

# Welcome to the CPI Mobility App

[Log in and personalize!](#)



Launch the PowerApp on your cell phone and complete Steps 2- 7 in the Install guide. This will walk you through logging into the CPI Mobility App and setting up your time zone along with other key features. The User Guide for Installing the CPI Mobility App is available at the following link:


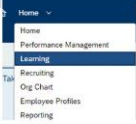

<http://www.centerforchildwelfare.org/kb/cwmodernization/GuidetoInstallCPIMobileApp-102020.pdf>

## Complete Training

Log into PeopleFirst LMS and complete the ‘CPI Mobility App Training’ course which includes modules covering the following topics:

- CPI Mobility App Layout
- Accessing Investigations
- Viewing Investigations
- Documenting Investigation Activities

To locate ‘CPI Mobility App Training’ course, following the following four steps:

<p><b>Step 1. Accessing People First</b></p> <p>Sign into People First <a href="https://peoplefirst.myflorida.com/">https://peoplefirst.myflorida.com/</a></p> 	<p><b>Step 3. Accessing Learning</b></p> <p>In the top left header, select “Learning” from Home drop-down arrow.</p> 
<p><b>Step 2. Accessing Talent Management</b></p> <p>Click “Talent Management” tile on People First Landing page.</p> 	<p><b>Step 4. Accessing Course</b></p> <p>Enter “CPI Mobility App Training” in Find Learning search field.</p> <p><b>Find Learning</b></p> <p><input type="text" value="CPI Mobility App Training"/> <b>Go</b></p> <p><a href="#">Browse all courses &gt;</a></p>

If you have any problem with training, please send an email to [HQW.OCW.Training.Unit@myflfamilies.com](mailto:HQW.OCW.Training.Unit@myflfamilies.com).



*Keep your CPI Mobility App open and available while completing the CBTs to follow along during the CBTs.*

## Start Using!

Begin using the CPI Mobility App!

*The following are a few key reminders....*

## Time Zones

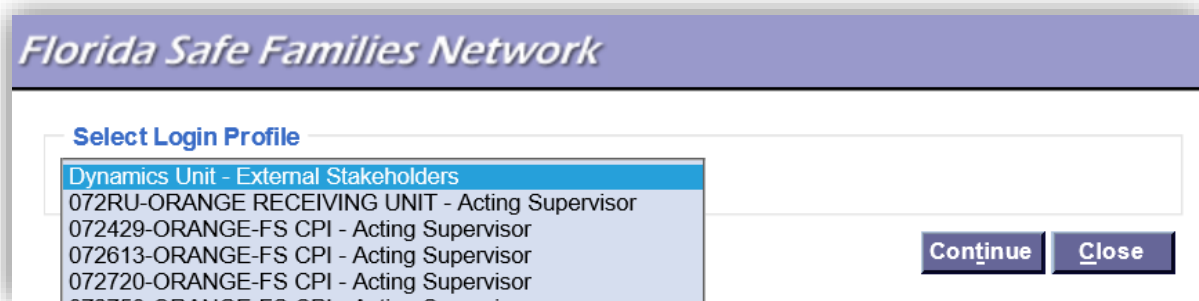
The CPI Mobility App supports working in multiple time zones.

- Eastern Time Zone users – the CPI Mobility App will display the same time entered in FSFN.
- Central Time Zone –
  - The CPI Mobility App will display 1 hour less than the time entered in FSFN.
  - Records entered in the CPI Mobility App will have 1 hour added when submitted to FSFN.

All times entered FSFN must reflect Eastern time for the performance measurements and for accurate conversion to Central Time.

## FSFN Dynamics Unit

Every user of the CPI Mobility App will be assigned an 'External Stakeholder' profile within a 'Dynamics Unit' in FSFN. Users will see this unit open on the 'Select Login Profile' page. CPis will select the real CPI work unit and continue. The 'Dynamics Unit' profile is added to help with the data flowing between the two systems. Login screen will look something like:



## User Support

The following User Guides are available on the project website:

- Pre-Commencement Activities
- Investigation Views
- Create and Document Investigative Activities
- Commencement Button and Documenting Commencement
- CPI Dashboard
- Critical Reminders
- At-A-Glance View
- Acknowledgement Form



*These supports are also available within the app as 'Knowledge Articles.'*

## Browser Version

The CPI Mobility Application is also available in an expanded view by accessing from a web browser. The link to this version is available on the FSFN website here:



The screenshot shows the Florida Safe Families Network (FSFN) website interface. A red arrow points to the left-hand navigation menu. The page header includes the Florida Department of Children and Families logo and the text "FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES MYFLFAMILIES.COM" and "[ INTRANET ]". The main content area features a banner with a family photo and the text "Florida Safe Families Netw". Below the banner, there are sections for "Important Dates" (Current Build Notes 10/15/20) and "FSFN Online" (FSFN Production, Critical System Issues, FSFN Password Reset). A search bar is visible in the top right corner.