

Title: Acknowledgement Form

Description: Provides CPIs with the ability to capture digital signatures for key forms and provide electronic copies to those family members via email.

Keywords: Acknowledgement; Commencement; Form; Digital Signatures

The Acknowledgement Form is a singular, digital form comprised of the following forms, each represented by a section:

- Firearm Safety
- Sleep Safety (0 to 2 years old)
- Water Safety (1 to 4 years old)
- Indian Child Welfare Act (ICWA) *Yes/ No indicator*

The Acknowledgement Form is accessed from the menu selection directly beneath the Investigation ID. Only one Acknowledgement Form can be documented and completed per Investigation. As reflected in the screenshot below, the General section captures the following information:

- Investigation #
- Originating Intake – Initial Intake ID *Clicking the link launches the Initial Intake page*
- Primary Investigator – Pre-fills based on the Primary Investigator captured on the Investigation in FSFN
- Investigator Name – Pre-fills ONLY if the Primary Investigator populated from FSFN is provisioned in Dynamics; if populated, displays as a link, which launches the Worker Information page
- First Name – First Name of the Investigator
- Last Name – Last Name of the Investigator
- Supervisor – If the Investigator populates, and a Supervisor is captured in Dynamics, populates with the Supervisor Name
- Investigator Phone – If the Investigator populates, and a Phone Number is documents on the Worker Information page, displays the Investigator Phone

The screenshot displays a user interface for an investigation. At the top, a notification bar indicates 4 notifications. Below it, the investigation ID '2020-700280' is shown with a dropdown menu for 'Acknowledgement Form'. A progress bar shows the current stage as 'Details' (highlighted with a red box and arrow), followed by 'Assessing' and 'Closing'. The 'General' section contains the following information:

Inv. #	2020-700280
Originating Intake	2020-700280-01
Primary Investigator	AMY QVMPH
Investigator Name	Amy Jenks
First Name	* Amy
Last Name	* Jenks
Supervisor	---
Investigator Phone	---

The Documentation

Upon scrolling further down, the Email(s) field provides the ability to document up to 10 email addresses, each separated by a comma or semi-colon. The Email addresses documented will receive an electronic copy of the signed and completed Acknowledgement Form, along with the HIPAA and Rights & Responsibilities information. Each section has a bolded section header, indicating what is captured and being acknowledged. At the bottom of the electronic form is an ICWA section to indicate if the child(ren) is/are of American Indian or Alaskan Native ancestry, which defaults to No.

Email(s)	amy.jenks@myffamilies.com
Phone Number	---

FIREARM SAFETY:

Florida statute 790.174 requires anyone who owns or stores a loaded firearm to keep it in a locked place secure from any minor who could gain access to it without lawful permission.

"Safe storage of firearms required. (1) A person who stores or leaves, on a premise under his or her control a loaded firearm, as defined in s. 790.001, and who knows or reasonably should know that a minor is likely to gain access to the firearm without the lawful permission of the minor's parent or the person having charge of the minor, or without the supervision required by law, shall keep the firearm in a securely locked box or container or in a location which a reasonable person would believe to be secure or shall secure it with a trigger lock, except when the person is carrying the firearm on his or her body or within such close proximity thereto that he or she can retrieve and use it as easily and quickly as if he or she carried it on his or her body."

SLEEP SAFETY (0 to 2 YEARS OLD):

Explained and discussed utilizing appropriate/safe sleeping arrangements:

The American Academy of Pediatrics recognizes that it is unsafe for infants to sleep with adults or children or to sleep in adult beds or couches. It is also recommended to avoid soft bedding and soft objects in the infants sleeping environment. It is also not safe to place babies to sleep on their stomach. We recommend that infants be placed to sleep on their back in a crib, or in a bassinet if under 4 months of age. For proper development, babies, while supervised, should have some play time on their stomach; however sleeping should always be on the baby's back.

WATER SAFETY (1 TO 4 YEARS OLD):

A temporary lapse in supervision is a common factor in most drowning and near-drowning incidents. Appropriate supervision may be needed for older and/ or disabled, developmentally delayed children, as well as those who are not able to swim.

Drowning is the leading cause of unintentional injury-related death for children ages one to four. A temporary lapse in supervision is a common factor in most drowning and near drowning. Child drowning can happen in a matter of seconds-in the time it takes to answer the phone. Pool submersions involving children happen quickly and silently, with most child drowning victims missing from sight for less than 5 minutes. There is often no splash to warn of trouble. Children can drown in small quantities of water and are at risk in their own homes from wading pools, bathtubs, buckets, diaper pails, and toilets as well as swimming pools, spas and hot tubs. Most drowning incidents occur in swimming pools, however young children can drown in less than two inches of water.

