

SACWIS Management-Administrative Cubes User Guide

A) Description

Ohio SACWIS affords users access to a series of Management Cubes and drill-through reports that support broad State/agency management/administrative reporting needs.

Generally speaking, unlike regular, traditional, canned or ad hoc reports, these management cubes enable users to analyze or present data in a more dynamic and customizable fashion by using multiple measures applied over a variety of dimensions. These cubes are currently on a weekly refresh cycle; meaning that they are refreshed every week with data from SACWIS PROD.

B) Breakdown of the Cubes

Ten management/administrative cubes, spanning three modules (**Intake, Case Management, and Adoption/Court**) are available. They include:

- **Investigations - Initiations & Completions:** This cube provides details regarding timeliness of investigation initiation and completions where decision code is CA/N Reports or FINS and screening decision code is screened in.
- **Placement Analysis:** This cube provides details about initial and subsequent placement changes for a child over a period of time where placement status is completed.
- **Adoption Case Length:** This cube provides details on the length of time between the TPR date and the finalization of a child's adoptive placement.
- **Child Legal Status:** This cube provides details about legal status changes for a child in the care and/or custody of an agency over a period of time.
- **Discharge Analysis:** This cube provides details regarding a child's reasons for discharge including the length of time required to achieve adoption or reunification.
- **Placement Leave Analysis:** This cube provides details about all placement leave information for a child in the custody of an agency with an active placement or a placement status of Completed over a period of time.
- **Intake Characteristics:** This cube provides details regarding intakes with a completed Screening Decision.

- **Services to Clients:** This cube provides details about all Non- Placement services to clients.
- **Alleged Child Victim:** This cube provides details about all children with an intake participant role of Alleged Child Victim (ACV) associated to an intake with a screening decision code of Screened-In.
- **Case Openings and Closings:** This cube provides details on an agency's number of case openings and closings over a specified period of time.

For an overview of the content of each of these cubes in terms of both purpose and measures/dimensions, please click <R:\sacwis\Management Cubes\Documentation\Management-Administrative Cubes Summary.xls>.

For example:

1	A	B	C	D	E	F	G
2	Cube Title	Business Purpose	Component Reports	Dimensions*	Measures**	Filter Parameters	Sort
3	Case Openings and Closings	Measures the number of case openings and closings for a period of time.	<ul style="list-style-type: none"> • Case opened and closed (RPT 218) • Case Opening Analysis Report (RPT 216) • Case Opening and Closing Report (New) 	<ul style="list-style-type: none"> • Agency • Case Opened Date • Case Closed Date • Case Category 	<ul style="list-style-type: none"> • Number of Currently Open Cases • Number of Currently Closed Cases • Total Cases Opened 	<ul style="list-style-type: none"> • Agency: <ul style="list-style-type: none"> • Agency type • Agency Size • Agency Name • Case Opened Date • Case Closed Date • Case Category 	<ul style="list-style-type: none"> • A • C
5	Child Legal Status	Captures legal status changes for a child over a period of time.	<ul style="list-style-type: none"> • Custody Analysis (RPT 98) • Child Custody Report (RPT 100) • Children in FPLA Custody Status (RPT 110) • Number of Days a Child Remains in Temporary Custody (RPT 114) • Number of PC Children Placed in Another State (RPT 197) • Number of PC Children who are Placed in a Different County than the Custodial County (RPT 198) • Number of Children in Permanent Custody (RPT 203) • Child in Custody Report (RPT 208) 	<ul style="list-style-type: none"> • Agency, • Legal Status Effective Date • Status, Placement Status • Legal Status Type • Placement location • Gender • Age (Age as of Legal Status Effective Date) • Race • Placement County 	<ul style="list-style-type: none"> • Number of Children with a Legal Status • Number of children with current Legal Status (that is terminated) • Avg. Duration of Legal Status • Avg. # of Legal Status Changes • Number of Children Currently Placed • Avg. Number of Days in Placement 	<ul style="list-style-type: none"> • Agency: <ul style="list-style-type: none"> • Agency Type • Agency Size • Agency Name • Legal Status Effective Date • Legal Status Type • Status: <ul style="list-style-type: none"> • Open • Closed • Placement Status: <ul style="list-style-type: none"> • Open • Closed • Placement Location • Placement County • Gender • Age (As of legal status effective date) • Race 	<ul style="list-style-type: none"> • A • C • Na
6	Investigations - Initiations & Completions	Measures the timeliness of investigation initiation and completion.	<ul style="list-style-type: none"> • Investigations/Completions (RPT 51) • Investigations "Dispositions" (RPT 45) • Intake Assessment Summary Report: CAN, Family In Need of Services (RPT 53) 	<ul style="list-style-type: none"> • Agency • Screened-in Date • Initiation Date • Disposition Date • Response Time • Investigations Completed • Allegation Type 	<ul style="list-style-type: none"> • Number of Screened-in Intakes 	All dimensions on the cube can be selected as drill-through parameters.	<ul style="list-style-type: none"> • In • R • In • D: • R • C • A

