



State of Florida
Department of Children and Families

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

DATE: January 17, 2024

TO: Child Protection Directors
Community-Based Care Lead Agency CEOs

FROM: Kate Williams, Assistant Secretary of Child & Family Well-Being *K. Williams*

SUBJECT: CFOP 170-7: Develop and Manage Safety Plans

PURPOSE: The purpose of this memorandum is to provide notification of updates to CFOP 170-7, specifically Chapter 2: Develop Present Danger Safety Plan, Chapter 3: Develop Impending Danger Safety Plan, and Chapter 11: Manage Safety Plan. These operating procures were updated to align with existing Florida Administrative Code (F.A.C.).

BACKGROUND: Florida Administrative Code requires the child welfare professional's supervisor to review all present and impending danger safety plans within 24 hours of creation or modification. Specifically, 65C-29.003(3)(c), F.A.C., states supervisors shall review all safety plans within 24 hours of identification of present of impending danger to ensure that the plan appropriately addresses the identified danger threat. In addition, 65C-30.002, F.A.C., requires face to face contacts with the child and caregiver every seven calendar days when an out-of-home plan is initiated.

NEW INFORMATION: CFOP 170-7, Chapter 2: Develop Present Danger Safety Plan has been amended to require the child welfare professional's supervisor to complete a review of the present danger safety plan as soon as possible, but no later than 24 hours after the plan's development or modification. In addition, the supervisor must conduct a follow-up consultation once the present danger safety plan has been in effect for 14 days and every seven days thereafter for the duration of the present danger safety plan.

CFOP 170-7, Chapter 3: Develop Impending Danger Safety Plan has been amended to require the child welfare professional's supervisor to conduct a follow-up consultation as soon as possible but no later than 24 hours from the creation or modification of an impending danger safety plan to review the sufficiency of the impending danger safety plan. In addition, the safety management conference conducted upon creation or substantial modifications to the impending danger safety plan shall be documented by the child welfare professional with primary responsibility for the case.

CFOP 170-7, Chapter 11: Manage Safety Plans has been amended to require face-to-face contact with the child and caregiver every seven days for all out-of-home safety plans, including safety plans involving a family-made arrangement.

2415 North Monroe Street, Suite 400, Tallahassee, Florida 32303-4190

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ACTION REQUIRED: Please share this memorandum with all child protective investigations staff and Community-Based Care Lead Agencies.

CONTACT INFORMATION: If you have any questions regarding these procedures, please contact Max Kruse, Policy Manager, at Max.Kruse@myflfamilies.com.

cc: Community Directors

Chapter 2

DEVELOP PRESENT DANGER SAFETY PLAN

2-1. Definition of Present Danger Plan. A Present Danger Safety Plan is a written agreement that describes short-term safety actions that will control the present danger to a child while allowing time for information collection and analysis. When an investigator or case manager encounters a child in present danger, he/she must implement a present danger plan or modify an existing safety plan with the changes going into effect immediately. See CFOP 170-1, [Chapter 2](#), paragraph 2-2, for the definition of Present Danger.

2-2. During an Investigation.

a. The investigator will complete a present danger assessment per requirements in CFOP 170-5, [Chapter 13](#).

b. Given the lack of validated (i.e., corroborated) information when present danger is identified, the investigator will create a present danger plan with the family that directly manages the identified threat and is intended for short-term use only (i.e., until the FFA-Investigation can be completed and a safety determination is made).

c. A supervisor must approve the continuation of a present danger plan that needs to be in effect for longer than 14 days at the 14th day and every 7 days thereafter.

d. The child welfare professional will only include individuals as a safety management services provider in a Present Danger Safety Plan that have been:

(1) Approved as an informal Safety Plan provider.

(2) Approved as a family-made arrangement, as outlined in Chapter 6 of this Operating Procedure.

(3) Are employed by an agency that has an agreement or contract with the CBC Lead Agency to provide safety management services.

e. The investigator will provide a signed copy of the present danger plan to the parent(s)/legal guardian(s) or caregiver responsible for the child prior to leaving the home.

f. The investigator must obtain signatures from any informal safety management providers involved in the plan.

g. The investigator will upload a copy of the plan with all required signatures to the child's record in CCWIS.

