



MISSISSIPPI STATE DEPARTMENT OF HEALTH

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## **Understanding Person Search and the Person Summary Page**

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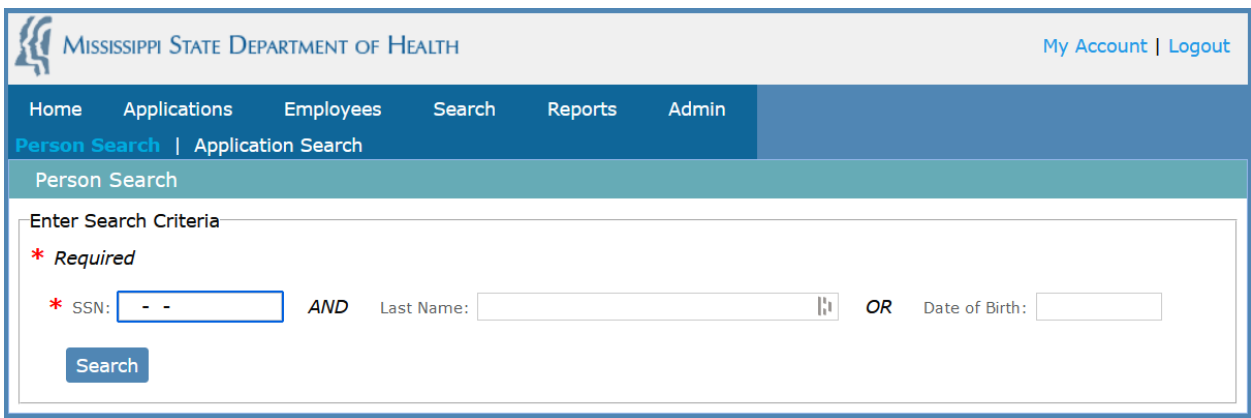
Provider User Guide  
Version 01  
9/27/2023

# Introduction

The SAFER Background Check System provides functionality that allows you to search for a person using their social security number and last name or date of birth, or by an application number. The search function allows you to quickly access the **Person Summary** page of an applicant or employee.

## Searching for a Person Using Personal Information

1. Go to **Search > Person Search** on the navigation bar. The **Person Search** screen appears. Enter the person's **SSN** and **Last Name** or **Date of Birth**, then click **Search**.



The screenshot shows the 'Person Search' interface within the Mississippi State Department of Health system. At the top, there is a navigation bar with links for Home, Applications, Employees, Search, Reports, and Admin. Below this is a sub-navigation bar with 'Person Search' and 'Application Search'. The main search area is titled 'Person Search' and contains a form with the following elements:

- Header: Enter Search Criteria
- Requirement indicator: \* Required
- Search criteria: \* SSN: [ - - ] AND Last Name: [ ] OR Date of Birth: [ ]
- Action button: Search

- If the person already has a record in SAFER, the search returns the person's **Person Summary** page. If the person is not in the system, a message indicating that the person was not found is returned.

Person Summary

Jane W Smith, 111-56-3698, 5/24/1959

Add New Application
Case Notes

Profile
Applications
Employment
Documents
History

**Personal and Demographic Information**

<b>First Name:</b>	<b>SSN:</b>
Jane	111-56-3698 <small>This is an ITIN: No</small>
<b>Middle Name:</b>	<b>Confirm SSN:</b>
W	111-56-3698
<b>Last Name:</b>	<b>Date of Birth:</b>
Smith	5/24/1959
<b>Suffix:</b>	<b>Race:</b>
	Unknown
<b>Mailing Address</b>	<b>Gender:</b>
<b>Address Line 1:</b>	Female
128 Cherry Street	
<b>Apartment or Suite number:</b>	<b>Eye Color:</b>
	Brown
<b>City:</b>	<b>Hair Color:</b>
Jackson	Red or Auburn
<b>State:</b>	<b>Height:</b>
Mississippi	5'0"
<b>Zip Code:</b>	<b>Weight:</b>
39211	154
<b>County:</b>	<b>US Citizen:</b>
	United States
	<b>Place Of Birth:</b>
	Mississippi
	<b>Phone:</b>
	601-364-1111
	<b>Phone Type:</b>
	Home
	<b>Email:</b>

History of Changes

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

This individual does not have any aliases entered.

