



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

# Discrimination Complaint Tracking System Report Builder-Pre-Built Reports

## EEO Folder Reports

Report: Cases  
**Accepted Cases-Open and Unassigned**  
All open cases with no investigator assigned

Total Records

<input type="checkbox"/> Case Owner ↑ ▾	<input type="checkbox"/> Case Number ▾	<input type="checkbox"/> Date Received ▾	<input type="checkbox"/> Opened Date ▾	<input type="checkbox"/> Case Record Type ▾	<input type="checkbox"/> Complaint Type(s) ▾
<input type="checkbox"/> Shaggy Rogers	00001131	1/9/2020	1/10/2020	Internal	Harassment

Report: Cases with DCTS Complaints  
**Cases Opened Last Month**  
Cases Recently Opened-Last month

Total Records

<input type="checkbox"/> Department Name ↑ ▾	<input type="checkbox"/> Case Num... ▾	<input type="checkbox"/> Case Record Type ▾	<input type="checkbox"/> Complaint Type(s) ▾	<input type="checkbox"/> Opened Date ▾	<input type="checkbox"/> Date Received ▾	<input type="checkbox"/> Complainant Na... ▾	<input type="checkbox"/> Assigned Investigator ▾	<input type="checkbox"/> Status ▾
<input type="checkbox"/> OFFICE OF CATS	00001129	Other		1/10/2020	1/7/2020	COCO CHANEL	-	Open

Report: Cases with DCTS Complaints  
**Cases Opened This Month**  
Cases Recently Opened

Total Records

<input type="checkbox"/> Department Name ↑ ▾	<input type="checkbox"/> Case Number ▾	<input type="checkbox"/> Case Record Type ▾	<input type="checkbox"/> Complaint Type(s) ▾	<input type="checkbox"/> Opened Date ▾	<input type="checkbox"/> Date Received ▾	<input type="checkbox"/> Complainant Name ↑ ▾	<input type="checkbox"/> Assigned Investigator ▾	<input type="checkbox"/> Status ▾
<input type="checkbox"/> BUREAU OF KITTENS	00001170	Other		2/3/2020	2/3/2020	-	-	Open



Report: Cases

### Cases Opened this Calendar Year

Opened Jan-Dec

Total Records

<input type="checkbox"/> Status ↑	<input type="checkbox"/> Case Number	<input type="checkbox"/> Case Accepted?	<input type="checkbox"/> Case Record Type	<input type="checkbox"/> Complaint Type(s)
<input type="checkbox"/> Closed (15)	00001123	No	Other	



Report: Cases

### Cases open by duration 90-120-180

Open 90-120, 120-180, 180+

Total Records

<input type="checkbox"/> 90-120-180 ↑	<input type="checkbox"/> Case Number ↑	<input type="checkbox"/> Department Name	<input type="checkbox"/> Date Received	<input type="checkbox"/> Days Since Received	<input type="checkbox"/> Date Assigned	<input type="checkbox"/> Assigned Investigator
<input type="checkbox"/> less than 90 (38)	00001118	DEPARTMENT OF PEPPERONI	1/1/2020	37	1/2/2020	COCO CHANEL
<input type="checkbox"/> 90-120						



Report: Cases with DCTS Complaints

### Complaint Type Summary

Complaint types and protected categories for all cases, current Calendar year

Total Records

<input type="checkbox"/> DCTS Complaint: Record Typ...	<input type="checkbox"/> Protected Category ↑	<input type="checkbox"/> Case Number	<input type="checkbox"/> Department Name ↑	<input type="checkbox"/> Opened Date	<input type="checkbox"/> Complaint Outc...	<input type="checkbox"/> Status	<input type="checkbox"/> Complainant
<input type="checkbox"/> Denial of RA	Disability (2)	00001128		1/10/2020	Unsubstantiated	Closed	
<input type="checkbox"/> Harassment	Age (1)	00001141		1/15/2020	-	Open	
<input type="checkbox"/> Discrimination	Age (1)	00001141		1/15/2020	-	Open	
<input type="checkbox"/> Retaliation		00001141		1/15/2020	-	Open	



Report: Cases with DCTS Complaints

### Discrimination Complaint Summary

Discrimination complaints with protected categories for all cases, current Calendar year

Total Records

<input type="checkbox"/> Protected Category ↑ ▾	<input type="checkbox"/> Case Number ▾	<input type="checkbox"/> Opened Date ▾	<input type="checkbox"/> Complaint Outcome ▾	<input type="checkbox"/> Status ▾	<input type="checkbox"/> Complainant Name
<input type="checkbox"/> Age (1)	00001141	1/15/2020	-	Open	Bob Newhart
<input type="checkbox"/> Sex/Gender (1)	00001120	1/7/2020	-	Open	-
<input type="checkbox"/> Sexual Orientation (1)	00001143	1/15/2020	Unsubstantiated	Closed	Beverly Crusher



Report: Cases with DCTS Complaints

### Harassment Complaint Summary

Harassment complaints with protected categories for all cases, current Calendar year

Total Records

<input type="checkbox"/> Protected Category ↑ ▾	<input type="checkbox"/> Case Number ▾	<input type="checkbox"/> Opened Date ▾	<input type="checkbox"/> Complaint Outcome ▾	<input type="checkbox"/> Status ▾	<input type="checkbox"/> Complainant Name
<input type="checkbox"/> Age (1)	00001141	1/15/2020	-	Open	Bob Newhart
<input type="checkbox"/> Sex/Gender (1)	00001120	1/7/2020	-	Open	-
<input type="checkbox"/> Sexual Orientation (1)	00001143	1/15/2020	Unsubstantiated	Closed	Beverly Crusher



