

Reports Distribution

Agency File Upload Job Aid

(Version 1.2 05/24/2005)

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "ACS Administration for Children's Services - Microsoft Internet Explorer". The address bar shows the URL "https://adevapp3:9998/oirptsjsp/frameset_new.jsp". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print, and Edit. The page content features a blue header with "nyc ACS Reports Distribution" and navigation links for "Reports" and "Logout". A left sidebar contains links for "Contact Us", "Help", "FAQ", "Report Descriptions", "Change Password", and "Acrobat Reader". The main content area displays a welcome message, a login prompt, and a form with "Username:" and "Password:" labels, each followed by an input field, and a blue "Submit" button. Below the form is a red-bordered box containing a "DISCLAIMER (WARNING)" in red text, which states that all information is confidential and subject to legal restrictions under New York State and Federal laws.

ACS Administration for Children's Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address https://adevapp3:9998/oirptsjsp/frameset_new.jsp Go Links »

nyc ACS Reports Distribution Reports Logout

Contact Us
Help
FAQ
Report Descriptions
Change Password
Acrobat Reader

Welcome to the Reports Distribution Site.
This site provides the ability to view Reports.

Please enter your username and password.

Username:

Password:

Submit

DISCLAIMER (WARNING)

All information obtained, learned, developed or filled in connection with applicants and recipients of services, including data contained in this extranet site, shall be held confidential pursuant to applicable provisions of the New York State Social Services Law, the Federal Social Security Act and any applicable regulations promulgated thereunder and shall not be disclosed to any persons except as authorized by law.

Individual identifiable information regarding children in foster care is confidential pursuant to § 372 of the Social Services Law and access to individual identifying foster care information is available only pursuant to standards set forth in sections 372, 373-a, 409-e and 409-f of the social Services Law and sections 357.3, 430.12 and 431.12 of 18 NYCRR (Official Codes Rules and Regulations of the State of New York).

Accordingly any person given access to information contained herein who releases such data or information to persons or agencies not authorized to receive such information shall be guilty of class A misdemeanor.

Design Specifications

The SSPS Load Process is a complex system that consists of seven parts. Each part is essential to creating the correct Agency results. Please note that Step 2 is optional and should only be used for agencies that are unable to create the Demographic and Movement files to upload to the SSPS Reconciliation Tool.

The SSPS Load Process consists of 7 parts.

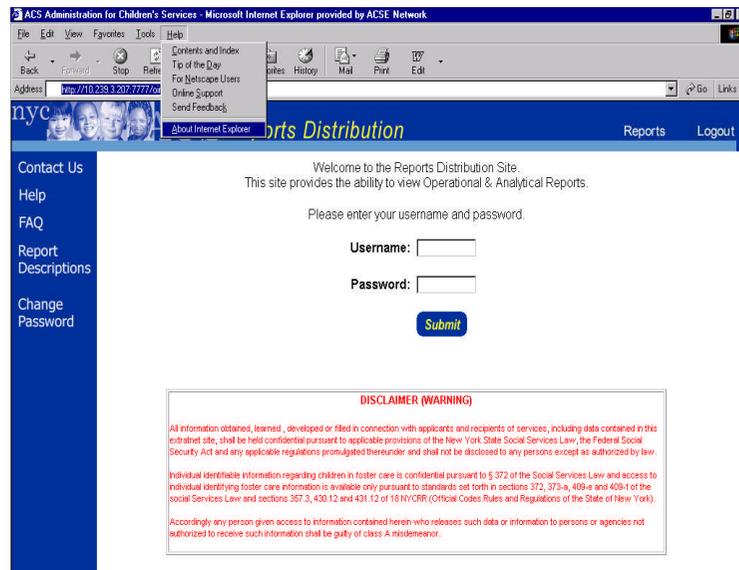
1. Agency File Preparation for Uploading
2. (Optional) Format Agency Data using the Excel Spreadsheet Macro
3. **Agency Demographic and Movement File Submissions through Reports Distribution Site**
4. Transfer of all Agency Files into Landing Pad
5. Retrieval of files from Landing Pad into Production Server
6. Loading Agency Files
7. Troubleshooting

System Requirements



- In order to upload the Agency Files on the Reports Distribution site, Internet Explorer must be installed on your computer.
- If Internet Explorer is installed, you must note which version you have, and follow the additional steps detailed later in this document.

