USA Staffing

Reporting and Analytics Workgroup
May 9, 2023

We will start at approximately 1:03 to allow time for people to sign in

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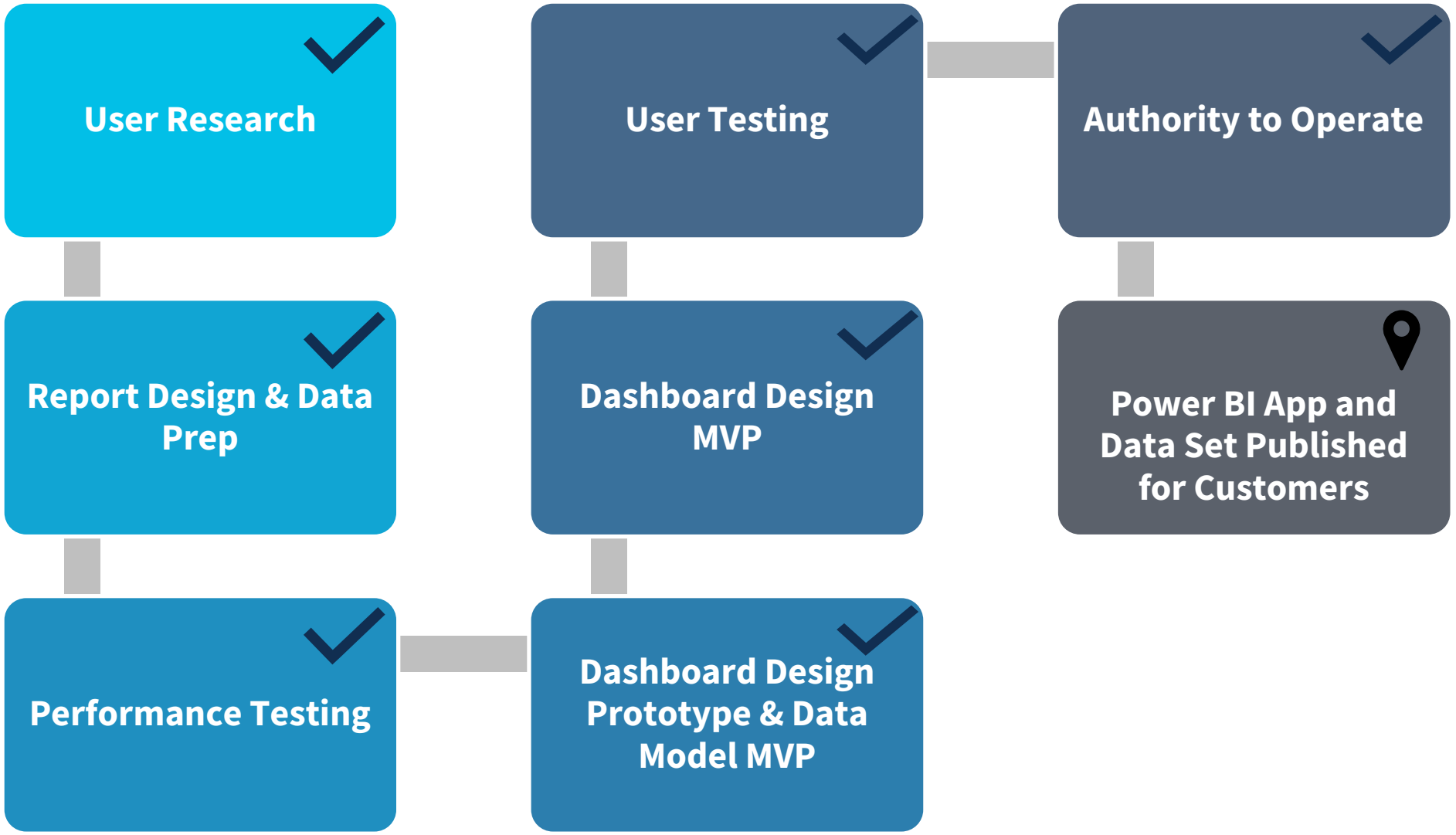
Agenda

1. Power BI Update
2. Cognos Performance Metrics
3. Cognos Training Program
4. Modifications to Reports and Data Models
5. API Updates
6. Cognos Tip
7. Open Demonstration and Q&A

Power BI Updates

Power BI Implementation Milestones



User Testing and Release

Next Steps

What we have completed

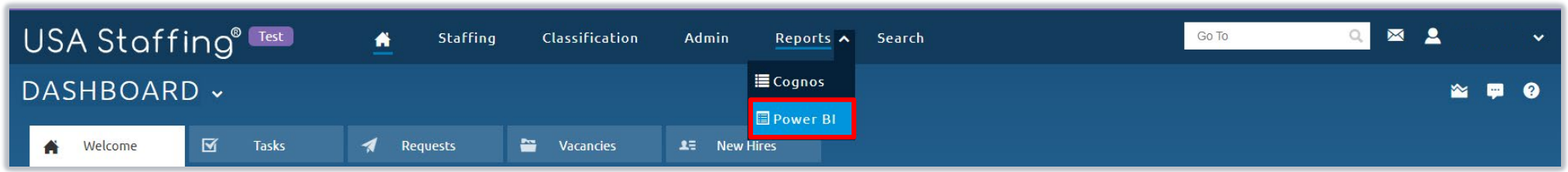
- Security approval/authority to operate for User License reporting
- Power BI agency access testing completed with 140+ Staffing Organizations (as set up in USAS)
- Successful cross-cloud configuration and testing with GCC High and DOD GOV clouds:
  - Air Force NAF
  - Department of Justice
  - Treasury Department
- Microsoft Authenticator App Job Aid published

Next Steps

- Conduct broader authentication testing with reporting users
- Publish User License data in Power BI Production environment
- Release User License Power BI app and job aid to onboarded customers and collect feedback
- Release User-based Licensing Job Aid and Power BI FAQ
- Power BI Pro Licenses – initial request to submit user names
- Power BI agency access testing with remaining DOD components
- Hold Time to Hire report ideation session
- Host workspace administration session

