

ADDENDUM TO APPENDIX C  
 DIVISION OF LICENSED RESOURCES  
 SHARED DECISION MAKING POLICY  
 1/2018

(For non-program specific Shared Decision Making expectations, refer to Appendix C, CA Case Services Policy Manual)

PLEASE NOTE: The Authorized Decision Maker is the person who has the authority to make the final decision. Information from the licensor, or whoever initially receives the information, needs to be shared up the chain of command prior to submitting to the Authorized Decision Maker.

<b>CHILD SAFETY/PLACEMENT ISSUES IN FOSTER HOMES, GROUP CARE FACILITIES, OR, UNLICENSED HOMES DURING THE HOME STUDY PROCESS</b>	<b>AUTHORIZED DECISION MAKER</b>	<b>APPLICABLE POLICIES/PROCEDURES</b>
Founded CA/N where staff want to leave the victim child in foster home.	CA Assistant Secretary or their designee	<a href="#">4267. Removal of Children From Licensed Care</a>
DCFS seeking to allow children to remain in a home with a pending revocation or denial.	Director of Field Operations	
Licensor is in disagreement over a placement decision in a licensed home or facility, or unlicensed home which could put the child(ren) to be placed or child(ren) already placed at risk.	Joint staffing with all involved, moving quickly up the chain of command until situation has been resolved. These issues should be resolved at the lowest possible level. If an agreement cannot be reached, the final decision making authority rests with the Director of Field Operations.	
Decision to continue placement(s) in a licensed or unlicensed home or facility, which has been identified as one of concern due to multiple complaints, safety concerns, or a pattern of poor care.	Joint staffing with all involved, moving quickly up the chain of command until situation has been resolved. These issues should be resolved at the lowest possible level. If an agreement cannot be reached, the final decision making authority rests with the Director of Field Operations.	
Licensor has concern(s) or is made aware of immediate safety concern(s) or physical hazard(s) in a licensed home or facility, which could put a child(ren) at immediate risk.	If the licensor is on the premises, remain until the safety issue is addressed or the physical hazard has been removed. Otherwise, immediate notification up the chain of command until the situation is resolved.	
<b>COMPLETING HOME STUDY OTHER THAN UNIFIED HOME STUDY</b>	<b>AUTHORIZED DECISION MAKER</b>	
DLR worker or DCFS worker is requesting to complete a Non-Unified Home Study.	DLR Area Administrator	
<b>INVESTIGATIONS IN LICENSED FACILITIES</b>	<b>AUTHORIZED DECISION MAKER</b>	<b>APPLICABLE POLICIES/PROCEDURES</b>
Screening and Response Time	CA Intake Supervisor  The Licensing and DLR/CPS Supervisors review intakes for accuracy. Requests to change screening decisions for child abuse or neglect intakes go to the DLR/CPS Program Manager.	CA Practices and Procedures Guide - Chapter 2000  DLR/CPS PRACTICE GUIDE

		CHILDREN'S ADMINISTRATION INTAKE GUIDELINES FOR DLR/CPS FACILITY REFERRALS
<b>AIRS Report Required</b>		
<p>AIRS reports are required for facilities in the following situations:</p> <p>Criminal activity by a provider that would disqualify the provider from providing care resulting in the arrest or pending arrest or media interest;</p> <p>Allegation of sexual abuse/sexual exploitation resulting in the arrest or pending arrest or media interest;</p> <p>Emerging pattern of high-risk child abuse and/or neglect intakes;</p> <p>All child fatalities and near fatalities;</p> <p>Serious inflicted injury of a child in care;</p> <p>Suicide attempts that result in death or near fatal injury;</p> <p>Other incidents that may generate significant interest by the media, legislature, and/or the Governor's Office.</p>	<p>DLR/CPS Supervisor submits AIRS when screened in for DLR/CPS investigation. Child fatalities and near fatalities are reported in AIRS within one hour of receiving the information.</p> <p>DLR Supervisor or Area Administrator submits AIRS when incidents arise or the referral is screened to licensing.</p>	<p>The Supervisor or Area Administrator who submits AIRS will ensure that notice is directed to the following people:</p> <ol style="list-style-type: none"> <li>1. DLR HQs – DLR Administrator, DLR Deputy Administrator, DLR/CPS Program Manager</li> <li>2. CA HQs – Director for Field Operations or designee, DSHS Public Relations Officer for Media Relations</li> <li>3. Copy to local DCFS Regional Administrator</li> </ol>
<b>Removal Recommendations</b>		
Removal Recommendations for children in DCFS custody.	DLR/CPS Supervisor or Licensing Supervisor makes removal recommendations to DCFS supervisor. If there is a disagreement, the DLR Deputy Administrator has the final authority.	CA Policy1-05: Removal of Children from Licensed Homes DLR/CPS  PRACTICE GUIDE: Protecting Children During An Investigation; Recommendations to Remove Alleged Victims from a Facility/Licensed Home and/or Safety Planning
Removal Recommendations for children not in DCFS custody.	Notify the placement agency (DDA, JRA, etc.)	
<b>Provider Actions Review</b>		
Review of all Provider Actions and monitoring in regard to follow-up on all identified licensing issues, review of the 45-day timeline, quality, and content.	DLR Supervisor	
Provider actions over 90 days due to DLR/CPS investigation or extenuating circumstances.	DLR Supervisor approves and documents in a provider note.	
<b>ADMINISTRATIVE APPROVALS AND EXCEPTIONS</b>	<b>AUTHORIZED DECISION MAKER</b>	<b>APPLICABLE POLICIES/PROCEDURES</b>
<b>Criminal History</b>	See Background Checks for Prospective Out-of- Home Caregivers on the Policy Updates page of the CA intranet.	<a href="#">6800. Background Checks</a> <a href="#">WAC 388-148-1640</a>
<b>Founded CA/N</b>		
Approval for unsupervised access with Founded CA/N or Founded Abuse/Neglect of Vulnerable Adult.	DLR Administrator or DLR Deputy Administrator	
Another incident of founded or (*inconclusive) CA/N. *Inconclusive not used after 2008	DLR Administrator or DLR Deputy Administrator	

