

# eFind Guide



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# eFind Guide

**eFind is an internal database that allows us to quickly gather a wealth of informant about our clients. This information is needed to determine eligibility and issue benefits. Having the information at our fingertips allows for quicker determination times.**

## Types of Information eFind Gives Us

- Alias
- SSN Verification
- ORS
- Wages
- Household Composition
- Alien (SAVE)
- HEAT Assistance
- Public Housing
- Driver's License
- Unemployment Compensation
- SSA and SSI benefit information
- Vehicle
- TPL
- Disqualifications
- Workman's Compensation
- Veteran's Benefits
- Birth and Death Records
- Status of Child Care Providers

## Confidentiality

With access to **SENSITIVE AND PRIVATE** information comes **RESPONSIBILITY!** EFind is to be used for **BUSINESS PURPOSES ONLY!** All searches are saved and can be viewed again.

## Nuts and Bolts

You will need to **REGISTER** on a computer in order to use eFind. EFind is accessed from the link on your eRep home page. The login is your eRep login and password. Each time you must check the confidentiality agreement.

## Conducting a Full Search

Applications must be registered with **ALL** removal home and household members on the case before conducting your search or eFind will not pull all of the information. Update names (spelling), SSN's and addresses before searching.

- It is not enough to “pull eFind”. You must **ADDRESS ALL** of the information you find. **INTERPRET** that information and also **ACT** on it. All information found on eFind must be considered as evidence for the foster care IV-E/Medicaid determination. If there is a reason that you do not consider the eFind evidence in the determination you need to document that reason.

## Other Types of Searches....

- **Historical**
  - ✓ Allows you to look at the information again without pulling a new search. You can use this procedure when you want to view a search that has been completed in the past or view a search that has been completed by another worker.
- **Archived**

## Accessing the eFind Database

Home | My Tasks | My Calendar | My Cases | Search | Log Out

**Cúram 4.0**  
Welcome

My Shortcuts	Search
<a href="#">New Case</a>	<a href="#">Search Person</a>
<a href="#">New FC/SA Case</a>	<a href="#">FBI Search</a>
<a href="#">Utah Cares</a>	<a href="#">eFind</a>
<a href="#">YODA</a>	<a href="#">Search for Medical Benefits</a>
<a href="#">Change Password</a>	<a href="#">Online Application Search</a>

The eFind link is located on the worker home page in eRep.  
“Click”



Please enter your **eRep username and password** below

Login Name

Login Password

WARNING! THIS SYSTEM CONTAINS GOVERNMENT INFORMATION. BY ACCESSING AND USING THIS COMPUTER SYSTEM, YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF, OR ACCESS TO, THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES.

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](#)

[eFind User Registration](#)

- ✓ EFind login name = eRep user name
- ✓ EFind password = eRep password
- ✓ You must agree to the confidentiality statement each time you log in by placing a check mark in the box.
- ✓ EFind User Registration must be completed if you are using eFind for the first time on a computer.

## Completing an eFind Search



### eFIND Search Options

Logout  
Historical Search  
Help

EREP Case Number

[Retrieve Past Search](#)

View Current Searches  
 View Archived Searches  
 View All Searches

Case Number ▾	Search Date ▾	Archived	Full Search
	Feb 29, 2012 14:51	N	Y
	Mar 07, 2012 12:22	N	Y
	Feb 15, 2012 10:02	N	N
	Mar 06, 2012 11:05	N	Y
	Mar 05, 2012 12:03	N	Y
	Mar 05, 2012 11:56	N	N
	Feb 08, 2012 14:26	N	N
	Feb 29, 2012 13:36	N	Y
	Mar 07, 2012 09:39	N	Y
	Feb 21, 2012 12:48	N	Y
	Feb 21, 2012 12:46	N	Y
	Feb 21, 2012 10:47	N	Y

- ✓ Enter the eRep Case Number and click “Search PACMIS” to complete an eFind search.
- ✓ You can also retrieve the information from past searches by clicking on the case number listed in the case number column.



