

RBCL – Report Background Check List

This screen displays a list of reports that contain the identified CAPS ID and have a substantiation determination associated to the report. This screen is only accessible by some staff and can be used by Centralized Intake to complete background checks.

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CMFSRBCL          REPORT BACKGROUND CHECK LIST          06/30/2016    9:33
USER ID: C74142SW                                PAGE NO:    1

CAPS ID: 00001238  DAISY DUCK
TO SELECT, ENTER I=INQUIRE

  SEL  RPT NO  DATE RECEIVED  R/R CAT STS REPORT NAME  DETERMIN  WORKER
  _    0001170  06/28/2016  CPS  0  DAISY DUCK  END DATE  ASSCND
  _    0001094  12/08/2013  CPS  0  DAISY      C74142SW
  _    0001080  07/29/2013  CPS  0  DAISY DUCK C74142SW

                                     PATH:
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)

Enter the CAPS ID of the person you wish to view substantiation history for.

SEL

On the select line, enter "I" to inquire on a specific report. This will take you to the RRD1 (Report/Request Detail 1) screen. *You can inquire on up to 50 reports at a time. On the RRD1 (Report/Request Intake Detail 1) screen, press F7/F8 to page through the reports. You can also view RRD2 (Report/Request Detail 2) and RRD3 (Report/Request Detail 3) screens, if necessary.*

RPT NO

This field will display the report number for the listed report.

DATE RECEIVED

This field will display the date the listed report was received.

R/R CAT (F12)

This field will display the category of the listed report.

STS (F12)

This field will display the current status of the listed report.

REPORT NAME

This field will display the report name associated to the listed report. *This defaults to what was entered in the REPORT NAME field on the RRD1 (Report/Request Detail 1) screen.*

DETERMIN END DATE

If the report is in "C" (closed) status, this field will display the determination end date for the listed report. *This is the date the worker made their determination if allegations were substantiated or unsubstantiated.*

WORKER ASSGND (F12)

This field will display the C number of the current assigned worker for the listed report.

Additional Information

Reports will appear on the list if there are any of the following determinations on the report:

- ✓ AJP – Adjudication Pending: YINC Pending
- ✓ CCP – Criminal Charges Pending
- ✓ FHR – Fair Hearing Requested
- ✓ FND – Founded
- ✓ IND – Indicated Maltreatment Occurred – Unable to Substantiate
- ✓ LGP – Pending Per Legal Agreement/Settlement, See CPS Program
- ✓ LVS – Licensing Violation Substantiated
- ✓ SUB – Substantiated Abuse, Neglect or Exploitation
- ✓ SUD – Substantiated/Indicated Child Abuse Resulted in Death
- ✓ SUP – Substantiation Pending

The substantiation does not, necessarily, have to be on the person the background check is being performed on.