Adult Investigation
How Do I … Guide

November 10, 2013

The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference companion to the User Guide that includes additional details. Visit the DCF FSFN website (http://fsfn.dcf.state.fl.us) for the User Guide and additional resources.

How Do I…

Receiving Unit Intake Assignments

How Do I…?	Selections	Tips & Guidelines
View the Receiving Unit List	• From the Desktop, select the **Receiving Unit** option: *Utilities> Receiving Unit List >Adult Intakes.* • From the **Receiving Unit Intake** pop-up, select the appropriate county from the **Receiving County** drop down. The Intakes for the county display in the **Intakes** group box.	*Column heading displayed as hyperlinks can be sorted. The sort is alphabetical unless it is a date field. The date field is sorted in reverse chronological order.*
Accept an Intake (Self-assign)	• Open the **Receiving Unit Intake** pop-up. • Select the check box for the intake, and then select *Accept.* • Click **Close**.	*Once the Intake has been accepted by the Receiving Unit Worker, the CI Unit worker's assignment to the case ends and the Receiving Unit Worker's assignment begins.*
Assign a Case to an Investigation Worker from Receiving List	• Open the **Receiving Unit Intake** pop-up. • Select the check box for the intake, and then select the **Search** hyperlink located at the bottom of the pop-up. • Enter the necessary search criteria for the worker, and then click **Search**. • Select the radio button for the appropriate worker, and then click **Continue**. The selected worker's name displays next to the Search hyperlink on the **Receiving Unit Intake** pop-up. • Click **Assign**, and then click **Close**.	*Once the Intake has been accepted by the Receiving Unit Worker, the CI Unit worker's assignment to the case ends and the Receiving Unit Worker's assignment begins.*

Create Adult Investigation

How Do I…?	Selections	Tips & Guidelines
Create an Adult Investigation from Desktop	• From the Desktop menu, select ***Create>Case Work***. • Select *Adult Investigation* from the **Investigation** drop down list. • From the **Case** list, select the *Case* in which you will create an Investigation. • Click **Create**. The **Adult Intake Link** page displays. • Select the initial intake that you want to link to the Investigation. • Click **Continue**. The Adult Investigation page opens and defaults to the Intakes tab. • Select the Investigative Sub Type, if the value is not correct. • From the County drop down, select the county where the household is located.	*To access an Investigation after it has been created, select the appropriate Case expando on your Desktop, expand the Investigation icon, and then select the Investigation hyperlink.* *The Investigative Sub Type pre-fills from the Adult Intake. Change the value if incorrect.*

Create Adult Investigation

How Do I…?	Selections	Tips & Guidelines
Create an Adult Investigation from Case Book	• From **Case Actions List Box** on Case Book, click the **Adult Investigation** hyperlink. • The **Adult Intake Link** page displays. • Select the initial intake that you want to link to the Investigation. • Click **Continue**. The Adult Investigation page opens and defaults to the **Intakes** tab. • Select the Investigative Sub Type, if the value is not correct. From the County drop down, select the county where the household is located.	*You can also create the Adult Investigation by clicking the Create Case Work hyperlink on the Case Book.* *To access an Investigation after it has been created, select Investigations/Special Condition Referrals in the center group box and then select the Investigation hyperlink.* *The Investigative Sub Type pre-fills from the Adult Intake. Change the value if incorrect.*
Change the Investigative Sub Type	• Select the **Investigative Sub Type** from the drop down on the Header Information section of the Investigation page.	*The Investigative Sub Type, initially, defaults to the Investigative Sub Type of the Intake linked when creating the Investigation.* *The Investigative Sub Type can be changed from In-Home to Institutional (or vice versa) until the Initial Safety Assessment has been created for that Investigative Sub Type.*

Investigation Notes

How Do I…?	Selections	Tips & Guidelines
Create a Commencement Note for the Initial Intake	• On the **Intakes** tab of the Investigation click the **Commence** hyperlink for the initial intake to open a **Case Note** page. • On the **Case Note** page, in the **Note Information** group box, enter **Contact Begin Date.** • In the **Participants** group box, select the **Applies To** check box for any participants to be included in the Commencement note. • In the **Narrative** group box, enter *Narrative* • Click **Save**. • Click **Close.**	*It is required to Commence all Initial and Additional intakes.* *Multiple intakes can be commenced on a single note by selecting the Invs/Assessment number check box.* *When the Commencement note is saved, the hyperlink is replaced on the Intakes tab with the hyperlinked date and time. Selecting the hyperlinked note opens it in edit view for the worker who created it and her supervisor or acting supervisor.* *A Face-to-Face contact can be added to the Commence note by selecting the Face-to-Face hyperlink.*

