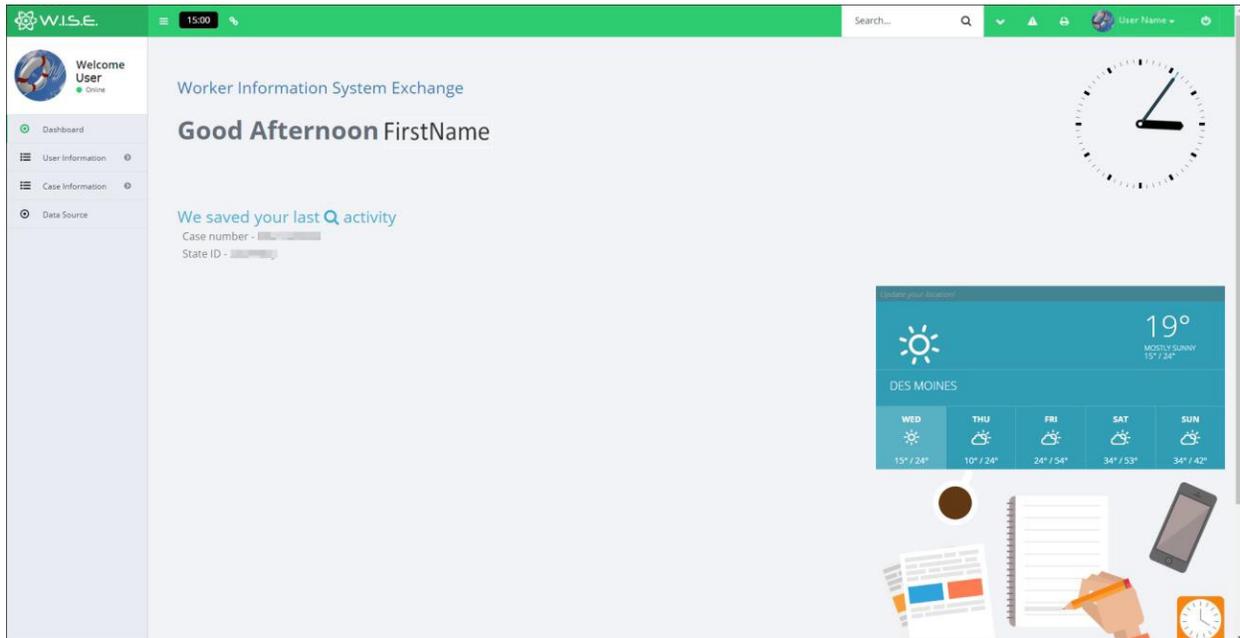


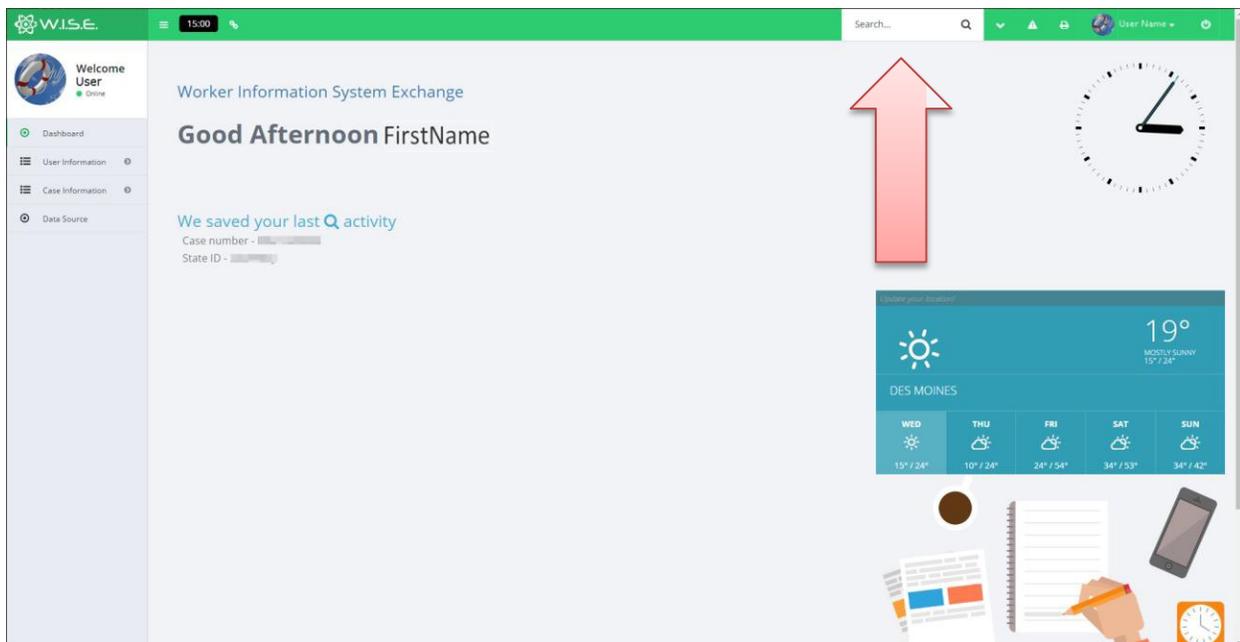
WISE

To access the WISE home page, click

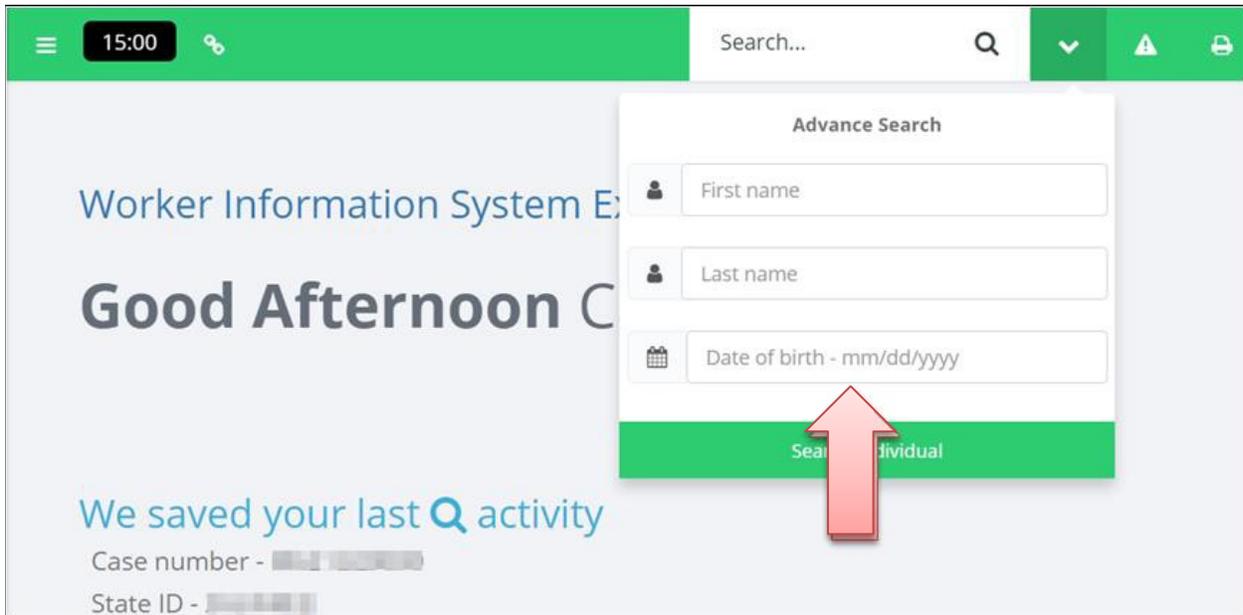
https://intra.dhs.state.ia.us/im_wise/home/dashboard



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.

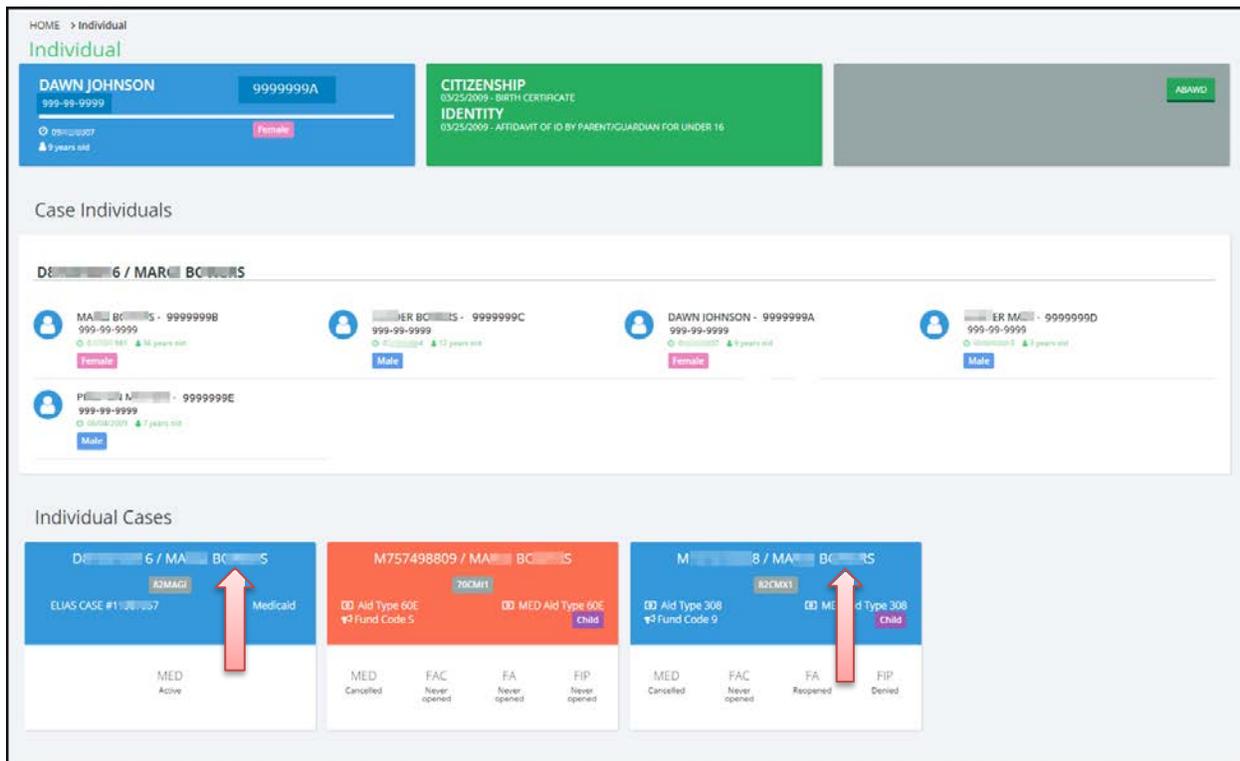


A list of search results will be displayed.



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.

Case Summary Generic Release

MJ **BC** **08** **82CMX1** **Review/Recert Dates** **App Dates**

MED CANCELLED FAC NEVER OPENED FA REOPENED FIP DENIED
 Status Date 10/31/2015 Status Date 11/01/2016 Status Date 09/31/2010
 Aid Type 308 Aid Type 308 Aid Type 308 Status Reason 200

MED-Last 10 - 2014 MED 12/1/2008 FA 10/25/2014 FIP 03/12/2010
 FA-Next 04 - 2017 FA-Last 11 - 2016

Apartment 1
 100 Main Street
 Anytown, IA 55555
 (515)555-9999

Individuals

Individual	MED	FAC	FA	FIP	Action
TC BC 08 - 999999F 999-99-9999 11/28/1981 ▲ 35 years old Male Spouse	Cancelled	Never opened	Denied	Never opened	ABAND
MA BC 08 - 999999B 999-99-9999 07/13/1981 ▲ 36 years old Female H of H	Cancelled	Never opened	Reopened	Denied	ABAND
ER BC 08 - 999999C 999-99-9999 07/15/2004 ▲ 12 years old Male Child	Cancelled	Never opened	Reopened	Denied	ABAND
DAWN JOHNSON - 9999999A 999-99-9999 09/12/2007 ▲ 8 years old Female Child	Cancelled	Never opened	Reopened	Denied	ABAND
PE BC 08 - 999999E 999-99-9999 06/04/2009 ▲ 7 years old Male Child	Cancelled	Never opened	Reopened	Denied	ABAND

