



# One Analytics Release Notes

September 2018

**CAPITA**

## Revision History

Version	Published on
September 2018 - 1.0	25/09/2018

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## Contacting One Application Support

You can log a call with One Application Support via the Customer Service tool available on [My Account](#).

## Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments on any aspect of our documentation, please email:

[onepublications@capita.co.uk](mailto:onepublications@capita.co.uk)

Please ensure that you include the document name, version and aspect of documentation on which you are commenting.



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## Document Purpose

These release notes are provided to users to detail the enhancements and resolutions included with the One Analytics September 2018 release. Each release contains all fixes and enhancements issued since the previous release. Instructions for downloading the latest release installation media are also included.

Should you have any questions about the implementation, testing, or user impacts of the changes listed in this document, please contact:

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## Upgrading the Software

### Compatibility with Capita One

The One Analytics September 2018 release is designed to be compatible with the following versions of the Capita One system:

3.65

3.66

If you are running an older version of Capita One, we recommend that you upgrade to at least the 3.65 release prior to installing this update.

### Compatibility with Tableau

The One Analytics September 2018 release is designed to be compatible with Tableau 10.5.

If you have not upgraded the Tableau components of One Analytics to Tableau 10.5 (included as part of the March 2018 release), you must do so as part of this upgrade. The Tableau 10.5 download link and password are available from the One Analytics September 2018 My Account posting:

<https://myaccount.capita-cs.co.uk/Notifications/capita-one-analytics-September-2018-release/>

### Software Distribution

The One Analytics September 2018 release is available as a download only. Links to the self-extracting installation files are included below. One Co-ordinators will be emailed with the password to enable them to unzip the installation media.

The installation files for the One Analytics September 2018 release are available via the following link:

<http://dl.capitasolus.co.uk/onedownloads/OA-2018-Sep.exe>

# Changes in the New Release

## Updated Data Sources

The following data sources have been updated in this release:

Activity & Comms Log  
 Admissions & Transfers  
 Attainment  
 Attendance  
 CSS Involvement & Comms Log  
 Early Years  
 EPM  
 Exclusions  
 SEN, Provision & Comms Log  
 Provision & Comms Log

The changes are documented in the sections below.

### New Functionality: Extended Base content

#### Change Request (1803-3747349) – Extended Core Base information

Customers requested Base information to be extended that would allow for Ofsted type Dashboards and Admissions Dashboards to be created.

Documented below are fields that have been added to the Base dimension. As this is 'Core' Base information not all data source folder locations have been provided but the basic detail of the fields and DS Folders they can be found in.

DS Field Name	DS Folder	DS Field Type & Data Type	DS Meta Data
<b>Town Education Office Code</b>	Base - Codes *	Dimension - String	The code for the Education Office with whom the base has regular contact, or which provides the base with local support. As defined in root Bases V4 Online   Bases   All Bases   Bases History & Classification.
<b>Town Education Office Description</b>	Base - Codes *	Dimension - String	The Education Office description value with whom the base has regular contact, or which provides the base with local support. As defined in Bases V4 Online   Bases   All Bases   Bases History & Classification.
<b>Electoral Ward Code</b>	Base - Codes *	Dimension - String	The Electoral Ward code value of the 'Main Site' for the base record. As recorded in Bases V4 Online   Bases   All Bases   Sites.
<b>Electoral Ward Description</b>	Base - Codes *	Dimension - String	The Electoral Ward description value of the 'Main Site' for the base record. As recorded in Bases V4 Online   Bases   All Bases   Sites.
<b>Parliamentary Constituency Code</b>	Base - Codes *	Dimension - String	The Parliamentary Constituency code value of the 'Main Site' for the base record. As recorded in Bases V4 Online   Bases   All Bases   Sites.
<b>Parliamentary Constituency Description</b>	Base - Codes *	Dimension - String	The Parliamentary Constituency Description value of the 'Main Site' for the base record. As recorded in Bases V4 Online   Bases   All Bases   Sites.