Broader Authentication User Testing

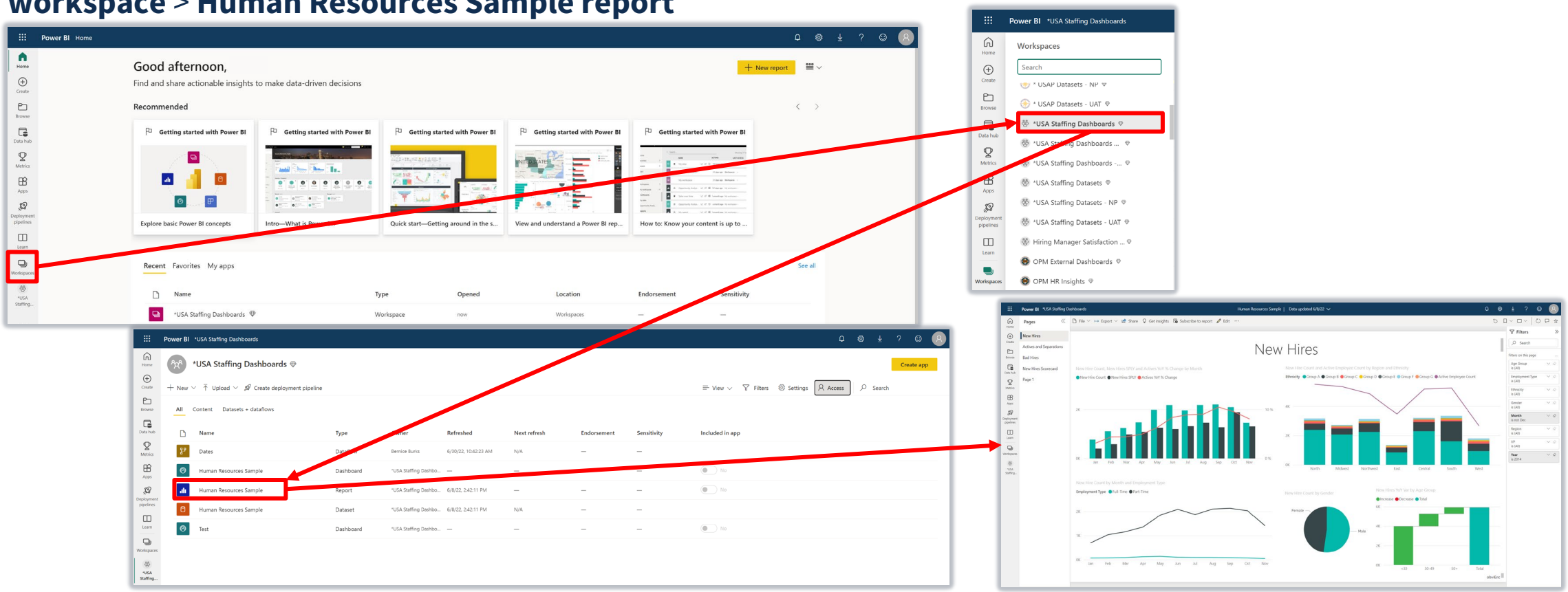
- Power BI link will be available in USA Staffing Production environment under the Reports menu on **May 12**



- Reporting users are invited to set up the Microsoft Authenticator App using the job aid published under “Power BI Training Resources” on the Reports and Analytics page of the USA Staffing Resource Center:
  - https://help.usastaffing.gov/ResourceCenter/index.php/Reporting_and_Analytics

Broader Authentication User Testing

- After setting up the Authenticator app, use the Power BI link in USAS to verify access to **USA Staffing Dashboards workspace** > **Human Resources Sample report***



* Reporting users from agency customers not onboarded yet will be unable to test. These include:

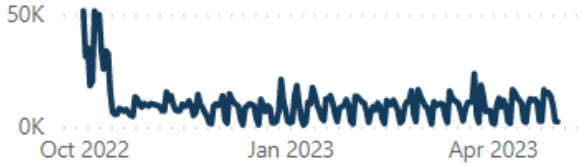
- DOD components: Defense Health Agency, Defense Logistics Agency, DOD Education Activity, Department of the Army, Department of the Navy NAF, National Guard, Intelligence Community
- DOJ components: Executive Office for U.S. Attorneys, U.S. Marshals Service
- IRS, Executive Office of the President, and National Mediation Board

Cognos Performance Metrics

FY23 All Reports

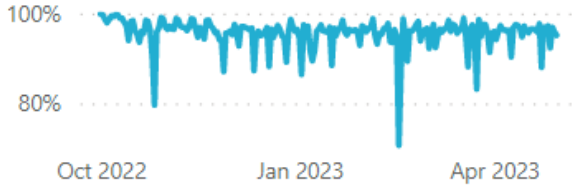
Cognos Total Runs

2,177,959



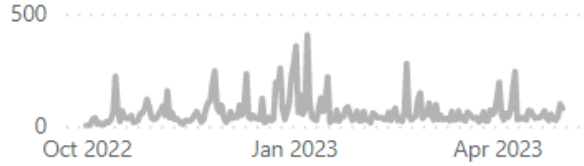
Avg. Success Rate

96.45%

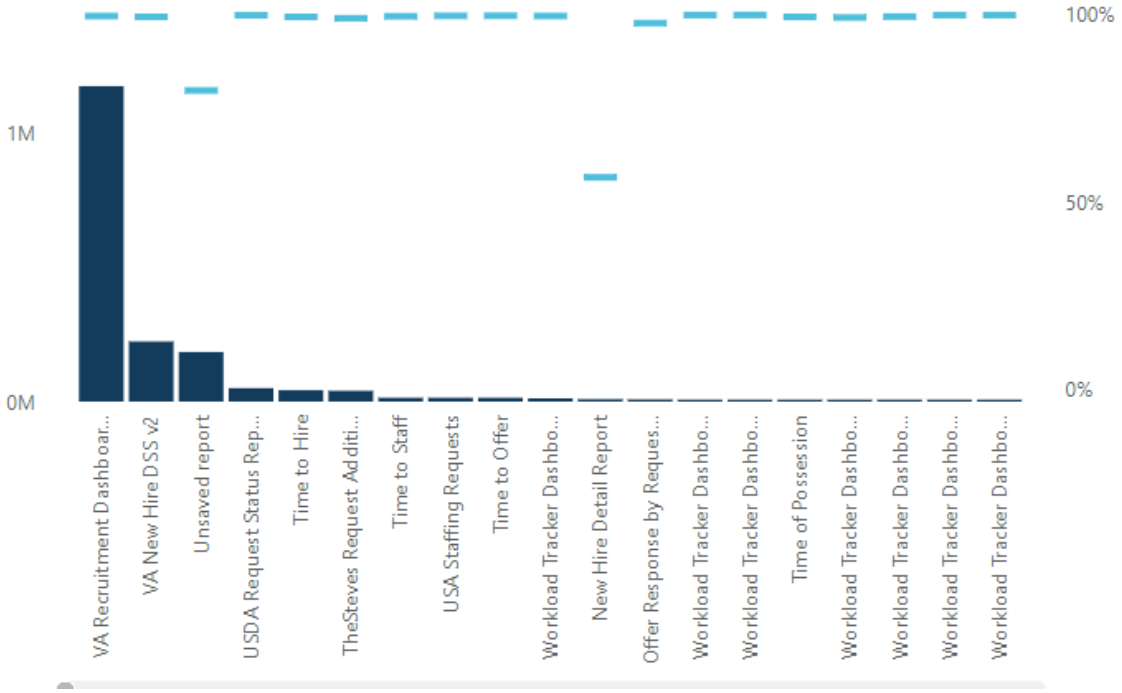


Avg. Runtime (Sec)

42.81



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	1,173,659	99.71%	5.97
VA New Hire DSS v2	223,619	99.49%	5.00
Unsaved report	184,439	79.80%	12.78
USDA Request Status Report - Certificate V3	50,159	99.90%	30.59
Time to Hire	42,281	99.47%	18.68
TheSteves Request Additional Information Report	40,072	99.11%	1.96
Time to Staff	14,370	99.65%	7.93
USA Staffing Requests	14,367	99.76%	2.16
Time to Offer	14,361	99.79%	2.42
Workload Tracker Dashboard - Qualification Analysis Phase	12,291	99.72%	9.42
New Hire Detail Report	9,057	56.56%	379.22
Offer Response by Request Number	8,197	97.82%	3.38
Workload Tracker Dashboard - RequestsAnnouncementsCerts	7,057	99.97%	9.73
Workload Tracker Dashboard - NewHireCertSelections	7,043	99.99%	8.06
Time of Possession	5,267	99.47%	81.71
Workload Tracker Dashboard - Interviews and	4,826	99.32%	9.96
Total	**2,177,959**	**96.45%**	**42.81**

