

Databases for Intake

As someone who works in Intake you will often need to access information to complete your intake, as most reporters won't have all the information that is necessary for a quality initial intake. In addition, you'll sometimes want to access information to confirm some of the details of a report before making a screening decision.

Very frequently, you will need to:

- Confirm the name or birth date of a parent
- identify the name of the other parent
- confirm or identify the children's primary residence or school
- attempt to gather further information about the family and children

Remember that child safety begins at intake, and comprehensive and accurate intake reports are more likely to support accurate identification of safety threats once a worker is assigned to the family.

There are many different databases that you access to make sure you can get this kind of information. The following reviews some of the main databases that are used by staff at Intake. All require some level of permission for access, and some must only be accessed through designated gatekeepers.

Here is a list of a few of the most frequently used sites:

Department of Health (Birth and Death Records)

You can access DOH with your DSHS Logon and password. It will allow you access to birth and death records in Washington state. This allows you to confirm names and dates of birth of both parents of a child, when both parents are listed on the birth certificate. Because you can do searches multiple ways, you can also identify siblings and half siblings of a child and other parents to half siblings, and all these people's dates and locations of birth.

<http://chsvitalsweb.doh.wa.gov/login.htm>

ACES (automated client eligibility system)

ACES online is the database used by Economic Services employees. This means that people who receive benefits from ESA, such as SNAP benefits (commonly called food stamps), Medicaid (medical insurance for children of low income families, and for people with disabilities) or TANF benefits (often known as cash assistance or "welfare") will have information in this system.

Addresses and other contact information can be found here, as well as information about where medical insurance has been used in the past.

<http://acesonline.dshs.wa.gov/aces/servlet/Welcome>

You can access a manual that has information about using this website on DSHS' website, here:

<https://www.dshs.wa.gov/esa/manuals/aces>

DAPS – Driver and Plate Search

DAPS allows you to identify the registered owner of a car if you have the license plate number. This is very important in cases where a community member witnesses concerning and unsafe behavior in public and has only a description of the adult and child and the license plate number of the car they left

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in. Access to this database is limited so you must contact your regional gatekeeper who will locate the needed information. The following link provides contacts for accessing DAPS:

<http://ca.dshs.wa.gov/intranet/main/daps.asp>

BARCODE

Barcode contains information such as prior psychological evaluations and medical reports, marriage and divorce documents, and SSI eligibility.

<http://osd.esa.dshs.wa.lcl/barcode/Pages/home.aspx>

SEMS – Division of Child Support (Support Enforcement Manual System)

SEMS is another useful website. SEMS has information about paternity that may not be available on the Department of Health's website, as some fathers have established paternity by means other than initially being placed on the birth certificate. For parents who have been ordered to pay child support, SEMS may have information about their residence and their work location.

<http://semsweb.dshs.wa.gov/SEMS/Login.aspx>

Washington Courts

The Washington Courts website is searchable by first and last name. It has information about civil matters including many types of protection orders, and information about some criminal cases (generally felonies). This can be important if the presence of domestic violence or other harassing, violent behavior by one adult against another is a critical component in an intake. Court orders may exist in such a case and information can be found about who filed for protection, what protection was granted, and if they are still in effect. More information can be located on certain families, though assistance from an AAG is generally required.

<http://dw.courts.wa.gov/>

Sex Offender Registries – National and State

You can search for convicted sex offenders in either the Washington state or National Sex Offender Registries. Additional information, such as the type of crime and relative risk to the community may also be provided.

<http://ml.waspc.org/>

[http://www.nsopw.gov/\(X\(1\)S\(rz23hc010yggd5jdmvutwdbw\)\)/en](http://www.nsopw.gov/(X(1)S(rz23hc010yggd5jdmvutwdbw))/en)

There are many other useful links provided from CA's Intranet, including school information, jail registries, and links to medical and mental health information.

You'll want to get signed up with many of these systems and have a chance to experiment with using them over the next few weeks so that you can quickly and efficiently use them as needed when you are working on intakes with a quick turn around time.