5 CHILD NAME SEARCH

The Child Name Search option allows you to search for information regarding a child's payment history by the child's name or a portion of the name.

Select Option 5 from the Main Menu and press <ENTER>. The Child Name Search screen will appear (Figure 5 - 2).

Figure 5 - 1: Option 5 - Child Name Search

Figure 5 - 2: Child Name Search screen

5.1 Performing a Name Search

You can perform a search of all counties or specify a particular county by keying the Purchaser ID. If the child is found, a listing of records associated with that child will appear. The search format is: last name,first name.

Please keep in mind the following when performing a search:

- Do not enter a space on either side of the comma.
- If you know only a portion of the last and/or first name, or if you are not sure of the spelling, type in the first few letters followed by an asterisk. For example, if you're not sure whether the last name is Johnson or Johnston, type in "johns*" to get results for both.
- By typing in more of the name you narrow the search, which results in a shorter search time and a shorter list.
- The search function is not case-sensitive.

5.1.1 Performing general search – no county specified

1. *Tab to the **NEW SEARCH** field and key in the name. For this example "martin d*" is used (Figure 5.1.1 - 1).*

```
GHB4501M              SUBSIDIZED CHILD CARE REIMBURSEMENT         04/17/07
09270001                      CHILD NAME SEARCH                   14:55:50
SEL          NAME            SVC  FACILITY   DCS-ID   FS PRNT-FEE  PAYMENT




















*

 PURCHASER==>         NEW SEARCH==> martin,d*
   Enter S to select child detail from screen (if available)
 F KEYS: 1=Help  3=Exit  4=Main Menu  7=Up  8=Down
 GHB260- Please ENTER a name to search and a optional purchaser value.
```

Figure 5.1.1 - 1: Child Name Search, county not specified

2. Press **<ENTER>** and, if found, a listing of the child's records will appear *(Figure 5.1.1 - 2).*


```
GHB4501M              SUBSIDIZED CHILD CARE REIMBURSEMENT        04/17/07
09270001                      CHILD NAME SEARCH                  14:56:02
SEL           NAME            SVC  FACILITY   DCS-ID     FS PRNT-FEE PAYMENT
 _ MARTIN      D              0506 J92              20
 _ MARTIN      D              0506 J92              15
 _ MARTIN      D              0406 J92              15         127.00
 _ MARTIN      D              0406 J92              20         847.00
 _ MARTIN      D              0306 J92              15         127.00
 _ MARTIN      D              0306 J92              20         847.00
 _ MARTIN      D              0206 J92              15         127.00
 _ MARTIN      D              0206 J92              20         847.00
 _ MARTIN      D              0106 J92              20          25.00
 _ MARTIN      D              0106 J92              15         122.85
 _ MARTIN      D              0106 J92              20         821.10
 _ MARTIN      D              0905 J92              15          11.70
 _ MARTIN      D              0905 J92              25          78.20
 _ MARTIN      D              0805 J92              15         127.00
 _ MARTIN      D              0805 J92              25         847.00
 _ MARTIN      D              0705 J92              15         127.00
 _ MARTIN      D              0705 J92              25         847.00
PURCHASER==>        NEW SEARCH==>
 Enter S to select child detail from screen (if available)
 F KEYS:  1=Help  3=Exit  4=Main Menu  7=Up  8=Down
 THERE ARE MORE NAMES TO DISPLAY.
```

Indicates additional pages of records.

Figure 5.1.1 - 2: Child Name Search results, county not specified

3. If there are no records, the following message will appear: "Display complete. There are no more records to display." *(Figure 5.1.1 – 3).*


```
GHB4501M              SUBSIDIZED CHILD CARE REIMBURSEMENT        04/17/07
09270001                      CHILD NAME SEARCH                  17:22:56
SEL           NAME            SVC  FACILITY   DCS-ID     FS PRNT-FEE PAYMENT




















PURCHASER==>        NEW SEARCH==>
 Enter S to select child detail from screen (if available)
 F KEYS:  1=Help  3=Exit  4=Main Menu  7=Up  8=Down
 DISPLAY COMPLETE. THERE ARE NO MORE NAMES TO DISPLAY.
```

