



## Agenda

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### DCYF Licensing Division-CPA Portal Learning & Listening Sessions

Date: Monday, July 25, 2022

Time: 2:00-3:00 pm

#### Objective

Licensing Division would like to communicate and collaborate with statewide CPAs to discuss the Binti portal, implementation supports, timeline, and training needs, and take questions relating to this process.

#### Agenda

##### Introduction and Welcome - Aanchal Dhar (5 min)

This meeting is being recorded. We want to collaborate and announce updates. Please use your emojis or chat box to share how you are feeling about the discussion happening or have questions anytime during the meeting today. We have an activity to see who is in the virtual room with us. *Please share what has been the highlight of your summer so far?* Thank you to everyone for participating in the virtual room!

##### CPA Home Study and Portal Training 2023 – Debbie O’Neil (10 min)

Focusing on the “Why” of the Home Study, relational and cultural permanency, equitable assessments to highlight Implicit Bias, also covering strength-based approach working with families and addressing risks. We will be looking at the Cohort schedule to confirm dates and training locations. We just finished our Child Specific License training with staff and we’ll be looking at how to incorporate this training for CPAs as well. We do have a preliminary schedule and will be getting that out to the group as soon as possible.

#### Listening-Discussion Time

##### Binti Demo – Renatta Watson (30 min)

Live Binti Demo showing the worker side of WA CAP. CPAs version will look almost identical but will not see all of the applications, just your specific agency. Some are on the “state side” and CPAs will not see those. Once the CPA logs in it will give a snapshot of your agency’s caseload and action items.

There are two main sections.

- Initials, for those who are first time coming in to become licensed

- Renewals – families already licensed

Demo today is on **Initials**. Several columns showing Family, Workers, Partner Agency Workers, Applicant Forms, Supporting Docs, References, Training and CPA Hours, BG (background) Checks, Agency Forms, Days since app was signed, Days since child placed.

In the percentage view the *regional licensor* can see the percentage of completion status for the application and supporting documents received. There are two references required for the application, this column will show how many have been received and when both references have been received you'll see a green checkmark showing that area is completed.

You can do a search for the family you are looking for; the system has flexibility in how it will search – it does not have to be an exact name match.

Within the **Documents** tab it's broken down by Applicant Forms listed by Title, Status, Document, and status if the document has been received. You will have the ability to click on the document to open the listed form. You can then complete it, save and upload the form. Some forms may not be needed, depending on the applicant if it does not apply you will see either N/A or Not Applicable.

To fill out a form you can click on the **Agency Forms** tab and as a *Regional Licensor* there are several forms you may need to complete. The online forms are user friendly to enter all applicable information, then click on Save and Continue to go through all the required areas.

Once the document is completed the *Applicant* will get an electronic notice the form is ready for their signature. If the form requires the *regional licensors supervisor signature* the form will be sent electronically to the supervisor for their signature. This is under the **Notification Preferences** tab where assignment notifications are checked to show who gets notified. If the supervisor is out of the office, or unavailable – documents that require supervisor signatures will go to another supervisor for signature as long as the permissions are set up.

**Chat with us** box is a Live Help Center for the *regional licensor* to ask questions in real time.

CPAs will have instructions of who their assigned regional licensor is, or questions can be directed to WA CAP help desk. You can click on **Agency Contacts** to see who the agency assigned person.

On the **Renewals** area you will see a message "Upcoming Expiring Documents" showing how many expired documents and how many with documents expiring soon.

Another way to reach out with questions is to email the portal inbox at [dcyf.caregiverportal@dcyf.wa.gov](mailto:dcyf.caregiverportal@dcyf.wa.gov)

## **Listening-Discussion Time**

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### Forms – Alexa Latta (10 min)

We will talk more about forms at the Statewide PALS meeting on August 17<sup>th</sup>.

### **Listening-Discussion Time**

### Closing and Discussion - Aanchal Dhar (5 min)

Closing time for remaining Q&A. As you think about all the topics we covered today and may have questions please let us know. Also, if you have any future meeting topics or issues you would like us to cover let us know. Next bi-monthly CPA meeting will be on September 26<sup>th</sup>.

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