

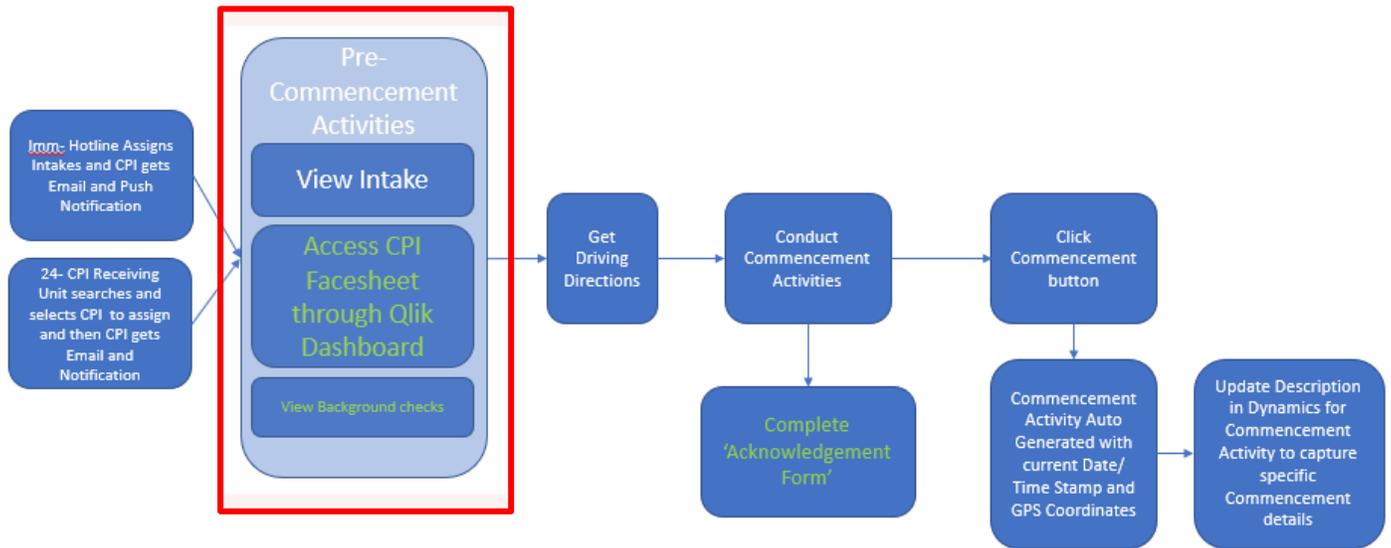
Title: Pre-Commencement Activities

Description: Provides details and workflow related information for pre-commencement activities performed by the CPI.

Keywords: Pre-Commencement; View Background Checks; Prior History; QLIK Dashboard

Pre-Commencement Activities are performed by CPIs when assigned to new Investigations. Those Pre-Commencement Activities include viewing the Intake(s) related to the Investigation, accessing and viewing prior history through the QLIK Dashboard, as well as viewing Background Checks. However, the QLIK dashboard is not compatible from mobile devices and must be accessed from a tablet, 2-in-1, laptop or other desktop computer. In addition, please refer to the Background Checks Knowledge Article for all steps and details related to requesting and viewing Background Checks.

## CPI Commence



Intakes can be viewed from the Investigation by selecting the applicable Intake hyperlink. The General tab of the Investigation provides most of the details related to the Initial Intake (aka Originating Intake), but can also be accessed by click the blue Originating Intake hyperlink. Scrolling further down, on the right side of the screen, if there are any additional or supplemental intakes related to the Investigation, they are displayed within the Related Intakes section. Simply clicking on the Originating Intake blue text or any of the related Intakes will launch the Intake page.

