

Instructions for Creating a Sample for a Child Protective Investigations (CPI) Quality Assurance Review

Overview

CPI Quality Assurance (QA) reviews are to be completed in each circuit at least twice a year. The sample will be taken from two (2) months of closed reports. The sample size for each semi-annual review will be one half ($\frac{1}{2}$) of the number of reports that would give you a statistical 90% confidence level and a 10% confidence interval (90/10 sample). The typical sample size for the half year review will be 30-35 reports per circuit.

The Florida Safe Families Network (FSFN) report you will use is a district report. Depending on the circuit, you will need to sort and filter to get the counties you need. You may also need to sort and combine different district reports.

Instructions

Timeline –

1. The sample list will be generated and sent to the circuit 30 days prior to the review beginning.
2. The sample comes from reports closed during a two (2) calendar month period prior to the date the list is generated.

Example:

Review date = July 1st

Sample generated date = June 1st

Months sampled = reports closed in April and
May

Pull the FSFN Reports

In FSFN, go to Utilities, then Reporting.

Florida Safe Families Network - Windows Internet Explorer

Florida Safe Families Network

Case Work Provider Work Search Refresh Print Help Logout

Create Maintain Utilities Help

EDNA . BOYET

PROGRAM OFFICE

FSFN Messages and Links

ICWSIS Cleanup Progress

FSFN Website

FSFN Reports

DO NOT USE FILE CABINET/SCANNING UNTIL FURTHER NOTICE!

