



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Interim Secretary

DATE: September 12, 2014

TO: DCF Regional Managing Directors
Grainne O'Sullivan, Children's Legal Services Statewide Director

THROUGH: Pete Digre, Deputy Secretary *[Signature]*
Janice Thomas, Assistant Secretary for Child Welfare *[Signature]*

FROM: Keith Perlman, Performance Management Manager *[Signature]*
Kellie Sweat Darnell, Director of Child Welfare Operations *[Signature]*

SUBJECT: New management report available in FSFN to support implementation of the Safety Methodology for child protective investigations

PURPOSE: This memorandum is to announce the availability of a report titled, "CPI Critical Activity Daily Management Report" in the FSFN Reporting Environment. This report provides managers, supervisors, and investigators with information on critical investigative milestones in child protective investigations using the Safety Methodology.

This report is to be used as a management tool, to help support and improve practice. It is not intended to be used to measure or evaluate performance in any way.

The report, which contains nine tabs, is available in the FSFN Reporting Environment in the following folder: Public Folders/OCWDRU Reports/Investigations/Safety Methodology. The tabs are:

1. Report Description- This provides a detailed explanation of the report contents, and the selection criteria that were used to create the list data in the subsequent tabs.
2. Intakes Not Linked- A list of all initial child intakes which have been screened-in for an investigation, have not yet been linked to an investigation. This excludes intakes that have recently been received, and is the only tab that is not limited to Safety Methodology investigations.
3. Investigations Not Commenced- A list of open investigations that have yet to be commenced.
4. Victims Not Seen-A list of all alleged victims in a commenced investigation that do not have an initial face-to-face contact documented in FSFN.
5. No Present Danger Assessment Completed- A list of all commenced investigations without a completed Present Danger Assessment where at least one alleged victim has had a face-to-face contact.

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6. No Safety Plan- A list of open investigations where present danger has been identified and a present danger safety plan has not been completed and documented in FSFN.
7. No Initial Supervisor Consultation- A list of all open investigations that have been commenced and no initial supervisor consultation has been documented in FSFN.
8. No FFA Initiated- A list of all open investigations that have been commenced and no FFA has been initiated in FSFN.
9. Open Investigations Days Elapsed- A list showing how long each open investigation has been open.

BACKGROUND: This report was developed at the request of, and in collaboration with, DCF Report Champions from each Region to help support implementation of the Safety Methodology practice for child protective investigations.

ACTION REQUIRED: Please share this information with your operations staff, sheriff's providing Child Protective Investigations, Children's Legal Services attorneys, and other interested parties.

CONTACT INFORMATION: For questions about this report, please contact Keith Perlman, Office of Child Welfare at (850) 717-4675 or email keith_perlman@dcf.state.fl.us.

ATTACHMENT:

none

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