Contents

ADDING A PERSON

Each person must be added to Quest. Each person will have their own Person Detail page. Any time you click on a person's name, you will be taken to their Person Detail screen.

Before you can add a person in Quest, you must search for them.

Name Search

Menu | Person | Name Search

Name Search
Enter criteria and press Submit (use % and/or _ for wildcards in names)

No matches found

Last: ingalls	First: l%	Sound-a-like
File Number:	Case:	Petition:
Race: -- Select --	Sex: -- Select --	DOB:	SSN/Tax ID:
File numbers only	Addresses	Show relatives	Auto clear criteria

Click here for more screen options

Submit

Name	File #	Race	Sex	DOB	SSN/Tax ID	AKA	Warrant	Mom/Agency (*=User)

Add a new name   Add a new agency person

Type in their last name, tab to the first name, type their first name or the first letter of the first name. Then click the **Submit** button. If it says **No matches found**, click on the **Add a new name** link.

See more about Name Search

Add a new name

- **First, Middle and Last name** - Add what you know, using proper capitalization

- **Generation** - Jr., Sr., First, Second, etc.

- **File number** - automatically assigned by the system as a unique person id number.

- **Emancipated** - N/A leave on No unless a minor child is emancipated by the court.

- **Status** - choose alive or deceased. If a person passes, change to deceased.

- **Race, Sex, Date of birth** – add for child and parents

- **Date of death** – Add if a person is deceased.

- **Ethnicity** – add for child and parents.

- **Marital Status** – add the current marital status for the parents and child if applicable.

- **Place of birth** – add it if known.

- **SSN** - Type in full social security number

- **Notes** – You can type in notes you would want everyone to see when they go to this person. Such as "spends every weekend at her Father's house" or "has a vicious dog".

Click the **Update** button to save your work.

Once you have added a person, there are more sections available.

Person Detail
Laura Ingalls

Updates completed successfully

Addresses | Contact numbers | Emergency contacts | Relatives | Cases | Incidents | Warrants | Aliases | Physical identifiers | Person attributes | Other identifiers | Schools attended | Employers | Financials | Medical alerts | Facility stays | Substance reports | Notes | Notebooks
History | Documents

Photos

- Photos   Top   Add
1 existing photo

8/15/2018

To add a new photo, click the **Add** link at the end of the line. To edit a photo, click on the photo you wish to edit.

To add a photo

You can upload a photo from somewhere or capture a photo.

To upload, click the **Choose File** button and select the location where the photo is stored.

Assign Photo To: Identity
Laura Ingalls (File# 1)

This is a new entry.

⦿ Upload photo ◯ Capture photo
New photo to upload:* [Choose File] No file chosen
Image date: 8/15/2018

Image date is the date you took the photo.

Click the **Update** button to save your work.

See more about Photos

Addresses

6/29/2018 thru present (Home Address)
123 Main Street
Pulaski, TN 34567

To add an address

Click the **Add** link at the end of the address line.

- **Address type** - Select the appropriate type of address.
- **From date** - can be today's date or left empty.
- **Address line 1 and 2** – add the street address
- **City, State and zip** - add
- **County** – This will default to your county, if this address is not located in your county, select the appropriate county.

Click the **Update** button to save your work.

Read more about Addresses

To edit an address

Click on the existing address and you can make changes if you see an error. We don't want to EDIT to change a person's address. If they move to a new address we want to add a new one so we can see a history of their addresses.

MapIt!

Address Type: Home Address
From date: 6/29/2018   To date: [   ]

Address line 1:* [123 Main Street   ]
Address line 2: [   ]
City:* [Pulaski   ]   State:* [TN - Tennessee   ▾]   Zip: [34567   ]
Country: [USA   ]
County: [28 - Giles County   ▾]
Geocode: [   ]

You can make any corrections necessary, then **Update** to save those changes.

You can click on the **MapIt!** link to use Google Maps to see where they live and to verify if this is a valid address.

When editing or adding a new address once relatives have been added, you can edit or add a new address for them as well by putting a check mark in the box before their name.

