



Clairiti User Guide - Adjudication

Adjudication

If your account is configured for an adjudication process, the orders processed through Clairiti will leverage the adjudication workflow. Each search will be pre-adjudicated by GHRR (Tier 1 or Tier 2 set for each product result). Only approved adjudicator(s) will set the Final Grade to each report.

- Final grade can only be set once all products are pre-adjudicated

Step 1 GHRR - {Pre-Adjudication}

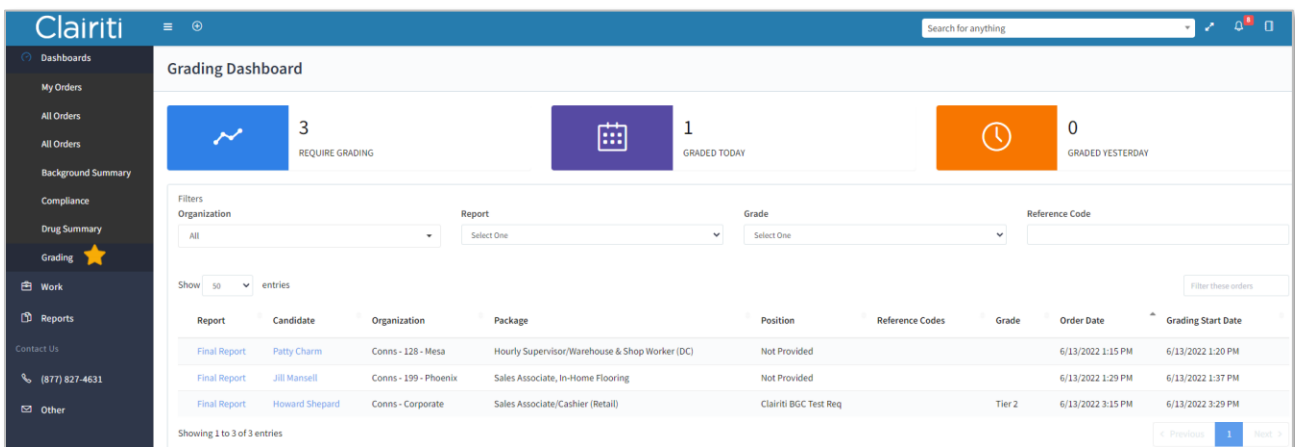
- Products set for grading will be pre-adjudicated by GHRR/Clairiti.
- GHRR will only assign Tier 1 or Tier 2 to each search, based on Conn's approved grading policy.

Step 2 Client - {Final Adjudication}

Every order will require a Conn's adjudicator to review and set the Final grade to each order, once all products have been pre-adjudicated. Orders that are pending final adjudication will route to the 'Grading Dashboard'.

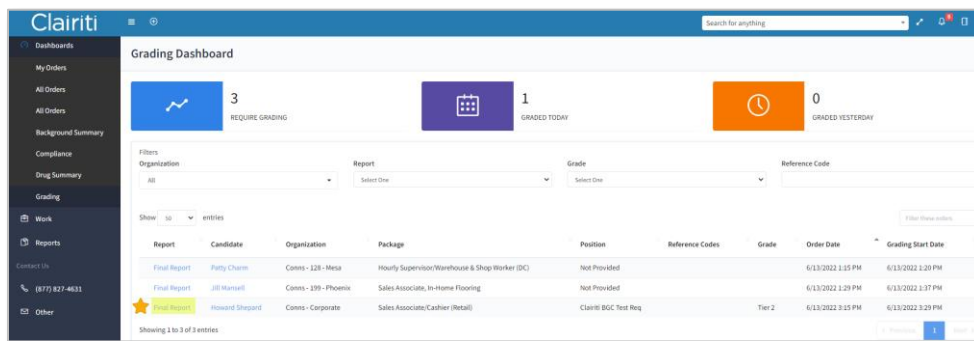
Grading Dashboard

Users with access to the 'Grading' dashboard will be able to review and adjudicate each order



How to Adjudicate & Complete Order

1. Locate order on Grading dashboard, see above.
2. Click on 'Final Report' – to access results and assign grade



3. Final Report Summary is provided and GHRR set pre-adjudicated grade will be displayed.
 - a. User will review final report details and determine what the final report grade will be assigned - by reviewing Conn's provided Grading policy – in yellow.
 - i. Discrepancies are identified with the Orange square w/ eye

ii. Result details are listed below the report summary for ease

Criminal & Public Records					
Jurisdiction: LEE, FL		Record Type: County Criminal		Name on Case: Howard Shepard	
Case Number	Charge	Charge Date	Charge Type	Disposition	Disposition Date
test	DUI	10/01/2020	Felony	Guilty	10/10/2020
Identifiers: First Name, Last Name, DOB		Sentence Info: Not provided.			