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<b>Parish Code</b>	Base - Codes *	Dimension - String	The Parish code value of the 'Main Site' for the base record. As recorded in Bases V4 Online   Bases   All Bases   Sites.
<b>Parish Description</b>	Base - Codes *	Dimension - String	The Parish Description value of the 'Main Site' for the base record. As recorded in Bases V4 Online   Bases   All Bases   Sites.
<b>Permanent Capacity</b>	Base - Detail *	Dimension - Number	The permanent student capacity at which the base should operate. As recorded in Bases V4 Online   Bases   All Bases   Student Numbers.
<b>Temporary Capacity</b>	Base - Detail *	Dimension - Number	The additional capacity created by the provision of temporary classrooms. As recorded in Bases V4 Online   Bases   All Bases   Student Numbers.
<b>Bases Admission Number</b>	Base - Detail *	Dimension - Number	The Base's Admission Number is provided to record the admissions number for the base. This is defined as the agreed optimum number of students a base should try to admit, considering such factors as the Standard Number, the calculated Total Capacity and the previous year's intake. As recorded in Bases V4 Online   Bases   All Bases   Student Numbers.
<b>Standard Number</b>	Base - Detail *	Dimension - Number	The legal lower limit a base is obliged to enrol per year, as set by the DfE. As recorded in Bases V4 Online   Bases   All Bases   Student Numbers.
<b>Nursery Capacity</b>	Base - Detail *	Dimension - Number	The number of nursery places. As recorded in Bases V4 Online   Bases   All Bases   Student Numbers.
<b>Other Unit Capacity</b>	Base - Detail *	Dimension - Number	The capacity of other units, e.g. Special Units. As recorded in Bases V4 Online   Bases   All Bases   Student Numbers.

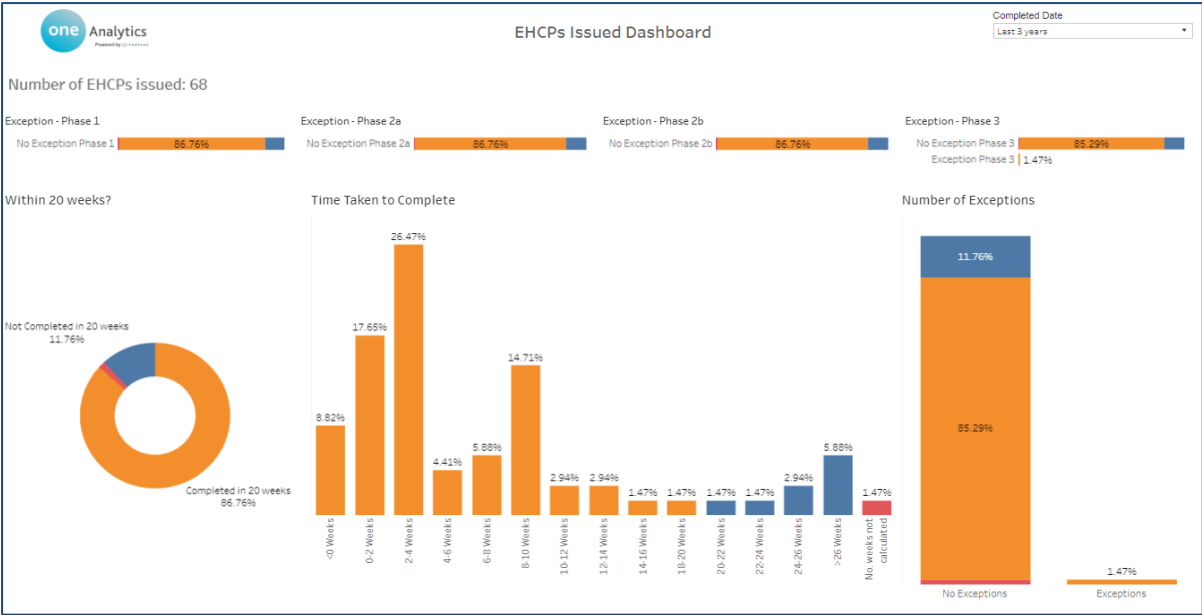
\* Where the 'Base' dimension is used multiple times the DS Folder may not be as described. E.G in Admissions & Transfers the documented DS Folder name 'Base – Codes' exists as 'Application - Registered Base - Codes' or 'Preference - Base - Codes' and the same applies for DS Folder name 'Base – Detail'.