The screenshot shows the SANDBOX interface for investigation 2020-700246. The top navigation bar includes the Florida Department of Children and Families logo, the text 'CPI Investigation', and the breadcrumb 'Investigators > Investigations > 2020-700246'. The main header displays '2020-700246 Investigation · Details' with 'Open Status' and '--- Determination' options. A progress bar shows stages: 'Investigation - BPF Stage (Active for 23 hours)', 'Initiating (23 Hrs)', 'Assessing', and 'Closing'. Below the progress bar are tabs: 'General', 'Participants & Background Checks', 'Present Danger Assessment', 'View File(s)', 'Investigative Activities', and 'Knowledge Article'. The 'General' tab is active. It contains two panels: 'Investigation Details' and 'Originating Intake'. The 'Originating Intake' panel is highlighted with a red box and contains the following data:

Intake Name	Additional Testing
FSFN Received Date	9/20/2020
	9:00 AM
Type	* Child Intake
R/T (Response Time)	Immediate
Sequence	* Initial

The screenshot shows the SANDBOX interface for investigation 2020-700227. The top navigation bar includes the Florida Department of Children and Families logo, the text 'CPI Investigation', and the breadcrumb 'Investigators > Investigations > 2020-700227'. The main header displays '2020-700227 Investigation · Details' with 'Open Status' and '--- Determination' options. A progress bar shows stages: 'Investigation - BPF Stage (Active for 13 days)', 'Initiating (13 D)', 'Assessing', and 'Closing'. Below the progress bar are tabs: 'General', 'Participants & Background Checks', 'Present Danger Assessment', 'View File(s)', 'Investigative Activities', and 'Knowledge Article'. The 'General' tab is active. It contains a 'Language' dropdown set to '---' and two sections: 'Related Intakes' and 'Intake Participants'. The 'Related Intakes' section is highlighted with a red box and contains the following data:

Related Intakes	Select
2020-700227-02 Dynamics Participant Supplemental	⋮

The 'Intake Participants' section contains the following data:

Intake Participants	Select
Mother Witcher Intake Name; Parent/Caregiver	⋮

The Intake page is displayed in a similar manner to the Investigation, broken out into tabs. As with the Investigation, the default tab is the General tab. Whichever tab is being viewed, that tab will display underlined in blue. You are able to view all the details associated with any of the Intakes related to your Investigation.

# The Documentation

Refresh Assign Share Flow Word Templates Run Report

fresh Read-only: You don't have access to edit this record.

**2020-700227-02** Intake 2020-700227-01 Related Intake ID | 2020-700227 Investigation ID

**General** Victim Location Reporter Participants & Background Check Decision Related

Intake Information

Intake Name	Dynamics Partici	Intake #	* 2020-700227-02	County	Leon
Background Check Required	* No	Type	* Child Intake	Secondary County	---
Special Handling	* No	Sequence	* Supplemental	Status Reason	Active
Counselor Name	AMY QVMPH	R/T (Response Time)	---		

Allegation

When accessing the Child Investigation Application from a tablet, 2-in-1 or laptop/computer, you have the ability to access the QLIK Dashboard directly, which is also referred to as the CPI Face Sheet, and provides the ability to view prior history for the Investigation Participants. This can be accomplished by clicking the Qlik Dashboard option in the left Navigation panel. This option is not currently available from mobile devices, and therefore prior history must continue to be accessed from FSFN in those instances.

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CPI Investigation Investigators > Dynamics Dashboards **SANDBOX**

Show Visual Filter Show Global Filter Switch to Tile View + New Set As Default Refresh All

**CPI Investigation Dashboard** This Quarter 7/1/2020 To 9/30/2020

Home Recent Pinned

My Work

- Dynamics Dashbo...
- Qlik Dashboard**
- Search Knowledge...
- Browse Knowledg...