b. Tips: Grading policy contains rules for each product being adjudicated.

c. Clairiti will display the lowest Tier (example below 'Tier 2') assigned for user to determine final grade

Shepard, Howard

Report Results
Order ID: 4144036
Grade: Tier 2
Status: Grading Review
Created: 06/13/2022
Completed: 06/13/2022

Candidate Information
Date of Birth: 01/02/2000
SSN: XXX-XX-1111
Address: 821 S POLK ST
De Soto, TX 75215 US
Email: ghw@shepardandibrahm.com
Phone: (727) 555-1312

Report Information
Client: Conis HomeFas
Organization: Conis - Corporate
Package: Sales Associate/Cashier (Retail)
Submitted By: Brittany Bishop

Report Summary

Search ID	Search Type	Name Searched	Status	Grade
6200811	County Criminal - DALLAS, TX	Shepard, Howard	Complete	Tier 1
6200996	County Criminal - LEE, FL	Shepard, Howard	Complete	Tier 2
6200584	National Database - National	Shepard, Howard	Complete	Tier 1
6200586	National Sex Offender - National	Shepard, Howard	Complete	Tier 1
6200585	SSN Trace - National	Shepard, Howard	Complete	Tier 1
6200583	OFAC - National	Shepard, Howard	Complete	Tier 1

Results should be reviewed.

Final Report Requires Grading

Please review the current graded results of this order and set your own grade.

Group Name	Grade	Comments	Graded By
Tier 1	Tier 2	<ul style="list-style-type: none"> County Criminal: No criminal offenses Nat Sex Offender: Not Registered MVR: No offenses OFAC: No record Credit: A Credit Score - History status column shows clear credit history status of all 1's Drug: Negative Physical: Complete 	
Tier 2	Tier 2	<ul style="list-style-type: none"> County Criminal: Misdemeanors, DUI or DWI, any drug related charges MVR: Minor offense occurrences do not exceed Tier 2 threshold MVR: Driver not found, license not active Credit: B Credit Score - History status column shows any account with a status of 2 - 4 Drug: Dilute Physical: No Show 	
Tier 3	Tier 2	<ul style="list-style-type: none"> County Criminal: Violence or Sexual Charges (Rape, Sexual Assault, Child Pornography...), Felonies (Murder, Assault, Manslaughter, Kidnapping, Burglary, Arm Robbery, Larceny, Forgery, Embezzlement, Check/Mail/Wire Fraud...) Nat Sex Offender: Registered Sex Offender MVR: 3 moving violations within last 3 years, license suspended OFAC: Record/Match Found Credit: C Credit Score - History status column shows any account with a status of 5 - 9 or higher Drug: Positive, No Show/Not Registered, Cancelled or Rejected Physical: Fail 	

Grade: Tier 2

Assign Grade And:

4. User will assign grade, by clicking the down arrow. A comment, for grade reason, can be added but not required.

a. Click 'Complete Order' once final grade is set.

Final Report Requires Grading

Please review the current graded results of this order and set your own grade.

Group Name	Grade	Comments	Graded By
Tier 1	Tier 2	<ul style="list-style-type: none"> County Criminal: No criminal offenses Nat Sex Offender: Not Registered MVR: No offenses OFAC: No record Credit: A Credit Score - History status column shows clear credit history status of all 1's Drug: Negative Physical: Complete 	
Tier 2	Tier 2	<ul style="list-style-type: none"> County Criminal: Misdemeanors, DUI or DWI, any drug related charges MVR: Minor offense occurrences do not exceed Tier 2 threshold MVR: Driver not found, license not active Credit: B Credit Score - History status column shows any account with a status of 2 - 4 Drug: Dilute Physical: No Show 	
Tier 3	Tier 2	<ul style="list-style-type: none"> County Criminal: Violence or Sexual Charges (Rape, Sexual Assault, Child Pornography...), Felonies (Murder, Assault, Manslaughter, Kidnapping, Burglary, Arm Robbery, Larceny, Forgery, Embezzlement, Check/Mail/Wire Fraud...) Nat Sex Offender: Registered Sex Offender MVR: 3 moving violations within last 3 years, license suspended OFAC: Record/Match Found Credit: C Credit Score - History status column shows any account with a status of 5 - 9 or higher Drug: Positive, No Show/Not Registered, Cancelled or Rejected Physical: Fail 	