## Report Catalogue: New content

### EHCPs Issued Dashboard v1.0

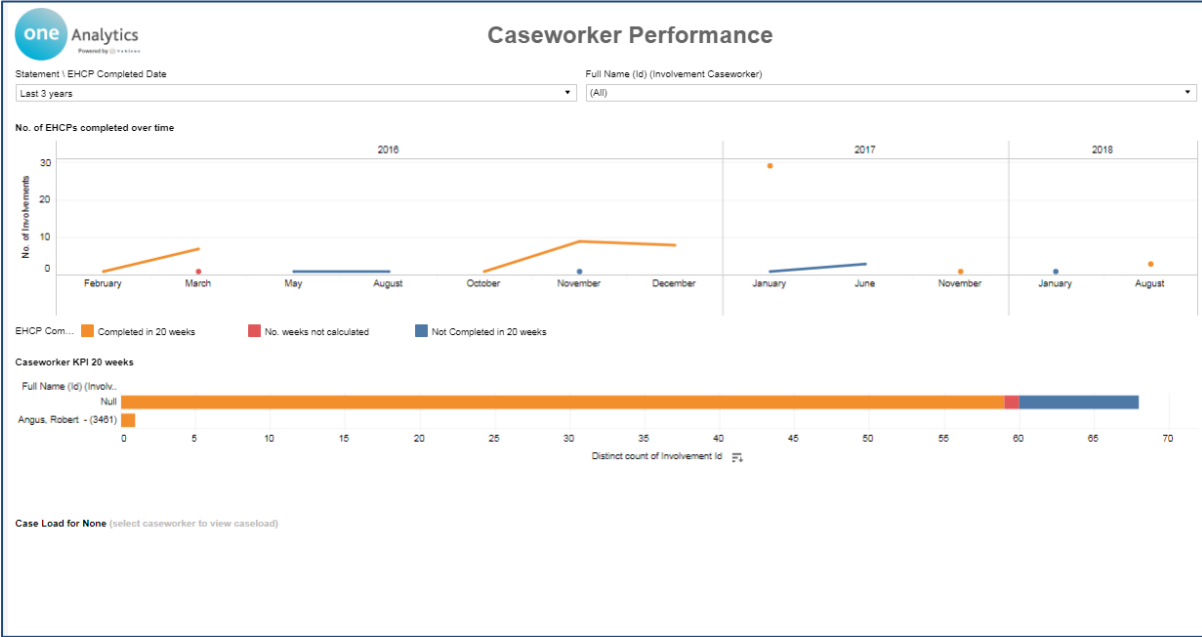
A dashboard consisting of 7 visualisations providing an overall view and KPI performance for EHCP's issued during a defined period defaulted to 'Last 3 years'.

The dashboard uses Bin calculated field '*EHCP or Statement Provided (Timescales in Weeks) – Steps*' to demonstrate how information can be grouped and counted and is certainly useful for the KPI's that are applicable to SEND.



**Caseworker Performance Dashboard V1.0**

A dashboard consisting of 3 visualisations providing the number of EHCPs issued in a defined period, defaulted to 'Last 3 years', and coloured by whether the EHCP was issued in or out of 20 weeks KPI. Further broken down by caseworkers, coloured as note above, and when selecting a caseworker, details their caseload for the defined period.



## Resolved and Known Issues

### Resolved Issues

#### Corrected 2 'Bin' calculated fields within the SEN, Provision & Comms Log Data Source

The two calculated fields noted below exist within the SEN, Provision & Comms Log data source, whereby the number of weeks it took to either complete an assessment or Issue a Statement\EHCP is evaluated to place them within a 'Bin'. E.G. '0-2 Weeks' or '2-4 Weeks' etc.

- 'Assessment Complete (Timescales in Weeks) – Steps'
- 'EHCP or Statement Provided (Timescales in Weeks) – Steps'

It was found that assessments could be incorrectly assigned the wrong 'Bin' value because a field that only provided the full number of weeks was referenced in the calculation. E.G. Where an assessment took 15 Days to complete this should have been assigned the Bin value '2-4 Weeks' but instead was assigned '0-2 Weeks'.

The calculated field has been updated to evaluate the number of days to ensure the correct 'Bin' value is assigned.

In addition, for field 'EHCP or Statement Provided (Timescales in Weeks) – Steps' where parameter value for 'Number Of Weeks – Steps' is set as '2' the number of weeks in steps has been updated. The Bin steps increased in steps of 2 weeks from '0-2 Weeks' to '28-30 Weeks', this has now changed to range from '<0' to denote 'LA Transfer' records to '24-26 Weeks' and so in line with what the statutory timescale use to be.