Licensure or continued licensure with Founded Abuse /Neglect of Vulnerable Adult.	DLR Administrator or DLR Deputy Administrator	
Revocation of child care license or an applicant with a prior adult family home license that was revoked.	DLR Administrator	
<b>Monitoring Devices</b>		
Monitoring devices, including video cameras, recording & listening devices, intercom systems or baby monitors for children over age 4.	DLR Administrator	<a href="#">WAC 388-148-1540</a> foster homes <a href="#">WAC 388-145-1625</a> group care Permits use of baby monitors for infants through four years of age.
<b>Restraints</b>		
Time-out or de-escalation rooms	Not allowed in foster homes. Group care facilities can have rooms that allow securing a youth. DLR Administrator approval is required for group care facilities.	<a href="#">WAC 388-148-1615</a> <a href="#">WAC 388-145-1830</a>
<b>Exceeding Capacity Restrictions</b>		
Decision to license a home for one additional child if the family already has six or more of their own children.	<ul style="list-style-type: none"> <li>DLR Supervisor can approve up to the maximum of 8;</li> <li>DLR Area Administrator can approve the maximum of 9 and above.</li> </ul>	<a href="#">WAC 388-148-1385 (2c, 3)</a>
<b>Overcapacity</b>		
Over-capacity (age, gender, and/or capacity) during regular business hours.	All over-capacity request during regular business hours, including placement of sibling groups: <ul style="list-style-type: none"> <li>DLR Supervisor can approve up to 2;</li> <li>DLR Area Administrator must approve 3 and above.</li> </ul>	<a href="#">WAC 388-148-1390</a> Overcapacity/Age/Gender Administrative Approval DSHS 15-349
Over-capacity (age, gender and/or capacity) during after-hours when DLR is not available and on an emergent basis.	The after-hours DCFS Supervisor has the authority to authorize after-hours placements. An over-capacity request must be submitted the following working day to the DLR Supervisor for post placement authorizations in the event of a "short term" crisis. A "short term crisis" is generally no more than a week.	
<b>Facility Staffing Requirements</b>		
Requests for changes in staffing levels (more kids per staff) for daytime or overnight staff in group care facilities.	DLR Administrator  DLR Administrator in consultation with the BRS Program Manager if it is a BRS facility.	<b>Staffing Ratios</b> WACs 388-145-1480, 1910, 1990, 2005, 2035, 2045, 2090, 2140, 2160, 2195
<b>Waivers to WAC</b>	DLR Administrator	
<b>Dual Licenses</b>		
Dual licenses where the total number of children in both categories exceeds or does not exceed the number permitted by the most stringent capacity standards.	Joint approval for the licenses by DLR Administrator and other DSHS licensing agencies Directors or their designees.	<b>Dual Licenses</b> <a href="#">WAC 388-148-1330</a> , <a href="#">WAC 388-145-1380</a> , and <a href="#">WAC 388-147-1375</a> Licensing Waiver/Administrative Approval <a href="#">DSHS 15-411</a>
<b>LICENSING ISSUES</b>	<b>AUTHORIZED DECISION MAKER</b>	<b>APPLICABLE POLICIES/PROCEDURES</b>
Licensing Administrative Approvals as cited under "Applicable Policies/Procedures."	DLR Area Administrator	Licensing Waiver/Administrative Approval <a href="#">DSHS 15-411</a> See DLR Administrative Approval, Waiver, Overcapacity Tip Sheet on intranet under DLR Programs.
Review home study and compliance with MLRs prior to licensing, re-licensing or licensing amendments/modifications.	DLR Supervisor	Supervisory Sign-Off on Licensing File Checklist <a href="#">DSHS 10-182</a>
Decision to license or re-license complex cases, homes, or facilities which appear to be marginally meeting MLRs, history of multiple complaints, safety concerns or pattern of poor care.	DLR Area Administrator	
Decision to license or re-license where the applicant(s) has been previously deprived of custody of a child(ren) through the Department.	DLR Administrator or their designee	Character & Suitability WAC <a href="#">WAC 388-06A</a>