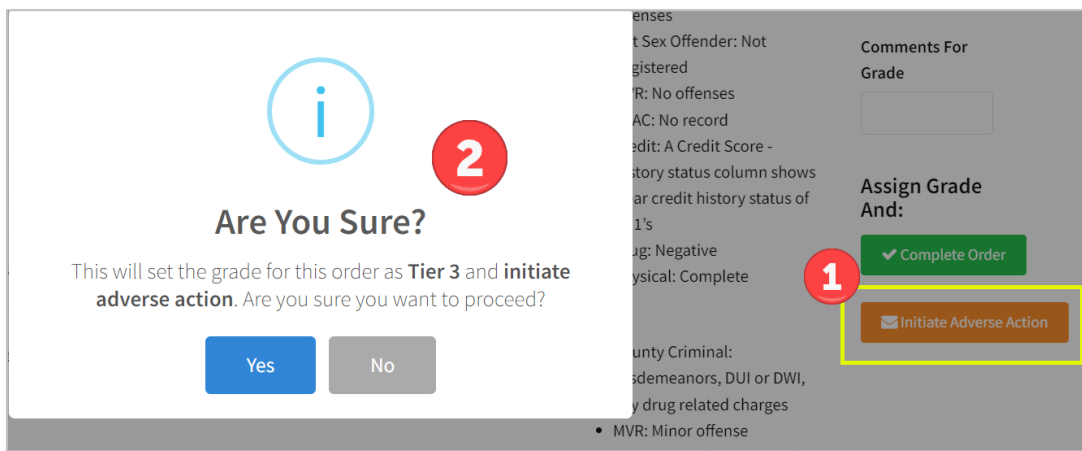
Grade: Tier 2

Assign Grade And:

Adjudicate & Sending Pre-Adverse

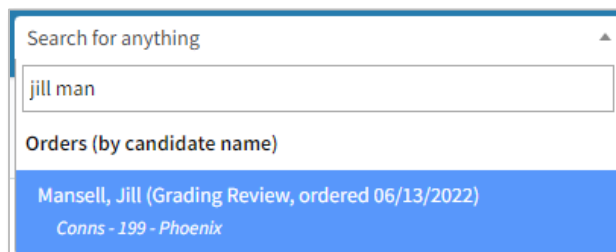
If the order being adjudicated will be sent for pre-adverse, this action can be completed during adjudication.

- User will follow above steps to locate the order and review the grading policy
- If pre-adverse is to be initiated, while adjudicating, user will assign final grade and click 'Initiate Adverse Action'
- Below pop-up screen will appear for confirmation



How to Identify Orders Pending Final Adjudication

When searching for orders pending final adjudication you will see the status as 'Grading Review'



Utilizing the 'work' queue, user can view orders with a status of 'Grading Review'

Candidate	Organization	Package	Status	Searches	Order Date	ETA/Completed
Featherington, Penelope	Conns - 178 - Duncan Cross Dock	A La Carte Order	Submitted	0 / 1 Searches Completed	6/14/2022 10:06 AM	6/17/2022 10:06 AM
Shepard, Howard	Conns - Corporate	Sales Associate/Cashier (Retail)	Grading Review	6 / 6 Searches Completed	6/13/2022 3:12 PM	6/15/2022 3:15 PM
Mansell, Jill	Conns - 199 - Phoenix	Sales Associate, In-Home Flooring	Grading Review	8 / 8 Searches Completed	6/13/2022 1:27 PM	6/16/2022 1:29 PM
Charm, Patty	Conns - 128 - Mesa	Hourly Supervisor/Warehouse & Shop Worker (DC)	Grading Review	7 / 7 Searches Completed	6/13/2022 1:13 PM	6/15/2022 1:15 PM

How to re-grade an order

- Locate order needing to be regarded.

- Under actions click 'regrade order'

Candidate: Cake, Patty			
Candidate Info:	Job	Standard Order - Completed	Actions
DOB: N/A	Title: Not Provided	Order Id: 1146755	New Order for Candidate
SSN: No SSN	Expected Salary: Not Provided	Organization: Conns - 077 - Baytown	Initiate Adverse Action
Address: No Address Provided	Position Location: Not Provided	Ordered By: Training Conns	Regrade Order
		Package: A La Carte Order	
		Created: 6/16/2022 10:12 AM	
		Completed: 6/22/2022 9:27 AM	

Order will be sent back to the grading dashboard and ready for final grade to be set.