



INDIANA
DEPARTMENT OF
CHILD
SERVICES

CPI/CPS Portal

Organization Guide

Updated September 14, 2018

Terry J. Stigdon, Director
Kevin Jones, Chief Information Officer

Next 

What's New? - September 15, 2018 Enhancements

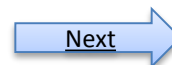
Requesting Organization / Third Party Organizations

1. Requesting Organizations have the ability to correct/edit the Applicant's "Date of Birth," "Social Security Number," and "Email Address." By clicking "[Return Request to Applicant](#)," the changes are saved, and two new emails are sent to the Applicant/Parent/Legal Guardian giving access to the updated Request.
Note: If a Third Party Organization is acting upon the behalf of a Requesting Organization, these corrections/edits may only be made by the Third Party only.
2. Applicants/Parents/Legal Guardians now have the ability to edit/correct the "Applicant Legal Name," "Social Security Number," and "Phone Number."
3. "Detailed Search" is now available. A new page dedicated to searching requests will allow all Organizations a more efficient way to research Requests. Additionally, an "EXCEL" file extract has been made available.
4. "Expired" Status – A new automated expiration process will begin for Requests **created on or after September 15, 2018**. Ten (10) calendar days after the latest date that the "Applicant/Parent/Legal Guardian" was notified about an initiated Request, the "CPI/CPS Portal" will generate an automated email reminder notification. If the "Applicant/Parent/Legal Guardian" does not complete their portion of the Request before the 20th calendar day, the "Open" Request will have the status changed to "Expired." "Expired" Requests will not display on the Organization Dashboard, however can be displayed through the "Detailed Search" page.
5. A new column, "Applicant Notified Date" has been added to the Organization Dashboard display. This column will display the LAST date the "Applicant/Parent/Legal Guardian" was notified of an initiated Request.
Note: this date may be "reset" at any time by clicking the "[Return Request to Applicant](#)" in the upper right-hand corner of the Request.



What's New? - September 15, 2018 Enhancements – Cont'd

6. A new icon will appear in the “Applicant Notified Date” column, next to the date for those Requests which have been sent the “10-Day Reminder Email Notification.” By hovering over the icon, a User may see how many more days are available until the Request is placed into the “Expired” status.
7. A new “Terminate” status is available for Organizations. This is an option for Requesting Organization to manually change a Request Status from “Open” to “Terminated” for Requests which are not needed. Once a Request has been set to “Terminated” it cannot be used. **Note:** If a Request is initiated by a Third Party Organization, acting upon the behalf of a Requesting Organization, the “Terminated” option is only available to the Third Party. “Terminated” Requests will not display on the Organization Dashboard, however can be displayed through the “Detailed Search” page.
8. A new status is available for the DCS Central Office of Background Check Unit (COBCU) to manually change a Request Status from “Submitted / In-Progress / In-Review” to “Cancelled.” These are Requests that will not be completed by “COBCU.” “COBCU” will provide information directly to the Organization concerning “Cancelled” Requests. Once a Request has been set to “Cancelled,” it cannot be used. “Cancelled” Requests will not display on the Organization Dashboard, however can be displayed through the “Detailed Search” page.
9. Applicants/Parents/Legal Guardians will now have will have the ability to edit/correct the “Applicant Legal Name,” “Social Security Number,” and “Phone Number.”
10. The display of past addresses has been enhanced for readability.



What is an Organization in the “CPI/CPS Portal?”

Organizations of all types make numerous requests annually from DCS to verify child protective histories as required by law. The new “CPI/CPS Portal” is a single location, simplifying the process, securing personal and confidential information and streamlining the COBCU business process. With the use of the “CPI/CPS Portal,” we aim to eliminate wasteful duplicate submissions and incomplete requests, while expanding communication to all parties involved.

Organizations initiate “CPI/CPS History Check” requests and include, but are not limited:

Licensed Child Placing Agencies (LCPA)

DCS Licensed Residential Facilities

Hospitals

Community Mental Health Centers (CMHCs)

Community Social Organizations

School Corporations, Public and Non-Public Schools

Out-of-State Government Entities



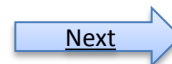
Participants within a “CPI/CPS History Check”

“Applicants” are the subject of the “CPI/CPS History Check.”

If an “Applicant” is less than 18 years of age, or as a legal representative, then a “Parent/Legal Guardian” is required to consent to the “CPI/CPS History Check.”

Within the “CPI/CPS Portal,” Organizations are referred to as “Requesting Organizations”

“Requesting Organizations” may utilize vendors to process the various background checks. These vendors are referred to as “Third Party Organizations” within the portal.



https://magik.dcs.in.gov/Portal/Home/Login

Management Gateway for Indiana's Kids

Sign In

Enter User E-mail Address
as the Username

Enter Username

Enter password

Sign In

Remember Me

[Reset Password?](#)

User Password

Reset a forgotten password.

[Online Reporting](#) | [Case Management](#) | [KidTraks Financials](#) | [NYTD](#)



Sign-on Help



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Contact Us

Adoption Assistance Subsidies Centralized.Eligibility@dcs.in.gov

Foster Care Subsidies DCSPaymentResearchUnit@dcs.in.gov

All other Vendor Inquiries DCSPaymentResearchUnit@dcs.in.gov

DCS Local Office

Subscriptions

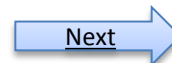
[Manage Subscription](#)

[Help](#)

[Email an Issue](#)

[Support Links](#)

[Contracting Opportunities](#)
[Provider Service Guides](#)



Application – CPI/CPS Portal

Users with “CPI/CPS Portal” access only will use this link.

MaGIK | Gateway

Applications

CPI/CPS Portal

Support

Manage Security

Our children can't wait!

Call the Indiana Child Abuse Hotline Today...

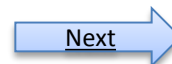
If you suspect abuse or neglect

1-800-800-5556

Partners

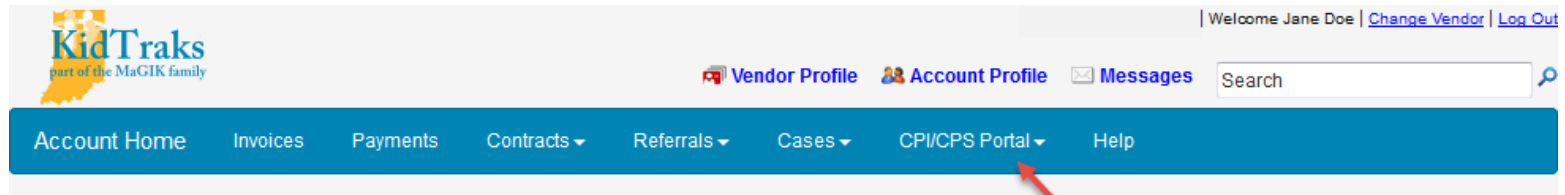
COMODO SECURE Microsoft zendesk SurveyMonkey

case commons Adobe govDELIVERY JTAC Quest



Application – CPI/CPS Portal for Established KidTraks Vendor

Organization/Vendor Users already established within DCS KidTraks, will use this link to enter the “CPI/CPS Portal.”



Account Home - CHILD'S FUTURE SERVICES

Announcements

0 announcements...

Quick Links

[Download Billing Codes to Excel](#)
[Contact Us](#)
[DCS Home Page](#)

[Provider Rate Listing](#)

Standard Maintenance

Standard Maintenance window - The

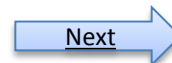
Welcome to the KidTraks System

The Department of Child Services (DCS) has implemented a new electronic contracting system. This system requires all contracts to be signed electronically. DCS would like for all of our providers to make sure the person that will sign their contracts has reviewed the instructions on how to eSign Contracts located at <http://www.in.gov/dcs/2332.htm>.

Recent Activity

Billing Codes

No Recent Activity



Organization Dashboard

Announcement: Get Ready for Enhancements Coming September 15, 2018!

In preparation for UPCOMING ENHANCEMENTS, please review and process all needed "OPEN" CPI/CPS History Check Requests no later than September 14, 2018. Any requests not submitted on that date will no longer be valid requests and will be removed from the "CPI/CPS Organization Dashboard." Starting September 15, 2018, all newly created requests will have 20 calendar days to be submitted before they will move to an "EXPIRED" status.

CPI/CPS Dashboard **Detailed Search**

Quick Links

- [Create New Request](#)
- [CPI/CPS Organization Guide](#)
- [CPI/CPS Portal FAQs](#)
- [Submit an Issue or Question](#)

Quick Links

Request ID	Applicant Notified Date	Submitted Date	Applicant Name	Requested Reasons	Requesting Organization	Third Party Name	Request Status	Consent Details
100002340	09/13/2018	09/13/2018	Parker, A	Volunteer	CHILD'S FUTURE SERVICES		Submitted	A O
100002338	09/13/2018	09/13/2018	Fullership, L	Volunteer	CHILD'S FUTURE SERVICES		Submitted	A O
100002316	09/10/2018		casca, c	Volunteer	CHILD'S FUTURE SERVICES		Open	A O
100002312	09/10/2018	09/10/2018	Pitts, C	Employment	UNDERSTANDING KID'S LEARNING	CHILD'S FUTURE SERVICES	Submitted	A T
100002310	09/10/2018		Carin, R	Employment	CHILD'S FUTURE SERVICES	UNDERSTANDING KID'S LEARNING	Open	A T
100002071	09/03/2018		O'Conner, B	Employment	CHILD'S FUTURE SERVICES		Open	P O
100002063	08/30/2018	08/30/2018	Jeffers, B	Employment - Existing	HAMILTON SOUTHEASTERN SCHOOLS	CHILD'S FUTURE SERVICES	Submitted	A T

Page 1 of 1 | 100 items per page | 1 - 7 of 7 items

- ↑ Hyperlinks to existing reports
- ↑ Applicant Notified Date
- ↑ Submitted Date
- ↑ Applicant Name
- ↑ Reason(s) for the Request
- ↑ Requesting Organization
- ↑ Third Party Organization
- ↑ Status
- ↑ Consent Indicator

← Previous

Next →



Organization Dashboard Terminology and Function

Request ID: This is a unique identification number for an individual report.

Applicant Notified Date: This is the latest date when the “Applicant/Parent/Legal Guardian” was sent an email notification that a “CPI/CPS Request” had been initiated.

Submitted Date: This is the date when the “CPI/CPS History Check” request was received by the DCS Central Office Background Check Unit. It has not started the process of being reviewed. It is waiting in a work queue for assignment and processing. No date appears in this column until all parties have consented to the history check.

Applicant Name: This is the Applicant’s Legal Name as entered on the history request.

Requested Reasons: This column displays the reason(s) for the “CPI/CPS History Check.”

Requesting Organization: This is the name of the “Requesting Organization” using the results from the “CPI/CPS History Check.”

Third Party Name: This Organization is administering background checks on behalf of a Requesting Organization. Questions and communication will be made through the Third Party Organization. However, the Requesting Organization will be able to follow the status of any requests submitted on their behalf.







Organization Dashboard Terminology and Function

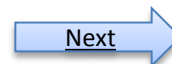
CPI/CPS Request Statuses:

- ❖ **Open** -- The request is awaiting review and consent by one or more parties.
- ❖ **Submitted** -- The request has received all consents and has been submitted to DCS COBCU.
- ❖ **In Progress** – The request has been assigned to a COBCU Worker and is being reviewed.
- ❖ **In-Review** – The request is being is undergoing a second review for quality assurance.
- ❖ **Completed** – The COBCU has reviewed the request and the final results are available for review.
- ❖ **Terminated** – This Request has been stopped by the Requesting Organization. It will not be processed.
- ❖ **Cancelled** – This Request has been stopped by the DCS COBCU. It will not be processed.
- ❖ **Expired** – This Request has not received an Applicant/Parent/Legal Guardian consent. It will not be processed.

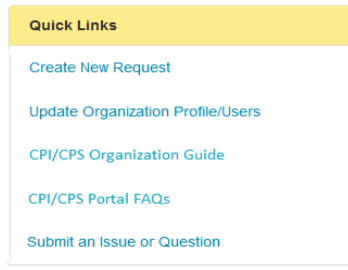
Consent Details: These icons provide a quick way to know if consents by the parties have been completed without opening each request.

Red indicates that the consent is still outstanding. **Green** indicates that the Party has consented.

-  Applicant
-  Parent/Legal Guardian
-  Organization
-  Third Party Organization

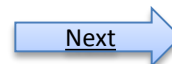


Organization CPI/CPS Dashboard – Quick Links



Quick Links

- [Create a New Request](#)
- [Update Organization Profile/Users](#) – Organization Administrator’s dashboard to update the Organization Profile and to Add/Update/Remove CPI/CPS Organization Users.
- [CPI/CPS Organization Guide](#) – Slide presentation walking through each page of the “CPI/CPS Portal.”
- [CPI/CPS Portal FAQs](#) – Various Questions/Answers Related to all Participants
- [Submit an Issue or Question](#) – Access to submit an email request to the Helpdesk.



Quick Links – Update Organization Profile/Users

Organization CPI/CPS Dashboard // Update Organization Profile/Users

Organization Information

Organization Name:	HAMILTON SOUTHEASTERN SCHOOLS	Tax ID:	
Mailing Address:	<input type="text" value="13485 Cumberland Rd"/>		
Zip:	<input type="text" value="16544"/>	City:	<input type="text" value="Fishers"/>
+ 4:	<input type="text" value="3602"/> (optional)		
Country:	<input type="text" value="United States"/>	State:	<input type="text" value="IN"/>

Save Organization Profile

Add a User

Name	Role	Email Address (Username)	Phone Number with Ext
Jason Pauly	User Admin	requestingorg4@aol.com	(123) 123-1231 Ext.23423
Anna Bremmer	User Admin	AnnaBre30@sbcglobal.net	(317) 341-0172
Cindy Blou	CPI/CPS Organization User	requestingorg5@aol.com	(314) 789-4569
Mike Hurst	CPI/CPS Organization User	michaelhurst@gmail.com	(123) 456-4564
John Wayne	CPI/CPS Organization User	John.wayne@aol.com	(333) 332-2212

Page 1 of 1 10 items per page


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Create a New Request

DCS CPI/CPS Check Request

Which party is initiating this request?

Requesting Organization 

What type of Organization is requesting this CPI/CPS check?

Indiana School Employment (New Hire/Existing only, Not Volunteers) 

Reason for history check:

Employment - Existing Employment - New Hire

Continue



Organization Profile

Requesting Organization

Organization

Type of School: Indiana School Employment (New Hire/Existing only, Not Volunteers)
Reason for History Check: Employment - Existing
School Name: HAMILTON SOUTHEASTERN SCHOOLS
Mailing Address: 13485 Cumberland Rd
City: Fishers
State: IN
Zip: 46038 + 4: 3602 (optional)
Country: USA
Comments:

If you have additional information to share with the COBCU Staff - here is where you would add it to the CPI/CPS Check Request

Contact Information


Jane Doe
First Name: Jane
Last Name: Doe
Telephone Number: Ext:
E-mail Address: requestingorg@aol.com

Contact
Populates with
User Profile



Minimum Applicant Data Entered by Organization


Applicant

Date of Birth (mm/dd/yyyy) 

Name **Demographic Information** **Contact Information**

Legal First Name:

Legal Middle Name or Initial:

No Middle Name 

By clicking on this checkbox you are confirming that you do not have a legal middle name or initial.

Legal Last Name:

Suffix:

Social Security Number:

Gender at Birth: Male Female

Has your gender identity changed since birth?
 Yes No

Race (check all that apply):
 American Indian Asian Black White Other

Phone Number: Ext:

E-mail Address:

Confirm E-mail:

Note: Requesting Organization or Third Party Organization may make edits to: Applicant Date of Birth, SSN, and Email Address. To submit changes, click "Return Request to Applicant" (located above at top right). This will send two new emails to the Applicant/Parent/Legal Guardian.

Applicants may edit Applicant SSN, Phone Number and Legal Name. Complete all information requested, checkmark the "Consent" box at the bottom of the page. Upon clicking the "Submit" button, changes will be saved.

Create a Request by entering in the Applicant's:

- Date of Birth
- Legal Name
- Social Security Number
- Phone Number
- Email Address

Note: If Applicant is a minor then a Parent or Legal Guardian Name and Email Address is required.



Applicant Notified by Email – Password Provided



Fri 9/14/2018 7:01 PM

KidTraks Support - Do Not Reply <KidTraks@dcs.in.gov>

Time-Sensitive – Indiana DCS CPI/CPS Portal Password - Jane Doe

To

Enterprise Vault

+ Get more

Indiana CPI/CPS Check for Department of Child Services (DCS)

The mission of the Indiana Department of Child Services (DCS) is to engage with families and collaborate with state, local and community partners to protect children from abuse and neglect and to provide child support services. In this effort, an "Indiana Request for a Child Protection Services (CPS) Check" or an "Indiana School Personnel – Expanded Child Protection Index (CPI) Check" is required by federal and state law.

You are receiving this email, as a CPI or CPS check was initiated. We have included your password to login to the "CPI/CPS Portal." Please refer to the "Indiana DCS CPI/CPS Request Initiated" email for instructions on accessing the portal.

Password: 7bECBF87



Note: Passwords are valid until you check the "Consent" box. You have 20 days to complete the Request before your password will expire.

Organization	WONDERFUL SCHOOL FOR GIFTED	cpitesterphase2@gmail.com	3179864512
Applicant	Jane Doe	jane.doe@gmail.com	



All parties involved identified to the Applicant or Parent / Legal Guardian

Thank you for helping to protect our children, families, and future!

Indiana DCS Central Office Background Check Unit

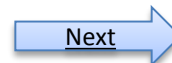
To ensure that you continue receiving our emails, please add KidTraks@dcs.in.gov to your address book or safe list.

This electronic communication is confidential and is intended for designated recipients only.

If you have received this message in error, please delete the original and all copies.

This message has been sent by an auto responder system. Please do not reply to this message.

Note: If Applicant is a minor then a Parent or Legal Guardian is notified and Applicant receives no email.



Applicant Notified by Email – Link to CPI/CPS Portal Provided



Fri 9/14/2018 7:01 PM

KidTraks Support - Do Not Reply <KidTraks@dcs.in.gov>

Time-Sensitive – Indiana DCS CPI/CPS Request Initiated - Jane Doe

To

Enterprise Vault

+ Get more

Indiana CPI/CPS Check for Department of Child Services (DCS)

The mission of the Indiana Department of Child Services (DCS) is to engage with families and collaborate with state, local and community partners to protect children from abuse and neglect and to provide child support services. In this effort, an "Indiana Request for a Child Protection Services (CPS) Check" or an "Indiana School Personnel – Expanded Child Protection Index (CPI) Check" is required by federal and state law.

This email is to inform you, a CPI or CPS Check was initiated. You are requested to login to the "CPI/CPS Portal" as soon as possible to complete the process. This will require the applicant, or if applicant is a minor, the parent or legal guardian to provide additional information and consent to this request.

To enter the "CPI/CPS Portal" click [here](#).



Note: Applicants must use a desktop or laptop. Phones/Tablets/Mobile Devices will not work.

To complete the CPI/CPS request, you will need the following.

- The preferred internet browser is Firefox for the "CPI/CPS Portal." Firefox is available at: <https://www.mozilla.org/en-US/firefox/>. Using other browsers may work but buttons and graphics may be distorted.
- The last four digits of the Applicant's Social Security Number.
- Use the Password sent in a separate email from KidTraks@dcs.in.gov.
- Your password will remain available until you check the "Consent" box AND click "Submit" button at the BOTTOM of the page.
- You have 20 days to sign-in and "Consent" to the Request prior to the Request expiring. Please reach-out to the Requesting Organization to initiate a NEW Request, if not completed after 20 days.
- Have your previous address history written dating back to January 1, 1988 or Date of Birth whichever is most recent with no gaps and overlaps, to refer to while completing.
- If you need the "CPI/CPS" History Check" Request returned to you for corrections after you check the "Consent" box, immediately contact the Organization. Ask for them to "Return Request to Applicant." Once done, two new emails will be sent. Use the new emails with a new password and link. Old emails are inactivated.

Note: you will need to "Consent" again along with the Organization before re-submitting.

The password to access the portal will be sent in a separate email. If you require technical assistance with the portal, please e-mail support@stateofindiana.zendesk.com or contact us by phone at 1-800-225-9173 (**Option 1 only!**) between the hours of 8 am to 5 pm EST.

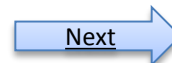
For questions regarding the nature of this request, contact the organization identified below as part of this process:

Organization	WONDERFUL SCHOOL FOR GIFTED	cpitesterphase2@gmail.com	3179864512
Applicant	Jane Doe	jane.doe@gmail.com	

Thank you for helping to protect our children, families, and future!

Indiana DCS Central Office Background Check Unit

Note: If Applicant is a minor then a Parent or Legal Guardian is notified and Applicant receives no email.



Link to CPI/CPS Portal Provided

CPI / CPS Check Form Authentication

Enter Password:

Enter Applicant's Last Four Digits of Social Security Number:

Save

← Password available until consent, then inactivated.

← Last four digits of SSN.



Applicant Can View the Requesting Organization

This CPI/CPS Check Request is awaiting consent by the "Applicant" or if applicable, the "Parent/Legal Guardian".

Blue information panels assist Users

Requesting Organization Print Request

Organization		Contact Information
Type:	Indiana Department of Child Services (DCS) Contracted/Subcontracted Agency	<input type="text" value="James Panel"/>
Reason for History Check:	Employment	First Name: James
Organization Name:	WONDERFUL SCHOOL FOR GIFTED	Last Name: Panel
Mailing Address:	366 Xmen Ways	Telephone Number: 3179964512 Ext:
City:	Indianapolis's	E-mail Address: cpitesterphase2@gmail.com
State:	AL	
Zip:	46970 + 4: 3211 (optional)	
Country:	USA	
Comments:	<input type="text" value="Insert Comments to Applicants Here"/>	

Note: If Applicant is a minor then a Parent or Legal Guardian enters the CPI/CPS Request for review.



Applicant is Required to Enter Details

Applicant

Date of Birth (mm/dd/yyyy):

Name: Legal First Name: Legal Middle Name or Initial: No Middle Name

Demographic Information: Social Security Number: Gender at Birth: Male Female

Contact Information: Phone Number: Ext: E-mail Address: Confirm E-mail:

Has your gender identity changed since birth? Yes No

Race (check all that apply): American Indian Asian Black White Other

Legal Last Name: Suffix:

Note: Requesting Organization or Third Party Organization may make edits to: Applicant Date of Birth, SSN, and Email Address. To submit changes, click "Return Request to Applicant" (located above at top right). This will send two new emails to the Applicant/Parent/Legal Guardian.

Applicants may edit Applicant SSN, Phone Number and Legal Name. Complete all information requested, checkmark the "Consent" box at the bottom of the page. Upon clicking the "Submit" button, changes will be saved.

Has Applicant ever used any other name, including different first, middle, or last name or combination of names? Yes No

Examples of alternate names could be any of these: a nickname, a name prior to adoption, a maiden name, a name from a previous marriage, or a different name due to a name change.

It is required for you to enter any and all alternate names applicant ever used. To enter the alternate names click the "Add Name" link below.

Add Name

Name Type	First Name	Middle Name	Last Name	Suffix	Other	Edit	Delete
Maiden	Jane	Ann	Jones				
Nickname	Janey						



Applicant is Required to Enter Details and Consent

Address Information

The Applicant is required to enter Current Residential Address and all required fields for previous addresses dating back to January 1, 1988 or "Date of Birth," whichever is most recent.

Example 1: Date of Birth is 06/05/2000. Required Addresses back to 06/05/2000.
Example 2: Date of Birth is 03/16/1963. Required Addresses back to 01/01/1988.

Note: Addresses may NOT cross or overlap. Explain where necessary.

Add Address

Edit	Delete	*Address Type	*Moved In	*Moved Out	Street Address	*Indiana City	*State	Zip +4	*Indiana County	*Country	Other Address Type	Explanation
		Residential	August 2015	Current	1298 Oak Lane	Kokomo	IN	47808	Cass	United States		
		Custody Arrangements (Multiple Homes)	February 1995	August 2015	39 Red Leaf Way	Lafayette	IN	47905	Tippecanoe	United States		Lived with Mom most days. I spent time with Dad on the weekends
		Residence (Past)	January 1991	February 1995	900 Boxwood Blvd		HI		N/A	United States		

I hereby consent to a release of information to the above-named requesting organization regarding any prior child protection service history. I understand that this information is necessary to ensure the safety of children. This authorization is valid for sixty (60) days from the date of consent.

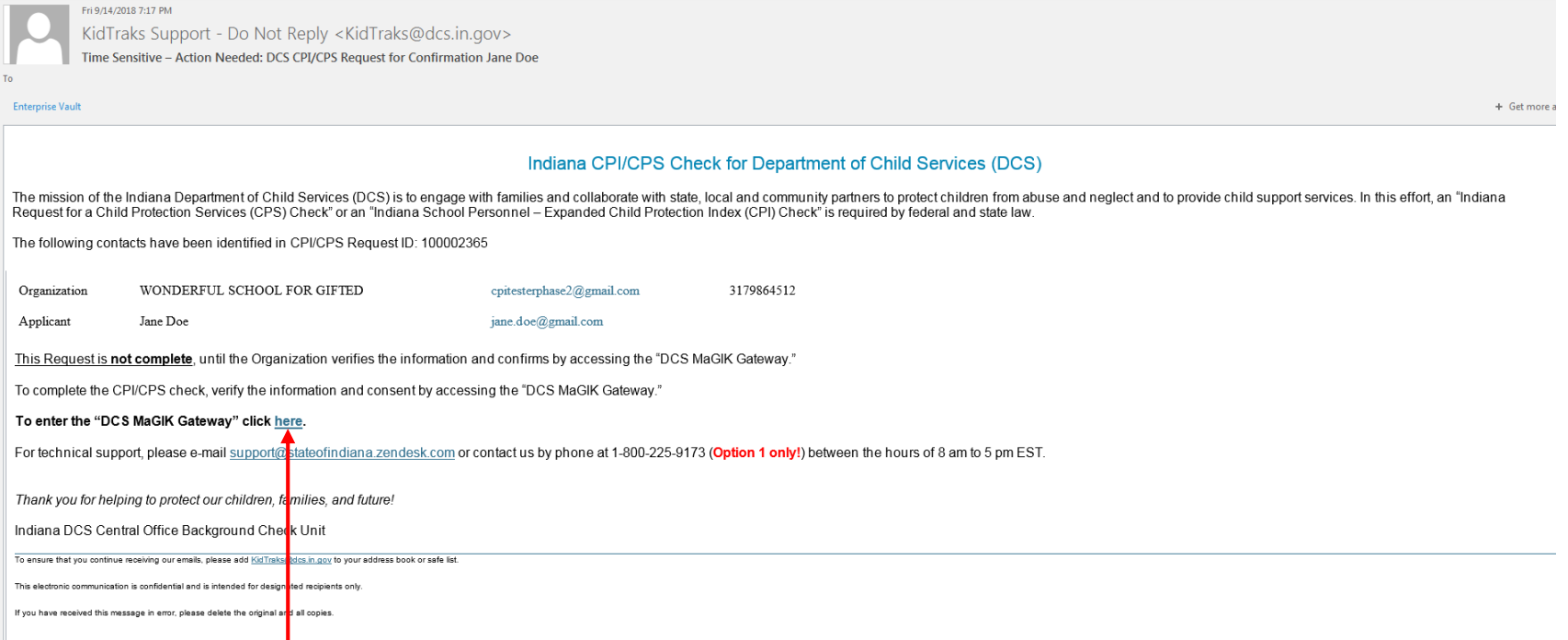
Submit

Cancel

Applicant Consent or Parent/Legal Guardian Consent required.

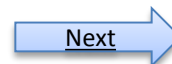


Organization Notified by Email – Link to CPI/CPS Portal Provided



Direct Link to CPI/CPS Portal

Note: If Applicant is a minor then a Parent or Legal Guardian is notified and Applicant receives no email.



Organization Notified by Email – Link to CPI/CPS Portal Provided

MaGIK | CPI/CPS Portal WONDERFUL SCHOOL FOR GIFTED | James Panel

This CPI/CPS Check Request has received consent by the "Applicant" or if applicable, the "Parent/Legal Guardian". This now requires review by the "Organization/endor".

Requesting Organization [Return Request to Applicant](#) | [Terminate Request](#) | [Print Request](#)


Organization	Contact Information
Type: Indiana Department of Child Services (DCS) Contracted/Subcontracted Agency	<input type="text" value="James Panel"/>
Reason for History Check: Employment	First Name: James
Organization Name: WONDERFUL SCHOOL FOR GIFTED	Last Name: Panel
Mailing Address: 366 Xmen Ways	Telephone Number: 3179864512 Ext
City: Indianapolis	E-mail Address: cpitesterphase2@gmail.com
State: AL	
Zip: 46970 +4: 3211 (optional)	
Country: USA	
Comments: <input type="text"/>	

I confirm that the "Requesting Organization Information" is accurate to the best of my knowledge.

Organization has an opportunity to review the data provided by the Applicant prior to Organization Confirmation



Participants Notified CPI/CPS Check Received by DCS COBCU

 Fri 9/14/2018 7:37 PM
 KidTraks Support - Do Not Reply <KidTraks@dcs.in.gov>
 Indiana DCS CPI/CPS Check – Request Received Jane Doe

To

Enterprise Vault + Get more app

Indiana CPI/CPS Check for Department of Child Services (DCS)

DCS CPI/CPS Request #100002365 for Applicant Jane Doe, was received by Indiana DCS Central Office Background Check Unit (COBCU) for review and processing.

In all cases, please allow ten (10) full State of Indiana business days for COBCU to process and respond before making inquiries. Please do not send a second CPI/CPS request. We will notify you by email when the results are available. Thank you for your patience.

For technical support, please e-mail support@stateofindiana.zendesk.com.

Thank you for helping to protect our children, families, and future!

Indiana DCS Central Office Background Check Unit
 CPI-CPS: portalquestion@dcs.in.gov
 Phone: 317-234-4410

To ensure that you continue receiving our emails, please add KidTraks@dcs.in.gov to your address book or safe list.

This electronic communication is confidential and is intended for designated recipients only.

If you have received this message in error, please delete the original and all copies.

This message has been sent by an auto responder system. Please do not reply to this message.

Announcement: Get Ready for Enhancements Coming September 15, 2018!

In preparation for UPCOMING ENHANCEMENTS, please review and process all needed "OPEN" CPI/CPS History Check Requests no later than September 14, 2018. Any requests not submitted on that date will no longer be valid requests and will be removed from the "CPI/CPS Organization Dashboard." Starting September 15, 2018, all newly created requests will have 20 calendar days to be submitted before they will move to an "EXPIRED" status.

CPI/CPS Dashboard Detailed Search

Quick Links	Request ID	Applicant Notified Date	Submitted Date	Applicant Name	Requested Reasons	Requesting Organization	Third Party Name	Request Status	Consent Details
Create New Request Update Organization Profile/Users CPI/CPS Organization Guide CPI/CPS Portal FAQs Submit an Issue or Question	100002365	09/14/2018	09/14/2018	Doe, Jane	Employment	WONDERFUL SCHOOL FOR GIFTED		Submitted	 
	100002362	09/14/2018		Biggs, Jeff	Employment - Existing	HAMILTON SOUTHEASTERN SCHOOLS	WONDERFUL SCHOOL FOR GIFTED	Open	 
	100002357	09/14/2018	09/14/2018	Coleman, Hattie	Employment	PHOTOGRAPHY SCHOOL	WONDERFUL SCHOOL FOR GIFTED	Completed	 

 Previous

Next 



Participants Notified CPI/CPS Check Request Complete



Fri 9/14/2018 7:46 PM

KidTraks Support - Do Not Reply <KidTraks@dcs.in.gov>
Requested Results Password - Indiana DCS CPI/CPS Check Complete - Jane Doe

To

Enterprise Vault

+ Get more app

Indiana CPI/CPS Check for Department of Child Services (DCS)

The CPI/CPS Request Request #100002365 for Applicant Jane Doe, has been reviewed by Indiana DCS Central Office Background Check Unit (COBCU). The results are available for review for the next 60 calendar days from the date of this correspondence.

Results are available for review for the next 60 calendar days from the date of this correspondence, after the allotted time the password is set to expire.

Password: 3ei32FA8

Indiana DCS electronic database history begins on January 1, 1998. This search was completed using electronic statewide records that include the dates January 1, 1988, through the completed date of the Department of Child Services history check.

All inquiries regarding results must be made directly to the Local DCS office which completed the investigation. Requests are to be made in writing by subject of the check or the requesting agency (with appropriate releases) to obtain a copy of the investigation. For the Local DCS Offices contact information, [click here](#). If the "Involvement County" is the "Central Office" contact institutions@dcs.in.gov.

For technical support, please e-mail support@stateofindiana.zendesk.com or contact us by phone at 1-800-225-9173 (**Option 1 only!**) between the hours of 8 am to 5 pm EST.

Thank you for helping to protect our children, families, and future!

Indiana DCS Central Office Background Check Unit



MaGIK | CPI/CPS Portal

WONDERFUL SCHOOL FOR GIFTED | James Panel

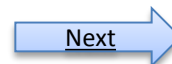
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CPI/CPS Dashboard

Detailed Search

Quick Links	Request ID	Applicant Notified Date	Submitted Date	Applicant Name	Requested Reasons	Requesting Organization	Third Party Name	Request Status	Consent Details
Create New Request Update Organization Profile/Users CPI/CPS Organization Guide CPI/CPS Portal FAQs Submit an Issue or Question	100002365	09/14/2018	09/14/2018	Doe, Jane	Employment	WONDERFUL SCHOOL FOR GIFTED	→	Completed	(A) (O)
	100002362	09/14/2018		Biggs, Jeff	Employment - Existing	HAMILTON SOUTHEASTERN SCHOOLS	WONDERFUL SCHOOL FOR GIFTED	Open	(A) (T)
	100002357	09/14/2018	09/14/2018	Coleman, Hattie	Employment	PHOTOGRAPHY SCHOOL	WONDERFUL SCHOOL FOR GIFTED	Completed	(A) (T)



CPI/CPS Check Request – Results Available

Request ID: 100002365

Applicant Name: Jane Ann Doe

Action ▾

Navigation

- Request Information
- Requesting Organization
- Applicant Details
- CPI/CPS Check Results
- COBCU Staff Details

Request Information

Request Details

Request Type: Indiana Request for a Child Protection Services (CPS) History Check
Request Reason(s): Employment
Request Submitted Date: 9/14/2018 7:36:40 PM
Process Initiated Date: 9/14/2018 7:44:42 PM
Request Completed Date: 9/14/2018 7:45:39 PM

Status:

Completed



Consent Details

Requesting Organization Consent:
Applicant Consent:

Requesting Organization

Organization

Name: WONDERFUL SCHOOL FOR GIFTED
Type: Indiana Department of Child Services (DCS)
Contracted/Subcontracted Agency
FEIN ID: 23-2321154

Mailing Address

Address: 366 Xmen Ways
City: Indianapolis
State: AL
Zip: 46970-3211

Contact Person

Name: James Panel
Phone #: (317) 986-4512 Ext.
E-mail: cpitesterphase2@gmail.com



CPI/CPS Check Request – Results Available

Request ID: 100002365

Applicant Name: Jane Ann Doe

Action 

Navigation

- [Request Information](#)
- [Requesting Organization](#)
- [Applicant Details](#)
- [CPI/CPS Check Results](#)
- [COBCU Staff Details](#)

Applicant Details

Legal Name

First: Jane
Middle: Ann
Last: Doe
Suffix:


Applicant Information

Phone #: (888) 321-3210 Ext.
E-mail: jane.doe@gmail.com

Parent/Legal Guardian Information

Name:
Relationship:
E-mail:

Demographic Information

Date of Birth: 01/16/1991
SSN: XXX-XX-XXXX 
Gender: Female
Has applicant at anytime been identified as a different gender? No
Race: White

Alternate Name

Has applicant ever used any other name, including different first, middle, or last name or combination of names? Yes

Name Type	First Name	Middle Name	Last Name	Suffix	Other
Maiden	Jane	Ann	Jones		
Nickname	Janey				



CPI/CPS Check Request – Results Available

Request ID: 100002365

Applicant Name: Jane Ann Doe

Action

Navigation

- Request Information
- Requesting Organization
- Applicant Details
- CPI/CPS Check Results
- COBCU Staff Details

Maiden	Jane	Ann	Jones		
Nickname	Janey				

Address

Address Type	Moved In*	Moved Out*	Street Address	*Indiana City	*State	Zip +4	*Indiana County	*Country	Other Address Type	Explanation
Residential	August 2015	Current	1298 Oak Lane	Kokomo	IN	47808	Cass	United States		
Custody Arrangements (Multiple Homes)	February 1995	August 2015	39 Red Leaf Way	Lafayette	IN	47905	Tiptecanoe	United States		Lived with Mom most days. I spent time with Dad on the weekends
Residence (Past)	January 1991	February 1995	900 Boxwood Blvd		HI		N/A	United States		

CPI/CPS Check Results

Has the above-named Applicant ever applied for or been licensed as a foster parent in Indiana? N/A - Minor, Employee, or Volunteer

Does the Applicant have an electronic record of substantiated child abuse or neglect as a perpetrator within Indiana? No

External Notes/Comments: Found variation of first name; Janie, Jany, and Janey

COBCU Staff Details

Staff Name: BG Supervisor

Request Completed Date: 9/14/2018 7:45:39 PM



CPI/CPS Check Request – Detailed Search

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CPI/CPS Dashboard Detailed Search [Click Here](#)

Request ID: Equal 100002365

Request Status: Equal

Applicant First Name: Contains

Applicant Middle Name: Contains

Applicant Last Name: Contains

Applicant's SSN (Last 4 digits): Equal

Submitted Date: Between And

Completed Date: Between And

Search Results: 1 Record Found

Request ID	Submitted Date	Completed Date	Applicant Name	SSN	Requested Reasons	Requesting Organization	Third Party Name	Request Status	Consent Details
100002365	09/14/2018	09/14/2018	Doe, Jane Ann	4366	Employment	WONDERFUL SCHOOL FOR GIFTED		Completed	<input type="radio"/> <input type="radio"/>

[Download results to EXCEL](#)

