CIU Search – Provider Job Aid

The CIU Search screen allows Providers to search for the dates of previous CIU clearance investigations on the household members of the Provider's foster home(s).

CIU Search screen

Navigation

1. Navigate to:
   Provider > CIU > CIU History > CIU Search

CIU Search – Search Criteria

CIU Search
* Denotes Required Fields   ** Denotes Half-Mandatory Fields   ‡Denotes AFCARS Fields

Search Criteria

○ **Characteristics**

First Name		Middle Name		Last Name	
Starts With ▾		Starts With ▾		Starts With ▾	

Date Of Birth(From)	Date Of Birth (To)
▾	▾

○ **SSN**	○ **Client ID**	○ **MCI ID**	○ **Provider ID**	○ **CIU Worker**	○ **CIU Assignment Date**
SSN	Client ID	MCI ID	Provider ID	CIU Worker	Date From Date To

Search   Show   Clear   Cancel

1. Using the radio buttons select a *Search Criteria* and enter the required information for that specific search criteria. Only one Search Criteria radio button can be selected at a time.
   a. *Characteristics* allows the user to search by the applicant's name or date of birth. A range for the date of birth can be entered as well if the exact birthdate is unknown.
   b. Select the *SSN* radio button to search by the Applicant's social security number.

2. Click [Search] at the bottom of the screen to generate the *Search Results*.

CIU Search – Search Results

Search Results

◀◀ ◀ 1 2 3 4 5 6 7 8 9 10 ▶ ▶▶ ▶

Results 1 - 1 of 1

	Investigation Date	Applicant Name	Gender	Birth Date	Age	SSN
▶	01/20/2016	Thor Odinson	Male	05/01/1985	30	321657186

Search   Show   Clear   Cancel

1. The *Search Results* will display the *Investigation Date, Applicant Name, Gender, Birthdate, Age,* and *SSN*.

2. To remove the current results and start a new search click the [Clear] button.

3. Clicking [Cancel] will navigate the user will return the user to the main *CIU* navigation breadcrumb trail and Splash Screen.

For more information…

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access the Self Service Tool go to http://servicedesk.alleghenycounty.us