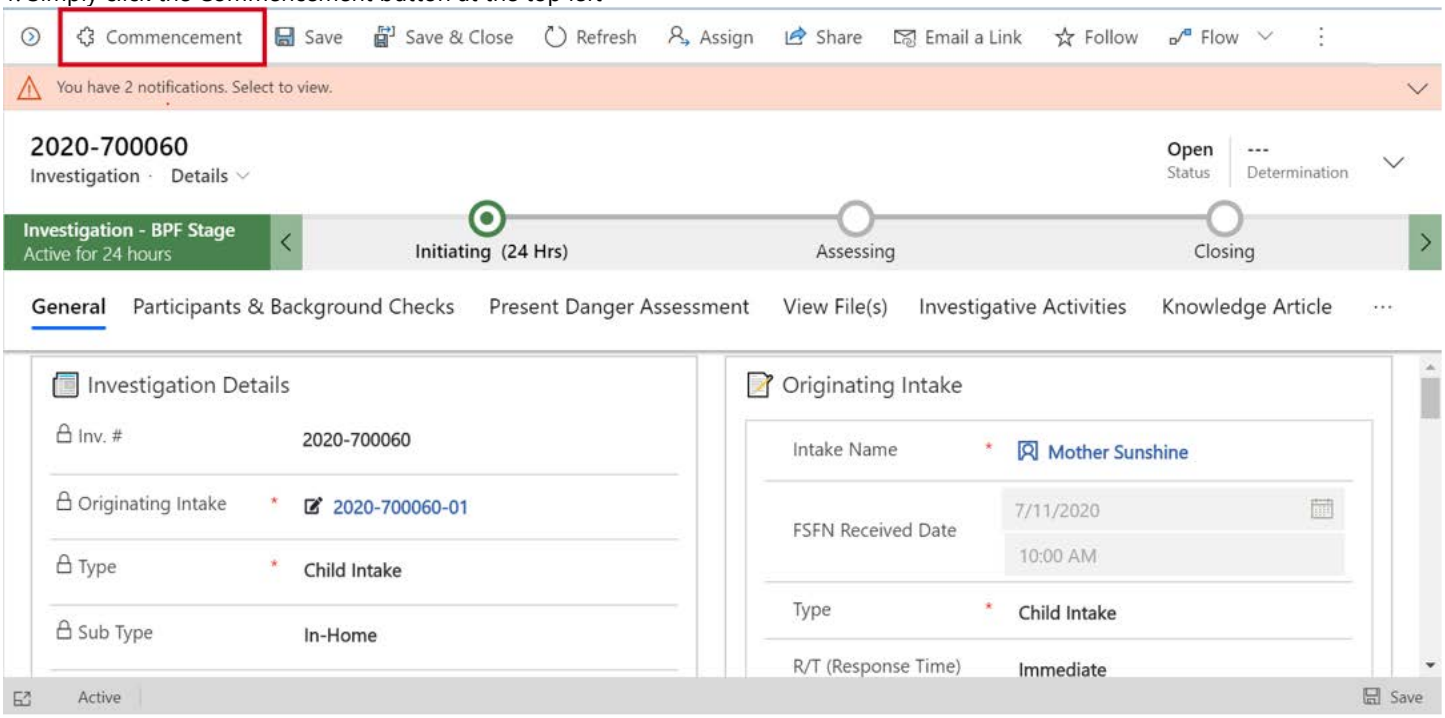
Title: Commencement Button and Documenting Commencement

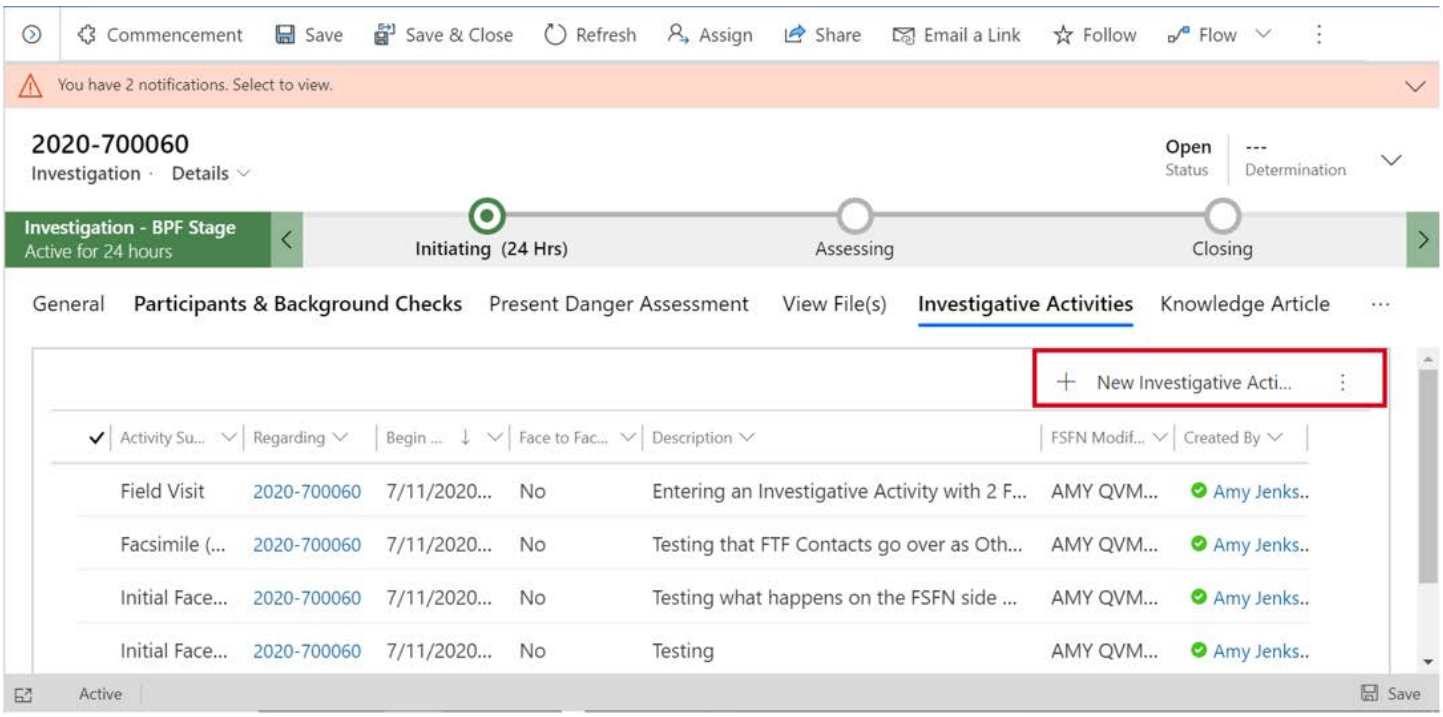
Description: Provides steps and detailed information on creating commencements in Dynamics and how the information translates over to FSFN.

