

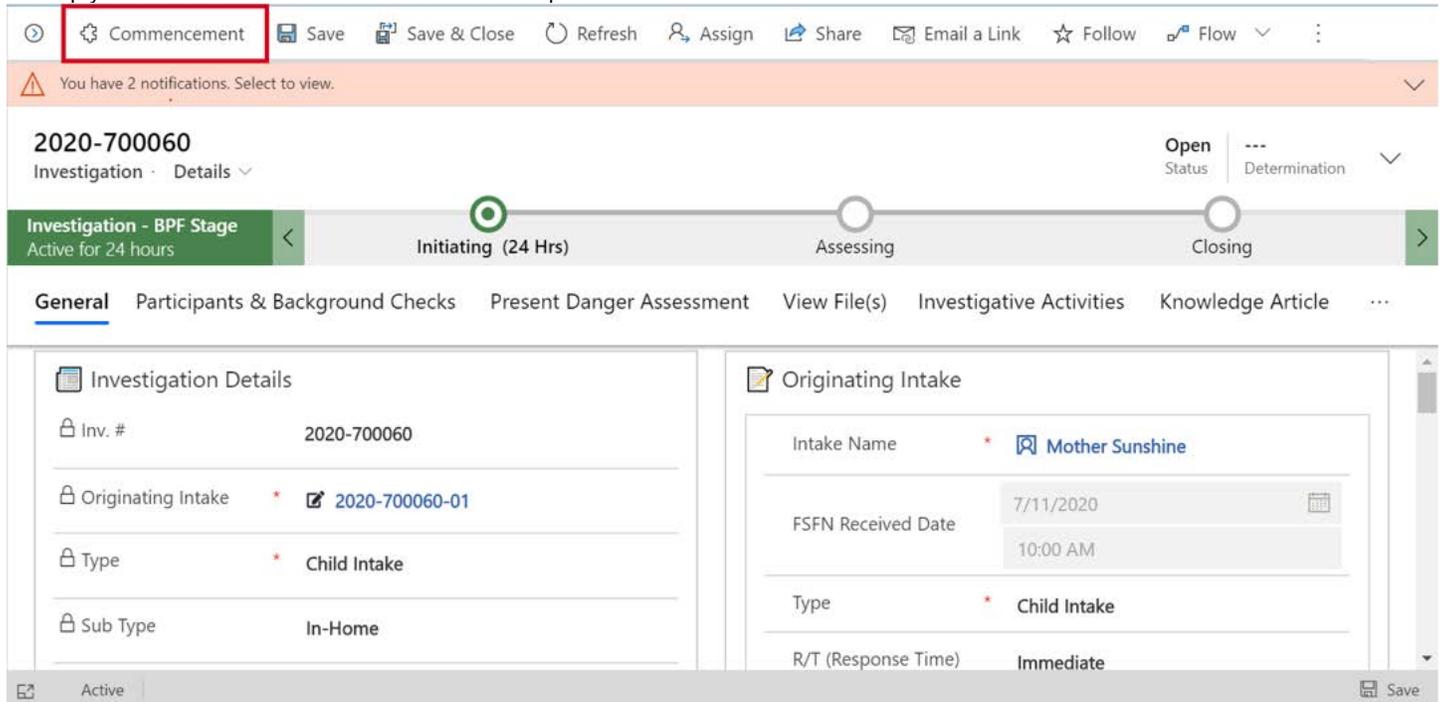
## Title: Commencement Button and Documenting Commencement

Description: Provides steps and detailed information on creating commencements in Dynamics and how the information translates over to FSFN.

