

eFind Guide



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eFind Guide

eFind is the web based public welfare information database.

You must complete a web based interactive training before access will be granted. Training can be accessed at <http://health.utah.gov/eol/training/efind.htm>.

eFind Implementation and Training

Effective January 5, 2004, the eFIND data brokering system will replace the screen scan process - the previous method used to search multiple databases to verify eligibility factors. eFind automates the screen scan process and displays the information in a user-friendly format. Eligibility workers will need to complete the web-based interactive training before using e-FIND. The training will take approximately 45 minutes to complete.

Key Points:

- The eFind site is <https://efind.dws.utah.gov>--This site was effective January 5, 2004.

- eFind displays the following screen scan information:

- SSA/SSI benefits and SSN verification.
- Quarterly Wages.
- HEAT records.
- Utah New Hire Registry.
- UI Benefits and Reductions.
- UWORKS actual enrollments.
- Motor Vehicles including NADA values.
- ORS Income, ORS Payments, ORS Cooperation, ORS TPL
- WNHS notices from PACMIS.

- eFind displays the following new information:

- Household (Possible Household Members).
- DRS File (National Food Stamp Disqualification Database).
- Worker's Compensation.

- It is recommended that eFind training be completed individually at the eligibility worker's desk, as the training is interactive. Group training is optional with the recommendation that each trainee have access to a computer during the training. The web-based training will be the sole source for instruction and should be used in both individual and group trainings.

- The eFIND training is designed for eligibility workers. The training instructs eligibility workers on how to log in to the system and complete a search. The training does not address what to do with the information displayed except for the Food Stamp Disqualification screen and Workman's Compensation screen.
- Eligibility workers may start using eFind once they have completed the required training.
- Instructions have been created to help eligibility workers log into the system and complete a search and also to instruct on retrieving a previous search.

[USING eFIND](#) - Instructions on using the eFind system.

[HISTORICAL SEARCH](#) - Instructions on retrieving a previous search.

- In order to initiate a search on eFIND a case must be open, have a program in received status, or have been closed within the last 90 days. This may affect the up-front screening process of some offices/regions.

To complete a valid search, all household members must be entered on the PACMIS case. eFind will search all household members listed on the PACMIS case regardless of their specific program participation codes (IN, OU, IA, DM, etc.)

Search Disclaimer: Eligibility workers should be aware that all searches performed on the eFind system and the data found will be electronically stored, along with the eligibility worker ID and date of the search.

- Full searches on eFind should be limited to eligibility applications and reviews. Targeted searches should be performed for alerts. Information retrieved using the eFind system must be acted on regardless of whether or not it is viewed.

Targeted searches can be completed on:

- Social Security.
- New Hire.
- Recovery Services
- Unemployment Insurance
- UWORKS Employment Plan

Using the eFind System

Introduction: In order for eFIND to complete a search, the PACMIS case must **be open, in received status or have been closed within the last 3 months**. Information in PACMIS (i.e. social security number) must be accurate to perform a valid search.

1. **Go to the eFind website.**
<https://efind.dws.utah.gov/DataBrokering/Login.jsp>
2. **Login to the system.**
 - Login name: HS mainframe.
 - Password: HS mainframe password.
3. **Enter the PACMIS case number and click on the Search PACMIS button.**
4. **Add parent's name(s) in the alias field.**
 - An alias name can be added by clicking on the alias name field. More than one alias name can be added by clicking on the Add More Alias Names button.
 - To remove alias names after it has been added, click on the small square field to the left of the first name. Click on the Remove Alias Name button on the bottom of the screen.
 - When Finished click on the Save Names and Exit button.
5. **Add any known alias social security numbers.**
 - An alias social security number can be added by clicking on the alias social security number field. More than one alias social security number can be added by clicking on the Add More Alias SSN button.
 - To remove alias social numbers after it has been added, click on the small square field to the left of the first name. Click on the Remove Alias SSN button on the bottom of the screen.
 - When Finished click on the Save SSN and Exit button.
6. **Select search options.**
 - Full Search – (default) –Use this for application and reviews.

- Social security- targeted search.
- New Hire-targeted search.
- Recovery Services-targeted search.
- Unemployment-targeted search.
- Uworks-Employment Plan-targeted search.

NOTE: You may select more than one targeted search.

7. View search results.

- Three tables are displayed:
 - PACMIS Case Summary Table.
 - Search Summary.
 - Customer Detail.
- A legend that explains the symbols is included on the bottom of the search results screen.

8. View interface results by clicking on the green check.

- It is not necessary to print results as your searches can be archived.

9. Choose to Archive search results by clicking ARCHIVE RESULTS from the menu on the left.

- Archiving is a tool to allow storing search results in a separate list from the current search list.
- Once archiving is completed, this will bring you to the search options screen.

