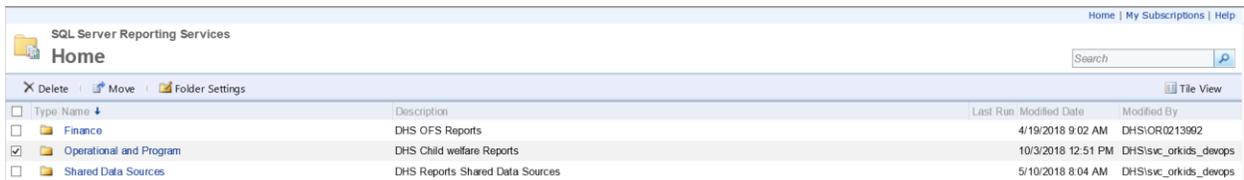


GUIDE TO ACCESSING AND PRINTING THE ADOPTION TRACKING PAGE REPORT

Starting 11/26/18 it's possible to print a one-page comprehensive report of the OR-Kids Adoption Tracking Pages.

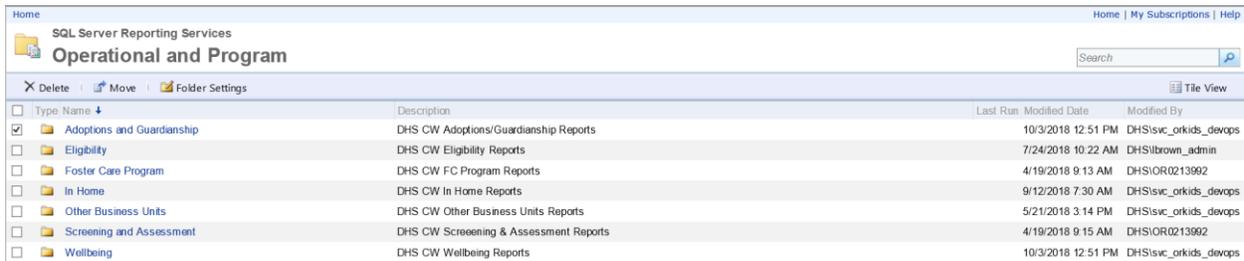
How to view the report:

- From your OR-Kid's Desktop, Select OR-Kids Reports. This can be located on the right-hand side of your screen under OR-Kids Messages and Links.
- You will be sent to the following screen. Select Operational and Program.



Type Name	Description	Last Run	Modified Date	Modified By
Finance	DHS OFS Reports	4/19/2018 9:02 AM		DHSIOR0213992
<input checked="" type="checkbox"/> Operational and Program	DHS Child welfare Reports	10/3/2018 12:51 PM		DHSisvc_orkids_devops
Shared Data Sources	DHS Reports Shared Data Sources	5/10/2018 8:04 AM		DHSisvc_orkids_devops

- At the second screen, select Adoptions and Guardianship.



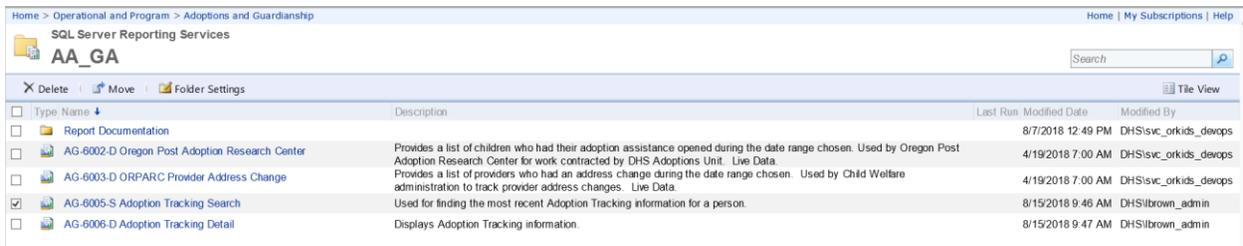
Type Name	Description	Last Run	Modified Date	Modified By
<input checked="" type="checkbox"/> Adoptions and Guardianship	DHS CW Adoptions/Guardianship Reports	10/3/2018 12:51 PM		DHSisvc_orkids_devops
Eligibility	DHS CW Eligibility Reports	7/24/2018 10:22 AM		DHSilbrow_admin
Foster Care Program	DHS CW FC Program Reports	4/19/2018 9:13 AM		DHSIOR0213992
In Home	DHS CW In Home Reports	9/12/2018 7:30 AM		DHSisvc_orkids_devops
Other Business Units	DHS CW Other Business Units Reports	5/21/2018 3:14 PM		DHSisvc_orkids_devops
Screening and Assessment	DHS CW Screening & Assessment Reports	4/19/2018 9:15 AM		DHSIOR0213992
Wellbeing	DHS CW Wellbeing Reports	10/3/2018 12:51 PM		DHSisvc_orkids_devops

