

Note: Symbols at the top of each article, indicate whether it refers to the Cognos PowerPlay/Impromptu environment PP/IM or the Cognos ReportNet environment RN

New Predefined Reports

PP/IM **CPS Reports 2006, 2007 Weekly Comparison:** Allows users to compare the number of CPS reports for the same selected week in 2006 and 2007. Refreshed weekly, and located in the "Report Library" folder.

RN **Current Pending FASPs – Agency Pending With:** A detailed list of Pending FASPs and the name of the District/Agency that is next to act on the FASP. Refreshed daily, and located in the "OCFS DW – FASP Reports" folder.

RN **FASPs Due Calendar:** A chronological list of Not Launched, In Process, and Pending FASPs due during the period selected at the prompt. FASPs are grouped by month, and the report can be run for past and future dates. Refreshed daily, and located in the "OCFS DW – FASP Reports" folder.

RN **Tracked Child Roster:** A detailed list of tracked children in open Stages in CONNECTIONS. Contains a prompt for Program Choice. The report has one row per child per Site/Unit with a role in the Stage. Refreshed daily, and located in the "OCFS DW – Child Welfare Services Reports" folder.

RN **Tracked Child Contacts (by Worker, by Case, by Child Name):** A detailed list of tracked children and their "Casework Contact" or "Attempted Casework Contact" Progress Notes during the month selected at the prompt. The report will include children with no staff contacts when the Contact Method prompt is left blank. Refreshed monthly, and located in the "OCFS DW – Casework Contact Reports" folder.
Note: We are working on a version to include contacts from staff at all Districts/Agencies.

RN **COMING SOON! Tracked Child Contacts Summary:** Aggregate data for contacts between staff and tracked children. Includes the number of children with at least one successful face-to-face contact, with two or more successful face-to-face contacts, and with no contacts. Refreshed monthly, and located in the "OCFS DW – Casework Contact Reports" folder.

RN **COMING SOON! Biological Parent Contacts:** Similar in content to the Tracked Child Contacts detail and summary reports. Includes data for contacts between staff and biological parents of tracked children. Refreshed monthly, and located in the "OCFS DW – Casework Contact Reports" folder.

PP/IM RN

Cognos 8 Preview

We expect Cognos 8 implementation to take place this summer. Parts of the new Cognos 8 environment will differ from the current ReportNet environment, but the differences are slight. Current ReportNet users should have an easy time transitioning to Cognos 8. Those that only use PowerPlay and Impromptu will need to adjust to using a web-based environment, although it should be easier to use than the current windows-based PowerPlay/Impromptu environment. Here are some differences that users will notice with Cognos 8:

Welcome screen: The Cognos 8 Welcome screen is completely separate from the Public Folders area. At the Cognos 8 Welcome screen, users will click on the "Cognos Connection" link to get to the Public Folders area. To skip the Welcome screen and go directly to the Public Folders area, users can 'turn off' the Welcome screen display.

Report Studio: Users with Report Studio access will notice very little difference between the ReportNet and Cognos 8 versions of the tool. We have not ironed out the process for assigning Report Studio licenses yet, but we are able to offer more than one license per District/Agency.

Cognos 8 Preview (continued)

Public Folders area:

In addition to tabs for Public Folders and My Folders, we added a new "OCFS Data Warehouse" tab, which contains all predefined reports from both the ReportNet and PowerPlay/Impromptu environments.



PowerPlay/Impromptu Q&A

PP/IM Here are three of the most frequently asked PowerPlay/Impromptu questions:

Can I save a report to Excel?

Reports can be saved to your T: Drive, which is your personal storage area on the Citrix server. With the report open on your screen, select File → Save As. Make sure the Save In area is set to "My Home Drive (T:)", type in a name for the report, and change the Save As Type to "Microsoft Excel Workbook" for PowerPlay reports or "Excel with Format" for Impromptu reports. Click the Save button.

When I try to print a report, it is the size of a postage stamp. What's wrong?

Most users can't print directly from the Citrix server, so first save your report in PDF or Excel format. Then, go to your local desktop, and use the My Computer icon to locate your T: drive. Double-click on the T: drive, and you should be able to find the PDF or Excel file that you just saved. Print the file like you would print any other file on your computer.

Why aren't the reports showing Cases that I just entered in CONNECTIONS?

The PowerPlay/Impromptu environment has a weekly data refresh for most reports. That means that data from CONNECTIONS and CCRS is loaded into the Data Warehouse every Monday morning. Information entered in CONNECTIONS will appear in Data Warehouse reports on the following Monday. If you are not sure when the data was last refreshed, check the "Data As Of Date" in the header or footer of predefined reports.

ReportNet Q&A

RN Here are three of the most frequently asked ReportNet questions:

When I try to access ReportNet, I get a login screen. Why doesn't my password work?

If you are an active Data Warehouse user, you should not get a login screen for ReportNet. You may be using the wrong URL. Those with a direct HSEN connection, should use <http://htptda0a1aspcog/crn> or <http://172.16.98.26/crn>. NIS staff should use <http://cognos.otda.state.nyenet/crn>. SSL VPN staff should use the Cognos ReportNet link on their portal page.

When I print a report, why does it only print the first page?

If you hit the Print button while the report is in HTML format, only the current page will print. To print the entire report, use the toolbar buttons in the upper right corner to view the report in PDF or Excel format. Once the report is in PDF or Excel format, you can hit the Print button on the PDF or Excel toolbar to print the entire report.

When I ran a predefined report, it came up blank. Where's the data?

If a report is blank and there is no "Data As Of Date" in the report header, the data refresh is still completing. Try running the report again in a couple of hours. The data refresh sometimes runs late or run long, depending on processing issues that occur overnight.

Contact Us

Send your questions and comments to us at data.warehouse@ocfs.state.ny.us.