Data Source: USAJOBS Data Through: April 2023

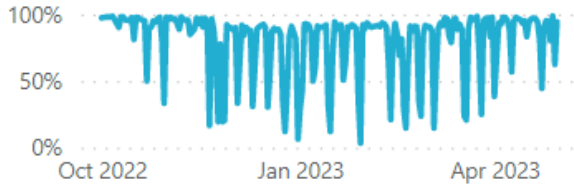
FY23 HDW Reports

HDW Total Runs

71,728

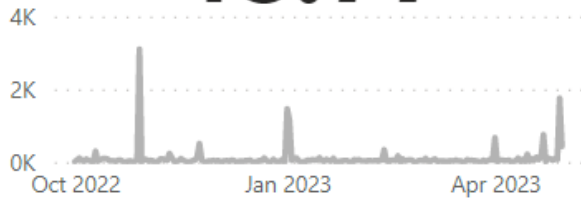
Avg. Success Rate

91.06%

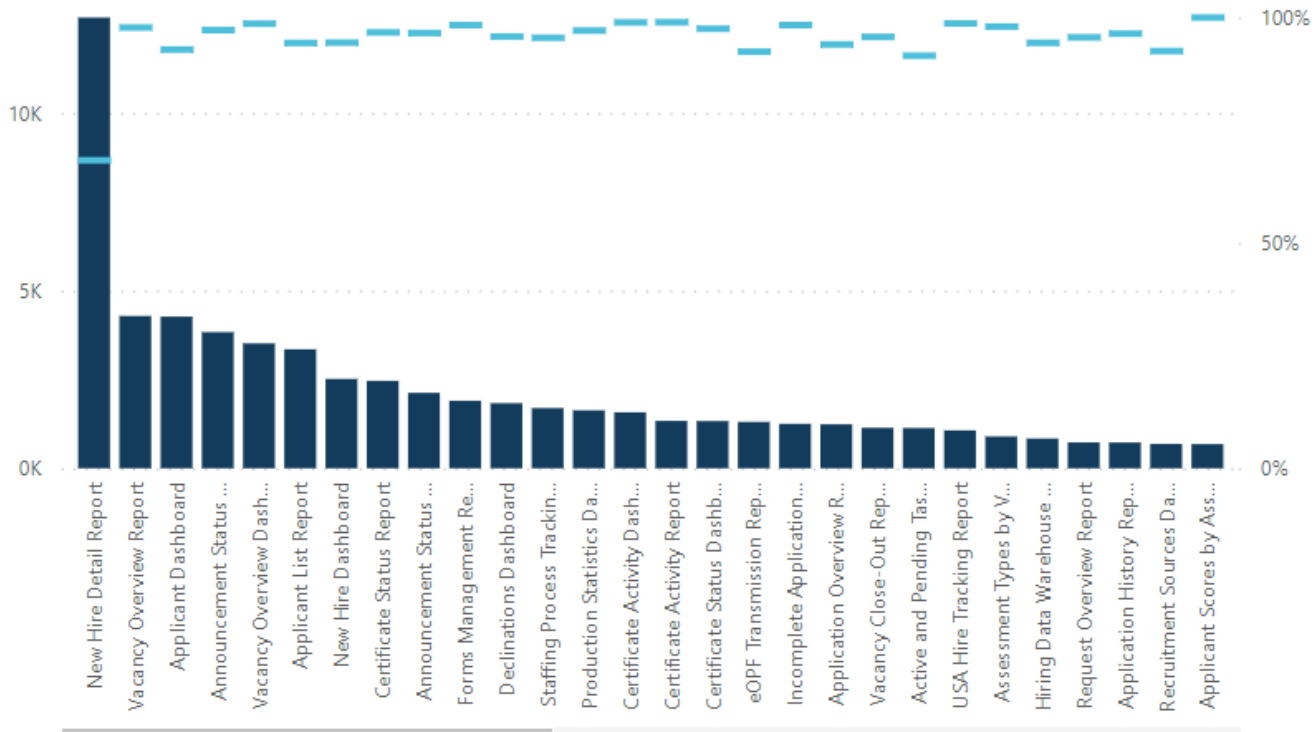


Avg. Runtime (Sec)

48.77



HDW Total Runs and HDW Success Rate



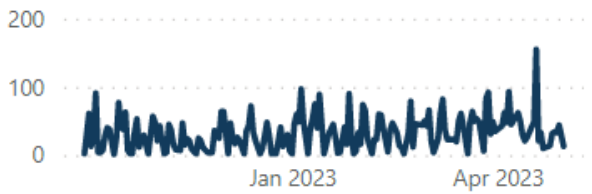
Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	12,687	68.34%	94.74
Vacancy Overview Report	4,288	97.78%	7.14
Applicant Dashboard	4,269	92.90%	65.04
Announcement Status Report	3,833	97.21%	9.83
Vacancy Overview Dashboard	3,516	98.63%	5.49
Applicant List Report	3,350	94.36%	49.75
New Hire Dashboard	2,517	94.44%	67.25
Certificate Status Report	2,462	96.71%	33.36
Announcement Status Dashboard	2,123	96.56%	9.81
Forms Management Report	1,901	98.32%	2.20
Declinations Dashboard	1,833	95.80%	78.65
Staffing Process Tracking Report	1,695	95.52%	51.27
Production Statistics Dashboard	1,632	97.12%	60.67
Certificate Activity Dashboard	1,576	98.92%	5.21
Certificate Activity Report	1,334	98.95%	4.63
Certificate Status Dashboard	1,329	97.52%	68.65
eOPF Transmission Report	1,306	92.42%	44.92
Incomplete Applications Report	1,252	98.32%	3.19
Application Overview Report	1,239	94.03%	105.02
Total	**71,728**	**91.06%**	**48.77**

Data Source: USAJOBS Data Through: April 2023

FY23 Time to Hire

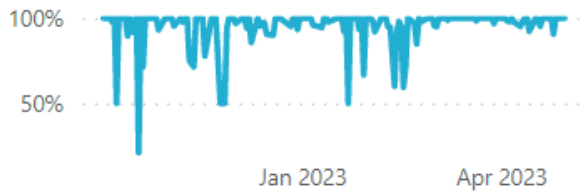
Cognos Total Runs

5,944



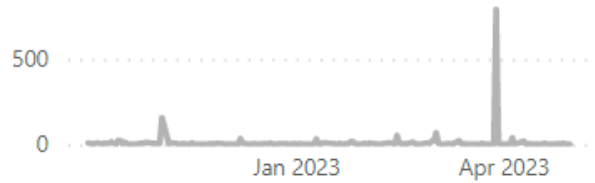
Avg. Success Rate

96.79%



Avg. Runtime (Sec)

11.39



Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	4,225	97.11%	4.65
Time to Hire Summary Report (Completed Requests)	1,433	95.67%	33.15
MCO Staffing Resource Chart	286	97.55%	3.62
Total	**5,944**	**96.79%**	**11.39**

