

WA CAP Guide: Compliance Agreements for Child Placing Agencies

1. [Search Provider](#)

The screenshot shows the binti dashboard interface. At the top is a navigation bar with the binti logo and menu items: USERS, APPLICATIONS, INTAKE FAMILY, TRAINING, BACKGROUND CHECKS, COMPLAINTS, and REPORTS. Below the navigation bar, a welcome message reads "Welcome, [Name]". A search bar is highlighted with a red box, containing the text "Search names across all families" and a "Search" button. The main content area is titled "Here is a snapshot of your agency's caseload and action items." and is divided into two columns: "Initials" and "Renewals".

Initials

- Initials Case Load:** 81 Families
- Days Since App Signed:** 0 (90+ days, Great job!), 0 (61-90 days, Great job!)
- Days Since Child Placed:** 21 (Missing child placement info, warning icon), 0 (90+ days, Great job!), 0 (61-90 days, Great job!)

Renewals

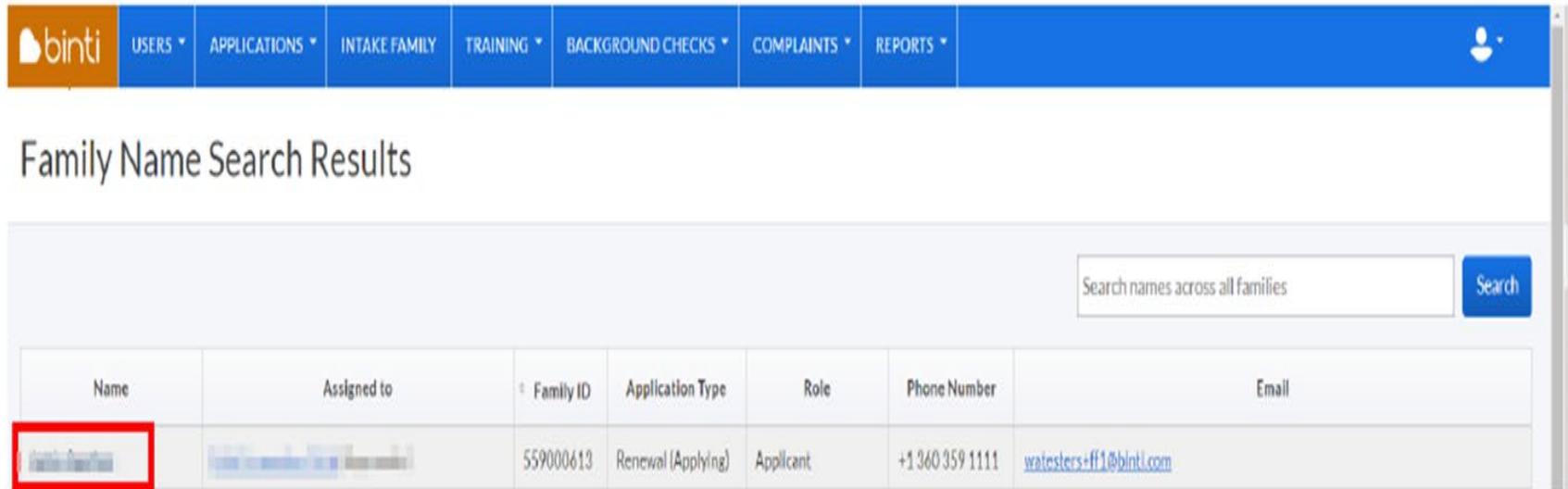
- Renewals Case Load:** 35 Families
- Upcoming Renewals:** 1 (Overdue, warning icon), 0 (Due next 60 days, Great job!)
- Upcoming Expiring Documents:** 0 (Renewals w/expired documents, Great job!), 1 (Renewals w/documents expiring soon, warning icon)

A "Chat" button is located in the bottom right corner of the dashboard.

