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.
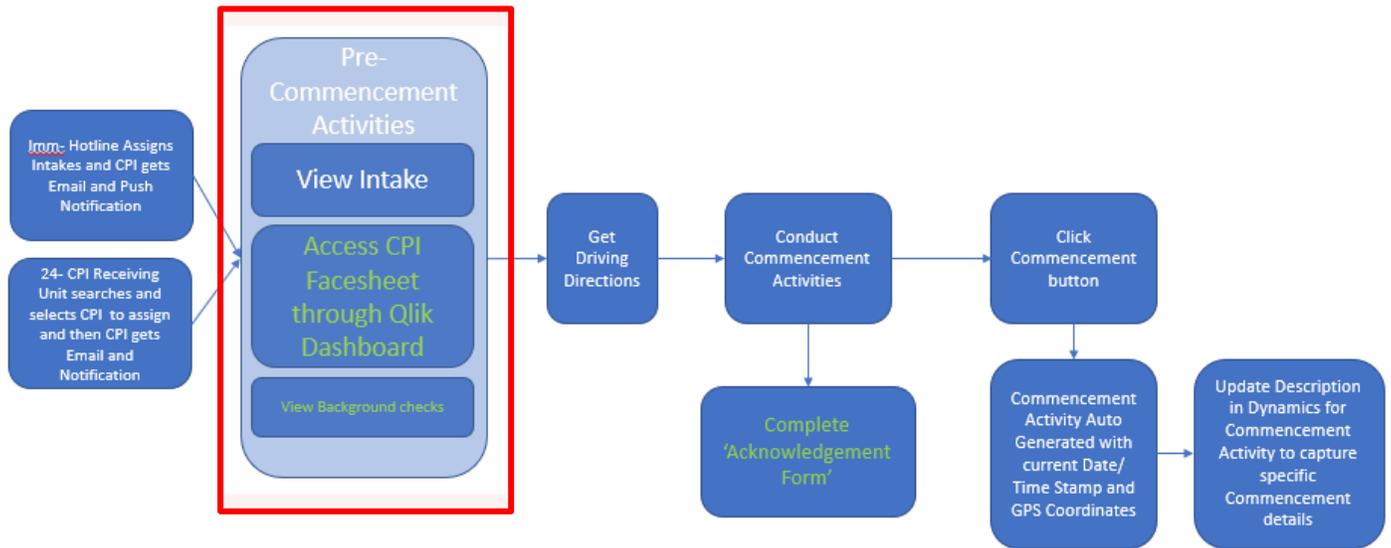
Intakes can be viewed from the Investigation by selecting the applicable Intake hyperlink. The General tab of the Investigation provides most of the details related to the Initial Intake (aka Originating Intake), but can also be accessed by click the blue Originating Intake hyperlink. Scrolling further 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 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.

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.

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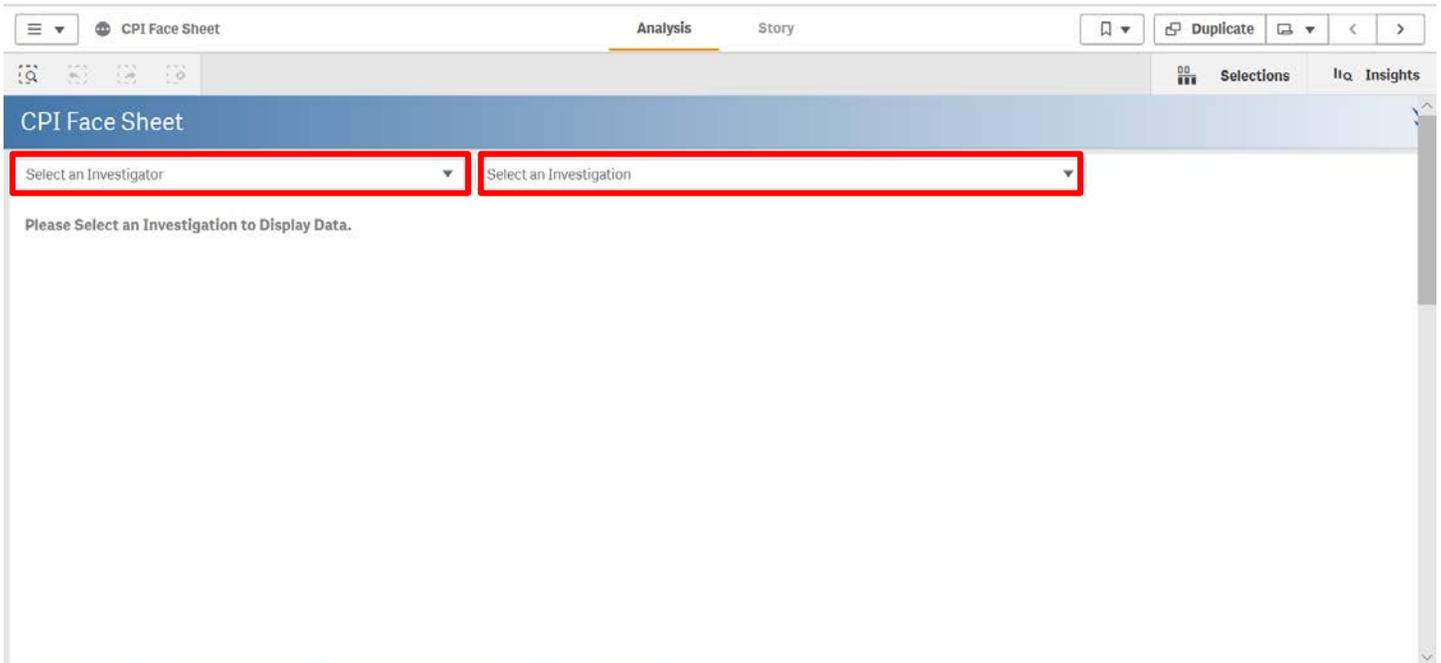
CFOP 170-5, Chapter 6 – Pre-Commencement Activities

http://centerforchildwelfare.org/kb/DCF_Pol/CFOP_170/CFOP170_5-Ch6.pdf

http://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