### EREP SEARCH RESULT

Logout  
New Search  
Help

EREP Case Number: \_\_\_\_\_ Date of Search: \_\_\_\_\_

Name	Alias	SSN	Other SSN	Age	Rel.
	Alias Names		Alias SSNs	17	PI
	Alias Names		Alias SSNs	6	Half Sister
	Alias Names		Alias SSNs	39	Not Assigned
	Alias Names		Alias SSNs	16	Sister
	Alias Names		Alias SSNs	12	Half Brother

**Search Options**

Full  Motor Vehicles  WNHS Notices  
 Social Security  Unemployment  ChildCare Income  
 New Hire  UWORKS  Wages  
 SSA Low Income Subsidy  Worker Comp  Recovery Srvc  
 PARIS  Prisoner  Food Stamp  
 Householding  SVES  Qual Qtrs  
 ORSIS Events  CAAL  Driver License  
 BEERS/IVES  License Exempt Child Care Provider  
 Utah Tax Commission (USTC)

**Program Types (eRep Cases Only)**

Food Stamps  
 Medical  
 Child Care  
 FEP  
 GA  
 RCA

**The following searches are NOT included in a full search**

Birth Record  Alien Registration  Death Record  
 Work Number

**Start Search**

- ✓ Select the desired search options. Some searches are not included in the full search option, You must select those items in addition to the full search if you wish to view that information.
- ✓ You can add an alias SSN or other name if you have a need to search an SSN or name that is not in the case member list.

## Alias Name Search Box

Add Alias Search Names for:1

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

- ✓ Click the name field to add the information. Click “Save Names and Exit”, when all names have been added.

## Add Alias SSN Search Box

Add Alias Social Security Numbers for:

	Alias SSN
<input type="checkbox"/>	<input type="text"/>

- ✓ Click the “Alias SSN” box to add additional SSN’s for the search.
- ✓ “Save SSN and Exit” when all SSN’s have been added.

## Search Results

Historical Search Logout

EREP Case Number: \_\_\_\_\_ Date of Search: \_\_\_\_\_

Name	Alias	SSN	SOLQ Ver.	SVES Ver.	Citizenship Ver.	Other SSN	Age	Rel.
...	alias	...	Y	X	Y	no alias	17	PS
...	alias	...	N	X	N	no alias	6	Half Sister
...	alias	...	Y	X	N	no alias	39	Not Assigned
...	alias	...	N	X	N	no alias	16	Sister
...	alias	...	N	X	N	no alias	12	Half Brother

Case Summary

Assets

Cooperation

Household Composition

Income & Expenses

Print

Archive Results

Help

**Search Summary**

Case Details	
WNHS Notices	✗
Householding	✓
ORS Cooperation	✓
ORS Narratives	✗
CAAL Narratives	✗
Child Care Provider	✗

Customer Details					
SSA (SOLQ)	✗	✗	✓	✗	✗
SSA (Bendex)	✗	✗	✓	✗	✗
SSI (SOLQ)	✗	✗	✓	✗	✗
SSI (SDX)	✗	✗	✓	✗	✗
Wage	✗	✗	✓	✗	✗
New Hire	✗	✗	✓	✗	✗
UI Benefit	✗	✗	✓	✗	✗
UI Reduction	✗	✗	✓	✗	✗
UWORKS	✗	✗	✓	✗	✗
Motor Vehicles	✗	✗	✓	✗	✗
ORS Income	✗	✗	✓	✗	✗
ORS Payment	✗	✗	✓	✗	✗
ORS State Retained	✗	✗	✓	✗	✗
ORS Third-Party Liabilities	✗	✗	✓	✗	✗
ORS State Retained	✗	✗	✗	✗	✗
ORS Third-Party Liabilities	✗	✗	✗	✗	✗
FS Disqualifications	✗	✗	✗	✗	✗
Worker's Compensation	✗	✗	✗	✗	✗
PARIS	✗	✗	✗	✗	✗
Prisoner	✗	✗	✗	✗	✗
Qualifying Quarter	✗	✗	✗	✗	✗
SVES(SSA)	✗	✗	✗	✗	✗
SVES(SSI)	✗	✗	✗	✗	✗
ORSIS Events	✗	✗	✗	✗	✗
Driver License	✓	✗	✓	✗	✗
SSA(BEERS)	✓	✗	✓	✗	✗
IRS(IVES)	✓	✗	✓	✗	✗
CAAL Narratives	✗	✗	✓	✗	✗
Child Care Income	✗	✗	✗	✗	✗
SSA Low Income Subsidy	✗	✗	✗	✗	✗
Tax	✗	✗	✗	✗	✗

