DATE: September 12, 2014

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

THROUGH: Pete Digre, Deputy Secretary
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Janice Thomas, Assistant Secretary for Child Welfare

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

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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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and
Advance Personal and Family Recovery and Resiliency
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

cc: Pete Digre, Deputy Secretary
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