

Binti continues to make updates to the WA CAP system to enhance the user experience.

[Binti - What's New](#)

While the steps in this process map have not changed, where to click to complete that step may have due to updates made by Binti. Use this [link](#) to review all updates if a step in this map cannot be identified in WA CAP.

Ensure you always use the [WA CAP page](#) to access the most up-to-date process map.

CHILD PLACING AGENCIES – HOME STUDY UPDATE PROCESS MAP



Washington State Department of
CHILDREN, YOUTH & FAMILIES

DCYF does not discriminate and provides equal access to its programs and services for all persons without regard to race, color, gender, religion, creed, marital status, national origin, sexual orientation, age, veteran's status, or presence of any physical, sensory, or mental disability.

If you would like free copies of this publication in an alternative format or language, please contact DCYF Constituent Relations at 1-800-723-4831 or email communications@dcyf.wa.gov.

Original Date: May 09, 2023 | Revised Date: October 18, 2023 | Licensing Division
Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator



Washington State Department of
CHILDREN, YOUTH & FAMILIES

TABLE OF CONTENTS

Resources 2

 CPA Home Study Update Communication 2

 CPA Child Specific Communication 2

Home Study Update for License Providers in WA CAP Licensed After September 2023 (either Kinship License or Foster License) 3

Original Home Study Was Not Completed in WA CAP and the Applicant is a Licensed Provider in WA CAP (Applicants Who Migrated in WA CAP with a Pending Home Study Update) 6

Resources

[CPA Home Study Update Communication](#)

[CPA Child Specific Communication](#)

Binti continues to make updates to the WA CAP system to enhance the user experience.

[Binti - What's New](#)

While the steps in this process map have not changed, where to click to complete that step may have due to updates made by Binti. Use this [link](#) to review all updates if a step in this map cannot be identified in WA CAP.

Ensure you always use the [WA CAP page](#) to access the most up-to-date process map.

Home Study Update for License Providers in WA CAP Licensed After September 2023 (either Kinship License or Foster License)

Action by:	Action:
Child Welfare Case Worker / Adoption Case Worker	<ol style="list-style-type: none"> 1. Contact Regional Licensor to determine if a Home Study Update is required. Regional Licensor will staff with Supervisor if needed. 2. Contact Child Placing Agency to begin update.
Private Agency Licensor	<ol style="list-style-type: none"> 3. Contact family to explain the new process to update the home study. 4. <u>If the request will result in a new three-year license:</u> <ol style="list-style-type: none"> a. Determine if a track switch is needed. <ol style="list-style-type: none"> i. If a track switch is needed, notify Regional Licensor. ii. If a track switch is not needed go to step 6.
Regional Licensor / Regional Licensor Supervisor	<ol style="list-style-type: none"> 5. If a track switch is needed: <ol style="list-style-type: none"> a. Contact Regional Licensor Supervisor to switch the family into the “In Renewal Process” tab of the correct track. <ol style="list-style-type: none"> i. Click on Transfer Application. ii. Click on the correct track. iii. Click on Transfer Application.
Private Agency Licensor	<ol style="list-style-type: none"> 6. Instruct applicant to log in to WA CAP. <ol style="list-style-type: none"> a. Provide the passcode “wacpa4kids” to access the required documents. b. If the family forgets their password, Send the family a password reset. c. If the family has not logged in, send reminder email. d. To access, Click on Applicant Data, Click Send Password Reset or Click Send Reminder Email. 7. Complete a new assessment following the process map that matches the family’s motivation (e.g., Kinship License or Foster License).

Original Date: May 09, 2023 | Revised Date: October 18, 2023 | Licensing Division
 Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator

Action by:	Action:
	<ul style="list-style-type: none"> a. Waive any documents as required to complete the new license. 8. <u>If the request will not result in a new three-year license:</u> <ul style="list-style-type: none"> a. The required applicant forms and supporting documents for the home study update will be completed in the “Maintenance and Renewal” tab of the current license. i. Instruct applicant to fill out required applicant forms within WA CAP. Note: Do not upload applicant forms as this will create a barrier for the applicant when their license renewal is due. ii. Bypass any “waiving” of forms and documents that are not required for the update. Note: Private Agency may need these documents later, so do not waive any applicant forms or supporting documents in this scenario. b. Send the family a password reset or reminder email, as needed and provide the passcode “wacpa4kids” to access the required documents. c. The Home Study (DCYF 10-043) will be updated in the Initial Application tab. <ul style="list-style-type: none"> i. Complete home study update in the “Initial Application” tab. <ul style="list-style-type: none"> A. Move to the prior licensing period where the home study was completed. B. Click “Applicant Data.” C. Scroll down to “Other Applications for this family.” D. Click “View Documents” for the Initial Application to access previous licensing file. E. Open the previously completed Home Study (DCYF 10-043) F. Review and update all sections of the home study. ii. If the home study was not completed in WA CAP, complete a new home study using Home Study (DCYF 10-043) in WA CAP. Note: While this is an update, you will need to complete the new home study template using the relevant information from the previous home study and updating any sections, as needed. iii. If a home study is already uploaded into this form spot in WA CAP, staff with Regional Licensor about where to complete the home study update.
Private Agency Supervisor	<ul style="list-style-type: none"> 10. Review required documents Suggested method: <ul style="list-style-type: none"> a. Click on Actions link associated with the family, then Documents.