Report: Cases

### Investigator Case Load

Cases Assigned by Investigator

Total Records

<input type="checkbox"/> Assigned Investigator ↓ ▾	<input type="checkbox"/> Case Number ↓ ▾	<input type="checkbox"/> Date Assigned ▾	<input type="checkbox"/> Date Received ▾	<input type="checkbox"/> Days Since Received ▾	<input type="checkbox"/> Complainant Name ▾	<input type="checkbox"/> Complaint Typ...
<input type="checkbox"/> James Bond	00001147	1/6/2020	1/6/2020	32		Discrimination

**Report: Cases**  
**Open Case Count**  
 All open cases

Total Records

<input type="checkbox"/> Case Owner ↑ ▾	Case Number ▾	Open ▾	Age ▾	Opened Date ▾
<input type="checkbox"/> James Kirk	00001120	<input checked="" type="checkbox"/>	31	1/7/2020
	00001122	<input checked="" type="checkbox"/>	31	1/7/2020
	00001121	<input checked="" type="checkbox"/>	31	1/7/2020
	00001152	<input checked="" type="checkbox"/>	16	1/22/2020
	00001166	<input checked="" type="checkbox"/>	8	1/30/2020
Subtotal				

**Report: Cases**  
**Monthly Cases Opened**  
 Total number of cases added each month

Total Records

<input type="checkbox"/> Date/Time Opened ↑ ▾	Record Count
<input type="checkbox"/> January 2020	44
<input type="checkbox"/> February 2020	10
<b>Total</b>	<b>54</b>

**Report: Cases with DCTS Complaints**  
**Retaliation and Denial RA Complaints**  
 Retaliation and Denial of RA complaints with protected categories for all cases, current Calendar year

Total Records

	Case Number ▾	Opened Date ▾	Complaint Outcome ▾	Status ▾	Complainant Name
1	00001128	1/10/2020	Unsubstantiated	Closed	Linus Van Pelt

## Joined Reports Folder

Joined Report Name	Fields	Filters
<b>Complaints and State Employee Details</b>	Date Received, Complaint Type, Protected Category, Party Name, Party Record Type, UEID, Class Code	Case Accepted equals Yes Party Type equals State Employee Sorted ascending by Date Received



Joined Report

### Complaints and State Employee Details

Cases with DCTS Complaints Complaint Details				Cases with DCTS Parties and Contact State Employee Details				
Case Number	Date Received	Complaint Type...	Protected Category	DCTS Party: Party Name	DCTS Party: R...	Contact: UEID	Conta...	
1	00001119	1/2/2020	Discrimination	Race	SHAGGY ROGERS	Respondent	601654726	4440

Joined Report Name	Fields	Filters
<b>Complaints, Summary and Party Details</b>	Complaint Type, Protected Category, Date Received, Complaint Summary, Party Name, Party Record Type, Party Type, Primary Phone, Primary Email	Status equals Open Case Accepted equals Yes Sorted ascending by Case Number



Joined Report

### Complaints, Summary, and Party Details

Cases with DCTS Complaints Complaint Details					Cases with DCTS Parties Party Details			
Case Numbe...	Complaint Type(s)	Protected Category	Date Rece...	Complaint Summ...	DCTS Party: Part...	DCTS Party: Rec...	Party Type	
1	00001119	Discrimination	Race	1/2/2020	Denied promotion due to race.	JAMES BOND	Complainant	Other

Joined Report Name	Fields	Filters
Check for Post Investigation Activities	Complaint Type, Protected Category, Outcome, Case Closure Date, Days since Closed, Party Name, Party Type, Post Investigation Activity Type	Case Accepted? equals Yes Status equals Closed Party Type equals Complainant or Respondent Post Investigation Activity equals blank Days Since Closed is greater than 60 days



Joined Report

### Check for Post Investigation Activities

Cases with DCTS Complaints Complaint(s) and Outcome					Cases with DCTS Parties Parties		Cases with Post Investigation Activities Post Investigation Activity
Case Nu...	Complaint T...	Prote...	Complaint Outcome	Case Clo...	DCTS Party: Pa...	DCTS Party: Rec...	Post Investigation Activity:...
00001127	Harassment	Race	Unsubstantiated	1/29/2020	MARTHA STEWART	Complainant	
					CHARLIE BROWN	Respondent	

Joined Report Name	Fields	Filters
Check for Actions Against Respondents	Complaint Type, Protected Category, Outcome, Case Closure Date, Days since Closed, Party Name, Party Type, Post Investigation Activity Type	Case Accepted? equals Yes Status equals Closed Party Type equals Complainant or Respondent Party Type equals State Employee Actions Against Respondents equals blank. Days Since Closed is greater than 30 days



Joined Report

### Check for Actions Against Respondents

Cases with DCTS Complaints Complaint(s) and Outcome					Cases with DCTS Parties Cases with DCTS Parties block 1		Cases with Actions against Respondents Actions Against Respondents
Case N...	Complaint ...	Protected Ca...	Complaint Out...	Case Closure ...	DCTS Party: Part...	DCTS Party: R...	Action against Respond...
00001127	Harassment	Race	Unsubstantiated	1/29/2020	LINUS VAN PELT	Respondent	