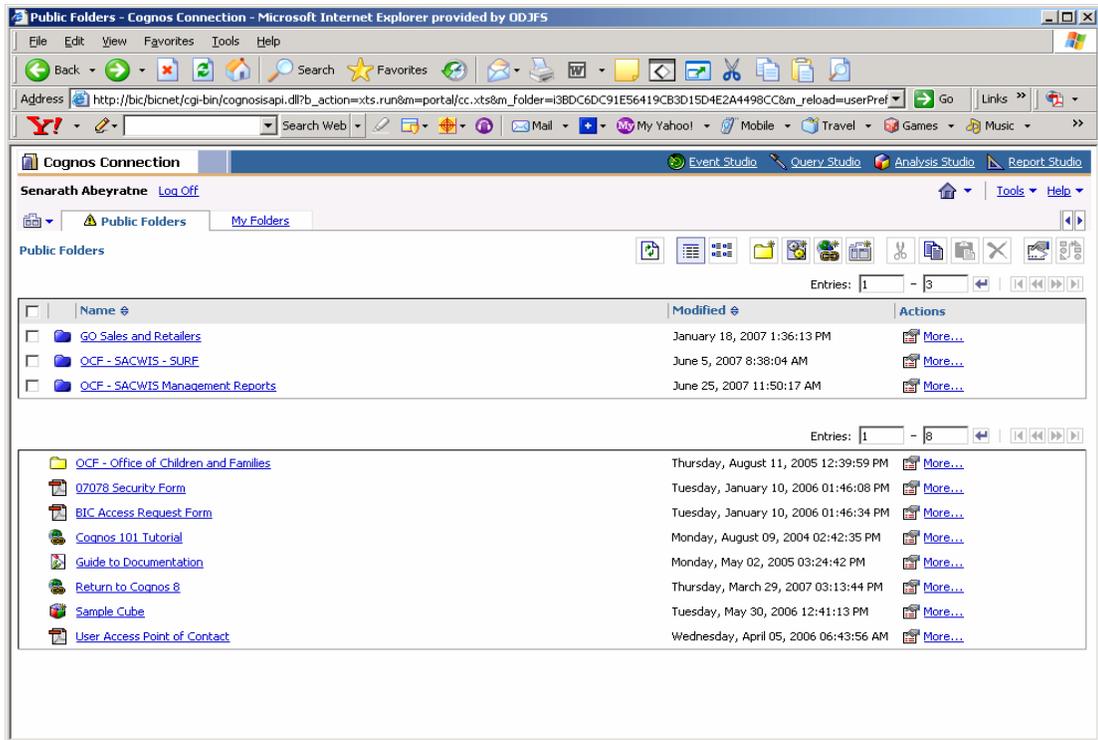
D) How to Get to the Cubes

All of the 10 Management/Administrative Cubes can be accessed from the COGNOS “BIC” portal.

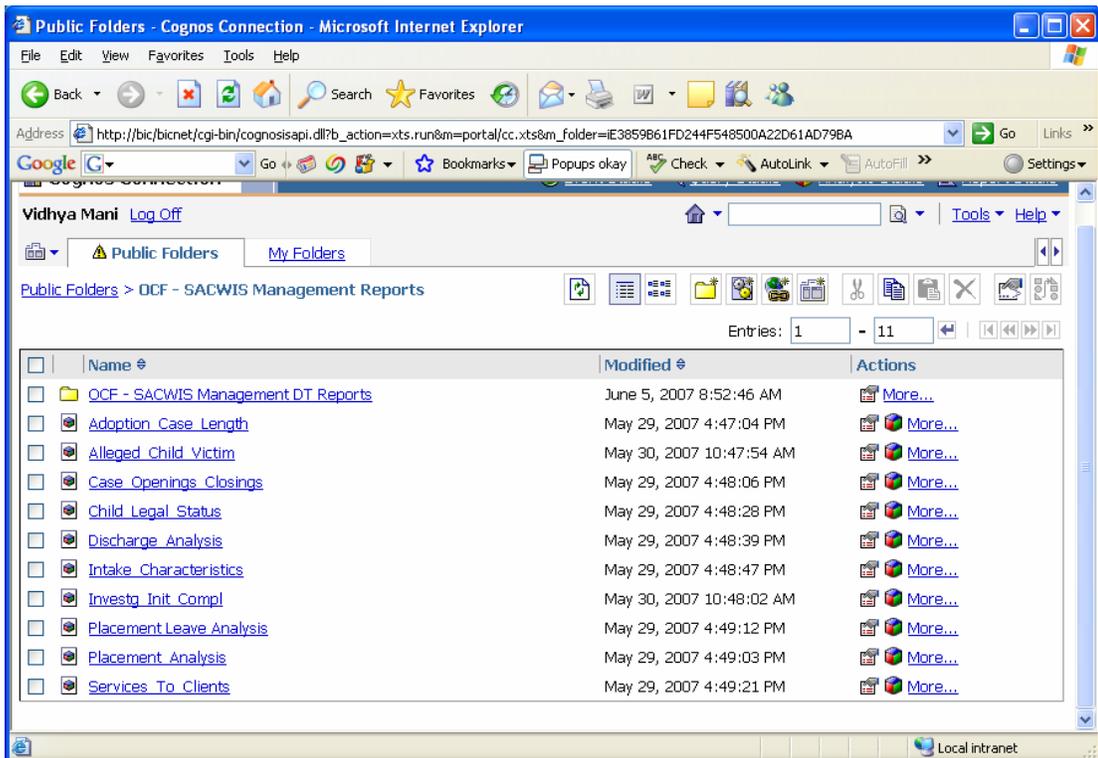
- 1) In the Internet Explorer, type the URL: <http://bic/>



- 2) Sign-in using a valid **User ID / Password**.
- 3) Click on **Public Folders**
(The following screen appears.)