Keywords: Commence; Commencement; Commenced; Activity; Activities

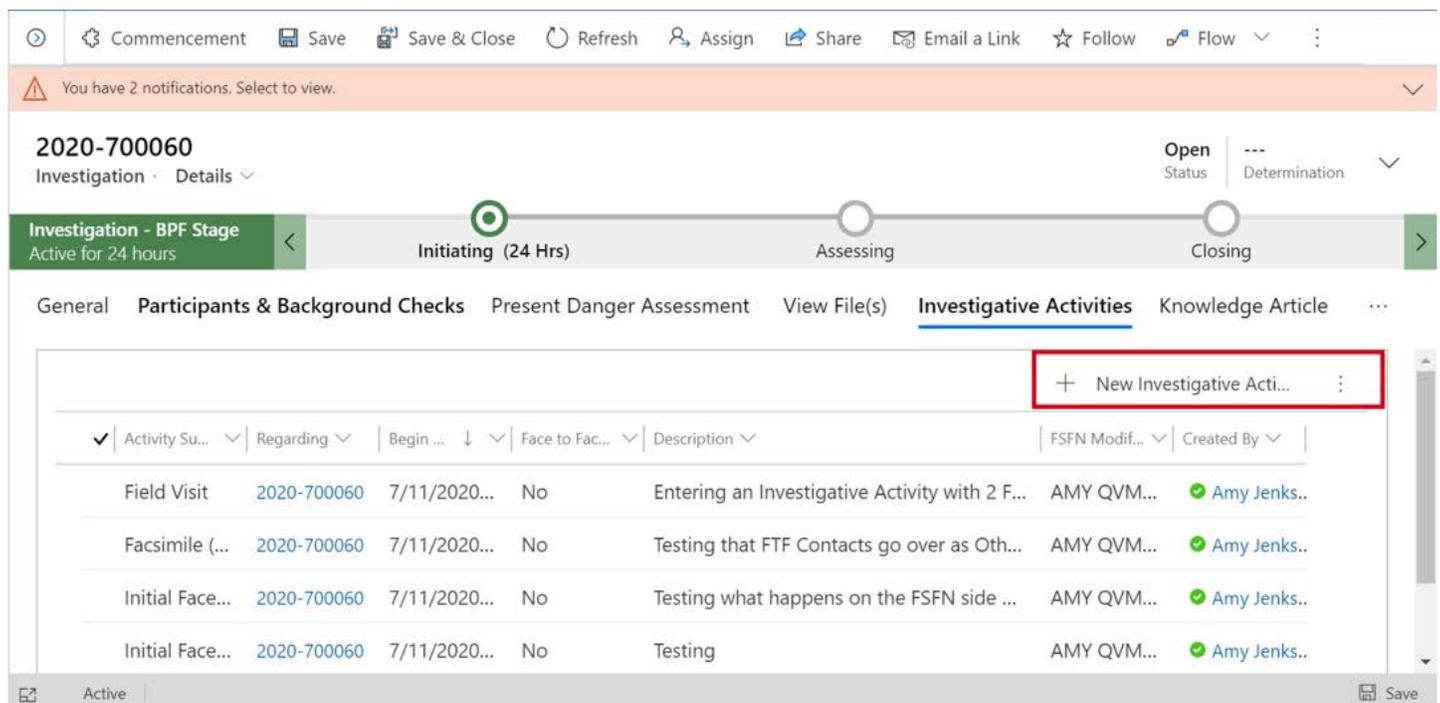
Commencements can be documented in two ways:

1. Simply click the Commencement button at the top left



The screenshot shows the Dynamics 365 interface for an investigation. At the top left, the 'Commencement' button is highlighted with a red box. The page title is '2020-700060 Investigation · Details'. Below the title is a progress bar with three stages: 'Initiating (24 Hrs)', 'Assessing', and 'Closing'. The 'Initiating' stage is currently active. Below the progress bar are several tabs: 'General', 'Participants & Background Checks', 'Present Danger Assessment', 'View File(s)', 'Investigative Activities', and 'Knowledge Article'. The 'General' tab is selected, showing 'Investigation Details' and 'Originating Intake' sections. The 'Investigation Details' section includes fields for 'Inv. #', 'Originating Intake', 'Type', and 'Sub Type'. The 'Originating Intake' section includes fields for 'Intake Name', 'FSFN Received Date', 'Type', and 'R/T (Response Time)'. The 'Intake Name' field is set to 'Mother Sunshine', 'FSFN Received Date' is '7/11/2020 10:00 AM', 'Type' is 'Child Intake', and 'R/T (Response Time)' is 'Immediate'. The 'Active' status is shown at the bottom left, and a 'Save' button is at the bottom right.

