



Person Search

Person Search Results

This storyboard illustrates the information returned in a TFACTS Person Search.

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TFACTS Person Search

Step 1: Person Search

1. From TFACTS Home screen, click **search**
2. Enter search information.
3. Click **Search**. Depending on what fields you searched on dictates the results.
4. **Advanced Search Criteria** is an additional section where you can search by address information or the last 4 digits of a SSN.

Step 2: Reading Person Search Results

Person Search Results provide a variety of “at a glance” information to aid in correctly identifying a person record from the results list. A person record can have multiple identifiers or informational tags.


Person ID & Deceased



1. Everybody has a Person ID (PID) as shown in Column 2.
2. If the person in focus also has a Deceased date *recorded* on the Demographics tab; **DECEASED** will display under the PID.
3. The last column, is normally the SSN field. However, if the person is Deceased and has been verified by SSA, the column will display the **B: birthdate, D: Deceased Date** and **D: Age** at death

select	251: [REDACTED] DECEASED	Coa [RW]	89 North C:931-31	N 37110 (unverified map)	Male	B: 09/15/1962 D: 07/09/2017 D-Age: 54
<input checked="" type="checkbox"/> Deceased +	Died in Custody: [v]	Deceased Date: +	07/09/2017	Cause of Death:		

Additional/Alias Names

The information tags in the Person Search results come with “bubble text”. The bubble text is displayed when the cursor is hovered over the tag, and gives expanded information regarding the tag.

1. Hover cursor over the little **blue i-ball**  to show **Additional/Alias** names for a person record.

select	290	Blankenship, Ira [RW]		H:615-982-5042
		Blankenship Chalk Ellis, Blankenship Ira Ellis		N 38063 (map)

Person Race

All Person Race codes begin with **[R]**: the Race is visible without having to hover.

- [RA] = Asian
- [RB] = Black/African American
- [RI] = American Indian/Alaska Native
- [RH] = Native Hawaiian/Other Pacific Islander
- [RM] = Multi-Racial – One Race Unknown
- [RU] = Unable to Determine
- [RW] = White

Note: If more than one Race value is recorded for a person, tags representing **all Race values** associated with the person will display.

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[AD]:Adopted, [D]:Duplicate, [E]:Employee, [EP]:Employee-Previous, [HE]:Hazard-Environment, [HR]:High Risk, [HS]:Hazard-Safety, [SP]:Substantiated Perpetrator, [TBI]:Potential TBI Sex Offender Match
[RA]:Asian, [RB]:Black/African American, [RI]:American Indian/Alaska Native, [RH]:Native Hawaiian/Other Pacific Islander, [RM]:Multi-Racial-One Race Unknown, [RU]:Unable to Determine, [RW]:White

Person ID	Name	Address	Gender	DOB
select 101	Cates, M. [RA] [RB]	165 TN 37664 (map)	Female	06/16/ Age: 55

Merged Into

If a person has been Merged with another Person ID, the **(MERGED INTO)** indicates this person is the Primary identity. To see who has been merged *into* these identities follow instructions below.

1. Click **select**

select	172:	Cates, M. [RW]	(MERGED INTO) 
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2. Click **Merge History** link

Person Links			
Person Profile	Person Characteristics	Monthly Summary	Packets
Education	Legal History	Military History	
Health	TFACTS History	Merge History	
Financial	AFCARS Summary	Assignment History	
Assessment History	Person Association	Documents	

3. The **Person ID** (that has been combined), **Person Name**, **Merge Status** and **Merge Status Date** (the date it was successfully merged) will display. If a search was performed on this PID, it would not return in search. Instead the Primary Person would display.

Merge History

Person ID	Person Name	Merge Status	Error Message	Merge Status Date	Days Remaining
1907:	Brown, Mary Lou	Merge Successful		11/14/2011	0

Close

Informational Tags

Informational Tags – What do they mean?