Add Alias

Edit Name and Address

Edit

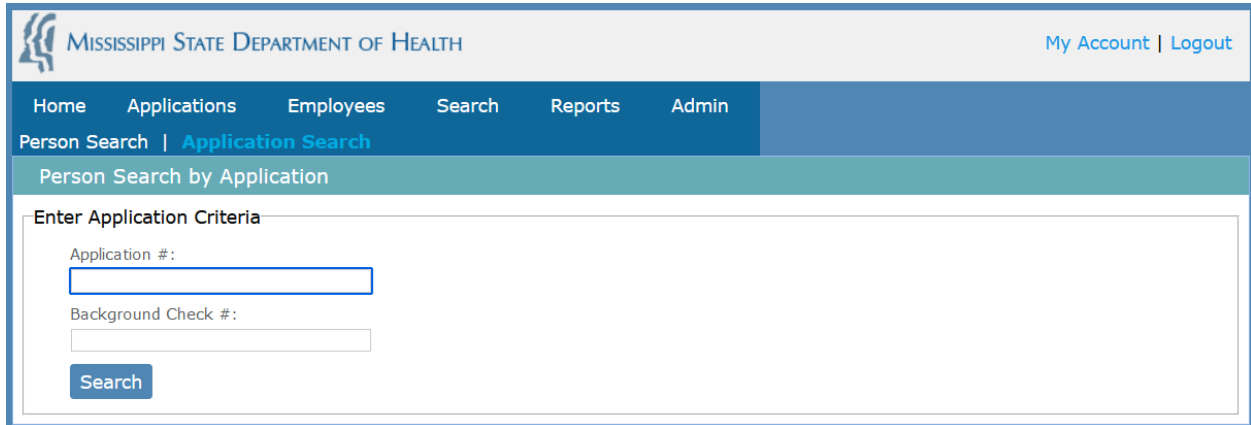
Enter prior addresses for last 2 years.

This individual does not have any prior addresses entered.

Add Prior Address

## Searching for a Person by Application or Background Check Number

1. Go to **Search > Application Search** on the navigation bar. The **Person Search by Application** page appears. Enter the **Application #** and click **Search**.



MISSISSIPPI STATE DEPARTMENT OF HEALTH My Account | Logout

Home Applications Employees Search Reports Admin

Person Search | Application Search

Person Search by Application

Enter Application Criteria

Application #:

Background Check #:

2. The **Person Summary** page appears. (See image above.)

## Understanding the Person Summary Page

When a person or application search results in a match, the applicant's **Person Summary** page appears. This page includes:

- **Profile Tab** – The person's personal and demographic information.
- **Applications Tab** – A list of all applications submitted by your provider for the person and a list of associated background checks conducted.
- **Employment Tab** – A history of your provider's employment information for the person.
- **Documents Tab** - Documents generated or uploaded for the person during the application and background check process.

## Profile Tab

From the **Profile** tab, you may:

- View and edit detailed information about the person, including personal and demographic information, alias, and prior address information.