Investigation Notes		
How Do I…?	**Selections**	**Tips & Guidelines**
Create a Commencement Note for an Additional Intake	• On the **Intakes** tab of the Investigation click the **Commence** hyperlink for any Additional intakes. • On the **Case Note** page, in the **Note Information** group box, enter **Contact Begin Date**. • In the **Participants** group box, select the **Applies To** check box for any participants to be included in the Commencement note • From the expanded **Commence Intakes** expand, select the check box for the intake sequences associated with the commencement note. • In the **Narrative** group box, enter *Narrative* • Click **Save**. • Click **Close**.	*When Additional intakes are added to an investigation, a new Commencement Case note is required. Additional Intakes are displayed on the Intakes tab with a Commence hyperlink.* *Additional intake and their sequence numbers are listed in the Commence Intakes expando group box in reverse sequential order; They must be "commenced" in their order of sequence. Supplemental intakes are not included in this list and do not require a commencement note.* *Multiple intakes can be commenced on a single note by selecting the Invs/Assessment number check boxes in the Commence Intakes expando.* *A Face-to-Face contact can be added to the Commence note by selecting the Face-to-Face hyperlink.* *When the Commencement note is saved, the hyperlink is replaced on the Intakes tab with the hyperlinked date and time.* *Selecting the hyperlinked note opens it in edit view for the worker who created it and her supervisor or acting supervisor.*

Investigation Notes

How Do I…?	Selections	Tips & Guidelines
Create an Initial Face-to-Face Case Note	• From **Contacts/Notifications** tab of the Investigation, click **Insert** to launch the note. • On the **Case Note** page, in the **Note Information** group box, enter **Contact Begin Date.** • In the **Note Information** group box, select *Initial Face-to-Face Contact* from the **Type** drop down. • In the **Participants** group box, select the **Applies To** check box for participants to be included in the Face-to-Face note • Select the **Face-to-Face Contacts** hyperlink. This adds a row in the **Contact Information** group box for each participant selected. • In the **Narrative** group box, enter narrative • In the **Contact Information** group box, document the outcome of the Face to Face. For attempted face-to-face contacts, enter the Reason Not Seen. For not attempted face-to-face contacts a Reason Not Seen is optional. • If a Face-to-Face contact occurred on a different date than documented in the **Contact Begin Date**. Select the **Different Date** check box and enter the Date and Time. • To remove a participant row from the Contact Information, click the **Delete** hyperlink. • Click **Save.** • Click **Close**.	*Details of the Face-to-Face contact can be combined with the creation of the Commencement Note (see above).* *Once saved, the Face-to-Face note displays on the Contacts/Notifications page as well as on the desktop in the Narrative section.* *Selecting the hyperlinked note opens it in edit view for the worker who created it and her supervisor or acting supervisor,* *A Face-to-Face visit is required for all intake participants and the investigation cannot be closed until this is validated.* *The date and time of the Initial Face-to-Face contact displays in the header of the investigation.* *The Different Date check box, is **only** needed if the Face-to-Face contact occurred at a time different than the date listed in the Contact Begin Date field of the note. The system will validate to verify that the date/time of the date entered for the Face-to-Face must be equal to or greater than the contact begin date/time for the note.*

Adult Investigation		
How Do I…?	**Selections**	**Tips & Guidelines**
Link a provider to the Investigation	• Verify the **Investigative Sub Type** (in the header) displays *Institutional.* • Select the **Participant** tab. • In the **Provider Information** group box, click **Search** hyperlink. • Search for, and then select the provider to link to the Investigation. • Click **Save**.	*The search hyperlink will be enabled to search for and select the provider only if the Investigative Sub Type is Institutional.* *If the sub type of the linked intake was institutional, the provider information on the participant's tab will pre-fill from the intake.* *When a Provider is added to an Investigation and selects Save, the system will send an automated message to each worker with an open assignment to the Provider.*
Add a Participant to an Investigation	• Select the ***Participants*** tab. • Click **Insert**. • From the **Participant** pop-up, select the check box next to the participant you want to add. • Click **Continue**. • Click **Save**.	*You can only add participants who are active case participants. If the new person you want to add to the Investigation is an active case participant, follow the steps outlined.* *If the person you want to add to the Investigation is not an active case participant, you must first add this new person to the Case through the Maintain Case page. After this step, the new participant can be inserted into the Investigation.* *When a user adds a new participant and selects Save, the system will send an automated message to each worker with an open assignment to a Case for which the new participant is an active participant.* *When a user adds a new participant and selects Save, the system will send an automated message to each worker with an open assignment to a Provider for which the new participant is an active member.*
Add Initial Role for Participant Added to an Investigation	• Click the **Edit *Roles*** hyperlink next to the participant added to the Investigation. The **Roles** pop-up page displays. • Select the check box to select or deselect a role. • Click the **Continue** to return to the **Participant** tab.	

