

14 CASE NUMBER OR FAMILY NAME SEARCH

The Case Number or Family Name Search option allows you to search for information regarding a family by case number or family case name. This search will display the children associated with the number or name. A search by the family case name can be done only if the case name has been entered in the Family Information screen of the Child Detail record.

Select Option 14 from the Main Menu and press <ENTER>. The Case Number or Family Name Search screen will appear (Figure 14 - 2).

```

GHB0001M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/24/07
99901037          MAIN MENU                                     17:24:23
  OPTION          DESCRIPTION
  -----          -
(1)              PAYMENT PROCESSING MENU
(2)              TOTALS MENU
(3)              APPROVAL NOTICE MENU
(4)              NONLICENSED HOME/FACILITY W/O APPROVAL NOTICE MENU
(5)              CHILD NAME SEARCH
(6)              FACILITY & NONLICENSED HOME NAME SEARCH
(7)              PROVIDER NAME SEARCH
(8)              QUERIES MENU
(9)              ADMINISTRATIVE MENU
(10)             SCC BULLETIN BOARD
(11)             LIST OF APPROVAL NOTICES RECENTLY ISSUED
(12)             WAITING LIST SUMMARY
(13)             FEDERAL SAMPLING MENU - CASE RECORDS SELECTED
(14)             CASE NUMBER OR FAMILY NAME SEARCH

SELECTION: 14

F KEYS:  1=Help  3=Exit  GHB
    
```

Figure 14 - 1: Option 14 - Case Number or Family Name Search

```

GHB1601M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/24/07
99901037          CASE NUMBER OR FAMILY NAME SEARCH          17:25:09
SEL              FAMILY/CASE NAME          CASE NO RSP.ADLT INCOME WORKER CASE PURCHASER
-----          -
 
PURCHASER==>    NEW SEARCH==>
Enter S to display children and family information (if available)
F KEYS:  1=Help  3=Exit  4=Main Menu  7=Up  8=Down
GHB543- Enter a Family Name or Case Number (#xxxxxx) and Purchaser.
    
```

Figure 14 - 2: Blank Case Number or Family Name Search screen

14.1 Performing a Case Number Search

1. Tab to the **PURCHASER** field and key in the Purchaser ID. Tab to the **NEW SEARCH** field, key in the number sign (#) and then the six-digit Family Case Number (Figure 14.1. - 1).

```
GHB1601M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/24/07
99901037          CASE NUMBER OR FAMILY NAME SEARCH          17:25:09
SEL      FAMILY/CASE NAME          CASE NO RSP.ADLT INCOME WORKER CASE PURCHASER
-----
-

PURCHASER==> 092 NEW SEARCH==> # 121212
Enter S to display children and family information (if available)
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB543- Enter a Family Name or Case Number (#xxxxxx) and Purchaser.
```

Figure 14.1 - 1: Search by case number and Purchaser ID

2. Press **<ENTER>** and, if found, a listing of records associated with the keyed case number will appear (Figure 14.1. - 2).

```
GHB1601M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/24/07
99901037          CASE NUMBER OR FAMILY NAME SEARCH          17:25:21
SEL      FAMILY/CASE NAME          CASE NO RSP.ADLT INCOME WORKER CASE PURCHASER
-----
-
= MCLEAN, JR          121212          1          THAYES          92

PURCHASER==>      NEW SEARCH==>
Enter S to display children and family information (if available)
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB543- Enter a Family Name or Case Number (#xxxxxx) and Purchaser.
```

Figure 14.1 - 2: Keyed case number and Purchaser ID results

3. If there are no records, the following message will appear: "No records found for criteria selected" (Figure 14.1 - 3).

```
GHB1601M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/25/07
99901037          CASE NUMBER OR FAMILY NAME SEARCH          16:55:46
SEL      FAMILY/CASE NAME          CASE NO RSP.ADLT INCOME WORKER CASE PURCHASER
- -----
-

PURCHASER==>      NEW SEARCH==>
Enter S to display children and family information (if available)
F KEYS: 1=Help  3=Exit  4=Main Menu  7=Up  8=Down
GHB008- No records found for criteria selected - reenter or F3.
```

Figure 14.1 - 3: No records found

4. To view a detail record in the listing, tab down and place an "S" beside the desired record (Figure 14.1 - 4).

```
GHB1601M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/24/07
99901037          CASE NUMBER OR FAMILY NAME SEARCH          17:25:21
SEL      FAMILY/CASE NAME          CASE NO RSP.ADLT INCOME WORKER CASE PURCHASER
- -----
s  MCLEAN, JR          121212  1          THAYES  92

PURCHASER==>      NEW SEARCH==>
Enter S to display children and family information (if available)
F KEYS: 1=Help  3=Exit  4=Main Menu  7=Up  8=Down
GHB543- Enter a Family Name or Case Number (#xxxxxx) and Purchaser.
```