2-3. During On-going Case Management.

a. If a case manager suspects a child to be in present danger, they must take immediate actions to determine the need for Safety Plan modifications.

b. During on-going services, present danger may result from a number of circumstances including, but not limited to, the following:

(1) A Safety Plan provider is unable to show-up at the child's home as scheduled and there is no other provider immediately available.

(2) There is an unforeseen and significant change in family circumstances or dynamics.

c. If the case manager learns new information that indicates a child is in present danger and the case manager is not at the child's home when the information is learned, the case manager will take immediate actions to assess whether the child is in present danger and will modify the Safety Plan accordingly.

d. When the case manager determines a child is in present danger while at the home, the case manager will not leave the home until Safety Plan modifications are in place. A case manager will request the assistance of an investigator when the safety actions include the need for a child to be removed from the parent or legal caregiver. If the safety of the child and/or case manager is threatened by remaining in the home, the case manager may temporarily remove the child to a safer location until law enforcement and/or an investigator arrives on the scene.

e. If modifications to an existing in-home Safety Plan will not be sufficient to manage a newly identified present danger threat, the case manager will take the next least intrusive actions necessary to provide for child safety.

f. The case manager will make a report to the Hotline when the case manager suspects that there are new incidents of harm as defined in CFOP [170-4](#), Child Maltreatment Index. An insufficient Safety Plan or safety management provider do not in-and-of-themselves constitute a new incident of harm.

g. The case manager will provide a signed copy of a modified Safety Plan to the parent(s)/legal guardian(s) and all safety management providers in the plan. Chapter 4 of this operating procedure describes the requirements for sharing copies of separate safety plans developed for the survivor and perpetrator when there is intimate partner violence.

h. The case manager will document a Present Danger Assessment when they have evaluated a present danger threat and made a determination that there is not a suspected incident of new child maltreatment, within two business days of the their evaluation.

2-4. Supervisor Consultation and Approval.

a. Supervisors are required to complete their review of a Present Danger Safety Plan as soon as possible but no later than 24 hours after the plan's development or modification. A Supervisor Consultation will be provided and documented to affirm each of the following:

(1) The child welfare professional has clearly described in the Present Danger Assessment the child, caregiver(s), and home condition(s) observed during contact with the family at the time of the Present Danger Assessment.

(2) The child welfare professional identified present danger and described the danger in the Present Danger Assessment and Safety Plan documents to be immediate, significant, and clearly observable.

(3) The present danger plan is effective in managing the present danger threat(s) identified.

(4) For all Present Danger Safety Plans in which the child either remains in the home or a family-made arrangement is used:

(a) A 2nd Tier consultation must occur as outlined in CFOP 170-5, [Chapter 27](#) when the present danger safety plan is initiated during an investigation.

(b) Child welfare professional supervisors are required to consult with a manager, manager designee, or consultative team when the present danger safety plan is initiated during open case management services.

b. When the child welfare professional has identified Present Danger, the supervisor will complete the following actions:

(1) Review the effectiveness of the Present Danger Safety Plan in managing the identified danger threat(s).

(2) Determine whether the child welfare professional is managing the Safety Plan adequately.

(3) Review whether the child welfare professional is demonstrating due diligence in gathering sufficient information to inform completion of the initial or ongoing Family Functioning Assessment and/or Progress Update.

c. For child protective investigators, the supervisor will conduct a follow-up consultation once the present danger safety plan has been in effect for 14 days, and every 7 days thereafter until the present danger threat has been resolved and/or the Family Functioning Assessment-Investigation is completed.

d. For case management staff, the supervisor will conduct a follow-up consultation once the present danger safety plan has been in effect for 14 days, and every 7 days thereafter until the ongoing Family Functioning Assessment or Progress Update is completed.

2-5. CCWIS Documentation.

a. A copy of the new or modified signed Safety Plan must be attached to the CCWIS Safety Plan Page within two business days of its creation. Requirements for the documentation of two safety plans in cases involving intimate partner violence are provided in Chapter 4 of this operating procedure.

b. The child welfare professional must document the Present Danger Assessment Page in CCWIS within two business days of the completed assessment.

c. The supervisor will document all consultations around present danger in CCWIS within two business days of the consultation.

d. The following resources are located on the FSFN "How Do I Guide" page:

(1) "Supervisor Consultation – How Do I Guide."