Checking Internet Explorer Version



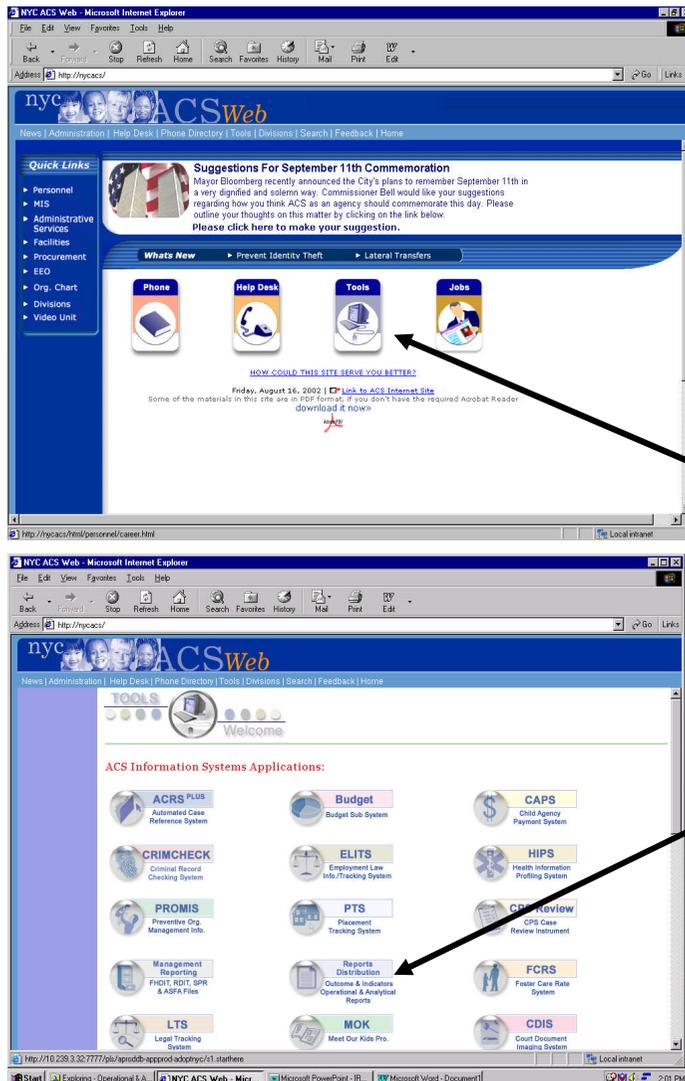
- To check which version of Internet Explorer you have, open Internet Explorer and click "Help > About Internet Explorer" from the top Menu bar.
- A pop up window should appear, showing the version of Internet Explorer.



The version is shown here



Accessing Reports Distribution Site



- Please follow these steps to access the Reports Distribution site.

- 1) Open Internet Explorer from the Start Menu.
- 2) Enter the following internet address in the Address bar and click enter: **http://nycacs**
- 3) Once your browser's location has changed to NYC ACS Web, click the **Tools** link in the header at the top of the page
- 4) Once the Tools page is displayed, click the **Reports Distribution**. The Reports Distribution site will open in a new web browser window.

Logging In

ACS Administration for Children's Services - Microsoft Internet Explorer provided by ACSE Network

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://110.239.3.207:7777/oirptssp/frameset.htm

nyc ACS Reports Distribution Reports Logout

Contact Us
Help
FAQ
Report Descriptions
Change Password

Welcome to the Reports Distribution Site.
This site provides the ability to view Operational & Analytical Reports.

Please enter your username and password.

Username:

Password:

DISCLAIMER (WARNING)

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Individual identifiable information regarding children in foster care is confidential pursuant to § 372 of the Social Services Law and access to individual identifying foster care information is available only pursuant to standards set forth in sections 372, 373, 409-e and 409-f of the Social Services Law and sections 357.3, 430.12 and 431.12 of 18 NYCRR (Official Codes Rules and Regulations of the State of New York).

Accordingly any person given access to information contained herein who releases such data or information to persons or agencies not authorized to receive such information shall be guilty of class A misdemeanor.

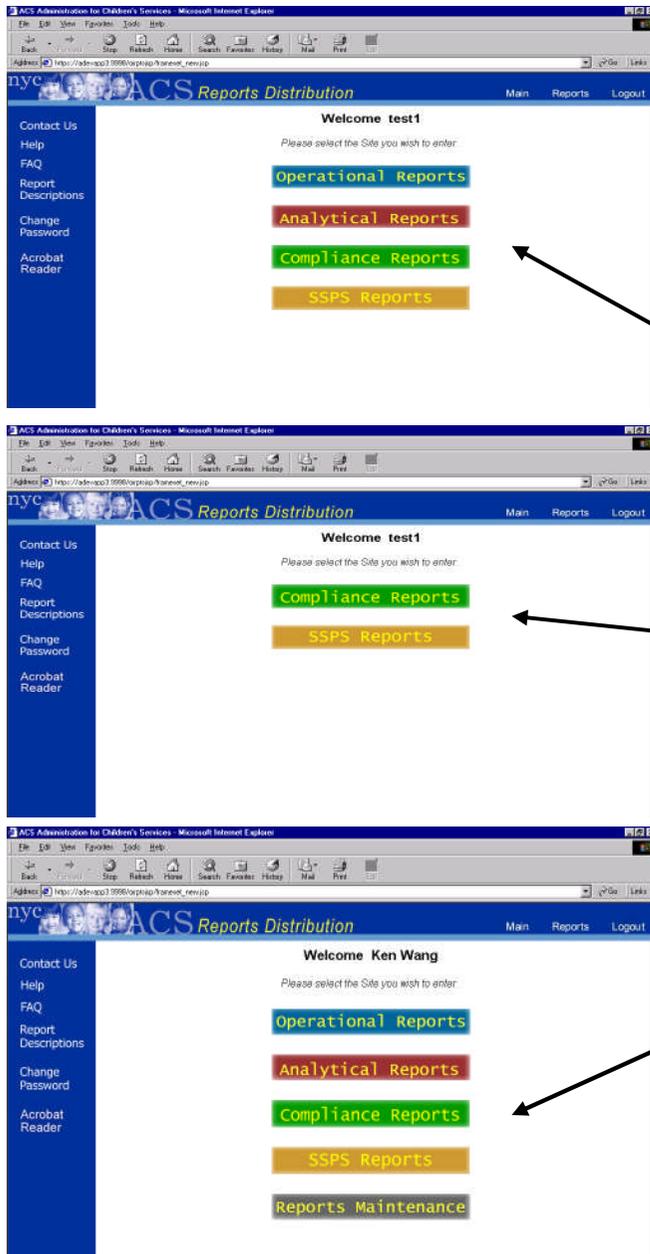
- To begin using the SSPS Report site please enter your username, enter your password, and click the Submit button.
- Please be aware that your username and password are both case sensitive.
- Once you have submitted a valid username and password, you will be redirected to a page where you can select which site to enter.

