Using ID Numbers in MiSACWIS

MiSACWIS issues five different types of ID numbers to help you locate records in the system. In most cases, these ID numbers are generated when you save a new record. The types of IDs you will be working with may include:

- Person ID – This ID is assigned to a new person record when the record is saved.
- Intake ID – This ID is assigned to a new intake.
- Investigation ID – This ID is assigned to a new investigation case.
- Case ID – This ID is assigned to a new ongoing case.
- MiSACWIS Provider ID – This ID is assigned to a new non-DHS provider, home provider, or residential provider.

The process of creating ID numbers is done behind the scenes in MiSACWIS. This process ensures each ID is unique to the record.

> **Take Away**
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> Notice that SWSS Log No. and CIS number are not listed in the ID list above; this is because these numbers from SWSS will no longer be utilized in MiSACWIS. However, they will be converted to MiSACWIS as case reference numbers and can be found in the Case Reference area of a case. For more information on case reference numbers, please refer to online help.

Scenario

In this scenario, you will practice using ID numbers to search for and find records in MiSACWIS. Since all ID numbers are unique, searching by ID will return fewer results than a search by another type of criteria, such as Last Name. After becoming familiar with the different types of ID numbers in the system, you will learn how quick and easy it is to locate a record using this one type of search criterion.

> **Note**
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> If you need access to the training Sandbox, please refer to CI 13-106, *MiSACWIS Training Sandbox Environment*, for the URL.

Hands-On in MiSACWIS

In this first task, you will search for a person and find that there are duplicate search results. After finding the person ID, you can then perform a search by person ID to locate the desired record.

Task 1: Searching for a person by Person ID

1. Click search in the header. The Person Search screen appears.
2. Perform a person search using the following criteria:

Field	Value	Notes
Last Name	*Gilbert###*	The "###" represents your three-digit training number. Use your training number whenever you see "###".
First Name	*Dorothy*	

3. You will see two search results for Dorothy Gilbert###.

   These records have different addresses and dates of birth. It's possible there are two people named Dorothy Gilbert in MiSACWIS. For this task, let's pretend you know for a fact that the Dorothy Gilbert you are looking for lives on Cherokee Lane.

4. Write down the **Person ID** of the Dorothy Gilbert### record with the Cherokee Lane address.

5. Perform a search using the **Person ID** as the only search criterion. You should see only that one record in the results.

As you just discovered, using a Person ID for a search helps limit your results to the exact record you are looking for. This search tactic is helpful if you access specific person records frequently.

In this next task, let's try searching for an intake.

Task 2: Searching for an intake by Intake ID

1. Click the **Intake Search** tab.

2. Perform an intake search using the following information:

Field	Value	Notes
Last Name	*wagner###*	Notice the search is not case-sensitive.

3. Notice Sandy Wagner### has two intakes in the system.

4. In the search results, you will see a column for the **Intake ID**. Jot down one of the Intake IDs.

5. Now, perform a search with the **Intake ID** and the **Last Name**.

   You will see that the system clears out the **Last Name** box and only the one result for Sandy Wagner### appears.

> **Wrap-Up**
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> Searching by ID number delivers an exact match. Searching by another type of criterion, like last name, will result in both exact and partial matches.