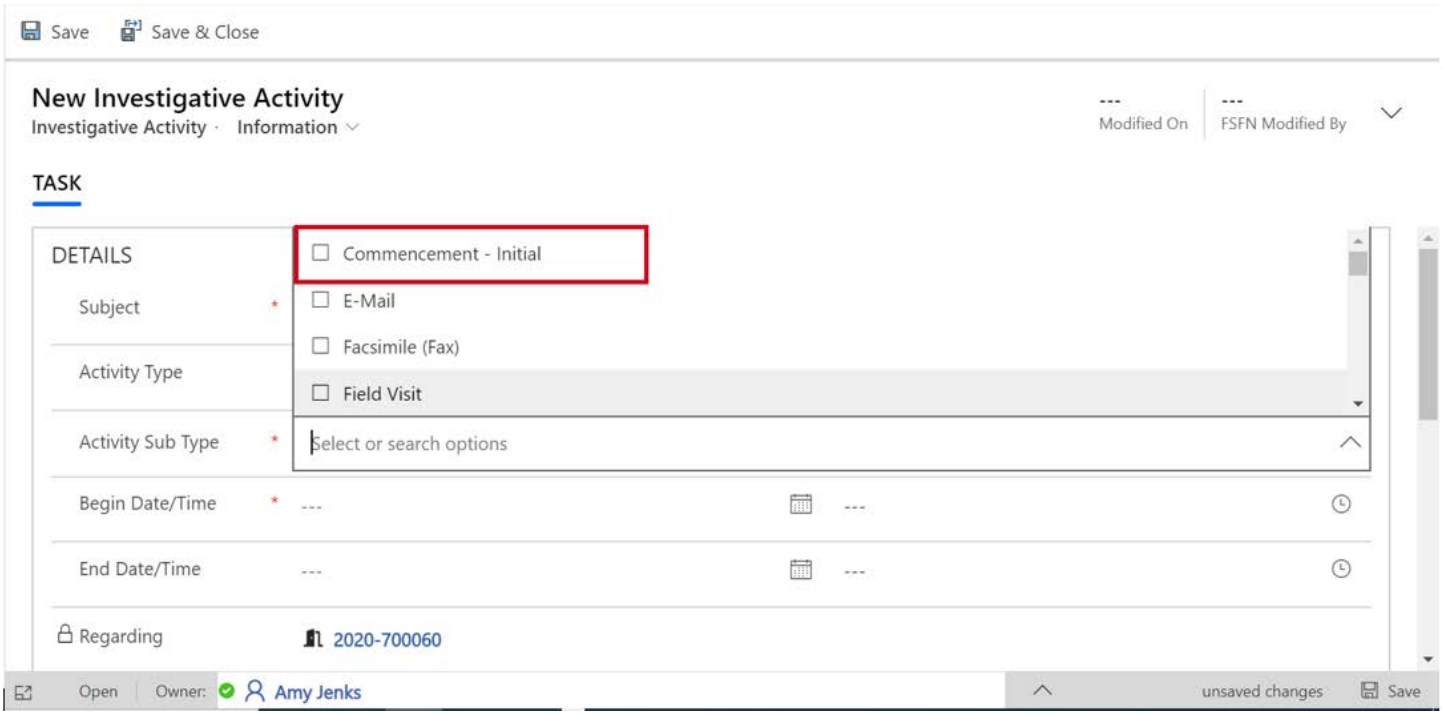
Keywords: Commence; Commencement; Commenced; Activity; Activities

Commencements can be documented in two ways:
1. Simply click the Commencement button at the top left



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***





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