Enter Your Username here

Enter Your Password here

Click this Submit button

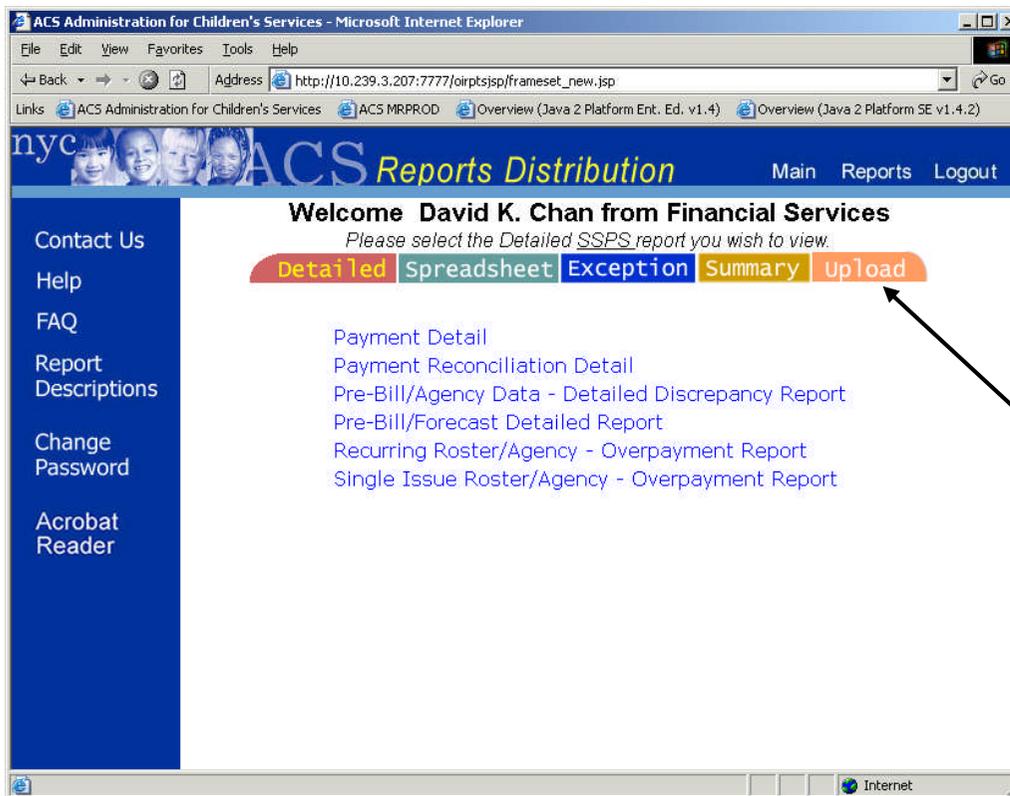
Site Selection Page



- Based on the user security attributes, user will see options to view Analytical Reports, Operational Reports, Compliance Reports, SSPS Reports in the Site Selection Page.
- User is not an Administrator and can view all the reports.
- User is not an Administrator and can view Compliance Reports and SSPS Reports.
- User is an Administrator and can view all Reports