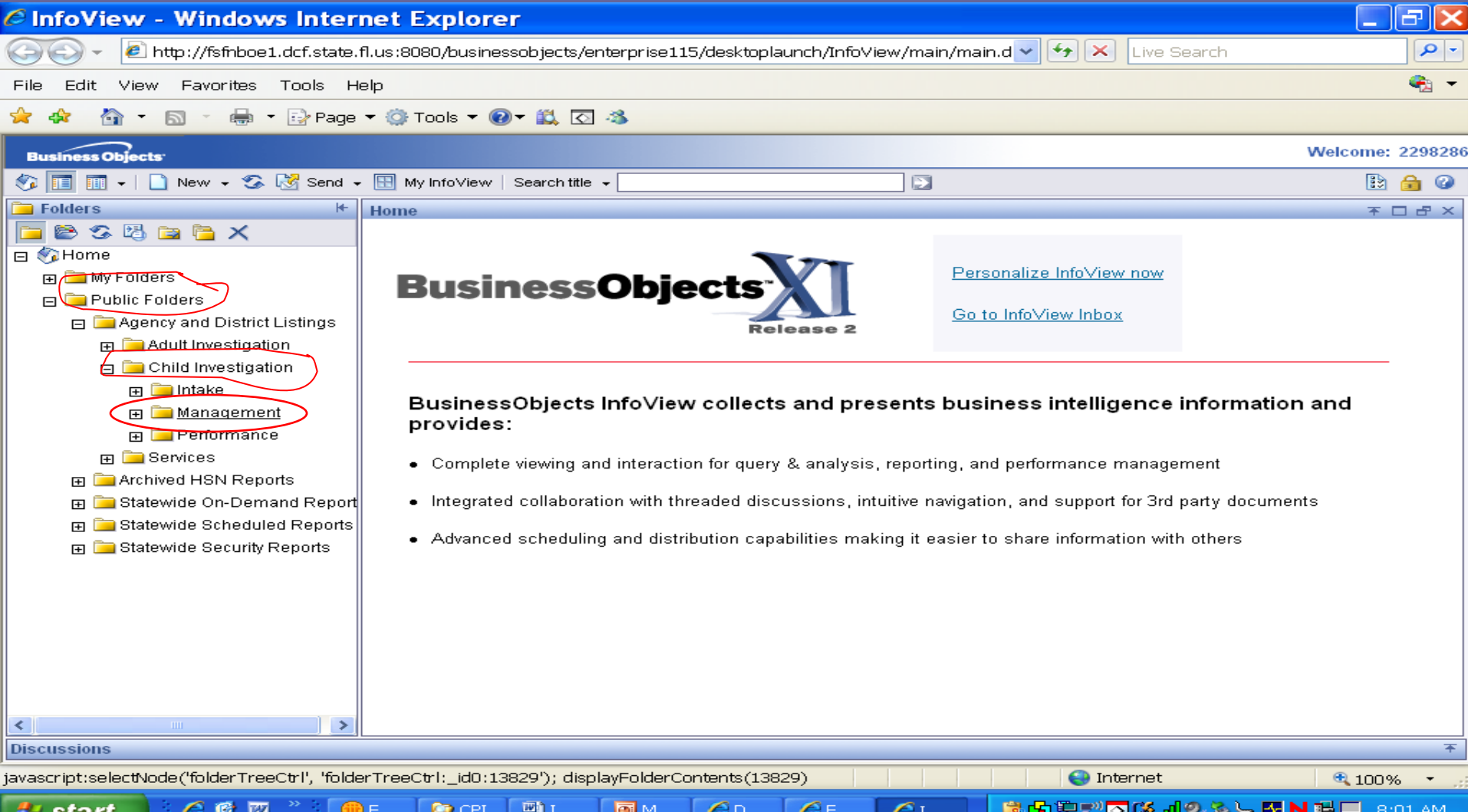
Unit Messages and Links

start Ed... CPI Ins... Mi... Do... Flo...

7:58 AM

Pull the FSFN Reports, cont.

Click on Public Folders / Child Investigation / Management (at this point you can book mark this page for future use).



InfoView - Windows Internet Explorer

http://fsfnboe1.dcf.state.fl.us:8080/businessobjects/enterprise115/desktoplaunch/InfoView/main/main.d

File Edit View Favorites Tools Help

Business Objects

Welcome: 2298286

Home

BusinessObjects™ XI
Release 2

[Personalize InfoView now](#)

[Go to InfoView Inbox](#)

BusinessObjects InfoView collects and presents business intelligence information and provides:

- Complete viewing and interaction for query & analysis, reporting, and performance management
- Integrated collaboration with threaded discussions, intuitive navigation, and support for 3rd party documents
- Advanced scheduling and distribution capabilities making it easier to share information with others

javascript:selectNode('folderTreeCtrl', 'folderTreeCtrl:_id0:13829'); displayFolderContents(13829)

Internet 100%

8:01 AM

Pull the FSFN Reports, cont.

Search for the Child Investigations and Special Conditions Status Report District (a daily report). Do not use the monthly one. Next, select HISTORY.

Business Objects Welcome: 2298286

Management

Title	Last Run	Type	Owner	Instances
Child Investigations and Special Conditions Status Report Agency - Monthly View Latest Instance Subscribe History Properties	8/9/2008 3:33 AM	Publication	BeveridgeB	14
Child Investigations and Special Conditions Status Report District - Monthly View Latest Instance Subscribe History Properties	8/9/2008 3:10 AM	Publication	BeveridgeB	14
Child Investigations and Special Conditions Status Report - Agency View Latest Instance Subscribe History Properties Report is bursted only by Agency	8/20/2008 5:17 AM	Publication	Administrator	546
Child Investigations and Special Conditions Status Report - Districts View Latest Instance Subscribe History Properties This burst only Districts.	8/20/2008 5:16 AM	Publication	Administrator	554
Child Investigations by Zip Code by Agency View Latest Instance Subscribe History Properties	8/9/2008 3:39 AM	Publication	Administrator	14
Child Investigations by Zip Code by District View Latest Instance Subscribe History Properties	8/9/2008 3:42 AM	Publication	Administrator	14
Child Investigations Disposition Detail A by Agency View Latest Instance Subscribe History Properties	8/9/2008 3:59 AM	Publication	DeSilvaD	14

Discussions

javascript:void(0); Internet 100%

Pull the FSFN Reports, cont.

Choose the last successful daily run for the month that recently ended. This will give you 2 months of closed reports (Example: If is currently July, choose the last successful run for June 30th . This will give you reports closed in May and June).

Business Objects Welcome: 2298286

My InfoView Search title

History

	Report - Districts						
<input type="checkbox"/>	8/19/2008 5:17 AM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>	8/18/2008 8:28 PM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>	8/18/2008 12:39 PM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>	8/18/2008 5:28 AM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>	8/17/2008 8:15 PM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>	8/17/2008 12:38 PM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>	8/17/2008 5:14 AM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed

Pages: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 More

Use these pages to look for your correct successful daily run for the month that recently ended.

Pull the FSFN Reports, cont.

Choose the district report you desire by clicking on the report link and save the file to your computer/server.

Business Objects Welcome: 2298286

History

<input type="checkbox"/>		7/23/2008 12:42 PM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>		7/23/2008 5:38 AM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>		7/22/2008 8:32 PM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>		7/22/2008 12:41 PM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>		7/22/2008 5:16 AM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>		7/21/2008 8:32 PM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed
<input type="checkbox"/>		7/21/2008 12:40 PM	Child Investigations and Special Conditions Status Report - Districts	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed

Pages: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 More

For a September Review that begins before September 9, choose July 31 report so you'll be able to pull the June and July reports. ALWAYS look for the last day of the month.