- At the next screen, please select AA GA.

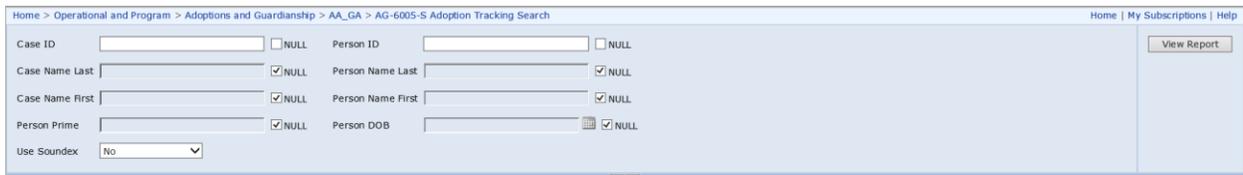


Type Name	Description	Last Run	Modified Date	Modified By
<input checked="" type="checkbox"/> AA_GA	DHS CW Adoption/Guardianship Assistance Reports	8/15/2018 9:42 AM		DHSisvc_orkids_devops

- You will then be directed to a final report selection page. Select Adoption Tracking Search.



- You will then need to enter data to search for the child. Numerous fields provide options for the search to include Case ID (case number), Person ID, case name, child's name and DOB. Null check boxes can be unchecked to use search fields. After identifying information is entered, select VIEW REPORT on right hand side of screen.

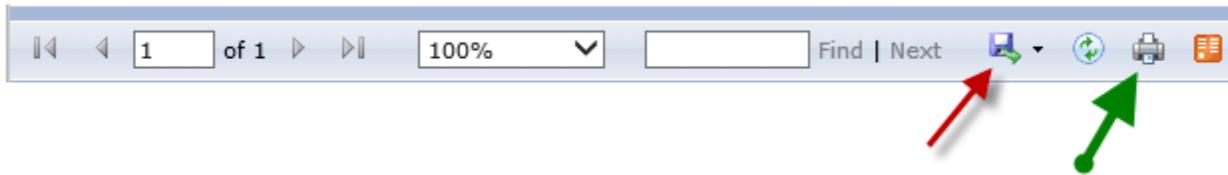


- You will then get an ADOPTION TRACKING SEARCH matching the identifying information you entered. Select the correct Person ID which is highlighted in Blue that matches the child's name.



- SUCCESS! You've now generated the Adoption Tracking Page Report.

How to print the report:



- There is a print icon located on the tool bar just above the report reader. Select this button and follow print instructions. **NOTE:** This may not work for all users. If this does not work for you, please follow the process below.
- It is also possible to select the Disc icon on the tool bar just above the report reader and select the PDF option. (The report can also be opened as a WORD document). A second selection will then need to be made as to where to save the PDF. **NOTE:** This may be the preferred option for most users, especially if you routinely provide information to the CRB or Court electronically. This will also save a step if you intend to save the tracking report in the ORKids file cabinet.
- It is not advised to use the print option from the browser's File menu. This may produce undesired results depending on the size of the computer screen.