Adult Investigation		
How Do I…?	**Selections**	**Tips & Guidelines**
Remove a Participant from an Investigation	• Click the ***Participants*** tab. • Click the ***Remove*** hyperlink in the Participant's row. The **Participant Removal** pop-up page displays. • Select the check box next to the participant you want to remove. • Select a ***Reason***. • Click **Continue** to return to the Participant tab.	*When the participant is removed, the system will generate a "NOTE TO FILE" Case Note stating the participant was removed and the reason.* *The participant is removed from the Investigation through this action; however, the participant is NOT removed from the case participants.*
Remove an unknown, unknown participant from an investigation	• Click the participant hyperlink on the **Participant** tab. • When prompted, click **Merge** on the **Person Management** page. • If appropriate, complete the merge on the **Merge Participant** page.	*While not required, if removal is attempted by selecting the remove hyperlink, user will be prompted to navigate to the Person Management page and into the Merge workflow.*
Add an Maltreatment Finding	• Click the **Allegations/Findings** tab. • Select a *Finding*. • Enter the Incident Date. • Select the *Possible Responsible Person (if the finding is "Verified").* • Check the **Fatality** check box if the maltreatment resulted in the death of the victim. • Enter the narrative associated with a new allegation.	*The Possible Responsible Person drop down is only enabled when the maltreatment finding is "Verified."* *Select the Delete hyperlink to remove an allegation row added during the Investigation.*
Add an Additional Allegation	• Click **Insert** on the **Allegation/Findings** tab. The **Add Allegations Selection** pop-up page displays. • Select the victim(s). • Select the **Add Allegations(s)** button. • Click **Save.** • Click **Close**.	*You can multi-select victims and allegations by holding down the Ctrl + Alt key.*
View the Details of a Contact Note for an Investigation	• Click the ***Contacts/Notifications*** tab. • From the **Contacts** group box, select the **Note ID** hyperlink.	
Add Notifications	• Click the ***Contacts/Notifications*** tab. • From the **Notifications** group box, click **Insert** to add a new row. • Select the **Agency Name/Role**. • Enter the Date and Time of Action • Enter Person Notified • Enter Affiliation • Enter Comments • Click **Save**.	

Adult Investigation

How Do I…?	Selections	Tips & Guidelines
Record the Recommended Disposition and Narrative	• Click the **Recommended Disposition** tab. • For each victim, add your recommended disposition: • Select the expando next to the victim's name • Select the check box to select the recommendation. • Select the check box for each Service Recommended. • Click **Save**.	
Record a Determination for the Investigation	• Click the ***Results*** tab. • From the **Determination** drop down, select a Determination for the Investigation. • Click **Save**. • Click **Close**.	*Select the Implications for Victim Safety expando to view the Implication for Victim Safety narrative recorded in the most recent safety assessment.* *Select the Overall Safety Assessment expando to view the Overall Safety Assessment narrative recorded in the most recent safety assessment.* *Select the Summary/Findings expando to view the Summary/Findings narrative recorded on the Allegations/Findings tab of the Investigation page.*
Request to Close the Investigation	• From the **Actions List** Box, click the **Approval** hyperlink • The **Approval History** page displays. • Select the **Approval** radio button • Click **Continue**. The **Investigation** page displays. • Click **Save**. • Click **Close**.	*The system will perform a series of validation edits to ensure all required work has been recorded for the Investigation. For example: an Initial Safety Assessment must have at least, been submitted for supervisory review; all maltreatments have findings recorded; Background History and Additional Actions have been created; etc.*
Link an additional or supplemental Intake to an open Investigation	• When additional or supplemental Intakes are created, the system automatically links them to the open Investigations. • The additional or supplemental intake displays on the **Intake** tab when the **Investigation** page is launched or open again.	
Split Investigation	• Perform an Intake Split for an intake that is associated to an open investigation. • Create an Investigation for the new 'split' intake.	*Upon creating an Investigation for a 'split' intake, if an open investigation exists for the originating intake, the newly created Investigation will pre-fill with designated information as outlined in the SM04a: Maintain Case topic paper, based on whether it is a Child Investigation, Adult Investigation or Special Conditions Referral.*