Pull the FSFN Reports, cont.

Open the report in Excel.

Business Objects Welcome: 2298286

History
Child Investigations and Special Conditions Status Report - Agency

Show only instances owned by me
 Filter Instances By Time

Pause Resume Delete Subscribe Unsubscribe Show completed instances

<input type="checkbox"/>	Instance Time	Title	Run By	Format	Status	Reschedule	Subscription	Recipients
<input type="checkbox"/>	8/1/2008 5:14 AM	Child Investigations and Special Conditions Status Report - Agency	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed	
<input checked="" type="checkbox"/>	7/31/2008 8:11 PM	Child Investigations and Special Conditions Status Report - Agency	BeveridgeB	Microsoft Excel	Success	n/a	Not subscribed	
<input type="checkbox"/>	7/31/2008 12:08 PM	Child Investigations and Special Conditions Status Report - Agency	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed	
<input type="checkbox"/>	7/31/2008 5:19 AM	Child Investigations and Special Conditions Status Report - Agency	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed	
<input type="checkbox"/>	7/30/2008 8:07 PM	Child Investigations and Special Conditions Status Report - Agency	BeveridgeB	Microsoft Excel	Success	n/a	Not subscribed	
<input type="checkbox"/>	7/30/2008 12:28 PM	Child Investigations and Special Conditions Status Report - Agency	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed	
<input type="checkbox"/>	7/30/2008 5:19 AM	Child Investigations and Special Conditions Status Report - Agency	FSFNAdmin	Microsoft Excel	Success	n/a	Not subscribed	
<input type="checkbox"/>	7/30/2008 2:00 AM	Child Investigations and Special Conditions Status Report - Agency	ReddyM	Microsoft Excel	Success	n/a	Not subscribed	

Internet 100%

start Edh... Tra... Mic... Doc... Flor... Info... 9:34 AM

Pull the FSFN Reports, cont.

If you have access to a FSFN statewide view, the Excel reports are always listed in the order below:

- District 2
- District 10
- District 11
- District 13
- District 14
- District 15
- District 1
- District 3 (little tricky to find)
- District 4 (if you find D3, most likely D4 is the next report)
- District 7
- District 8
- District 9
- District 23
- District 12 (base from my experience this is always the last)
- Statewide (not always present or could be the first report on page one)

The screenshot shows the InfoView web application interface. The browser title is "InfoView - Windows Internet Explorer" and the address bar shows the URL: <http://fsfnboe1.dcf.state.fl.us:8080/businessobjects/enterprise115/desktoplaunch/InfoView/main/main.d>. The page title is "Child Investigations and Special Conditions Status Report - Districts - 7/22/2008 8:32 PM". The left sidebar shows a folder structure under "Business Objects" with "Child Investigation" selected. The main content area displays a list of reports with columns for "Title" and "Date". A red box highlights the "Sort" button (up and down arrows) and the list of reports. A red arrow points from the "Sort" button to the text: "This button sorts the report at the bottom. If the arrow is up, first report is Statewide. District 3 should be the 9th report Instead of the 8th report." Another red box highlights a specific report entry: "Child Investigations and Special Conditions Status Report - Districts : 2264354". A red arrow points from this box to the text: "This report contains two pages. Districts 3 & 4 are on the first page and District 12 is on page 2." The bottom of the screenshot shows the Windows taskbar with the start button and various application icons.

Pull the FSFN Reports, cont.

Open the report in Excel.

The screenshot shows a Windows Internet Explorer browser window displaying a security warning. The address bar shows the URL: <http://fsfnboe1.dcf.state.fl.us:8080/businessobjects/enterprise115/desktoplaunch/InfoView/main/main.d>. The page title is "Child Investigations and Special Conditions Status Report - Districts : 2264355". A yellow security warning bar at the top of the page reads: "To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...".

An "Information Bar" dialog box is open in the center of the browser window. The dialog box has a blue title bar and contains the following text:

Information Bar

Did you notice the Information Bar?

The Information Bar alerts you to security-related conditions (for example, if a potentially unsafe file or pop-up was just blocked). If a webpage does not display properly, look for the Information Bar at the top of the page and click it.

