INDIAN CHILD WELFARE POLICIES AND PROCEDURES

4. Intake

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Approved by: Frank Ordway, Chief of Staff

Purpose

The purpose of this policy is to provide guidance when DCYF receives reports of child abuse and neglect (CA/N), imminent risk of serious harm, or requests for assistance for children who are or may Indian children.

Scope

This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Laws

Chapter 13.38 RCW	Washington State Indian Child Welfare Act
25 U.S.C. § 1901 - 1923	Indian Child Welfare Act

Policy

Intake workers must:
1. Identify whether there is reason to know that children are or may be Indian children as soon as possible when completing an intake.
2. Contact identified tribes prior to making screening decisions.

Procedures

1. Intake workers must ask referrers when taking reports regarding CA/N, imminent risk of serious harm, or requests for assistance:
    a. Whether children are or may be Indian children.
    b. About the children's Indian heritage.
2. When there is reason to know children who are the alleged victims or identified children of a report are or may be Indian children affiliated with Washington State federally recognized tribes or out-of-state tribes with a Memoranda of Agreement (MOA) with Washington State:
    a. Intake workers must:
        i. Follow the Child Welfare Intake Process and Response policy.
        ii. Call the tribe, using the Washington State Tribes Intake Referral and After-Hours Field Response Contact Information, prior to making a screening decision and:
            A. Share the:
                I. Indian child's family name.
                II. Current allegation or concern.
            B. Ask if the child resides on the reservation.
            C. Gather collateral information about the child and family that may inform the screening decision.

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iii. Document
    A. In the ICW tab in the FamLink Intake module information about:
        I. Contacts or attempted contacts with known tribes.
        II. Information about the child's:
            i. Tribal heritage or affiliation with known federally recognized tribes.
            ii. Residence or domicile.
    B. In the narrative tab in the FamLink Intake module information that may inform the screening decision.

b. Intake supervisors must complete the following when there are emergent after-hours intakes:
    i. Notify the after-hours supervisor of the after-hours emergent intake and the need for coordination with the tribe.
    ii. Send a copy of the after-hours emergent intake to Washington State federally recognized tribes and out-of-state tribes with an MOA when the intake is not an LD CPS intake using the Washington State Tribes Intake Referral and After-Hours Field Response Contact Information.
    iii. Document that the intake was shared in the Referrals tab of the Intake module in FamLink.

c. Child welfare employees designated by the assigned office area administrators must:
    i. Send all intakes to the Washington State federally recognized tribes and out-of-state tribes with an MOA, if not already sent.
    ii. Document intakes were sent in the Referrals tab in the FamLink Intake module in FamLink.

d. Licensed Division (LD) Child Protective Services (CPS) supervisors or investigators must:
    i. Send screened-in intakes to Washington State federally recognized tribes and out-of-state tribes with an MOA.
    ii. Document contact or attempted contact with the tribe and any information about the child's tribal heritage or tribal affiliation in a FamLink case note.

3. Office of Tribal Relations (OTR) must maintain and update the Washington State Tribes Intake Referral and After-Hours Field Response Contact Information by:
    a. Emailing tribal child welfare directors monthly to request updates and changes and then immediately reposting the corrected list to the internet.
    b. Updating and reposting the corrected list to the DCYF internet whenever a tribe provides OTR with changed contact information.

Forms

Intake Report DCYF 14-260 (located on the Forms repository on the DCYF intranet)

Resources

25 CFR Part 23 Bureau of Indian Affairs ICWA Proceedings
Child Welfare Intake Process and Response policy
FamLink Intake Quick Help Guide (located on the DCYF Knowledge web of the DCYF intranet)
FamLink User Manual: Intake (located on DCYF Knowledge web of the DCYF intranet)
ICW Section of the Intake Training Guide (located on the Intake and CPS page of the DCYF Intranet)
Screening and Response Assessment (located in the manuals section of the DCYF Intranet)
Washington State Tribes Intake Referral and After-Hours Field Response Contact Information

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Washington State Tribes: Tribal Contact and Coordination Guidelines

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