New York State Office of Children & Family Services (OCFS) CONNECTIONS Operational Data Store (ODS) Offering

Table of Contents

Introduction to the OCFS Data Warehouse

The New York State Office of Children & Family Services (OCFS) Data Warehouse (DW) is a central repository for data needed to support state and local planning and performance measurements through the production of business subject area and workload management reports and ad hoc inquiries. The main source of the data is cleaned, transformed, cataloged and made available for use based on need and with the requisite security approval. There are approximately 2,500 users statewide who use the OCFS warehouse for hundreds of predefined Cognos reports (a subset of which serves as the CONNECTIONS application reporting module) and approximately 300 users with the capability to create ad-hoc queries and reports.   The Data Warehouse stores current and historical data used daily by OCFS Central Office staff, Local Social Services Districts and Voluntary Agencies.

The Data Warehouse supports various mandated Child Welfare federal reporting systems including: Adoption and Foster Care Analysis and Reporting System (AFCARS); Child Care; National Child Abuse and Neglect Data System (NCANDS); National Youth in Transition Data (NYTD); National Adult Maltreatment Reporting System (NAMRS); National Indian Child Welfare Association (NICWA) and Casework Contacts.

Another component of the data warehouse environment is the CONNECTIONS Operational Data Store (ODS) which enables the sharing of CONNECTIONS data with local districts and voluntary agencies. The CONNECTIONS ODS is a database updated through the course of daily business operations. The primary purpose of an ODS is to collect, integrate and distribute a current view of information supporting tactical or day-to-day decision making and facilitating the sharing of detailed, current information. This document will describe the ODS prerequisites and the process of On-boarding and connecting to the data you are authorized to view, extract and/or download. Access to the CONNECTIONS ODS is provided through the New York State Virtual Desktop program.

CONNECTIONS Operational Data Store (ODS)

Subject to the approval of an Application for Access to OCFS Information and the Terms and Conditions for Access to OCFS Data, authorized users can view, extract and/or download data from the CONNECTIONS Operational Data Store (ODS) that pertains to their Local Department of Social Services (LDSS) or Voluntary Agency (VA). Standard offerings and what data can be included is described in the following section.

Standard Offering Description

Prerequisites

1. OCFS Agency approval is the first step.
   This can be accomplished by filling out and returning the following documents to the OCFS data request mailbox ocfs.sm.sppd.datarequests@ocfs.ny.gov managed by Strategic Planning and Policy Development (SPPD):
   a. Application for Access to OCFS Information.pdf
   b. OCFS-4714 (5-2018) Data Sharing Confidentiality Non-Disclosure Agreement.pdf
   c. VA ODS Tables.pdf or LDSS ODS Tables.pdf
   d. Connections ODS Onboarding Request.pdf

   The following appendices are for informational purposes:
   - VA ODS Data Dictionary.pdf or LDSS ODS Data Dictionary.pdf
   - Terms and Conditions for Access to OCFS Data.pdf
   - 1904-00 Portable Devices [PDF] 01-25-18.pdf
   - 17-OCFS-LCM-14.pdf (Local Commissioners Memorandum form)

   OCFS may require additional information especially if data received through ODS is fed to a third-party application or any external organization (non LDSS or VA staff) will have access to the data.

Once the package is received in the OCFS data request mailbox, following are the steps:

- A preliminary review of the required documents will be done by SPPD. If there are missing or incomplete documents SPPD will reach out to the requestor.
- Once the package is complete, it will be sent to OCFS Information Security Officer (ISO), program and Counsel's Office. They will do a review and often have additional questions or need clarifications. These will be communicated to the requestor via SPPD contact.
- Once all questions are clarified, Counsel, program and the ISO will grant or OCFS will deny permission for access.
- IF granted access, a Memorandum of Understanding (MOU) will be sent for the requestor to sign.
- Once MOU is complete, OCFS SPPD will notify the Data Warehouse development team.
- OCFS and Data Warehouse development team will allocate resources required to initiate the transmission. Timing dependent on other pending projects.

The application and provisioning process can be lengthy. This process should be considered and incorporated into timelines for the requesting entity and its vendors.

