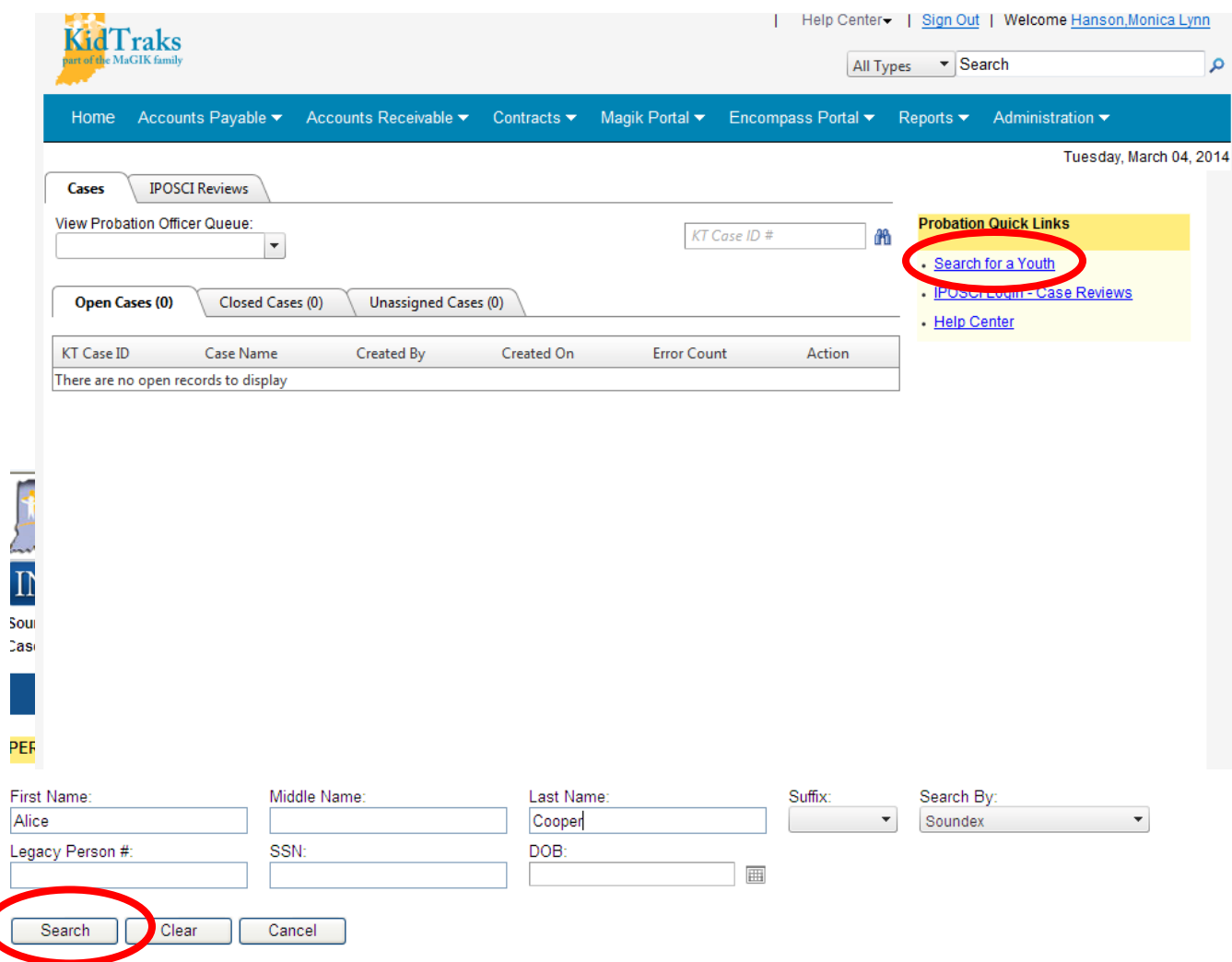
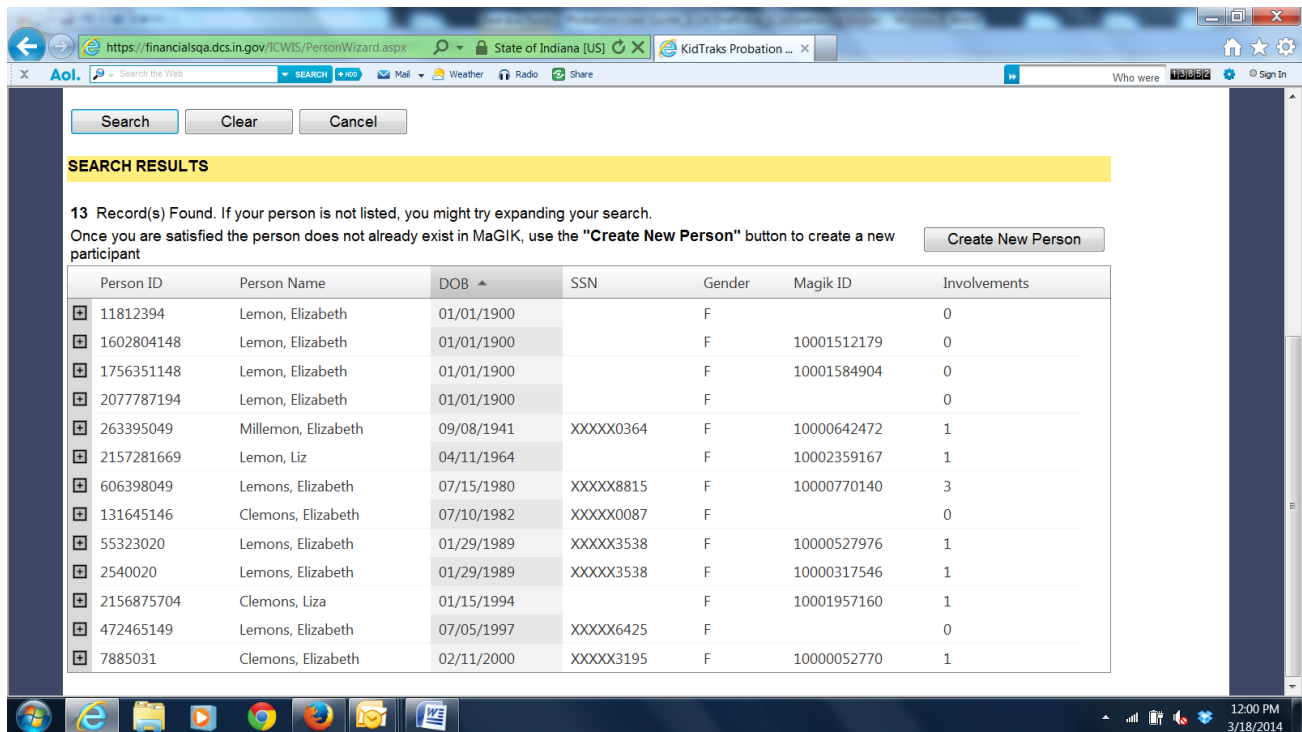
	<b>INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL</b>	
	<b>Chapter 1: Services</b>	<b>Effective Date:</b>
	<b>Section 1: Search for Youth</b>	<b>Version: 1</b>

