DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: Holders of DCFS Manual

Notice No. T-1
Issued: July 1, 1984

FROM: Health and Rehabilitative Services
Gerald E. Thomas, Asst. Secretary

FOR INFORMATION CALL:
753-0247 or SCAN 234-0247

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT, MS OB-16

SUBJECT: MAINTENANCE PAYMENT FUNDING SOURCE ELIGIBILITY FOR CHILDREN IN FOSTER CARE

DSHS 14-140(X), Source of Funds Application and Face Sheet for Children in Foster Care

DSHS 14-226(X), Funding Source Eligibility Determination Related to Foster Care,

and

DSHS 15-192(X), Child Placement and Legal History

Place this notice in front of DCFS Manual, Chapter 31, and note on the Tan Notice Control Sheet the date Notice No. T-1 was entered.

The following procedures replace Green Notice No. G-113:

A. BACKGROUND

Recent federal audits have found high error rates in Washington's use of AFDC-FC and FEA funds for children in foster care.

New procedures and forms have been developed and placed in DCFS Manual, Chapter 33, to attempt to correct this problem.

B. ACTION REQUIRED

Effective upon receipt, utilize procedures in DCFS Manual, Chapter 33, for determining maintenance funding source eligibility for ALL children placed into an out-of-home placement.

CHAPTER 31

CRISIS RESIDENTIAL CARE

Table of Contents

31.00 PROGRAM AUTHORITY

31.10 POLICY

31.11 Purpose of Service
31.12 Service Description
31.13 General Policies Related to this Service
31.14 Priorities Related to this Service
31.15 Eligibility
31.16 Payment Rates

31.20 PROGRAM STANDARDS

31.21 Program Expectations
31.22 Program Outcomes

31.30 SERVICE PROCEDURES

31.31 Intake/Assessment
31.32 Crisis Residential Centers - Placement/Services
31.33 Placement in a Certified Detention Facility
31.34 Family Crisis Residential Centers
31.35 Group Crisis Residential Centers
31.36 Regional Crisis Residential Centers

31.60 INTERFACE WITH OTHER DSHS SERVICES

31.70 INTERFACE WITH NON-DSHS SERVICES

31.80 REQUIRED FORMS AND INSTRUCTIONS

CHAPTER 31

CRISIS RESIDENTIAL CARE

31.00 PROGRAM AUTHORITY

Federal: 45 CFR 233.110; CFR 228.45; CFR 228.46; CFR 228.12; and CFR 228.26.

State: RCW 74.13.020; RCW 74.13.031; RCW 74.13.032 through 74.13.035. WAC 388-15-150; WAC 388-70; WAC 388-73-14

31.10 POLICY

31.11 Purpose of Service

The purpose of Crisis Residential Care is to make an emergency,and temporary residence (not to exceed 72 hours without legal authority) available on a 24-hour-a-day and seven-day-a-week basis for dependent children (as defined in RCW 13.34.030), and runaways or children absent from home (as defined in RCW 13.32 A.090), pending their return home or to an alternative residential placement.

31.12 Service Description

A. Crisis residential care means the temporary placement of a runaway or child absent from home in a semi-secure residential facility licensed by the department. (See RCW 74.13 Manual G and 31.13 E and F.) Separate requirements apply for the following subcategories of Crisis Residential Centers (CRCs).

1. Family Crisis Residential Centers (CRCs) are family foster homes that are specifically licensed and designated as CRCs. These foster families are selected for their special skills and commitment to provide emergency shelter care for children who require close supervision. Family CRCs provide a different level and type of care than regular or specialized receiving homes. (See Chapter 32.) Family CRCs are limited to a maximum of two placements (beds) at one time. CSO staff provide social services to the Family CRC to ensure that all service needs are met.

2. Group CRCs are intended to serve children who are not suitable for receiving home care or family CRCs because of the seriousness of their problems and/or behavior but do not require the intensive security and level of program offered by regional CRCs. Group

CRCs provide a maximum of two beds which may be a special resource within a larger program provided by a licensed group care facility. (See Chapter 34.) Group CRC staff directly provide the counseling, structure and supervision of the children placed in their care.

3. Regional CRCs are licensed and operate as discrete facilities (not part of a regular group home) which provide direct treatment and very close supervision to difficult youth. Regional CRCs serve as a back-up resource for managing children who cannot be contained in family or group CRCs. Regional CRCs operate as the most intensive shelter care resource short of secure detention.

