OAGP Repayment Plan Report

Knowledge Base Article

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Overview

This article describes how to run the **Ohio Adoption Grant Program (OAGP) Repayment Plan** Report within the Ohio SACWIS system.

Two different reports can be run for OAGP. One is a statewide report titled ODJFS Specific and the other report is titled Person Specific. This article will review how to run both reports.

Navigating to the OAGP Repayment Plan Reports

Follow the steps below to run the **OAGP Repayment Plan** reports which displays all of the repayment plans for the Ohio Adoption Grant Program.

1. On the Ohio SACWIS **Home** page, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Search Criteria** screen appears.
3. Select **Fiscal** from the **Report Category** dropdown list.
4. Select **State** from the **Report Type** dropdown list.
5. Click the **Filter** button.
6. Click the **OAGP Repayment Plan Report**, link.

The **Report Details** screen appears.

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OAGP Repayment Plan Report

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

Report Details			
Report Category:	FISCAL	Report Title:	OAGP Repayment Plan Report
Report Type:	STATE		

Report History

ID	Date Created	Employee ID	Name

Document History

Generate Report

2. The **Agency** field pre-populates to **Ohio Department of Job and Family Services**. This cannot be changed.

    Note: If the worker wants to run a report showing all **OAGP Repayment Plans** for all counties, click **Generate Report**. This is titled **ODJFS Specific** on the Excel report.

    Alternatively, if the worker wants to generate a person-specific **OAGP Repayment Plan** they may complete a Person Search. This is titled **Person Specific** on the Excel report.

3. Click the **Person Search** button to add an individual, OR

4. In the **Provider ID** section, enter the appropriate number in the **Provider ID** field.

5. Click the **Generate Report** button.

OAGP Repayment Plan Report	
Agency:	Ohio Department of Job and ⌄
Person Search	Person ID:

Generate Report   Cancel

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

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1. Click the **Open** File link.
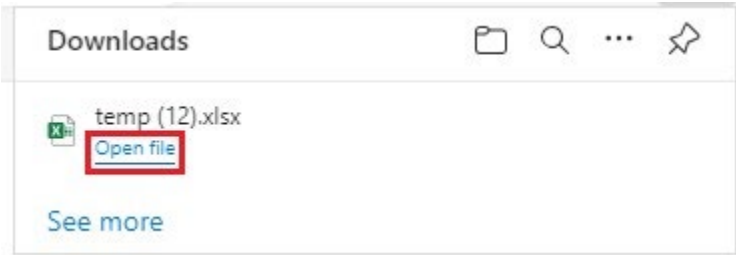
As shown in these examples, the reports appear displaying all the details for the **OAGP Repayment Plan Reports**.

Example 1 – ODJFS Specific Report

ODJFS Specific:				
OAGP Repayment Plan Report				
Ohio Department of Job and Family Services				
Run Date: 12/14/2023				
No Data Available				

Example 2 – Person Specific Report

Person Specific:				
OAGP Repayment Plan Report				
Ohio Department of Job and Family Services				
Person:				
Run Date: 12/14/2023				
No Data Available				

OAGP Repayment Plan Report

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

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