- 1) In the COGNOS Connection page, click on [OCF - SACWIS Management Reports](#) folder. The following screen will appear with all the cubes listed.



Under [OCF - SACWIS Management Reports](#), there are two categories of data products, represented by two distinct icons. They are:



SACWIS Cube – Has data a user is able to manipulate and modify to create customized data tables and statistics. The data can be retrieved and manipulated at different levels in multidimensional ways. For example, information can be displayed for all counties or just one. Counties can be replaced to display race and gender.



SACWIS Management DT Report – Has data on a preset specific report format and has less flexibility in manipulating data for customization and cannot be modified.



SACWIS CUBES

Clicking on one of the cubes would open up the following screen:

(This screen appears.)

The screenshot displays the Cognos PowerPlay Web Explorer interface. The main content area shows a data table titled "No of Children with a Legal Status as values". The table has columns for 2007 Q.1, 2007 Q.2, 2007 Q.3, 2007 Q.4, and 2007. The rows represent different legal status types: Public, Private, and Agency. The Agency row shows the highest values across all quarters.

No of Children with a Legal Status as values	2007 Q.1	2007 Q.2	2007 Q.3	2007 Q.4	2007
Public	2,483	1,998	9	1	4,491
Private	0	0	0	0	0
Agency	2,483	1,998	9	1	4,491

Callouts in the image identify the following components:

- Dimension Viewer or Set of Data:** Located on the left side of the interface, showing a tree view of dimensions including Agency, Legal Status Effective Date, Status, Placement Status, Legal Status Type, Placement Location, Gender, Age As Of Legal Status Eff, Race, Placement County, and MEASURES.
- Toolbar and Tool Functions:** Located at the bottom of the interface, containing various icons for navigation and data manipulation.
- Display of Data Area:** The central area containing the data table.

- The Dimension viewer shows a full tree-view of all the dimensions and measures of the cube. In the dimension viewer, users can see an organized view of all the dimensions, levels and categories in a selected cube.
- In the display area on the right side, users can perform actions that are associated with individual data elements.
- By default, the first measure is displayed since it was preset as the default measure. All totals displayed are for the default measure.
- The display toolbar at the bottom of the page displays the “drill-through” button – which would allow the user to drill-through to a report based on the dimension and measures selected on the cube.

The data manipulation capabilities of SACWIS cubes are as follows and represented by the toolbar icons at the bottom of the screen shot:



Crosstab (types of cross tabulation available for user to customize the tables)

- 1) Crosstab
- 2) Indented Crosstab



Chart (the range of chart types available)

- 1) Simple Bar
- 2) Pie
- 3) Clustered Bar
- 4) Stacked Bar
- 5) Multiline
- 6) 3D Bar



Options (many options available for user to modify appearance of the screens and the tables in the display area)

- 1) Options
- 2) Edit Title
- 3) Split View
- 4) Get Data Later
- 5) Reset



Swap (allows the ability to swap columns and rows so as to modify the tables)



Hide/Show (short cut to hide/show options as the user can modify the tables in display by hiding a column or a row)



Calculation (user can customize a table by adding or subtracting columns or rows to create user defined new variables)



Rank (allows user to sort columns or rows in ascending or descending orders)



Zero Suppression (user can delete rows and columns that have zero values).

- 1) Zero Suppression (rows and columns)
- 2) Rows Only
- 3) Columns Only



80/20 Suppression (This option removes rows or columns which absolute values do not contribute to the top 80% of results)



Custom Exception Highlighting



Custom Subsets (allows user to create custom subset of data tables)



Drill Through (allows user to extract individual data that formed the cubes)



File (allows user to export reports created in COGNOS to other media)

- 1) Export PDF
- 2) Export CSV
- 3) Export XLS
- 4) Prepare Bookmark



Help (provides brief explanations for cubes)

- 1) Help
- 2) Find
- 3) Explain



Save As – (allows user to save a customized report in the News Box – My folders)