Don't show this message again

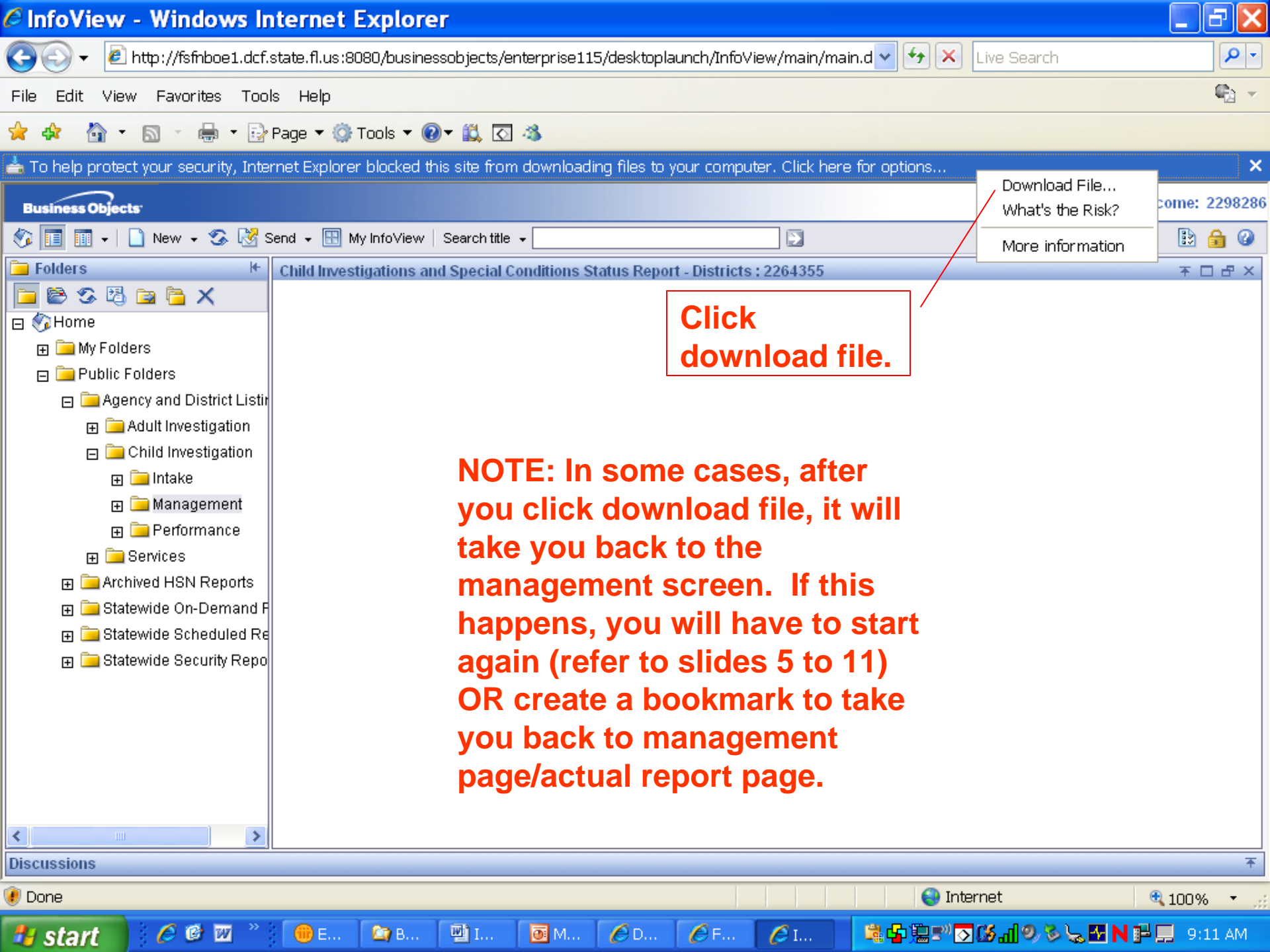
[Learn about the Information Bar](#) Close

A red box with the text "Click CLOSE." is positioned to the right of the dialog box, with a red line pointing to the "Close" button.

The left sidebar of the browser shows a "Business Objects" interface with a "Folders" pane. The "Folders" pane is expanded to show a tree structure:

- Home
 - My Folders
 - Public Folders
 - Agency and District Listr
 - Adult Investigation
 - Child Investigation
 - Intake
 - Management
 - Performance
 - Services
 - Archived HSN Reports
 - Statewide On-Demand F
 - Statewide Scheduled Re
 - Statewide Security Repo

The Windows taskbar at the bottom shows the Start button, several open applications (E..., B..., I..., M..., D..., F..., I...), and the system tray with the time 9:07 AM.