(2) "Safety Plan User Guide."

Chapter 3

DEVELOP IMPENDING DANGER SAFETY PLAN

3-1. Definition of Impending Danger Plan. An Impending Danger Plan is a plan to control and manage the specific caregiver behaviors, emotions and/or other family dynamics at the times they occur in order to protect the child. The Impending Danger Plan must protect an unsafe child from the danger threat(s) using the least intrusive safety management options possible, while the family receives interventions and treatment to enhance protective capacities through a case plan.

3-2. Required In-Home Safety Analysis.

a. Sufficient information must be gathered and assessed in order to:

- (1) Describe the six information domains for each caregiver responsible.
- (2) Identify the existence of danger threats.
- (3) Identify specific caregiver protective capacities that are lacking.
- (4) Complete a Safety Analysis.

b. Before a child welfare professional establishes a safety plan in response to impending danger, he/she will complete the Safety Analysis criteria in order to determine the feasibility of an in-home safety plan given household conditions and dynamics.

c. Five standardized criteria must be met in order to establish an in-home safety plan. These criteria are not applied at the time of developing a present danger plan unless there is already sufficient information known about the family to develop or update the information domains. The criteria are:

(1) The parent(s)/legal guardians are willing for an in-home safety plan to be developed and implemented and have demonstrated that they will cooperate with all identified safety service providers.

(2) The home environment is calm and consistent enough for an in-home safety plan to be implemented and for safety service providers to be in the home safely.

(3) Safety services are available at a sufficient level and to the degree necessary in order to manage the way in which impending danger is manifested in the home.

(4) An in-home safety plan and the use of in-home safety services can sufficiently manage impending danger without the need for results of scheduled professional evaluations.

(5) The parent(s)/legal guardian(s) have a physical location in which to implement an in-home safety plan.

d. The completed Safety Analysis must provide sufficient information to support the analysis of each of the five criteria. Refer to Appendix A of this operating procedure for a more in-depth discussion of Safety Analysis criteria and examples that demonstrate when the family behaviors or conditions for an in-home safety plan are present or not.

3-3. Safety Management Conference. In response to creating or making substantial modifications to an impending danger plan, the child welfare professional responsible will conduct a Safety Management Conference with the parent(s)/legal guardian(s), members of the family's resource network, and other safety service providers.

a. Use of a family team meeting is one method for conducting a safety management conference.

b. When the dynamics of intimate partner violence are present, the child welfare professional must conduct separate Safety Management Conferences in order to develop the two safety plans per requirements in Chapter 4 of this operating procedure. The perpetrator must not attend the safety management conference to develop the Confidential Safety Plan with the survivor. Information shared by the survivor in the meeting to develop the Confidential Safety Plan must not be shared with the perpetrator.

(1) The person responsible for facilitating the safety management conference must have received training about power and control in abusive relationships.

(2) The child welfare professional responsible for planning the Safety Management Conference must consider meeting logistics to support the safety of participants and facilitators.

(3) An advocate employed by a certified domestic violence center should be present at the conference if the adult victim of domestic violence agrees.

c. Participants at the Safety Management Conference will review and discuss the following:

(1) Current family dynamics and conditions relative to criteria for an in-home safety plan or Conditions for Return.

(2) Whether each of the specific components of the safety plan are working dependably including the visitation plan, whether they are the least restrictive action given current family dynamics, and what modifications are needed.

(3) Options for plan actions or modifications needed, eliciting family resources and solutions.

(4) Safety management actions including the visitation plan with the child's parent(s)/legal guardian(s) and siblings when the child or a parent/legal guardian is not in the home.

d. The child welfare professional will utilize caution in domestic violence cases when sharing information with the perpetrator of domestic violence and/or considering input from the domestic violence perpetrator, especially regarding decisions about return of the child to the home.

e. After the Safety Management Conference, the child welfare professional responsible will follow up with CLS when necessary to seek court approval of modifications when a safety plan is part of a court order.

3-4. Related Safety Plan Responsibilities.

a. The investigator will develop an Impending Danger Plan in collaboration with the family during a Safety Management Conference.

(1) As appropriate, the plan may incorporate some or all of the components of the Present Danger Plan into the Impending Danger Safety Plan.