B. The processes involved in the utilization of crisis residential centers include:

1. Evaluation and determination of level of care/security needed and available for the child/youth (Family, Group Regional) based on nature of crisis and behavior exhibited by the child or known to have occurred in the past.

2. Authorization (on DSHS 14-154(X), see Chapter 04 for instructions) by CSO staff of placements actually made by the police or other agency staff after all crisis intervention efforts to keep the family intact have failed.

3. Provision of social services including:

a. CSO staff in working with the child, the natural parents and the CRC to facilitate the child's return to his/her home. CSO and CRC staff have joint responsibility in case planning and service delivery.

b. Securing the completion of DSHS 9-04(X), Placement Authorization and Acknowledgment, by parents.

c. Obtaining signature for dependency petition (see Chapter 24.32) or an Alternative Residential Placement petition (see Chapter 23.31) within the 72-hour time limit.

4. Monitoring by CSO staff:

a. The progress of the child, and

b. The delivery of service by the CRC.

31.13 General Policies Related to this Service

A. Out-of-home placement in crisis residential care facilities will be used as a last resort in meeting the needs of children. Prior to placement of runaways or children absent from home, every attempt shall have

been made through the direct provision of Crisis Intervention Services as described in Manual G, Chapter 24, to prevent removal of child from home.

B. A serious effort will be made at the time of referral and during placement to provide intensive treatment services which will enable the child to return to his/her own home. In the case of American Indian children, CSO staff should consider seeking consultation with tribal or off-reservation Indian social services or members of the Local Indian Child Welfare Advisory Committee (LICWAC) during the assessment phase of the case. (See Chapter 23.38, Indian Child Welfare)

C. If it is determined at the time of referral or during subsequent placement that the child is a victim of abuse or neglect, CRC staff will make a referral to CSO Child Protective Services according to local procedures. (See Chapter 26.)

D. When an American Indian child is referred for CRC placement, the department will notify the appropriate tribal council or urban Indian organization which will be given the opportunity to advocate or provide legal representation or other assistance as indicated. (See Chapter 23.38)

E. 1. Care of a child by a "responsible adult" other than a legal guardian, or relative (persons not subject to licensing (Chapter 74.15 RCW)) becomes licensable if a child stays in such care overnight. If the responsible adult provides or indicates an intent to provide care to a child in excess of seventy-two hours or wishes to provide care to a series of children, he/she will be advised to apply immediately for a license to operate a foster home.

2. If the responsible adult is, in fact, a current friend or neighbor, they are not subject to licensing unless the child remains in care for an extended period of time. As a rule of thumb, an extended period of time would not be more than one month. By the end of that time, the case would be regular care subject to licensing, not occasional care which is not subject to licensing.

3. Responsible parents who take two or more children in succession or who otherwise are generally considered to be available for such placement must be licensed as foster homes.

F. Pending the processing of a a foster care license application (received in a timely fashion), the department will not seek injunctive or other adverse action against the applicant, provided that he/she:

1. Accepts no additional children for shelter care during this period, and

2. There are no apparent impediments to licensing, e.g., the applicant is known to have had a license denied or revoked previously. The department will not authorize payment for care during the unlicensed period.

G. All crisis residential care facilities must be licensed or certified according to Manual G, Chapter 06, prior to placement of any child by the department.

H. A regional CRC will provide a separate area within the facility where a child whose behavior has become disruptive to the program may be counseled on an individual basis until the child regains composure.

I. The Group CRC length of stay shall be no more than 72 hours without an alternative residential placement petition being filed or a signed DSHS 9-04(X), Placement Authorization and Acknowledgment. If it is contemplated that a child in a group CRC bed should stay on and participate in the facility's regular group care program, that plan/child must meet the Child Placement Guidelines. (See Manual G, Chapter 34.80.) The availability of CRC beds may not be reduced by converting such emergency CRC beds into regular group care.

J. No CRC Placement shall exceed 10 days without Regional Office approval.

31.14 Priorities Related to this Service

A. Service Priorities:

1. Provision of crisis intervention services to maintain and strengthen the family unit and permit the child/youth to return home as soon as possible.

2. Referral for emergency medical and mental health needs.

3. Provision of residential care and supervision 24 hours a day and seven days a week.

4. Screening of cases to determine appropriateness of a referral for CPS services (see Chapter 26).

5. Provision of counseling and support to children placed in CRCs.

6. Utilization of all appropriate community and departmental resources.

31.15 Eligibility

A. For complete eligibility requirements, see Chapter 03, Social Service Eligibility.

B. Service Eligibility:

A child and/or his/her parent(s)/guardian are eligible for services when need is established according to the following criteria:

1. Children placed in CRC care must be:

   a. Dependent, or

   b. Runaways or children absent from home as defined by law.