Figure 14.1 - 4: Select record to review

5. Press <ENTER> to view the selected record (Figure 14.1 – 5).

| | | | | |
|------------------------|-------------------------------------|------|----------|---------------------|
| GHB1701M | SUBSIDIZED CHILD CARE REIMBURSEMENT | | 4/24/07 | |
| 99901037 | CHILD DEMOGRAPHIC DETAIL | | 17:25:51 | |
| PURCHASER: 92 | FAMILY AND CHILDREN INFORMATION | | | |
| FAMILY CASE NO. 121212 | FAMILY CASE NAME MCLEAN, JR | | | |
| INCOME | PHONE | | | |
| RESP. ADULT 1 | WORKER THAYES | APEX | NC 27539 | |
| DCS ID | CHILD NAME | DOB | GENDER | RACE ELIG. BEG DATE |
| | MCLEAN, JR | | M | B 2006-07-17 |
| | MCLEAN, JR | | M | B 2006-05-08 |
| | MCLEAN, JR | | F | B 2006-07-17 |
| | MCLEAN, JR | | F | B 2006-05-08 |
| | MCLEAN, JR | | M | B 2006-07-17 |
| | MCLEAN, JR | | | B 2006-05-08 |

F KEYS: 1=Help 3=Exit 4=Main Menu
 GHB544- Use F3 to return to the FAMILY NAME SEARCH screen.

Figure 14.1 - 5: Family and children information for selected record

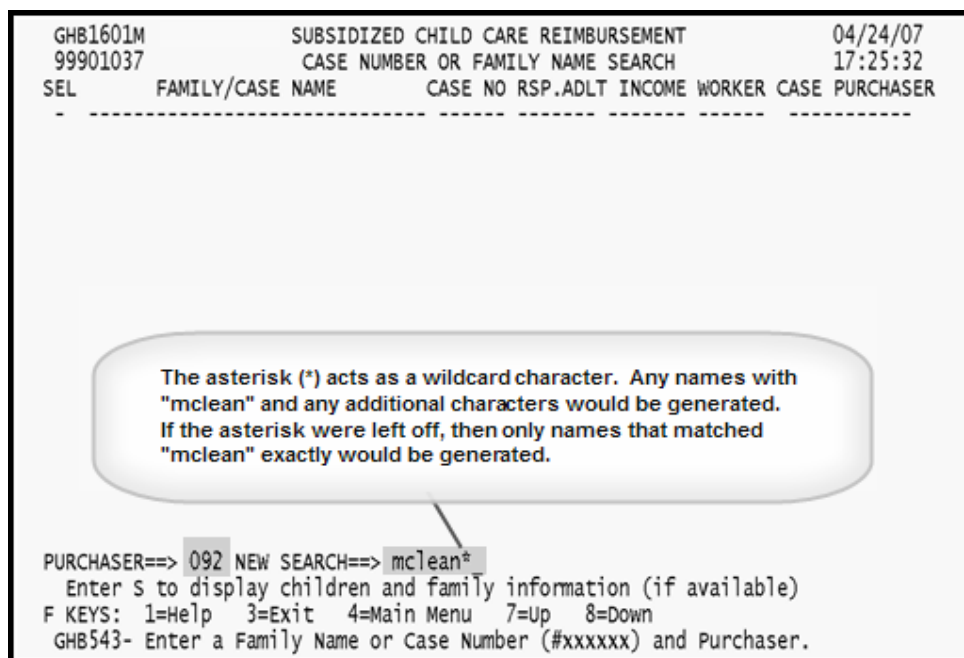
14.2 Performing a Family Name Search

When performing a search by name, you must key the Purchaser ID as well as the name. If found, a listing of name matches will appear. The search format for an individual is: last name, first name.

PLEASE KEEP IN MIND THE FOLLOWING WHEN PERFORMING A SEARCH:

- For an individual, unlike the child search, a space is required between the comma and before the first name, as in Smith, John (underline designates a space).
- Type in the first few letters followed by an asterisk if you don't know the full name or if you're not sure of the spelling. For example, if you're not sure whether the name is Johnson or Johnston, type in "johns*" to generate results for both.
- Type in more of the name to narrow the search. This results in a shorter search time and a shorter list.
- The search function is not case-sensitive.

1. Tab to the **PURCHASER** field and key the Purchaser ID. Tab to the **NEW SEARCH** field and key the name. For this example we'll use "mclean*" (Figure 14.2 - 1).



```
GHB1601M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/24/07
99901037          CASE NUMBER OR FAMILY NAME SEARCH          17:25:32
SEL      FAMILY/CASE NAME          CASE NO RSP ADLT INCOME WORKER CASE PURCHASER
-----

```

The asterisk (*) acts as a wildcard character. Any names with "mclean" and any additional characters would be generated. If the asterisk were left off, then only names that matched "mclean" exactly would be generated.

```
PURCHASER==> 092 NEW SEARCH==> mclean*
Enter S to display children and family information (if available)
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB543- Enter a Family Name or Case Number (#xxxxxx) and Purchaser.
```