Data Source: USAJOBS Data Through: April 2023

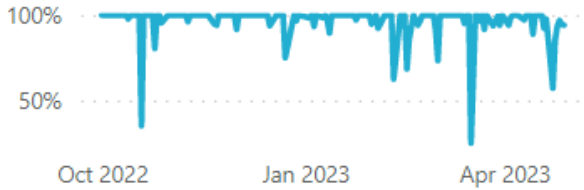
FY23 User License

Cognos Total Runs

3,935

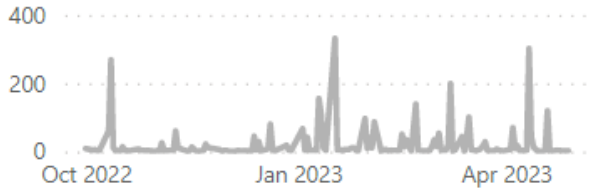
Avg. Success Rate

96.39%

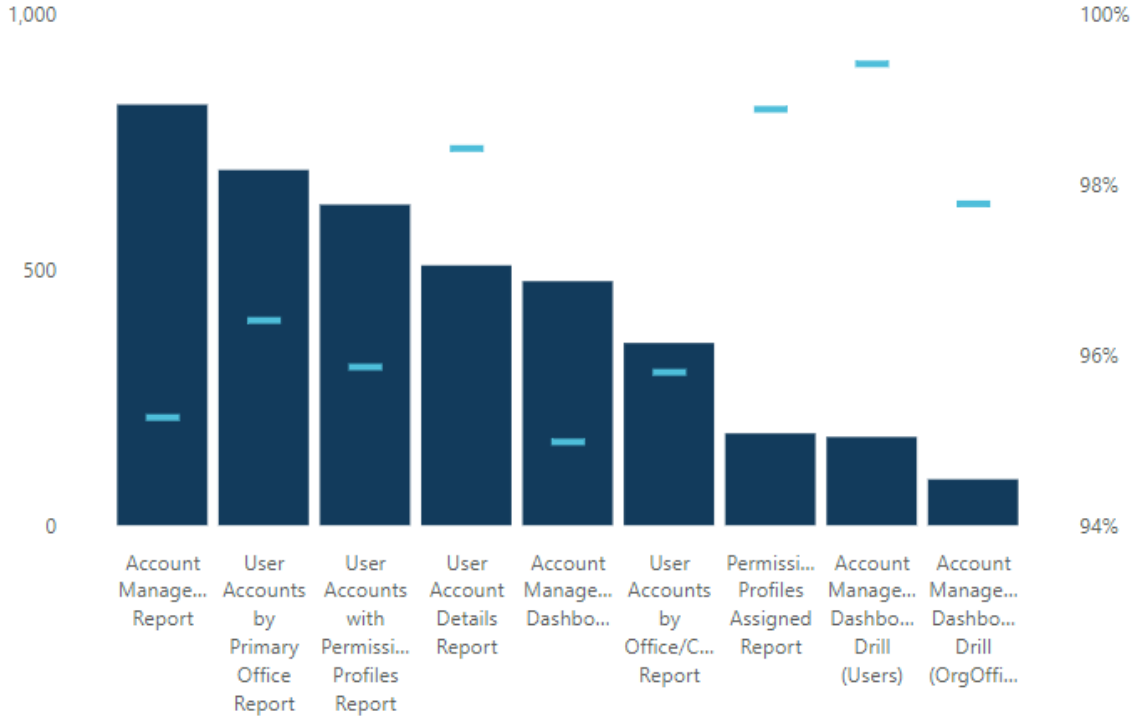


Avg. Runtime (Sec)

25.39



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Account Management Report	824	95.27%	45.07
User Accounts by Primary Office Report	696	96.41%	3.82
User Accounts with Permission Profiles Report	628	95.86%	24.14
User Account Details Report	509	98.43%	18.14
Account Management Dashboard	478	94.98%	41.35
User Accounts by Office/Customer Report	357	95.80%	20.35
Permission Profiles Assigned Report	180	98.89%	12.92
Account Management Dashboard Drill (Users)	173	99.42%	6.62
Account Management Dashboard Drill (OrgOffice)	90	97.78%	63.21
Total	**3,935**	**96.39%**	**25.39**

Data Source: USAJOBS Data Through: April 2023

Cognos Training Program

Cognos Consumer Forums

Starting in May!

- New forums provide report consumers with the opportunity to ask questions.
- Agenda is determined by the participants – the purpose is to respond to questions and requests for demonstrations.
- Questions or requests for demonstrations may be submitted in advance to USAStaffingData@opm.gov.
- Forums held on the third Thursday of each month at 11:00 AM ET for one hour.
- Pre-requisite: completion of Cognos Consumer Training
- No registration required. Meeting information, including a link to log in to the forum, will be sent to users approximately 1-2 weeks in advance of each forum.

Available Trainings

	Report Consumer Training	Cognos Consumer Forum	Report Author Training	Advanced Author Forum
Who?	• New USA Staffing reports users	• Report consumers	• New report authors	• Report authors
What?	• How to navigate to and run reports	• Open forum to ask questions	• How to get started building reports	• Open forum to ask questions
Time?	• ~4 hours	• 1 hour	• 1 ½ days	• 1 hour
When?	• Anytime!	• The third Thursday of each month at 11:00 AM EDT	• Monthly	• The first Thursday of each month at 11:00 AM EDT
How?	• https://lcms.usalearning.net/lcms/CustomerExtractions/launch/1380/Course4466/Launch.html	• All report consumers. Questions can be submitted in advance	• Contact your USA Staffing Account Manager to sign-up.	• All report authors. Questions can be submitted in advance

Upcoming Trainings

	Cognos Consumer Forum	Report Author Training	Advanced Author Forum
Dates	Thursday, May 18 11:00 AM – 12:00 PM EDT Thursday, June 15 11:00 AM – 12:00 PM EDT Thursday, July 20 11:00 AM – 12:00 PM EDT Thursday, August 17 11:00 AM – 12:00 PM EDT	Wednesday, June 21 10:00 AM – 3:00 PM EDT + Thursday, June 22 10:00 AM – 3:00 PM EDT Tuesday, July 18 10:00 AM – 3:00 PM EDT + Wednesday, July 19 10:00 AM – 3:00 PM EDT	Thursday, May 4 11:00 AM – 12:00 PM EDT Thursday, June 1 11:00 AM – 12:00 PM EDT Thursday, July 6 11:00 AM – 12:00 PM EDT Thursday, August 3 11:00 AM – 12:00 PM EDT
How to Register	No registration required. Questions can be submitted in advance. USAStaffingData@opm.gov	Contact your USA Staffing Account Manager.	No registration required. Questions can be submitted in advance. USAStaffingData@opm.gov

Modifications to Reports and Data Models

Sprint 45 deployed to Production on April 12th
Sprint 46 deployed to Production on April 26th
Sprint 47 will be deployed to Production on May 10th

New or Modified Reports

Time to Hire Reports

Time to Hire Detail Report – deployed April 26th

The Time to Hire Detail Report was modified. This report provides detail level data on the milestones of the hiring process and overall time to hire. The report was updated to include a column for vacancy type as well as an optional prompt for vacancy type. Additionally, the report was modified to have the same look and feel as Hiring Data Warehouse and User License reports.

