Discrimination Complaint Tracking System
Report Builder-Report Type Fields

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

**Report Type: CASES**

<table>
<thead>
<tr>
<th>Status</th>
<th>Type</th>
<th>Date Received</th>
<th>Department Name</th>
<th>Complainant Name</th>
<th>Complaint Type(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed</td>
<td>Internal</td>
<td>4/8/2019</td>
<td>CALIFORNIA DEPARTMENT OF</td>
<td>Steve Test</td>
<td>Denial of Reasonable</td>
</tr>
</tbody>
</table>

**From the Highlights Panel**
- Case Number
- Department Name
- Status
- Complainant Name
- Date Received
- Complaint Type(s)

**Details**
- 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 Occurred on or About
- Date Unknown
- Complaint Summary

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

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

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- Reason Withdrawn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

**Report Type: CASES WITH DCTS PARTIES**

- DCTS Party: Record Type
- Party Type
- DCTS Party: Party Name
- Representative for
- Role (If other)
- DCTS Party: Created By
- DCTS Party: Created Date
- DCTS Party: Last Modified By
- DCTS Party: Last Modified Date
- *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: Last Name
- Contact: Primary Phone
- Contact: Email
- Contact: Billing Address Line 1
- Contact: City
- Contact: Zip/Postal Code
- Contact: State/Province
- Contact: Class Code
- Contact: Class Title
- Contact: Gender
- Contact: Person CBID
- Contact: UEID
- Contact: Peace Officer-check box
- *Plus all fields in the CASES Report Type*
**Report Type: CASES WITH ACTIONS AGAINST RESPONDENTS**

<table>
<thead>
<tr>
<th>Field</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action against Respondents: Record Type</td>
<td>Other Disciplinary Action Details</td>
</tr>
<tr>
<td>Action Date</td>
<td>Action Details</td>
</tr>
<tr>
<td>Actions Taken</td>
<td>Respondent Name</td>
</tr>
<tr>
<td>Corrective Action Type</td>
<td>Action against Respondents: Created By</td>
</tr>
<tr>
<td>Disciplinary Action Type</td>
<td>Action against Respondents: Created Date</td>
</tr>
<tr>
<td>If None, please explain</td>
<td>Action against Respondents: Last Modified By</td>
</tr>
<tr>
<td>Other Action Taken</td>
<td>Action against Respondents: Last Modified Date</td>
</tr>
</tbody>
</table>

*Plus all fields in the CASES Report Type

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Investigation Activity: Record Type</td>
<td>Terms of Resolution</td>
</tr>
<tr>
<td>Date of Resolution</td>
<td>Other Post Investigation Activity</td>
</tr>
<tr>
<td>Date Received</td>
<td>Post Investigation Activity: Created By</td>
</tr>
<tr>
<td>Response Date</td>
<td>Post Investigation Activity: Created Date</td>
</tr>
<tr>
<td>Resolution Type</td>
<td>Post Investigation Activity: Last Modified By</td>
</tr>
<tr>
<td>Resolution Amount</td>
<td>Post Investigation Activity: Last Modified Date</td>
</tr>
</tbody>
</table>

*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.