Original Date: May 9, 2023
Revised Date: Month XX, 20XX
Licensing Division

Approved for distribution by Pamela McKeown
LD Foster System Senior Administrator

2. Click on Provider's Name



The screenshot shows the binti application interface. At the top is a navigation bar with the binti logo and several menu items: USERS, APPLICATIONS, INTAKE FAMILY, TRAINING, BACKGROUND CHECKS, COMPLAINTS, and REPORTS. Below the navigation bar is the heading "Family Name Search Results". To the right of the heading is a search box containing the text "Search names across all families" and a blue "Search" button. Below the search box is a table with the following columns: Name, Assigned to, Family ID, Application Type, Role, Phone Number, and Email. The first row of the table is highlighted with a red border. The data in this row is: Name (blurred), Assigned to (blurred), Family ID (559000613), Application Type (Renewal (Applying)), Role (Applicant), Phone Number (+1360 359 1111), and Email (watersters+ff1@binti.com).

Name	Assigned to	Family ID	Application Type	Role	Phone Number	Email
[blurred]	[blurred]	559000613	Renewal (Applying)	Applicant	+1360 359 1111	watersters+ff1@binti.com

3. Click “Actions”, Then Click “Edit Application” From Options That Appear

Family	Workers	Applicant Forms	Supporting Docs	Expiring docs	BG Checks	Agency forms	Renewal Due Date	
[Link]	[Link]	49%	34%	<ul style="list-style-type: none">▲ 12/24/22▲ 11/28/22▲ 11/28/22 More...	1/6	86%	10/17/25 (990 days)	Actions <ul style="list-style-type: none">Applicant DataEdit ApplicationView/Change Application StatusEdit Children in HomeEdit Placement InformationCase NotesDocumentsTransfer Application

Displaying 1 of 1
Download: [CSV](#)

4. Once in Documents Section, Scroll and Click on Compliance Agreement Hyperlink Under Agency Forms (DCYF Forms)

Agency forms					
TITLE	STATUS	DOCUMENT	MARK N/A	RECEIVED PAPER COPY	UPLOAD OR DRAG & DROP
Form - Authorization and Consent to Share Records (DCYF 15-824)	<input type="radio"/>	Download Blank Form			
- Consent - Applicant A	<input type="radio"/>		<input type="button" value="Not Applicable"/>	<input type="button" value="Received"/>	<input type="button" value="Upload"/>
Form - Child Placing Agency Foster Home Licensing Investigation (DCYF 23-036)	<input type="radio"/>	Download Blank Form		<input type="button" value="Received"/>	<input type="button" value="Upload"/>
Form - Compliance Agreement (DCYF 10-248)	<input type="radio"/>	Download Blank Form	<input type="button" value="Not Applicable"/>	<input type="button" value="Received"/>	<input type="button" value="Upload"/>
Form - File Checklist and Certification for License of Foster Home (DCYF 10-016)	<input type="radio"/>	Download Blank Form	<input type="button" value="Not Applicable"/>	<input type="button" value="Received"/>	<input type="button" value="Upload"/>
Form - Foster Home Monitoring Visit (DCYF 10-416)	<input type="radio"/>	Download Blank Form	<input type="button" value="Not Applicable"/>	<input type="button" value="Received"/>	<input type="button" value="Upload"/>
Form - Foster Home Reassessment (DCYF 10-405)	<input type="radio"/>	Download Blank Form	<input type="button" value="Not Applicable"/>	<input type="button" value="Received"/>	<input type="button" value="Upload"/>
Form - Home Inspection Checklist (Licensed) (DCYF 10-183)	<input type="radio"/>	Download Blank Form	<input type="button" value="Not Applicable"/>	<input type="button" value="Received"/>	<input type="button" value="Upload"/>

Original Date: May 9, 2023 | Revised Date: Month XX, 20XX
 Licensing Division | Approved for distribution by Pamela McKeown, LD Foster System Senior Administrator

5. Complete Form by Entering Home Contact Info, CPA Licensor's Info, and Compliance Agreement Info

Note: Ensure you are clicking Save and Continue button after each step.