- Team Content > USA Staffing Packages and Folders > Time to Hire

Time to Hire Summary Report (Completed Requests) – will be deployed May 10th

The Time to Hire Summary Report (Completed Requests) was modified. This displays summary level data on the milestones of the hiring process and the overall time to hire for completed requests. The report was updated to include an optional prompt for vacancy type. Additionally, the report was modified to have the same look and feel as Hiring Data Warehouse and User License reports.

- Team Content > USA Staffing Packages and Folders > Time to Hire

Data Model Changes

Applicant Flow Data Warehouse

Application Originally Submitted – deployed April 26th
New query items were added to the Application query subject in the Application Rating Combination and Vacancy namespaces to enable reporting on the original submission date of applications.

Application Rating Combination Namespace
- Application Information folder > Application query subject
  - [Application Rating Combination].[Application].[Application Originally Submitted Date/Time]

Vacancy Namespace
- Application Information folder > Application query subject
  - [Vacancy].[Application].[Application Originally Submitted Date/Time]

Data Model Changes

Hiring Data Warehouse

Appointment Type – deployed April 26th
A new query item was added to enable reporting on the appointment type override text.

Announcements folder > Announcement Information sub-folder

- Announcement query subject
  - [Presentation View].[Announcement].[Appointment Type Override Text]

Data Model Changes

Hiring Data Warehouse

Applicant List Hurdle Filters – will be deployed May 10th
A new query subject and associated query items was added to enable reporting on applicant list filters based on hurdle information.

Applicants folder > Applicant List Information sub-folder

- Applicant List Hurdle Filters query subject
  - [Presentation View].[Applicant List Hurdle Filters].[Applicant List Hurdle Filter Cutpoint]
  - [Presentation View].[Applicant List Hurdle Filters].[Applicant List Hurdle Filter Hurdle]
  - [Presentation View].[Applicant List Hurdle Filters].[Applicant List Hurdle Filter Hurdle Status]
  - [Presentation View].[Applicant List Hurdle Filters].[Applicant List Hurdle Filter Name]
  - [Presentation View].[Applicant List Hurdle Filters].[Applicant List Hurdle Filter Type]
  - [Presentation View].[Applicant List Hurdle Filters].[Applicant List Hurdle Filter Rating Combination]

Data Model Changes

Hiring Data Warehouse

Application Originally Submitted – deployed April 26th
A new query item was added to enable reporting on the original submission date of applications in the application and certificate applications areas.

Applications folder > Application Information sub-folder
- Application query subject
  - [Presentation View].[Application].[Application Originally Submitted Date/Time]

Certificates folder > Certificate Information sub-folder
- Certificate Applications query subject
  - [Presentation View].[Certificate Applications].[Certificate Application Originally Submitted Date/Time]

Data Model Changes

Hiring Data Warehouse

New Hire Benefits – deployed April 26th

A new query subject and query items were added to enable reporting on new hire responses to items on questionnaires and forms in the new hire record as well as effective dates for benefits.

New Hires folder > New Hire Information sub-folder

- Benefits Information query subject
  - [Presentation View].[Benefits Information].[Current Health Coverage Item]
  - [Presentation View].[Benefits Information].[Current Health Coverage Response]
  - [Presentation View].[Benefits Information].[FEGLI Coverage Election Item]
  - [Presentation View].[Benefits Information].[FEGLI Coverage Item Response]
  - [Presentation View].[Benefits Information].[FEGLI Effective Date]
  - [Presentation View].[Benefits Information].[FEHB Effective Date]
  - [Presentation View].[Benefits Information].[New FEHB Enrollment Code Item]
  - [Presentation View].[Benefits Information].[New FEHB Enrollment Code Response]
  - [Presentation View].[Benefits Information].[New FEHB Plan Name Item]
  - [Presentation View].[Benefits Information].[New FEHB Plan Name Response]
  - [Presentation View].[Benefits Information].[Receive FEGLI Item]
  - [Presentation View].[Benefits Information].[Receive FEGLI Response]
  - [Presentation View].[Benefits Information].[Receive FEHB Item]
  - [Presentation View].[Benefits Information].[Receive FEHB Response]
  - [Presentation View].[Benefits Information].[Retired Pay Item]
  - [Presentation View].[Benefits Information].[Retired Pay Response]
  - [Presentation View].[Benefits Information].[Retirement Plan]
  - [Presentation View].[Benefits Information].[TSP Effective Date]
  - [Presentation View].[Benefits Information].[TSP Roth Contribution Item]
  - [Presentation View].[Benefits Information].[TSP Roth Contribution Response]
  - [Presentation View].[Benefits Information].[TSP Traditional Contribution Item]
  - [Presentation View].[Benefits Information].[TSP Traditional Contribution Response]

API Updates

USA Staffing Data APIs

Records Filtered by Date
The following APIs were updated to allow users to return a filtered list of records using startDate and endDate based on dwLastModifiedDateTime.

- Time to Hire API **– deployed April 5th**
- Certificate Applications API **– will be deployed May 10th**

USA Staffing Data APIs

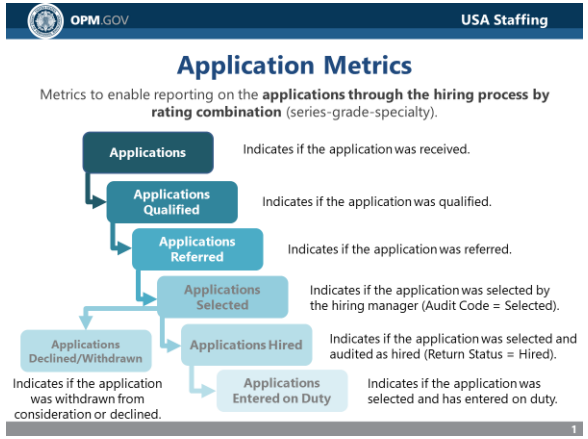
Announcements – deployed April 5th
The Announcements API was updated to include new columns for location label and location openings.

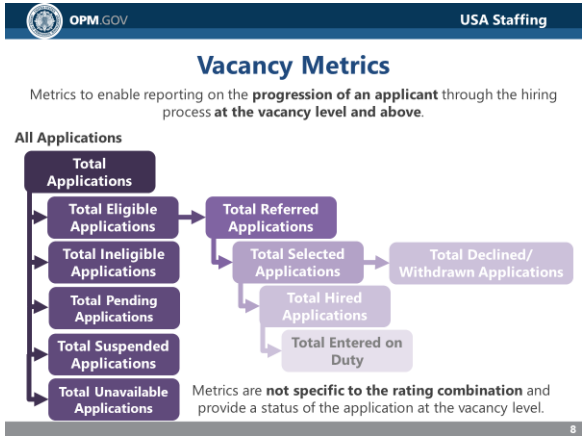
Cognos Tip

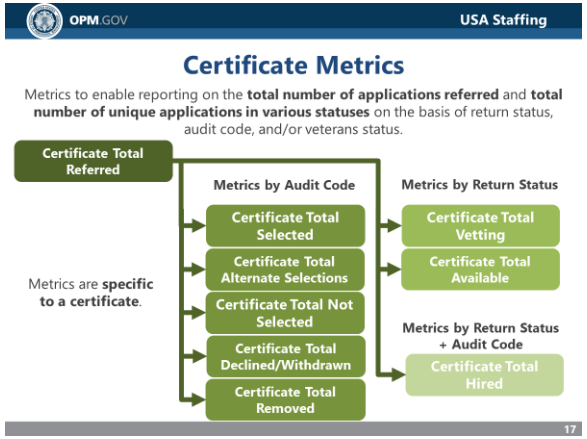
Separate Queries for Custom Calculations