Contact Numbers

You can enter contact information for THIS person. Each person has their own contact number section for their contact information. Don't add parent contact information under a child. Only add the child's contact information. If there isn't any, skip this section.

- Contact numbers Top	Add
Cell phone: 305-793-9953	
Emergency: 786-205-2133 Grandmother	

To add a contact number, click the **Add** link at the end of the line.
To edit a contact number, click on the existing numbers.

Type	Number
Cell	305-793-9953
Email	
Emergency	786-205-2133 Grandmother
Fax	
Home	
Work	

Click the **Update** button to save your work.

Relatives

We want all parents, guardians or custodians and siblings listed here. To add a relative, click the **Add** link at the end of the line. To edit a relative, click on the **Type** link such as Father or Mother. If a sibling has already been through the system and they have the same relatives, you can click **Get from another** link to copy their relatives to this person. Click on the relative name to go to THEIR person detail screen.

To add a relative

Relatives must be a person in the system. Click the **Get relative name** button to do a name search on that person. If they are found, click on their name to add them to this screen.

If they are not found, click the **Add a new name** link and add them as a person. Once they are added as a person, click the **Cancel** button to return to this screen.

- **Relative** = click the **Get relative name** button to get the relative.
- **Relative type** = Select the type of relative this person is to the child.
- **Lives with** = click Yes or No to indicate if this person currently lives with the child.
- **Custody status** = Select the appropriate custody status. If you don't know leave it empty.
- **Place name at top of list** = Relatives are listed in alphabetical order, your primary contact should have a Yes marked so they are at the top of the list.

Click the **Update** button to save your work.

If there is another relative, click the **Add** link and go through this process for each relative.

To get from another

Her sister Mary has the same relatives as Laura. So rather than add each one, we can copy from Laura's relatives. Click the **Get from another** button.

- Relatives Top			Get from another Add
Name	**Type**	**Address**	**Contact number**
Laura Ingalls (1)	Sister No financial info	Home Address: 123 W. Main Street Dresden, TN 38225	CELL: 305-793-9953 EMER: 786-205-2133 Grandmother

click the **Get person name** button to do a name search for the sibling you wish to copy from.

Copy Relatives

Mary Ingalls

Person to copy from:* [Get person name]

In this example, we will search for Laura Ingalls, and click on her name.

Person to copy from: **Laura Ingalls**

Click the **Update** button to save your work.

Mary Ingalls now has the same relatives as Laura Ingalls.

- Relatives Top			Get from another Add
Name	**Type**	**Address**	**Contact number**
Caroline Ingalls (Legal Custody)	Mother No financial info	Home Address: 123 W. Main Street Dresden, TN 38225	CELL: 365-560-5874
Charles Ingalls (Non-custodial Parent)	Father No financial info	Home Address: 468 North Street Dresden, TN	CELL: 396-951-7532 MAIL: charles.ingalls@hotmail.com
Laura Ingalls (1)	Sister No financial info	Home Address: 123 W. Main Street Dresden, TN 38225	CELL: 305-793-9953 EMER: 786-205-2133 Grandmother

Cases

- Cases Top	Add
Traffic - 92JC1-2018-TRF-1 (Case Filed)	
Ingalls, Laura(Case 4) - Defendant from 8/15/2018 thru present	
Tobacco - 92JC1-2018-TOB-1 (Case Filed)	
Ingalls, Laura(Case 3) - Defendant from 8/15/2018 thru present	
Status/Unruly - 92JC1-2018-JS-1 (Case Filed)	
Ingalls, Laura(Case 2) - Defendant from 8/15/2018 thru present	
Delinquency - 92JC1-2018-JD-1 (Case Filed)	
Ingalls, Laura(Case 1) - Defendant from 8/13/2018 thru present	

Cases will show all the petitions or referrals that have come into the department about this person. Case information can be found in the Cases Section.

