
OCFS Data Warehouse News and Notes

December 2004

Virtual Meeting Room

The Data Warehouse Team is looking into operating a Virtual Meeting Room to provide online hands-on help to users. The Virtual Meeting Room would allow a Data Warehouse team member and a district/agency employee to 'meet' online, and view the same Data Warehouse screen together. One person could take control of the cursor and move around in the Data Warehouse, while the other person looks

on remotely. This type of user support would be particularly useful for users, who need help with advanced tasks, such as creating calculations and programming filters – both of which are difficult to describe to someone over the phone. We'll keep you posted on this exciting possibility. [Note: Users would not need special software or training to access or use the Virtual Meeting Room.]

Data Warehouse User Survey

We are in the midst of creating an online user survey to help us evaluate the Data Warehouse. The survey will give us a better idea of how people are using the Warehouse, and how the Data Warehouse Team can help you in your efforts. The survey will also aid in the creation of Regional User Groups, which are being developed for next year. Your participation is appreciated.



Upcoming Training Schedule

Several Data Warehouse courses have been added thru March 2005. The latest training schedule is posted on the Intranet website at: <http://sdssnet5/ocfs/connect>

The **Basic Data Warehouse** training is a one-day session that provides instruction on using the Cognos Impromptu and PowerPlay applications. Special emphasis is placed on the ability to manage predefined reports. [Note: Attendees should have basic computer skills, such as using a mouse, opening and closing files, and using menus and toolbars.]

The **Advanced Data Warehouse** training is a two-day session that provides instruction on creating and modifying reports in PowerPlay and Impromptu. Day one explores Reporter mode of PowerPlay, while day two focuses on advanced features of Impromptu, such as functions calculations, cross tabs, and prompts. [Prerequisite: Basic Data Warehouse]

Basic Training Sessions*

NYC	January 10, 2005
Albany	January 19, 2005
Syracuse	February 22, 2005
NYC	March 16, 2005
Buffalo	March 28, 2005

Advanced Training Sessions*

None scheduled

You must register in advance through your **STARS** contact person. If your agency does not have access to STARS, please call (toll free) to register: **877-451-4835**.

Make sure you have a Data Warehouse password and T path because you'll need to bring them to the training session. If you don't have a Data Warehouse password, your Director or agency's Data Warehouse contact person must email **Joe Delucia** (via Outlook) to request one for you. The email should include your full name and UserID.

*Additional training sessions are available upon request. If you have at least 5 colleagues interested in a Data Warehouse training and don't see one scheduled for your area, contact **George Kleinmeier** at gkleinmeier@tsg.suny.edu to request a Basic or Advanced Data Warehouse session for your group.

Meet the Trainers



As part of an ongoing series, we'd like to introduce you to the talented instructors you may see at the Data Warehouse trainings. Next up is Lead Trainer **Wendy Calabrese**. Let's find out about Wendy's experiences with Data Warehouse skeptics and what advice Wendy has for users.

Q. Hi Wendy. Can you tell us how long you've been a trainer, and a little bit about your background?

A. I have been a Lead Trainer for over two years and was a trainer before that for a year. Prior to that I was a CPS Caseworker for two years in Saratoga County, and a Foster Care Worker for about two years in Montgomery County. I also worked for the SCR for a short time.

Q. What is your favorite CONNECTIONS topic to train?

A. CPS Investigations and Basic Data Warehouse. (I can't decide which is better!)

Q. What is your funniest or most memorable training moment?

A. Funniest? I have to say that there have been some skeptics out there that have come to my classes and were not feeling too positive about the class. What is funny is that sometimes those people that were skeptical at first, ended up saying out loud in class, "Wow! This is so cool. It's great!"

Q. What can the Data Warehouse do for local districts and voluntary agencies?

A. There is so much information in the DW that can benefit Districts and Agencies. (I am excited to see what will be here after Build 18!) All of the information is right there for users. The DW reports can be useful to both workers and administrators. You can gather info on just about anything, from when all the FAD Homes are coming due for reauthorization in your agency to more administrative reports (CPS Report Status) and reports for Security Coordinators. Just about anything that can be found in CCRS and CONNECTIONS can be pulled-up in a Data Warehouse report, clear and concise.

Q. What is the best piece of advice you can give a Data Warehouse users?

A. Get into the Data Warehouse, and practice as often as possible. The more you use it, the more you will find what you can do with it.

If you have questions for Wendy, you can email her at wcalabrese@tsg.suny.edu.

Cognos Tips: Printing Reports

If you want to print a report, you should first save it to your T: Drive as a PDF, Excel, or HTML file. (Use the File → Save command in PowerPlay or Impromptu to save files.) Once you have saved your report as a PDF, Excel, or HTML file, follow these steps to print:

1. Return to your computer's local desktop, and double-click on the **My Computer** icon
2. In the My Computer window, locate your **T: Drive**, and double-click on it to open it
3. **Locate the file** you saved and want to print, and double-click on it to open it
4. Select **File → Print** from the application menu at the top of the screen

Contact Us

We'd love to hear from you! Send your questions or feedback to **Jennifer Gordon** at jennifer.gordon@dfa.state.ny.us. Look for us at the NYPWA conference in January!