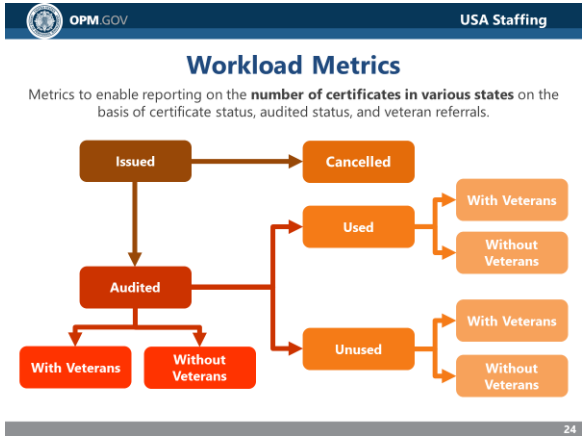
Metrics

There are many pre-built calculations are available in data sources such as the Hiring Data Warehouse, however there may be instances where custom calculations are necessary for a specific report.







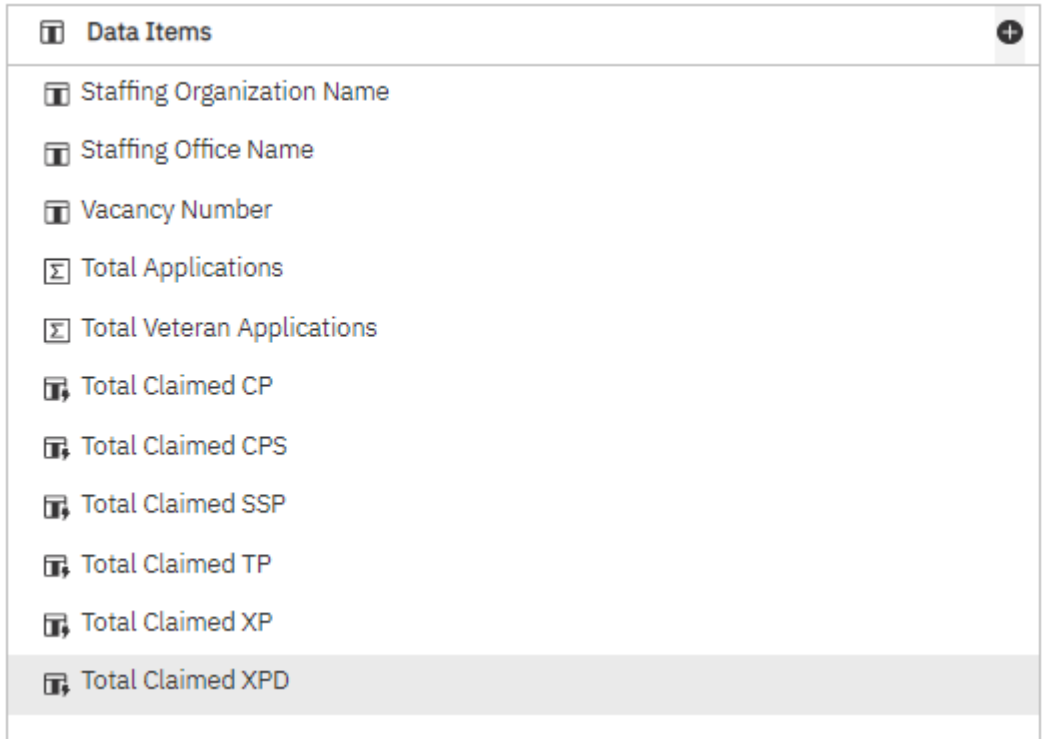


Metrics Job Aids:

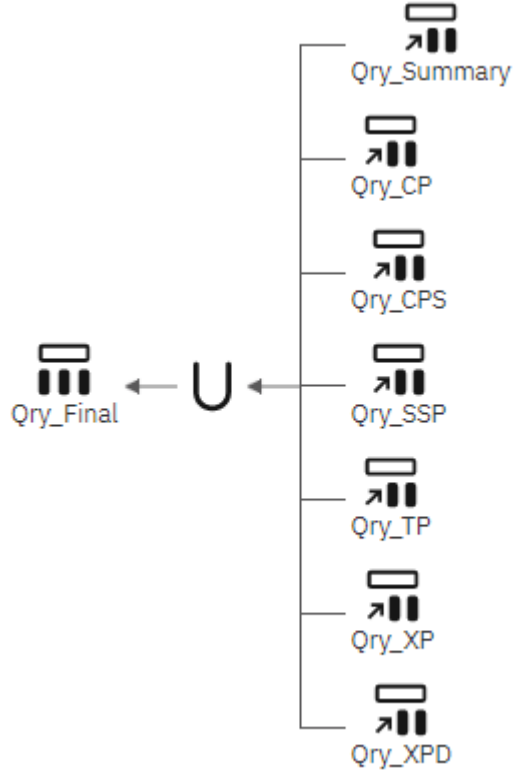
- HDW Application Metrics Job Aid: https://help.usastaffing.gov/ResourceCenter/images/9/90/HDW_Application_Metrics_Job_Aid_updated_03.24.21.pdf
- HDW Certificate Metrics Job Aid: https://help.usastaffing.gov/ResourceCenter/images/4/4a/HDW_Certificate_Metrics_Job_Aid.pdf
- HDW Vacancy Metrics Job Aid: https://help.usastaffing.gov/ResourceCenter/images/9/97/HDW_Vacancy_Metrics_Job_Aid_updated_7-1-21.pdf
- HDW Workload Metrics Job Aid: https://help.usastaffing.gov/ResourceCenter/images/a/a9/Workload_Metrics_Job_Aid.pdf

Custom Calculations

Many times, it is possible to create multiple metrics within the same query. Performance may improve when each metric is calculated in its own query and then joined or unioned together.