Figure 14.2 - 1: Search by Family Name and Purchaser ID

2. Press **<ENTER>** and, if found, a listing of possible name matches will appear (Figure 14.2 - 2).

| GHB1601M | | SUBSIDIZED CHILD CARE REIMBURSEMENT | | | | 04/24/07 | |
|----------|------------------|-------------------------------------|-------|-------------|--------|----------|-----------|
| 99901037 | | CASE NUMBER OR FAMILY NAME SEARCH | | | | 17:25:43 | |
| SEL | FAMILY/CASE NAME | CASE NO | RSP | ADLT INCOME | WORKER | CASE | PURCHASER |
| - | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| - | MCLEAN | 121212 | 1 | 1000 | JMCDON | 92 | |
| - | MCLEAN | 121212 | 1 | 1000 | SCAMEL | 92 | |
| - | MCLEAN-LUNDY | 121212 | 1 | 1000 | KMCCAB | 92 | |
| - | MCLEAN-LUNDY | 121212 | 1 | 1000 | MBOULE | 92 | |
| - | MCLEAN-WATSON | 121212 | 1 | 1000 | JWINN | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | DLOFTO | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | JMCDON | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | AADEGO | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | THAYES | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | PSIMMO | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | THAYES | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | | 92 | |

PURCHASER==> NEW SEARCH==>
 Enter S to display children and family information (if available)
 F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
 THERE ARE MORE NAMES TO DISPLAY.

Figure 14.2 - 2: Keyed Family Name and Purchaser ID results

3. To view a detail record in the listing, tab down and place an "S" beside the desired record (Figure 14.2 - 3).

| GHB1601M | | SUBSIDIZED CHILD CARE REIMBURSEMENT | | | | 04/25/07 | |
|----------|------------------|-------------------------------------|-------|-------------|--------|----------|-----------|
| 99901037 | | CASE NUMBER OR FAMILY NAME SEARCH | | | | 16:55:25 | |
| SEL | FAMILY/CASE NAME | CASE NO | RSP | ADLT INCOME | WORKER | CASE | PURCHASER |
| - | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| - | MCLEAN | 121212 | 1 | 1000 | JMCDON | 92 | |
| - | MCLEAN | 121212 | 1 | 1000 | SCAMEL | 92 | |
| - | MCLEAN-LUNDY | 121212 | 1 | 1000 | KMCCAB | 92 | |
| - | MCLEAN-LUNDY | 121212 | 1 | 1000 | MBOULE | 92 | |
| - | MCLEAN-WATSON | 121212 | 1 | 1000 | JWINN | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | DLOFTO | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | JMCDON | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | AADEGO | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | THAYES | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | PSIMMO | 92 | |
| S | MCLEAN, JR | 121212 | 1 | 1000 | THAYES | 92 | |
| - | MCLEAN, JR | 121212 | 1 | 1000 | | 92 | |

PURCHASER==> NEW SEARCH==>
 Enter S to display children and family information (if available)
 F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
 THERE ARE MORE NAMES TO DISPLAY.

Figure 14.2 - 3: Select record to review

4. Press <ENTER> to view the selected record (Figure 14.2. – 4).

| | | | | | |
|------------------------|------------|-------------------------------------|--------|----------|----------------|
| GHB1701M | | SUBSIDIZED CHILD CARE REIMBURSEMENT | | 4/25/07 | |
| 99901037 | | CHILD DEMOGRAPHIC DETAIL | | 16:55:33 | |
| PURCHASER: 92 | | FAMILY AND CHILDREN INFORMATION | | | |
| FAMILY CASE NO. 121212 | | FAMILY CASE NAME MCLEAN, JR | | | |
| INCOME | | PHONE | | | |
| RESP.ADULT 1 | | WORKER THAYES APEX | | NC 27539 | |
| DCS ID | CHILD NAME | DOB | GENDER | RACE | ELIG. BEG DATE |
| | MCLEAN, JR | | M | B | 2006-07-17 |
| | MCLEAN, JR | | M | B | 2006-05-08 |
| | MCLEAN, JR | | F | B | 2006-07-17 |
| | MCLEAN, JR | | F | B | 2006-05-08 |
| | MCLEAN, JR | | M | B | 2006-07-17 |
| | MCLEAN, JR | | | | 2006-05-08 |

F KEYS: 1=Help 3=Exit 4=Main Menu
 GHB544- Use F3 to return to the FAMILY NAME SEARCH screen.

Figure 14.2 - 4: Family and children information for selected record

14.3 Help in Setting Parameters for a Search

Pressing the F1 key generates a list of Provider search options (Figure 14.3).

| | | | |
|---|-----|--|--|
| GHB16011 | | SUBSIDIZED CHILD CARE REIMBURSEMENT | |
| | | FAMILY NAME SEARCH | |
| | | HELP | |
| Search on family name. Examples follow. Other combinations are possible. | | | |
| JON* | ==> | lists all with name beginning JON like JONE, JONES, etc. | |
| WILL* | ==> | lists all with name beginning WILL like WILLIAMS | |
| Search on family case number must be prefixed with # and followed by case number. Partial case numbers are not valid. | | | |
| Example: | | | |
| #A12345 | ==> | lists the children for that case number. | |
| F KEYS: 3=Exit | | | |

Figure 14.3: Help menu - Family Name Search screen