Incidents

- Incidents Top	Get from another Add
8/15/2018 7:03:26 AM - Law Enforcement referred by Greenfield Police Department	
1 - Speeding (TCA 55-8-152), a Misdemeanor	
8/15/2018 7:02:55 AM - Law Enforcement referred by Greenfield Police Department	
1 - Possession of Tobacco Products (TCA 39-17-1505), a Status Offense	
8/15/2018 7:01:51 AM - Law Enforcement referred by Dresden Police Department	
1 - Unruly Behavior (TCA 37-1-102), a Status Offense	
8/13/2018 2:49:18 PM - Law Enforcement referred by Gleason Police Department	
1 - Theft of property under $500 (TCA 39-14-103), a Misdemeanor	
2 - Possession/Consumption of Alcohol (TCA 57-4-203, 1-3-113), a Misdemeanor	

Incidents show all the allegations against or about this person. We will cover incidents in the Juvenile Cases section.

Active warrants

- Active warrants   Top
Case: 92JC1-2018-JD-1 - Attachment issued 8/15/2018; Active

Warrants or attachments are adding from inside the case the attachment was issued in, but the fact that a warrant is outstanding is displayed here.

Aliases

- Aliases   Top   **Add**
Caroline Gray (Formerly known as)

If a person's name changes, such as a mother marries or divorces and takes her name back, or a child's name changes from a paternity or an adoption, you can add an Alias.

You must change the person detail screen to reflect the current legal name, then add the alias to show the formerly known as name.

Alias Detail
Caroline Ingalls

- **Alias Type** – choose the appropriate type of alias.

- **First name** – type in the old first name.

- **Last name** – Type in the old last name.

Alias type:* FKA - Formerly known as ▾
First name: Caroline
Middle name:
Last name:* Gray
Generation: -- Select -- ▾
Race: W - White ▾   Sex: F - Female ▾
Ethnicity: NH - Non-Hispanic ▾
Date of birth: 11/21/1984
Place of birth:
SSN/Business ID:
Hair color: -- Select -- ▾   Eye color: -- Select -- ▾
Notes:

If there is different information being provided, such as a different date of birth or a different SSN, you can add that information.

Click the **Update** button to save your work.

Read more about Alias

Physical identifiers

- Physical identifiers Top	Add
Tattoos (Photos available)	
Eagle on left foot	

Physical identifiers are unique characteristics about this person helpful in identifying them, such as scars, tattoos, etc.

To add a new identifier, click the **Add** link at the end of the line. To edit, click on the existing identifier you wish to edit. To add a photo of the tattoo for example, add the identifier, then edit it.

See more about Physical Identifiers

Person Attributes

- Person attributes Top	Edit
Special Education	
Anxiety Disorder	
Self Mutilator	

Person Attributes is a statistical area where you can keep statistics your county needs. So how many referrals received last year were self-mutilators or were special education students.

To add a new attribute, click the **Edit** link at the end of the line. Click or Unclick the available options.

Click the **Update** button to save your work.

See more about Person Attributes

Other Identifiers

- Other identifiers   Top   Add
Drivers license - IN-46897543 (Indiana); Valid

To add a new Identifier, click the **Add** link at the end of the line. To edit an Identifier, click on the existing identifier you wish to change.

- **Identifier Type** – Choose the type of identifier you wish to add.
- **Case** – certain identifiers have to do with a specific case, other identifiers are about a person regardless of the types of cases they have, such as a driver's license. The case is not applicable.
- **Identifier** – Type the number
- **State** – if applicable, choose the appropriate state.
- **Country** - if applicable you can add.
- **Status** - if applicable, choose the appropriate status.
- **Notes** – if you wish to add notes such as license suspended for 30 days, you can.

Click the **Update** button to save your work.

See more about Other Identifiers

Schools attended

- Schools attended Top	Add
8/15/2018 - Dresden High School; Attending 8th as of 8/15/2018	
Received 7 tardies 2nd quarter 2018	

As the child finishes one grade and moves to the next or if they change schools, you can add a new school so you have a nice history.

To add a new school, click the **Add** link at the end of the line. To edit, click on the school you wish to change.