1. Hover cursor over an informational tag (such as **HR**, **SP**) to view a concise meaning

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[AD]:Adopted, [D]:Duplicate, [E]:Employee, [EP]:Employee-Previous, [HE]:Hazard-Environment, [HR]:High Risk, [HS]:Hazard-Safety, [SP]:Substantiated Perpetrator, [TBI]:Potential TBI Sex Offender Match
[RA]:Asian, [RB]:Black/African American, [RI]:American Indian/Alaska Native, [RH]:Native Hawaiian/Other Pacific Islander, [RM]:Multi-Racial-One Race Unknown, [RU]:Unable to Determine, [RW]:White

5926	[HR] [RW]		Male
5926	K High Risk	1017 W STONE DR APT 407, KINGSPORT, TN 37660 (map)	Male
Person ID	Name	Address	Gender
5748	[SP] [TBI] [RW]	651 ADAIR H:731-664- (map)	Male
3360	Gr [R] Substantiated Perpetrator for Sexual Abuse: Allegation Substantiated / Perpetrator Substantiated on 05/10/2013		Female

- **[AD]** – This tag means the person has been adopted. Only TFACTS users with access to view Adoption records will see and access all information for that person. All other users will see only the tag, the Person Name, the DOB and Age. The rest of the information will be hidden and there will be no select link available to allow access to the Adoption record.
- **[D]**-This tag means this person ID number has an 'In Progress' status, which means this ID number, has been merged as a duplicate to the Primary Person ID.
- **[E]**-This tag means the person is an active employee in the TFACTS. This tag is used to identify both DCS and Private Provider employees.
- **[EP]** - This tag means the person is a previous (inactive) employee in TFACTS. This tag is used to identify both DCS and Private Provider employees.
- **[HE]** – Environmental Hazards are associated with an address. If a person's address has Environmental Hazard information documented, their person record will display this tag in search results. Environmental Hazard information is documented on the Address Detail screen in the Person Profile/Address module.
- **[HR]** - DCS considers a child/youth as "High-Risk" if their current CANS (Child & Adolescent Needs and Strengths) assessment score is **2 or higher in at least one** of the following CANS domains and has been approved. This tag will not print on reports and is only visible in TFACTS for the user's identification and planning purposes for the youth.
 - Danger to Others
 - Sexually Reactive Behavior
 - Sexual Aggression
- **[HS]** – If one or more Safety Hazards are documented for a person, their person record will display this tag in search results. Person Safety Hazards are documented on the Safety Hazards tab under the Person Profile module in TFACTS.
- **[SP]** – This tag indicates that the person has been designated as a Substantiated Perpetrator on at least one CPS Investigation/Special Investigation in TFACTS. Only those TFACTS users who have the security access to view CPS data will be able to see this tag and the details behind it.
- **[TBI]** – This tag means the person is a POTENTIAL match in the TBI Sex Offender Registry. It is a potential match because we only receive First, Middle, Last and Date of Birth as matching criteria. The tag is an active hyperlink that will navigate the user directly to the proper page in the TBI Sex Offender Registry.

Person Address, Maps, & Phone Numbers

1. **Person Address** – This column will display the address designated as ‘primary’ for the person.
2. **(map)** – This link means that the address has been verified by our Address Verification Service.
 - o Click on the **(map)** link to view a Google map of the **exact** location, generate driving directions and street view.
3. **(unverified map)** – This link indicates that the address HAS NOT been verified by our Address Verification Service. Clicking on the (unverified map) link will display a Google map
4. **Person Phone Numbers** are also displayed with the Address information.
 - o Phone numbers displayed are H: Home, W: Work, C: Cell, O: Other.
 - o If the Person is an employee, only phone number with type = ‘Work’ will display.

3336 TOPSIDE RD, KNOXVILLE, TN 37920 [\(map\)](#)
C:865-386-2233

145 Spring Creek CIR, Rickman, TN 38580 [\(unverified map\)](#)

SSMS (Social Services Management System)

1. If the person record came from **SSMS** historical information, only SSMS will display in the Address column.
2. The Person ID will also always start with many, many zeros. All of these are converted cases from a former data base.
3. SSMS Persons cannot be merged

select	00000000230749	GEGIC SVJE	SSMS	05/09/1972 Age: 47
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A complete guide to SSMS details is provided under TFACTS Knowledge Base > Search > SSMS

Gender, DOB and SSN

- **Gender** - Male, Female, or blank
- **DOB** – If a Date of Birth is recorded under the Person Profile for the person record, it will display in the person search results UNLESS the person is an employee. DOB will not display for active or previous employees. TFACTS will also calculate and display the Age of the person along with DOB.
 - If the person is Deceased, the Deceased Date will also be displayed along with DOB.
 - TFACTS will also calculate and display the Age of the person at the time of death.
- **SSN** - If a SSN is recorded for a person in TFACTS, the last 4 digits will display in person search results UNLESS the person is an employee. SSN will not display for active or previous employees.

Female	01/03/1988 Age: 32	XXX-XX-0655
Female	02/21/2014 Age: 6	XXX-XX-5852

You have completed this storyboard.