[← Back to Requirements](#) **Home Contact Info**

Applicant A ▼

Compliance Agreement

- Home Contact Info
- Licensor Info
- Compliance Info

Physical Street address *

1234 Test Street

City *

Lacey

Zip code * Character limit 5 / 5

98513

[Previous Step](#) [Save and Continue](#)

6. CPA Licensor Clicks on Sign for Caseworker Button

Note: Once you fill out Agreement form you will be redirected back to Documents section, and a Sign for CCompliancecaseworker will appear under form name in Documents section

<p>Form - Compliance Agreement (DCYF 10-248) </p> <p>Sign for Caseworker</p> <p>Supervisor cannot sign this yet</p> <p>sample fill</p>		<p>Download Incomplete Form</p>	<p>Waive</p> <p>Upload</p>
--	---	---	---

7. CPA Licensor Will Sign the Form

Note: CPA Licensor will see a preview page of document. Sign the form by using your signature. Click on Next to find signature spot, Click on Sign Here, then Click on Accept.

The image displays two screenshots of the binti software interface during a document signing process.

Left Screenshot: Shows a table with columns: WASHINGTON ADMINISTRATIVE CODE (WAC), NONCOMPLIANCE DESCRIPTION/SUMMARY, PLAN OF CORRECTION, and DUE DATE. Below the table are signature fields for LD/CPA STAFF SIGNATURE, PROVIDER SIGNATURE (with a "Sign here" button), and APPLICANT A / ADMINISTRATOR/DIRECTOR SIGNATURE. A "Next >" button is highlighted in red at the top right.

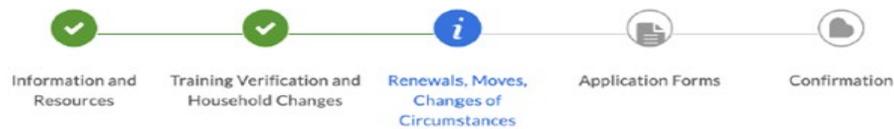
Right Screenshot: Shows a preview of the document with a signature "Worker Name" and a "Change your signature" button. Below the preview is an "Accept" button highlighted in red. The interface also shows a "Clear my signature" button and a "1 signature required" indicator.

Original Date: May 9, 2023 | Revised Date: Month XX, 20XX
 Licensing Division | Approved for distribution by Pamela McKeown, LD Foster System Senior Administrator

- 8. The Provider Will Need the Passcode of “kids4Washington” from CPA Licensor to Get Past Lock Screen in Order to View Form.



DCYF Foster Care Maintenance and Renewal



Renewals, Moves, Changes of Circumstances

You need a passcode to proceed with renewals, moves, or changes of circumstances. We will send you a reminder email 90 days prior to your license expiration with the passcode for renewal.

Contact your licensor for this passcode if you are moving, have a change of circumstance, or do not receive the renewal email. Find your licensor's contact information by clicking on "Need Help?" in the corner of this page.

Please enter the passcode you received below in order to proceed:

Next: Application Forms

9. Once Past Lock Screen, the Compliance Agreement is Ready to be Reviewed and Signed by Provider.

Note: The provider can only review and sign; they cannot edit this document.

Agency Forms Signed by Applicant(s) Progress

- Form - Authorization and Consent to Share Records (DCYF 15-824)
 - Waiting for caseworker to sign
 - Fill w/ sample data
- Form - Compliance Agreement (DCYF 10-248)**
 - Sign for Josivi Ramirez**
 - Fill w/ sample data
- Form - Supervision Plan for Site Specific Conditions (DCYF 10-419)
 - Waiting for caseworker to sign
 - Fill w/ sample data
- Form - Individual Training Plan (DCYF 06-166)
 - Waiting for caseworker to sign
 - Fill w/ sample data

Next >

Your signature will appear on the document like this:

Change your signature

Page 3 | 1 signatures required

COMPLIANCE AGREEMENT RELATED TO

WASHINGTON ADMINISTRATIVE CODE (WAC)	NONCOMPLIANCE DESCRIPTION/SUMMARY	PLAN OF CORRECTION	DUE DATE
11A-14B-1320 When will the department grant me a foster family license? (f) (b) 0			02/24/2023

Change your signature

Clear my signature

Accept

document like this:

Provider Signature

Change your signature

that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also certify that you are the person signing below and that you are signing on behalf of yourself.

