



State of South Carolina

Department of Social Services

Work Aid 2.8: Conducting and Documenting Searches

Supplemental to DSS Policy 200: Chapter 2 – Intake

A. Required Background Searches for All Intakes	The following background checks are required for all intakes and must include the individual, family, and unknowns, if applicable: 1. CAPSS a. Each individual included in the report, including any alternative spellings of the name if the person is not found. b. An address search to identify any associated intakes, cases, or people. 2. Worker Input Network and Support System (WINS)
B. When to Initiate a CLEAR Search	A CLEAR search must be performed to locate or verify information in the following situations: 1. Unknown persons 2. Partial names, known aliases, nicknames, and maiden names 3. Additional people in the home (if they are pertinent to the case) 4. Address is unknown or needs to be verified 5. Missing birthdates to verify a current person ID in CAPSS 6. Persons who recently relocated to South Carolina from another state 7. Multiple person search results in CAPSS Note: The case manager shall consult with their team leader before requesting a search.
C. Conducting CLEAR Searches	1. The below items can be used alone or in combination with each other to locate and verify necessary information: a. Name of an individual (18 years or older) • First and Last Name, Last name only, First and Last name with Middle Initial, or any known aliases. b. Address • Street name with State, Street name with City or County, Street name, City, County, and State, County and State or leave blank and this will search every state. c. Social Security Number d. Date of birth • Must be combined with one of the previous categories and only use the last two digits of the year.

	2. The below items must be searched separately: a. Phone number; b. Driver's License; c. Tag number; d. Business name; and e. Marriage License.
D. CLEAR Results	1. When providing CLEAR search results, the following information must be included, if available: a. Full name of the individual; b. Any known aliases; c. Dates of birth; d. Social Security Number; e. Address (current or most recent, whether that is in South Carolina or another state); and f. Any criminal history up to 10 years prior, only if requested during the initial request. 2. If there are additional people at the same address within the same timeframe, their information must also be included. Note: CLEAR searches should be linked in the Intake and accompanied by an Intake dictation to highlight a search was completed.
E. Documenting Searches	All searches must be documented and included in the dictation template.