   Runaways and children absent from home should only be placed in CRCs when the circumstances indicate that the structure and security of a crisis residential center are necessary. Children who require emergency medical or psychiatric care will not be placed in Family CRCs. Regional CRCs will be used as the service of choice for the most difficult children, behaviorally or conditionally, who are in need of emergency placement services.

2. Admission priorities:

   a. Children who have run away from home and who <u>request</u> admittance to the center.

   b. Children for whom the juvenile court has received an alternative residential placement petition filed by the child, the parent or the department.

   c. Juveniles delivered by a law enforcement officer because:

      (1) The juvenile has been reported by his/her parent to be absent from home without parental consent;

      (2) The juvenile has been reported as a runaway by an agency legally charged with his/her supervision and/or custody.

      (3) The officer had reason to believe that the juvenile was in circumstances which constituted a serious danger to his/her safety; and the juvenile refused to be taken home or to an agency legally charged with his/her supervison; or

      (4) The officer believes that it is not practical nor in the best interest of the family (or juvenile) to take the juvenile home.

   d. Children of families in conflict who have received crisis intervention services as described in Manual G, Chapter 24.12, and for whom conflict cannot be resolved with the child in the home.

   e. A child who has not been successfully cared for or supervised in previous placements.

C. Financial Eligibility:

1. Payment for the first 72 hours of care in a crisis residential center is provided by State funds. The department will not seek reimbursement from the parents for this 72 hours. However, after 72 hours, eligibility factors according to Chapter 34.15 become effective.

2. Expenses for transporting the child to his/her home or to an alternative residential placement will be assumed by the department. However, the parent(s)/guardian will be asked to participate in paying the cost to the extent of his/her ability to pay.

31.16 Payment Rates (Effective July 1, 1980)

A. The Family CRC will be reimbursed at the rate of $21.40 per child (two-bed limit) for each day of care provided. In addition, Family CRCs will receive a monthly retainer fee of $107.00 to guarantee the availability of the two CRC beds.

B. The Group CRC will be reimbursed at the rate of $37.45 per child (two-bed limit) for each day of care provided. In addition, the department will pay a monthly retainer fee of $107.00 to reserve two beds for emergency placement/services.

C. Regional CRCs will be reimbursed at a fixed rate per bed that will vary by CRC (vendor unique). The reimbursement for availability of a specific number of placement beds (regardless of occupancy factor) will be specified by contract.

31.20 PROGRAM STANDARDS

31.21 Program Expectations

A. The CSO service worker will:

1. Provide or arrange for crisis intervention services according to Manual G, Chapter 24, Services to Children in Their Own Home, prior to placement for the purpose of avoiding placement of child outside his/her own home.

2. Screen and authorize all CRC placements.

3. For family CRCs, make daily contact (in person or by telephone) with CRC staff/ parents to monitor progress of the child while in placement and/or to provide direct services to the child and his/her parent(s)/ guardian.

4. Make weekly contact with the family CRC staff/parents to evaluate their experience (post-placement) and identify their training needs.

5. Provide court/custody related services when the child is not able to return home within 72 hours including:

   a. Obtaining a signed DSHS 9-04(X), Placement Authorization and Adknowledgment, from the parent(s); or

   b. Filing or assisting the child/parent in filing an Alternative Residential Placement petition with the juvenile court (see Chapter 23.31);

   c. Filing a dependency petition with the juvenile court (see 23.32);

   d. Out-of-home placement planning according to Chapters 32, 34 or 36.

B. The CSO and CRC staff are jointly responsible for:

1. Working with the child and his/her parents to facilitate the child's return home within 72 hours.

2. Developing and/or approving alternative residential placement plans when it is determined that returning home is not feasible.

3. Evaluating the need for and/or authorizing a detention placement according to policy and procedures in 31.33.

C. CSO regional management has responsibility for monitoring the regional/group/family CRCs:

1. Compliance with eligibility criteria described in Chapter 31.15.

2. Progress toward achieving individual service plans.

3. Compliance with contractual program requirements (level of care, etc.).

4. CRC record keeping, reporting and follow-up activities.

31.22 Program Outcomes

A. Child returns home and necessary follow-up and referral services are provided to the child and family by CSO and CRC staff.