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 CANCELLED Status Date 02/28/2015 Aid Type 308 Status Reason 610	FAC NEVER OPENED	FA REOPENED Status Date 02/01/2017 Aid Type 091 Status Reason 175	FIP CANCELLED Status Date 08/31/2015 Aid Type 091 Status Reason 087
---	----------------------------	---	---

- 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 █████ BC █████	 Parent (Biological/Adoptive)	 ██████ ER BC █████
 M █████ BC █████	 Parent (Biological/Adoptive)	 DAWN JOHNSON
 ██████ ER BC █████	 Sibling (full or half, sister/brother-in-law, adoptive)	 DAWN JOHNSON
 M █████ BC █████	 Parent (Biological/Adoptive)	 P █████ M █████
 ██████ ER BC █████	 Sibling (full or half, sister/brother-in-law, adoptive)	 P █████ M █████

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
                               NUMBER          ID NBR NUMBER ST ROLE WRKR OBL

SEL NAME

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

R 3 C 17 CDPYBFE
```

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
                               NUMBER          ID NBR NUMBER ST ROLE WRKR OBL

SEL NAME
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=CHIL2, 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
```

CHIL2

Press F6 to access the CHIL2 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 CHIL2 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.



Iowa Courts
Online Search

[Start A Case Search Here!](#)

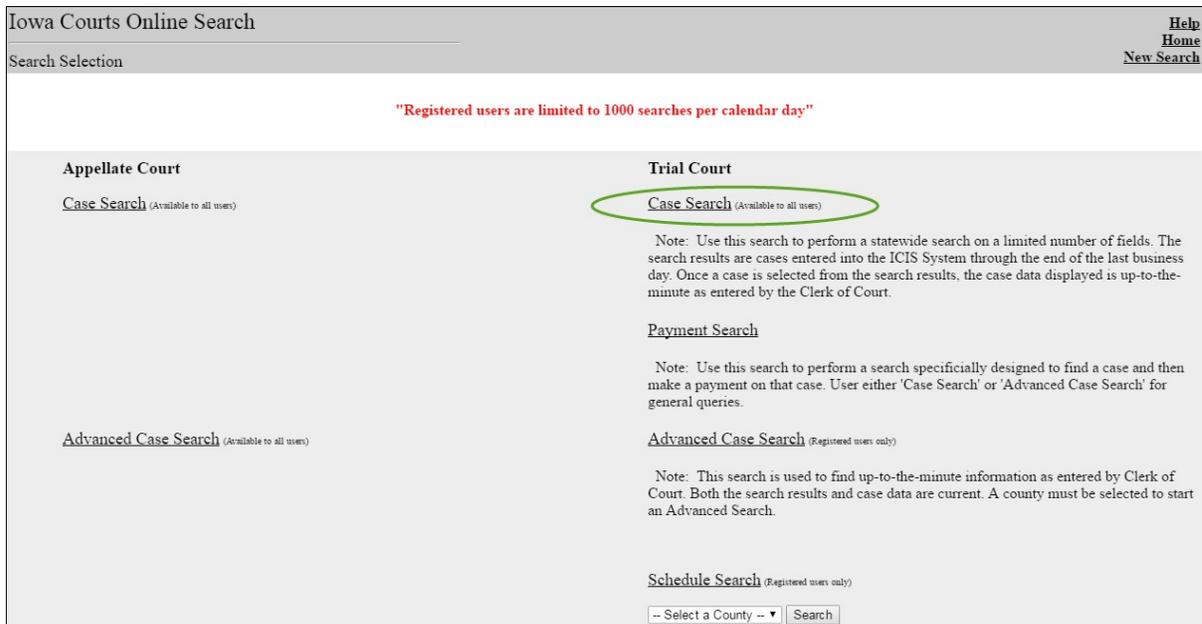
For assistance with problems associated with this web page please contact the ITE Help Desk at 515-281-5703 / 1-800-532-1174 or helpdesk@iowa.gov.



This State of Iowa Government computer system is for authorized use only. Use of this system implies consent to monitoring of any and all activities associated with its use. Unauthorized or improper use of the system may be punishable under applicable sections of the U.S. Code, the State of Iowa Code, and other applicable codes, statutes, and guidelines.

This Web Based Electronic Public Access application requires a 128 bit Cipher Strength on your Internet Explorer. To verify this click on 'Help' menu item and select 'About Internet Explorer'. If it's less than 128 bit click on link 'Update Information' to update Cipher Strength. For assistance with problems associated with this web page please contact the ITE Help Desk at 515-281-5703 / 1-800-532-1174 or helpdesk@iowa.gov.

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



Iowa Courts Online Search

Search Selection

Help
Home
New Search

Registered users are limited to 1000 searches per calendar day

Appellate Court	Trial Court
Case Search (Available to all users)	Case Search (Available to all users)
	Note: Use this search to perform a statewide search on a limited number of fields. The search results are cases entered into the ICIS System through the end of the last business day. Once a case is selected from the search results, the case data displayed is up-to-the-minute as entered by the Clerk of Court.
	Payment Search
	Note: Use this search to perform a search specifically designed to find a case and then make a payment on that case. User either 'Case Search' or 'Advanced Case Search' for general queries.
Advanced Case Search (Available to all users)	Advanced Case Search (Registered users only)
	Note: This search is used to find up-to-the-minute information as entered by Clerk of Court. Both the search results and case data are current. A county must be selected to start an Advanced Search.
	Schedule Search (Registered users only)

-- Select a County -- Search

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.

The screenshot shows a web form titled "Name Search" with three tabs: "Name Search", "Case ID Search", and "Citation Number Search". The "Name Search" tab is active. The form contains several input fields and dropdown menus. Green circles highlight the following fields: "Last/Firm Name" (containing "Smith"), "First Name" (containing "John"), "Role" (dropdown menu with "DEFENDANT" selected), and "Case Type" (dropdown menu with "CRIMINAL" selected). Other fields include "Middle Name", "Alias Last/Firm Name", "Alias First Name", "Alias Middle Name", "Second Name", and "County" (dropdown menu with "ALL" selected). There are also social media icons for Facebook, Twitter, and LinkedIn, and a reCAPTCHA logo.

