

OCFS Data Warehouse CCRS Cube Report User Guide

What are the CCRS cube reports?

The CCRS cube reports provide a simple way to view aggregate Child Welfare Services data in a table format. Users have access to high-level data for any county in the state, allowing for region-to-region and county-to-county comparisons. The special feature of cube reports is the ability to “drill down” on a row or column hyperlink to display the next level of detail. This enables staff to access their own totals from within the same report. While all users can view summary-level data for any county or voluntary agency, security prevents district staff from viewing unit- and worker-level details. For those who remember the older Citrix environment, these cube reports are similar to the PowerPlay reports.

How do cube reports work?

The cube reports are built using Report Studio, like other predefined reports. However, they use a hierarchical data source, or cube, to organize the data into “dimensions” and display it in the rows and columns of a table. Dimensions are broad groups of descriptive data (e.g., Geography, Date), that answer when, what, or where. Each dimension can have a hierarchy of levels. For example, the Date dimension will have year at the highest level. The next level down may be the quarters, and another level down may be the months. Similarly, the Geography dimension will start with a top-level category of whether the “owner” of the CWS case is located upstate or downstate. The next level down may be regions, then counties. The numbers within the table are called “measures” – they represent what you are counting (e.g., children).

*Example: The **In Care Summary Report by Year by District** report*

In Care Summary Report by Year by District

Date of this Report: 2010-04-13
CCRS Data as of Date: 2010-04-08

| Child Count | | 2005 | | 2006 | | 2007 | | 2008 | | 2009 | | 2010 | |
|-------------|---|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|
| | | In 24 Hour Care | Absent |
| Statewide | Race: Race | 39,567 | 5,686 | 39,363 | 6,013 | 38,664 | 5,856 | 37,957 | 5,772 | 36,657 | 5,584 | 26,973 | 2,616 |
| | Hispanic Origin: Hispanic Origin | 39,567 | 5,686 | 39,363 | 6,013 | 38,664 | 5,856 | 37,957 | 5,772 | 36,657 | 5,584 | 26,973 | 2,616 |
| | Gender: Gender | 39,567 | 5,686 | 39,363 | 6,013 | 38,664 | 5,856 | 37,957 | 5,772 | 36,657 | 5,584 | 26,973 | 2,616 |
| | Age Range: Age Range | 39,567 | 5,686 | 39,363 | 6,013 | 38,664 | 5,856 | 37,957 | 5,772 | 36,657 | 5,584 | 26,973 | 2,616 |
| | Facility Type: Facility Type | 39,567 | 5,686 | 39,363 | 6,013 | 38,664 | 5,856 | 37,957 | 5,772 | 36,657 | 5,584 | 26,973 | 2,616 |
| | Goal: Goal | 39,567 | 5,686 | 39,363 | 6,013 | 38,664 | 5,856 | 37,957 | 5,772 | 36,657 | 5,584 | 26,973 | 2,616 |
| | Average Time In Care (Months): Average Time in Care (Months) | 37 | 40 | 34 | 39 | 32 | 36 | 30 | 35 | 29 | 34 | 30 | 33 |
| | ASFA Time in Care: ASFA Time in Care | 39,567 | 5,686 | 39,363 | 6,013 | 38,664 | 5,856 | 37,957 | 5,772 | 36,657 | 5,584 | 26,973 | 2,616 |

Where can I access the CCRS cube reports?

These reports are located within the Child Welfare Services folder on the OCFS Data Warehouse tab. They are in a subfolder called “CCRS Cube Reports.”

Can I create my own cube reports?

There are no training materials available to assist with creating cube reports, and the OCFS Data Warehouse staff cannot provide technical support at this time. If you have a Report Studio license for ad hoc reporting, you are welcome to try on your own.

Running the Cube Reports

1. Click on the report name to run the report. The report may take a few minutes to generate.

The ***In Care Summary Report by Year by District*** report displays the Date dimension in the columns and Geography and various Characteristics in the rows.

| Child Count | | 2009/Jan | | 2009/Feb | | 2009/Mar | | 2009/Apr | | 2009/May |
|----------------------|---|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|
| | | In 24 Hour Care | Absent | In 24 Hour Care |
| <u>New York City</u> | <u>Race: Race</u> | 16,392 | 1,393 | 16,465 | 1,360 | 16,498 | 1,367 | 16,507 | 1,345 | 16,451 |
| | <u>Hispanic Origin: Hispanic Origin</u> | 16,392 | 1,393 | 16,465 | 1,360 | 16,498 | 1,367 | 16,507 | 1,345 | 16,451 |
| | <u>Gender: Gender</u> | 16,392 | 1,393 | 16,465 | 1,360 | 16,498 | 1,367 | 16,507 | 1,345 | 16,451 |
| | <u>Age Range: Age Range</u> | 16,392 | 1,393 | 16,465 | 1,360 | 16,498 | 1,367 | 16,507 | 1,345 | 16,451 |
| | <u>Facility Type: Facility Type</u> | 16,392 | 1,393 | 16,465 | 1,360 | 16,498 | 1,367 | 16,507 | 1,345 | 16,451 |

2. When a row header or column header is underlined (i.e., there is a hyperlink to drill down on), you can right-click on it and select "Drill Down" to view the next lower level of data for that dimension. [Note: You can also click once on the row header or column header to activate the Drill Down feature.]

Example: Right-clicking on the **2005** column header and selecting "Drill Down" displays data for month of the year.