B. Child is placed in appropriate out-of-home setting and services are provided by CSO staff to enable a return home as soon as possible:

1. Parents and youth agree to an alternative residential placement and a DSHS 9-04(X), Placement Authorization and Acknowledgment, is signed by parent(s).

2. Parent and youth cannot agree to a placement or continuation of a placement, but some other responsible adult is willing and able to accept or keep the child, and the parent, the child, or the department files a petition for court approval of that alternative residential placement.

3. A dependency petition is filed in accordance with Chapter 23.32.

31.30 SERVICE PROCEDURES

31.31 Intake Assessment

A. Any family in conflict will have received crisis intervention services according to Chapter 24.31 prior to referral for placement in crisis residential center.

B. CSO staff will, in cooperation with CRC staff, screen a child and determine the appropriate level care facility (family, group, or regional CRC) based on the nature of the crisis, age of the child, behavior of child at the time of placement and behavior known to have been exhibited in the past.

C. CRC parents/staff will immediately contact the CSO when a referral is made by any source other than CSO staff and screening by CSO staff will occur at that time.

D. Designated CSO workers will authorize admittance of all children to crisis residential centers using the DSHS 14-154(X), Social Services Authorization (see Chapter 04 for specific instructions) and other required forms (see 31.80).

E. Whenever a child is placed in a crisis residential center, the child and/or the family will be provided with crisis intervention services of sufficient intensity to return the child to his/her own home within 72 hours.

31.32 Crisis Residential Centers - Placement/Services

A. Upon admission, immediately notify the child's parent(s) of the child's whereabouts, physical and emotional condition, and the circumstances surrounding his/her placement (see Chapter 23).

B. Inform the parent(s) of their rights under the provisions of RCW 13.32 A.090 including, but not limited to, the right to file an alternative residential placement petition (see Chapter 23).

C. Refer children who have been abused or neglected to Children's Protective Services (see Chapter 26).

D. Inform the parent whether a referral to Children's Protective Services has been or will be made and, if so, inform the parent of the standard pursuant to RCW 26.44.020(12) governing child abuse and neglect in this state.

E. CRCs will provide food, shelter, counseling, and a structured program that will ensure that children receive 24-hour supervision.

F. A regional CRC will provide a separate area within the facility where the child whose behavior has become disruptive to the program may be counseled on an individual basis until such time as the child regains composure.

G. CRC parents and/or administrator will establish reasonable hours for the resident to come and go from the facility/home. No resident should be free to come and go at any hour. Resident should be required to sign in and out indicating their destination and probable time of return. In the case of the Regional CRC, residents will not leave the facility at all unless accompanied by the CRC's administrator or the administrator's designee, or unless specifically authorized to leave.

H. The CRC will arrange transportation for the child: To the residence of his/her parent(s) when the child and his/her parent(s) agree to the child's return home; or to an alternative residential placement (ARP). The ARP may include a licensed group care facility or foster family home when agreed to by the child and parent, or when a dependency petition or ARP petition has been filed with the juvenile court.

I. The CRC will contact and inform the CSO when:

1. A child's parents cannot be located.

2. There is a change regarding time limitations, progress in reuniting of the family, or placement planning for the child.

J. Crisis residential centers shall compile daily logs and transmit monthly reports to the department (there are separate monthly reports for regional and for the family/group CRCs) which contain the following information:

1. The number, age, and sex of children admitted to the CRC.

2. Who brought the child to the center and the name of the CSO staff person who authorized the placement.

3. Time and date of admission.

4. Circumstances which necessitated the child being brought to the center.

5. Length of stay at the center.

6. Services provided to children admitted to the center and summary assessment of their behavior while in placement.

7. Community resources (services) utilized in providing service to clients during placement in center and linkages arranged for services following release from center.

8. Disposition of case at time of release from center.

9. Number of children admitted to center who ran from center and, if possible to ascertain, their ultimate disposition.

10. Number of Alternative Residential Placement petitions filed and voluntary consents to place completed;

31.33 Placement in a Certified Detention Facility

A. A child found by the CRC to be disruptive to the point that the child is seriously assaultive or seriously destructive toward others or property (and the center is unable to provide appropriate supervision and structure) may be placed in a certified secure detention facility for not more than 24 hours, including Saturday, Sunday, and holidays.

B. Detention should not be used unless all appropriate and possible alternatives have been explored. The primary alternative is structuring CRC services to maximize individual attention and supervision so that detention is avoided. Other considerations include: Findings by a mental health professional as committable under the Involuntary Treatment Act or charging the youth with a criminal act requesting adjudication as a juvenile offender.

