

Duplicate SSN Details Report



Knowledge Base Article

Duplicate SSN Details Report

Table of Contents

| | |
|---|---|
| Overview..... | 3 |
| Navigating to the Duplicate SSN Details Report..... | 3 |

Duplicate SSN Details Report

Overview

This article describes how to run the **Duplicate SSN Details** Report within the Ohio SACWIS system. This report is designed to capture two or more Person records that have the same SSN.

Important: A security user group assignment of **SSN Administrator** is required to run the **Duplicate SSN Details** Report.

Navigating to the Duplicate SSN Details Report

Follow the steps below to run the **Duplicate SSN Details** report.

1. On the Ohio SACWIS **Home** page, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Search Criteria** screen appears.
3. Select **Administration** from the **Report Category** dropdown list.
4. Select **Agency** from the **Report Type** dropdown list.
5. Click the **Filter** button.
6. Click the **Duplicate SSN Details Report**, link.

The screenshot shows the Ohio SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case, Provider, Financial, and Administration (highlighted in blue). Below these are sub-tabs: Staff, Maintenance, Security, Reports (highlighted in red), Training, and Utilities. The 'Report Filter Criteria' section contains two dropdown menus: 'Report Category' set to 'Administration' and 'Report Type' set to 'Agency'. A blue 'Filter' button is located below the dropdowns. The 'Reports' section shows 'Result(s) 1 to 25 of 59 / Page 1 of 3'. A table below lists the reports:

| Title | Category | Type |
|--|----------------|--------|
| Duplicate SSN Details Report | Administration | Agency |

The **Report Details** screen appears.

Duplicate SSN Details Report

1. Click the **Generate Report** button.

Report Details

Report Category: ADMINISTRATION Report Title: Duplicate SSN Details Report
 Report Type: AGENCY

Report History

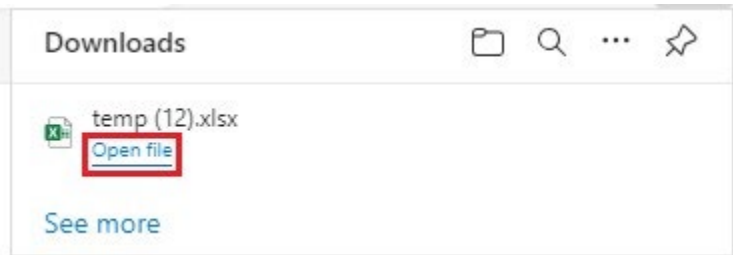
| ID | Date Created | Employee ID | Name |
|----|--------------|-------------|------|
| | | | |
| | | | |
| | | | |

Document History

Generate Report

A **File Download** screen appears asking if you want to open or save the report.

1. Click the **Open File** link.



As shown in the example below, the report appears displaying all of the details for the **Duplicate SSN Details Reports**.

| Duplicate SSN Details Report | | | | | |
|--|-----------|---------------|--------|-------------------------------|--|
| Ohio Department of Job and Family Services | | | | | |
| Run Date:12/15/2023 | | | | | |
| Person Name | Person ID | Date of Birth | Gender | Race | |
| | 123456 | 9/2/2014 | Male | | |
| | 478910 | 9/3/2014 | Male | | |
| | 121212 | 1/30/2016 | Male | | |
| | 131313 | 1/30/2016 | Male | Black/African American, White | |
| | | 8/13/2012 | Male | White | |
| | | 8/13/2012 | Male | White | |
| | | 11/18/2011 | Male | White | |
| | | 11/23/2011 | Male | White | |
| | | 11/18/2011 | Male | | |
| | | 5/26/2004 | Male | White | |
| | | 5/26/2004 | Male | White | |
| | | 8/20/2012 | Female | | |
| | | 8/20/2012 | Female | White | |
| | | 8/20/2012 | Male | | |

Duplicate SSN Details Report

2. If needed, **Save** the report.



Test, Worker / [Switch Profile](#) / [Log off](#)
Ohio Department of Job and Family Services
UAT,1 / [4.31.0](#)
Last Login:



[If New Window Does not Open in a few seconds - Click here to open report](#)

Report Rpt609 has successfully run and the results displayed in a separate EXCEL window.

If you would like this report saved in the Report History, click the Save Button



If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at sacwis_help_desk@childrenandyouth.ohio.gov.