



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

DATE: September 28, 2016

TO: Regional Managing Directors
Sheriff's Offices Conducting Child Protective Investigations

FROM: JoShonda Guerrier, Assistant Secretary for Child Welfare 
Vicki Abrams, Assistant Secretary for Operations 

SUBJECT: Enhancements to the Child Protective Investigations/Special Conditions Workload Listing available within FSFN

PURPOSE: The purpose of this memorandum is to inform all stakeholders of the enhancements to the Child Protective Investigations/Special Conditions Workload Listing available within the Florida Safe Families Network (FSFN), scheduled to be deployed on the evening of September 30, 2016. The Investigations/Special Conditions Workload Listing provides real-time data for the user to facilitate an at-a-glance overview of assigned workload. These changes will assist Operations Managers, Program Administrators, Supervisors and Child Protective Investigators with the task of managing their workloads. This is the first release in the "Strengthening Child Safety Through Technology" project being implemented during the 2016-17 state fiscal year.

BACKGROUND: The Investigations/Special Conditions Referral Workload Listing Page captures and displays a real-time overview of the Child Protective Investigator's work assignments and the status of key components of those assignments. The Investigations/Special Conditions Referral Workload Listing supports the Child Protective Investigator and Child Protective Investigator Supervisor's ability to view and organize information and manage investigations within their workload.

The functionality enhancements to the Investigation/Special Conditions Workload listing are:

1. Addition of Columns:
 - Present Danger Plan
 - Impending Danger Plan
 - Most Recent 2nd Tier Consultation
 - Special Conditions Referral Assessment
 - All Children Out of Home?
 - Primary Unit assignment

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

2. Updates to Existing Columns:

- Investigation Number displays as first column
- Case Hyperlink launches Case Book from which work can be created
- Present Danger Assessment (PDA) column displays status or results of PDA
- Family Functioning Assessment displays Safety Determination

3. Addition of Filters:

- Unit dropdown to view entire Unit's workload
- Unit dropdown filters workers displayed to only the unit selected
- Criteria to allow specific filtering, such as "Danger Threats but no PDA," "Unsafe Children without an Impending Danger Plan," "Safe but High or Very High Risk"
- Filter application provides dynamic update so workload counts are up-to-the-minute

4. Other Improvements:

- Alphabetized worker name list
- Improved sorting capability
- Improved responsiveness to support users with high-volume caseloads
- Corrected display date on the Supervisor Consultation hyperlink

TRAINING: A brief tutorial on the use of the new enhancements can be accessed via Florida's Center for Child Welfare, at: <http://centervideo.forest.usf.edu/fsfn/invest/start.html>.

ACTION REQUESTED: Please review and disseminate this information to all Operations Managers, Program Administrators, Supervisors, Child Protective Investigators and staff who access and utilize the Child Investigations/Special Conditions Workload listing.

CONTACT INFORMATION: If you have questions or need further information, please contact Leslie A. Chytka, MSW, in the Office of Child Welfare at Leslie.Chytka@myflfamilies.com, or (850) 717-4631.

For questions related to the local implementation of the functionality enhancements, please contact your Regional Champions:

Northwest Region – Courtney.Stanford@myflfamilies.com

Northeast Region – Daniel.Sprague@myflfamilies.com

Central Region – Stephanie.Weis@myflfamilies.com

SunCoast Region – Kimberly.Williams@myflfamilies.com

Southeast Region – Tamaru.Phillips@myflfamilies.com

Southern Region – Thomas.Davis@myflfamilies.com

ATTACHMENT:

New and Improved Investigations and Special Conditions Workload Listing flyer

cc: Regional Family and Community Services Directors
Elisa Cramer, Director of Child Welfare Strategic Projects
Traci Leavine, Director of Child Welfare Practice
Ginger Griffeth, Director of Child Welfare Performance and Quality Management
Patricia Badland, Director of Child Welfare Operations
Kiran Garimella, OITS Director of Application Development and Support Services
Marc Slager, FSFN System Adoption Initiative
FSFN User Groups
FSFN Consultant Network
Florida's Center for Child Welfare



New & Improved Investigations and Special Conditions Workload Listing

A FSFN tool to help you view and manage your workload!



Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help

Search Criteria

Unit(s): Intake Screening Decision Date Range: Start Date: End Date:

Worker Name:

Investigation Type: Child Special Conditions Referrals Adult

Filter Criteria

Present Danger Threats: Present Danger Plan:

Safety Determination: Impending Danger Plan: Risk Assessment:

Very High
High
Moderate
Low
Unable to Assess
Pending
No Assessment

- New Filters Added**
- ✓ Unit dropdown to allow Program Administrators and up to view an entire Unit's workload
 - ✓ Unit dropdown filters the names of the workers displayed to only those in the unit selected
 - ✓ Filter criteria added so you can filter cases that meet specific criteria, such as:
 - Danger Threats exist but no Present Danger Plan
 - Unsafe children without an Impending Danger Plan
 - Safe but High or Very High Risk
 - ✓ Rows Returned dynamically updates once filters are applied, so you can always know up-to-the-minute workload counts