Download File...
What's the Risk?
More information

**Click
download file.**


NOTE: In some cases, after you click download file, it will take you back to the management screen. If this happens, you will have to start again (refer to slides 5 to 11) OR create a bookmark to take you back to management page/actual report page.

Folders


- Home
 - My Folders
 - Public Folders
 - Agency and District Lis
 - Adult Investigation
 - Child Investigation
 - Intake
 - Management
 - Performance
 - Services
 - Archived HSN Reports
 - Statewide On-Demand
 - Statewide Scheduled
 - Statewide Security Re

File Download

Do you want to open or save this file?

 Name: view.xls
Type: Microsoft Excel Worksheet
From: fsfnboe1.dcf.state.fl.us

Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click Open.

Case Information				Intake Information				
Case Name	Case Number	Case Type	Case Status	Intake Name	Intake Number	Intake Type	Intake Subtype	Immu Resp (Y)
						Conditions	Parent in need of Assistance	

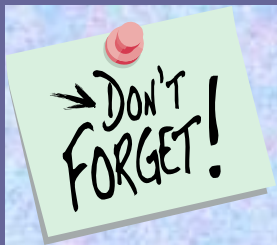
Your Excel screen will look like this. To check if you pulled the correct sample, go to the column labeled Final Approval for Closure. Turn on your AutoFilter (click Column A1 Row 2, then Data/Filter/AutoFilter). The dates on the drop down (Final Approval for Closure column - BA) should be the last two months of closed cases prior to your date of review. If your review start date is September, the drop down should show June and July.

Pull the FSFN Reports, cont.

Once the report is opened in Excel, perform Sort and Delete. Show only the reports (rows) that meet the criteria. Delete all other reports (rows):

- a. Investigation/Special Condition Referral Status is “Closed” (open or re-opened cases are to be deleted)
- b. Investigation Sub-type is “In-Home” (all other sub types should be deleted)
- c. County(ies) – only the county(ies) you are reviewing within the circuit.

Keeping in mind the first two header rows, determine the number of rows (reports) on the FSFN report. This is your SAMPLE POPULATION. Save the file.



Whatever you do, please do not alter the format of the columns you downloaded from FSFN. Save them as your master file. This is the file that you will use to upload your cases to the portal. At this point you can create a working file that you can email to the reviewers (you can add or delete columns as needed to this file.)

Case Information			Intake Information				Investigation/ Special Condition Referral Status		Elap Sin Re
Case Name	Case Number	Case Type	Intake Type	Intake Subtype	Immediate Response (Y/N)	Investigation Subtype	Investigation/ Special Condition Referral Status	Elap Sin Re	
Aaro			Child Intake		N	Sort Ascending Sort Descending	Closed		
Adar			Special Conditions	Parent in need of Assistance	N	(All) (Top 10...) (Custom...)	Closed		
Adar			Child Intake		N	In-Home Institutional (Blanks) (NonBlanks)	Closed		
Adar			Child Intake		N		Closed		
Akar			Child Intake		Y	In-Home	Closed		
Alam			Child Intake		Y	In-Home	Closed		
Albri			Child Intake		N	In-Home	Closed		
Alexa			Child Intake		N	In-Home	Closed		

Delete institutional reports. You only need in-home cases.

Case Information				Intake Information			
Case Name	Case Number	Case Type	Case Status	Intake Name	Intake Number	Intake Type	Intake Subtype
Aaron , emmanuel	100125129	Investigation		Aaron , emmanuel			
Acevedo , kya	100146926	Investigation		Acevedo , kya			
Adams , joy dionne	100124273	Investigation		Adams , joy dionne	2008368911	Child Intake	
Ad						Child Intake	
Ad						Special Conditions	Parent in need of Assistance
Ad						Child Intake	
Ad						Child Intake	
Ad						Child Intake	
Ad						Child Intake	

Sort and delete ALL open and reopened cases.

NOTE: After you delete the institutional reports, open and reopened cases, create a copy of the EXISTING worksheet in a NEW tab and in the NEW tab delete everything BUT NO JURISDICTION and DUPLICATE reports. These are the reports for the Duplicates/No Jurisdiction Review.