OR

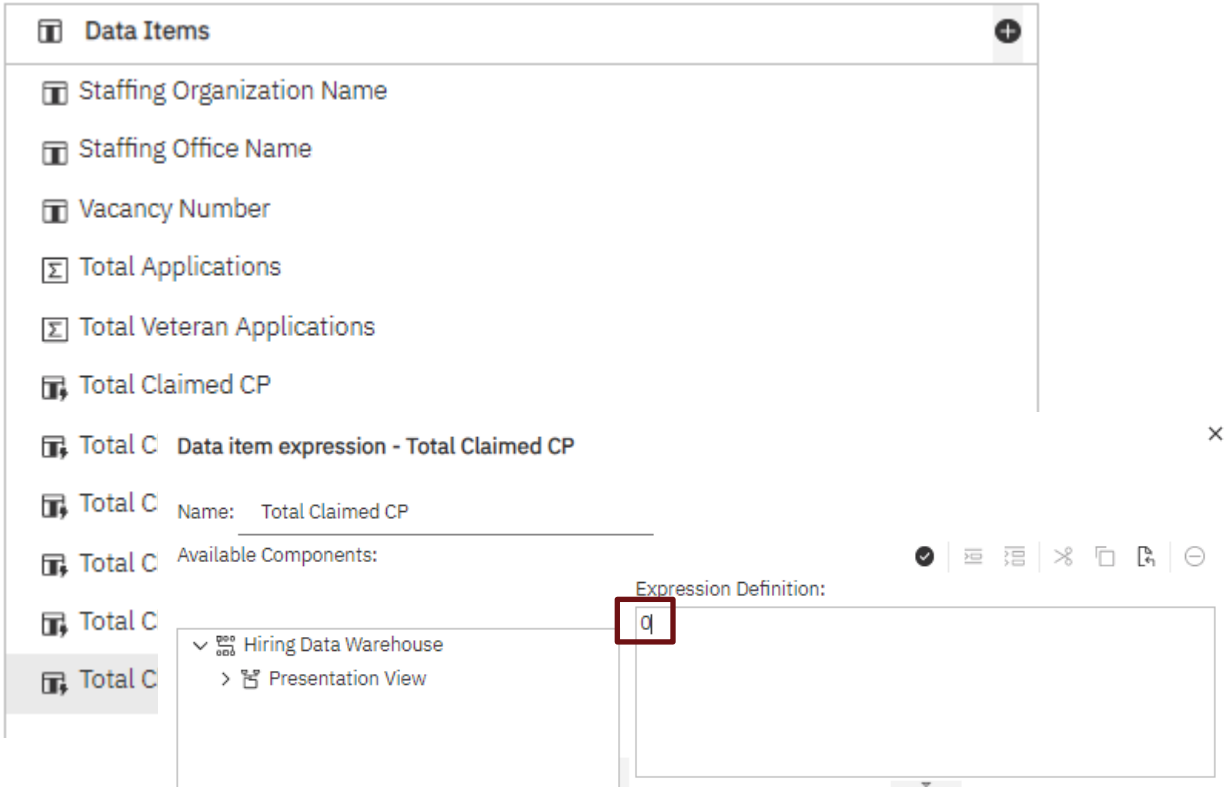


A union combines two or more identically structured queries into one (i.e., all queries must have the same column names in the same order).

Source Queries

Summary Query

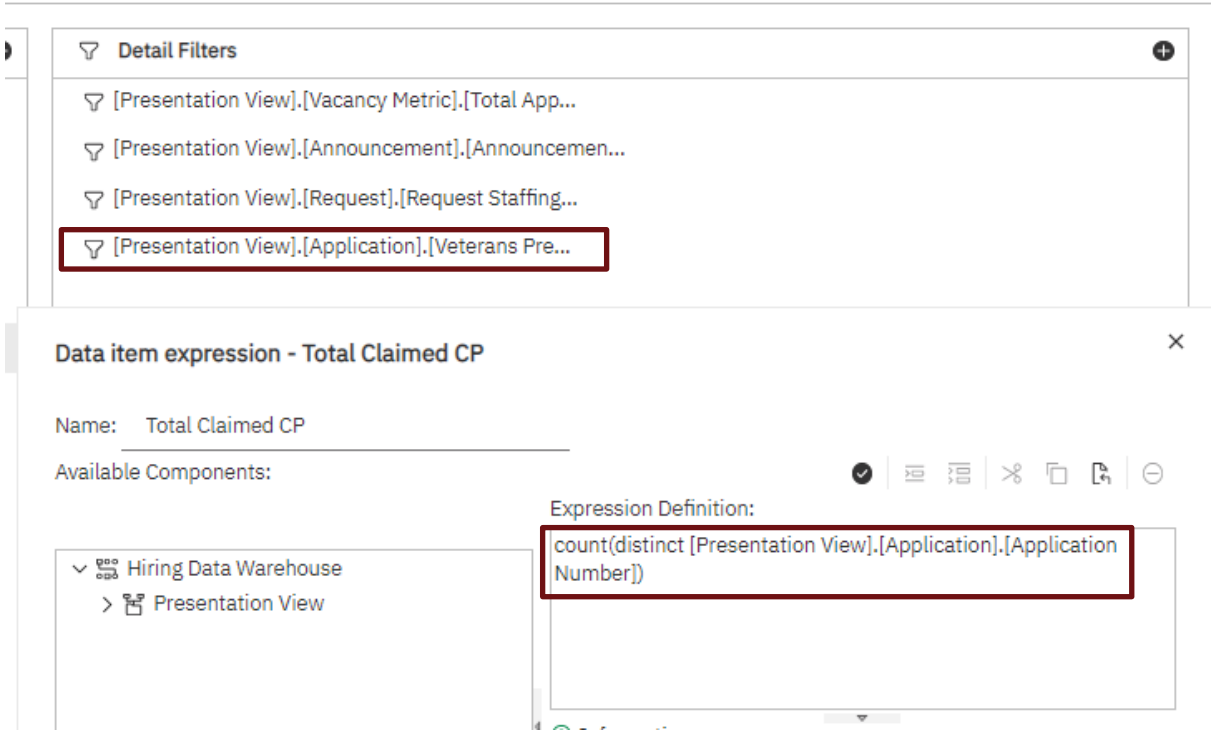
Contains data to join/union the data, pre-built metrics, and ‘dummy’ data items for the custom calculations.



‘Dummy’ data items are a placeholder for calculations that are performed in a different query.

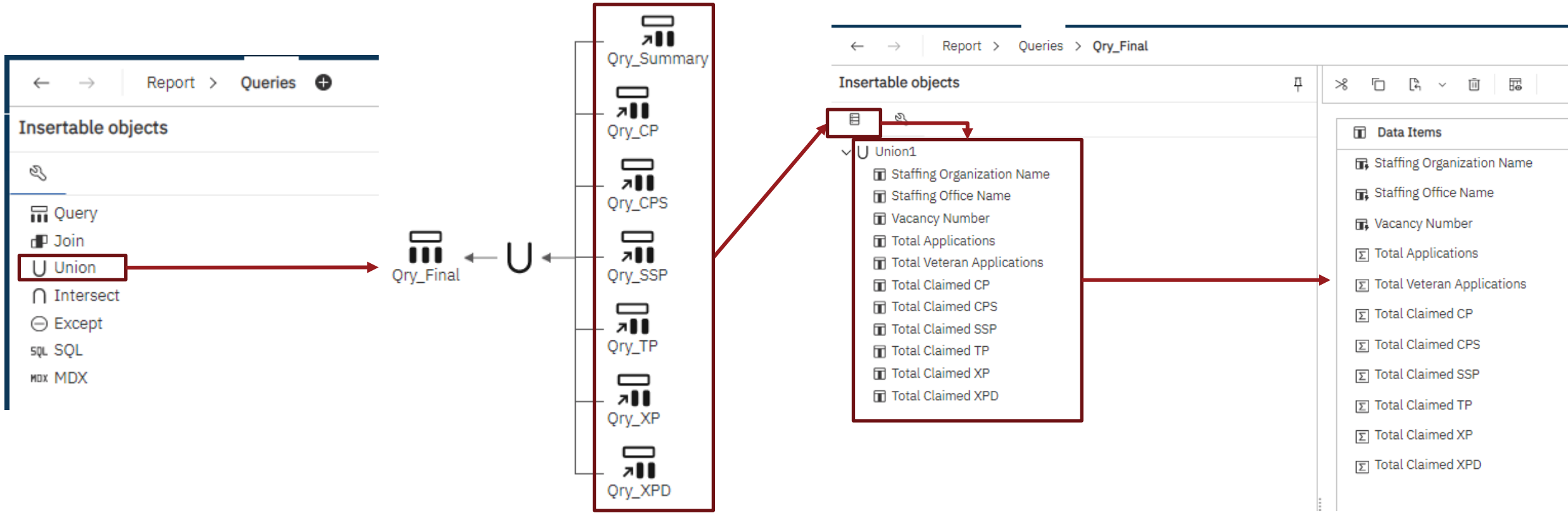
Calculation Queries

Contains data to join/union the data, one custom metric, and ‘dummy’ data items for the remaining metrics. Filters on the query can be used to simplify calculations.