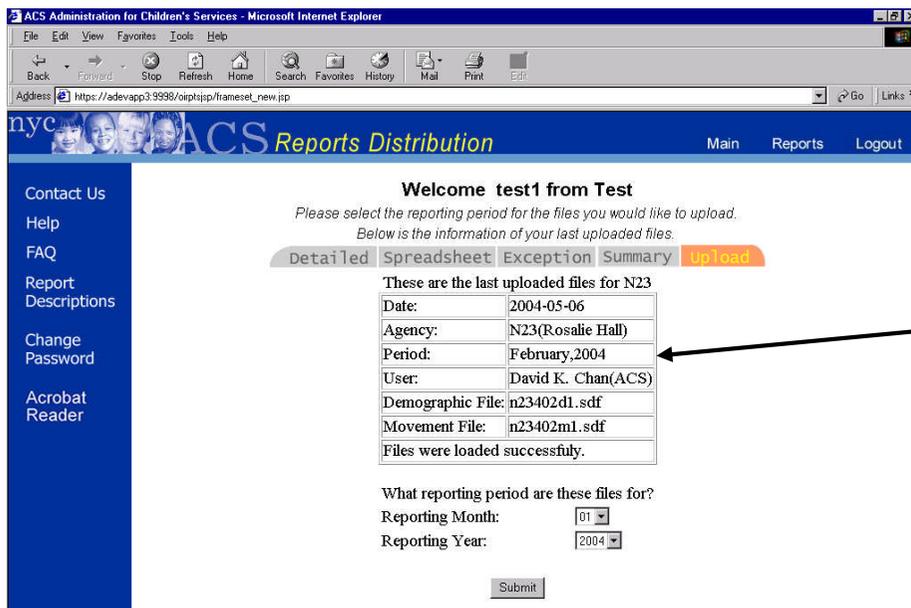
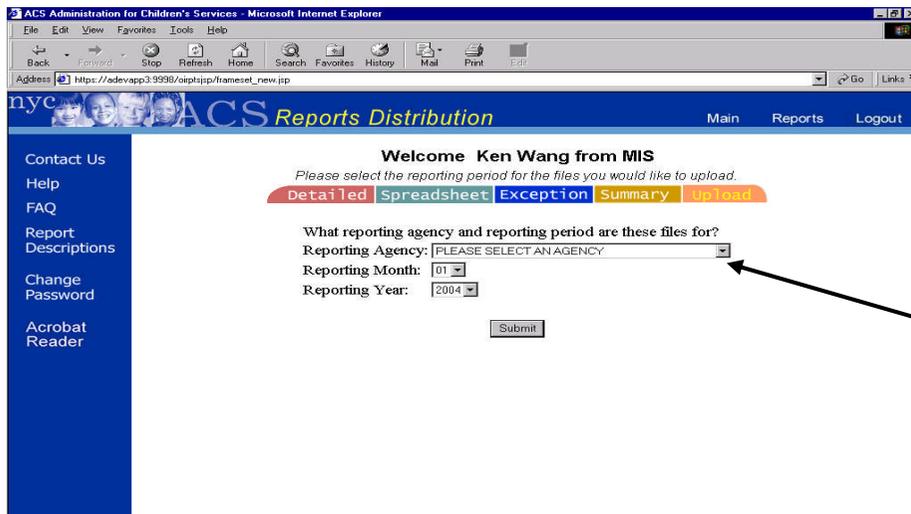
Uploading Agency Demographic and Movement Files

Selecting to Upload Files



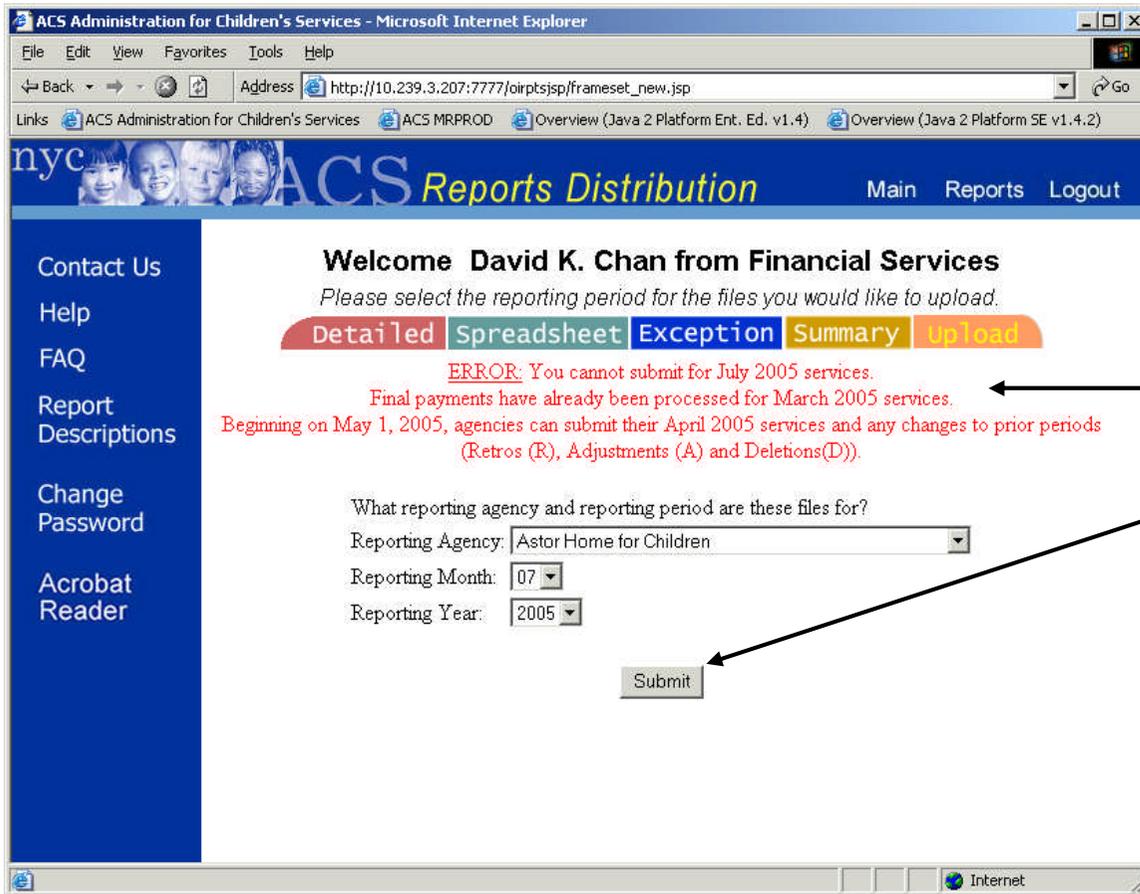
- After selecting to enter the SSPS Reports site, the Report List page is displayed with your User Groups and Reports.
- To upload the demographic and movement files, click the Upload tab.