Determine the Sample Size

1. Go to the Sample Size Calculator located at http://centerforchildwelfare.fmhi.usf.edu/qa/QA_Docs/SampleSizeCalculator.xlsx
2. Enter the number you determined to be the sample population from slide 19 in the Population Size field.
3. Click the radial buttons for 90% confidence level and 10% confidence interval and submit.
4. The calculator will determine your sample size.
5. Determine one half ($\frac{1}{2}$) of this number (rounding up). The review sample size for each half year review will usually be 30-35 reports.
6. Print out or otherwise note the random numbers generated by the Sample Size Calculator.



television opinion poll results. For example, if you select a confidence interval of 5% and 75% percent of your sample client records are error-free, you can have confidence that 70% to 80% of the entire provider's client records are error-free. That is 75%±5%.

When you put the confidence level and the confidence interval together, you can say that you are 95% sure that 70% to 80% of the provider's client records are error-free.

Population Size

Population size can vary depending on how you define a "population." For example, a population can be "the number of clients served" or "the number of cases treated." In these cases, the population size can be either "the total number of client files" or "the total number of case files."

INSTRUCTIONS

Select the confidence level and confidence interval that you consider appropriate for the subject of your review. Take into account your need for accuracy. You need more confidence when conducting brain surgery, for example, than you do with a customer satisfaction poll.

Under "Population Size," enter the number of records that comprises the population you are examining.

Click the "Submit" button. The number of records in a sample that you must examine in order to be able to draw conclusions about the representativeness of those records will show up in the header of the calculated **Random Numbers Table**.

If you wish to recalculate, click on the "Reset" button.

Determine the Confidence Level and Confidence Interval you are required to use.

Enter your population size here, and then click submit.

Sample Size Calculator	
Confidence Level	<input type="radio"/> 90 % <input checked="" type="radio"/> 95 % <input type="radio"/> 99 %
Confidence Interval	<input type="radio"/> 5% <input checked="" type="radio"/> 10% <input type="radio"/> 15%
Population Size	<input type="text" value="625"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

[| Writing Contracts](#) | [| Managing Contracts](#) | [| Monitoring Contracts](#) |

Sample Size Calculator

The Random Numbers Table below gives you your sample size as well as the file number you need to draw for each record you are going to review. A random number table enables you to select files or records that each have an equal chance of being selected, a necessary element in randomization.

To read the table, you need to start with the numbers in the top row (1,2,3,...10). Then go to the first column which is in increments of 10 (0,10,20,...). The first record or file that you draw will be the number that corresponds to the 0 in the first column and the 1 in the second column. Work your way across the table, next selecting the record number that corresponds to the 0 in the first column and the 2 in the third column. The numbers should be progressively larger and in order. For example, when you have completed the 0 row, you will then move to the 10s row and work your way across.

If you cannot draw a probability sample of records (due to, for example, resource limitations), you can still use the random numbers table to choose records for review in order to reduce selection bias. Use the same method as outlined above and select the number of records that you are able to review. You cannot generalize your findings to the total population but you can reduce your chances of selecting for a specific criterion of which you may not even be aware (such as most recent or oldest records).

If you wish to recalculate your sample, click on your browser's BACK button. If you wish to save this page, use your browser to COPY and PASTE to your word processing program.

Random Number Table for Population Size 625
 Confidence Level 95, Confidence Interval 10

	1	2	3	4	5	6	7	8	9	10
0	98	594	21	512	27	357	363	127	43	135
10	456	473	415	565	306	160	80	452	486	16
20	147	120	157	138	38	454	537	7	57	427
30	60	146	547	142	15	8	64	65	612	406
40	582	401	330	476	358	423	68	523	167	471
50	503	532	187	396	176	199	283	468	279	334
60	569	191	155	611	230	49	615	55	314	326
70	232	19	382	397	595	484	112	490	124	131
80	373	380	469							

Sample Size 83

You will need to repeat the process from the previous slide to get your sample size for each circuit.

Another Source for picking cases is www.Randomizer.org/form.htm. This will tell you which cases to pull in numerical order.

Research Randomizer Form v4.0 - Windows Internet Explorer

http://www.randomizer.org/form.htm

File Edit View Favorites Tools Help

RESEARCH RANDOMIZER

Randomize Tutorial Links About Us

To generate random numbers, enter your choices below (using integer values only):

How many sets of numbers do you want to generate? [Help](#)

How many numbers per set? [Help](#)

Number range (e.g., 1-50): From: To: [Help](#)

Do you wish each number in a set to remain unique? [Help](#)

Do you wish to sort the numbers that are generated? [Help](#)

Site Overview

- Randomize Now**
[Use the Randomizer form](#) to instantly generate random numbers.
- Quick Tutorial**
[See some examples](#) of how Research Randomizer can be used for random sampling and random assignment.
- Related Links**
[Visit links](#) on random sampling, random assignment, and research methods.
- About Research Randomizer**
[Learn more](#) about Research Randomizer and read our User Policy.

