



Fast Family Finding Search Steps

What to do if you only have 15 minutes to search?

Locating Kin Names and Contact Information Fast!	
	<p>Start with LexisNexus® Accurint®</p> <ul style="list-style-type: none"> ○ Run “<i>Advanced Person Search</i>” <ul style="list-style-type: none"> ▪ Start with First and Last Name (provide date of birth if able) <ul style="list-style-type: none"> • Click the LexID for individuals when you have found the correct individual • Try every phone number shown ○ Run “<i>Real Time Phones Search</i>” <ul style="list-style-type: none"> ▪ Cross-reference with numbers yielded from <i>Advanced Persons Search</i> <ul style="list-style-type: none"> • Attempt any of the numbers not listed in initial search
	<p>Move to Connect Our Kids (www.search.connectourkids.org)</p> <ul style="list-style-type: none"> ○ Run search and cross-reference with phone numbers previously found <ul style="list-style-type: none"> ▪ Attempt any new phone numbers yielded
	<p>Try Additional Sites: www.truepeoplesearch.com or www.fastpeoplesearch.com or www.thatsthem.com</p> <ul style="list-style-type: none"> ○ Provide Name, City, and State, and even narrow down age ranges if necessary ○ Cross-reference with phone numbers previously found ○ Attempt any new phone numbers yielded (emails are also a good way to reach out) <ul style="list-style-type: none"> ▪ Click on any of the individuals named in “<i>Possible Relatives</i>” and “<i>Possible Associates</i>” section and search for contact information for them as well

Next Level!	
	<p>Social Media Searches</p> <ul style="list-style-type: none"> ○ Start with finding one of the parents (even if they have already been spoken with) ○ Check for known connections (friends and family) <ul style="list-style-type: none"> ▪ Look for the same last names and those who interact frequently ▪ Use the “search profile” magnifying glass tool to search key terms such as: “mom” and “family” - This will take you to posts that include these words. ○ Review for life events (birthdays, weddings, family reunions/gatherings) ○ Look for details in pictures, frequented-location posts, any other helpful information <ul style="list-style-type: none"> ▪ If able, send a generic message (See <i>Social Media Overview Handout</i> for sample messages) ▪ <i>Follow all agency policies and procedures related to social media use</i>
	<p>Obituaries</p> <ul style="list-style-type: none"> ○ Try searching obituaries to find additional names that have not already been found ○ Try www.legacy.com or www.findagrave.com <ul style="list-style-type: none"> ▪ Click “<i>More Options</i>” on main screen ▪ Fill in first and Last Names, State, and City if known, and choose date range ○ Try a google search of the deceased person’s name with the word “obituary” along with the name of a child or spouse

All Searching Should Lead to Efforts to Engage!
Any of these lists can be used to promote kin exploration with parents and other family members.



Diligent Search Resources

Social Service or Criminal Record databases

Always try to utilize all resources available to you, starting with an individual's history with the child welfare or criminal justice systems. These sources can provide not only detailed history, but relationship information, possible contact information, and leads to identifying more and more relatives and kin.

Social Media (Facebook, Twitter, Instagram, LinkedIn, etc.)

Used for individual searches, friends' lists, identifying location, employment, social connections through photo tags, etc. Often used to cross-reference information obtained from other search resources.

truepeoplesearch.com/fastpeoplesearch.com/locasthem.com

Allows for name and locations searches, as well as reverse address searches. Can provide addresses, phone numbers, and lists of known relatives and associates.

findagrave.com

Extensive search engine for deceased individuals. Provides details of birth and death, location of burial, and links to any other known deceased relatives. Often includes obituaries.

familysearch.org

Requires the creation of a profile but is completely free. Along with findagrave, this site is particularly useful for deceased individuals. Provides information on the 1930 and 1940 censuses, draft records, marriage and death certificates.

Local Personal Property Searches

Going to a specific county's assessors' website can provide a personal property search. This is useful for finding and verifying good addresses for relatives, and doing reverse address searches to locate individuals.

vinelink.com / bop.gov / locator.ice.gov

These two sites are specifically for locating incarcerated individuals. Vinelink is used for State facilities, and Bop (bureau of prisons) is used for Federal facilities.

Google/Bing

We find that when all else fails, simply googling names, addresses, etc. can end up yielding a variety of information.

OUTSIDE THE BOX!

Depending on the specific searches being completed, utilizing any and all resources that are available or come to mind is encouraged. This could include professional registries, utility information, the department of vital records, funeral home records, income maintenance databases, the DMV, etc.

GET CREATIVE!!!

