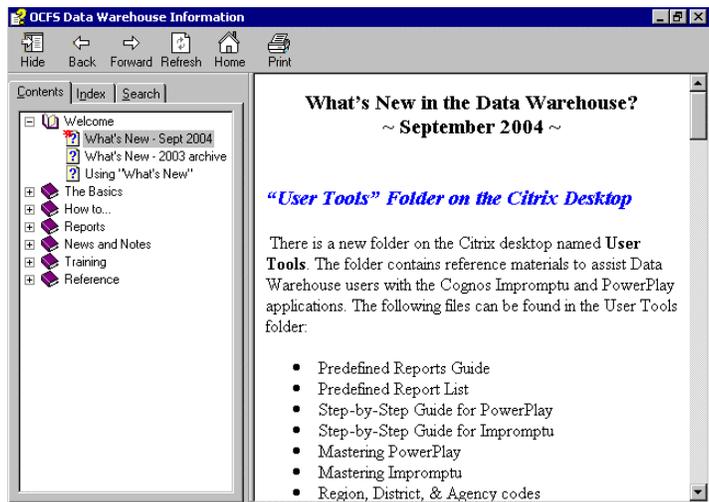


“What’s New in the Data Warehouse?” File Updated

Have you looked at the **“What’s New in the Data Warehouse?”** file on the Citrix desktop recently?

Login to the Data Warehouse and double-click the “What’s New in the Data Warehouse” icon to see the latest Data Warehouse updates, training schedules, and predefined reports. You’ll also find a variety of ‘how-to’ information at your fingertips, such as instructions on getting a password, logging in, saving and printing reports, and opening a predefined report.



Upcoming Training Sessions

Several Data Warehouse trainings have been added to the schedule through the end of 2004.* Brush up on your skills now in anticipation of Build 18!

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.]

Basic Training Sessions

Buffalo	October 19, 2004
Albany	November 5, 2004
NYC	November 16, 2004

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]

Advanced Training Sessions

NYC	October 14-15, 2004
Buffalo	October 27-28 2004

You must register in advance by emailing **George Kleinmeier** of the SUNY Training Strategies Group at gkleinmeier@tsg.suny.edu or by calling the toll-free training hotline at 877-451-4835. Make sure you have a Data Warehouse password and T: drive 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** at joe.delucia@dfa.state.ny.us to request one on your behalf. 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.

New Organizational Hierarchy Report

The **Organizational Hierarchy** report displays the organizational hierarchy for a particular agency, including the Parent unit, Level 1 unit, and subsequent units.

	Level 1	Level 2	Level 3
Parent			
(0A2) ATT - Attorney			
(0A2) N05 - Conversion			
(0A2) COM - Commissioner	(0A2) ACC - Financial/Claims		
	(0A2) DOS - Program Director	(0A2) CPS - Child Prot Services	(0A2) C96 - Conversion
			(0A2) N01 - Conversion

Access to the **Organizational Hierarchy** report is through the OCFS Data Warehouse:

1. From the Welcome screen double-click on the **Security** folder.
2. Double click on the **Pre-defined User Reports** folder.
3. Double click on the **Organizational Hierarchy.imr** file to open it
4. Click on the **OK** button to the message: "This report is locked by another user or is read only. A copy will be made."
5. If the **Cognos Common Logon** dialog box displays, enter your **User ID** and **Cognos Password** and click the **Log On** button.

New Safety Assessment Reports

The **Safety Assessment Trend** report provides the number and percent of Safety Assessments that were and were not approved within 7 days of the Intake Start Date for each month and year.

Cayuga County DSS 7 - Day Safety Assessment Trend					
Report Date: 09-30-2004					
Month/Year	Assessments Approved	On Time Number	On Time Percent	Overdue Number	Overdue Percent

The **Safety Assessments Overdue** report provides a detailed list of Safety Assessments that were approved more than 7 days after the Intake Start Date for a particular month and year.

Broome County DSS Overdue 7-Day Safety Assessments Approved in August 2004								
Office Name	Unit Code	Approver Name	Worker Name	Report Id	Intake Start Date	Assessment Approval Date	Days between Intake and Approval	Days Assessment Overdue

Access to the **Safety Assessment** reports is through the OCFS Data Warehouse:

1. From the Welcome screen double-click on the **Abuse and Neglect** folder.
2. Double click on the **Pre-Defined User Reports** folder.
3. Double click on the **Safety Assessment Trend.imr** or **Safety Assessments Overdue.imr** file to open it.
4. Click on the **OK** button to the message: "This report is locked by another user or is read only. A copy will be made."
5. If the **Cognos Common Logon** dialog box displays, enter your **User ID** and **Cognos Password** and click the **Log On** button.

“User Tools” Folder on the Citrix Desktop

The OCFS Data Warehouse Team is pleased to announce a new **User Tools** folder on the Citrix desktop. The folder contains reference materials to assist Data Warehouse users with the Cognos Impromptu and PowerPlay applications. You must be logged into the Data Warehouse to access the **User Tools** folder. The following files can be found in the **User Tools** folder:

- Predefined Reports Guide
- Predefined Report List
- Step-by-Step Guide for PowerPlay
- Step-by-Step Guide for Impromptu
- Mastering PowerPlay
- Mastering Impromptu
- Region, District, & Agency codes
- Data Definitions for Impromptu catalogs
- CCRS Coding Guide

Featured Report

The **Legacy CINs with Multiple Person IDs** report doesn’t get much attention, but it can save your district a lot of time and effort as we move toward Build 18.

The purpose of the report is to provide information to users when CINs have been applied to multiple individuals in

CONNECTIONS. You can use this report to help clean up CINs with multiple PID matches.

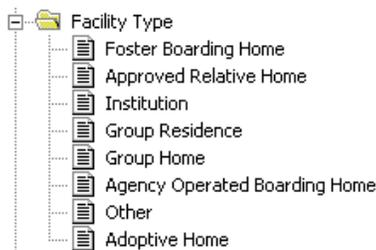
You must be logged into the Data Warehouse to access this report, which is located in the **Build 18 Conversion Clean Up** folder.

District: ALBANY		CINS: 37			
District Code: 001		Person IDs: 45			
CIN	Person ID	Name	Other Person ID	Other Name	Other PID District

Recent Changes

In Care Summary Cube

The Facility Type dimension in the **In Care Summary cube** was modified so the groupings are in-line with the current Facility Type list in CONNECTIONS/CCRS. More specifically, Foster/Adoptive Home (code FA) was moved from the Other group into the Foster Boarding Home group, and Adoptive Home (code 01) was moved from the Other group into its own category.



Facility Summary/Detail Reports

The **Facility Summary List Report** and the **Facility Detail Report** have a new look. At the top of each report, you’ll notice both the Worker Agency and the Authorizing Agency for a facility. For the majority of districts and agencies, the Worker Agency and Authorizing Agency will be identical. However, at some Congregate Care facilities, the worker who maintains the facility in CONNECTIONS is not an employee of the agency that owns the home. Adding the Authorizing Agency to the report headers allows these Congregate Care facilities to view their facility’s data.

Worker Office Name	Unit Code	Worker Name	Resource ID	Setting
Worker Agency: DSS - NYS OCFS				
Authorizing Agency: W14 - St Joseph's Villa Of Rochester				

Contact Us

Do you have questions about trainings? Do you need help using the Data Warehouse? Send your questions or feedback to Jennifer Gordon at jennifer.gordon@dfa.state.ny.us.