

Required Field Checklist

Case Accepted

1. Open Case (Cases Tab, Select **New** Button) [User Guide Pages 9-11](#)

- ☐ Case Type: Internal, Anonymous, Civil Rights Department (CRD), Equal Employment Opportunity Commission (EEOC), Management Inquiry, Other
 - ☐ Anonymous and Management Inquiry must enter [How Complaint Originated](#)
 - ☐ Other must enter Other Case Type
 - ☐ Date Complaint Received
 - ☐ Department Name
 - ☐ Case Accepted: Yes
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2. Add Incident (Details Subtab, Select **Edit** Button or Pencil Icon) [User Guide Page 12](#)

- ☐ Incident Occurred on or About or select Date Unknown
 - ☐ Complaint Summary
-

3. Assign Investigator (Details Subtab, Select **Edit** Button or Pencil Icon)
[User Guide Page 13-14](#)

- ☐ Assign Investigator or External Investigator
 - ☐ Date Investigator Assigned
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4. Enter Complaints (Complaints Subtab, Select **New**) [User Guide Pages 15-16](#)

- ☐ Complaint Type: Discrimination, Harassment, Retaliation, Denial of Reasonable Accommodation
 - ☐ Protected Category for each selected complaint type (Expectation: Retaliation)
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5. Enter Parties (Parties Subtab, Select **New**) [User Guide Pages 17-20](#)

- ☐ Respondent Name: Required for all case types (First and Last Name)
 - ☐ Complainant Name: Required except for Anonymous or Management Inquiry case types
 - ☐ Party Type: State Employee, Volunteer, Vendor, Contractor, Public, Other
 - ☐ If state employee, required to use look up search tool
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6. File Upload (Select the share an update text box, and Select the Attach Paperclip Icon)
[User Guide Pages 21-23](#)

- ☐ Upload Complaint Document – Must select **Share** to complete upload
 - ☐ Upload Investigative Report – Must select **Share** to complete upload
 - ☐ Select Complaint Document Uploaded box (Details Subtab)
 - ☐ Select Final Report Uploaded or Right to Sue (RTS) Notice Received (Details Subtab)
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7. Outcomes (Complaints Subtab, Select **Edit** from the dropdown menu)

[User Guide Pages 27-28](#)

- ☐ Outcome for each complaint: Substantiated, Unsubstantiated, Withdrawn, Statute of Limitations Run, Notice of Right to Sue Received

8. Approval Process and Case Closure [User Guide Pages 29-33](#)

- ☐ Investigation Completion Date (Details Subtab) *All of the required field above must be entered before the Investigation Completion Date is entered
- ☐ Officer or Manager: Select Close Case button (All Subtabs) or change Status to Closed (Details Subtab)
- ☐ Investigator: Select the Submit for Approval button and the approval process will begin (All Subtabs)

9. Action Against Respondents [User Guide Pages 35-38](#)

- ☐ Action Type
- ☐ Action Date
- ☐ If Disciplinary: Dismissal, Suspension, Reduction in Salary, Demotion, Other
- ☐ If Corrective: Corrective Action, Training, Other
- ☐ Action Details if Corrective Action Type
- ☐ If Other or None, Other Action Taken or If None, please explain

10. Post Investigation Activates [User Guide Pages 38-41](#)

- ☐ Activity Type
- ☐ If filed with CRD and EEOC: Date Received, Response Date
- ☐ Date of Resolution
- ☐ Resolution Type: Monetary, Non-Monetary, Both, None
- ☐ If Monetary, enter Resolution Amount
- ☐ Terms of Resolution
- ☐ If Other, Other Post Investigation Activity

Required Field Checklist

Case Not Accepted

1. Open Case (Cases Tab, Select **New**) [User Guide Pages 9-11](#)

- ☐ Case Type: Internal, Anonymous, CRD, EEOC, Management Inquiry, Other
 - ☐ Date Complaint Received
 - ☐ Department Name
 - ☐ Case Accepted is **No**
 - ☐ Case Not Accepted Reason
 - ☐ For Anonymous and Management Inquiry, enter How Complaint Originated
 - ☐ For Other enter Other Case Type
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2. Add Incident (Details Subtab, Select **Edit** or **Edit** Pencil Icon) [User Guide Page 12](#)

- ☐ Incident Occurred on or About or select Date Unknown
 - ☐ Complaint Summary
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3. File Upload (Select Share an Update Box, Select **Attach Icon**) [User Guide Pages 21-23](#)

- ☐ Upload Complaint Document – Must Select Share to complete upload
 - ☐ Select Complaint Document Uploaded box (Details Subtab)
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4. Approval Process and Case Closure [User Guide Pages 29-33](#)

- ☐ Officer or Manager – Select Close Case Button (All Subtabs) or change status to Closed (Details Subtab)
- ☐ Investigator – Select the Submit for Approval button and the approval process will begin (All Subtabs)