR has been held and still appears on the report, then you haven’t recorded the SPR attendance on the Service Plan Review tab in CONNECTIONS. Go into CONNECTIONS, record the attendance, and verify the date the SPR was held. When the next daily data refresh occurs in the Data Warehouse, that SPR will no longer appear in the report.

What is the first column in the report with the “#” symbols?

We have marked staff from the District/Agency selected at the prompt with the ‘#’ symbol to make it easier to locate your own staff on the report.

What is the “SPR Activity ID” column in the report?

When an SPR is recorded in CONNECTIONS, it is assigned an SPR Activity ID (behind the scenes and out of view from the end user). While the Data Warehouse Team was creating this report, we noticed that some FASPs had two (or three or four) SPRs scheduled to take place on the same day. While it is possible for two (or three or four) SPRs to take place on the same day, it is also possible that the second (or third or fourth) SPR was mistakenly recorded in CONNECTIONS. Therefore, we included the SPR Activity ID column, so users can be aware that SPRs that have different SPR Activity IDs are seen as distinct SPR Activities in CONNECTIONS.

Can I sort the report by more than one column?

If you want to sort the report by more than one field (e.g., SPR Days Due and Worker Agency), we recommend saving the output in Excel format. Then, use the Data → Sort menu in Excel to apply multiple sorts to the data. See the SPR Reports Step-by-Step Guide for help with saving output.

Can you change the report, so that it only shows Case Planners?

Use the sort prompt at the top of the report, and select “Worker Role.” This will move all Case Planners to the same area of the report.

See the next page for more information on understanding the SPRs Outstanding Detail report. Still have questions?

Contact the Data Warehouse Team at data.warehouse@ocfs.state.ny.us.

Understanding the SPRs Outstanding Detail Report

The # symbol denotes staff from the District or Agency selected at the report prompt.

There are 4 distinct SPR Activity IDs in this report – **450003**, **430009**, **460006**, and **420008**.

The **SPR Activity ID** is generated behind the scenes by CONNECTIONS each time an SPR is entered on the Service Plan Review tab.

Use the **Sort by** drop-down box to re-sort the report based on a particular column (e.g., Worker Role).

SPRs Outstanding Detail (LDSS)
Report sorted by: **Worker Name**

LDSS/Agency Name : A97 - Hudson County Dss
Site Code/Unit Number : ALL
Stage Type : CCR, CWS
Number of SPR Activities : 4

Report Date : Sep 1, 2006
Data as of Date : Aug 31, 2006
Sort by :

Worker Name	Worker Role	Worker Agency	Worker Site Code and Unit	Case ID	Case Name	!	CID	Stage ID	Stage Type	FASP Type	FASP Status	FASP Due Date	SPR Activity ID	SPR Scheduled Date	SPR Days Due
Bumble, Bea	FSS Case Planner	Z20	4C - CWS	22222222	Charlie, Carolyn		3/17/05	23000002	CWS	REA	PROC	9/17/06	450003	9/6/06	6
Fox, Frank	FSS Case Worker	Z20	4C - CWS	22222222	Charlie, Carolyn		3/17/05	23000002	CWS	REA	PROC	9/17/06	450003	9/6/06	6
# Giselle, Geraldine	FSS Case Manager	A97	1A1 - 002	00000000	Alpha, Linda		6/13/05	23000000	CWS	REA	NLNC	1/9/07	430009	9/12/06	12
# Giselle, Geraldine	FSS Case Manager	A97	1A1 - 002	00000000	Alpha, Linda		6/13/05	23000000	CWS	REA	NLNC	1/9/07	460006	9/12/06	12
# Llama, Larry	FSS Case Manager	A97	1A1 - 002	22222222	Charlie, Carolyn		3/17/05	23000002	CWS	REA	PROC	9/17/06	450003	9/6/06	6
# Llama, Larry	FSS Case Manager	A97	1A1 - 002	11111111	Beach, Jodi		1/29/04	23000001	CWS	REA	PROC	7/29/06	420008	7/21/06	-41
Robins, Rachel	FSS Case Worker	Z01	9B9 - C5	00000000	Alpha, Linda		6/13/05	23000000	CWS	REA	NLNC	1/9/07	430009	9/12/06	12
Robins, Rachel	FSS Case Worker	Z01	9B9 - C5	00000000	Alpha, Linda		6/13/05	23000000	CWS	REA	NLNC	1/9/07	460006	9/12/06	12
Turtle, Tracey	FSS Case Worker	Z20	4C - CWS	11111111	Beach, Jodi		1/29/04	23000001	CWS	REA	PROC	7/29/06	420008	7/21/06	-41

SPR Activity ID **450003** is listed 3 times throughout this report – once for each worker with a role in the FSS.

SPR Activity IDs **430009** and **460006** are associated with the same FASP and have the same SPR Scheduled Date. They are listed as separate activities on the Service Plan Review tab in CONNECTIONS. They may be 2 distinct SPRs or the worker may have mistakenly entered the same SPR twice. The only way to know for sure is to look in CONNECTIONS.

SPR Activity ID **420008** was scheduled to take place 41 days ago. It is still listed in the report because there is no "Date Held" in CONNECTIONS.