Adult Investigation

How Do I…?	Selections	Tips & Guidelines
Move Investigation	• From the **Actions List Box**, click the **Move Investigation** hyperlink. • The **Move Investigation** pop-up page is displayed. • Click the **Search** hyperlink to launch the **Case Search** page. • Perform a Case Search and select the radio button next to the appropriate Case Folder, to which the Investigation should be moved. • Click **Continue.** • The **Move Investigation** page is displayed with the selected Case ID. • Click **Save.** • Click **Close.** • The Investigation page is displayed. • Click **Close**.	*The Move Investigation functionality is accessible before and after commencing an investigation.* *Upon moving the investigation to the new, destination case, the Investigation, all the associated intakes, and all investigation specific notes, will be moved to the new case.* Upon moving the investigation to the new destination case, the system automatically creates a secondary assignment to the new, destination case, for the Investigative Supervisor performing the Move Investigation functionality.
Close Investigation as Duplicate	• Click the **Results** tab of Investigation moved in the previous 'How Do I' step. • Select **Move Investigation** from the **Determination** drop down. • Enter an invalid Intake ID (one that doesn't match the Program and/ or Investigative Sub Type) • An error message is displayed. • Click **Close** • Enter a valid Intake Number, which must match both the Program and Investigative Sub Type. • Click **Save** • Click **Close**	*When selecting a determination of "Duplicate" or "Move Investigation," the system validates that the Intake Number entered is valid and matches both the Program Type and Investigative Sub Type.*

Initial In-Home Safety Assessment

How Do I…?	Selections	Tips & Guidelines
Create an Initial In-Home Safety Assessment	• From the Desktop, select the **Cases** expando, select the Case icon, select the Investigation icon, and then click the **Adult Investigation** hyperlink. The **Investigation** page displays. • Verify the **Investigative Sub Type** selection is In-Home. • From the **Actions List Box,** click the ***Create Initial In-Home Safety Assessment*** hyperlink. The **Initial In-Home Safety Assessment** page displays.	*To "Create" the Safety Assessment, follow these steps.* *"Viewing" the Safety Assessment, after it has been created, will be from the Desktop, case Outliner.*
Record responses for the Victim Safety Factors	• Select the **Victim Safety Factors** tab. • Select the expando to display Victim Safety Factors. • Provide a response for each safety factor for each participant listed, by selecting one of the following values: Yes, No, or Unknown • Record a narrative describing the **Implications for Victim Safety** consistent with your responses. •	*The Victim Safety Factors are responded to for each participant with the role of "Victim." The system will pre-fill the names of the participants with an initial role of "Victim" for each of the safety factors on this tab.*
Record responses for the Service Needs	• Select the **Service Needs** tab. • Provide a response for each safety factor listed, by selecting one of the following values: Yes, No, or Unknown. • Record a narrative describing **the Implications for Victim Safety** consistent with your responses. •	*Responses to the safety factors on this tab are not participant specific.*
Record responses for the PRP Factors	• Select the **PRP Factors** tab. • Select the expando to display PRP Safety Factors. • Provide a response for each safety factor for each participant listed, by selecting one of the following values: Yes, No, or Unknown. • Record a narrative describing the **Implications for Victim Safety Consistent** with your responses.	*The PRP Factors are responded to for each participant with an initial role of "Alleged Perpetrator". The system will pre-fill the names of the participants with an initial role of "Alleged Perpetrator" for each of the safety factors on this tab.* *For Investigations with a maltreatment of "Self-Neglect," there will be no alleged perpetrator identified. Therefore, the safety factors on this tab will not be required to be completed.*
Record the Safety Action(s)	• Select the **Safety Action** tab. • In the **Safety Actions group** box, if applicable, check each applicable action, record the date, and then enter a narrative. • Click **Save**.	*The Safety Actions are documented by placing a check in a check box, recording the date, and providing a narrative explanation.*