#### Year value for dates incorrectly increase by 1 due to 'Fiscal Year Start' setting

Within One Analytics fields can have the 'Default Properties' changed, and for Date values allows a 'Fiscal Year Start' property to be set. The property is primarily to allow customers to change when the 'Financial Year' starts which in the United States is referred to as 'Fiscal Year'.

The 'Fiscal Year Start' was updated to 'September' for most if not all dates to emulate the UK's 'Academic Year', and as a result when counting records by the 'Year' value for dates on or after September would have the 'Year' value incremented by 1.

E.G. For date range 01/09/2016 – 31/08/2017 records would be counted against year value 'FY 2017' (FY denoting the 'Fiscal Year Start' is not at the default setting) where in fact the academic year is '2016'.

The 'Fiscal Year Start' has been set back to default 'January' and should records need to be counted by the 'Academic Year' the 'Academic Year Hierarchy' information should be used in visualisations.

### Resolved Knowledge Base Issues

#### KB479219 CSS \ SEN – Potential for there to be multiple Caseworkers flagged as the 'Lead' caseworker

It was found that in the scenario noted below, multiple 'Lead' Caseworkers could be associated with Involvements where this should not be the case.

An involvement is created and a 'Lead' Caseworker is assigned, this happens on the Monday. In the evening the 'ALL ETLs' job is scheduled and the involvement information is imported to the One Analytics Data Warehouse.

On Tuesday, it is established the wrong person has been associated with the involvement record as the 'Lead' caseworker. The record is deleted, and the correct caseworker added again in the evening the 'All ETLs' processes and imports the information to the Data Warehouse.

As information is not deleted from the Data Warehouse, so that data can be used for further analysis, the incorrect lead caseworker record is not removed, nor is the 'Lead Caseworker' set as false (there can only be one lead caseworker assigned to an involvement). This results in there being two leads associated with the Involvement record.

The business logic to manage this information has been updated as noted below, to ensure it is not possible to have multiple Lead Caseworkers associated with Involvement records.

- Where a caseworker record was recorded as a 'Lead' Caseworker in One Education, imported to One Analytics and subsequently deleted, the 'Lead Caseworker' value will be set as 'False'.

Customers expressed that if a caseworker record is removed from an involvement record in One Education then it should be removed within One Analytics. At present records are not deleted from One Analytics as it is not clear why the record had been removed, such as data entry error, and so must be treated as it was removed for GDPR purposes and persist in the system.

This is a general approach for One Analytics and to ensure data persists to allow for trend and historical analysis but also to allow for predictive analysis.

### How to remove deleted caseworker record from One Analytics

For customers that wish to remove Caseworker records from One Analytics that no longer exist in One Education. The steps and scripts noted below can be manually processed to ensure the Caseworker information recorded in One Analytics is the same as within One Education Source.

**Note:** We advise this process is executed by a SQL DBA and that adequate backups have been taken.  
Once records have been deleted from One Analytics Data Warehouse the information can no longer be retrieved.

The scripts noted in the steps below will exist within folder location 'SQL Scripts\Release Scripts' for where One Analytics has been deployed and should be processed against the One Analytics Data Warehouse. E.G. C:\One Analytics\SQL Scripts\Release Scripts'

1. Identifying affected involvements where the Caseworker is not associated with the involvement record in One Education but is within One Analytics.

SQL script 'Identify\_Deleted\_Caseworkers.sql' will provide the following information for records as detailed above.

- Service Team
- Involvement Form
- Involvement Id
- Caseworker (This is the full name of the caseworker record)
- Is Lead Caseworker
- Caseworker Start Date
- Caseworker End Date
- Post Name

2. How to delete Caseworker records from One Analytics where they are no longer associated to the Involvement record within One Education?

SQL Script 'Remove\_Deleted\_Caseworkers.sql' will delete caseworker records from One Analytics which no longer exist within One Education.

There are two options for processing this script;

- Run script as is to delete ALL records as described above.
- Update the SQL and provide the 'Service Team' and 'Involvement Form' value as provided in the first script to delete caseworker records by 'Service Team' and 'Involvement Form'.