Original Date: May 09, 2023 | Revised Date: October 18, 2023 | Licensing Division
Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator

Action by:	Action:
	<ul style="list-style-type: none"> b. Click on PDF of Documents which will show all documents at once, Save to your computer, and add comments if warranted (the only documents it will show are the ones having a green check mark under Status). <p>11. Review Home Study (DCYF 10-043).</p> <ul style="list-style-type: none"> a. Click on “Download Incomplete Form” b. Click on download button in top right corner (arrow with a line). c. For Save As Type, select pdf. d. Add comments if applicable. <p>12. Review indicators in WA CAP.</p> <ul style="list-style-type: none"> a. Indicators are not thoroughly shown in the output report. <ul style="list-style-type: none"> i. Access within the home study. ii. Click on Documents. iii. Scroll down to the Home Study section. iv. Select “Form – Home Study (DCYF 10-043)” and not on the pdf. Note: Do not edit. Comment on the pdf to indicate to Private Agency Licensor if additional information is needed. b. Verify indicators are assessed and mitigated in the home study. <p>13. Send to Private Agency Licensor to revise if corrections are needed.</p>
Private Agency Licensor	<p>14. Send a draft of the home study to the applicant(s) when completed.</p> <p>15. Notify Regional Licensor when Home Study (DCYF 10-043) update is ready for review.</p>
Regional Licensor	<p>16. Review all required documents.</p> <p>17. Review Home Study (DCYF 10-043).</p> <p>18. Review indicators in WA CAP.</p> <p>19. Notify Regional Licensor Supervisor documents are ready for review.</p> <ul style="list-style-type: none"> a. Indicate if revisions and/or additional information is needed. Attach documents with comments in an email.
Regional Licensor Supervisor	<p>20. Review all required documents in pdf form, included in the email from Regional Licensing.</p> <p>21. Review Home Study (DCYF 10-043) in pdf form, included in the email from Regional Licensing.</p> <p>22. Review indicators in WA CAP.</p> <p>23. Notify Regional Licensor if revisions and/or additional information is needed. Attach documents with comments in an email.</p>

Original Date: May 09, 2023 | Revised Date: October 18, 2023 | Licensing Division
Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator

Action by:	Action:
Regional Licensor	24. Notify Private Agency Licensor if revisions are needed.
Private Agency Licensor	25. Revise and/or add requested information. 26. Notify Regional Licensor that forms have been updated.
Regional Licensor	27. Review revised/final paperwork. 28. Verify additional information was included, if applicable. 29. Notify Regional Licensor Supervisor that home study update is ready for final review.
Regional Licensor Supervisor	30. Verify revisions and/or additions were completed, if applicable. 31. Notify Regional Licensor that Home Study is ready to sign.
Regional Licensor	32. Notify private agency to sign and approve Home Study (DCYF 10-043). 33. Verify Home Study (DCYF 10-043) is signed. 34. Upload Home Study (DCYF 10-043) in FamLink within 7 days of approval.
Private Agency Licensor	35. Send final home study to applicant(s).

Original Home Study Was Not Completed in WA CAP and the Applicant is a Licensed Provider in WA CAP (Applicants Who Migrated in WA CAP with a Pending Home Study Update)

Action by:	Action:
Private Agency Licensor	36. Locate provider in the Renewals Case Load dashboard in WA CAP. 37. Contact WA CAP to ask for the home study form to be accessible. 38. Review prior file documents, including previous paper files and documents in WA CAP. 39. Access documents in WA CAP and the home study form in the “Initial Application” section of the Applicant Data. a. Click “Applicant Data” b. Scroll down to “Other applications for this family.”

Original Date: May 09, 2023 | Revised Date: October 18, 2023 | Licensing Division
Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator

Action by:	Action:
	<p>c. Click "View Documents" for the Initial Application to access previous licensing file.</p> <p>40. Work with the family to determine what applicant(s) forms and supporting docs are required for a Home Study Update.</p> <p>41. If the request will not result in a new three-year license:</p> <p>a. Upload required documents into WA CAP from prior files into the Initial Application, or</p> <p>b. Update required documents using a paper form and upload into the Initial Application.</p> <p>42. If the request will result in a new three-year license:</p> <p>a. Complete forms in the Renewal/Maintenance track.</p> <p>b. Complete the Home Study in the Initial Application.</p> <p>43. Follow Home Study Update section of the Required Documents for Child Placing Agencies.</p> <p>44. Complete the Home Study (DCYF 10-043) in WA CAP in the Initial Application.</p>
Private Agency Staff / LD Staff	45. Follow process flow as outlined in Steps 6-35 for detailed instructions.