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 <u>OR-Kids Reports.</u> 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.



• At the second screen, select Adoptions and Guardianship.

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□ Type Name ↓	Description	Last Run Modified Date	Modified By
Adoptions and Guardianship	DHS CW Adoptions/Guardianship Reports	10/3/2018 12:51 PM	DHS\svc_orkids_devops
🗌 🗀 Eligibility	DHS CW Eligibility Reports	7/24/2018 10:22 AM	DHS\lbrown_admin
Foster Care Program	DHS CW FC Program Reports	4/19/2018 9:13 AM	DHS\OR0213992
🗌 🗀 In Home	DHS CW In Home Reports	9/12/2018 7:30 AM	DHS\svc_orkids_devops
🗌 ն Other Business Units	DHS CW Other Business Units Reports	5/21/2018 3:14 PM	DHS\svc_orkids_devops
Screening and Assessment	DHS CW Screeening & Assessment Reports	4/19/2018 9:15 AM	DHS\OR0213992
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• At the next screen, please select <u>AA GA</u>.

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• You will then be directed to a final report selection page. Select <u>Adoption</u> <u>Tracking Search.</u>

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	Report Documentation		8/7/2018 12:49 PM	DHS\svc_orkids_devops
	AG-6002-D Oregon Post Adoption Research Center	Provides a list of children who had their adoption assistance opened during the date range chosen. Used by Oregon Post Adoption Research Center for work contracted by DHS Adoptions Unit. Live Data.	4/19/2018 7:00 AM	DHS\svc_orkids_devops
	GG-6003-D ORPARC Provider Address Change	Provides a list of providers who had an address change during the date range chosen. Used by Child Welfare administration to track provider address changes. Live Data.	4/19/2018 7:00 AM	DHS\svc_orkids_devops
v	G-6005-S Adoption Tracking Search	Used for finding the most recent Adoption Tracking information for a person.	8/15/2018 9:46 AM	DHS\lbrown_admin
	AG-6006-D Adoption Tracking Detail	Displays Adoption Tracking information.	8/15/2018 9:47 AM	DHS\lbrown_admin

• 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.

Home > Operational and Program > Adoptions and Guardianship > AA_GA > AG-6005-S Adoption Tracking Search Home My Subscriptions					
Case ID NULL	Person ID NULL	View Report			
Case Name Last	Person Name Last VILL				
Case Name First	Person Name First VILL				
Person Prime VILL	Person DOB				
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• 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.

Ad	Adoption Tracking Search						Run Date: October 4, 2018			
									AC	6-6005-S
Name Date Case Opened	Case Status	Prime#	Person ID	Person Name	Person AKA	АКА Туре	SSN	Relationship	Gender	Age
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• 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.