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

The screenshot shows a reCAPTCHA security check. It features a text input field with the placeholder text "Type the text" and a "Search" button. The input field and the "Search" button are circled in green. Above the input field, there are several distorted images: a "Gator" logo, the letters "DDOL", and a blue square with white icons. To the right of the input field, there is a "reCAPTCHA" logo and a "Privacy & Terms" link. Below the input field, there is a link that says "Click here for assistance using reCaptcha".

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.

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.

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

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

Iowa Courts Online Search Search Results Back [Help Home New Search](#)

Trial Court Case Details

[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 a link icon require users to 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	Description
Charge: 124.401(5)B Offense Date: DPS Number: SA00RDX-01	Description: POSSESSION OF A CONTROLLED SUBSTANCE - 2ND OFFENSE (AGMS) Arrest Date: Against Type:
Adjudication Charge: 124.401(5)B Adj.: GUILTY - NEGOTIATED VOLUN PLEA Adj. Judge: CALLAHAN, NATHAN Comments:	Description: POSSESSION OF A CONTROLLED SUBSTANCE - 2ND OFFENSE (AGMS) Adj. Date: 02/18/2014
Sentence Charge: 124.401(5)B Sentence Date: 02/18/2014 Appeal: Facility Type: P Restitution: Y Life Revoked: Y Fine Amount: Comment:	Description: POSSESSION OF A CONTROLLED SUBSTANCE - 2ND OFFENSE (AGMS) Sentence: PRISON Sen. Judge: CALLAHAN, NATHAN Attorney: Y Drugs: Y Extradition: N DDS: N Batterer: Duration: 2 Year(s)

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:

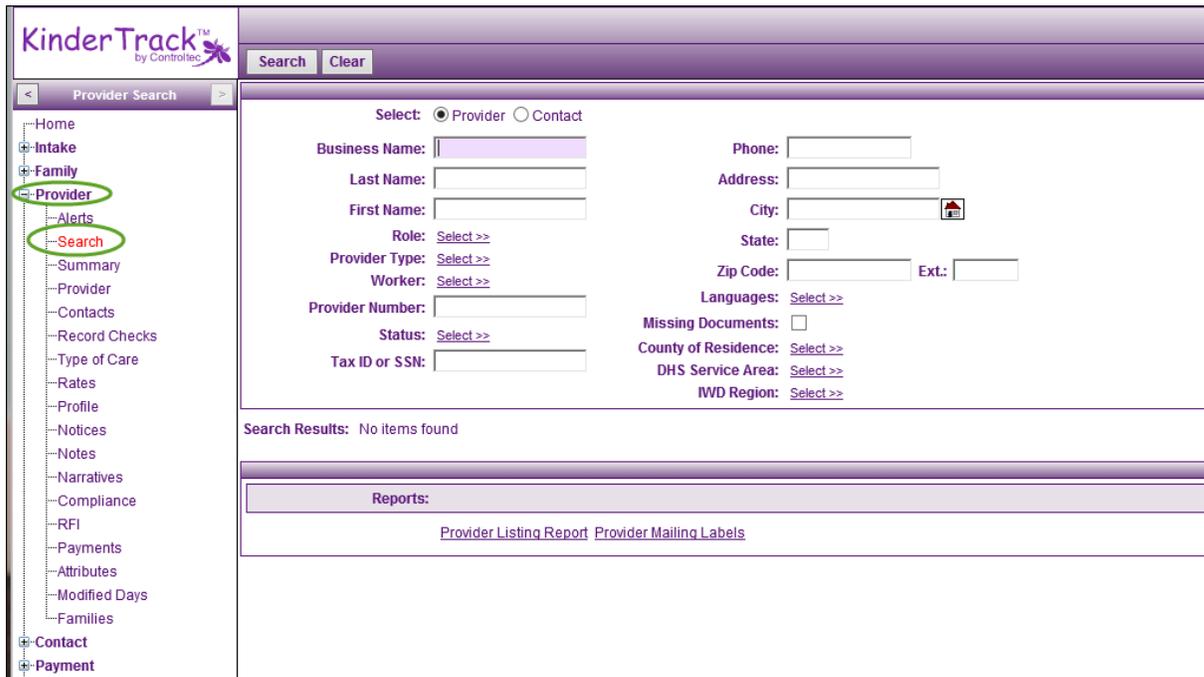
AG = Criminal
FE = Criminal
SR = Criminal
SW = Criminal
CO = Associate Criminal
CY = Associate Criminal
SM = Associate Criminal
OW = OWI
SP = Civil Equity
PC = Civil Equity
FP = Civil Equity
AR = Criminal
BI = Birth Records
DE = Death Records
MA = Marriage Records
CD = Civil Dissolution
DA = Domestic 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://dhscmisintra/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.”



- 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.

Select: Provider Contact

Business Name: Phone:

Last Name: Address:

First Name: City:

Role: [Select >>](#) State:

Provider Type: [Select >>](#) Zip Code: Ext.:

Worker: [Select >>](#) Languages: [Select >>](#)

Provider Number: Missing Documents:

Status: [Select >>](#) County of Residence: [Select >>](#)

Tax ID or SSN: DHS Service Area: [Select >>](#)

IWD Region: [Select >>](#)

Search Results: 14 items found

<input type="checkbox"/>	Provider Name	Primary Contact	Status
<input type="checkbox"/>	Apple Tree (30115)		Canceled
<input type="checkbox"/>	Apple Tree Adventures-Lakewood (33236)	Hoskins, Teresa	Active
<input type="checkbox"/>	Apple Tree Adventures-Norwalk-NBA (27966)	Hoskins, Teresa	Active
<input type="checkbox"/>	Apple Tree Children's Center (28339)	Steckelberg, Krysta	Active
<input type="checkbox"/>	Apple Tree Children's Center (24244)	Elston, Tracy	Active
<input type="checkbox"/>	Apple Tree Children's Center (25879)	Sebben, Crystal	Active
<input type="checkbox"/>	Apple Tree Children's Center (26555)	Ryker, Jennifer	Active
<input type="checkbox"/>	Apple Tree Children's Center (26701)	Torres, Anya	Active
<input type="checkbox"/>	Apple Tree Children's Center (27551)	Anderson, Theresa	Active
<input type="checkbox"/>	Apple Tree Children's Center (27853)	Hassan, Alesia	Active