Person Summary

Jane Doe-Four, 004-00-4004, 12/24/1972  
Current Fitness Determination: Eligible for Employment - Valid Through 10/11/2016  
Current Employment Status: Permanently Employed

[Employment Authorization Form](#) [Add New Application](#) [Case Notes](#)

Profile Applications Employment Documents History

**Personal and Demographic Information**

*\* Required*

SSN: 004-00-4004 This is an ITIN: No

\* First Name: Jane  
Middle Name:  
\* Last Name: Doe-Four  
Suffix: Senior

\* Date of Birth: 12/24/1972  
\* Race: White  
\* Gender: Female  
\* Eye Color:  
\* Hair Color:  
\* Height:  
\* Weight: lbs  
\* US Citizen:  
\* Place of Birth:  
\* Primary Phone:  
Primary Phone Type:  
Secondary Phone:  
Secondary Phone Type:  
Email Address:

**Permanent/Physical Address**

\* Address Line 1: 100 Main St  
Address Line 2:  
\* City: Washington  
\* State: District of Columbia  
\* ZIP: 12345  
County:

**Mailing Address**

Same as Permanent Address: Yes

[Edit](#)

**Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)**

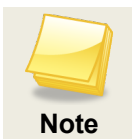
This individual does not have any aliases entered.

[Add New](#)

**Prior Addresses within the last 7 years**

This individual does not have any prior addresses entered.

[Add New](#)



### Note

If an SSN has been entered incorrectly, you must contact the State agency to have it corrected. Provider users cannot edit SSN, Last Name, or Date of Birth.

- Add new alias/prior name information.
- Add prior addresses that were not previously recorded.

## Applications Tab

SAFER creates an entry for each application that has been submitted. When an application is successfully submitted, the system connects that application to a background check record. The status of the application and the background check can be seen on the **Applications** tab on the **Person Summary** page.

Below is an example of the **Applications** tab for applicant Jane W Smith. The table on the **Applications** tab tell us the following:

- An application was submitted for Orlando Bloom on for [@ Work Medical – HC1300018](#) without any Position information.
- The Application was assigned Application # 10058.
- There are no Documents or notes associated with this Application.

Person Summary

Jane W Smith, 111-56-3698, 5/24/1959

[Add New Application](#) [Case Notes](#)

Profile Applications Employment Documents History

Applications

Application # - Type	Application Status - Status Date	Provider	Position	Documents	Actions
10058	Submitted	<a href="#">@ Work Medical - HC1300018</a>			<a href="#">Notes (0)</a> <a href="#">Upload Document</a> <a href="#">Add Employment</a> <a href="#">Modify Application</a>

From the **Applications** tab, you may:

- View **Applications** (and their statuses) associated with the person.
- View or enter **Notes** and upload **Documents** related to the individual's background check and/or application from the links in the **Actions** columns.
- Record employment information from the **Actions** column of the **Applications** table.

## Employment Tab

Person Summary

Jane W Smith, 111-56-3698, 5/24/1959

[Add New Application](#) [Case Notes](#)

**Profile** Applications Employment Documents History

Application #	Provider	Position	Status	Hire Date	Separation Date	Employment Last Verified	Action
10058	<a href="#">@ Work Medical - HC1300018</a>	Nurse Aide	Provisional	06/01/2023		06/01/2023	<a href="#">Edit</a>

From the **Employment** tab, you may view and edit employment information for the person.

## Documents Tab

Person Summary

Jane W Smith, 111-56-3698, 5/24/1959

[Add New Application](#) [Case Notes](#)

**Profile** Applications Employment Documents History

**Background Check # 100062**  
Generated Forms, Letters, and Reports  
There are no Generated Documents

Uploaded Documents

Application #	Document Type	Provider	Document Name	User Types	File Size	Uploaded By	Uploaded On	Action
10058	Identity	@ Work Medical - HC1300018	<a href="#">image_02</a>	Provider, State	482.0KB		4/27/2023 3:15 PM	<a href="#">Delete</a>
10058	Consent	@ Work Medical - HC1300018	<a href="#">document</a>	Provider, State	1.0MB		4/27/2023 3:15 PM	<a href="#">Delete</a>

Person Files  
There are no Person Files

[Upload File](#)

From the **Documents** tab, you may view uploaded documents and generated forms, letters, and reports for the person. Every document that you have uploaded or generated in association with the person's application or background check will display on this tab. Click the **Document Name** to view a document.