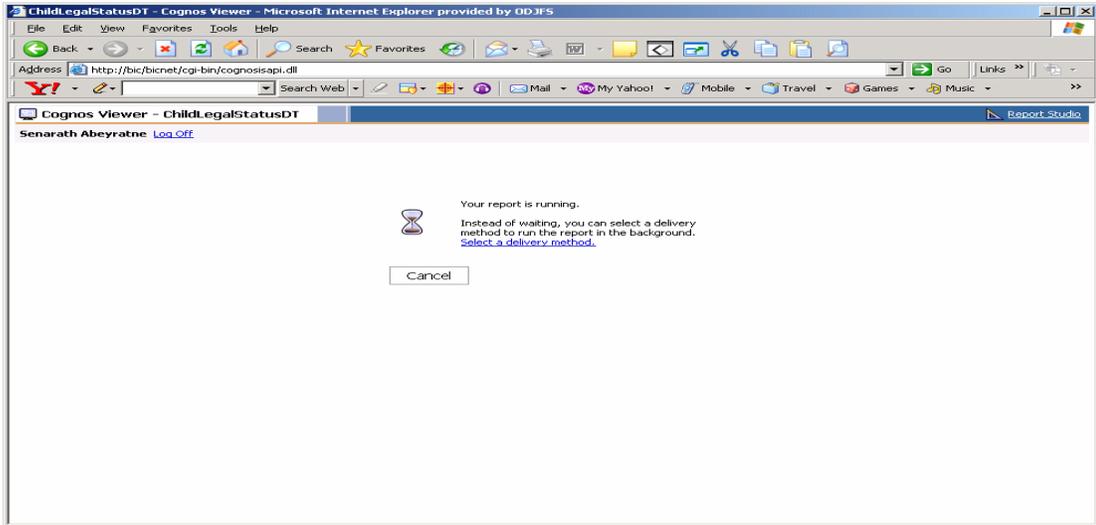


Return to Source – (Go Back to COGNOS Public Folders)

E) How to Drill Through

Click on  **Drill Through** (allows user to extract individual data that formed the cubes)

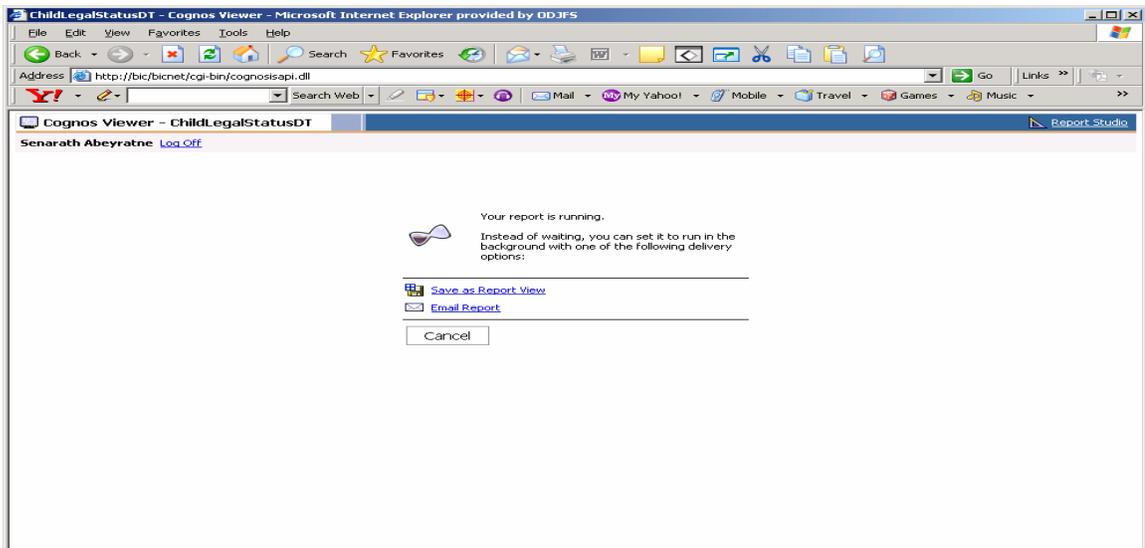
(This screen appears)



Clicking on this  **drill through** icon will automatically cause the report to generate

However,  **drill through** provides two options to deliver a report.

Click on **Select a Delivery Method**
(This screen appears)



- 1) **Save as Report View** (this is default setting)
- 2) **E-mail Report** (allows user to e-mail the report to a recipient)

The result of drill through is the following screen (report):

Child Legal Status Report
Number of Children with a Legal Status

Filter Parameters:
 Official Date: Between 2007-01-01 and 2007-01-01

Run Date: 06/29/2007 **Time:** 8:55:40 AM

Agency: Ashland County Department of Job and Family Services

Child Id	Child Name	Gender	Age as of Legal Status Date	Race	Legal Status Effective Date	Legal Status Type	Status	Placement Status	Placement Location	Placement County
1150788	Ash, Taiyah	Female	1	Unknown	05/15/2007	Agency Authority	Open	Open	Kinship Care - Relative Home	Custodial County
699578	Carey, Trent A	Male	15	White	03/12/2007	Temporary Custody	Open	Open	Children's Residential Center	Non-Custodial County
702599	Coffman, Tyson	Male	0	Multi-Racial	02/28/2007	Temporary Court Order	Open	Closed	Unknown	Unknown
702599	Coffman, Tyson	Male	0	Multi-Racial	02/27/2007	Ex-parte	Closed	Open	Family Foster Home	Custodial County