Original Date: May 9, 2023 | Revised Date: Month XX, 20XX

Licensing Division | Approved for distribution by Pamela McKeown, LD Foster System Senior Administrator

10. Once the Provider Signs the Form, a Sign for Supervisor Button Will Appear

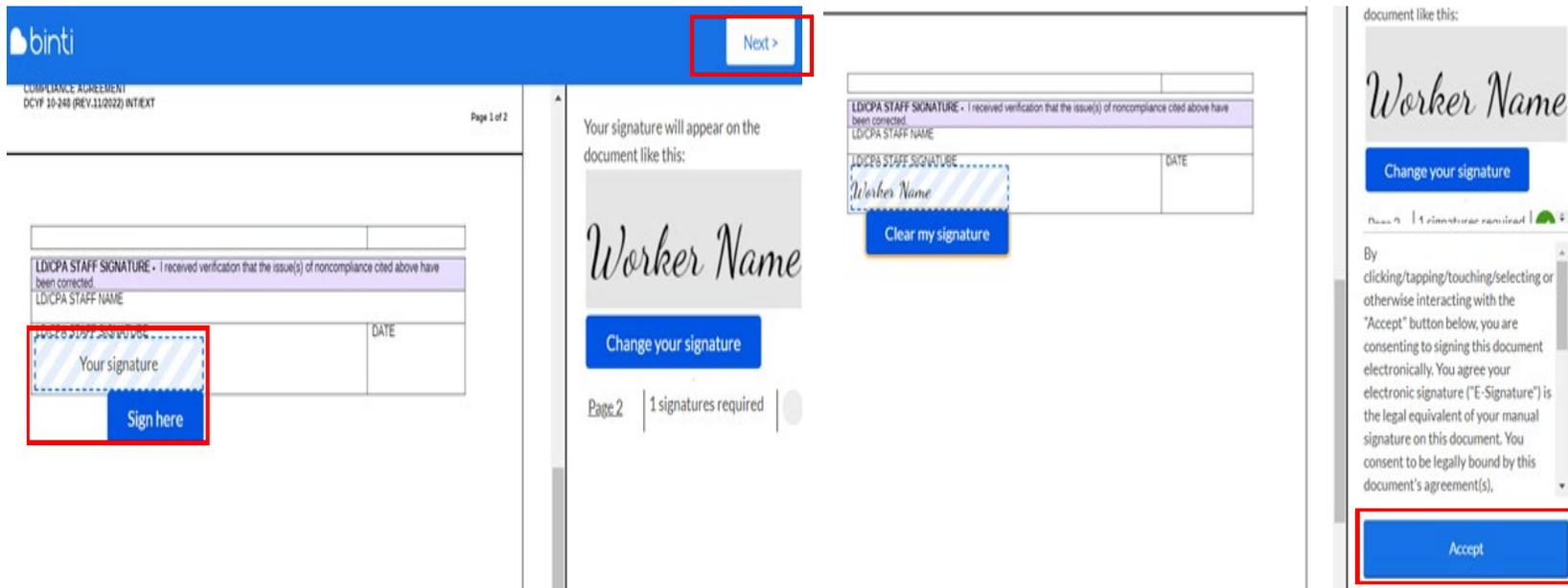
Note: The provider can only review and sign; they cannot edit this document.



11. You Will Then See a Preview Page of the Document. Sign the Form by Using Your Signature.

Click on Next to find signature spot, Click on Sign Here, then Click on Accept

Note: Before CPA Licensor signs a 2nd signature, CPA Licensor needs to verify that compliance issue has been resolved.



12. Once Compliance Agreement is Complete, a Green Check Mark Will Appear in the Status Column. To Access Completed Form, Click on Completed Form Hyperlink.

Form - Compliance Agreement (DCYF 10-248)  sample fill	 wa-state-compliance-agreement-2023-01-23.pdf (created Jan 23, 2023) delete	Waive	<input type="button" value="Upload"/>
--	---	-----------------------	---------------------------------------