**PROCEDURE**

Whether working in the Cases or Reviews tab, the process for searching for a youth is the same. Start by clicking on “Search for a Youth” under the “Probation Quick Links” heading on the right side of the screen:



To return the best results, enter the person’s first and last names in the text fields, leave the “Search By:” filter set to “Soundex” and click “Search.” This will return the largest number of potential matches. To narrow the results, enter additional information (e.g. DOB, middle name) and/or change the filter.



The search will either display results (as shown above, sorted by DOB) or a statement indicating that zero records were found with a suggestion to expand the search criteria.

\*Results can be sorted by column. For example, clicking on "DOB" will re-arrange the results by birth date order.

**Ideally, each person has only one person profile ID, regardless of his/her involvement in both the DCS and probation systems. To avoid creating duplicate person profiles, it is of paramount importance that a diligent and thorough person search/screen be conducted.**

**Search Tips:**

- Search by both parents' last names if they are different. For example, if Miguel's mother's last name is "Lepe" and his father's last name is "Santos," search using "Miguel Lepe" and also "Miguel Santos".
- Search by both formal and informal names. For example, if a person's legal name is "Jacqueline", but she uses "Jackie", search by both names.

As a general rule, choose the Person ID with the highest number of "Involvements." "Involvements" indicates the number of Assessments or Cases (either DCS or Probation) that are associated with that Person ID number. Clicking on the "+" sign next to the Person ID number will provide demographic information details and will show the associated "Involvements." Below the person demographics is a list of all cases and assessments in which the person has been a case participant. POs have "read only"

access to all JD/JS cases and have “edit” access to all cases assigned to their county. To access a JD/JS, click on the Case ID#.

If the results return several Person ID numbers for the same name, review the demographics and case history for each to determine to which profile the case should be attached. Select the profile with the most case history OR if a couple of the Person ID #s have about the number, select the one with the most recent case activity attached. If uncertain about which person to choose, please contact the assigned Probation Service Consultant or email DCS Probation Services (probation.services@dcs.in.gov) for assistance.

<input type="checkbox"/>	101700007	COOPER, ALECK	04/03/2006	XXXXX8388	M	10000742115
<input checked="" type="checkbox"/>	523692173	COOPER, ALECK	04/03/2006	XXXXX8388	M	10000742115
<input checked="" type="checkbox"/>	1551130149	COOPER, ALECK	01/01/1900		M	
<input checked="" type="checkbox"/>	1551426149	COOPER, ALEK	04/03/2006		M	
<input checked="" type="checkbox"/>	43392394	CHABRA, ALEX	01/01/1900		M	
<input checked="" type="checkbox"/>	17696394	CHABRA, ALEX	01/01/1900		M	10000163738
<input checked="" type="checkbox"/>	1795589184	COOPER, ALEX	11/03/1999		M	
<input type="checkbox"/>	2156977128	Cooper, Alice	01/01/1999	XXXXX1234	M	10002056862

Name:	Cooper, Alice	Suffix:		KT Person ID:	2156977128
Gender:	M	ISETS MPI:		ICWIS Person ID:	
DOB:	1/1/1999	DOB Verification:	Birth Certificate	MaGIK Person ID:	10002056862
SSN:	313981234	SSN Verification:	Client Statement/Records	ICES RID:	
Citizenship Status:	US citizen, by birth	Citizenship Verification:	Birth Certificate	SSI Number:	
Is Hispanic?:	Not Hispanic	Race:		SSID Number:	
County:	Allen	Address:		City/State/Zip	Fort Wayne IN-46835

[Create A New Case](#)

Case ID	Type	Name	Status	County	Involvement Type	FCM	Start Date	End Date
<a href="#">100000231520</a>	JD/JS	Cooper Alice	Closed	Marion	JD/JS	PO, Test 1	08/02/2012	11/10/2012
<a href="#">100000231521</a>	JD/JS	Cooper Alice	Open	Marion	JD/JS	PO, Test 1	01/02/2013	

<input checked="" type="checkbox"/>	47923	Cooper, Alicia Kay	02/12/1987	XXXXX1338	F	10000224086
<input checked="" type="checkbox"/>	867401394	COOPER, ALICIA	02/12/1987		F	

As shown above, searching for “Alice Cooper” produced a Person ID with both an open and closed case attached. If a PO attempted to “Create a New Case,” a message will appear advising that the youth is already active in a case and provide some direction on how to proceed. If there is already an open case for a youth, the PO may be able to work in that one for current services or placements. However, it may be that the case should have previously been closed. Please make this determination before proceeding. There can only be one active case for a child in MaGIK at any time, even though in “real life” both DCS and probation may be involved.