If any of the information in the initial application, especially related to third party access, changes after approval, the requestor shall inform OCFS via the annual renewal form. Major changes should be informed immediately.

2. Users designated in the onboarding form must have a NYS Active Directory (AD) account. AD accounts are provisioned by a Local Security Administrator designated for each Local District or Voluntary Agency using WebStar (https://webstar.oft.state.nyenet/newstar/default.asp). This can be done in tandem with step 1.

3. The Local District or Voluntary Agency must participate in the NYS Virtual Desktop program. This can be done in tandem with step 1. If your agency is not already participating in NYS Virtual Desktop Program, we will work with your agency to get onboarded to NYS Virtual Desktop Program. See https://its.ny.gov/virtual-desktop-infrastructure-vdi for details.

Addition of Tables not in Menu of Tables

Initial approval is for the menu of tables (applicable data dictionary outlines them) sent to the requestor at the application stage. Any tables that are not part of the menu will need to go through a separate application process and inquiries should be directed to the OCFS data request mailbox (ocfs.sm.sppd.datarequests@ocfs.ny.gov. Once new tables are approved, addition of these tables will need to be prioritized in terms of resource needs.

On-Boarding Process

Documentation Required

See Prerequisites (1d) above: On boarding form should indicate those that will have access to the VDI and they should have an NDA on file. We usually recommend a primary and back-up staff to access the folder. The district/agency needs to notify via email ocfs.sm.sppd.datarequests@ocfs.ny.gov to add or remove staff's ODS folder (Aspera onboarding) permissions and submit the necessary NDA agreement for each person who will have access. SPPD will submit the ITSM request for authorized VDI user access.

ODS File creation

The District/Agency is responsible for determining its data needs and related tables using the supplied data dictionary. Data Warehouse will then create district/agency specific ODS files. When completed (typically 4-6

weeks), DW will notify the identified district/agency VDI users who will then follow directions under "Connecting to your data" below for access to the daily files.

Each LDSS/VA has their own ODS feed with their district/agency only specific data. District/Agency representatives need to email ocfs.dl.it.dw.oncall@ocfs.ny.gov if they want to add/remove tables listed in the data dictionary in their daily feeds. DW will then put the data request into the work queue and give you a time estimate for completion.

On the first day with ODS, the Data Warehouse (DW) sends a one-time full copy (master files) load of the requested tables based on that day's district/agency ownership. DW creates pipe delimited text files for every requested file. The LDSS/VA will receive one compressed archive (.ZIP) that contains all daily files.

Subsequent daily loads are incremental (delta) and the District/Agency should apply changes (Insert, Update, Delete and Transfer) accordingly. Districts/Agencies may request full data loads for a table or for all the tables they received at any given day they receive ODS data, the Data Warehouse can only send the data to which the district/agency has ownership. If a stage or case (or any record of any table) is transferred to another district/agency, the original district/agency loses all access and is signaled with an empty transfer record.

Our nightly Data Warehouse process starts at midnight. This process captures CONNECTIONS data as of 11:59 PM the day before and runs 365 days a year. The district/agency should process and store the delta files following the OCFS guidelines. It is the district's/agency's responsibility to determine how they are going to consume and maintain the data. The files should be stored per OCFS's guidelines and NYS ITS policies and standards.

ODS facts/questions on data feed
- Email questions to this d-list: ocfs.dl.it.dw.oncall@ocfs.ny.gov
- Each file is date stamped (example: A14_20141214_092604_739513.zip where 20141214 is a timestamp. Within that, you would find files like STAGE_20141214.txt for each file created.

Connecting to your data
A folder will be visible on the designated virtual desktops that will allow them to view, copy, extract, download or FTP the files generated by the ODS for their LDSS/VA. The folder will contain 30 days of date stamped files. The data contained in the file(s) are the property of the Office of Children and Family Services and are subject to all applicable retention rules and laws. Please see Terms and Conditions for Access to OCFS Data.pdf for details.

Aspera mySend OnBoarding
The NYS Aspera mySend application will be added to virtual desktop (for those idenfied in the onboarding form) to provide high-speed data transfer with a simple, easy to use web interface. See https://mysend.ny.gov.