Upload Files



- After clicking on the Upload tab, the page displays the user's name and user group.
- To upload files for a specific agency, internal users (ACS) would need to select an agency.
- Contract Agencies are only allowed to upload files for their own agency. Contract Agencies do not have a Reporting Agency drop down menu.
- Contract Agencies also have information for the most recent period that they uploaded files.

Upload Files



The screenshot shows a web browser window titled "ACS Administration for Children's Services - Microsoft Internet Explorer". The address bar shows the URL "http://10.239.3.207:7777/oirptsjsp/frameset_new.jsp". The page header includes "nyc ACS Reports Distribution" and navigation links "Main Reports Logout". A sidebar on the left contains links for "Contact Us", "Help", "FAQ", "Report Descriptions", "Change Password", and "Acrobat Reader". The main content area displays a welcome message for "David K. Chan from Financial Services" and a prompt to "Please select the reporting period for the files you would like to upload." Below this are five tabs: "Detailed", "Spreadsheet", "Exception", "Summary", and "Upload". An error message in red text states: "ERROR: You cannot submit for July 2005 services. Final payments have already been processed for March 2005 services. Beginning on May 1, 2005, agencies can submit their April 2005 services and any changes to prior periods (Retros (R), Adjustments (A) and Deletions(D))." Below the error message is a form with the question "What reporting agency and reporting period are these files for?". The form includes a "Reporting Agency" dropdown menu with "Astor Home for Children" selected, a "Reporting Month" dropdown menu with "07" selected, and a "Reporting Year" dropdown menu with "2005" selected. A "Submit" button is located below the form.

- If the user tries to submit files for a future or previously paid period, the user will not be able to proceed to next page. An error message will display telling the user what period is allowed for uploading.
- Click submit after all selections were made.
- For internal users, an error message would appear to ask user to select an agency from the Reporting Agency drop down menu if no agency was selected.

Upload Files

ACS Administration for Children's Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address https://adevapp3-9398/oirpt/sjsp/frameset_new.jsp Go Links »

nyc ACS Reports Distribution Main Reports Logout

Welcome Ken Wang from MIS

Detailed Spreadsheet Exception Summary Upload

Warning: The files you are uploading will overwrite files that were previously submitted.

Overwrite these files?

Agency:	P33(Berkshire Farm Center)
Period:	March,2004
User:	P33
Demographic File:	p33403d1.sdf
Movement File:	p33403m1.sdf
Date:	05/07/2004

With these?

Agency:	P33(Berkshire Farm Center)
Period:	March,2004
User:	Ken Wang

Select the movement and demographic files to upload:

Demographic File: Browse...

Movement File: Browse...

Submit Cancel

- After making the correct selections in the Upload page, the Confirmation page is displayed with the user name and user group.
- A warning message would appear if files were uploaded already for the agency and the period that the user selected. Information about the uploaded files would also be displayed.
- Information about the agency and the period that the user intends to upload is also displayed.

Upload Files

ACS Administration for Children's Services - Microsoft Internet Explorer

Address: https://adevapp3.9998/oirptjsp/frameset_new.jsp

ACS Reports Distribution

Choose file

Look in: isp_lib

all backup backup on compliance prod backupon20031007 classes compliance_reports copy from serverisp_lib DO IT VERSION document file upload migration migration doc_new migi new proc style tem tem

File name: Open Cancel

Files of type: All Files (*.*)

With these?

