

Child Placing Agency Staff Requirements

First Aid/CPR Training | WAC 110-147-1510 states, “If you or any of your staff provide supervision or direct care to children, basic standard First Aid and age-appropriate CPR training is required.”

By the WAC definition of “you/your,” all CPAs regardless of the type of services, they provide (for example, adoption-only agency) must comply with this WAC. This WAC does not specify the frequency of contact with children. Any CPA staff, including program managers/licensors/case managers/case aides (even if it is a remote position), that works with children can potentially provide “supervision or direct care” to children. These CPA staff who may or may not have “regular” contact with children must complete basic First Aid and CPR training. Staff who do not provide “supervision or direct care” to children in any capacity, such as executive director administrator, HR payroll office support, admin, IT, janitorial, and maintenance staff, **may not** be required to complete basic First Aid and CPR training if their job description with CPA specifies them not directly working with children in any capacity.

HIV/AIDS/BBP Training | WAC 110-147-1515 states, “If you or any of your staff provide supervision or direct care to children, HIV/AIDS/BBP training is required.”

By the WAC definition of “you/your,” all CPAs regardless of the type of services they provide (for example, adoption-only agency) must comply with this WAC. This WAC does not specify the frequency of contact with children. Any CPA staff, including program managers/ licensors/case managers/case aides (even if it is a remote position), that works with children can potentially provide “supervision or direct care” to children. These CPA staff who may or may not have “regular” contact with children must complete HIV/AIDS/BBP training. Staff who do not provide “supervision or direct care” to children in any capacity, such as executive director administrator, HR payroll office support, administrative, IT, janitorial, and maintenance staff, **may not** be required to complete HIV/ AIDS/ BBP Training if their job description with CPA specifies them not directly working with children in any capacity.

TB Test | WAC 110-147-1335 (3) states “you and your staff,” are required to submit a neg. TB test or X-ray.”

By the WAC definition of “you/your,” all CPAs regardless of the type of services they provide must comply with this WAC. This WAC does not specify if staff supervises or directly works with children. This WAC is interpreted as **all** CPA staff, including executive director administrators, remote workers, HR, payroll, office support, administrative, IT, janitorial and maintenance staff, etc. needing to meet TB test requirements.

Preservice Training | WAC 110-147-1500 (1) states, “prior to having responsibility for direct care, **staff and volunteers** must have a minimum of 16 hrs. of the following pre-service training, including P&P, job responsibilities, and facility administration.”

This WAC specifying “including P&P, job responsibilities and facility administration,” all CPA staff, regardless of their position, should complete pre-service training as part of their onboarding with CPA. It would be important for any agency staff to be oriented to their specific agency program and the population of children/ youth that agency serves.

In-Service Training | WAC 110-147-1505 (2) states “you must submit an in-service training plan for staff for approval by the department, with a minimum of 12 hrs. of annual training for applicable case management, case aide and FH licensing staff.”

This WAC specifying “*applicable case management, case aide and FH licensing staff,*” in-service training is required for executive director/administrator, program manager, and remote staff if they directly work with children in any capacity or if they provide direct supervision to *case management, case aide and FH licensing staff*. Non-SW staff such as HR/Payroll/ Office Support-Administrative/IT/Janitorial-maintenance staff are not required to complete in-service training.

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