The icons on the top right hand side provide options for this report. Following is a key:

 **Home** – (go back to the COGNOS Public Folders)

 **Return** – (go back to the Cubes)

About (description about COGNOS)

 **Save Report as View**

 **E-mail Report** (E-mail the report)

 **Run**

 **Drill Down**

 **Drill Up**



Go To (go to Options)



View in HTML Format



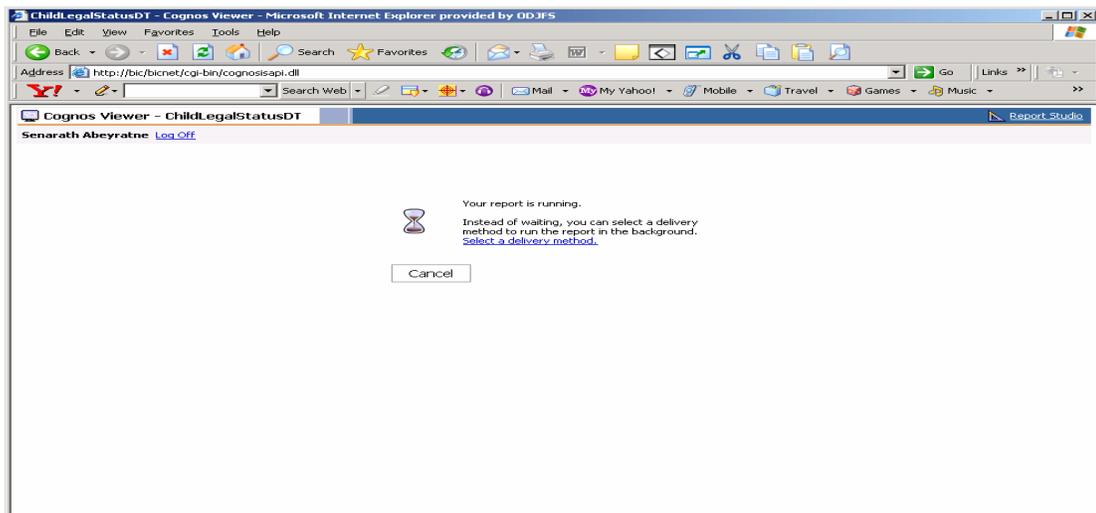
View in PDF Format



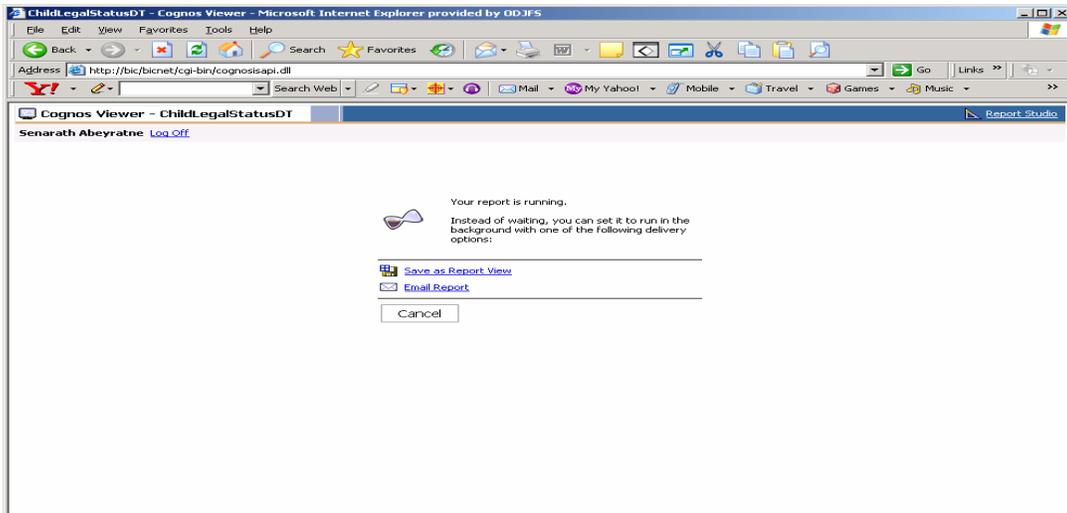
View in EXCEL Format. This has three options.

- 1) View in Excel 2000 Single Sheet Format
- 2) View in Excel 2002 Format
- 3) View in CSV Format

For instance, when **View in Excel 2002 Format** is selected, the following window for file downloads will open:

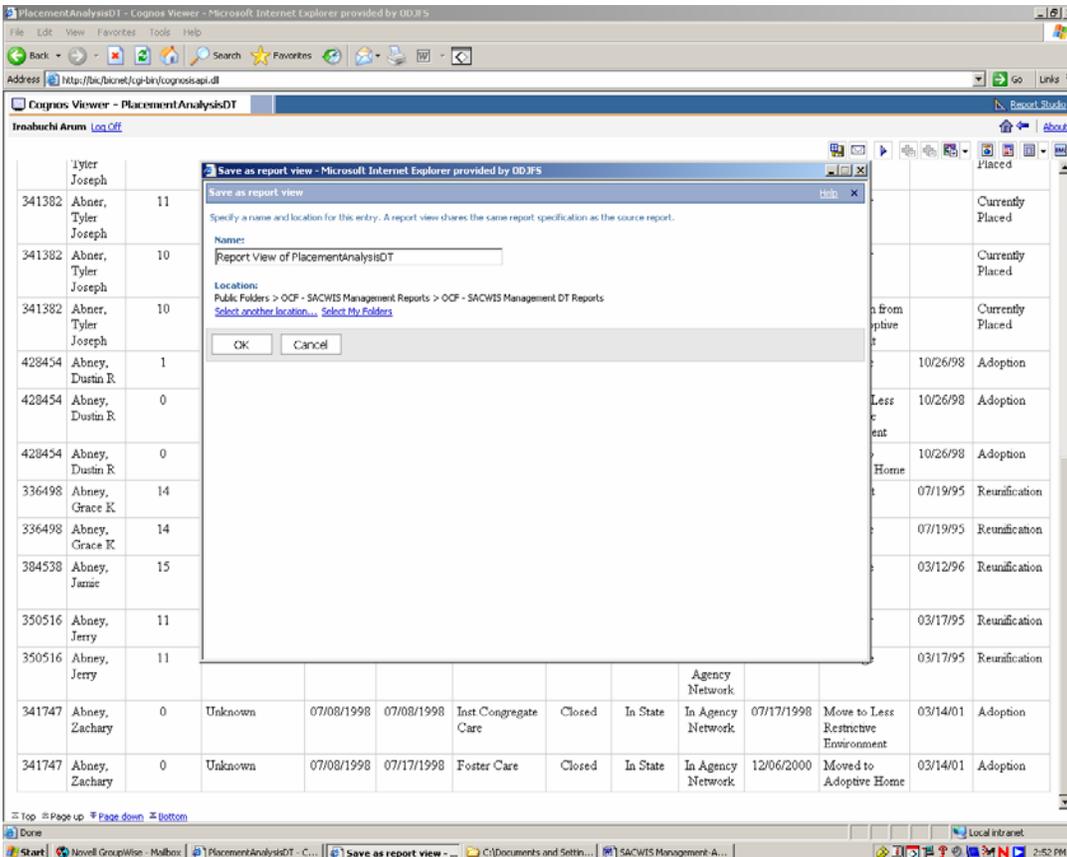


Clicking on **Select a Delivery Method** would again cause the following screen to appear:



- 1) **Save as Report View** (this is default setting)
- 2) **E-mail Report** (allows user to e-mail the report to a recipient)

Click on **Save as Report View**
 (This screen appears)



User is presented with two location option hyper links:

- 1) **Select another location . . .**
- 2) **Select My Folders**

Selecting option # 2, saves the report output as an Excel file on the user's folder---**My Folders**---in BIC. Option # 1, on the other hand, allows the user to save it to a different location.

Note: If **View in CVS Format** is selected, the user may experience some difficulty manipulating the data if it is not first saved as an Excel file.



View in XML Format



SACWIS Management DT Reports

As detailed above, users have the capability to drill through to a report from the cube to reveal the detail information that supports the totals they see in the cube. When drilling through to a report, its current measure and dimension are applied to the new report. The report will display data for the time dimension selected on the cube.

