The New FASP Reports

OCFS Data Warehouse users can access several pre-defined FASP reports in our new web-based Cognos ReportNet environment. Simply open Internet Explorer and type in the following URL: **http://htptda0a1aspcog/crn**. Those having trouble with the URL can try using the IP address **http://172.16.98.26/crn**, instead. We are still working on access for NIS and SSL/VPN staff.

Visit the OCFS Data Warehouse page of the CONNECTIONS Intranet site for the Step-by-Step Guide and other documentation related to the FASP reports.

The **FASP Status Summary (LDSS, VA)** report can assist supervisors and managers in improving the FASP business process, promoting its effectiveness, and for resource planning and budgeting. It is a monthly report that provides the total number of open FASPs, approvals due, on-time approvals, and overdue or missed FASPs for the month selected. It can be run for completed months only.

The **FASPs Due (LDSS)** report can help supervisors and managers track FASP activity and status by monitoring and assessing the total number of overdue and coming-due FASPs. It is a current point-in-time report that provides aggregate counts and percentages by FASP Type (Initial, Comprehensive and Reassessment) for all overdue FASPs, as well as FASPs that are coming-due within the next 60 days.

The **FASPs Due Detail (LDSS, VA)** report can help supervisors and managers identify FASP activity in need of attention. It is a current point-in-time report that provides a listing of all overdue FASPs, as well as FASPs that are coming due within 30 days. Each line item includes Case information, Stage information, and FASP information. There are two versions of this report.

...organized by Worker

The "FASP Due Detail organized by Worker" report is ordered alphabetically by worker name. All FASPs belonging to the same worker are grouped together. Only staff members from the District/Agency selected at the prompt are included in the report. FASPs may be listed multiple times throughout the report – once for each staff member that has a role in the Stage.

...organized by Stage ID

The "FASP Due Detail organized by Stage ID" report is ordered numerically by Case ID and Stage ID. All FASPs with the same Stage ID are grouped together. Staff members from all Districts/Agencies that have a role in the Stage are included in the report. Each FASP is listed only once in the report.

Data Warehouse Environments

The OCFS Data Warehouse now has two separate environments operating at the same time. Both the new environment (Cognos ReportNet) and the old environment (Cognos PowerPlay and Impromptu) will be maintained and updated regularly. The environment that you use depends on the type of reports that you want to view. Here is a breakdown of the differences:

	New Environment	**Old Environment**
Welcome screen:		
Software:	Cognos ReportNet	Cognos PowerPlay & Impromptu
Current reports:	FASPs	CPS, CCRS placements, Foster Care facilities
Interface:	Web-based	Windows-based (Citrix server)
Login:	http://htptda0a1aspcog/crn	PN Agent or https://ocfscitrixwi.ocfs.state.ny.us
Password:	Not needed (once access is granted)	Request password from Joe Delucia
Training:	Online documentation	Online documentation & classroom training
Ad hoc reporting:	Coming soon	Available now

Upcoming Training Schedule

Several Data Warehouse trainings are on the schedule in March. These trainings will focus solely on the Cognos PowerPlay/Impromptu environment, including CPS allegations and investigations, CCRS placements, and foster care facility reports and data. *These trainings will not include the Data Warehouse Case Management FASP Reports.*

Basic Data Warehouse (1 day)		**Advanced Data Warehouse (2 days)**	
March 7	Westchester	March 8-9	Westchester
March 29	Buffalo	March 30-31	Buffalo

You must register for trainings in advance through STARS. Once you are registered, email Joe Delucia to request a Data Warehouse password for the Cognos PowerPlay/Impromptu environment, if you don't already have one. You will need to bring your password to the training.