A column marked with a "green check mark" indicates that eFind has found information for the case member in that column. These results should be looked at and researched to determine if the information applies to the AFDC group and the eligibility month.

**Legend:**

- Search is not yet completed.
- Search found NO information for this client.
- Verification request not allowed with selected program types.
- Search found information for this client. You have not yet examined this information.
- Search found information for this client. You have examined this information.
- Search for this screen failed. Re-execute search. If the search continues to fail, call the Help Desk for assistance.
- There may be a problem with security. Check with your system administrator for access rights.
- This source is temporarily unavailable. For more information, please place cursor over the icon.

## Printing the EFind Report



New Search  
Historical Search  
Logout

### SEARCH RESULTS

EREP Case Number: \_\_\_\_\_

Case Summary  
Assets  
Cooperation  
Household Composition  
Income & Expenses  
**Print**  
Archive Results  
Help

Name	Alias	SSN	SOI Ver
	no alias		Y
	no alias		Y

#### Search Summary

Case Details	
WNHS Notices	✗
Householding	✓
ORS Cooperation	✓
ORS Narratives	✗
CAAL Narratives	✗
Child Care Provider	✗

- All
- WNHS Notices
- SSA
- SSI
- Wage
- Heat
- New Hire
- UI
- UWORKS
- Motor Vehicles
- ORS
- FS Disqualifications
- Worker's Compensation
- PARIS
- Prisoner
- Public Housing
- Qualifying Quarters
- SVES SSA
- SVES SSI
- ORSIS EVENTS

**Print Report**

Select the components of the report that you wish to print and then click **“Print Report”**.

## EFind Historical Search



### SEARCH

New Search

**Historical Search**

Logout

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Case Summary

Assets

Cooperation

Household Composition

Income & Expenses

Print

Archive Results

Help

EREP Case Number:

Name	Alias
<input type="text"/>	no alias
<input type="text"/>	no alias

**Search Summary**

Case Details	✓
<b>WNHS Notices</b>	✗
<b>Householding</b>	✓
<b>ORS Cooperation</b>	✓
<b>ORS Narratives</b>	✗
<b>CAAL Narratives</b>	✗
<b>Child Care Provider</b>	✗

To search for a prior eFind result for the case number, click **“historical search”**. Add the case number in the search box and click **“search”**. EFind will retrieve prior search results. Click on the **“Search ID”** to retrieve prior results.

### Find Previous Search

eRep Case Number

Worker

Begin Date  

End Date  

Limit Results to:

**Search**

---

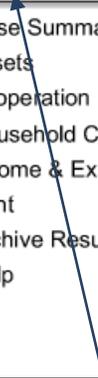
**Retrieve Past Search**

**Retrieve Past Search**

Search Id	Case Number	Search Date	Worker	Full Search
7474048		Mar 12, 2012 14:16	...	Y
7470770		Mar 10, 2012 13:25	...	Y

## Logout

New Search  
Historical Search  
Logout  
-----  
Case Summary  
Assets  
Cooperation  
Household Composition  
Income & Expenses  
Print  
Archive Results  
Help



When your search is complete “logout”.