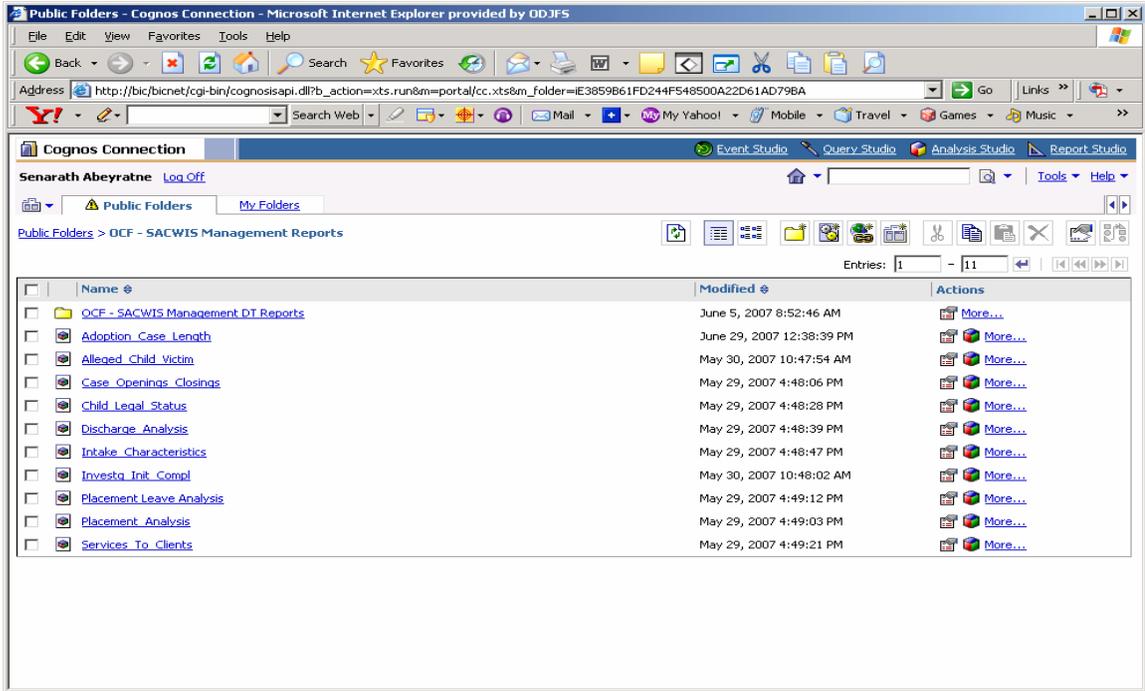
Click on **Public Folders**

(This screen appears)

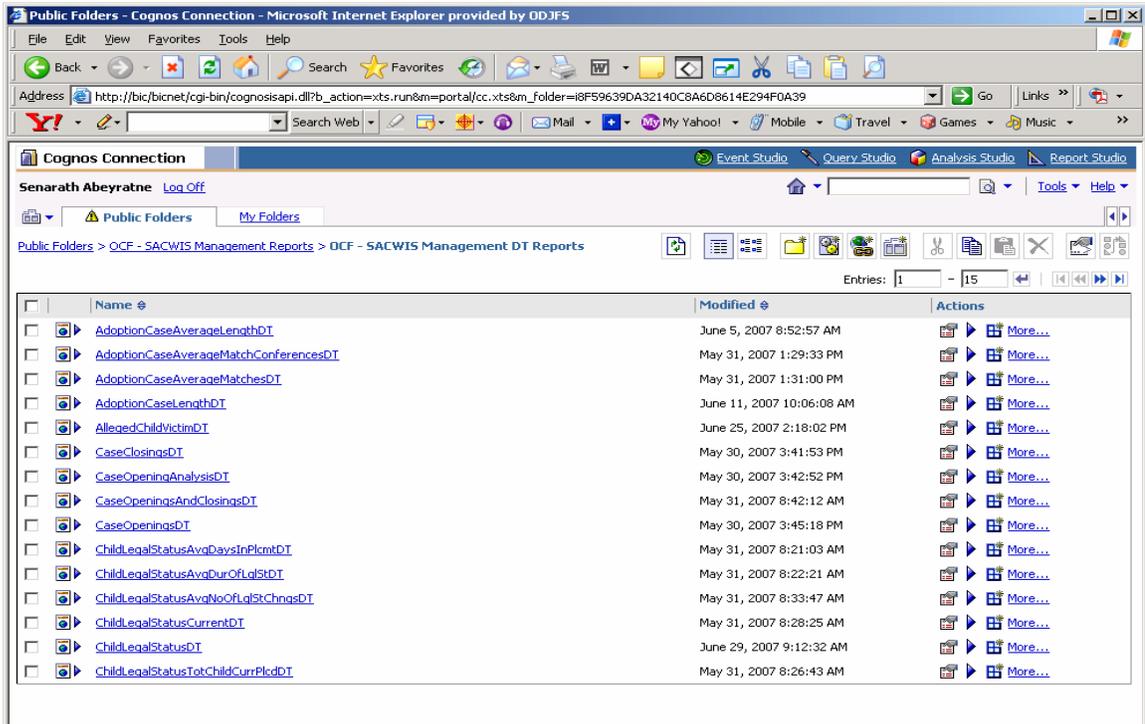
Name	Modified	Actions
GO Sales and Retailers	January 18, 2007 1:36:13 PM	More...
OCF - SACWIS - SURF	June 5, 2007 8:38:04 AM	More...
OCF - SACWIS Management Reports	June 25, 2007 11:50:17 AM	More...

Name	Modified	Actions
OCF - Office of Children and Families	Thursday, August 11, 2005 12:39:59 PM	More...
02078 Security Form	Tuesday, January 10, 2006 01:46:08 PM	More...
BIC Access Request Form	Tuesday, January 10, 2006 01:46:34 PM	More...
Cognos 101 Tutorial	Monday, August 09, 2004 02:42:35 PM	More...
Guide to Documentation	Monday, May 02, 2005 03:24:42 PM	More...
Return to Cognos 8	Thursday, March 29, 2007 03:13:44 PM	More...
Sample Cube	Tuesday, May 30, 2006 12:41:13 PM	More...
User Access Point of Contact	Wednesday, April 05, 2006 06:43:56 AM	More...

Click on **OCF-SACWIS Management Reports**
 (This screen appears)



Click on **OCF-SACWIS Management DT Reports**
 (This screen appears)



Then select and click on the particular report the user wants to run (no need to Drill Through as drilling is pre-selected)

Select your specifications for the report and click **ok** (at the bottom of the page) – *The following two screen shots are parts of the same screen shot.*
(This screen appears)

The image displays two screenshots of a Cognos report viewer interface. The browser window title is "AdoptionCaseAverageLengthDT - Cognos Viewer - Microsoft Internet Explorer provided by ODJFS".

