



## SHINES Screening for CPS History

### Viewing Person Search Data

- Click the **Search** tab
- Enter the search criteria (Person ID, Resource ID, Household Member Name, etc.)
- View the match results
- Click the name **hyperlink**
- Click **View Options** drop down list on Person Detail
- Select **View Case** List
- Click **Search** button
- Click the **Case ID** hyperlink for the case you wish to review
- View the Case Summary page
- Select the **Stage** radio button for the stage you wish to review

### How to View Summary Information if there is SHINES history

- Click the **Person tab** to view household members
- Click the **RC Summary tab** to see if any household members have DFCS or Criminal history
- Click the **Assessment tab** to view the Investigation Conclusion

### Searching and Screening for New Household Members

- Navigate to the Case Summary page
- Click the 2<sup>nd</sup> level Person tab
- Select radio button next to the **Primary Caretaker's** name
- Click Search
- Change the First Name or Last Name if different from the caretaker's
- Click Search
- Use the **Scroll Bar** to view the address and additional information
- If there is a **Match** select the radio button next to **Match Name**

- Click **Relate to Case** button ( this will alleviate duplicate entries)
- Click the **Add** button if **no match** is found