Randomizer Box

[Add this tool](#) to your website and generate your own number sets.

Internet 100%

start Edna ... MYDOC Instru... map_... Rese... 9:32 AM

Another Source for picking cases is www.Randomizer.org/form.htm. This will tell you which cases to pull in numerical order.

Research Randomizer Form v4.0 - Windows Internet Explorer

http://www.randomizer.org/form.htm

File Edit View Favorites Tools Help

How many sets of numbers do you want to generate? [Help](#)

How many numbers per set? [Help](#)

Number range (e.g., 1-50):
From:
To: [Help](#)

Do you wish each number in a set to remain unique? [Help](#)

Do you wish to sort the numbers that are generated? [Help](#)

How do you wish to view your random numbers? [Help](#)

Quick Tutorial
[See some examples](#) of how Research Randomizer can be used for random sampling and random assignment.

Related Links
[Visit links](#) on random sampling, random assignment, and research methods.

About Research Randomizer
[Learn more](#) about Research Randomizer and read our User Policy.

Randomizer Box
Add this tool to your website and generate your own number sets.

Copyright ©1997-2008 by Geoffrey C. Urbaniak and Scott Plous | Site Statistics

Social Psychology Network

Click

After you click Randomize the screen below will appear and you can use this to create your sample list.

The screenshot shows a Windows Internet Explorer browser window titled "Results - Research Randomizer - Windows Internet Explorer". The address bar shows the URL "http://www.randomizer.org/form.htm". The page content includes the "RESEARCH RANDOMIZER" logo with dice and a calculator, and the following text:

Research Randomizer Results

1 Set of 20 Unique Numbers Per Set
Range: From 1 to 160 -- Sorted from Least to Greatest

Job Status: **Finished**

Set #1:

8, 16, 35, 52, 56, 60, 61, 83, 95, 97, 104, 120, 124, 131, 132, 141, 146, 151, 153, 159

The browser's taskbar at the bottom shows the Start button, several open application windows (Ed..., M..., In..., m..., Re..., Re...), and the system tray with the time 9:39 AM.

Obtaining the Sample List



1. Stratify each circuit by unit.
2. Determine your Sample Population. After you delete the institutional, open and reopened cases from your Sample Population, determine your Population Size.
3. Enter your Population Size to the Sample Calculator. This will give you your Sample Size. Divide your Sample Size by two (2) and it will give you the Actual Sample Size.
4. Calculate the Unit Percentage of your Population Size (number of case per unit divided by Sample Population).
5. Multiply your Actual Sample Size by your Unit Percentage. This will give you the actual cases needed per unit (round up the numbers).
6. Randomly** select the Actual Sample and add 3-5 reports for your oversample.
7. **Save this file for uploading into the Quality Assurance System.**



** Method for randomly selecting reports:

Using the information in hand (# of Case per Unit, unit %, Actual Case/Unit for Review), randomly select your sample. Divide the # of Case per Unit by the Actual Case per Unit for Review (e.g. if the Actual Case per Unit for Review is 5 and the # of Case per Unit is 9, this will give you 1.8 (round it off & it will give you 2. Use this number to randomly select your sample by selecting every second case on your list by unit). DON'T forget to add 3-5 reports for your oversample.

REMEMBER: this random method of selecting sample is FOR EACH UNIT NOT the entire CIRCUIT.

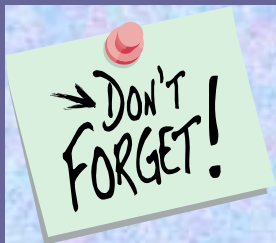


REMINDER

- Don't forget to save your Sample Population.
- To avoid creating a lot of documents for your samples, save your Sample Population in Excel, add a worksheet for your No Jurisdiction and Duplicate reports, add another worksheet for the actual sample list and another worksheet for your log (open the link below to see the sample file).

[Creating CPI Sample\C8 Sample Population-training.xls](#)

- Make sure you forward your sample list to the circuits 30 days prior to your begin review date.



Whatever you do, please do not alter the format of the columns you downloaded from FSFN. Save them as your master file. This is the file that you will use to upload your cases to the portal. At this point you can create a working file that you can email to the reviewers (you can add or delete columns as needed to this file.)

DCF Portal

Log into the portal using your FSFN user name and password.

<http://apps1.dcf.state.fl.us/WebSecurity/login.aspx>



DCF Portal, cont.

