Office of the Children's Guardian

# Residential Care Workers Register

Quick Guide: Search function

November 2022

www.ocg.nsw.gov.au

### Search function

The Search function enables all users to search for any worker records created by the agency. Click on Search in the menu on the agency dashboard and Individual

NS NS	Office of the Children's Guardian
+	Create
0	Dashboard
0	Manage >
atl	Reports
	Search
	Individual

The Individual Search screen is displayed.

An individual can be searched either by:

- 1. Entering the individual's details
- 2. Clicking Search all individuals will be listed.

### 1. Entering the individual's details (minimum required is last name or first name or partial FN/LN)

Click Search.

Office of the Children's Guardian	
+ Create	In dividual Canada
② Dashboard	Individual Search
1] Reports	Date of birth
Search	WWCC number
Individual	Worker reference #
	Clear

Individuals matching entered details are displayed.

Click into the drillable Full name of the individual's record to view.

To commence a new Search, click Clear.

Individual Search						
Name Grape	Search results					
Date of birth	Full name	DOB	WWCC number	Worker reference #	Engagement status	Agency name
WWCC number	Teresa Grape	07/05/1986	APP0051881	RRW-172	Engaged	Statutory Care services
Worker reference #						
Clear Search						

## 2. Clicking Search without entering individual details – all individuals will be listed

lame	Search results		
Nate of birth	Full name	<b>DOB</b>	WWCC number
WVCC number	Fisher Harmon	13/05/1960	APP0051654
Vorker reference #	Florence Fernandes Do Carmo	03/08/1982	APP0050050
	Teresa Grape	07/05/1986	APP0051381

Individuals can be filtered by name, DOB, WWCC number, Worker reference # or engagement status.

Click the box to select one or multiple records or use the Search text box or select date range (for DOB) to narrow the Search.

Click Apply.

Cancel will close the filter bar and will return user to search screen.

#### Example - Filtering by individual name

Search results

Full name	
Fisher Harmon	Clear Filter
Florence Fernandes Do Carmo	Fisher Harmon
Teresa Grape	Fernandes Do Carmo
	Teresa Grape
	Search Text
	Apply Cancel

Details of the individual are displayed.

Click into the drillable Full name.

Worker record management screen will be displayed for the searched worker.

Worker record ( 989//-172 ) ( Statutory Care services )		Setroh Ariana 🛩 Diss
Teresa Grape Assurption Craw		Agency Associations
Personal Details	Engagement Status	id date
Net Conv Francis Vision anne	NM Spape Nu Su	
	WWCC Verification	-07
Reportable Allegations 0 ********	AMPCONDUCTION WARDONER MICROSES USUAL Description Desc	
Probity Checks		×
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Other Agency Choix Demonstra Services Devis	Genterary	
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Open Desilved		
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Notes and the second		

Refer to Training Module 8.1 and 8.2 located on the <u>OCG website</u> for further information on how to search.

#### Office of the Children's Guardian

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