(2) Any out-of-home safety plan involving placement with a relative/non-relative caregiver must include an approved Unified Home Study per 65C-28.012, F.A.C., and a court order to shelter the child.

b. The child welfare professional responsible will review with all safety management providers and the parent(s)/legal guardian(s):

(1) Expectations for continued parent(s)/legal guardian(s) involvement and responsibility.

(2) Any protective actions that the parent(s)/legal guardian(s) may still fulfill.

c. The child welfare professional will communicate with all safety service providers to explain how they will monitor the plan and what actions to take if a provider believes there is a need for plan modifications.

d. A safety plan will remain in effect as long as a case remains open with case plan goal of “strengthen and maintain” or “reunification” and parent(s)/legal guardian(s) do not have the protective capacity necessary to protect the child from identified danger threats.

3-5. Supervisor Consultations and Approval.

a. The supervisor will conduct a follow-up consultation as soon as possible but no later than 24 hours after the establishment or modification of an impending danger safety plan to review the sufficiency of the safety plan.

b. Through follow-up case consultation, the supervisor is required to affirm that the safety plan is reasonable and adequate based on the following:

(1) The Safety Analysis must clearly describe how each of the specific conditions for an in-home safety plan is present or not.

(2) The child welfare professional is able to describe how impending danger manifests in the home.

(3) The child welfare professional is providing the least intrusive safety actions including reasonable efforts and documenting them in the Safety Analysis Summary in the FFA.

(4) The parent(s)/legal guardian(s) were involved in the analysis and planning.

(5) It is clear how the safety plan will control and manage impending danger.

(6) The safety plan is logical and justifies how the child will be protected.

(7) If the plan involves relocation or placement of the child out of the home, the Conditions for Return are appropriate and clearly delineated.

c. When Impending Danger has been identified through completion of the Family Functioning Assessment-Investigation, the supervisor will complete weekly “follow-up” consultations until the case is transferred to case management. The supervisor must determine that the investigator is demonstrating due diligence in preparing the case for transfer to case management. The weekly consultations will review the sufficiency of the Impending Danger Safety Plan and determine that the investigator is managing the plan adequately.

3-6. CCWIS Documentation.

a. The child welfare professional and his/her supervisor are responsible for ensuring that the safety plan in CCWIS is the current, active, and signed version of the safety plan. The child welfare professional will upload a new or updated, signed Impending Danger Safety Plan to the CCWIS Safety Plan Page within two business days of its creation or modification.

b. The child welfare professional will terminate the present danger safety plan in CCWIS when he/she is creating an impending danger plan or when a child has been determined to be safe.

c. The child welfare professional with primary responsibility for the case shall document the safety management conference under "Safety Management Staffing" within the CCWIS Meeting Page per CFOP 170-1, Chapter 12: Case Note and Meetings Documentation.

d. The following resources are located on the FSFN "How Do I Guide" page:

(1) "Supervisor Consultation – How Do I Guide."

(2) "Safety Plan – How Do I Guide."

Chapter 11

MANAGE SAFETY PLANS

11-1. Purpose. Safety management is the active monitoring of a safety plan to determine it is working effectively to protect the child(ren) from identified danger threats. Safety management activities are non-negotiable regardless of the type of safety plan. The primary child welfare professional responsible for the case will continuously monitor and assess the family's condition and dynamics to inform on-going safety planning and plan modification. Safety management includes the timely modification of any plan when more intrusive, or less intrusive, actions are possible due to changes in family dynamics or conditions.

11-2. Child, Parent/Legal Guardian and Caregiver Contact Requirements.

a. The primary child welfare professional responsible for the case will continuously assess the family's condition and dynamics in order to determine that the safety plan is dependable, sufficient and reflects the least intrusive actions necessary to protect the child.

b. When a child is in an out-of-home safety plan in a different jurisdiction, the child welfare professional with primary responsibility is responsible for communicating with the secondary worker involved to learn how the child and caregiver are doing, determine if there are actions needed and to share information about parent(s)/legal guardian(s) progress in meeting Conditions for Return.

c. The safety plan will be monitored by the child welfare professional responsible based on the following minimum contact requirements unless the safety plan for the family requires more frequent contact. All child contacts will include observations and private discussion with the child as to the child's safety in their home or placement and the child's well-being.

d. When a child is with a parent/legal guardian in a certified domestic violence shelter or a residential treatment program, the child welfare professional will coordinate any required contacts with program staff and contacts may occur outside of the facility.

e. If a child is on runaway status or his or her whereabouts are unknown, the child welfare professional shall meet the requirements of Rule [65C-30.019](#), F.A.C.

f. Initial face-to-face contacts with the child and caregiver will occur at least once every seven (7) days as follows:

(1) For all in-home safety plans, face-to-face contacts every seven days with the child and caregiver will be conducted for the first 30 days from the time the initial safety plan was established.