T: Drive Migration

OCFS IT is in the process of **migrating the T: drives** to a new location. If you were using the Cognos PowerPlay/Impromptu environment prior to Build 18, you should receive an email with your new T: drive location, as well as instructions about how to map it. If you have any problems or questions, contact Jennifer Gordon via Outlook or the NYS Enterprise Help Desk. [Note: The T: drive is your personal space on the Citrix server, where you save your Cognos PowerPlay and Impromptu reports.]

Regional User Groups

Did you miss the latest **Data Warehouse User Group** meeting in your region this quarter? Join the User Group by contacting Jennifer Gordon via Outlook. The User Groups meet quarterly via conference call. Members are the first to hear about the latest news and upcoming reports. Some members even offer to share their own Data Warehouse reports with others. Check the Regional User Group folder on the welcome screen of the Cognos PowerPlay/Impromptu environment for meeting information.
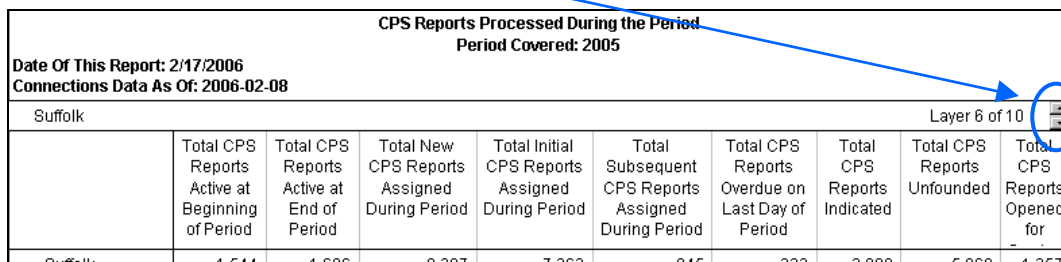
Year-End Reports for 2005

Here are a couple of year-end reports you can generate for your District or Agency for 2005:

The number of CPS reports in 2005:

Login to the Cognos PowerPlay/Impromptu environment, and follow these steps:

1. From the welcome screen, double-click on the **Cognos PowerPlay icon**.
2. Select **Open an existing report**.
3. When the "Choose a Report" dialog box appears, place a check mark in the **Prompt for Cube** box in the bottom right corner.
4. Still in the "Choose a Report" dialog box, double-click on the **Abuse and Neglect** folder.
5. Double-click on the **Pre-Defined User Reports** folder.
6. Double-click on **CPS Reports Processed During the Period Statewide Totals.ppr**.
7. At the "Choose a Remote Cube" dialog box, use the <Select a connection> drop-down arrow at the top to select **datawarehouse**.
8. Scroll down the list of PowerPlay cubes, and double-click on **investigations_2005**.
9. If the **Cognos Common Logon** dialog box appears, enter your 6-digit UserID and Data Warehouse password, and click OK.
10. When the report opens on your screen, **drill-down** (double-click) on the appropriate row (e.g., Upstate) to see data for your Region.
11. **Drill-down again** on the appropriate Region (e.g., Yonkers Region) to see data for your District.
12. Use the **layer-line scroll arrows** at the top of the report to scroll to your District if it is not readily visible.

The number of Admissions and Discharges in 2005:

Login to the Cognos PowerPlay/Impromptu environment, and follow these steps:

1. From the welcome screen, double-click on the **Foster Care** folder to open it.
2. Double-click on the **Pre-Defined User Reports** folder.
3. Double-click on **Admissions to Foster Care Summary Report.imr** or **Discharges from Foster Care Summary Report.imr** to open the report you are interested in.
4. Click **OK** at the warning 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 appears, enter your 6-digit UserID and Data Warehouse password, and click OK.
6. In the first window of the report prompt (Period Start Date), enter **2005-01-01**.
7. In the second window of the report prompt (Period End Date), enter **2005-12-31**.
8. The Discharge report will have you select the **discharge type(s)** you want to include.
9. In the last window, LDSS staff should enter **D** and VA staff should enter **A**.
10. Click **OK** to run the report.

Contact Us

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