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

Search Results: << < > >> [Remove](#) Apple Tree Children's Center (Active) - Record 1 of 1

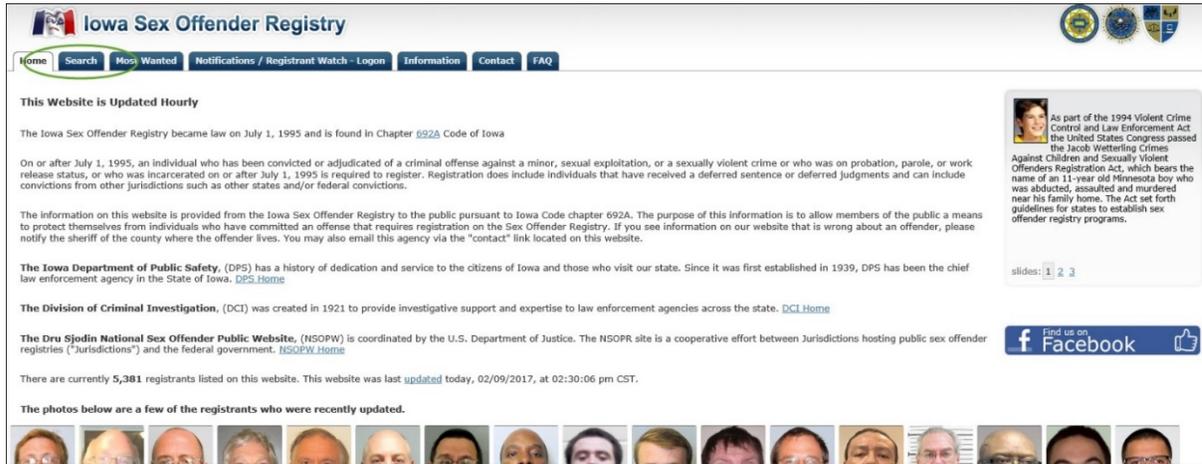
Effective Date: 10/25/2016

Provider Number: 27551	Service Area: Des Moines (New SA5)
CCA Agreement: Yes	County: Polk
Vendor Type: Corporation or LLC(C)	Phone: (515) 270-1426
Tax ID: 86-0793666	Quality Rating:
Location: 03	Worker: Child Care , Registration
I3#: 00003066975	Mail Address 1: 3054 NW 86th St
Business Name: Apple Tree Children's Center	Mail Address 2:
Status: Active	Mail City: Urbandale
Care Address 1: 3054 NW 86th St	Mail State: IA
Care Address 2:	Mail Zip Code: 50322
City: Urbandale	Languages:
State: IA	Flags: Remote Attendance
Zip Code: 50322	Fax:
	Status Info:

- 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."

 **Iowa Sex Offender Registry**

[Home](#) [Search](#) [Most Wanted](#) [Notifications / Registrant Watch - Logon](#) [Information](#) [Contact](#) [FAQ](#)

Welcome to the Iowa Sex Offender search pages. There are several ways you can locate registered sex offenders from this page using more criteria. The map search lets you locate registrants using geographical data. You can also search using an email address.

[Search](#) [Advanced Search](#) [Map Search](#) [Email & IDs](#) [Telephone](#) [Vehicle](#)

Simple Search

Last Name

First Name

Also Search Aliases

Postal Code

There are 22 matches for this search.

[more options->](#)

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

Important Information This site does not display the entire list of registrants in Iowa. This information is being provided to the public pursuant to the Code of Iowa, to protect members of the public from potential harm. Any action taken by you against this person, including vandalism of property, verbal or written threats of harm or physical assault against this person, his or her family or employer can result in your arrest and prosecution. You must contact your local police department or sheriff's office immediately if you believe a crime is being, or will be committed. If you have any questions regarding this matter, contact your local police department or county sheriff's office. Please contact your local Sheriff's Office for further information if the person you are looking for is not on the list.

Reverse Search Search Results View Registrant ID

Name and Location
 Name: MICHELLE
 Address: 4. Address
 DES MOINES, Iowa, 50309
 County: Polk
 ID: 340

Description
 Gender: Female
 Race: White
 Height: 5'4" (163cm)
 Weight: 150lbs
 Birth-Date: 27 Years Old
 Hair: Brown
 Eyes: Blue

Tier, Restrictions
 Tier: Tier 3 - Quarterly Review
 Residency: No Restrictions
 Exclusion: Restricted - View FAQ
 Employment: Restricted - View FAQ

Scars, Marks, Tattoos
 • Glasses (prescription) • Tattooed Calf, left • Tattooed Calf, right

Additional Information About KIMBERLEE MICHELLE CARTEE-SMITH
 Convictions Aliases

Notice: Convictions with multiple victims are listed once with each victim's information.
 The link(s) below display the current Iowa Code, which may not be the Code in existence at the time of conviction. For archived versions of Iowa Code, please click here.

Conviction	Date	County	Age at Offense	Victim Age	Victim Gender
Z09_11 Assault with intent to commit sexual abuse	08/11/2014	Polk	24	0 - 13 (Age)	Female