Initial In-Home Safety Assessment

How Do I…?	Selections	Tips & Guidelines
Record the Overall Safety Assessment	• Select the **Overall Safety Assessment** tab. • Enter a narrative describing the overall safety assessment. • Click **Save**.	*Required prior to submission for Supervisory Review.*
Submit for Supervisory Review	• Verify that the correct supervisor for assessment review is displayed. • To change the supervisor, select the Search hyperlink. • Search for, and then add the supervisor. • Click **Continue**. • From the *Options* drop down list (on the Overall Safety Assessment tab), select *Submit for Supervisory Review*, and then click the **Go** button.	*FSFN sends an automated message to supervisor identified on the tab, advising the safety assessment has been submitted to them for supervisory review.* *Once the safety assessment has been submitted for supervisory review, the safety assessment is locked from further editing (frozen). This documents a historical record of the submitted safety assessment.*

Updated In-Home Safety Assessment

How Do I…?	Selections	Tips & Guidelines
Create an Updated In-Home Safety Assessment	• From the Desktop, select the ***Cases*** expando, click the Case icon, select the **Investigation**, and then click the **Adult Investigation** hyperlink. The Investigation page displays. • From the **Actions List Box**, click the ***Create Updated In-Home Safety Assessment*** hyperlink. The **Updated Safety Assessment** page displays.	*You can also access the Adult Investigation hyperlink from Case Book by selecting Investigations/Special Conditionals Referrals in the center group box.* *When you create an Updated Safety Assessment, FSFN pre-fills the Updated Safety Assessment with all the information from the Initial Safety Assessment (except the information contained on the Supervisory Review tab and the Second Party Review tab.*
Complete an Updated In-Home Safety Assessment	• Review each tab to update new information in the Updated Safety Assessment. • Submit for supervisory review.	*Refer to the initial In-Home Safety Assessment for specific steps to complete tasks in the Safety Assessment.*

Initial Institutional Safety Assessment

How Do I…?	Selections	Tips & Guidelines
Create an Initial Institutional Safety Assessment	• From the Desktop, select the Cases expando, select the Case icon, select the **Investigation**, and then click the **Adult Investigation** hyperlink. The **Investigation** page displays. • Verify the **Investigative Sub Type** selection is Institutional. • From the **Actions List Box**, click the ***Create Initial Institutional Safety Assessment*** hyperlink. The **Initial Institutional Safety Assessment** page displays.	*You can also access the Adult Investigation hyperlink from Case Book by selecting Investigations/Special Conditionals Referrals in the center group box.* *To "Create" the Safety Assessment, follow these steps. "Viewing" the Safety Assessment, after it has been created, will be from the Desktop, case Outliner.*
Record responses for the Victim Safety Factors	• Click the **Victim Safety Factors** tab. • Select the expando to display Victim Safety Factors. • Provide a response for each safety factor for each participant listed, by selecting one of the following values: Yes, No, or Unknown • Record a narrative describing the **Implications for Victim Safety** consistent with your responses.	*The Victim Safety Factors are responded to for each victim. The system will pre-fill the names of the participants with an initial role of "Victim" for each of the safety factors on this tab.*
Record responses for the PRP Factors	• Click the **PRP Factors** tab. • Select the expando to display **PRP Safety Factors**. • Provide a response for each safety factor for each participant listed, by selecting one of the following values: Yes, No, or Unknown • Enter a narrative consistent with your responses.	*The PRP Factors are responded to for each Alleged Perpetrator. The system will pre-fill the names of the participants with an initial role of "Alleged Perpetrator" for each of the safety factors on this tab.* *For Investigations with a maltreatment of "Self-Neglect", there will be no alleged perpetrator identified. Therefore, the safety factors on this tab will not be required to be completed.*
Facility Factors	• Click the **Facility Factors** tab. • From the **Facility Factors** group box, answer each question by selecting one of the following values: Yes, No, or Unknown. • Enter a narrative description of the facility factors. • Click **Save**.	

Initial Institutional Safety Assessment

How Do I…?	Selections	Tips & Guidelines
Record the Safety Action(s)	• Click the **Safety Actions** tab. • If *No Safety Actions Needed* is checked, then the Safety Action requirement is complete. • Enter the **Date of Decision**, and then click **Save**. • If Safety Actions are necessary, then select the applicable safety actions. • For each safety action selected, record the requested information. • Click **Save**.	
Record the Overall Safety Assessment	• Click the **Overall Safety Assessment** tab. • Enter a narrative describing the overall safety assessment. • Click **Save**.	
Submit for Supervisory Review	• From the **Options** drop down, select *Submit for Supervisory Review*, and then click the **Go** button.	*FSFN sends an automated message to supervisor requesting review.*