Unioned Query

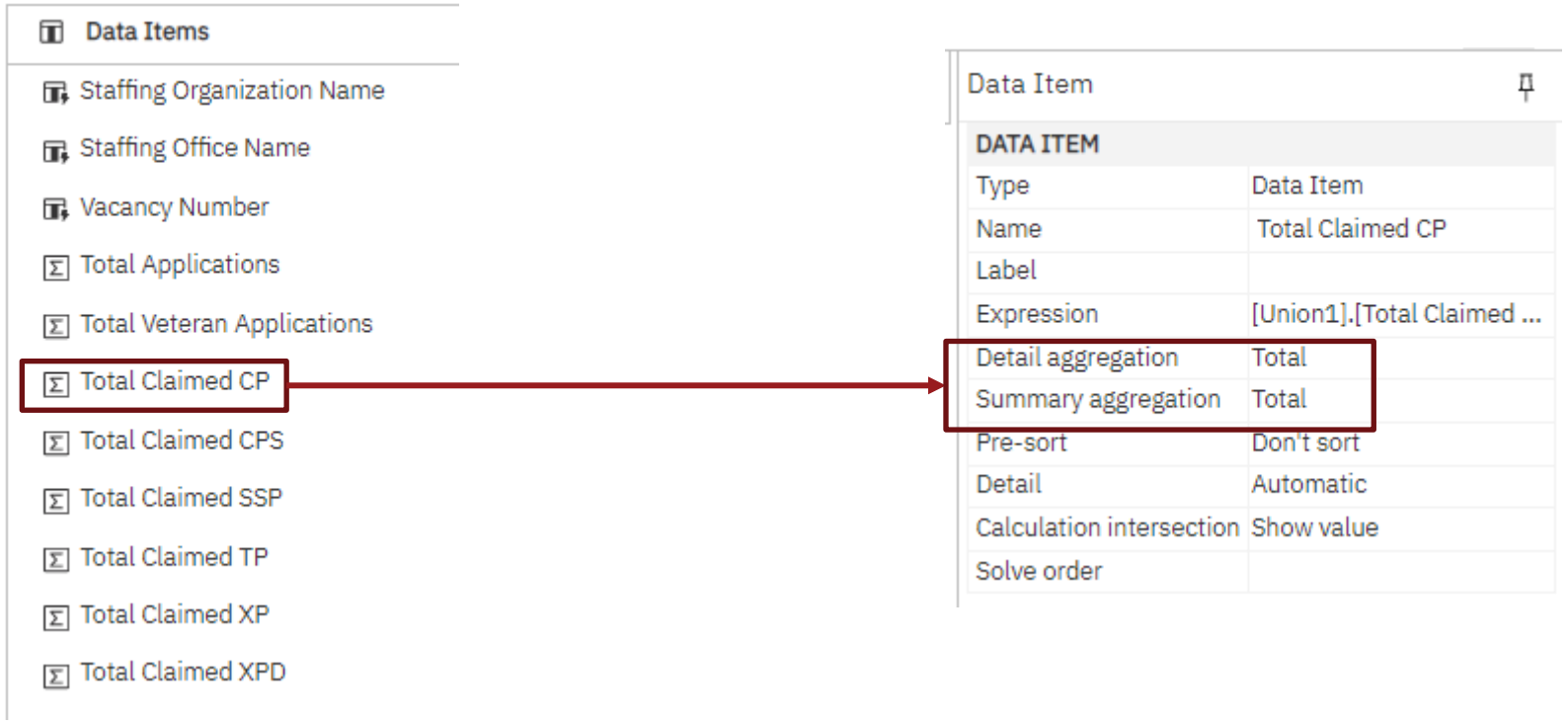
Once all the source queries have been created, create a Union from the toolbox and associated the source queries with the Union. Then add data items to the Union from the Data Source area.



The union will match up identifiers (e.g., Staffing Organization Name, Staffing Office Name, Vacancy Number) and aggregate metrics data to populate data into a single query.

Unioned Query Aggregations

Set the aggregation on each metric to ensure accurate calculations.



If all ‘dummy’ data items are set to 0, then aggregations can be based on ‘Total’, however it is critical to consider how the dummy items, custom calculations, and pre-built metrics are being used.

Union Output

Create your report list or visualization, setting the unioned query as the data source.

Staffing Organization Name	Staffing Office Name	Vacancy Number	Total Applications	Total Veteran Applications	Total Claimed CP	Total Claimed CPS	Total Claimed SSP	Total Claimed TP	Total Claimed XP	Total Claimed XPD
Department of Automated Testing	Office Alpha	10154082	7	2	0	1	0	0	0	1
Department of Automated Testing	Office Alpha	10157363	2	1	0	1	0	0	0	0
Department of Automated Testing	Office Beta	10153903	1	0	0	0	0	0	0	0
OPM Program	Program Office	10149699	3	0	0	0	0	0	0	0
OPM Program	Program Office	10154195	32	10	5	0	1	3	0	1
OPM Program	Program Office	10154196	1	1	0	1	0	0	0	0
OPM Program	Program Office	10155546	10	0	0	0	0	0	0	0
OPM Program	Program Office	10155620	4	0	0	0	0	0	0	0
OPM Program	Program Office	10155729	1	1	0	0	1	0	0	0
OPM Program	Program Office	10157738	7	4	0	2	0	0	2	0
OPM Program	Program Office	10157757	1	0	0	0	0	0	0	0

Open Demonstration and Q&A

USA Staffing Reporting Upcoming Events and Releases

Events

May 4	Advanced Author Forum
May 9	Reporting and Analytics Workgroup
May 18	Cognos Consumer Forum
June 1	Advanced Author Forum
June 15	Cognos Consumer Forum
June 20	Reporting and Analytics Workgroup
June 21-22	Cognos Report Author Training

Releases

May 3	Reporting Stage
May 10	Reporting Production
May 17	Reporting Stage
May 24	Reporting Production
May 31	Reporting Stage

The full USA Staffing Release Schedule and Release Notes can be found on the USA Staffing Resource Center.

Resources and Contacts

IBM Cognos Analytics User Guide

The official IBM user guide for Reporting via Cognos Analytics:
https://www.ibm.com/support/knowledgecenter/SSEP7J_11.0.0/com.ibm.swg.ba.cognos.ug_cr_rptstd.doc/ug_cr_rptstd.pdf?view=kc

USA Staffing Resource Center

Under the Reports and Analytics section, you'll find presentations from previous workgroup sessions and other resources: **https://help.usastaffing.gov/ResourceCenter/index.php?title=USA_Staffing_Resource_Center**

Need Help?

If you are experiencing issues accessing Cognos or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing. If you are unable to submit a HelpDesk ticket, please contact us at **USAStaffingData@opm.gov**