



State of Florida  
Department of Children and Families

Ron DeSantis  
Governor

Chad Poppell  
Secretary

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**DATE:** October 16, 2020  
**TO:** Regional Managing Directors  
Sheriff Offices Conducting Child Protective Investigations  
**THROUGH:** Patricia Babcock, Deputy Secretary *Patricia Babcock*  
**FROM:** Patricia Medlock, Assistant Secretary for Child Welfare *Pat Medlock*  
Robert Anderson, Assistant Secretary for Operations *Robert H. Anderson*  
**SUBJECT:** CPI File Cabinet Upload

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**PURPOSE:** The purpose of this memorandum is to clarify how Child Protective Investigators should organize attachments within the Florida Safe Families Network (FSFN). Consistency in organizing information within FSFN is important to establish a common understanding of where information will be found to support investigative findings.

**BACKGROUND:** FSFN provides the ability to associate attachments with the specific records within the system. The initial use of the 'File Cabinet' included instruction that records containing protected health information were associated with only the Medical Mental Health record. This limitation was established to provide enhanced security to protected health information within the system.

Throughout the evolution of FSFN, this requirement was reviewed and determined that this is no longer the requirement or limitation is no longer necessary. ALL information contained within FSFN is sensitive and confidential. ALL users of FSFN are required to complete annual HIPAA and Security Awareness training and all users complete an annual security agreement acknowledging their understanding that he/she will maintain the integrity of all confidential and sensitive information.

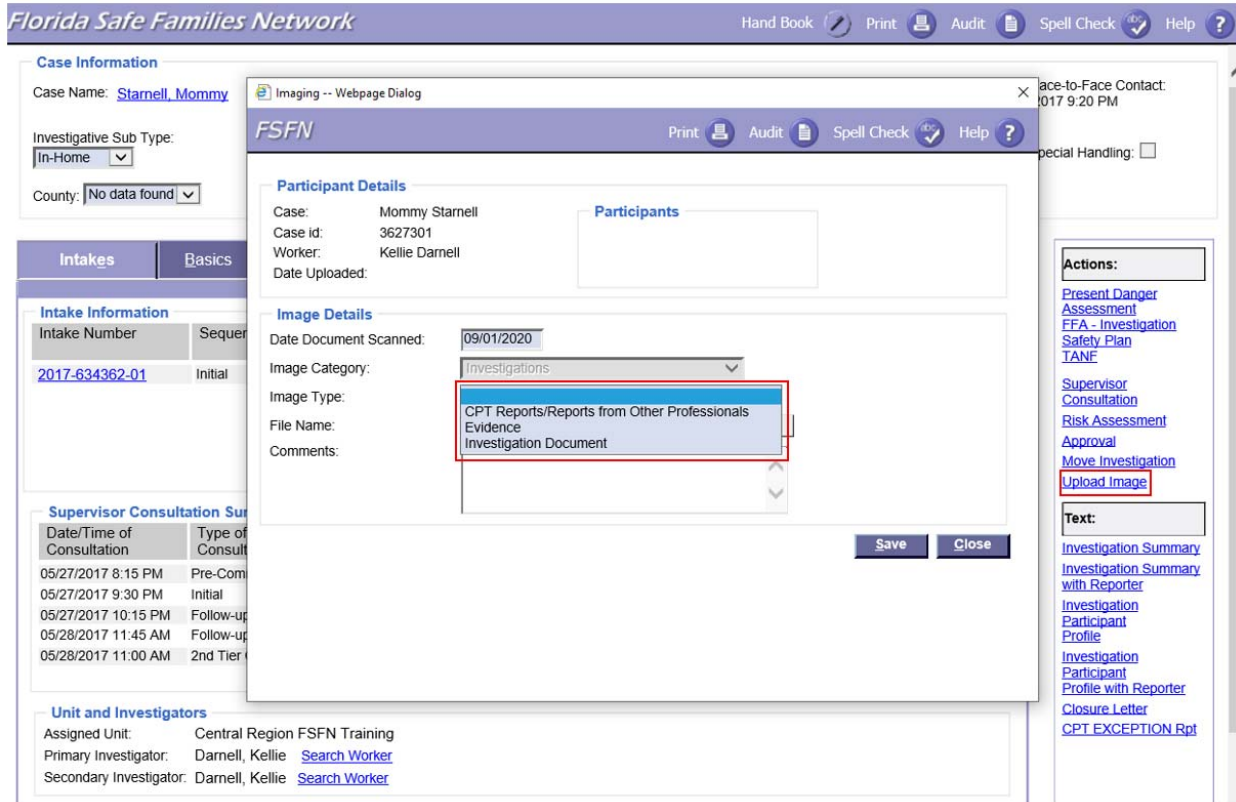
This principle enabled the design of FSFN to include the ability to associate uploaded files directly to the appropriate record, including child investigations. The child investigation page allows for the direct association of Child Protection Team (CPT) Reports/Reports from Other Professionals, Evidence, and Investigation Documents through the 'Upload Image' link. All information used to support investigative findings should be associated directly to the corresponding investigation.

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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



The new Child Protective Investigations Mobile App will provide the ability to upload documents, photos, video, and audio files. These files will be attached directly to the investigation and available within FSFN. The implementation of this upload feature surfaced inconsistencies in how files were being uploaded into FSFN. As such, this clarification memo has been drafted to provide a common understanding and common data standard for attaching documents to the child investigations within FSFN.

**ACTION REQUIRED:** Please share this memorandum with all appropriate staff in the regions, circuits, community-based care lead agencies, case management organizations, and sheriff offices conducting child protective investigations or reviewing child protective investigations.

**CONTACT INFORMATION:** If you have questions or need clarification regarding this memorandum, please contact Letitia McClellan, Operations Review Specialist, at [Letitia.McClellan@myflfamilies.com](mailto:Letitia.McClellan@myflfamilies.com).

**cc:** Regional Family and Community Services Directors  
Community-Based Care Lead Agency CEOs  
Center for Child Welfare