C. If a child takes unauthorized leave from the CRC and the person in charge of the center cannot provide supervision and structure to ensure that the child will not again take unauthorized leave, then placement in detention may be necessary.

D. A child placed in secure detention shall, while confined, be provided with appropriate treatment by the department or the department's designee to facilitate the child's return to normal family life.

E. To the extent possible, juveniles placed in secure detention facilities from crisis residential centers shall not come in contact with alleged or convicted offenders.

31.34 Family Crisis Residential Centers

A. In addition to the policy and procedural requirements in 31.13, 31.21, and 31.32 above, the following responsibilities are assigned to family CRC parents:

1. Be prepared to accept children for placement on a 24-hour per day, seven days a week basis. Except, children who require emergency medical or psychiatric care will not be placed in family CRCs.

2. Cooperate with the department on:

   a. Assessment of child's situation for planned return home or to another placement.

   b. Determination of service goals and the timetable for accomplishing service plan.

   c. Assessment of possible abuse or neglect.

3. Become knowledgeable of the availability and use of community resources.

4. Provide transportation for purposes of medical treatment and maintenance of community contacts.

5. Provide testimony in court as required by the department (see Chapter 23).

6. Report runaways to a law enforcement agency and immediately notify parents and the department (CSO).

7. Assist staff in obtaining a signed DSHS 9-04(X), Placement Authorization and Acknowledgment, a dependency petition or an Alternative Residential Placement petition filed with juvenile court when length of stay may exceed 72 hours.

B. The CSO is responsible for the following services to family CRCs:

1. Recruit, train, and license (according to WAC 388-73) specialized foster parents selected for their skills and commitment to children.

2. Provide training and orientation to family CRC parents prior to the placement of children. In addition, a minimum of four hours of ongoing training will be provided to family CRC parents each month.

3. Provide 24-hour a day, seven days a week availability for screening of all children prior to actual placement and support services to the CRC foster family.

4. Notify the child's parents at the time of placement of the child's whereabouts, physical and emotional condition, and the circumstances surrounding his/her placement.

5. Notify and inform the parents of the child as to the parent's rights under the provisions of RCW 13.32A.090 and and Chapter 23 including:

   a. Right of parents to: Request crisis intervention services from the department; to develop skills and suports to resolve family conflicts; and/or to secure referral to suicide prevention services, psychiatric or other medical care, psychological, welfare, legal, or other social services appropriate to the needs of the child and family.

   b. Right of parents or child, after reasonable efforts to: Resolve the problem outside of court, to file a petition with the juvenile court to approve an alternative residential placement in those cases in which the parent and child cannot mutually agree to the child's return home or to voluntary placement in an alternative residential facility. On request, the department will assist the parent (or the child) in the preparation of an ARP petition (see Chapter 23.31 A.).

6. Refer cases in which the child appears to be the victim of child abuse or neglect to the department's Child Protective Services for investigation. (See Chapter 26)

7. Inform the parent whether a referral to Children's Protective Services has been or will be made and, if so, inform the parent of the definition governing child abuse or neglect in this state according to RCW 26.44.020 (12).

8. Arrange transportation for the child to the residence of the parent or to an alternative residential placement which may include a licensed group care facility or foster family. Transportation costs are to be assumed by the department with provisions for participation by the parents to the extent of their ability to pay.

9. Provide or arrange for services to children who have legal residence outside the State of Washington and who refuse to return home (see provisions of RCW 13.24.020 and Chapter 30, Interstate Compact on Placement of Children).

10. Unless the family CRC parents report the placement situation is stable and a visit by the service worker is unnecessary, the CSO service worker will visit the home on a daily basis. The purpose of this daily contact is to provide consultation to the family CRC parents and to coordinate planning and other activities necessary for returning the child home or to an alternative placement.

11. Face-to-face service worker contact with the child and the natural family to provide counseling that will allow the child to return home. Make collateral contacts with other community agencies and services to accomplish the service plan.

12. The CSO service worker or supervisor will have weekly contact with the family CRC parents for purposes of evaluating their placement experience and identifying training and/or service needs. This information will be maintained in a service record on each CRC home. The department will evaluate the home on an ongoing basis. The criteria used will be their ability to provide quality service and prevent runaways.

13. CSO staff will compile monthly service reports (monthly report family/group CRCs) describing CRC operations and the CRC's success in meeting program objectives.

