



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

## Discrimination Complaint Tracking System Report Builder-Report Type Fields

Below are the fields each report type will add to your report.

### Report Type: CASES

Case 00001071		+ Follow		Close Case		Submit for Approval	
Status	Type	Date Received	Department Name	Complainant Name	Complaint Type(s)		
Closed	Internal	4/8/2019	CALIFORNIA DEPARTMENT O...	Steve Test	Denial of Reasonable Accommodation		

### From the Highlights Panel

Case Number	Department Name
Status	Complainant Name
Date Received	Complaint Type(s)

<b>Details</b>	Complaints	Parties	Post Investigation	Activity Timeline
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### From the Details Subtab

Case Record Type (Internal, DFEH, Anonymous, etc.)	Other Case Type
Case Accepted? (Yes, No)	How Complaint Originated
Case Not Accepted Reason	Department Case Number
Days Since Received	

#### ▼ Incident Details

Incident Occurred on or About	Complaint Summary
Date Unknown	

#### ▼ Investigation

Assigned Investigator	Investigative Report Has Been Uploaded-checkbox
Date Assigned	Investigation Completion Date
External Investigator	Days Since Assigned (to Investigator)

#### ▼ Case Closure

Case Closure Date	Complaint Document Has Been Uploaded-checkbox
Status	Open-checkbox
	Closed-checkbox

#### ▼ System Information

Case Owner	Created By
Case Owner Alias	Case Last Modified By
Opened Date	Case Last Modified Date

**Report Type: CASES WITH DCTS COMPLAINTS**

DCTS Complaint: Record Type	DCTS Complaint: Created By
Protected Category	DCTS Complaint: Created Date
Complaint Outcome	DCTS Complaint: Last Modified By
If other, please explain	DCTS Complaint: Last Modified Date
Reason Withdrawn	*Plus all fields in the CASES Report Type

**Report Type: CASES WITH DCTS PARTIES**

DCTS Party: Record Type	DCTS Party: Created By
Party Type	DCTS Party: Created Date
DCTS Party: Party Name	DCTS Party: Last Modified By
Representative for	DCTS Party: Last Modified Date
Role (If other)	*Plus all fields in the CASES Report Type

**Report Type: CASES WITH DCTS PARTIES AND CONTACT**

All of the above CASES WITH DCTS PARTIES fields plus:

Contact: First Name	Contact: Class Code
Contact: Last Name	Contact: Class Title
Contact: Primary Phone	Contact: Gender
Contact: Email	Contact: Person CBID
Contact: Billing Address Line 1	Contact: UEID
Contact: City	Contact: Peace Officer-check box
Contact: Zip/Postal Code	
Contact: State/Province	*Plus all fields in the CASES Report Type

**Report Type: CASES WITH ACTIONS AGAINST RESPONDENTS**

Action against Respondents: Record Type	Other Disciplinary Action Details
Action Date	Action Details
Actions Taken	Respondent Name
Corrective Action Type	Action against Respondents: Created By
Disciplinary Action Type	Action against Respondents: Created Date
If None, please explain	Action against Respondents: Last Modified By
Other Action Taken	Action against Respondents: Last Modified Date
	*Plus all fields in the CASES Report Type

**Report Type: CASES WITH POST INVESTIGATION ACTIVITIES**

Post Investigation Activity: Record Type	Terms of Resolution
Date of Resolution	Other Post Investigation Activity
Date Received	Post Investigation Activity: Created By
Response Date	Post Investigation Activity: Created Date
Resolution Type	Post Investigation Activity: Last Modified By
Resolution Amount	Post Investigation Activity: Last Modified Date
	*Plus all fields in the CASES Report Type

**Common fields across all report types**

All 5 of the above report types (CASES WITH DCTS COMPLAINTS, CASES WITH DCTS PARTIES, CASES WITH DCTS PARTIES AND CONTACT, CASES WITH ACTIONS AGAINST RESPONDENTS, and CASES WITH POST INVESTIGATION ACTIVITIES) include the option to report on fields from the CASES report type (Page 1).

Because the CASES report type fields are common fields across all report types, you will use the CASES fields to associate report types to each other in a joined report table.