Updated Institutional Safety Assessment

How Do I…?	Selections	Tips & Guidelines
Create an Updated Institutional Safety Assessment	• From the Desktop, select the Cases expando**,** select the Case icon, select the **Investigation**, and then click the **Adult Investigation** hyperlink. The **Investigation** page displays. • From the **Actions List Box**, click the **Create *Updated Institutional Safety Assessment*** hyperlink. The **Updated Safety Assessment** page displays.	*You can also access the Adult Investigation hyperlink from Case Book by selecting Investigations/Special Conditionals Referrals in the center group box.* *When you create an Updated Safety Assessment, FSFN pre-fills the Updated Safety Assessment with all the information from the Initial Safety Assessment (except the information contained on the Supervisory Review tab and the Second Party Review tab.*
Complete an Updated Institutional Safety Assessment	• Review each tab to update new information in the Updated Institutional Safety Assessment. • Submit for supervisory review.	*Refer to the initial Institutional Safety Assessment for specific steps to complete task in the Safety Assessment.*

Additional Actions

How Do I…?	Selections	Tips & Guidelines
Create Additional Actions	• From the Desktop, select the Cases expando, select the Case icon, and then select the **Investigation** icon. • Click the **Investigation** hyperlink. The **Investigation** page displays. • From the **Actions List Box**, click the **Additional Actions** hyperlink. The **Additional Actions** page displays. • Check appropriate boxes in the **Additional Actions** group box. • Enter narrative description for the additional action(s). • Click **Save.** • Click **Close**.	*Indicate remaining actions to be completed during an Investigation. Additional Actions is required to be completed prior to the Adult Investigation being closed.* *You can also access the Adult Investigation hyperlink from Case Book by selecting Investigations/Special Conditionals Referrals in the center group box.*

Background History

How Do I…?	Selections	Tips & Guidelines
Create a Background History	• From the Desktop, expand the Cases expando, select the Case icon, and select the **Investigation** icon. • Click the **Investigation** hyperlink. The **Investigation** page displays. • From the **Actions List Box**, click the **Background History** hyperlink. The **Background History** page displays.	*Required for all Investigation Sub Types (In-Home and Institutional).* *You can also access the Adult Investigation hyperlink from Case Book by selecting Investigations/Special Conditionals Referrals in the center group box.*
Document Criminal Records	• Click the **Criminal Records** tab. • Enter the date the background check was requested for each participant. • Enter narrative for the **Criminal History Summary** and **Implications for Victim Safety**. • Click **Save**.	*FSFN pre-fills all participants in the Investigation who are age 12 or older. To add additional participants to this list, Select the "Insert" button.* *Narrative entered will pre-fill on the Results tab of the Investigation page.*
Document Prior Intakes/Service Records	• Click the **Prior Intakes/Service Records** tab. • Enter narrative for the **Prior Intakes and Service Records Implications for Victim Safety.** • Click **Save**.	*Select a Prior Report/Intake, and then select the View hyperlink to view historical Intakes involving persons included in a current Investigation.* *Narrative entered will pre-fill on the Results tab of the Investigation page.*

CI Background Search (Q File)		
How Do I…?	**Selections**	**Tips & Guidelines**
Review the CI Unit Background Search Results (Q file)	• From the Desktop menu, select **Utilities>CI Background Search**. The **PhoeniX Interface** page displays.	*The CI Background Check is an interface with the PhoeniX system.*

Capacity to Consent		
How Do I…?	**Selections**	**Tips & Guidelines**
Create Capacity to Consent	• From the Desktop, click the Cases expando, click the Case icon, click Investigation, and then click the **Investigation** hyperlink. The **Investigation** page displays. • Click the **Participants** tab. • In the row for the participant for whom the Capacity to Consent is being created, click the **CTC** hyperlink in the CTC column. • Complete each section of the **Capacity to Consent** by selecting one of the following values: Yes or No. • Record a narrative consistent with your response. • Click **Save.** • Click **Close**.	*At least one Capacity to Consent must be completed for each victim prior to submitting the Initial Safety Assessment.* *A Capacity to Consent can be created for a victim as many times as necessary, during the course of the Investigation. Should it be determined that a victim lacks capacity, the system will provide the following statement in the header of the Investigation (in bold, red text): "**A Victim Lacks Capacity**."* *Capacity to Consent may be launched from the desktop, under the Investigation icon on the case Outliner.*