_____
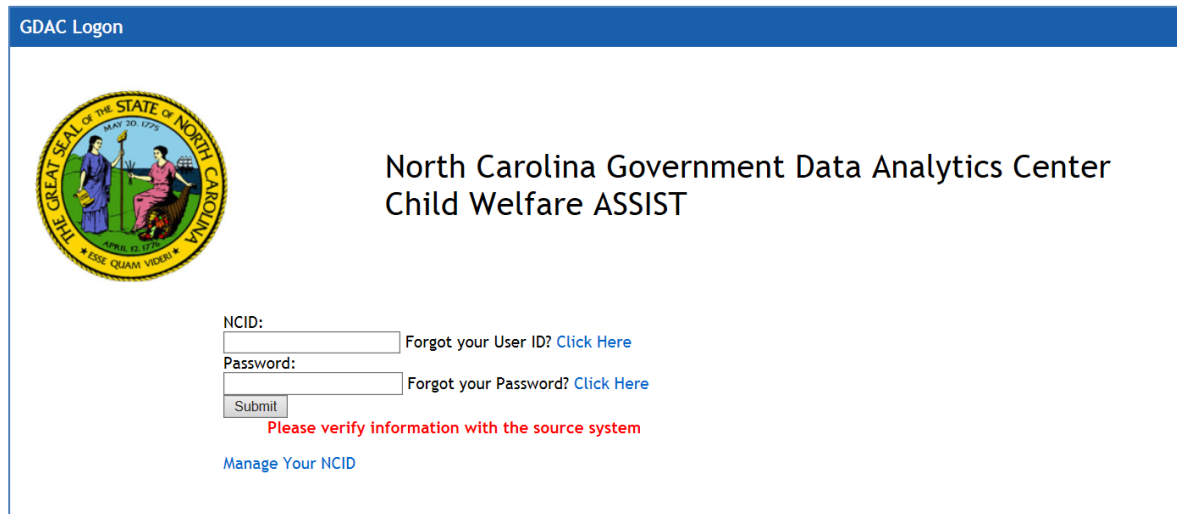
Accessing the Application

Supported Browsers

Internet Explorer 10 or higher, Mozilla Firefox or Google Chrome can be used to access the CWA application.

Logging On

Child Welfare ASSIST is accessed through a Web browser with restricted access to known users. https://ncgdacondemand.sas.com/CPS/
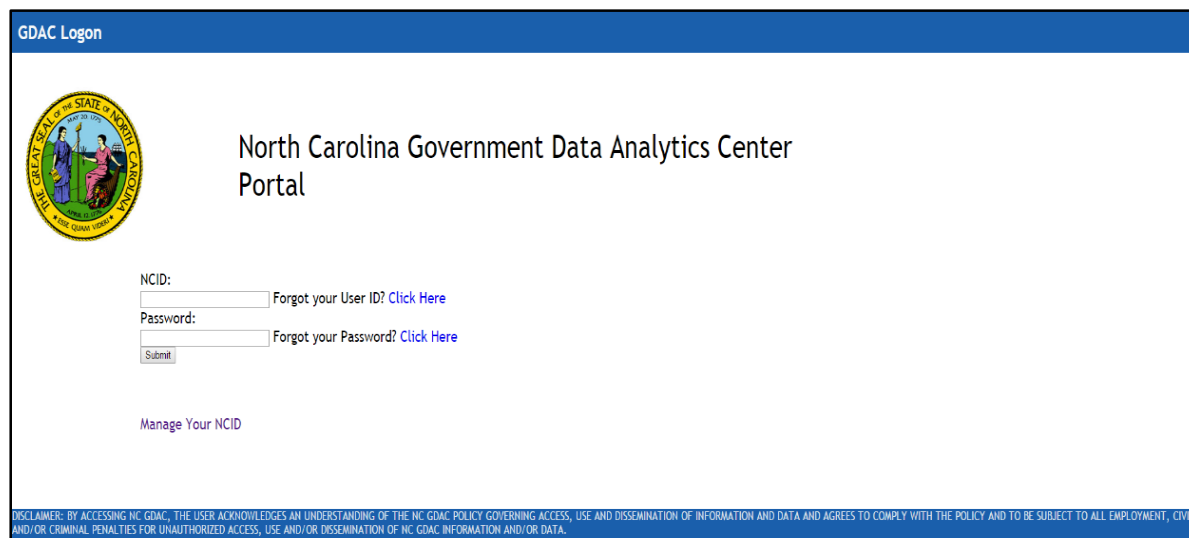
Access through the GDAC portal **URL**: https://ncgdac.ondemand.sas.com/SASPortal.

