

## OCFS Data Warehouse CPS Cube Report User Guide

### What are the CPS cube reports?

The CPS cube reports provide a simple way to view aggregate Child Protective 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 district staff to access their own county, unit, and worker totals from within the same report. While all users can view summary-level data for any county, security prevents district staff from viewing unit- and worker-level details for counties other than their own. State staff can access data for any county. 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 may 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 may start with a top-level category of whether the “owner” of the CPS reports is located upstate or downstate. The next level down may be regions, then counties, units, and workers. The numbers within the table are called “measures” – they represent what you are counting (e.g., reports, allegations, children).

*Example: The **CPS Report Determinations During the Period** report*

	2009									
	Total CPS Reports Indicated	Total CPS Reports Unfounded	Initial CPS Reports Indicated	Initial CPS Reports Unfounded	Subsequent CPS Reports Indicated	Subsequent CPS Reports Unfounded	Foster Care Indicated	Foster Care Unfounded	Day Care Indicated	Day Care Unfounded
<a href="#">Upstate</a>	29,205	75,363	22,527	64,268	6,678	11,095	106	517	140	514
<a href="#">New York City</a>	24,412	33,432	19,178	29,262	5,234	4,170	254	764	98	227
<a href="#">Regional Offices</a>	445	1,832	438	1,783	7	49	0	0	0	0
<a href="#">OCFS Offices</a>	0	21	0	20	0	1	0	0	0	0
<a href="#">Statewide Agencies</a>	96	513	92	500	4	13	1	6	1	2
<a href="#">Other/Unknown</a>	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>54,158</b>	<b>111,161</b>	<b>42,235</b>	<b>95,833</b>	<b>11,923</b>	<b>15,328</b>	<b>361</b>	<b>1,287</b>	<b>239</b>	<b>743</b>

### Where can I access the CPS cube reports?

These reports are located within the Child Protective Services folder on the OCFS Data Warehouse tab. They are in a subfolder called “CPS Cube Reports.” Only Local District and State staff with pre-approval to access CPS data can run these 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 3 to 5 minutes to generate.

The **CPS Report Determinations During the Period** report displays the Date dimension in the columns and the Geography dimension in the rows.

	2009									
	Total CPS Reports Indicated	Total CPS Reports Unfounded	Initial CPS Reports Indicated	Initial CPS Reports Unfounded	Subsequent CPS Reports Indicated	Subsequent CPS Reports Unfounded	Foster Care Indicated	Foster Care Unfounded	Day Care Indicated	Day Care Unfounded
<a href="#">Upstate</a>	29,205	75,363	22,527	64,268	6,678	11,095	106	517	140	514
<a href="#">New York City</a>	24,412	33,432	19,178	29,262	5,234	4,170	254	764	98	227
<a href="#">Regional Offices</a>	445	1,832	438	1,783	7	49	0	0	0	0
<a href="#">OCFS Offices</a>	0	21	0	20	0	1	0	0	0	0
<a href="#">Statewide Agencies</a>	96	513	92	500	4	13	1	6	1	2
<a href="#">Other/Unknown</a>	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>54,158</b>	<b>111,161</b>	<b>42,235</b>	<b>95,833</b>	<b>11,923</b>	<b>15,328</b>	<b>361</b>	<b>1,287</b>	<b>239</b>	<b>743</b>

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 **2009** column header and selecting "Drill Down" displays data for each quarter of the year.

Before:

	2009						
	Total CPS Reports Indicated	Total CPS Reports Unfounded	Initial CPS Reports Indicated	Initial CPS Reports Unfounded	Subsequent CPS Reports Indicated	Subsequent CPS Reports Unfounded	
<a href="#">Upstate</a>	29,205	75,363	22,527	64,268	6,678	11,095	
<a href="#">New York City</a>	24,412	33,432	19,178	29,262	5,234	4,170	
<a href="#">Regional Offices</a>	445	1,832	438	1,783	7	49	
<a href="#">OCFS Offices</a>	0	21	0	20	0	1	
<a href="#">Statewide Agencies</a>	96	513	92	500	4	13	
<a href="#">Other/Unknown</a>	0	0	0	0	0	0	
<b>Total:</b>	<b>54,158</b>	<b>111,161</b>	<b>42,235</b>	<b>95,833</b>	<b>11,923</b>	<b>15,328</b>	

After:

	2009 Q 1					
	Total CPS Reports Indicated	Total CPS Reports Unfounded	Initial CPS Reports Indicated	Initial CPS Reports Unfounded	Subsequent CPS Reports Indicated	Subsequent CPS Reports Unfounded
<a href="#">Upstate</a>	7,174	18,875	5,491	15,999	1,683	2,871
<a href="#">New York City</a>	6,237	8,766	4,902	7,693	1,335	1,077
<a href="#">Regional Offices</a>	95	401	94	395	1	0
<a href="#">OCFS Offices</a>	0	1	0	1	0	0
<a href="#">Statewide Agencies</a>	21	141	21	139	0	0
<a href="#">Other/Unknown</a>	0	0	0	0	0	0
<b>Total:</b>	<b>13,527</b>	<b>28,184</b>	<b>10,508</b>	<b>24,227</b>	<b>3,019</b>	<b>3,950</b>

3. 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).