This is the main screen.

Click on DCF
QA



The screenshot shows the DCF Web Systems Portal home page. The browser window title is 'DCF Web Systems Portal - Windows Internet Explorer'. The address bar shows 'http://apps1.dcf.state.fl.us/WebSecurity/home.aspx'. The page has a blue header with the logo 'DCF Web Systems Portal' and a 'Home' link. Below the header, there are links for 'WSP User Guide', 'Change Password', and 'Logout'. The main content area is titled 'DCF Web Systems Portal - Home'. On the left, there is a 'Systems' menu with links for 'DCF QA', 'DCFCDR', and 'DCFTracker'. On the right, there is a news item dated 10/21/2008 titled 'Planned Move of Enterprise Client Index System to New Application Server on 12/10/2008:'. The news item contains text about the move of the Enterprise Client Index (ECI) system to a new application server on December 10, 2008, and provides instructions for providers and partner agencies. At the bottom of the page, it says 'You are logged in as: ds72074'. The Windows taskbar at the bottom shows the start button, several open applications, and the system tray with the time 11:30 AM.

DCF Portal, cont.

This is the Review Sample screen where the QA Manager will input the relevant information about the review. NE Region naming convention – for Side-by-side review – CBC Name XX Qtr Review (e.g. - FIP 4th Qtr Review), for CPI Desc/Semi-annual – # D or S CPI Review Fiscal Year (e.g. - 1st Semi-annual CPI Review FY 08-09). Choose the period of the review. This will automatically populate the period start and end date. The effective date is the actual date of the review. When done, don't forget to click the **Save Review Sample** button.

The screenshot shows a web browser window titled "DCF QA: - Windows Internet Explorer" with the URL "http://scfmzcv1.dcf.state.fl.us/QA/ReviewSample/reviewsample.aspx". The page header includes "DCF Web Systems Portal" and "Quality Assurance Database". A navigation menu on the left lists: Home, QA History, Reviews, Request For Action, Reports, Resources, and Exit. The main content area is titled "Current Review Sample" and contains a form for "1. Define Review Sample". The form includes a "Sample Name" text box, a "Period" dropdown menu set to "Q1-Q2 2008-2009", "Period Start" (1/1/2009), "Period End" (6/30/2009), "Effective Start" and "Effective End" date pickers, and a "Notes" text area. At the bottom of the form are two buttons: "Save Review Sample" and "New Review Sample". A red arrow points from the text in the left column to the "Save Review Sample" button. The footer of the page reads "© Copyright 2007 :: Florida Department of Children and Families". The Windows taskbar at the bottom shows the start button and several open applications, including "Edna Boy...", "Creating...", "Microsoft...", and "DCF QA: ...". The system clock shows "11:38 AM".

DCF Portal, cont.

Once you save your sample, you will be able to see the Upload Sample Case File List link. Download the template (.csv file) to your pc. Open your master file (the one with 60 columns) and copy & paste rows XX to XX to the template. Click Save As and save the file in a place where you can easily remember.

Click the browse button and look for the file you just saved. Click upload file.

The case samples will now appear on your screen. To assign cases, click the ASSIGN button.

DCF QA: - Windows Internet Explorer
http://scfmzcv1.dcf.state.fl.us/QA/ReviewSample/reviewsample.aspx

DCF Web Systems Portal Quality Assurance Database

QAManager Skip Navigation Logout

Home
QA History
Reviews
Request For Action
Reports
Resources
Exit

1. Define Review Sample

Sample Name: 2nd CPI Semi-Annual 08-0

Period: Q3-Q4 2008-2009 Period Start: 1/1/2009 Period End: 6/30/2009

Effective Start: 05/01/2009 Effective End: 05/29/2009

Notes:
Lead - Suzanne D Taylor
Total sample size = 116 cases
Over sample will be uploaded as needed
Report due to QA Manager 6/1/09

Use this area to post any notes pertaining to the review

Save Review Sample New Review Sample Discard Review Sample

2. Upload Sample Case List File - [You may retrieve a CSV CPI Case List Template here.](#)

Browse... Upload File

3. Assign Review Cases

Action	Review Status	Reviewer Type	Reviewer Assigned	Case Name	Case Type	Intake Number	Answered	Unanswered
Assign	Created	Base	Chris	Armburster, Investigation	2009026632	0	90	

Done Internet 100%

start Edna Boy... Creating... Microsoft... DCF QA: ... 11:44 AM

DCF Portal, cont.

That's it! You are now ready to
start your review.

Questions?