Investigations/Special Conditions Referrals Returned

Intake/ Investigation ID	Screening Decision Date/ Time	Days Elapsed	Intake Type	Commencement Date/Time	FSFN Case Name	Most Recent Present Danger Assessment (PDA)	Present Danger Plan	Family Functioning Assessment (FFA) - Investigation	Impending Danger Plan	Most Recent Supervisor Consultation	Most Recent 2nd Tier Consultation	Risk Assessment	Initial Safety Assessment Completed	Special Conditions Referral Assessment	All Children Out of Home	Primary Unit	Primary Investigator
2015-049669	02/21/2015 12:00 AM	577	Child Intake	02/21/2015 11:10 AM	NXPVMARV, QUANKEERIA Q	Present Dangers Exist	Pending	Safe		09/12/2016 11:26 AM	09/12/2016 11:26 AM	Moderate			No	124007-VOLUSIA-CPI	Slonvh, L
2015-312716	11/20/2015 1:39 PM	305	Child Intake	11/20/2015 6:16 PM	Ylbw, Samantha	No Present Danger		Safe		11/24/2015 4:00 PM		No Assessment			No	123051-PUTNAM-CPI	DROGHVI MICL
2016-027554	01/29/2016 7:20 PM	234	Child Intake	01/29/2016 8:30 PM	Nzggsvdh, Louann	No Present Danger		Safe		04/13/2016 9:30 AM		Moderate			No	124013-VOLUSIA-CPI	XIFA, J
2016-034121	02/05/2016 1:03 PM	228	Child Intake	02/06/2016 10:22 AM	Nlmgh, Falcia	No Present Danger		Safe		02/08/2016 8:00 AM		No Assessment			No	123050-PUTNAM-CPI	DROGHVI MICL
2016-052228	02/24/2016 9:17 AM	209	Child Intake	02/24/2016 12:06 PM	Xifa, Grace	No Present Danger		No Determination		03/09/2016 8:00 AM		Low			No	124012-VOLUSIA-CPI	MVHGIR,
2016-059437	03/02/2016 3:05 PM	202	Child Intake	03/03/2016 8:30 AM	Zeivgg, Randy	No Present Danger	05/18/2016	No Determination		05/18/2016 9:45 AM	05/18/2016 9:45 AM	Pending			No	124013-VOLUSIA-CPI	XIFA, J
2016-077662	03/20/2016 1:32 PM	184	Child Intake	03/20/2016 2:45 PM	Yzqvh, Jessica Renee Unger	No Present Danger		No Determination		03/23/2016 4:33 PM		Moderate			No	124012-VOLUSIA-CPI	HXLGG,
2016-082584	03/25/2016 10:36 AM	179	Child Intake	03/26/2016 12:45 PM	Diamb, Laura	No Present Danger		Safe		05/31/2016 10:04 PM		Pending			No	124005 - VOLUSIA - CPI	TizsznPrmi L

Rows Returned: 969

- New Columns**
- Present Danger Plan
 - Impending Danger Plan
 - Most Recent 2nd Tier Consultation
 - Special Conditions Referral Assessment
 - All Children Out of Home?
 - Primary Unit

- Updates to Existing Columns**
- Moved Investigation Number to display as the first column
 - Case hyperlink launches Case Book from which you can create work
 - Present Danger Assessment Column displays status of PDA or results
 - FFA Column displays the Safety Determination on the FFA

- Other improvements**
- ✓ Improved sorting capability
 - ✓ Worker name list alphabetized
 - ✓ Improved responsiveness to support users with high-volume workloads
 - ✓ Corrected display date on the Supervisor Consultation hyperlink



Current Investigations and Special Conditions Workload Listing

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Search Criteria

Worker Name: Intake Screening Decision Date Range: Start Date: End Date:

Investigation Type: Child Special Conditions Referrals Adult

Investigations/Special Conditions Referrals Returned

FSFN Case Name	Intake/ Investigation ID	Screening Decision Date/ Time	Days Elapsed	Intake Type	Commencement Date/Time	Most Recent Present Danger Assessment (PDA)	Family Functioning Assessment (FFA) - Investigation	Most Recent Supervisor Consultation	Risk Assessment	Initial Safety Assessment Completed	Primary Investigator
Starnell, Mommy	2016-630301	02/14/2016 2:59 PM	219	Child Intake	02/14/2016 2:00 PM	Present Danger Assessment (PDA)	Family Functioning Assessment (FFA) - Investigation	06/26/2016 3:50 PM	Pending		Darnell, Kellie
Starnell, Mommy	2016-630302	02/14/2016 3:14 PM	219	Child Intake	02/15/2016 8:00 AM	Present Danger Assessment (PDA)	Family Functioning Assessment (FFA) - Investigation				Darnell, Kellie