Agency: U12(Center for Children and Family (QSPCC))

Period: January,2004

User: Ken Wang

Demographic File: DEMOC-Formatted.txt

Movement File: MOVEC-Formatted.txt

Date: 2004-05-06

Select the movement and demographic files to upload:

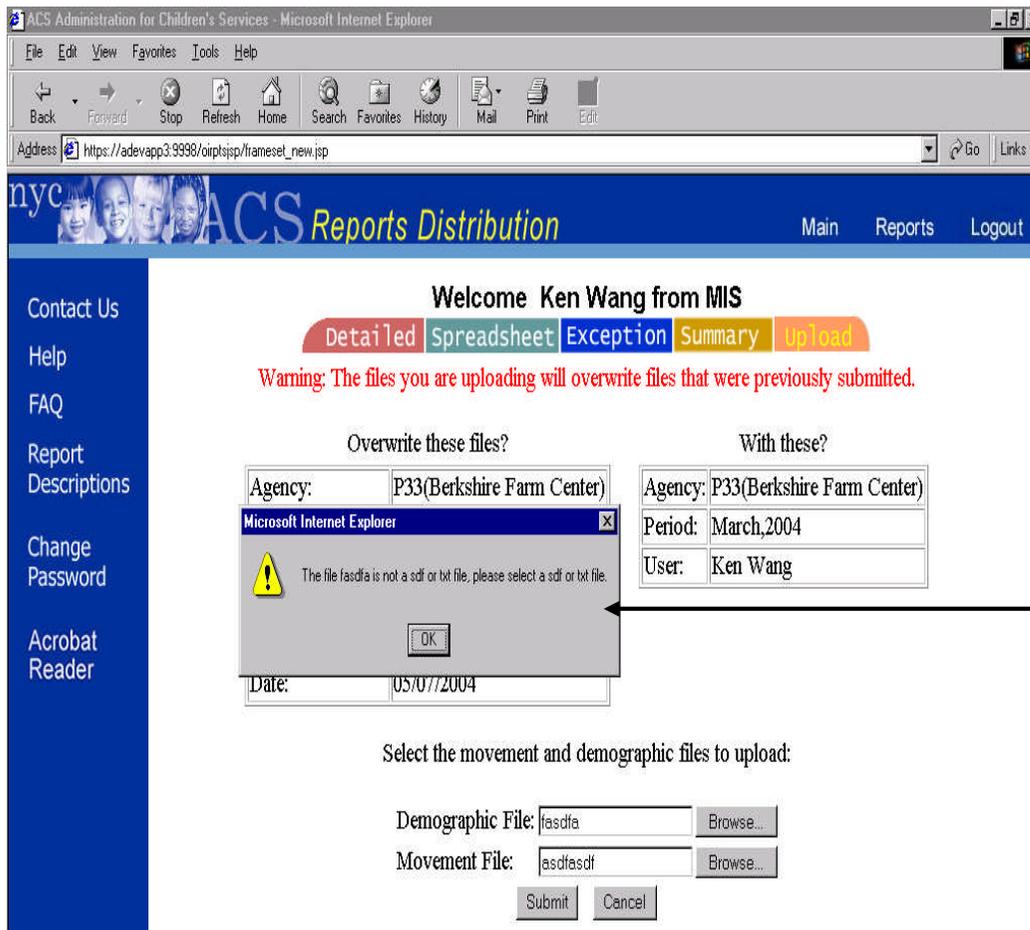
Demographic File: Browse...

Movement File: Browse...

Submit Cancel

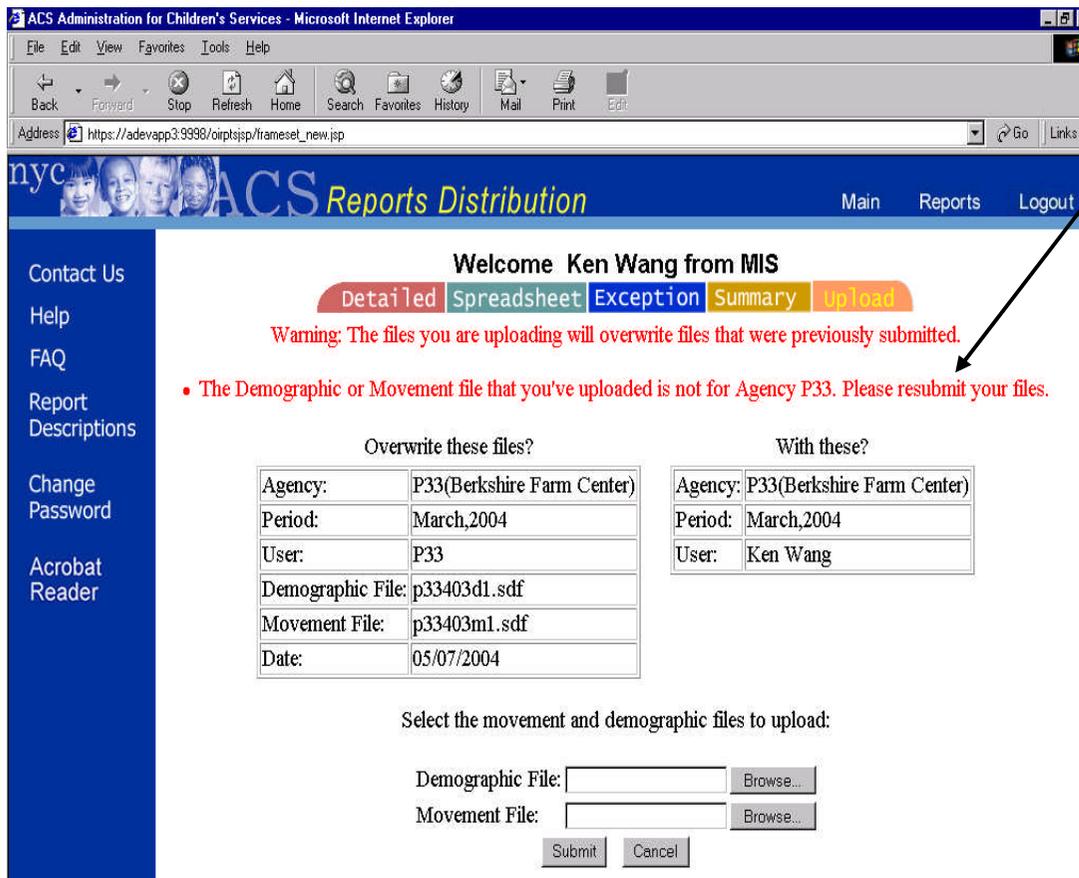
- To overwrite or upload files click the first browse button to select a Demographic file (must be .txt or .sdf file).
- Click the second browse button to select a Movement file (must be .txt or .sdf file).
- After clicking the browse button, a file selection popup menu is displayed. Select the file from your local machine and click open.
- Click Submit after selecting the files.
- Click Cancel if user wants to select a different agency or period.