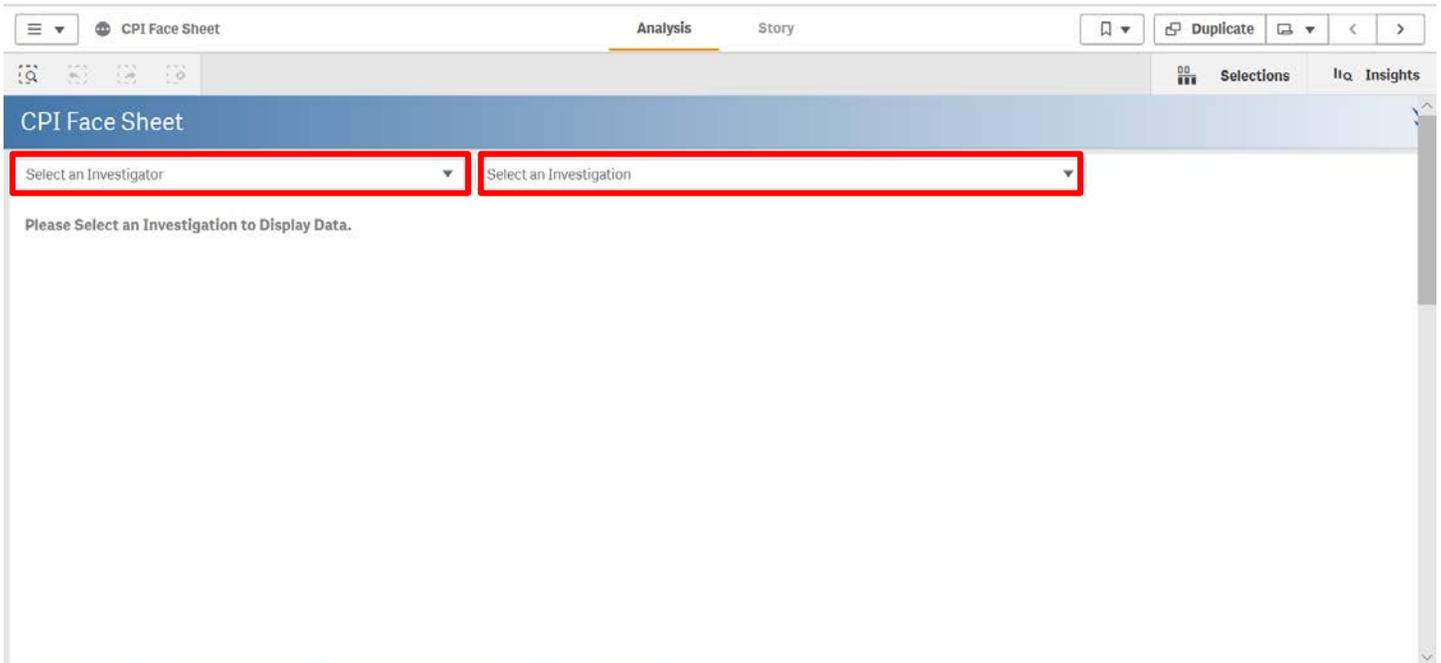
Investigations

- Investigations
- Present Dangers A...
- Investigative Activ...

Commencement needed	Victims not seen	Alleged Perpetrator not seen
<p>5 Modified On</p> <p>9/21/2020 1:04 AM</p> <p>2 2020-700246 1</p> <p>Immediate</p> <p>Amy Jenks Owner</p>	<p>16 Modified On</p> <p>9/21/2020 1:04 AM</p> <p>2 2020-700246 1</p> <p>Immediate</p> <p>Amy Jenks Owner</p>	<p>16 Modified On</p> <p>9/21/2020 1:04 AM</p> <p>2 2020-700246 1</p> <p>Immediate</p> <p>Amy Jenks Owner</p>
<p>9/16/2020 3:29 PM</p> <p>2 2020-700244 6</p> <p>Immediate</p> <p>Amy Jenks Owner</p>	<p>9/16/2020 3:29 PM</p> <p>2 2020-700244 6</p> <p>Immediate</p> <p>Amy Jenks Owner</p>	<p>9/16/2020 3:29 PM</p> <p>2 2020-700244 6</p> <p>Immediate</p> <p>Amy Jenks Owner</p>

## The Documentation

Upon selecting Qlik Dashboard from the Navigation panel, a new tab is opened in your browser and displays the CPI Face Sheet. The CPI Face Sheet displays two drop downs, providing the ability to select an Investigator and/or Investigation to view and then drill down even further within the Investigation on specific participants.



CFOP 170-5, Chapter 6 – Pre-Commencement Activities

[http://centerforchildwelfare.org/kb/DCF\\_Pol/CFOP\\_170/CFOP170\\_5-Ch6.pdf](http://centerforchildwelfare.org/kb/DCF_Pol/CFOP_170/CFOP170_5-Ch6.pdf)

<http://eww.dcf.state.fl.us/asg/pdf/r170-5c6.pdf>

65C-30.001 (26) – Definition of Commencement

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