Diligent Search Tools

- SACWIS
- Paid Search (ie: Accurant)
- Child Support & Benefits
- Online court records
- Auditor's website
- Property records
- Obituaries
- Social media
- Online newspapers
- Vinelink.com/Bop.gov
- Voter registrations
- Truepeoplesearch.com
- Fastpeoplesearch.com
- Findagrave.com
- Familysearch.org
- Search.connectourkids.org
- Whitepages.com
- Google.com/ Bing.com
- Radaris.com
- Fastpeoplesearch.com
- Thatsthem.com
- Peoplefinder.com
- Legacy.com
- Mylife.com

Outside the Box

Depending on the specific searches being completed, utilizing any and all resources that are available or come to mind is encouraged.

This could include: professional registries, utility info, the department of vital records, funeral home records, DMV, etc.

Be Creative!



Using Social Media for Family Finding Overview

Technology and social media can be powerful tools in our successful efforts of family finding. Diligence requires the use of all resources at our fingertips- this includes social media. As we know, with power comes responsibility. Here are some guidelines to support the ethical uses of social media.

Ways Social Media Should Be Used	Ways Social Media Should Not Be Used
<ul style="list-style-type: none"> ▪ Tool for finding kin <ul style="list-style-type: none"> ○ Through the use of agency-approved (agency or professional) profile ▪ Tool for engagement <ul style="list-style-type: none"> ○ Through the use of direct messages, ONLY if successful engagement has not been achieved through other methods ▪ Create a professional account. Use a separate device from your personal one 	<ul style="list-style-type: none"> ▪ Do not create a fake account ▪ Do not send or accept a “friend” or “follow” request from any customer or their kin ▪ Do not post on a customer or kin’s “wall” or public page ▪ Do not provide confidential information in messages when attempting engagement

Direct Message Examples	
	<ul style="list-style-type: none"> ▪ “My name is <i>Fill in Name Here</i>. I work at <i>Your County Children’s Services</i> as the <i>Family Search and Engagement Specialist</i>. I am trying to locate family for a child involved with our agency, and I believe you may be a family member of a child involved with our agency. I am not permitted to share information on social media due to confidentiality. Please contact me at 555-329-5555 or YourEmailAddress@jfs.ohio.gov.” ▪ “Hi there, my name is <i>Fill in Name Here</i>. I work at <i>Your County Children’s Services</i> and my job is to locate relatives of children who have come into agency custody. I am reaching out to you because I believe you are related to a child who has recently come into care. Please call me at 555-123-5555 or email me at YourEmailAddress@YourCounty.jfs.ohio.gov. Thank you so much.”

Creating a Professional Social Media Profile:	Social Media Sites/Apps to Search (including but not limited to):
<ul style="list-style-type: none"> ▪ Add a professional picture of yourself or logo of your agency ▪ Make your profession and employment clear ▪ Find other colleagues’ professional profile and “friend” them ▪ Post to your wall or page from time to time <ul style="list-style-type: none"> ○ Information about upcoming events at your agency ○ Share community events ○ Share Relevant articles to your wall 	<ul style="list-style-type: none"> ○ Facebook ○ Instagram ○ Twitter ○ Pinterest ○ LinkedIn ○ YouTube ○ WeChat ○ WhatsApp ○ Skype



Additional Considerations

Informed Consent

- When possible, customers should be informed ahead of time that internet and social media searches will occur and be documented.
 - This responsibility can be included in introductions and explanation of services:
 - Example: Family search and engagement is part of our everyday work. We utilize these skills to find contact information for supports for families as we work with them.
 - Allow for an opportunity to ask questions about the process
 - Explaining (informing) creates an understanding of what is happening, not necessarily requesting permission. This work will take place.

Confidentiality

- Never share specific individual names or identifying information via social media
- Never use public wifi, and always lock your computer when it is unattended
- If a specific entry or post needs to be captured, save it in a secured manner and only share with necessary parties (ie: your direct supervisor)

Administration Policy Considerations

Create a Protocol

- Write out processes for family search and engagement. Include when and how kin are contacted and when social media should be used for family finding efforts
- Ensure clarity around “should and should not’s” (see above)
- Documentation expectations
 - Example: “A social media search was conducted on *Fill in Date Here* for the following people related to our case: *Adam Doe*. Using Facebook for family search and engagement these individuals were found..... “

Informed Consent

- Determine where an informed consent statement will be posted (ie: organization website)
- Statement should include:
 - What information is being sought and what standards are in place
 - The purpose for gathering this information
 - What determinations can potentially be made based on information found
- Duty to Protect: consider a warning about limitations of communication on any account- for example, do not communicate via social media in the case of an emergency.

Note: Refer to your agency’s relevant policies around social media use

Guidance for Kinnect to Family and Social Media provided with the consultation support of the National Association of Social Workers - Ohio Chapter. This guidance does not supersede any county, site, or state policy or procedures in place now or in the future.