(2) For all out-of-home safety plans, face-to-face contacts every seven days with the child and caregiver will be conducted for the first 30 days from the time the initial safety plan was established, including those involving a family-made arrangement.

(3) For all out-of-home plans, face-to-face contacts with the child and caregiver will be conducted as long as the child in an out-of-home plan remains in shelter status.

g. After case transfer, the case manager will:

(1) Provide initial face-to-face contact with child(ren) within two working days of case transfer or the date of court supervision, whichever is earlier (Rule [65C-30.007\(1\)\(b\)](#), F.A.C.).

(2) Within five business days after the case is transferred from investigations or another case manager, confirm that the ongoing safety plan is sufficient.

(3) Modify the frequency of face-to-face contact while the child is in shelter status only after the case manager's supervisor documents in CCWIS that all of the following conditions have been met:

(a) The child is in the care of a relative, non-relative, or a licensed foster parent and is not demonstrating any behaviors that may lead to a placement disruption.

(b) The child has not experienced any placement changes and the case has been open to case management for more than 30 days.

(c) The child's needs have been assessed and all therapeutic services needed are being provided.

(d) The child, if developmentally appropriate, and the out-of-home caregiver are in agreement with the modification to the frequency of contact with the case manager.

(4) Provide face-to-face contact with every child under supervision and living in Florida no less frequently than every 30 days in the child's residence. If the child lives in a county other than the county of jurisdiction, this shall be accomplished as provided in Rule [65C-30.018](#), F.A.C.

(5) Make an unannounced visit to the child's current place of residence at least every 90 days, or more frequently if warranted based on the safety plan.

(6) Maintain regular face-to-face contact a minimum of every 30 days with the parent(s)/legal guardian(s) and caregiver of any child unless parental rights have been terminated or the court rules otherwise. If the parent(s)/legal guardian(s) or caregiver lives in a county other than the county of jurisdiction, this shall be accomplished as provided by Rule [65C-30.018](#), F.A.C. During these contacts, the case manager shall discuss with parent(s)/legal guardian(s) or caregiver the safety plan, the case plan progress and the child's progress in terms of health, and well-being.

11-3. Communication with Safety Service Providers.

a. The investigator with primary responsibility will conduct contacts with all safety service providers every seven days to manage the effectiveness and dependability of the safety plan.

b. The case manager with primary responsibility will monitor through contacts with all safety service providers no less than every 30 days and as frequently as is necessary to manage the effectiveness and dependability of the safety plan.

c. The child welfare professional responsible for the safety plan will also gather information from other persons who see the child on a consistent basis to discuss how the child appears to be doing and whether there are any safety concerns.

d. The child welfare professional's monitoring activities regarding a safety plan will include the following activities:

(1) Verify that all safety service providers know the name and contact information for child welfare professional responsible for managing the plan.

(2) Confirm with safety service providers what actions they are providing.

(3) Assess whether there have been any changes in parent/legal guardian conditions, attitude, ability or willingness to support the current in-home plan.

(4) Determine whether the home environment continues to be, or has become, stable enough for safety service providers to be in the home and be safe.

(5) Determine whether the condition of the child is satisfactory and that the plan is working dependably to protect the child.

(6) Confirm that all safety plan providers know what actions to take and who to notify immediately if problems arise.

(7) Assess and assist the parent(s)/legal guardian(s) with Conditions for Return to achieve reunification.

(8) Assess whether any critical junctures are anticipated that may destabilize conditions in the home, such as the birth of a new child or other significant change in household composition.

11-4. Modifications to Safety Plans.

a. The child welfare professional will exercise due diligence to modify safety plans in response to changing family dynamics, including when the Conditions for Return are achieved.

b. Circumstances Requiring Modifications of a Safety Plan. The child welfare professional will create a new safety plan or modify an existing safety plan when any of the following changes occur:

(1) A new danger threat has been identified.