Upload Files



- After clicking the submit, the popup error message box would display if files are not .txt or .sdf.
- The popup error message box would also appear if one of the following error occurs.
 - Demographic file is not selected.
 - Movement file is not selected.
 - Both Movement and Demographic files point to the same file on the user's local machine.
 - Either Demographic file or Movement file contains bad file name.

Upload Files



ACS Administration for Children's Services - Microsoft Internet Explorer

Address: https://adevapp3:9998/oirptsjsp/frameset_new.jsp

ACS Reports Distribution

Main Reports Logout

Welcome Ken Wang from MIS

Detailed Spreadsheet Exception Summary Upload

Warning: The files you are uploading will overwrite files that were previously submitted.

- The Demographic or Movement file that you've uploaded is not for Agency P33. Please resubmit your files.

Overwrite these files?		With these?	
Agency:	P33(Berkshire Farm Center)	Agency:	P33(Berkshire Farm Center)
Period:	March,2004	Period:	March,2004
User:	P33	User:	Ken Wang
Demographic File:	p33403d1.sdf		
Movement File:	p33403m1.sdf		
Date:	05/07/2004		

Select the movement and demographic files to upload:

Demographic File: Browse...

Movement File: Browse...

Submit Cancel

After entering the correct file names and clicking the Submit. An error message will appear in red if the file's content is not correct.

Upload Files

Here's a list of the errors users might encounter during the uploading process.

The format of Demographic or Movement file is incorrect.

Either your Demographic or Movement file contains incorrect data format. Please make sure you select the correct file for the demographic and the correct file for the movement.

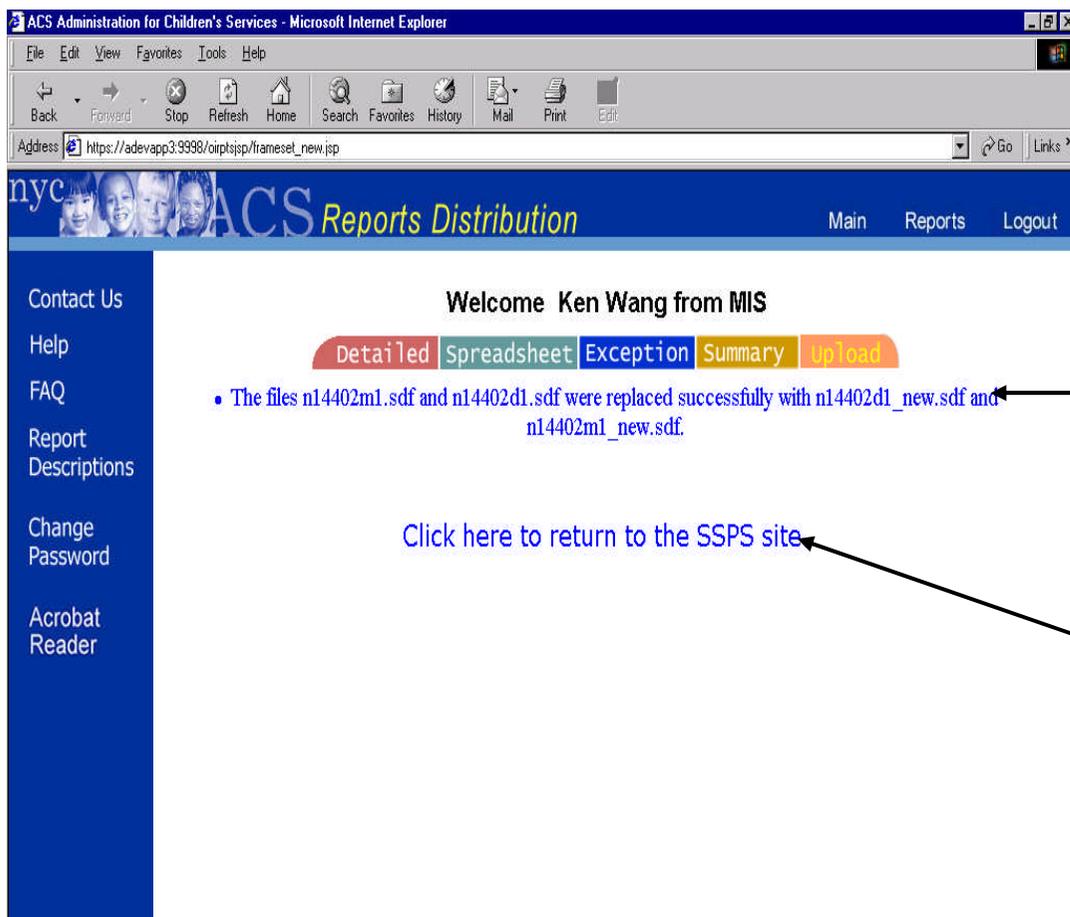
The Demographic or Movement file that you've uploaded is not for Agency XXX.