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

Convictions Aliases

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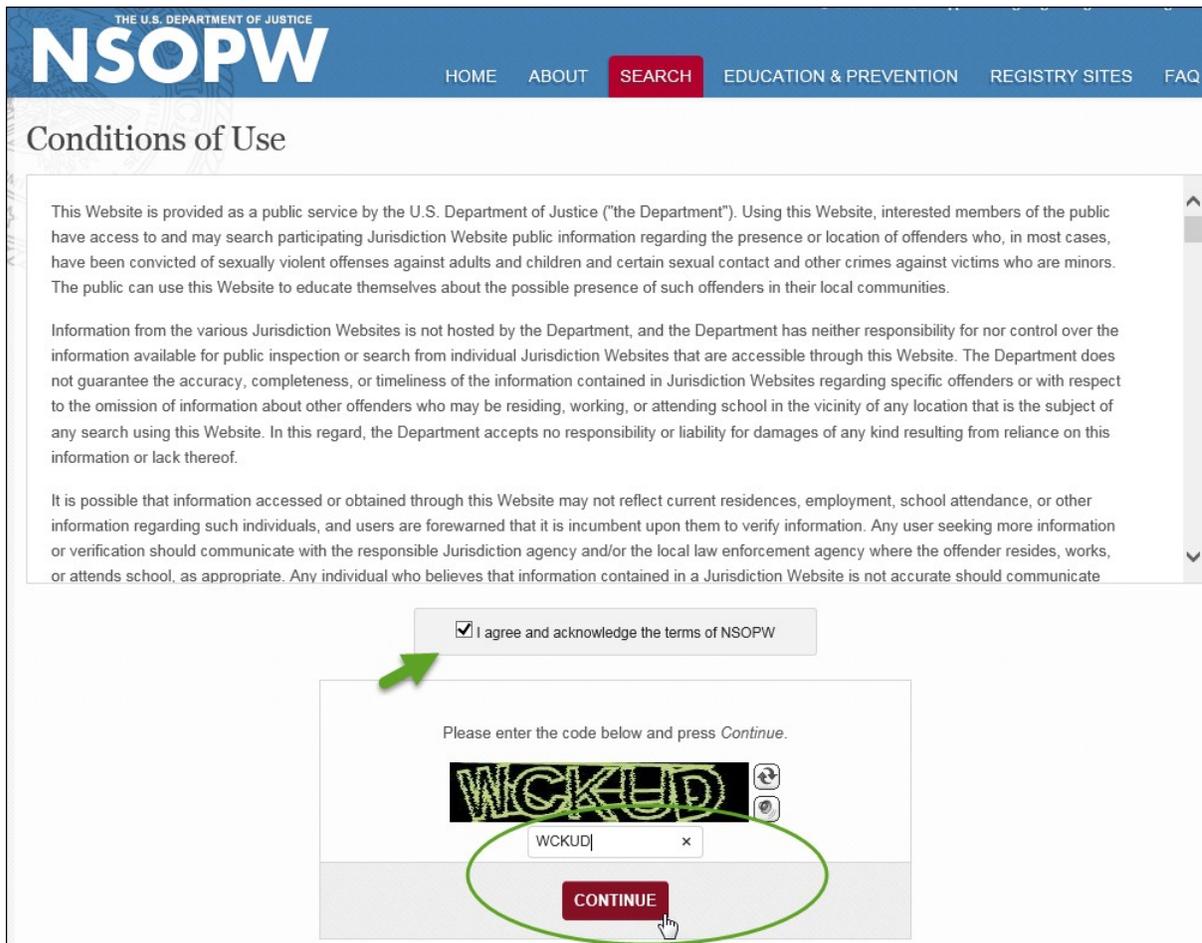
Conviction	Date	County	Age at Offense	Victim Age	Victim Gender
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[NSOPW \(National Sex Offender Public Website\)](http://www.nsopw.gov)

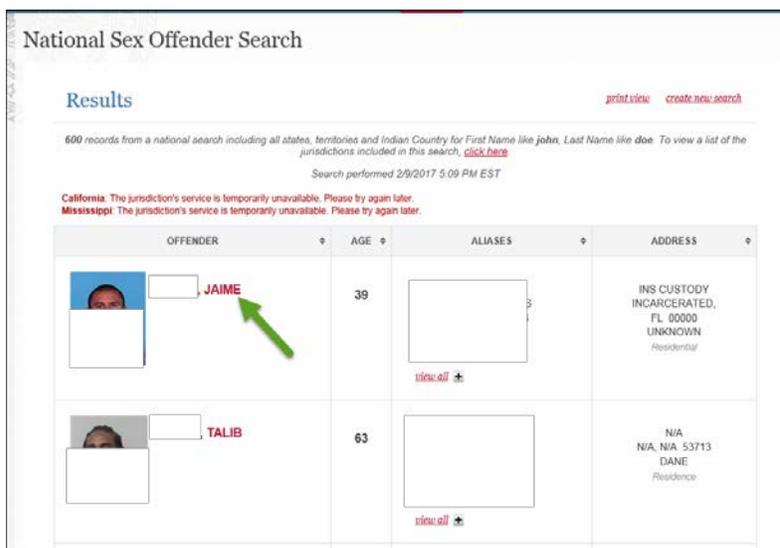
1. To access the National Sex Offender Registry home page, click www.nsopw.gov
2. Enter first and last name of the person you are searching for in the “National Sex Offender Quick Search” section and click Search.

The screenshot shows the NSOPW website homepage. At the top, it features the U.S. Department of Justice logo and the NSOPW acronym. A navigation menu includes links for HOME, ABOUT, SEARCH, EDUCATION & PREVENTION, REGISTRY SITES, and FAQ. The main banner promotes the NSOPW Mobile App, stating it is now available and is a public safety resource used by over 60 million people. To the right, there is a 'National Sex Offender Quick Search' section with input fields for 'FIRST' and 'LAST' names, a 'SEARCH' button, and a link for 'search by location'. Below the search section, there are links for 'NSOPW FAQs' and 'Public Registry Sites'. The bottom of the page features several educational and informational tiles, including one about 'Abuse in' and another titled 'Talk With You About Secrets' with the text 'It's okay not to keep some promised.' and 'The Dru Sjodin Story'.

- 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.”



- A list of Search Results will display. Click on the offender's name, if listed.