2. From Investigative Activities (either in Details View or At-A-Glance View), select +New Investigative Activity and then select the Sub-Type of Commencement - Initial or Commencement - Additional, whichever is applicable. *\*\*See more detail about Details versus At-A-Glance View in the Investigation Views Knowledge Article\*\**



The screenshot shows the Dynamics 365 interface for an investigation, with the 'Investigative Activities' tab selected. The page title is '2020-700060 Investigation · Details'. Below the title is a progress bar with three stages: 'Initiating (24 Hrs)', 'Assessing', and 'Closing'. The 'Initiating' stage is currently active. Below the progress bar are several tabs: 'General', 'Participants & Background Checks', 'Present Danger Assessment', 'View File(s)', 'Investigative Activities', and 'Knowledge Article'. The 'Investigative Activities' tab is selected, showing a table of activities. A '+ New Investigative Acti...' button is highlighted with a red box. The table has columns for 'Activity Su...', 'Regarding', 'Begin ...', 'Face to Fac...', 'Description', 'FSFN Modif...', and 'Created By'. The table contains four rows of activities:

Activity Su...	Regarding	Begin ...	Face to Fac...	Description	FSFN Modif...	Created By
Field Visit	2020-700060	7/11/2020...	No	Entering an Investigative Activity with 2 F...	AMY QVM...	Amy Jenks..
Facsimile (...	2020-700060	7/11/2020...	No	Testing that FTF Contacts go over as Oth...	AMY QVM...	Amy Jenks..
Initial Face...	2020-700060	7/11/2020...	No	Testing what happens on the FSFN side ...	AMY QVM...	Amy Jenks..
Initial Face...	2020-700060	7/11/2020...	No	Testing	AMY QVM...	Amy Jenks..

The 'Active' status is shown at the bottom left, and a 'Save' button is at the bottom right.



The screenshot shows the 'New Investigative Activity' form. The 'Activity Sub Type' dropdown is open, with 'Commencement - Initial' selected and highlighted by a red box. Other options include 'E-Mail', 'Facsimile (Fax)', and 'Field Visit'. The form also displays fields for 'Subject', 'Activity Type', 'Begin Date/Time', 'End Date/Time', and 'Regarding' (2020-70060). The user 'Amy Jenks' is listed as the owner.

If using the Commencement button, upon clicking the Commencement button from either your handheld device or computer, the system will automatically refresh and generate the Commencement Activity for you. What you know today as "Notes" are now captured in Dynamics as "Activities". When the Commencement Activity is systematically generated, the Subject is derived as Commencement - Initial or Commencement - Additional; Type is derived as Child Investigation; Sub-Type is derived as Commencement - Initial or Commencement - Additional; Begin Date and Time are derived based on the date and time when the Commencement button was clicked; and Intakes Commenced is derived based on the Initial and/ or Additional Intakes that have been received and have yet to be commenced. Please ensure that if you utilize the Commencement button, you remember to go back and document the details surrounding the commencement activity within the Description field.

When documenting the Commencement manually, through creating an Investigative Activity, the only fields that are derived is Type as Child Investigation; and Intakes Commenced, which again is derived based on the Initial and/ or Additional Intakes that have been received and have yet to be commenced. The Subject, Sub-Type, Begin Date and Time and Description are required in order to save the Activity.

Please refer to the Florida Administrative Code below, related to Commencements.

65C-30.001 (26) - Definition of Commencement

<http://centerforchildwelfare.org/DCF%20Family%20Safety/65C%20-%20Rules.htm#C30001>

CFOP 170-5 Chapter 3 – Investigation Response Times

[http://centerforchildwelfare.org/kb/DCF\\_Pol/CFOP\\_170/CFOP170\\_5-Ch3.pdf](http://centerforchildwelfare.org/kb/DCF_Pol/CFOP_170/CFOP170_5-Ch3.pdf)

<http://eww.dcf.state.fl.us/asg/pdf/r170-5c3.pdf>

170-2 Chapter 4 – Additional and Supplemental reports for Child Investigations

[http://centerforchildwelfare.org/kb/DCF\\_Pol/CFOP\\_170/CFOP170\\_2-Ch4.pdf](http://centerforchildwelfare.org/kb/DCF_Pol/CFOP_170/CFOP170_2-Ch4.pdf)

<http://eww.dcf.state.fl.us/asg/pdf/r170-2c4.pdf>