Either your demographic or movement file is not for the agency that you have selected to upload.

The Movement file has no record for the March, 2004 period.

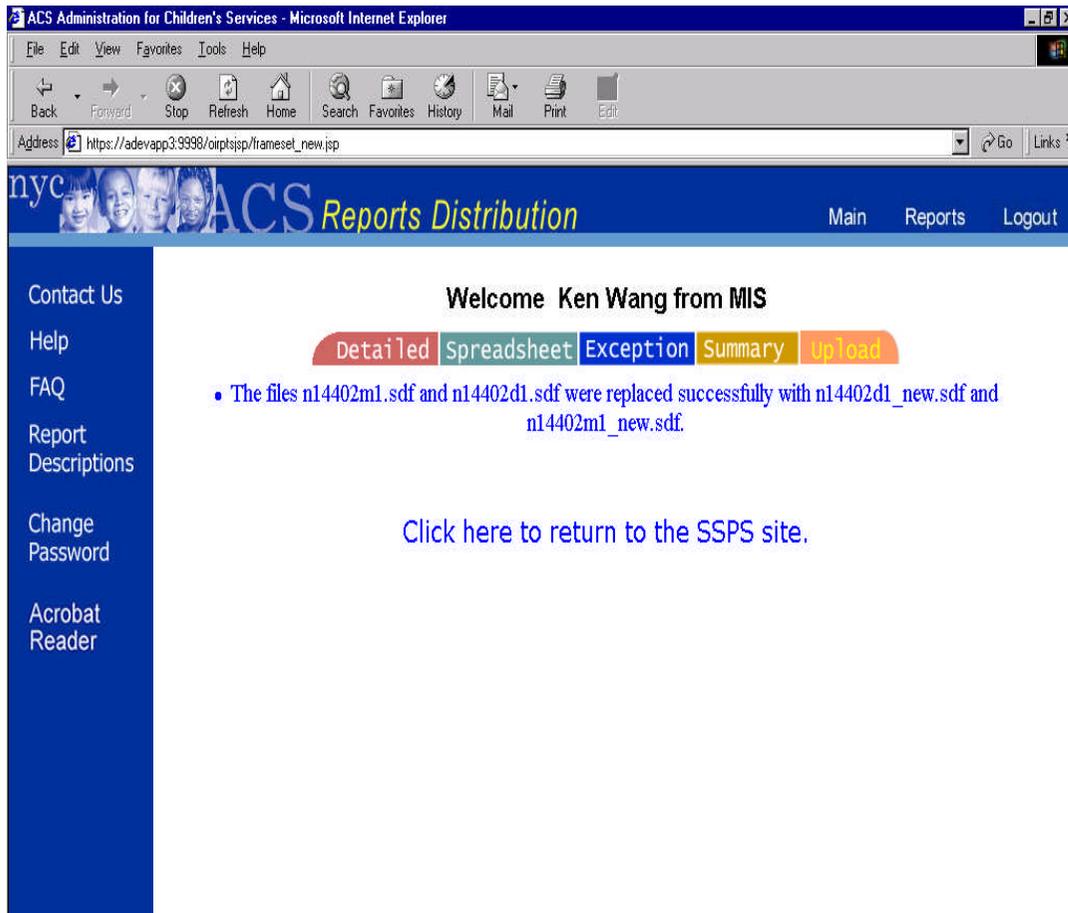
The movement file that you have selected for the agency does not contain any records for period 03/2004. The movement file has to contain at least one record for the period that you have specified to upload.

Upload Files



- After selecting a correct demographic and movement files and clicking the submit. The Upload Confirmation Page is displayed.
- A message informing the user the files were replaced successfully or files were uploaded successfully is displayed.
- Click on the link to return to the SSPS site.

Logging Out



When you finish viewing all your reports, click the “Logout” button in the header.