(2) Danger threats have been eliminated.

(3) Parent(s)/legal guardian(s) meet the Conditions for Return.

(4) There are changes in family dynamics or conditions which change the types and or level of safety services needed, including but not limited to:

(a) A new child is born or comes into the home.

(b) A parent/legal guardian returns to the home.

(c) The parent/legal guardian becomes involved in a new intimate partner relationship.

(d) There are significant changes to household composition.

(e) There are changes in the availability of a physical location in which the safety plan can be implemented.

(f) The safety plan needs to become an out-of-home plan.

c. Actions Required. The primary child welfare professional will take the following actions to create a new safety plan or modify an existing safety plan:

(1) Take protective actions immediately in order to keep the child from being harmed prior to leaving the home when present danger is evident per requirements in paragraph 1-6 of this operating procedure.

(2) To the extent possible the child welfare professional, the parent(s)/legal guardian(s), and any providers involved in the formulation of the original safety plan will collaborate to revise the safety plan.

(a) Adhere to special considerations in cases involving the dynamics of domestic violence as specified in Chapter 4 of this operating procedure.

(b) Review and discuss current family dynamics and conditions relative to criteria for an in-home safety plan or Conditions for Return.

(c) Review each specific component of the safety plan and whether any modifications are necessary.

(d) Identify options for plan modifications needed, eliciting family resources and solutions.

(e) Agree on modifications.

(f) Follow up with CLS when a safety plan is part of the court order.

(3) Identify whether there are ways to manage the identified danger threat with the child in the home and, if yes, contact persons or providers who can participate in providing safety services in an ongoing safety plan.

(4) Consult with his/her supervisor if assistance is needed in developing a sufficient ongoing safety plan.

11-5. Supervisor Consultation and Approval.

a. The supervisor will review the circumstances surrounding any attempted contacts with a child or parent/legal guardian that are required and establish any expectations as to further efforts to complete the visit.

b. A supervisor consultation is required as follows:

(1) To the extent practical, a telephonic consultation should occur between the supervisor and the investigator or case manager when either one encounters present danger in the field and is implementing a present danger plan or otherwise modifying an existing safety plan.

(2) When a case manager in the field encounters a new danger threat or other change in family dynamics that requires a safety plan modification prior to leaving the home.

(3) When a safety plan is modified based on a change in one of the five criteria for an in-home safety plan in paragraph 3-2 of this operating procedure.

c. The case consultation will include the following actions:

(1) Determine if the case manager is clearly able to describe and document how Impending Danger is manifesting in the home.

(2) Determine that the plan is the least intrusive and most appropriate.

(3) Determine if the parent(s)/legal guardian(s) were involved in the ongoing assessment.

(4) Assess how the Safety Plan is controlling and managing the identified danger threats while services are delivered.

11-6. CCWIS/Documentation.

a. Within two business days of any safety plan monitoring activity, the primary child welfare professional will document in contact notes any assessment information requested or gathered, or action related to the assessment of safety plan sufficiency. The primary worker will use the CCWIS Case Note page to:

(1) Document which case participants the note pertains to as well as required activities associated with a single contact.

(2) Document required face-to-face contacts including attempts and reasons not seen as well as any telephone contacts.

b. The primary child welfare professional will document modifications to any existing Safety Plan by terminating the current Safety Plan in CCWIS and creating a new version. As information from the prior safety plan will pre-populate when a new safety plan is created, the date needs to be changed to capture the date of the modification as well as the changes being made to the plan. This will allow for a complete history of all safety plans. A significant safety plan modification which requires the creation of a new safety plan in CCWIS includes the following:

(1) One or more new safety management services are being added to the plan.

(2) There is a substantial change in the level of intrusiveness of the plan (e.g., afterschool supervision decreases from 5 days a week to one day).

(3) There is a change in informal safety management providers.

c. When a new safety plan is created, the child welfare professional will upload the signed version of the updated plan into CCWIS using the Safety Plan page within two business days of the plan's creation.

d. The case manager will formally document an updated safety analysis when completing the FFA-Ongoing and any Progress Updates.

e. The supervisor or case manager will record supervisor case consultations about safety plans within two business days using Case Note functionality in CCWIS.