Figure 5.1.1 - 3: No records found

4. To view a record in the listing, tab down and place an "S" beside the desired record (Figure 5.1.1 – 4).

Figure 5.1.1 - 4: Select record to view

5. Press **<ENTER>** to view the selected record. (Figure 5.1.1 – 5).

Figure 5.1.1 - 5: Selected Record

5.1.2 Performing general search – county specified

1. *Key in the Purchaser ID in the **PURCHASER** field; tab to the **NEW SEARCH** field and key in the name. For this example "williams,chris*" is used. Note that the spelling of the first name is uncertain so "chris*" is keyed in. (Figure 5.1.2).*
2. *Repeat Steps 2 through 5 above.*


```
 GHB4501M              SUBSIDIZED CHILD CARE REIMBURSEMENT        04/17/07
 09270001                      CHILD NAME SEARCH                  14:56:19
 SEL          NAME              SVC  FACILITY   DCS-ID    FS PRNT-FEE  PAYMENT










                 Note that by keying chris* as the first name
                 numerous matches will be generated including
                 Christine, Christopher and Christian.



 PURCHASER==> 092     NEW SEARCH==> williams,chris*
   Enter S to select child detail from screen (if available)
   F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
   GHB260- Please ENTER a name to search and a optional purchaser value.
```
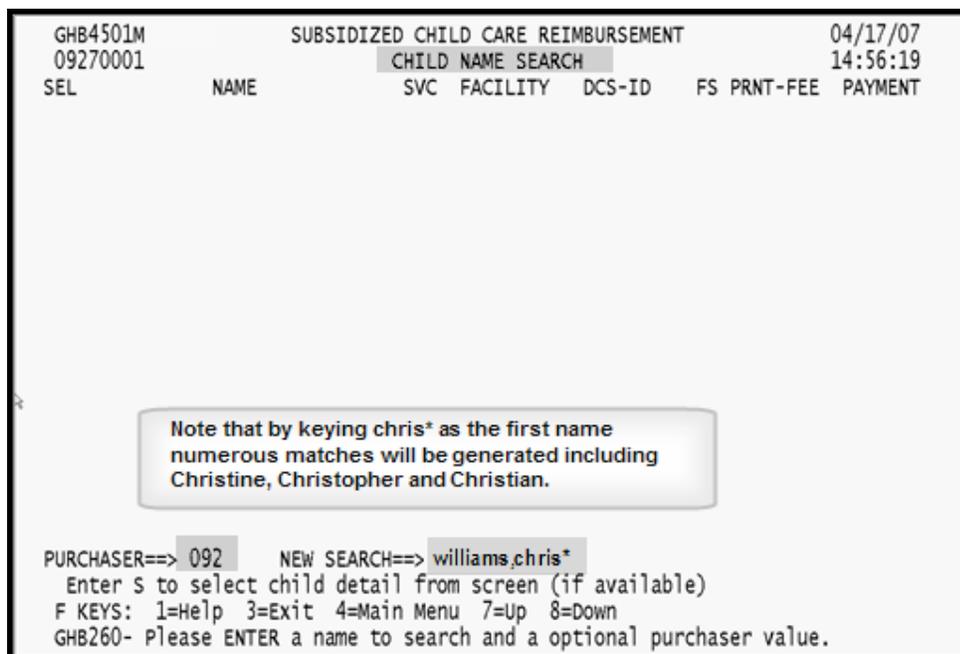
Figure 5.2 - 1: Child Name Search, county specified and partial name

5.2   Help in Setting Parameters for a Search

Pressing the F1 key at the Child Name Search screen generates a list of search options to help find a child (Figure 5.2).


```
 _GHB45011              SUBSIDIZED CHILD CARE REIMBURSEMENT
                               CHILD NAME SEARCH
                                      HELP
        Search on last name, first name, and middle initial with comma as a
        delimiter.  Examples follow.  Other combinations are possible.

        BURT        ==> (same as BURT,*) lists all with last name BURT
        BURT*       ==> lists last names like BURT, BURTEE, BURTON, etc.
        BURT*,*     ==> same as BURT*
        BURT*,*,*   ==> same as BURT*
        BURT*,*,D   ==> same as BURT*  but only with middle initial D
        BURT*,S*    ==> same as BURT*  but first name SALLY, SUE, etc.
                        and any middle initial
        BURT*,SU*   ==> same as BURT*  but first name SUE, SUZANNE, etc.
                        and any middle initial

        *,ANN       ==> lists all first names of ANN with any middle
                        initial
        *,ANN*      ==> lists all first names of ANN, ANNE, ANNETTE,
                        etc. and any middle initial
        *,ANN,A     ==> lists only first name of ANN with only middle
                        initial of A


        F KEYS: 3=Exit
```
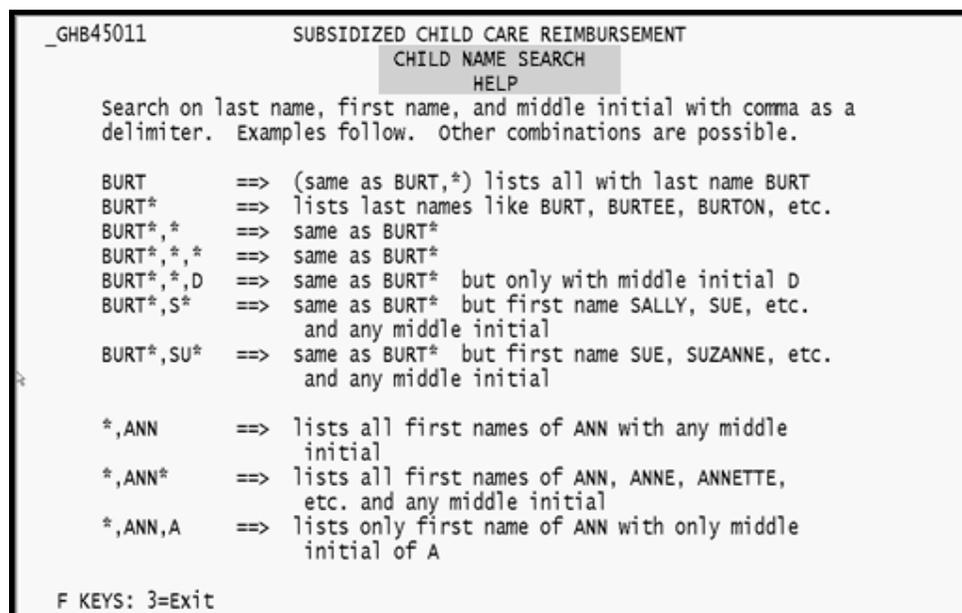
Figure 5.2: Help menu - Child Name Search screen