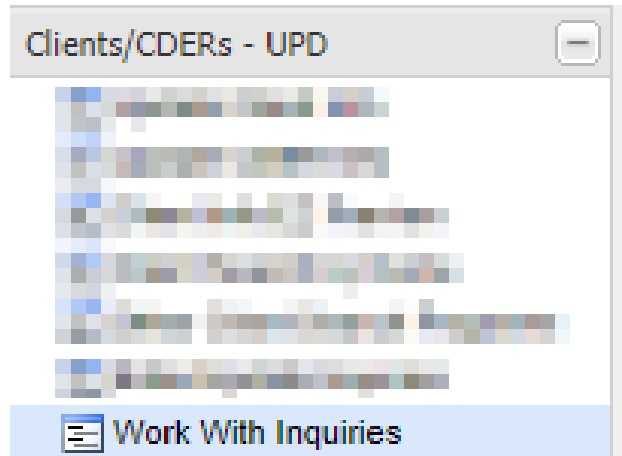


Work With Inquiries

The Work With Inquiries program brings up a listing of cases in Inquiry status and provides the ability to update each case.

The **Work With Inquiries** program can be accessed from the Navigation under the Clients/CDERs – UPD menu.





Inquiry cases that are in active status will be displayed by default.

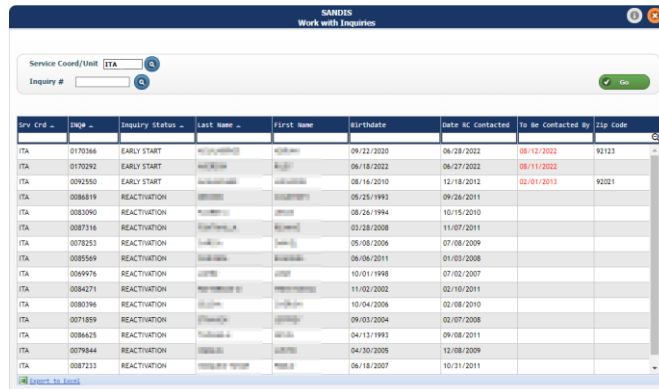
The Inquiry Status that displays in the table is determined by what is present in the table of codes at each regional center.

A screenshot of the "SANDIS Work with Inquiries" application window. It features a search bar at the top with fields for "Service Coord/Unit" and "Inquiry #". Below the search bar is a table with the following columns: "Inq. #", "Inquiry Status", "Last Name", "First Name", "Birthdate", "Date RC Contacted", "Date contacted by", and "Zip Code". The table contains several rows of data, including entries for "EARLY START" and "REACTION" statuses.

Inq. #	Inquiry Status	Last Name	First Name	Birthdate	Date RC Contacted	Date contacted by	Zip Code
0170	EARLY START	11/16/2020	06/28/2022	06/12/2022	
0170	EARLY START	12/23/2020	07/01/2022	06/15/2022	
0170	EARLY START	10/13/2019	07/01/2022	06/15/2022	
0099	EARLY START	10/15/2010	04/25/2012		
0091	EARLY START	11/20/2010	08/21/2012		90071
0078	REACTION	01/17/1997	08/31/2009		90028
0081	REACTION	02/07/1991	05/12/2010		
0058	REACTION	10/19/1991	03/09/2004		
0081	REACTION	08/23/1998	05/11/2010		
0082	REACTION	12/15/1994	07/28/2010		
0074	REACTION	10/06/1985	09/03/2008		
0078	REACTION	10/17/1994	09/10/2009		
0070	REACTION	05/07/1979	09/04/2007		
0068	REACTION	06/17/1999	09/20/2006		
0081	REACTION	05/22/1984	06/14/2010		

To display inquiry cases assigned to a specific Service Coordinator or Unit, use the Service Coord/Unit field and click on the  button.

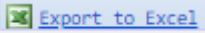
To only display a specific Inquiry #, enter the Inquiry # or search by name; then click on the  button.

