

Onboarding Private Agency Staff in WA CAP

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.

Onboarding Private Agency Staff in WA CAP

Action by:	Action:
Private Agency Designee	<ol style="list-style-type: none">1. Complete the top portion of the Group Care and CPA Staff Background Check Request/Decision Form DCYF 09-133.2. Begin training staff person in WA CAP.<ol style="list-style-type: none">a. Regional Licensing and CPA Home Study Trainingb. WA CAP Functionality Training - Virtual3. Email the form to the BCU email dcyf.rlgcclearances@dcyf.wa.gov.
Background Check Unit (BCU)	<ol style="list-style-type: none">4. Complete a person search in FamLink.<ol style="list-style-type: none">a. Create a person if needed. DO NOT attach person to CPA at this point.5. Complete the bottom portion of the Group Care and CPA Staff Background Check Request/Decision Form DCYF 09-133.6. Email completed form to Private Agency Designee.<ol style="list-style-type: none">a. Copy Regional Licensor only on the email.
Private Agency Designee	<ol style="list-style-type: none">7. Email documentation for staff member's education and experience to Regional Licensor to verify qualifications. Note: This is only for management positions which may include but not limited to Executive Director, Director, Program Manager/Supervisor, etc.8. Email the Regional Licensor a statement for any new staff members stating they completed the WA CAP training.

Action by:	Action:
Regional Licensors	<p>9. Verify qualifications and completion of WA CAP training.</p> <p>10. Communicate approval of staff qualifications with the private agency.</p>
Private Agency Designee	<p>11. Create staff member in WA CAP under “Agency Worker”.</p> <ol style="list-style-type: none"> Click on User tab in top banner and then click on Agency Workers. Select New Agency Worker in top right. <ol style="list-style-type: none"> Add new worker’s information. Under “Agencies”, choose Agency Role. <ol style="list-style-type: none"> Choose permission level. <ol style="list-style-type: none"> <u>Agency Admin</u>: This user role can see and access all applications and families. This role manages staff. <u>Approvals Worker w/All Applications Access</u>: This user role can see and access all applications and families. This role does not manage staff. <u>Approvals Worker</u>: This user role can see and access only applications directly assigned to them. This worker can move a family from the Recruiting tab to the Applying tab or close a family. This role does not manage staff. For Supervisors: If a supervisor, add other agency workers that will be supervised. External Agency Worker ID: This number will be sent to the private agency later in the process and entered at that time. (See step 14) <p>12. Notify Regional Licensors once created.</p>
Regional Licensors	<p>13. Send completed BCU form to LD Administrative Support.</p>
LD Administrative Support	<p>14. Complete Person Provider Match in FamLink.</p> <ol style="list-style-type: none"> Attach person to private agency in FamLink. Clean up duplicate people and merge if necessary. Add additional information for person in FamLink if more is known. After FamLink person IDs are merged/validated and attached to the private agency in FamLink: <ol style="list-style-type: none"> Email private agency designee (listed on the BCU form) and provide the FamLink Person ID number. Copy the Regional Licensors on the email.
Private Agency Designee	<p>15. Add FamLink Person ID number under the External Agency Worker ID for staff member in WA CAP.</p>

Making a Change for Private Agency Staff in WA CAP (name, email, permissions)

Action by:	Action:
Private Agency Designee	16. Click Edit Agency Worker and change name or edit permissions, if applicable. If the email needs to be changed, 17. Contact Binti.

Archiving a Private Agency Staff in WA CAP

Action by:	Action:
Private Agency Designee	Immediately and on the same day the worker is no longer working at the private agency: 18. Notify Regional Licensor of this change. 19. Reassign all families to another Agency Worker. a. If this is a supervisor, reassign all agency worker that this person supervises. 20. Click Archive Agency Worker. 21. Click Ok on the pop-up question. 22. Note: This staff member can be found under the Archived Agency Workers tab.