14. The CSO service worker will complete forms as described in Chapter 32.31 D. and E. at the time of placement or within 5 working days. (See Chapter 04 for specific instructions on SSPS forms)

C. For children who take unauthorized leave from a family CRC for more than 24 hours and who are subsequently returned to a center, the time spent by the child away from the center shall not count as part of the maximum 72 hours of care in crisis residential centers. When a child is sent by a center to a secure detention facility, time spent in that facility shall count as part of the maximum 72 hours.

D. With departmental authorization, youth may be taken to another level crisis residential center (group or regional) when exhibited behavior is such that family CRC is unable to control the child and it is determined that more structure and supervision is needed. (See 31.33 for detention placements.)

31.35 Group Crisis Residential Centers

A. In additon to policy and procedural requirements in 31.13, 31.21, and 31.32 above, the following responsibilities are assigned to the group CRCs:

1. Provide a semi-secure residential service that is available on a 24-hour, 7-days-a-week basis for any child screened and approved by the CSO for placement.

2. Provide counseling to the child immediately upon placement to: calm the crisis situation; minimize the risk of the child running away or otherwise acting in a manner that is destructive to self or others; and to resolve difference so the child may return home or enter an alternative residential placement.

3. Maintain daily contact with the designated CSO service worker for purposes of: reporting on progress of individual toward the goal of returning the child to his/her own home; and coordination with CPS or other department staff to enable an alternative residential placement within 72 hours.

4. Provide testimony in court as required by the department (see Chapter 23).

5. Report runaways to a law enforcement agency, and immediately notify the parents and the department (CSO).

B. The same responsibilities are assigned to the CSO as were described in 31.34 B.

31.36 Regional Crisis Residential Centers

A. In addition to policy and procedural requirements in 31.13, 31.21, and 31.32 above, the responsibilities assigned to the regional crisis residential centers are the same as those of group CRCs described in 31.35 plus:

1. Provide a structured program with a staff to child ratio according to WAC 388-73-606 to ensure that residents receive intensive 24-hour-a-day supervision and that the incidence of runaway is reduced.

2. Immediately provide counseling to the youth who may arrive at any hour and may be in an emotionally-charged state. The counseling should be directed at resolution of the precipitating crisis, minimizing the risk of the child running away or otherwise acting in a destructive manner, and returning the child home within the shortest time possible.

3. Provide or arrange for authorized emergency medical or psychiatric care for a child who, as a result of mental or emotional disorder or intoxication by alcohol or other drugs, is suicidal, seriously assaultive, or seriously destructive towards others. Such action must be taken in accordance with a previously approved (by CSO) plan for provision of emergency medical or psychiatric care.

4. Provide 24-hour-a-day close supervision of residents to prevent runaway or destructive behavior. A CRC staff will be with the child at all times except when the child is being supervised by department staff or other persons designated to provide authorized services.

5. Maintain daily contact with the CSO for the purpose of reporting on progress of individual case goals.

6. Provide an area at the facility for department staff to interview/screen, and monitor intake and other services provided by the agency.

7. Individual case records will be maintained and will be available on request to the department.

B. The responsibilities assigned to the CSO are the same as those described in 31.34 B.

31.60 INTERFACE WITH OTHER DSHS SERVICES

A. Financial Services

1. Service workers will inform financial services when a child who has been included in a financial grant is placed out of the home.

2. Natural parent(s), relative(s) will be referred to financial services for a financial eligibility determination when it appears they may have been eligible for AFDC at the time the child was placed in care. (See Chapter 32.15 and Chapter 99 for Instructions to DSHS 14-05(X), Application for Foster Care and Support Enforcement Services.)

B. Other Social Services

The service worker has the responsibility to be aware of and use all available resources within the department. Each CSO has the responsibility to develop referral procedures (see Chapter 02). The following resources may be utilized:

1. Delinquency Prevention Services to provide crisis intervention services to families/children referred by the CSO or the crisis residential center (see Chapter 27).

2. CPS when child abuse/neglect is suspected/indicated (see Chapter 26).

3. Foster care services when out-of-home placement is indicated (see Chapter 32 and 34).

4. EPSDT or CWS for evaluation/determination of child's health status, when appropriate (see Chapter 48).

5. Homemaker services to maintain children in their own home in lieu of out-of-home placement (see Chapter 40).

6. Local Indian Child Welfare Advisory Committee (LICWAC) when the CRC client is an American Indian child (see Chapter 01 and 23.38).

31.70 INTERFACE WITH NON-DSHS SERVICES

The CSO service worker receives referrals from and makes referrals to community resources according to CSO agreements/procedures. The worker may wish to utilize the following services:

A. Service contractors to provide crisis intervention services to families/children referred by the CSO or the CRC (see Chapters 24 and 27).

