

Conducting an Efficient and Effective History Search

Created: November 2017

Completing an efficient, effective history search using TFACTS and SafeMeasures is a critical piece of the information gathering process. A history search can provide potential relative/kinship placements, insights to potential hazards, and help establish patterns of family behaviors. Here are some helpful tips and tricks when completing your next History Search:

****The search function in SafeMeasures is a quick way to gain a vast amount of information about a family.** The searches can be completed by Case ID, Investigation ID, and Client ID. The most information is gained from a Client ID search; including CFTMs, FAST, Allegations and Classifications, and addresses associated with a client. **

TFACTS Person Searches:

1. Start a search by SSN only.
2. Then with full name.
3. And finally full name with a DOB.

Look at the variations of names (e.g. Bob, Bobby; Rob, Robby, Robert) TFACTS collects for you. Also, when searching history on a woman, search by married, maiden, and even paramour names. **TFACTS uses phonetics to assist in retrieving names. It is helpful to spell names various ways, especially if the phonetics change (e.g. Mari, Marie, Mary).** It may also be helpful to search all the children and adults in the household, even those not on the referral, and be certain to at least glance the full list of names— not only the first page. **You can also search for residential addresses without any name at all.** When reviewing TFACTS history, be sure to **look for history in multiple disciplines** (e.g., Family Support Services, CPS, Foster Care, and Juvenile Justice). Reach out to current CMs and touch base about your new case. **Also, when you are short on time and reviewing CPS history, still always review the allegation/classification and intake.** While reading more is best, this information will at least guide you to the allegations at hand and whether or not multiple referents are sharing similar concerns. For example, a case where a caregiver has been alleged of abusing cocaine per five different, unrelated referents over several months may warrant additional attention, even if all the historical cases lacked sufficient evidence. By completing an effective history search, you help eliminate duplicate person IDs and family case IDs. **By finding and merging unlinked history, you keep families, children, and your co-workers safer.** *If you come across a duplicate Person ID; please take a moment to email your region's FCCR to request the duplicates be merged.*

Example:

A CPSI was investigating an allegation of drug-exposure. The mother said she was married to the child's incarcerated father. The mother was fervent she had maintained complete sobriety from drugs for the past year, and her disclosure seemed to check out. The case closed, but a new case opened a week later, under a different last name. In reality, the mother had not provided her legal name and had another child removed 3 months prior-- due to drug abuse.