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**DCSE Policy & Procedure Unit**  
**Policy Update**  
**PPU: 11-12-002**

**Date: December 20, 2011**

**SUBJECT: Locate Summary by Person Screen**  
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Please contact the Policy Unit if you have any questions regarding these or any other changes at  
<http://dcsevf04/DCSE/PolicyQuestions> or (602) 771-8127.

*The IV-D PARTNERS should send POLICY inquiries directly to [DCSE-POLICYQUESTIONS@azdes.gov](mailto:DCSE-POLICYQUESTIONS@azdes.gov)*  
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The new Locate Summary by Person screen (CLSP) displays pending and reviewed LODL, LOEL and LOML locate information for a CP, NCP, or child on one screen.

Follow these steps to access the LODL, LOEL and LOML information on the CLSP screen:

1. Type CLSP in the Direct Command field to access the CLSP screen.
2. Type the HLCI of the NCP, CP or child in the Person field to display all pending and reviewed LODL, LOEL and LOML information.
3. Type an "S" in the Action field and press <ENTER> to view the LODL, LOEL or LOML screen information.

The records can be sorted by the source of the information or the date the information was received. This change streamlines procedures as pending locate data from three screens are now captured on the CLSP screen.

*Staff are urged to view this information directly on OPPM and not create a separate personal file. Enter <http://dcsepc> in your browser to view this Policy Update in Policy Updates 2011*