NOTE: It is not necessary to archive searches as they are automatically saved.

10. Conduct a new search without archiving the previous search by clicking NEW SEARCH from the menu on the left.

11. Logout from the system by clicking LOG OUT from the menu on the left.

Log into eFind

Click on your desktop icon or enter the URL into your Internet address field.

<https://efind.dws.utah.gov/DataBrokering/Login.jsp>

PACMIS login and password required for access.

Please enter your username and password below

Login Name

Login Password

INTENTIONAL ENQUIRY INTO A FILE THAT IS NOT REQUIRED TO PERFORM YOUR JOB, OR MISUSE OF DATA OBTAINED THROUGH USE OF THE eFIND SYSTEM IS A VIOLATION OF BOTH STATE AND FEDERAL LAW AND MAY RESULT IN DISMISSAL AND/OR FELONY PROSECUTION. ALL TRANSACTIONS ARE MONITORED BY USER ID.

I UNDERSTAND AND ABIDE BY THESE CONDITIONS. (THIS BOX MUST BE CHECKED IN ORDER TO PROCEED)

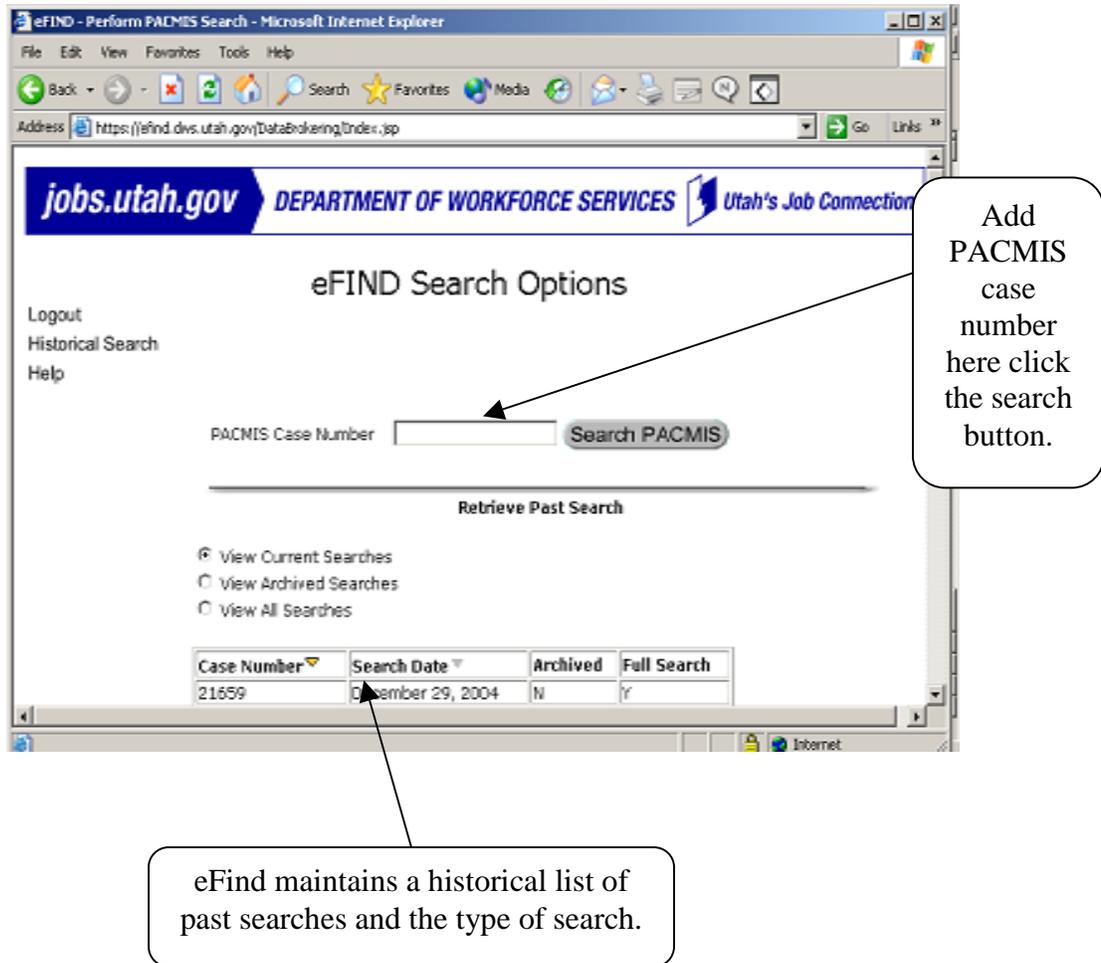
Log in

You must add a check to the box to log into the database.