INDIAN CHILD WELFARE ACT (ICWA):

Florida Administrative Code section 65C-28.013 requires the determination of eligibility under the Indian Child Welfare Act (25 USC 1901 et seq.) at the onset of each child protective investigation.

Is/ are the child(ren) of American Indian or Alaskan American Ancestry?

No ✓

Email(s)

amyjenks@myflfamilies.com

Phone Number

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Florida Administrative Code section 65C-28.013 requires the determination of eligibility under the Indian Child Welfare Act (25 USC 1901 et seq.) at the onset of each child protective investigation.

Is/ are the child(ren) of American Indian or Alaskan American Ancestry?

No



The Documentation

Following the electronic form sections are the Signature sections. The first section applies to Caregiver 1. Caregiver 1 is typed into the Parent/Caregiver – Print Name field. Caregiver 1 then electronically signs on the Parent/Caregiver Signature line. If the Signature needs to be updated, the Clear link can be selected, which wipes out the Signature. Once the Signature is documented and ready, ensure you click the checkmark circle, which saves the electronic signature. If this checkmark is not selected prior to completing the form, the signatures will not be saved.

Parent/Caregiver - Print Name	<input type="text" value="Caregiver 1"/>
Parent/Caregiver Signature	<div style="border: 1px solid black; padding: 10px; text-align: center;"></div> <div style="display: flex; justify-content: space-between;"><input type="button" value="Clear"/><input checked="" type="checkbox"/></div>
🔒 Signed Date	---
	📅 ---

The Documentation

Following the Caregiver 1 section are the Caregiver 2 and CPI sections. As with Caregiver 1, Caregiver 2 is typed into the Parent/Caregiver – Print Name field. Caregiver 2, if applicable, then electronically signs on the Parent/Caregiver Signature line. If the Signature needs to be updated, the Clear link can be selected, which wipes out the Signature. Once the Signature is documented and ready, again ensure you click the checkmark circle, which saves the electronic signature. If this checkmark is not selected prior to completing the form, the signatures will not be saved. The CPI Name field is NOT user entered and pre-fills based on the Investigator currently documenting the Acknowledgement Form. As with Caregiver 1 and 2, the CPI then electronically signs on the CPI Signature line. Once all signatures have been documented and saved, the Acknowledgement Form can be completed.

Parent/Caregiver - Print Name	Caregiver 2	
Parent/Caregiver Signature		
🔒 Signed Date	10/12/2020	📅 10:49 PM
🔒 CPI Name	👤 Amy Jenks	
CPI Signature		
	Clear	✓
🔒 CPI Signed Date	---	📅 ---

The Documentation

To complete the Acknowledgement Form, scroll back to the top and in the top right corner, click on the Status field. The drop down menu provides a Completed? checkbox that is user selected. Prior to selecting the Completed? checkbox you MUST ensure you are ready to complete the form. As soon as the Completed? checkbox is selected, it is completed. There is no way to de-select the Completed? checkbox once selected. Once selected, the Completed field updates to display Yes instead of No and all fields on the Acknowledgement Form become locked and no longer user modifiable.

You have 4 notifications. Select to view.

2020-700280 Investigation · Acknowledgement Form

Investigation - BPF Stage Active for 10 days

Initiating (10 D)

Completed?

Status Open

More Header Fields

Inv. # 2020-700280

Originating Intake 2020-700280-01

Primary Investigator AMY QVMPH

Investigator Name Amy Jenks

First Name * Amy

Last Name * Jenks

Once the Acknowledgement Form is completed, the emails are systematically generated and sent to the documented email addresses. The screenshot below reflects what the email looks like and attachments included.

HIPAA/RandR

OCW.Notifications.Test

To Jenks, Amy

This message was sent with Low importance.

R&R-2020-700281.pdf.pdf 123 KB

Acknowledgement Form-2020-700281.pdf.pdf 240 KB

7:36 PM

Hello,

Please see the attached Department of Children and Families HIPAA and Rights and Responsibilities information. If you have any questions please contact your Child Protective Investigator.

[HIPAA](#)
www.myflfamilies.com
www.auntbertha.com
www.211.org

