The Virginia Learning Center

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

LTD Local Training
and Development

Pulling a CPS (Child Protective Services) Organization Report

1. On the VLC, click on Administer, Reporting, and then Reports Console.
2. Type in "Organization" and click Search.
3. Click on Organization Listing.
4. Click on Select
5. Under Organization, search for "External" and then select VDSS – Dept of Social Services – External Entities.
6. For User Activity, make sure to check "Include sub-organizations."
7. Under Layout, select "SDAS – CPS 12-14-23 (shared)."
8. Click "Run Report."
9. Export to Excel and save.
10. Upload in the following Sharedrive Path: TM-DSS-LTD Systems Data and Support-SDAS Team Workspace > Documents > Reports > Data > CPS Report.