Before:

| Child Count | | 2005 | 2006 | | 2007 | | |
|----------------------|---|-----------------|-----------------|--------|-----------------|--------|-------|
| | | In 24 Hour Care | In 24 Hour Care | Absent | In 24 Hour Care | Absent | |
| <u>New York City</u> | <u>Race: Race</u> | 23,177 | 23,467 | 4,696 | 23,552 | 4,576 | |
| | <u>Hispanic Origin: Hispanic Origin</u> | 23,177 | 4,284 | 23,467 | 4,696 | 23,552 | 4,576 |
| | <u>Gender: Gender</u> | 23,177 | 4,284 | 23,467 | 4,696 | 23,552 | 4,576 |
| | <u>Age Range: Age Range</u> | 23,177 | 4,284 | 23,467 | 4,696 | 23,552 | 4,576 |
| | <u>Facility Type: Facility Type</u> | 23,177 | 4,284 | 23,467 | 4,696 | 23,552 | 4,576 |
| | <u>Goal: Goal</u> | 23,177 | 4,284 | 23,467 | 4,696 | 23,552 | 4,576 |
| | <u>Average Time in Care (Months): Average Time in Care (Months)</u> | 44 | 43 | 39 | 41 | 35 | 36 |

After:

| Child Count | | 2005/Jan | | 2005/Feb | | 2005/Mar | |
|----------------------|---|-----------------|--------|-----------------|--------|-----------------|--------|
| | | In 24 Hour Care | Absent | In 24 Hour Care | Absent | In 24 Hour Care | Absent |
| <u>New York City</u> | <u>Race: Race</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |
| | <u>Hispanic Origin: Hispanic Origin</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |
| | <u>Gender: Gender</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |
| | <u>Age Range: Age Range</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |
| | <u>Facility Type: Facility Type</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |
| | <u>Goal: Goal</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |

- You can continue to drill down on any row or column header until you have reached the lowest level of the dimension. You are at the lowest level when the row or column header is no longer underlined (i.e., there is no hyperlink to drill down on).
- Once you have drilled down, you can drill up to return to a higher level of a dimension by right-clicking on the row or column header and selecting "Drill Up."

*Example: Right-clicking on the **2005/Jan** column header and selecting "Drill Up" displays data for the entire year.*

Before:

| Child Count | | 2005/Jan | | 2005/Feb | | 2005/Mar | |
|----------------------|---|-----------------|-------|----------|-----------------|----------|-------|
| | | In 24 Hour Care | Abs | Absent | In 24 Hour Care | Absent | |
| <u>New York City</u> | <u>Race: Race</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |
| | <u>Hispanic Origin: Hispanic Origin</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |
| | <u>Gender: Gender</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |
| | <u>Age Range: Age Range</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |
| | <u>Facility Type: Facility Type</u> | 18,541 | 1,558 | 18,294 | 1,603 | 18,193 | 1,533 |

After:

| Child Count | | 2005 | | 2006 | |
|----------------------|---|-----------------|--------|-----------------|--------|
| | | In 24 Hour Care | Absent | In 24 Hour Care | Absent |
| <u>New York City</u> | <u>Race: Race</u> | 23,177 | 4,284 | 23,467 | 4,696 |
| | <u>Hispanic Origin: Hispanic Origin</u> | 23,177 | 4,284 | 23,467 | 4,696 |
| | <u>Gender: Gender</u> | 23,177 | 4,284 | 23,467 | 4,696 |
| | <u>Age Range: Age Range</u> | 23,177 | 4,284 | 23,467 | 4,696 |
| | <u>Facility Type: Facility Type</u> | 23,177 | 4,284 | 23,467 | 4,696 |
| | <u>Goal: Goal</u> | 23,177 | 4,284 | 23,467 | 4,696 |
| | <u>Average Time in Care (Months): Average Time in</u> | 44 | 43 | 39 | 41 |

Saving & Printing in Excel Format

Note: Below are two different procedures for saving and printing a report in Excel. Choose the procedure that works with your computer's version of Excel.

1. With the report open on your screen, click once on the **View in Excel 2000 Single Sheet format**  button on the Cognos Viewer Toolbar. Use the drop-down arrow to select a different Excel format. It may take several minutes for the Excel file to generate in Cognos Viewer.
2. Save the report by clicking on the **Save** button on the *File Download* window.

OR
Click on the **File** menu and select the **Save as** command. Use the *Save in* window to navigate to the location on your local computer where you want to save the Excel file. In the File name area, type in a filename. Make sure the Save as type area is set to Microsoft Excel Worksheet. Click on the **Save** button.

3. Click on the **Open** button on the *Download Complete* window to view/print the file.

OR
Navigate to the location on your computer where you saved the Excel file. Once you locate the file, double-click on the file to open it.

4. Click on the **Print** button on the Microsoft Excel Toolbar to send the report to your local printer.
*You should adjust column widths and format the page before printing by clicking on the **File** menu and selecting **Page Setup** and/or clicking on the **View** menu and selecting **Page Break Preview**.*

Saving & Printing in PDF Format

1. With the report open on your screen, click once on the **View in PDF format**  button on the Cognos Viewer Toolbar. *It may take several minutes for the PDF file to generate.*
2. Click on the **Save** button or the **Save a Copy** button on the PDF Toolbar.
3. When the *Save* window displays, use the **Save in** window to navigate to the location on your local computer where you want to save the PDF file.
4. In the **File name** area on the *Save* window, type a filename.
5. Make sure the **Save as type** area is set to Adobe PDF Files (*.pdf).
6. Click on the **Save** button.
7. With the PDF file still open on your screen, click on the **Print** button on the PDF Toolbar to send the report to your local printer.