Decision to re-license with a current corrective action/compliance plan in place.	DLR Supervisor	
Probationary licenses when a licensed home or facility is temporarily out of compliance (not to be used for minor compliance issues). <b>NOTE:</b> The Department cannot claim IVE Federal funding when a probationary license is in place.	DLR Administrator	Probationary Licenses <a href="#">WAC 388-148-1625</a> <a href="#">WAC 388-145-1350</a> <a href="#">WAC 388-147-1410</a>
Major corrective action/compliance plan for group home facility, staff, or CPA.	DLR Area Administrator in consultation with DLR Administrator	
Suspected non-compliance or misconduct by licensed contractor.	DLR staff must notify the local contract manager.	
<b>DENIALS, SUSPENSIONS, REVOCATIONS, DISQUALIFICATIONS</b>	<b>AUTHORIZED DECISION MAKER</b>	<b>APPLICABLE POLICIES/PROCEDURES</b>
Send draft denial, suspension or revocation letter to local AAG Office.	DLR Supervisor in consultation with DLR Area Administrator.	<a href="#">WAC 388-148-1625</a> <a href="#">WAC 388-145-1350</a> <a href="#">WAC 388-147-1410</a>
<b>SETTLEMENTS</b>	<b>AUTHORIZED DECISION MAKER</b>	<b>APPLICABLE POLICIES/PROCEDURES</b>
Voluntary closure or settlement of a licensed home or facility in lieu of denial or revocation.	DLR Administrator	
Voluntary agreement or settlement in lieu of disqualification of a staff person.	DLR Area Administrator	
<b>NO REFERRALS</b>	<b>AUTHORIZED DECISION MAKER</b>	<b>APPLICABLE POLICIES/PROCEDURES</b>
Initiating no referrals for licensed homes.	<ul style="list-style-type: none"> <li>Child Placing Agencies can voluntarily put a no referral on their agency homes. If agency disagrees with DLR's recommendation the DLR Area Administrator will follow local protocol to initiate the no referral.</li> <li>For state licensed homes DLR Area Administrator will follow local protocol to initiate the no referral.</li> </ul>	<a href="#">5120 Licensing State Foster Homes</a> <a href="#">5130 Regional Licensing</a>
Lifting no referrals for licensed homes.	DCFS Regional Administrator when they initiated the no referral.	
Initiating no referrals for group care facilities or child placing agencies.	DCFS Regional Administrator	
Lifting no referrals on CPA foster home	DLR Administrator and DCFS Regional Administrator	
Lifting no referrals for group care facilities or child placing agencies.	DLR Administrator and DCFS Regional Administrator	
Disputed No Referrals	Staffing with all involved parties, going quickly up the respective chains of command until resolved. May also require AAG consultation.	
<b>TRIBAL ISSUES</b>	<b>AUTHORIZED DECISION MAKER</b>	<b>APPLICABLE POLICIES/PROCEDURES</b>
Conflicts or disagreements with tribal CPA licensing.	DLR Area Administrator. If unable to resolve, DLR Administrator.	Consult with ICW Program.
DLR/CPS cases involving tribal authorities, or tribally licensed care providers.	DLR/CPS Supervisor. If unable to resolve, DLR Area Administrator.	Staff with involved tribal representatives. Follow ICW policy and/or consult with the ICW Program.
<b>CLIENT/COMMUNITY ISSUES</b>	<b>AUTHORIZED DECISION MAKER</b>	<b>APPLICABLE POLICIES/PROCEDURES</b>
Unresolved client complaints or case related conflicts with community agencies or professionals.	Licensing or DLR/CPS Supervisor staffs with DLR Area Administrator.	

<b>HIGH PROFILE/MEDIA</b>	<b>AUTHORIZED DECISION MAKER</b>	<b>APPLICABLE POLICIES/PROCEDURES</b>
Media contacts	DLR Administrator or DLR Deputy Administrator	Follow DSHS Administrative Policy 2.08