B. Juvenile court for necessary legal actions such as hearing ARP petitions and dependency matters (see Chapter 23).

C. Tribal or off-reservation social service resources available in the case of American Indian children (see Chapter 01 and 23.38).

31.80 REQUIRED FORMS AND INSTRUCTIONS

A. See Chapter 99, Forms, for instructions on these forms:

DSHS 2-305(X)	Service Episode Record (10/78)
DSHS 2-306(X)	Communication/Referral (Rev. 9/78)
DSHS 2-306A(X)	Communication/Referral Page 2 (Rev. 9/78)
DSHS 9-04(X)	Placement Authorization and Acknowledgment (Rev. 7/78)
DSHS 14-24(X)	Face Sheet (Rev. 9/78)
DSHS 14-139(X)	Social Services Application (Rev. 12/79)

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-6
ISSUED: 09/26/84

FROM: Shirley Goins, Director
Div. of Children and Family Serv.

SECTIONS REVISED:
N/A

EFFECTIVE: 10/01/84
FOR INFORMATION CALL:
Ken Guza
SCAN 234-3812 or
Non-SCAN 753-3812

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT, MS OB-16

SUBJECT: SUPPORT SERVICES TO INTERIM CARE HOMES - REGULAR RECEIVING HOMES, SPECIALIZED RECEIVING HOMES AND FAMILY CRISIS RESIDENTIAL CENTERS

Place this notice in front of Chapter 31, DCFS Manual, and note on the Tan Notice Control Sheet the date Notice No. T-6 was entered.

I. INTRODUCTION

A. Service Description/Purpose

Support services for family CRCs and DSHS-supervised receiving homes is a new service. The goal of the service is to provide program support to family homes that provide temporary, emergency placements for children. The purpose of the service is to enhance the ability of interim care homes to stabilize and maintain children in need of temporary placements, and to avoid the placement of children into more restrictive placement situations. Support services are directed toward assisting the interim care parent rather than a specific child in placement.

B. Eligibility/Availability

Utilization of support services, both contracted and noncontracted, is controlled by the CFSD or designee in each region. The availability of the support service is limited by funding and approved plans unique to each region. Those homes that serve teenagers and behaviorally disturbed children are the priority homes for the provision of support services.

Currently Approved Support Services by Region

Respite	1	2	3	4	5	6
Contracted				X	X	
Noncontracted		X	X	X	X	X
Consultation	X	X		X		
Counseling	X	X		X		
Training			X	X		
Ancillary Supports		X	X	X		
Transportation		X	X	X		

Depending on regional options, respite care may be a contracted service or may be handled as a direct reimbursement to the interim care parent. Counseling, consultation, and training are exclusively a contracted service. Ancillary supports and transportation are a direct reimbursement to the interim care parent.

II. DESCRIPTION OF SERVICES

The following Sections, A through F, describe the categories of support services that are available for family interim care homes.

A. Respite Care

1. Definition and Purpose

Respite care provides for time-limited relief to the interim care parents with respite provider fulfilling some or all of the functions of the interim care parent. It can be arranged in advance or on an emergency basis when a placement is in crisis. Respite care can either augment/support the care an interim parent is providing or provide substitute care in the absence of the interim parent.

2. Services

The typical activities of respite care include, but are not limited to, the following:

a. Assist with the maintenance of children in placement or provide individual attention to children in placement.

b. Provide assistance to interim care parents in structuring activities and routines for children inside or outside the home, including recreational activities.

c. Assist with household maintenance activities such as shopping, laundry, and cooking.

d. Provide or allow interim parents to take children to community appointments, such as medical and school, or family visits.

e. Allow interim care parents to attend training outside of the home and participate in other activities relative to their role as interim care parents, such as case conferences and training.

f. Allow interim parents personal time away from their home.

B. Consultation

1. Definition and Purpose

Consultation is a contracted service to individual homes or to a group of homes directed toward skillbuilding and networking. Generally, consultation should not be directed toward resolving issues related to a specific child in care unless approved by the caseworker for the child.

2. Services

Typical activities of a consultant include, but are not limited to:

a. Home visits to interim care homes and phone consultations.

b. Advice in a crisis or skillbuilding information.

c. Individual as well as group consultation, including networking among interim care parents.

d. Assistance in obtaining resources.

e. Participation in case staffings at the request of the department.