Click the “Log in” button.

Complete a PACMIS eFind Search

The person must be open or must have been open on a PACMIS case within the past 90 days. If no PACMIS case is or has been open, you can register a FC case in PACMIS for the foster child and use that case number for your search while it is in received (“RE”) status.



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eFIND Search Options

Logout
Historical Search
Help

PACMIS Case Number

Retrieve Past Search

View Current Searches
 View Archived Searches
 View All Searches

Case Number	Search Date	Archived	Full Search
21659	December 29, 2004	N	Y

Callout 1: Add PACMIS case number here click the search button.

Callout 2: eFind maintains a historical list of past searches and the type of search.

Screen Display After a PACMIS Search

After the search of PACMIS is completed the display will look like this. From here you can select the search criteria, add alias Social Security Numbers and alias names. Adding an alias is necessary to search for a parents' information when the parent is not listed on the PACMIS case number that you are using for the search.

The screenshot shows a web browser window titled "Pacmis Search Results - Microsoft Internet Explorer". The address bar shows the URL: <https://efind.divs.utah.gov/DataBrokermg/PacmisSearchResult.jsp>. The page header includes the logo for **jobs.utah.gov** and the text "DEPARTMENT OF WORKFORCE SERVICES" and "Utah's Job Connection".

The main heading is "PACMIS SEARCH RESULT". Below this, there are links for "Logout", "New Search", and "Help".

There are two input fields: "PACMIS Case Number:" and "Date of Search:". Below these is a table with the following structure:

Name	Alias	SSN	Other SSN	Age Rel.
	Alias Names		Alias SSNs	PI

Below the table is a section titled "Search Options" with a list of checkboxes:

- Full
- Social Security
- New Hire
- Heat
- PARIS
- Alien Registration (not included in a Full search)
- Motor Vehicles
- Unemployment
- UWORKS Employment Plan
- Worker's Compensation
- Prisoner
- WWS Notices
- Householding
- Wages
- Recovery Services
- Food Stamp Disq.
- Public Housing

At the bottom of the search options is a "Start Search" button.

Two callout boxes are present:

- A box on the right says: "Search Options: Select a search by placing a check in the box." with an arrow pointing to the "Search Options" section.
- A box at the bottom says: "Click 'Start Search' to launch a search of eFind resources." with an arrow pointing to the "Start Search" button.

Adding an Alias Social Security Number

https://efind.dws.utah.gov - Add Alias SSN - Microsoft Internet Explorer

Add Alias Social Security Numbers for:

Alias SSN

Add More Alias SSN Remove Alias SSN Save SSN and Exit

Add the parent's Social Security number here when necessary.
Save and Exit.
More than one alias Social Security Number can be added.

Search will display the child's name, but will indicate the alias SSN's that have been searched.

Adding an Alias Name

https://efind.dws.utah.gov - Add Alias Names - Microsoft Internet Explorer

Add Alias Search Names for:

	First name	MI	Last Name
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add the parent's name here when necessary.
Save and Exit.
More than one alias name can be added.

Search Results Display

Use the scroll bar to view the entire results. A green check mark indicates that eFind has information available. A red "X" indicates no information was found. A question mark will be displayed until eFind determines if information is available. Click on the green check mark to display the information.

jobs.utah.gov DEPARTMENT OF WORKFORCE SERVICES Utah's Job Connection

SEARCH RESULTS

PACMIS Case Number: _____ Date of Search: _____

Name	Alias	SSN	Ver.	Other SSN	Age	Rel.
	no alias		Y	no alias	39	PI
	no alias		Y	no alias	17	CH
	no alias		Y	no alias	14	CH
	no alias		Y	no alias	12	CH
	no alias		Y	no alias	9	CH
	no alias		Y	no alias	8	CH
	no alias		Y	no alias	36	MR

Search Summary

Case Details	
WNHS Notices	X
Householding	X
ORS Cooperation	✓
ORS Narratives	✓

Logout

Log out when your search is completed.