Using the link listed above, users access the screen and input their NCID information to gain access to the application:

- **NCID** - NCID username
- **Password** - NCID password
- Click **Submit**

Performing Searches

On the landing page click **Search**. The master screen opens displaying the search criteria fields.

1. Required fields:
    - **Search Reason** – select the reason for the search from the drop-down. Values returned will not be specific to the selected reason.
        - CPS
        - Family Services
        - Placement
        - Safety Resource
    - **Search Case Number** – free form field used to enter the case number/case ID

2. Enter desired search criteria fields:
   Name and Street fields use fuzzy matching when returning search results, all other fields are exact matches. Can search for an alias such as Last Name=Ray, First Name=X.
    - **Last Name** – not case specific – can use all lower case if desired
    - **First Name** - not case specific - can use all lower case if desired
    - **Middle Initial**
    - **Birth Date –** must enter month, day and 4-digit year (format mm/dd/yyyy)
    - **Age –** both fields must be entered (age and how many years +/-)

Note: Either birth date or age may be filled in, but not both

    - **SSN**
    - **County**
    - **Street –** enter street #, street name and suite or apartment #
        - System will not search on apartment number – only street number and name.
    - **City**
    - **Zip**
    - **Phone**

3. Click **Submit** to begin search or **Clear** to clear all fields and start over.
   Results will be returned based on entered search criteria. The number of results will be displayed at top of screen. Scroll down to view results. **Filter Results** field can be used to enter keywords to filter within the returned search results.

4. Click on desired record to open.

Search Results

The selected record will open with information displayed in 3 areas:
Upper left will display basic information about the person such as Alias, DOB, Age, Gender, Race, SSN, County and Phone
Lower left will allow user to click on areas for more detailed information:
Person Summary
Person Event Detail

Related Associations
Address History
Right side will display details for the aforementioned selection.
Child Welfare Text Alert icon displays on Person Search records with a Criminal History.

Person Summary

Selecting *Person Summary* will display summary details on the right side of the screen. The list will contain the following fields:
Address
Clicking on the address will open Google maps in another tab/window.
Click on the magnifying glass to the right of the address to generate a search based on that address.
Federal Tribe – Yes or No
CPS Victim – Yes or No
CPS Perpetrator – Yes or No
FNS/SNAP – Yes or No
TANF/Cash Assistance – Yes or No
Medicaid - Yes or No
Foster Care - Yes or No
Child Care Subsidy - Yes or No
Special Assistance - Yes or No
Work First Employment - Yes or No
Criminal Justice - Yes or No
Child Welfare Text Alert icon - Displays on Person Summary records with a Criminal History.
Related Association Alert - 📕 Display on Person records with case association to individual(s) with
Criminal History - Alert displays on Related Association link.
SOR Alert flag - ❗ Displays on Person records with Sex Offender linked to current address.

Person Event Detail

Selecting *Person Event Detail* will display a table and timeline.

The table will contain the following columns of data:
Service Type
Service County
Case Number
Case Worker
Status
Report Date
Begin Date
End Date

Clicking on a table row will open a pop up containing additional details about that record. The pop up can be closed by clicking the Close button.

The timeline contains a snapshot of services and dates and is moveable by clicking and scrolling the timeline back and forth. Clicking on a flag will highlight the corresponding line in the table above.

Related Associations

Selecting *Related Associations* will display a table showing information for anyone related by case number.

The table contains the following columns of data:
Name

Service/Source
Date
CJLEADS Alerts
County
Case #
Street
City
State
Zip
Child Welfare Text Alert icon - Displays on Related Person records with a Criminal History.

Clicking on a row in the table will open a pop up window for the selected record. Press the ESC key to close the pop up.

Address History

Selecting *Address History* will display a table showing any other known addresses for the searched person.

The table contains the following columns of data:
Service/Source
Date
Street
City
State
Zip
Offender
SOR Alert flag -   Displays on address record with Sex Offender linked to current address.