> From date: 8/15/2018
> School:* DHS - Dresden High School
> Last grade attended/attending:* 08 - 8th
> Status:* ATT - Attending
> Status date: 8/15/2018
> Notes: Received 7 tardies 2nd quarter 2018

- **From date** – The date the child began this school and grade. If you leave this date empty it will put in the current date, which is fine. As of this date this is the school they were attending.

- **School** – Select the school they are attending or attended last.

- **Last grade attended/attending** – Select the appropriate grade.

- **Status** – Select their current status. This may change during their time with the court and if it does, you will edit this to always reflect the current status.

- **Status date** – The date of the status. If they were attending but then were expelled, the status date would change to reflect the date of the expulsion.

- **Notes** – You can make any school related notes here.

Click the **Update** button to save your work.

See more about Schools

Employers

- Employers   Top   Add
4/4/2018 - McDonald's; Employed as of 4/4/2018

To add an employer, click the **Add** link at the end of the line. To edit an employer, click on the name of the employer.

Employers must be set up as a name in Quest. Click on the **Get employer name** button and do a name search for the employer.

From date:	
Employer:*	Get employer name
Status:*	-- Select --
Status date:	
Income:	$0.00
Notes:	

Use the % sign to search for partial names. If the employer name is not found, you must add them. Click on the **Add a new name** link.

Name Search

Enter criteria and press Submit (use % and/or _

At least one search criteria must be entered

Last: mcd%   First: Wildca

Submit

Name	File #	Race	Sex	DOB	SSN/Tax ID	AKA	Warrant	Mom/Agency (*=User)

Add a new name   Add a new agency person

Simply add the full employer name in the Last/Business field.

Name

First:	Middle:	Last/Business:*	Generation:
		McDonald's	-- Select --

File number:	Emancipated:	Status:
	○ Yes ● No	OK - Living

Click the **Update** button to save your work. Then click the **Cancel** button to return to adding the employer.

- From date = todays date is fine.

- Employer = should reflect the employer's name

- Status = what is their current employment status?

- Status date = the date of the status. The status can change and the status date should reflect the date of that change.

- Income = If you wish to add their hourly rate you can or you could add it in the notes.

- Notes = you can make any notes you wish about this employment, such as "works on Tuesdays and Thursdays from 4:00 pm to 8:00 pm."

Click the **Update** button to save your work.

[Read more about Employers](#)

Medical Alerts

If a person has a medical information that should be available to staff, you can add it here, such as mental health concerns, seizures, prescription drugs (particularly ones that will give positives on a drug screen).

To add a new Medical Alert, click the **Add** link at the end of the line. To edit a Medical Alert, click on existing alert you wish to modify.

- **Medical Code** – Choose the appropriate code.
- **Notes** – Enter the specifics about that code.

Click the **Update** button to save your work.

See more about Medical Alerts

Facility Stays

Facility stays are covered in the Juvenile Case Section.

Substance Reports (Drug Tests)

7/5/2018 1:24:17 PM - Saliva Test; Results: Barbiturates, Cocaine and Marijuana

To add a new drug test, click the **Add** link at the end of the line. To edit an existing test, click on **date/time** link of the test you wish to edit.

Report date/time: 7/5/2018 1:24:17 pm

Report type:* SAL - Saliva Test

Notes:

- **Report date/time** – Date and time of the drug test results

- **Report type** – Select the type of drug test given

- **Substances found** – select the substances that were positive. If the test was negative, don't select anything.

Click the **Update** button to save your work.

[Read more about Substance Reports](#)

Substance(s) found:
- ☐ Alcohol
- ☐ Amphetamines
- ☑ Barbiturates
- ☐ Benzodiazepine
- ☑ Cocaine
- ☐ Diluted/Altered
- ☐ Heroin
- ☐ LSD
- ☑ Marijuana
- ☐ Methamphetamine
- ☐ Opiates
- ☐ Phencytlidine
- ☐ Propoxyphene
- ☐ Unable/Unwilling to give test sample