Printing E-Find Report

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SEARCH RESULTS

PACMIS Case Number: _____ Date of Search: _____

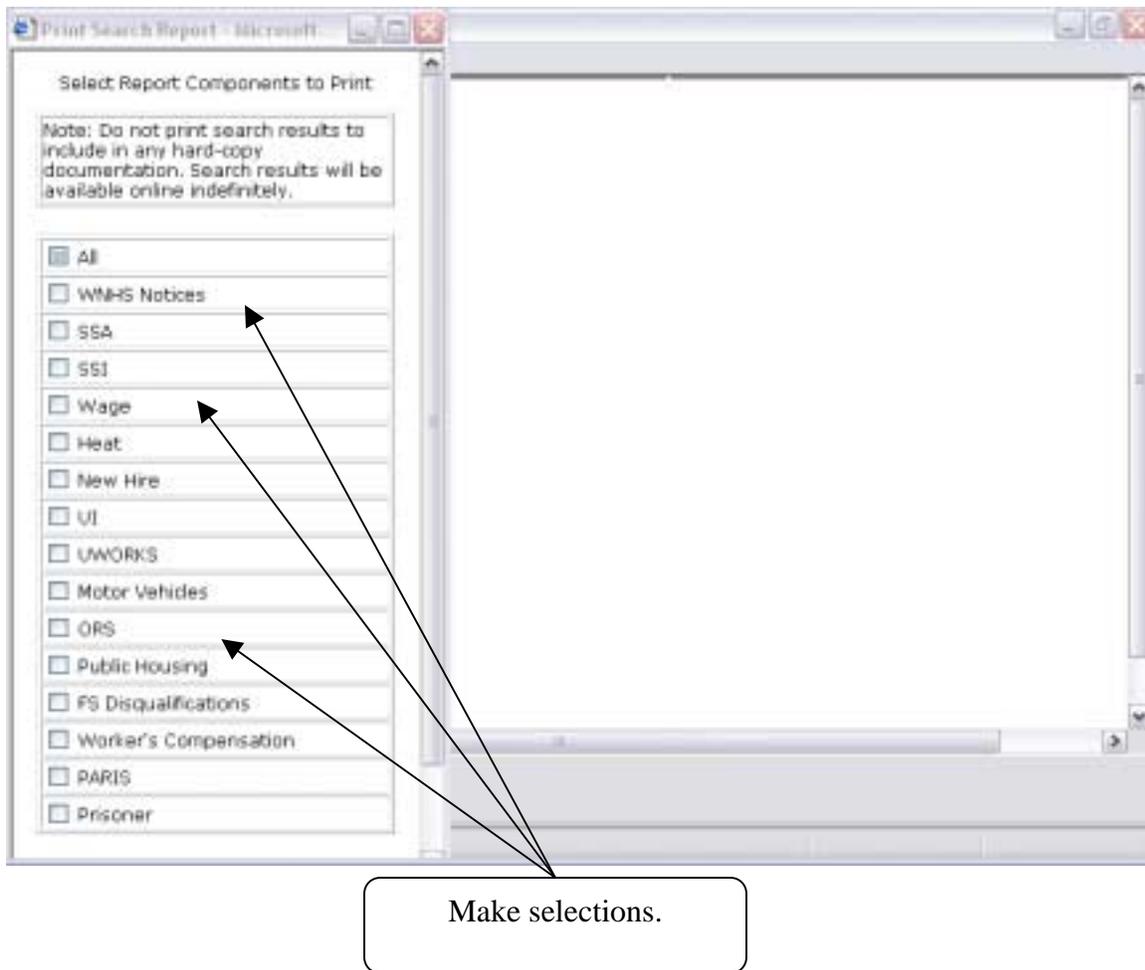
Name	Alias	SSN	Ver.	Other SSN	Age	Rel.
	no alias		Y	no alias	39	PI
	no alias		Y	no alias	17	CH
	no alias		Y	no alias	14	CH
	no alias		Y	no alias	12	CH
	no alias		Y	no alias	9	CH
	no alias		Y	no alias	8	CH
	no alias		Y	no alias	36	MR

Search Summary

Case Details	
WNHS Notices	✘
Householding	✘
ORS Cooperation	✔
ORS Narratives	✔

Print

Select **“Print”**.



The screenshot shows a web browser window with the URL <https://efind.dhs.gov/fatal/robbering/servlet/PrintReport?ssa=0&subprinting=true>. The page content is as follows:

Search Summary

PACMS Case #: _____ Date of Search: _____

Search Results

Name	Alias	SSN	Other-SSN	Age	Relationship
xxxxx		xxxxx	xxxxx	27	PI
xxxxx		xxxxx	xxxxx	17	CHI
xxxxx		xxxxx	xxxxx	14	CHI
xxxxx		xxxxx	xxxxx	12	CHI
xxxxx		xxxxx	xxxxx	9	CHI
xxxxx		xxxxx	xxxxx	9	CHI
xxxxx		xxxxx	xxxxx	26	SI

Case Summary

Case Details	Data Found
WHS Notices	No Information
Householding	No Information
ORS Cooperation	Found Information
ORS Narratives	Found Information

Customer Summary

Customer	SSA	SP	Wage	Heat	New Hire	IF	LWORKS	Mat. Inv.	ORS	Housing	ORS	W/Comp
	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes			
	Yes	Yes	Yes		Yes		Yes					
	Yes						Yes					

For Help, click Help Topics on the Help Menu.

Print from Adobe Acrobat.