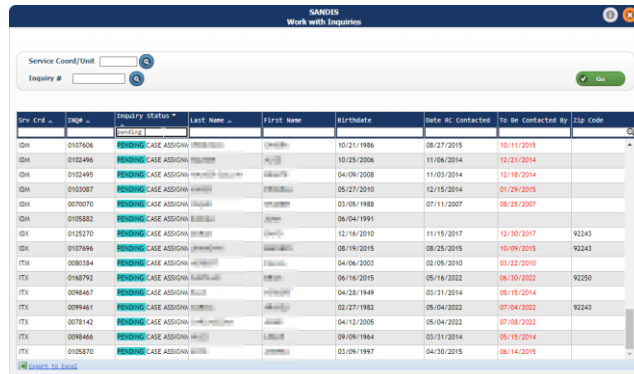


Inq. Cnt.	INQ #	Inquiry Status	Last Name	First Name	Birthdate	Date Ac Contacted	To Be Contacted By	Zip Code
ITA	0170366	EARLY START	[REDACTED]	[REDACTED]	09/22/2020	06/28/2022	08/12/2022	92123
ITA	0170292	EARLY START	[REDACTED]	[REDACTED]	06/18/2022	06/27/2022	08/11/2022	
ITA	0092550	EARLY START	[REDACTED]	[REDACTED]	08/16/2010	12/18/2012	02/01/2013	92021
ITA	0086819	REACTION	[REDACTED]	[REDACTED]	05/25/1993	09/28/2011		
ITA	0083090	REACTION	[REDACTED]	[REDACTED]	08/26/1994	10/15/2010		
ITA	0087316	REACTION	[REDACTED]	[REDACTED]	03/28/2008	11/07/2011		
ITA	0078253	REACTION	[REDACTED]	[REDACTED]	05/08/2006	07/08/2009		
ITA	0085569	REACTION	[REDACTED]	[REDACTED]	06/06/2011	01/03/2008		
ITA	0099976	REACTION	[REDACTED]	[REDACTED]	10/01/1998	07/02/2007		
ITA	0084271	REACTION	[REDACTED]	[REDACTED]	11/02/2002	02/16/2011		
ITA	0080396	REACTION	[REDACTED]	[REDACTED]	10/04/2006	02/08/2010		
ITA	0071859	REACTION	[REDACTED]	[REDACTED]	06/03/2004	02/07/2008		
ITA	0084625	REACTION	[REDACTED]	[REDACTED]	04/13/1993	09/08/2011		
ITA	0079844	REACTION	[REDACTED]	[REDACTED]	04/30/2006	12/08/2009		
ITA	0087233	REACTION	[REDACTED]	[REDACTED]	06/18/2007	10/31/2011		

The Find/Filter and Sorting features are available on all columns by right clicking on the blue header.

Cases with overdue dates will display in red.

The Export to Excel feature is available by clicking on the  button.






Inq. Cnt.	INQ #	Inquiry Status	Last Name	First Name	Birthdate	Date Ac Contacted	To Be Contacted By	Zip Code
IDA	0107606	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	10/21/1986	08/27/2015	10/11/2015	
IDA	0102496	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	10/25/2006	11/06/2014	12/21/2014	
IDA	0102495	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	04/09/2008	11/03/2014	12/18/2014	
IDA	0103007	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	05/27/2010	12/15/2014	01/29/2015	
IDA	0070070	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	03/06/1988	07/11/2007	06/29/2007	
IDA	0105082	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	06/04/1991			
IDX	0103370	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	12/16/2010	11/15/2017	12/30/2017	92343
IDX	0107696	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	06/19/2015	08/25/2015	10/08/2015	92343
ITM	0080184	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	04/06/2003	02/05/2010	01/22/2010	
ITX	0108792	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	06/16/2015	05/16/2022	06/30/2022	92350
ITX	0096407	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	04/28/1949	03/31/2014	05/15/2014	
ITX	0099481	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	02/27/1982	05/04/2022	07/04/2022	92240
ITX	0078142	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	04/12/2005	05/04/2022	07/08/2022	
ITX	0084666	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	09/09/1964	03/31/2014	05/15/2014	
ITX	0105870	PENDING CASE ASSIGN	[REDACTED]	[REDACTED]	03/09/1997	04/30/2015	06/14/2015	

Double clicking on an Inquiry record will bring up the client's Inquiry Information screen.

Inq. Ccd	INQ#	Inquiry status	Last name	First name	Birthdate	Date RC Contacted	To be contacted by	Zip Code
ITX	0087897	WAITING FOR COLLATERAL	LOPEZ	OLIVES	08/06/1967	03/10/2023	011/1/2023	92227
ITX	0095687	WAITING FOR COLLATERAL	CASTRO	ISABEL	11/13/1999	01/27/2023	02/17/2023	92102
ITX	0111749	WAITING FOR COLLATERAL	RODRIGUEZ	VANITY	01/14/2008	03/31/2023	04/21/2023	92069
ITX	0114500	WAITING FOR COLLATERAL	FRIEND	LANDEN	07/30/2007	01/18/2023	02/08/2023	

All data in the Inquiry Information screen can be updated.

Clicking the  or  button will save the changes.

To return to the Work With Inquiries grid, click on the  button.

SANDIS - Inquiries Inquiry Information

Primary | Address | Relationships | Guardianship | Financial | Medical | Additional Info

Inquiry # 0087897 | Last Name [REDACTED] | First Name [REDACTED] | Middle [REDACTED]

Case Manager: ITX | ITX UNASSIGNED | Unit: INTAKE

Inquiry Status: L | WAITING FOR COLLATERAL (3+) | Date: 3/10/2023

Date of Birth: [REDACTED] | Age: [REDACTED]

Language: SPANISH | Zip Code: [REDACTED]

Sex: MALE | Ethnicity: SPANISH/LATIN

Date RC Contacted: 3/10/2023 | To be contacted by: 3/31/2023

Contact: [REDACTED] | Phone: [REDACTED] | Work: [REDACTED] | Cell: [REDACTED]

Email Address: [REDACTED]

Relationship: F | FATHER

Remark: [REDACTED]

Last Updated 4/06/2023 | Characters remaining: 240