*Example: Right-clicking on the **2009 Q1** column header and selecting "Drill Down" displays data for each month of the quarter.*

Before:

	2009 Q 1						Foster Care Indicated
	Total CPS Reports Indicated	Total CPS Reports Unfounded	Initial CPS Reports Indicated	Initial CPS Reports Unfounded	Subsequent CPS Reports Indicated	Subsequent CPS Reports Unfounded	
<a href="#">Upstate</a>	7,174	18,875	5,491	15,999	1,683	2,076	24
<a href="#">New York City</a>	6,237	8,766	4,902	7,693	1,335	1,073	31
<a href="#">Regional Offices</a>	95	401	94	395	1	6	0
<a href="#">OCFS Offices</a>	0	1	0	1	0	0	0
<a href="#">Statewide Agencies</a>	21	141	21	139	0	2	0
<a href="#">Other/Unknown</a>	0	0	0	0	0	0	0
<b>Total:</b>	<b>13,527</b>	<b>28,184</b>	<b>10,508</b>	<b>24,227</b>	<b>3,019</b>	<b>3,957</b>	<b>63</b>

After:

	2009/Jan					
	Total CPS Reports Indicated	Total CPS Reports Unfounded	Initial CPS Reports Indicated	Initial CPS Reports Unfounded	Subsequent CPS Reports Indicated	Subsequent CPS Reports Unfounded
<a href="#">Upstate</a>	2,362	6,302	1,829	5,364	533	
<a href="#">New York City</a>	2,095	2,962	1,670	2,586	425	
<a href="#">Regional Offices</a>	25	124	25	124	0	
<a href="#">OCFS Offices</a>	0	1	0	1	0	
<a href="#">Statewide Agencies</a>	11	71	11	69	0	
<a href="#">Other/Unknown</a>	0	0	0	0	0	
<b>Total:</b>	<b>4,493</b>	<b>9,460</b>	<b>3,535</b>	<b>8,144</b>	<b>958</b>	

4. 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 **2009/Jan** column header and selecting "Drill Up" displays data for each quarter of the year.*

Before:

	2009/Jan						Foster Care Indicated
	Total CPS Reports Indicated	Total CPS Reports Unfounded	Initial CPS Reports Indicated	Initial CPS Reports Unfounded	Subsequent CPS Reports Indicated	Subsequent CPS Reports Unfounded	
<a href="#">Upstate</a>	2,362	6,302	1,829	5,364	533		376
<a href="#">New York City</a>	2,095	2,962	1,670	2,586	425		0
<a href="#">Regional Offices</a>	25	124	25	124	0		0
<a href="#">OCFS Offices</a>	0	1	0	1	0		0
<a href="#">Statewide Agencies</a>	11	71	11	69	0		2
<a href="#">Other/Unknown</a>	0	0	0	0	0		0
<b>Total:</b>	<b>4,493</b>	<b>9,460</b>	<b>3,535</b>	<b>8,144</b>	<b>958</b>		<b>1,316</b>

After:

	2009 Q 1						Foster Care Indicated
	Total CPS Reports Indicated	Total CPS Reports Unfounded	Initial CPS Reports Indicated	Initial CPS Reports Unfounded	Subsequent CPS Reports Indicated	Subsequent CPS Reports Unfounded	
<a href="#">Upstate</a>	7,174	18,875	5,491	15,999	1,683	2,876	
<a href="#">New York City</a>	6,237	8,766	4,902	7,693	1,335	1,073	
<a href="#">Regional Offices</a>	95	401	94	395	1	6	
<a href="#">OCFS Offices</a>	0	1	0	1	0	0	
<a href="#">Statewide Agencies</a>	21	141	21	139	0	2	
<a href="#">Other/Unknown</a>	0	0	0	0	0	0	
<b>Total:</b>	<b>13,527</b>	<b>28,184</b>	<b>10,508</b>	<b>24,227</b>	<b>3,019</b>	<b>3,957</b>	

## 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.