The first screenshot shows a "Prompt" section with the following fields:

- AGENCY_NAME**: Provide a value: [AGENCY_NAME]
- AGENCY_SIZE**: Provide a value: [AGENCY_SIZE]
- AGENCY_TYPE**: Provide a value: [AGENCY_TYPE]
- AGE_GROUPS_18**: Provide a value: [AGE_GROUPS_18]
- GENDER_DESC**: Provide a value: [GENDER_DESC]
- MEPA_FLAG**: Provide a value: [MEPA_FLAG]
- RACE_TYPE_DESC**: Provide a value: [RACE_TYPE_DESC]

The second screenshot shows the following fields:

- REPORT_DATE**: Provide a value:
 - From: [] Lowest value
 - To: [] Highest value
- TPR_DATE**: Provide a value:
 - From: [] Lowest value
 - To: [] Highest value
- TPR_TO_INITIAL_MATCH_DESC**: Provide a value: [TPR_TO_INITIAL_MATCH_DESC]
- WEEKS_TO_FIND_PLCMNT_DESC**: Provide a value: [WEEKS_TO_FIND_PLCMNT_DESC]

At the bottom of the second screenshot, there are "OK" and "Cancel" buttons.

Then the report will run; producing the following screen (report)
 (This screen appears)

Adoption Case Length Report
 Average Length of Adoption
 (in Months)

Filter Parameters: Report Name: AdoptionCaseAverageLengthDT

Run Date: 07/02/2007 Time: 2:11:00 PM Page No: 1

Agency: Ashland County Department of Job and Family Services

Child ID	Child's Birth Name	Age	Gender	Race	MEPA	Adoption Finalized Date	TPR Date	Number of Match Conferences	Number of Matches	Adoption Case Length
689389	Ames, Janet M	11	Female	White	No	09/11/1989	06/07/1989	0	0	3
691845	Banks, Beryl A	11	Female	White	No	01/29/1990	11/13/1989	0	0	2
700520	Baum, Todd	16	Male	White	No	01/11/1989	06/12/1986	0	0	30
681081	Bellomy, Alexis Linnae Heather	17	Female	White	No	05/04/2004	01/01/1992	0	0	145
701751	Bishop, Crystal	3	Female	White	No	02/08/1988	03/28/1986	0	0	22
694087	Bistline, Lisa	13	Female	White	No	09/11/1989	06/08/1989	0	0	3
701753	Bogdan, Carol P	20	Female	White	No	11/22/1988	09/27/1988	0	0	1

As was the case above under **SACWIS Cubes**, icons on the top right-hand side provides options for this report. Following, again, is a key:

 **Home** – (go back to the COGNOS Public Folders)

 **Return** – (go back to the Cubes)

About (description about COGNOS)

 **Save Report as View**

 **E-mail Report** (E-mail the report)

 **Run**

 **Drill Down**

 **Drill Up**

 **Go To** (go to Options)

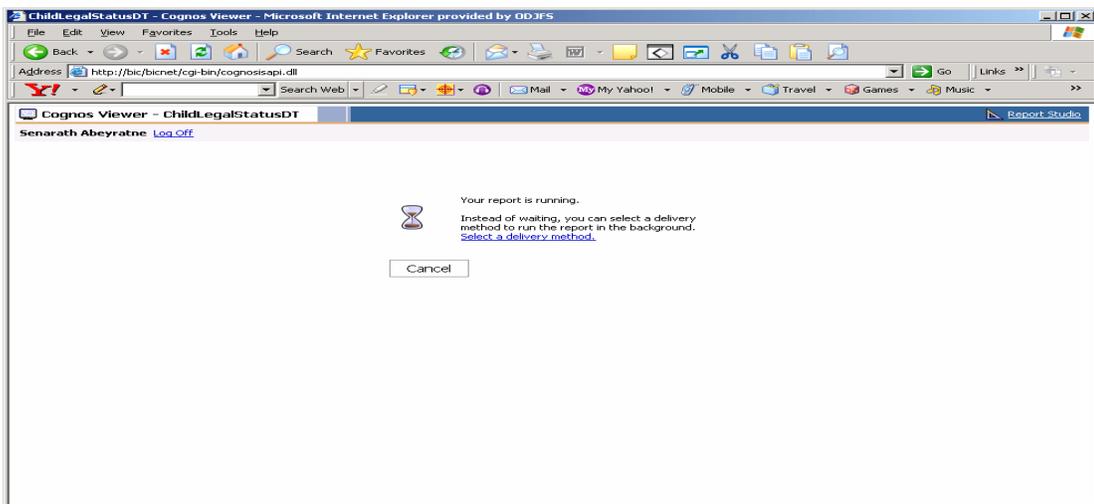
 **View in HTML Format**

 **View in PDF Format**

 **View in EXCEL Format.** This has three options.

- 1) View in Excel 2000 Single Sheet Format
- 2) View in Excel 2002 Format
- 3) View in CSV Format

For instance, when **View in Excel 2002 Format** is selected, the following window for file downloads will open:



Clicking on **Select a Delivery Method** would again cause the following screen to appear:

