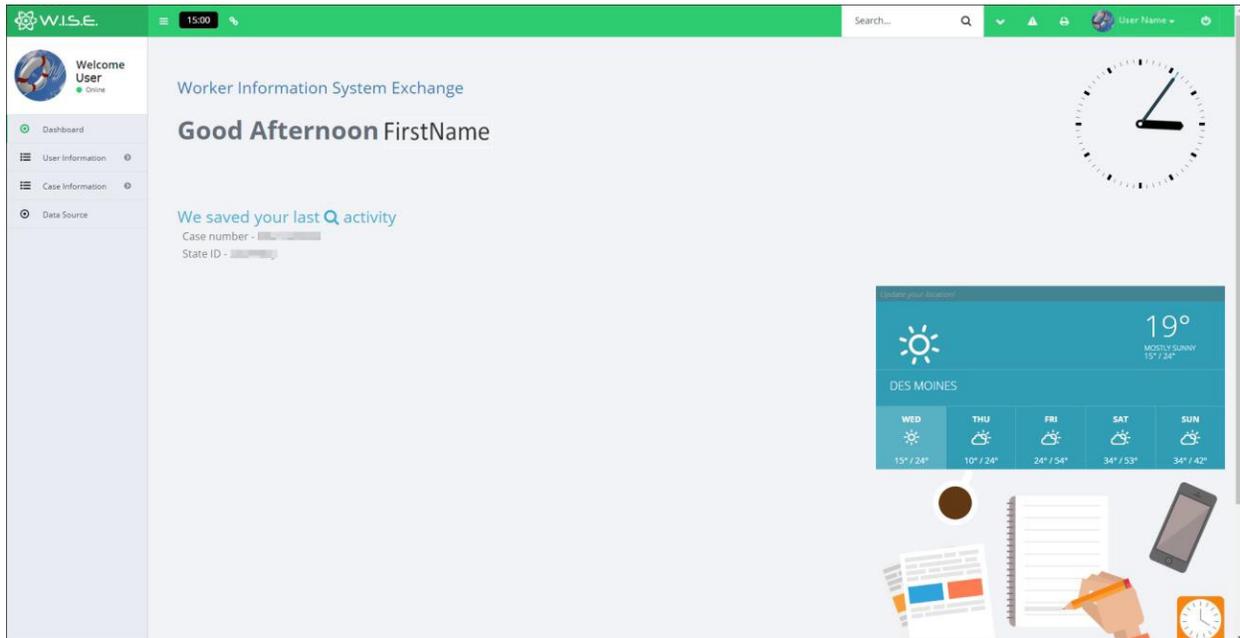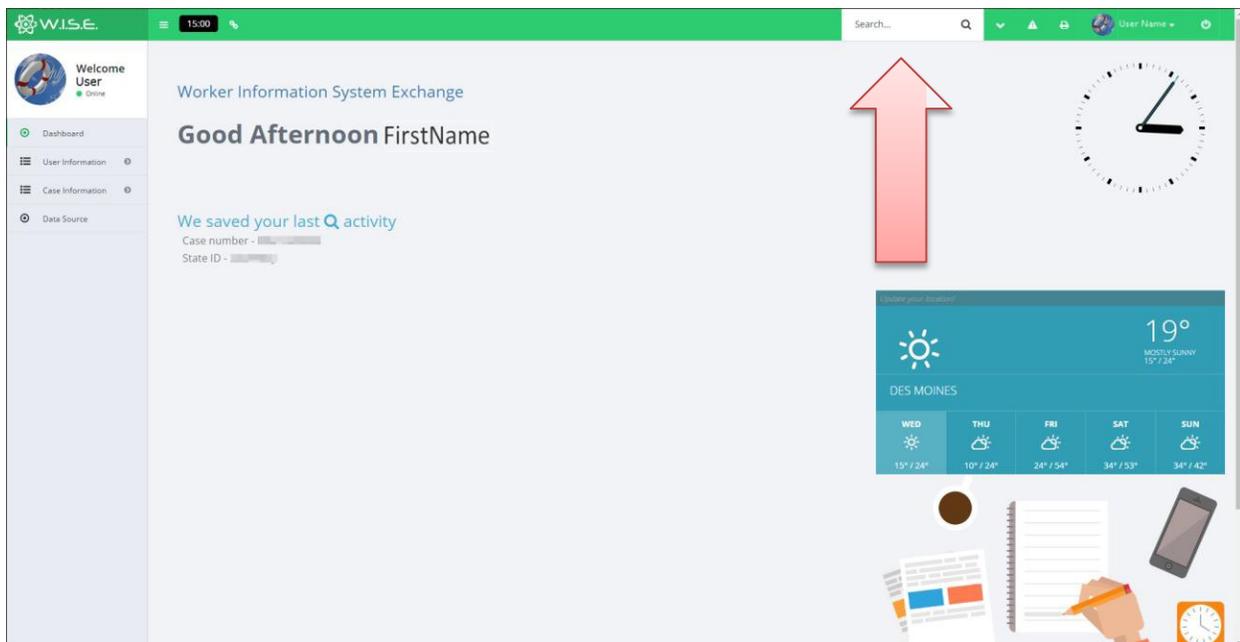# WISE

To access the WISE home page, click
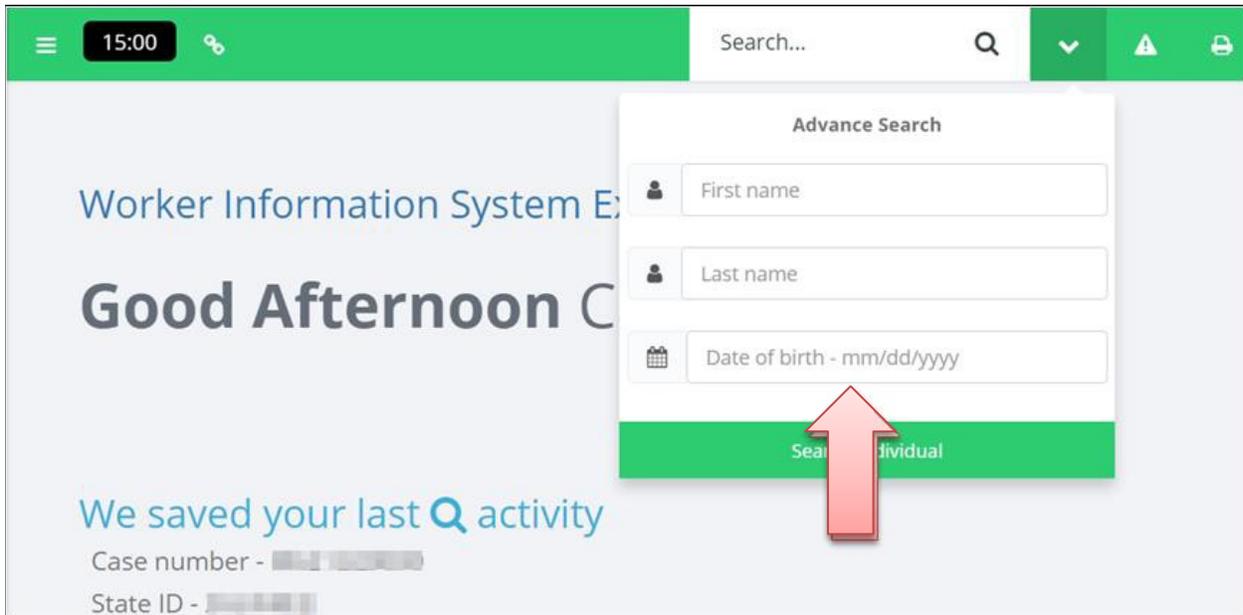**https://intra.dhs.state.ia.us/im_wise/home/dashboard**

You can search for person by SSN or SID in the search box indicated below. Click the looking glass to begin the search.

If you don't have the Social Security Number or State ID, you can conduct an Advance Search by clicking the down arrow to the right of the looking glass.

Advance Search allows a search by first and last name. DOB is not required but can be used to further refine the search results. To complete an Advance Search, a minimum of two letters of the first and two letters of the last name are required. This can be helpful when you are uncertain of the spelling of a name. Remember to look for spelling variations (i.e., Smith, Smyth or John, Jon, Jonathan).

After completing the applicable entry fields in the Advanced Search, click the green bar at the bottom of the drop down menu.
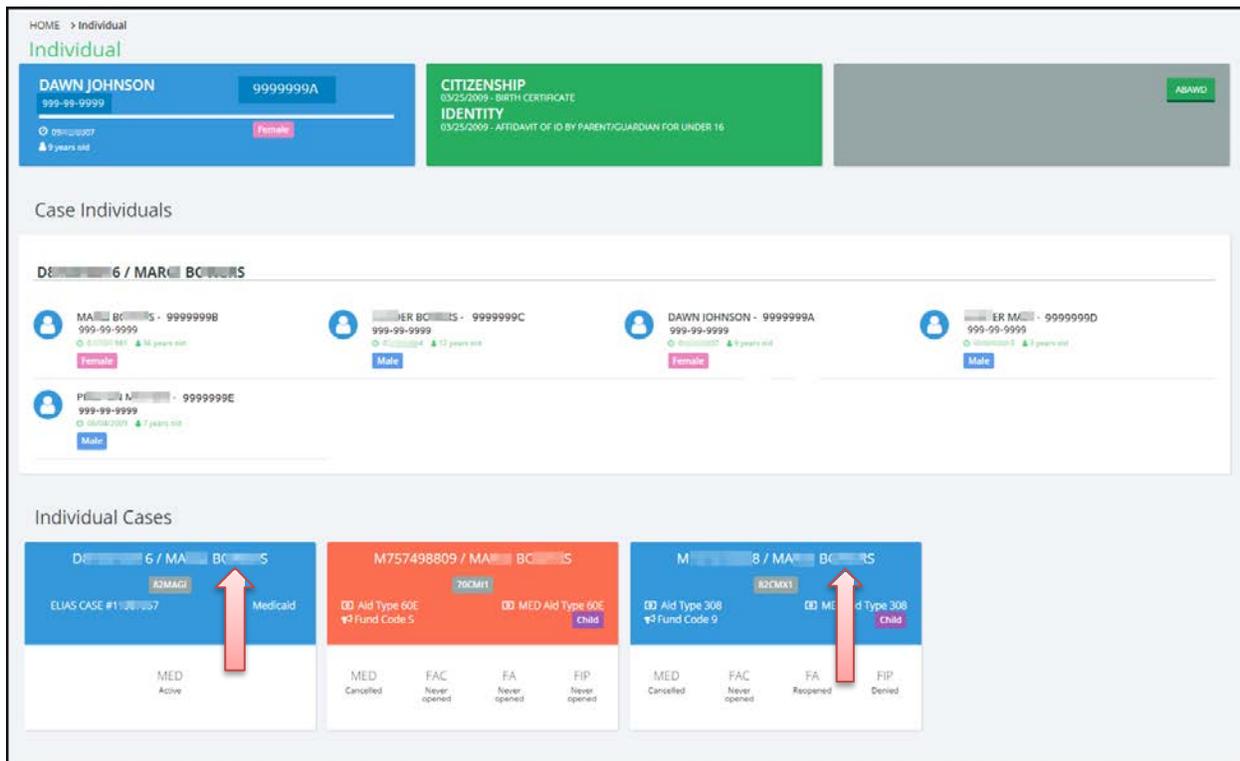

A list of search results will be displayed.

Select the best option by clicking on the name.

Selecting a search result will advance the user to the Individual screen in WISE, which consists of three sections. The top of the Individual screen displays the person's SSN, SID, DOB, age, SID, gender, and information about citizenship and identity.

The bottom of the screen shows the open and closed cases associated with the selected individual. The name at the top of each box represents a head of household on that case. The blue cases are open cases and the orange cases are closed.

Click the name on blue boxes for a case summary including household members and their identifying information.

Copy and paste the Case Summary Page, as displayed above, on all open cases.

The green box provides the contact information for the family. The grey box indicates the service that is open. The individuals listed indicate the household and who has the open service(s) in the home.

Go through the individuals; use this information to update household members.

- MED – Medicaid
- FAC – Facility (this will indicate if there is an open waiver) If there is an indication of an open waiver, then you will be required to complete an IMPA look up.
- FA – Food Assistance
- FIP – Family Investment Program

* Helpful Hint, on most cases there is a relationships section located on the case summary page. This can be helpful when determining relationships in the home. This is not a required look up.

Relationships		
M▒▒▒ B▒▒▒▒▒ (female)	Parent (Biological/Adoptive)	▒▒▒ER B▒▒▒S (male)
M▒▒▒ B▒▒▒▒▒ (female)	Parent (Biological/Adoptive)	DAWN JOHNSON (female)
▒▒▒ER B▒▒▒▒ (male)	Sibling (full or half, sister/brother-in-law, adoptive)	DAWN JOHNSON (female)
M▒▒▒ B▒▒▒S (female)	Parent (Biological/Adoptive)	P▒▒▒▒▒ M▒▒▒▒ (male)
▒▒▒ER B▒▒▒ (male)	Sibling (full or half, sister/brother-in-law, adoptive)	P▒▒▒▒ M▒▒▒▒ (male)

ICAR (Iowa Collection and Reporting System)

After logging into **NES** (Passport) and selecting production, type "ICAR" and press Enter.

The ICAR Confidentiality and Security screen will display.

Pause/Break to access ICAR.

```
D479HM00           IOWA COLLECTION AND REPORTING SYSTEM        DATE: 02/08/17
                     CONFIDENTIALITY & SECURITY                 TIME: 145842
                          ***WARNING***
THIS SYSTEM MAY CONTAIN U.S GOVERNMENT INFORMATION, WHICH IS RESTRICTED TO
AUTHORIZED USERS ONLY. UNAUTHORIZED ACCESS, USE, MISUSE, OR MODIFICATION OF
THIS COMPUTER SYSTEM OR OF THE DATA CONTAINED HEREIN OR IN TRANSIT TO/FROM THIS
SYSTEM CONSTITUTES A VIOLATION OF TITLE 18, UNITED STATES CODE, SECTION 1030,
AND MAY SUBJECT THE INDIVIDUAL TO CRIMINAL AND CIVIL PENALTIES PURSUANT TO
TITLE 26, UNITED STATES CODE, SECTIONS 7213, 7213A (THE TAXPAYER BROWSING
PROTECTION ACT), AND 7431.
THIS SYSTEM AND EQUIPMENT ARE SUBJECT TO MONITORING TO ENSURE PROPER
PERFORMANCE OF APPLICABLE SECURITY FEATURES OR PROCEDURES. SUCH MONITORING MAY
RESULT IN THE ACQUISITION, RECORDING, AND ANALYSIS OF ALL DATA BEING
COMMUNICATED, TRANSMITTED, PROCESSED, OR STORED IN THIS SYSTEM BY A USER.
IF MONITORING REVEALS POSSIBLE EVIDENCE OF CRIMINAL ACTIVITY, SUCH EVIDENCE
MAY BE PROVIDED TO LAW ENFORCEMENT PERSONNEL.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.


          ****PRESS CLEAR TO ACCESS ICAR****
```

Name Search

The Main Menu screen will display.

To conduct a search, place an "S" on the line next to NAMESRCH and press Enter.

```
D479HM01           IOWA COLLECTION AND REPORTING SYSTEM        DATE: 02/08/17
                            MAIN MENU                          TIME:    :   :
                                                              PAGE:   1


       S   NAMESRCH           NAME SEARCH
       _   CHILD              CHILD
       _   VCORTORD           VIEW COURT ORDERS
       _   VOBLIG             VIEW OBLIGATION DETAILS
       _   VCASE              VIEW CASE
       _   VOBLGLST           VIEW OBLIGATION LIST
       _   VMEDICAL           VIEW MEDICAL INFO
       _   VINSURER           VIEW INSURER INFO
       _   CASEMTCH           IABC/FACS/ICAR CASE MATCH
       _   REFER2             IABC/FACS/ICAR NCP DATA
       _   REFER3             IABC/FACS/ICAR OBL/PMT/INS
       _   AUTOASTM           AUTO ASSIGNMENT/TERMINATION
       _   VPAYHIST           VIEW PAYMENT HISTORY
       _   VPAYREC            VIEW PAY RECORDS




NEXT SCREEN:            NOTES:
```

The Name Search screen will display.

Enter SSN if known. If not, enter name of child or parent.

You can also search for a client by Phone Number, Court Order Number, State ID, or Similar Sound. (Please choose only one field to complete the search.)

```
   D479HC15            IOWA COLLECTION AND REPORTING SYSTEM          DATE: 02/08/17
                              NAME SEARCH                            TIME: 15:14:11
    SSN..........:
    NAME (LFMS)..: GRAY              , A              ,                    ,
    PHONE NUMBER.:
    CT ORD NBR...:
    STATE ID.....:
    SIMILAR SOUND:                   ,                ,                    ,
    FILTERS:CASE ROLE....:        CASE STATUS:    DOB:             WRKR ID:
                                     SOC-SEC      PERSON CASE CASE CASE CASE ACT
    SEL NAME                         NUMBER       ID NBR NUMBER ST ROLE WRKR OBL






    F5=INQ F6=HISTSRCH F7=BACK F8=FWD F9=REFRESH F10=NAMESRCH INFO ENTER=SEL DETL
    NEXT SCREEN:            NOTES:
    PLEASE PRESS F5 TO INQUIRE

                                                   R  3 C 17  CDPYPBE
```

Hit Enter and F5 to search.

A list of potential search result matches will display.

Press F8 to forward to the next page of results if necessary.

To inquire on a case, place an "X" on the SEL column next to the potential match.

```
   D479HC15            IOWA COLLECTION AND REPORTING SYSTEM          DATE: 02/08/17
                              NAME SEARCH                            TIME: 15:20:15
    SSN..........:
    NAME (LFMS)..: GRAY              , A              ,                    ,
    PHONE NUMBER.:
    CT ORD NBR...:
    STATE ID.....:
    SIMILAR SOUND:                   ,                ,                    ,
    FILTERS:CASE ROLE....:        CASE STATUS:    DOB:             WRKR ID:
                                     SOC-SEC      PERSON CASE CASE CASE CASE ACT
    SEL NAME                         NUMBER       ID NBR NUMBER ST ROLE WRKR OBL
    X  AARON    GRAY                                              C PAYOR DRN3
```

A detail screen will provide SSN and DOB.

Verify that these are correct and enter/update demographic information in JARVIS as needed.

```
D479HC06          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 09/24/15
                              CHILD                             TIME: 16:12:02
                       DISABILITY:      DRI:              FVI:
 CASE NUMBER.......:  999999      FC IABC CASE NUMBER...:
 CHILD RESIDES WITH PAYEE: Y          FACS ID............: 0000000  UNXREF?:
 B/C NO....:    -                VERIFY BIRTH INFO:     REQT BIRTH CERT:
 NAME (LFMS).......: DOE         : JOHN            : MICHAEL        :
 SEX (F/M).........: M           RELATIONSHIP TO PAYEE.: SON
 SSN...............: 999-99-9999  PAYEE LEGAL PARENT (Y/N): Y
 CNTY OF RESIDENCE.: 19          STATE OF BIRTH........: IA           CNTY: 96
 BIRTHDATE.........: 09 03 2010  EMAN/DUR END DATE.....: 09 03 2028    LTR:
 EMAN/DUR TYPE.....: R           EMAN/DUR MET (Y/N)....: N    SCHOOL:
 STATE ID..........:            BIRTH FACILITY........: 96-01    FED BEN:
 CURRENT ACCT TYPE.: 18         CURRENT START DATE....: 07 01 2014
 NEXT ACCT TYPE....:            NEXT START DATE.......: 00 00 0000
 FCRU CASE WORKER..:            EMAN RETURN.........: : 00 00 0000
 GEN CONT. SERVICE.:     CORRECTION FLAG: N  CORRECTION START DATE
 BORN OUT OF WEDLCK: Y      PATERNITY ESTABLISHED.: Y   12 17 2010 HOW: PA
 COMMENTS:                        CORRECTION RUN DATE 09 18 2014


 F2=ADD,F3=MOD,F4=DEL,F5=INQ,F6=CHILD2,F7=BCK,F8=FWR,F9=RFSH,F10=PATAFF,F13=HST
 NEXT SCREEN:           NOTES:                              F12=XREFVER
 PERSON IS CROSS REFERENCED.         CASE PARTICIPANT AT RISK. PF16-DETAILS
 Te  SSL                                          R  5 C 28  CDPYA7C
```

CHILD2

Press F6 to access the CHILD2 screen, which will indicate if TPR has occurred.

```
D479HC46          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 02/08/17
                              CHILD2                            TIME: 15:34:34

 CASE NUMBER.......:              EST BY-PASS: TER  DATE: 02 23 2015
 NAME (LFMS).......:                            MICHAEL-DUANE
 PLACEMENT ADDRESS.:                            DATE OF ADDRESS: 00 00 00
 PLCMNT ADDR LINE 2:
 CITY/STATE/ZIP....:                   :    :
 HOME/MAILING ADDR.:
 H/M ADDR LINE 2...:
 CITY/STATE/ZIP....:                            SOURCE: FACSH
 FACS WORKER.......:                      FACS CASE WORKER : CSB6 34
 FACS WORKER PHONE.:
 FC ENTRY DATE.....:
 LENGTH OF STAY....:
 POST LIVING ARRANGEMENT:
 PARENTAL RIGHTS TERM/CO: 02 18 2015        CSRU ASSIST PA:
 COMMENTS:
```

Copy and Paste the CHILD2 Screen into the ICAR tab under the system checks in JARVIS.

Note: If a TPR has occurred and there is no known adoption, enter the non-custodial parent as "TPR Mom" or "TPR Dad" on the collateral screen in JARVIS.

REFER2

Hit Pause/Break to navigate back to the Main Menu screen.

To view non-custodial information, place an "S" on the line next to REFER2 and press Enter.

```
D479HM01          IOWA COLLECTION AND REPORTING SYSTEM      DATE: 02/08/17
                            MAIN MENU                        TIME:   :   :
                                                             PAGE:   1

          _    NAMESRCH          NAME SEARCH
          _    CHILD             CHILD
          _    VCORTORD          VIEW COURT ORDERS
          _    VOBLIG            VIEW OBLIGATION DETAILS
          _    VCASE             VIEW CASE
          _    VOBLGLST          VIEW OBLIGATION LIST
          _    VMEDICAL          VIEW MEDICAL INFO
          _    VINSURER          VIEW INSURER INFO
               CASEMTCH          IABC/FACS/ICAR CASE MATCH
          S    REFER2            IABC/FACS/ICAR NCP DATA
          _    REFER3            IABC/FACS/ICAR OBL/PMT/INS
          _    AUTOASTM          AUTO ASSIGNMENT/TERMINATION
          _    VPAYHIST          VIEW PAYMENT HISTORY
          _    VPAYREC           VIEW PAY RECORDS
```

The REFER2 screen will provide demographic information on the non-custodial parent. Review the "Alleged Father" field on the REFER2 Screen to determine if paternity has been established.

- If "N": Paternity has been established.

- If "Y": Paternity has **NOT** been established. (Enter the non-custodial parent as "Unknown, ICAR Mom" or "Unknown, ICAR Dad" on the collateral screen in JARVIS.)

```
D479HR51          IOWA COLLECTION AND REPORTING SYSTEM      DATE:
                  IABC/ICAR  -REFER2-  NCP DATA             TIME:
ICAR CASE NUMBER:   456446       IABC NUMBER......: 0691480009
ALLEGED FATHER..: N
GOOD CAUSE.: N
             *** ENTER NON-CUSTODIAL PARENT DATA BELOW  ***
NAME (LFMS).....: GRAY          :
SEX (F/M).......: M        SSN.....:
RACE..: CAUC    WEIGHT..: 140    HEIGHT..: 5 10    HAIR..: BRN    EYES..: BLU
SIBLING(S) IN PLACEMENT? (FOR FC REFERRALS ONLY):
ADDRESS LINE 1..:
ADDRESS LINE 2..:
CITY/STATE/ZIP..:                                   COUNTRY:
PHONE NUMBER....: 000 000 - 0000         _
EMPLOYER NAME...:
ADDRESS LINE 1..:
ADDRESS LINE 2..:
CITY/STATE/ZIP..:                    :   :
COMMENTS:
STATES HE LIVES IN JESUP,  HIS NAME IS ON BIRTH CERT

F2=ADD, F3=MOD, F5=INQ, F6=REFER3, F7=BACK, F8=FWD, F9=REFRESH, F10=ICSC
NEXT SCREEN:            NOTES:
SSN ON THIS CASE IS PROTECTED, ADD TO COMMENT IF NEED CHANGED
```

Copy and Paste the REFER2 screen into ICAR tab under Systems Checks in JARVIS. If address is listed, enter into JARVIS.

Complete the steps above for all children identified as victim(s) in the household.

Criminal – Iowa Courts Online

1. To begin a criminal case search go to: **https://www.iowacourts.state.ia.us**

2. Click on "Start a Case Search Here!" hyperlink.

3. Click "Case Search" under the Trial Court column on the right side of the screen.

4. On the Name Search screen, enter the Last Name and First Name of the person you are searching for. To narrow the results, you can select the Role as "Defendant" and Case Type as "Criminal" from the drop down menus.

5. Type the text in the caption shown in the image for security purposes and click the "Search" button.

6. The first 200 records that match the specified search criteria will be displayed.

   If this is a rejected intake, *Copy and Paste the results screen into the CRIMINAL tab under Systems Checks in JARVIS*.

   If this is an accepted intake, click on the Case ID number in blue to view a summary of the case.

Case ID	Title	Name	DOB	Role
01071 AGCR194	ST VS JOHN ALLEN SMITH	SMITH, JOHN ALLEN	02/15/19	DEFENDANT
01071	* ST VS JOHN ALLEN SMITH*909*/VICT	SMITH, JOHN ALLEN	02/15/19	DEFENDANT
01071	STATE OF IOWA VS SMITH, JOHN ALLEN	SMITH, JOHN ALLEN	02/15/19	DEFENDANT
01071	* ST VS JOHN ALLEN SMITH	SMITH, JOHN ALLEN	02/15/19	DEFENDANT
01071	ST VS JOHN ALLEN SMITH*909*	SMITH, JOHN ALLEN	02/15/19	DEFENDANT
01071	STATE OF IOWA VS SMITH, JOHN ALLEN	SMITH, JOHN ALLEN	02/15/19	DEFENDANT

Your query returned more than 200 records.
A subset of the results (the first 200 records found) is shown below.
To get full results, go back to the search screen and narrow your search.

7. On the Case Summary screen, click on "[Criminal Charges/Disposition]" located on the header.

Iowa Courts Online Search
Trial Court Case Details

Search Results / Back / Print All Pages / Help / Home / New Search

[Summary] Parties [Long Title] [Filings] Property/Lis Pendens [Criminal Charges/Disposition] Judgment/Liens
Exhibits [Financial] [Bonds] Service Returns Traffic Details *Links in this section without [ ] are for registered users only. Register Now!*

Summary
Title: ST VS JOHN ALLEN SMITH

Trial Court Case ID	Originating County	Created	Speedy Trial	Microfilm Ref
01071 AGCR194___	BLACK HAWK			
Citation Number	**Disposition Status**	**Disposition Date**	**Reopened Date**	
	GUILTY PLEA/DEFAULT			

8. The Charges, Dispositions, and Sentences will be displayed. *Copy and Paste the contents of this screen into the Criminal tab in JARVIS System Checks*. Complete this step for each Case ID linked to the defendant.

Charges, Dispositions, Sentences
Title: ST VS JOHN ALLEN SMITH
Case: 01071 AGCR194___ (BLACK HAWK)
Citation Number:

Defendant:	SMITH, JOHN ALLEN

Count 01   **Charge**

Charge:	124.401(5)B	Description:	POSSESSION OF A CONTROLLED SUBSTANCE - 2ND OFFENSE (AGMS)
Offense Date:		Arrest Date:	Against Type:
DPS Number:	6A00REX-01		

Adjudication

Charge:	124.401(5)B	Description:	POSSESSION OF A CONTROLLED SUBSTANCE - 2ND OFFENSE (AGMS)
Adj:	GUILTY - NEGOTIATED/VOLUN PLEA	Adj.Date:	02/18/2014
Adj.Judge:	CALLAHAN, NATHAN		
Comments:			

Sentence

Charge:	124.401(5)B	Description:	POSSESSION OF A CONTROLLED SUBSTANCE - 2ND OFFENSE (AGMS)
Sentence Date:	02/18/2014	Sentence:	PRISON
Appeal:		Sen.Judge:	CALLAHAN, NATHAN
Facility Type:	P	Attorney:	Y
Restitution:	Y	Drug:	Y	Extradition:	N
Lic.Revoked:	Y	DDS:	N	Batterer:	
Fine Amount:		Duration:	2 Year(s)
Comment:			

Sentence

Note: The user may want to copy and paste all criminal charges for the perpetrator into a word document and then paste the contents of the word document into the Criminal tab in JARVIS System Checks.

Case ID Codes:

AG = Criminal
FE = Criminal
SR = Criminal
SW = Criminal
CO = Associate Criminal
CY = Associate Criminal
SM = Associate Criminal
OW = OWI
SP = Civil Equity
PC = Civil Equity
FP = Civil Equity
AR = Criminal
BI = Birth Records
DE = Death Records
MA = Marriage Records
CD = Civil Dissolution
DA = Domestic Abuse
EQ = Civil Equity
US = Uniform Support
ES = Probate
GC = Probate
TR = Probate
AC = Civil Law
MH = Mental Health
MJ = Mental Health
LA = Civil Law
MS = Probate
CN = Change of Name
AT = Adoptions
I = Civil Infractions
C SC = Small Claims
N = Liens
L JI = Juvenile Court Services
JV = Juvenile Court Services
TJ = Foreign Judgments
JW = Jury
OT = Other Cases
WR = Welfare Reform
NT = License Suspension
FM = CASH DRAWER ADJUST DEFAULT
PM = ICIS
CV = Civil
DR = Civil

KinderTrack (KT)

1. Access the home page click: **http://dhsccmisintra/KinderTrack/**

2. To conduct a provider search, click on the Provider tab on the left hand side of the screen. Once clicked, the provider tab will expand. Click "Search."
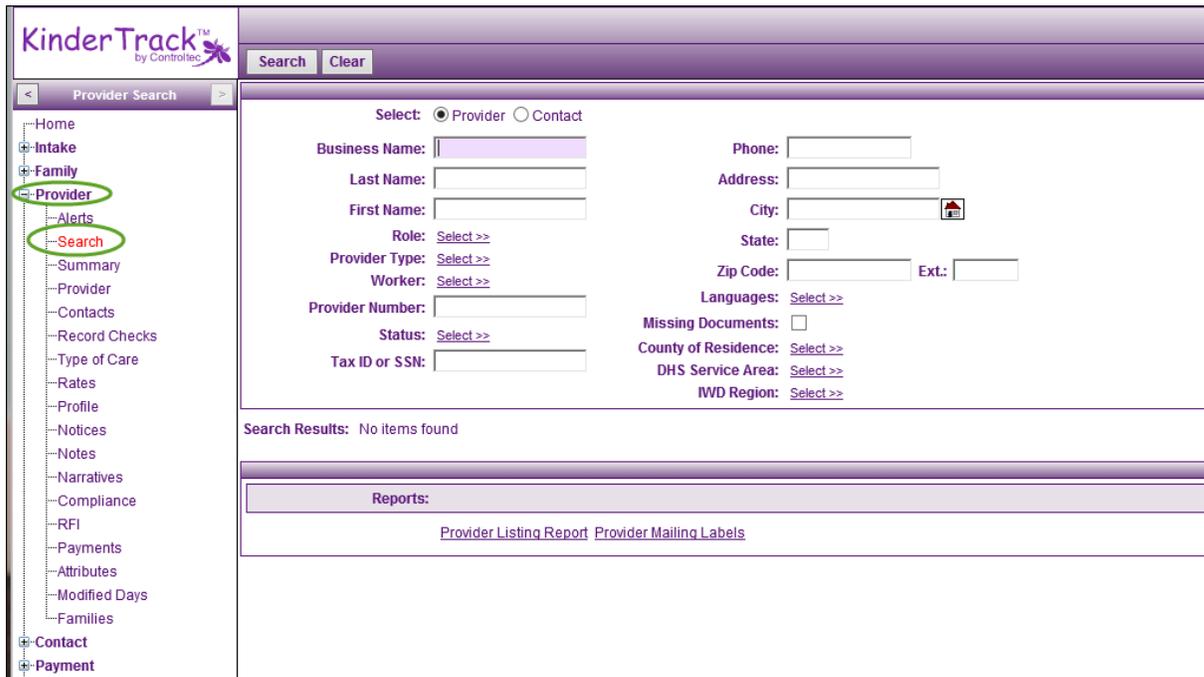
3. Enter Business Name OR First and Last Name of the provider. If the name is unknown, the user can search by provider address. Select the Service Area or County to drill down results. Press Enter to retrieve a list of search results.

4. Click on the specific Provider Name from the search result list to view Provider Information.

5. Copy and Paste the Provider detail screen (shown above) into the KinderTrack tab in JARVIS System Checks.

SOR (Iowa Sex Offender Registry)

1. To access the Iowa Sex Offender Registry home page, click
   http://www.iowasexoffender.com/
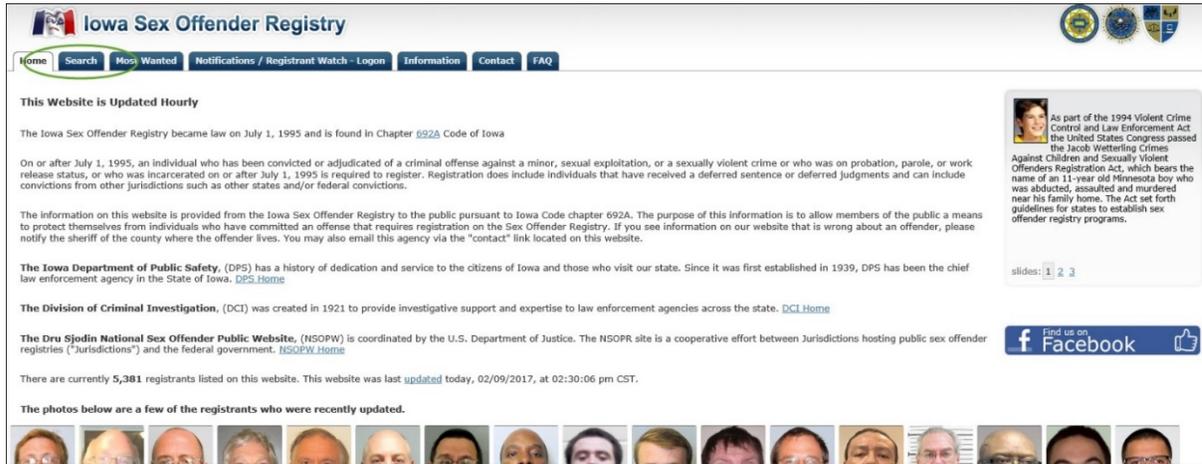
2. Click on the "Search" tab. The search screen will display a public notice and disclaimer. To conduct a person search, type the numbers shown in the caption and press Submit.

3. Enter first and last name in the simple search screen. You may search using a full name or part of a name. If you do not get the results you were expecting, try entering the first three characters of the name. Enter the zip code (if known) to narrow the search. Press "Submit Search."

4. A list of search results will display. Click on the Registrant Name from the search results to view Name, Location, and Convictions.

5. ***Copy and Paste the conviction(s) located at the bottom of the screen into the SOR tab in JARVIS system checks.***

NSOPW (National Sex Offender Public Website)

1. To access the National Sex Offender Registry home page, click **www.nsopw.gov**

2. Enter first and last name of the person you are searching for in the "National Sex Offender Quick Search" section and click Search.

3. The "Conditions of Use" screen will display. Check the box to indicate that you agree and acknowledge the terms of NSPOW. Type the text in the caption for security purposes and click "Continue."
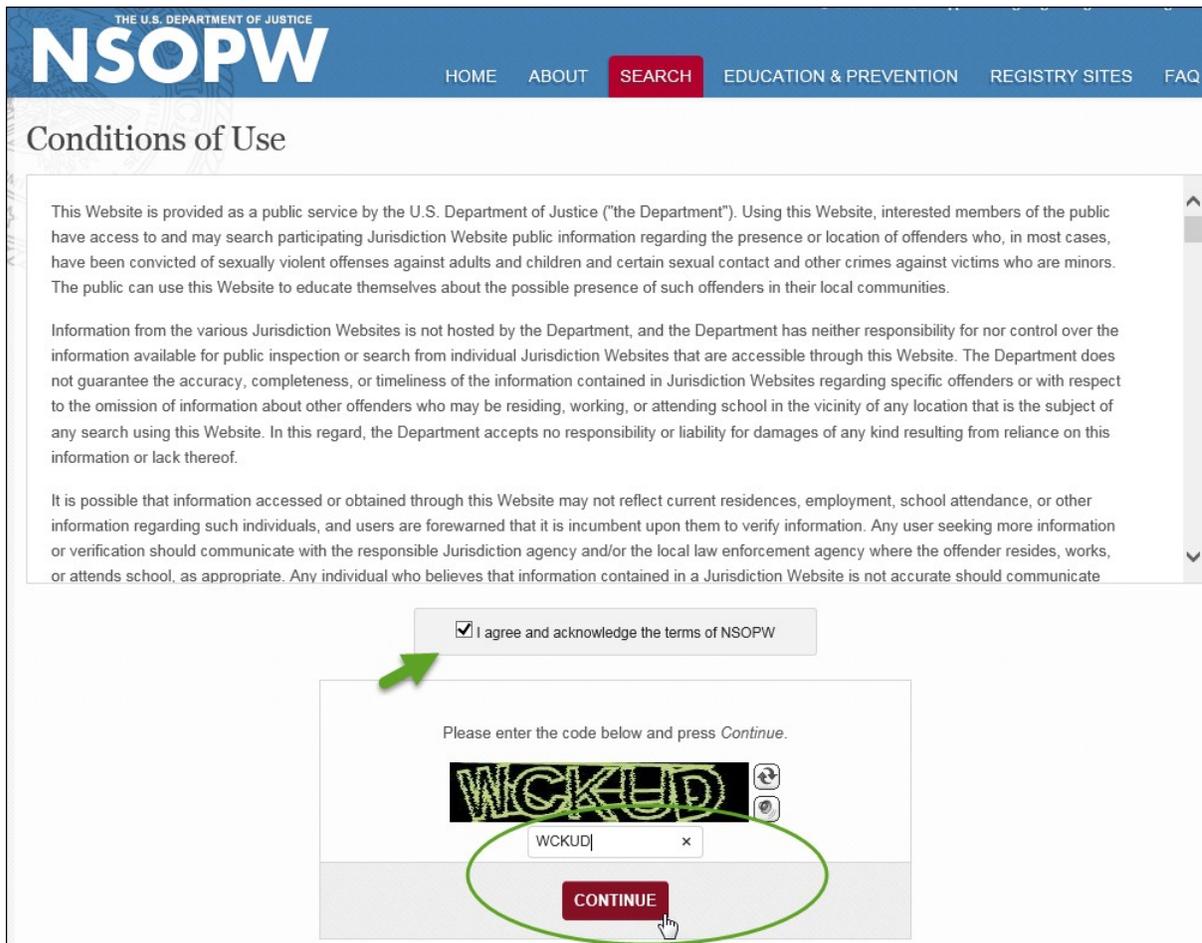
4. A list of Search Results will display. Click on the offender's name, if listed.
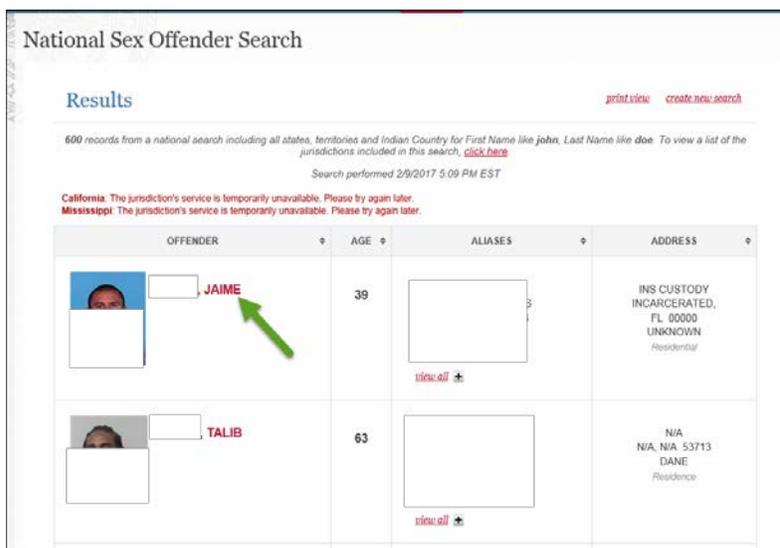
5. The Offender Detail Screen will display. ***Copy and paste the qualifying offenses into the SOR tab in JARVIS System Checks***.


	Click Here to Track this Offender
Designation:	Sexual Offender
Name:	JAIME
Status:	Supervised - FL Dept of Corrections
Department of Corrections #:	K70230 Search the Dept of Corrections Website
Date of Birth:	
Race :	White
Sex:	Male
Hair:	Black
Eyes:	Brown
Height:	5'04"
Weight:	160 lbs

ABRAN is registered as a Sexual Offender. Positive identification cannot be established unless a fingerprint comparison is made.

JAIME ABRAN
Date Of Photo: 07/09/2008

Aliases

ABRAHAM JAIMES, ABRAN JAIME, JUAN AIMES RIVERA, JAIMES ABRAN, ABRAN JAIMES, JOHN DOE, JUAN RIVERIA JIMINEZ, JUAN JAIMES RIVIERA, JUAN RIVERA, JUAN JIAMES RIVERA, JAIMES ABRAHAM

Scars, Marks & Tattoos

None Reported

Address Information

Address	Address Source Information	Map Link
INS CUSTODY INCARCERATED, FL 00000 Unknown County	Source: Dept. of Corrections Received: 06/27/2014 Type of Address: Permanent	Address not mappable

Crime Information - Qualifying Offenses

Adjudication Date	Crime Description	Court Case Number	Jurisdiction & State	Adjudication
05/22/2008	Lewd or lascivious conduct victim under 16 years old by offender 18 years or older; F S. 800.04(6)(b	0703126	Marion, FL	Guilty/convict

IMPA

1. Access the IMPA home page by clicking on
   https://secureapp.dhs.state.ia.us/impa/

2. Sign into IMPA by entering your username and password in the fields designated above. Click Login.
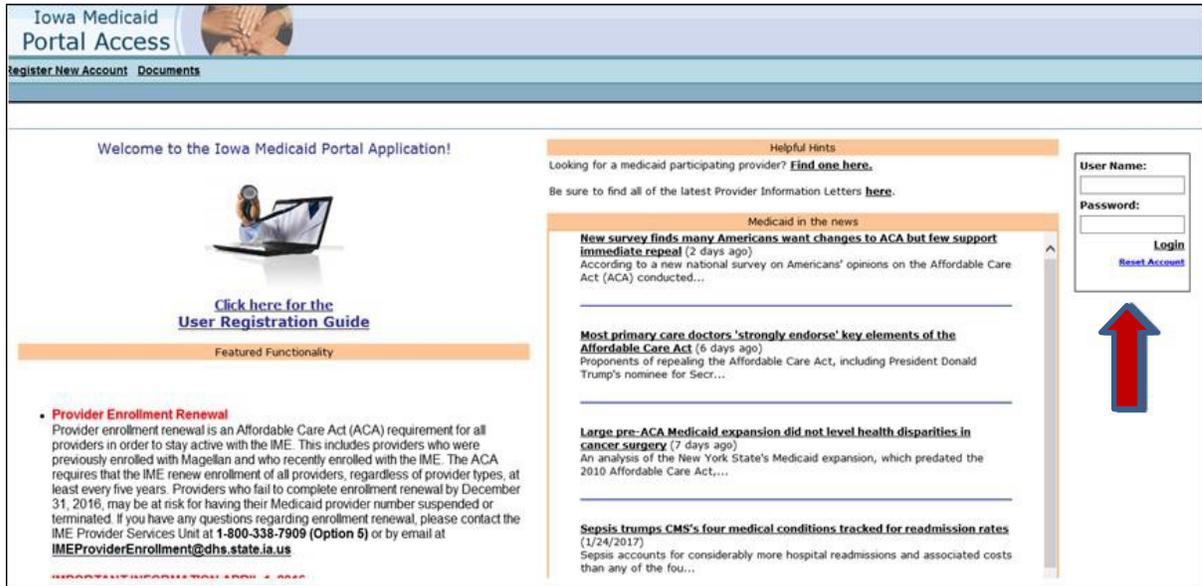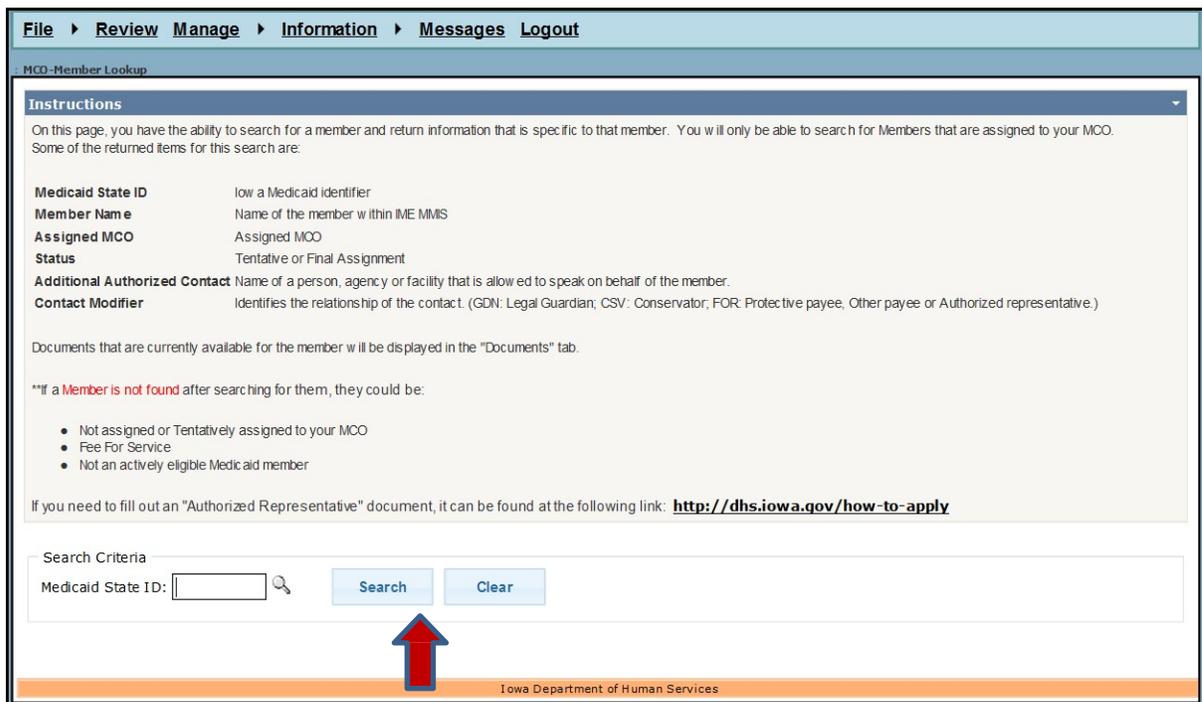

3. Select the Option of "I accept (Enter the system)."
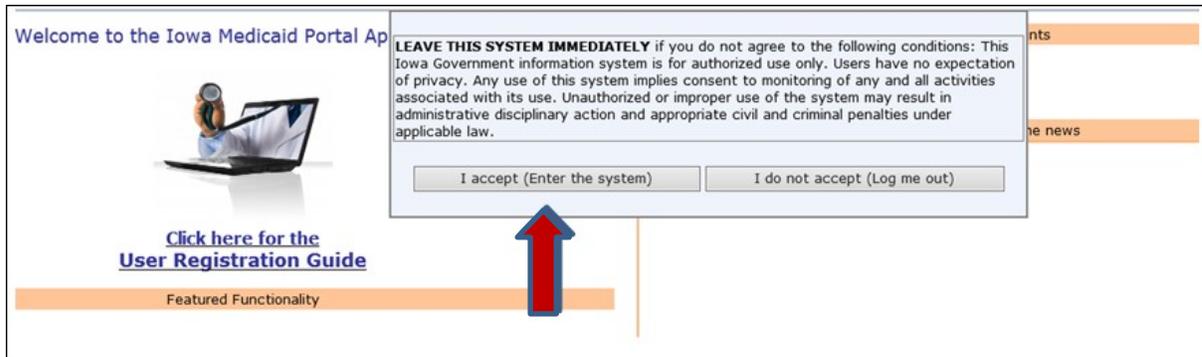
4. Hover over the File tab on the upper left hand corner and select MCO-Member Lookup from the drop down menu.
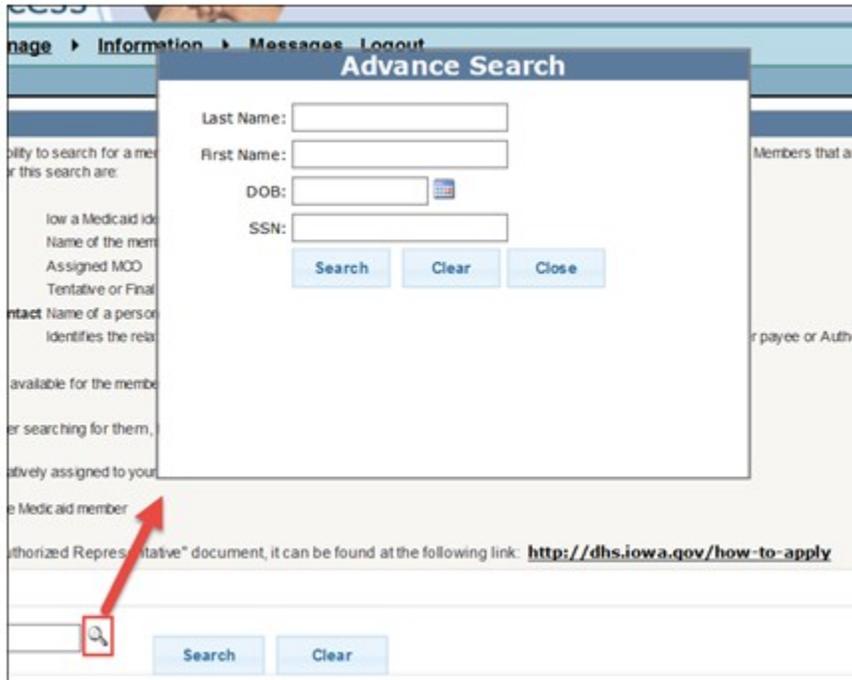

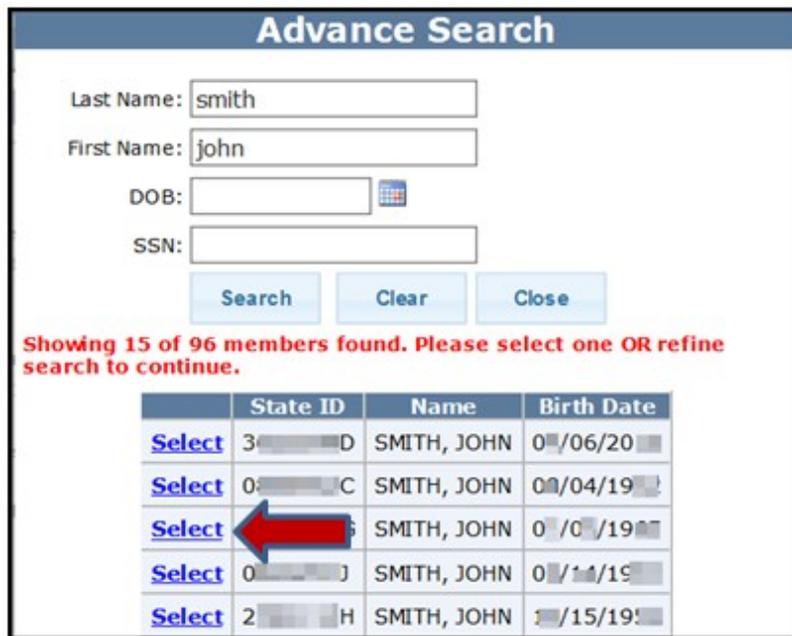5. Search for person by their Medicaid State ID (Same as SID) in the box provided below.

If you do not have the Medicaid State ID number, click the looking glass next to the box to display the Advance Search Box.

This facilitates search by SSN and/or the first name and last name. You must enter at least two characters of the first and the last name.

Click Search to display a list of search results. From this list, select the appropriate person by clicking Select. *If they do not come up in the list of search results, they have no history in IMPA*. *Document that into the designated look up section**.

6. The Member tab displays the assigned MCO for the individual searched.

Copy and paste the MCO that is assigned on the member tab into the designated IMPA look up section*. This states who the person's MCO is that is assigned so then supervisors are able to forward intakes when needed to the correct provider.

7. Find the services that the person is approved for by selecting the Programs/Services Tab. The LTC Case Record will display the Income Maintenance Worker and Community Base Case Manager details. Copy and paste the services into the designated IMPA look up section*.

* On a child abuse intake, this lookup information should be documented on the Intake Information screen in the field labeled "HISTORY OR KNOWLEDGE OF LANGUAGE BARRIERS/DISASABILITIES."

* On a dependent adult abuse intake, this look up information should be documented into the IMPA look up section.