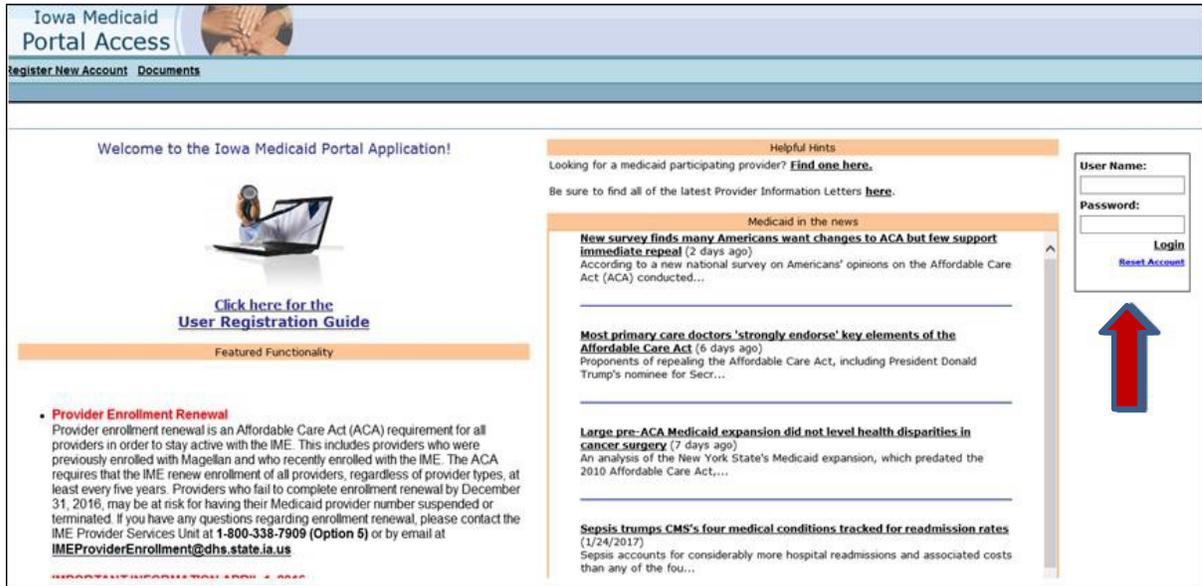


5. The Offender Detail Screen will display. **Copy and paste the qualifying offenses into the SOR tab in JARVIS System Checks.**

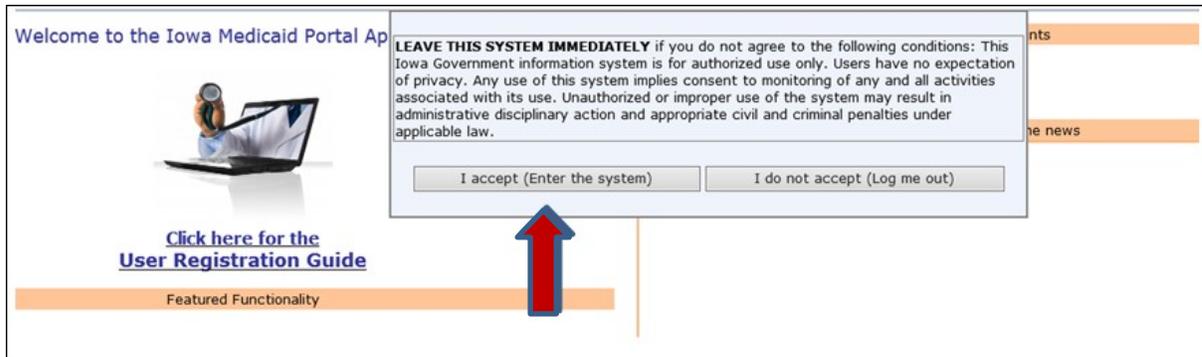
 <p style="text-align: center;">JAIME ABRAN Date Of Photo: 07/09/2008</p>	Click Here to Track this Offender			
	Designation: Sexual Offender			
	Name: JAIME <input type="text"/>			
	Status: Supervised - FL Dept of Corrections			
	Department of Corrections #:	K70230 Search the Dept of Corrections Website		
	Date of Birth: <input type="text"/>			
	Race : White			
	Sex: Male			
	Hair: Black			
	Eyes: Brown			
	Height: 5'04"			
	Weight: 160 lbs			
<p>ABRAN is registered as a Sexual Offender. Positive identification cannot be established unless a fingerprint comparison is made.</p>				
Aliases				
ABRAHAM JAIMES, ABRAN JAIME, JUAN AIMES RIVERA, JAIMES ABRAN, ABRAN JAIMES, JOHN DOE, JUAN RIVERIA JIMINEZ, JUAN JAIMES RIVIERA, JUAN RIVERA, JUAN JAIMES 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.



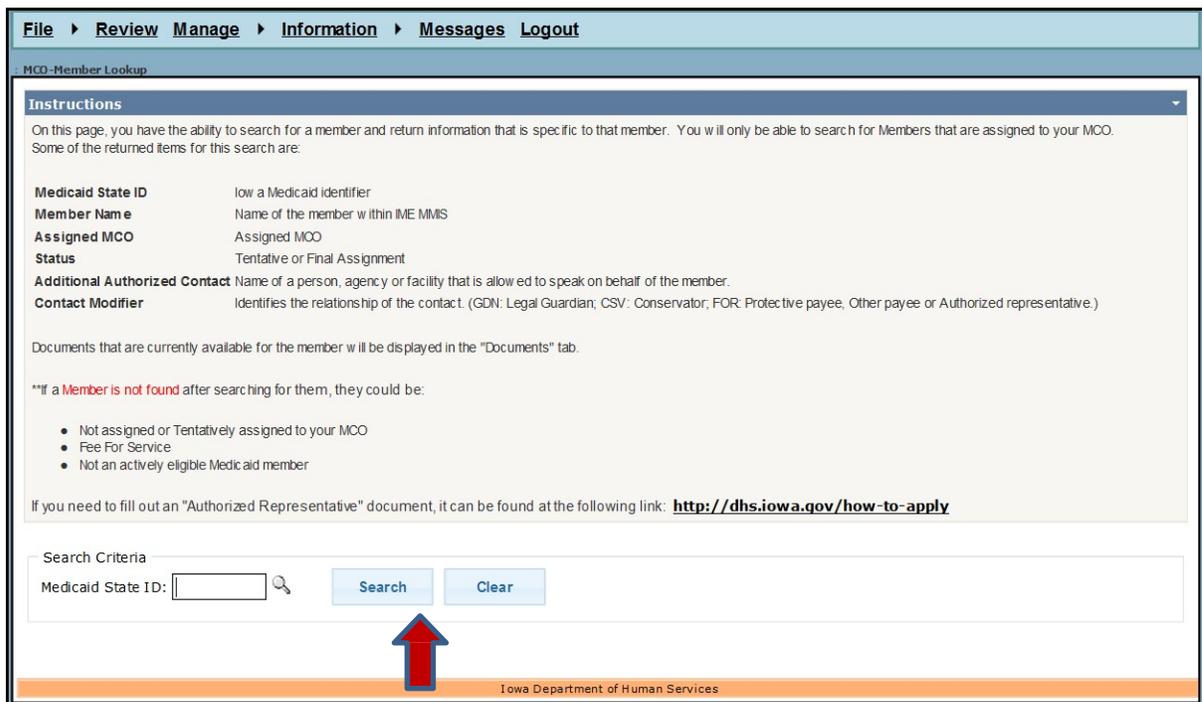
3. Select the Option of "I accept (Enter the system)."



4. Hover over the File tab on the upper left hand corner and select MCO-Member Lookup from the drop down menu.

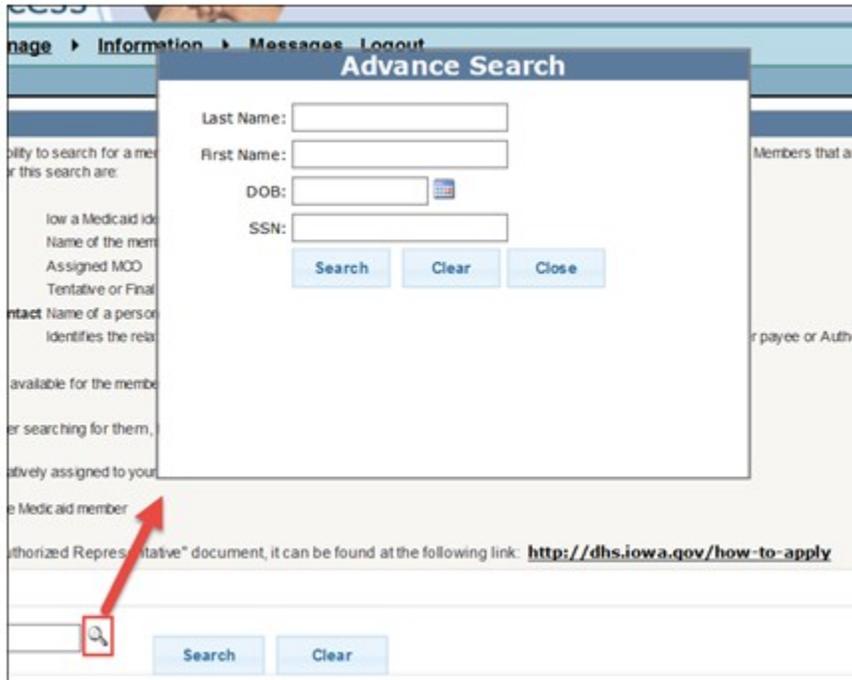


5. Search for person by their Medicaid State ID (Same as SID) in the box provided below.

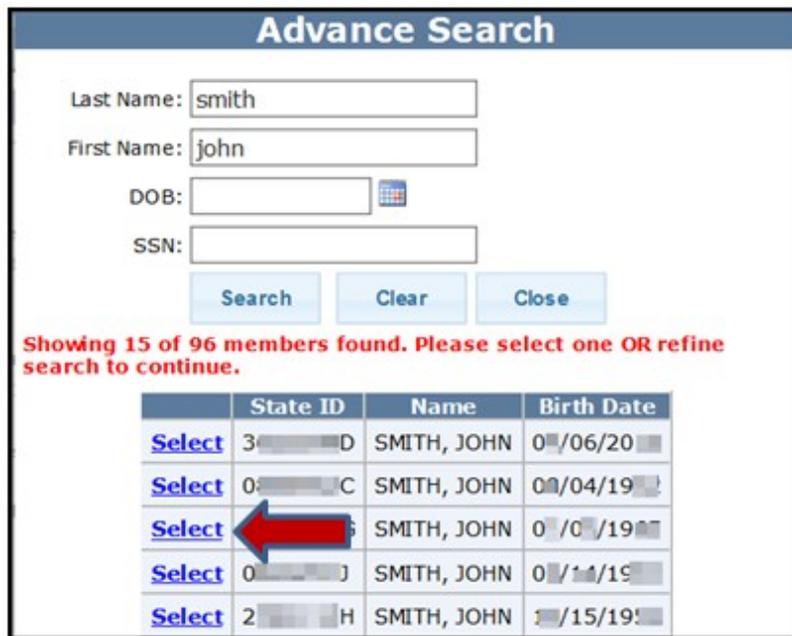


If you do not have the Medicaid State ID number, click the looking glass next to the box to display the Advance Search Box.

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.

Instructions

On this page, you have the ability to search for a member and return information that is specific to that member. You will only be able to search for Members that are assigned to your MCO. Some of the returned items for this search are:

Medicaid State ID Iowa Medicaid Identifier
Member Name Name of the member within IME MMIS
Assigned MCO Assigned MCO
Status Tentative or Final Assignment
Additional Authorized Contact Name of a person, agency or facility that is allowed to speak on behalf of the member.
Contact Modifier Identifies the relationship of the contact. (GDN: Legal Guardian, CSV: Conservator, FOR: Protective payee, Other payee or Authorized representative.)

Documents that are currently available for the member will be displayed in the "Documents" tab.

****If a Member is not found after searching for them, they could be:**

- Not assigned or Tentatively assigned to your MCO
- Fee For Service
- Not an actively eligible Medicaid member

If you need to fill out an "Authorized Representative" document, it can be found at the following link: <http://dhs.iowa.gov/how-to-apply>

Search Criteria
 Medicaid State ID:

Member | Demographics | Programs/Services | Fostercare | Documents

Medicaid State ID 3 <input type="text" value="D"/>	Member Name John Smith	
SSN xxx-xx-8886	Date of Birth 01/06/20 <input type="text"/>	Gender Male
Assigned MCO United Healthcare Plan	Status Final	Begin Date 02/01/2017
Additional Authorized Contact --	Contact Modifier --	

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*.

Search Criteria
 Medicaid State ID:

Member | Demographics | **Programs/Services** ← | Fostercare | Documents

Medicaid Program			Program Status	Program Effective Date
Program Code 640	Program Description Ssi Related Medical (D Mandatory Supplement)		Active	01/01/2017
Long Term Care/Enhanced Services				
Program Description Habilitation Services	Program Status Approved	Program Effective Date 06/01/2016	Medical Review Date 08/17/2016	

* 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.