C. Counseling

1. Definition and Purpose

Counseling is a contracted service with the focus on support to interim care parents during a crisis or problem situation involving a specific child or group of children. This short-term service will assist interim parents in stabilizing placement situations and increase their skills. This service is not intended to provide long-term therapeutic intervention.

2. Services

Typical counseling activities include, but are not limited to:

a. Direct intervention to diffuse a crisis.

b. Modeling crisis management for the interim care parent.

c. Group or individual intervention.

d. Attending case staffings at the request of the department.

All of the above should be provided in coordination with caseworkers and in compliance with existing case plans.

D. Training

1. Definition and Purpose

Training is a contracted service to individual homes or groups of homes focusing on issues common to emergency placement such as behavior management, limit setting, and structuring activities.

The purpose of training activities is to build skill levels, broaden the range of intervention strategies, and offer problem specific solutions.

2. Services

Training activities can include, but are not limited to:

a. Orientation for interim care parents that goes beyond the routine orientation for foster parents and addresses the specifics of interim care.

b. Ongoing or one-time training on common problem areas such as:

(1) Understanding the impact of sexual and physical abuse and neglect on children.

(2) Developing strategies for managing acting-out behaviors.

(3) Recognizing problems associated with substance abuse.

(4) Dealing with issues associated with separation.

(5) Responding to sexual acting-out.

c. Situational training with interim care parents in order to:

(1) Use a crisis situation to learn new skills.

(2) Increase interim care parents' confidence in crisis resolution.

(3) Assist interim care parents in recognizing their feelings and the stresses of caring for children.

(4) Teach methods of structuring routines and activities.

E. Ancillary Supports

1. Definition and Purpose

Ancillary supports allow for the purchase of specific goods or services that contribute to effective quality care in the interim care home. The purpose is to promote a safe, nurturing environment.

2. Services

Ancillary supports can include, but are not limited to:

a. Covering selected costs of purchased recreation activities for children in interim care home.

b. Purchasing such things as recreational and crafts supplies for use in interim care homes.

c. Purchasing other equipment which would enhance safe, quality care.

F. Transportation

1. Definition and Purpose

Provide reimbursement to interim care parents for selected costs of transportation for the interim care parents or the children in their care.

2. Services

Transportation costs may include, but are not limited to, the following activities:

a. School-related activities.

b. Recreational activities.

c. Meetings with caseworkers.

d. Attending training.

III. ADMINISTRATION

A. Coordinating Function

Each region will designate coordinator(s) who will administer the support services program specific to that particular region. In many cases the coordinator will also be a person who arranges placements into interim homes. This coordinator will need to:

1. Assure services are authorized within funding limits.

2. Approve the delivery of specific support services.

3. Coordinate the delivery of these services with all parties involved, including caseworkers, contracted agencies, interim care parents, and individual respite care providers.

4. Complete all necessary authorizations to reimburse support service providers.

5. Monitor and correct problems as they arise.

6. Document support services provided, rationale, and outcome on the Service Episode Record (DSHS 2-305(X)) in the interim care parent record. (This form will be referred to as the "S.E.R.")

The following are some specific administrative guidelines for each support service. More detailed procedures will need to be developed by, and tailored to, each region.

B. Respite Care

1. Selection and Qualifications

Each respite care provider must meet the qualifications listed below.

When respite care services are contracted through an agency, the contractor is responsible for assuring that individual respite providers meet these requirements. When respite care providers are reimbursed through direct payment to the interim care parent, the CFSD or designee is responsible.

QUALIFICATIONS

a. Previous experience successfully working with or raising children.

b. Three satisfactory references directly addressing child care capabilities.

c. Absence of criminal record or substantiated CPS incident.

d. Be eighteen years of age or older.

e. Be unrelated to children in placement in the home they are providing respite care.

f. Live separately from the interim care home (but can be related).

g. Complete mandatory orientation/training program prior to providing services unless waived by the CFSD.

2. Mandatory Minimum Respite Care Provider Training

The training of direct payment respite providers is the responsibility of the CFSD or designee. The training of respite care providers who are supervised by private agencies is the responsibility of the private agency in consultation with the CFSD/designee. Training topics must include:

a. Orientation to Department of Social and Health Services.

b. Overview of the role of respite care provider and the variability of functions.

c. Knowledge of CPS, licensing, reporting requirements for CPS and FRS.

d. Coordinating with the DSHS and adhering to the case plan.

3. Authorizing Services

Authorization for contracted respite care differs from individually reimbursed (noncontracted) respite care.

a. Noncontracted respite care

Noncontracted respite care involves a payment by the interim care parent (the "employer") to the respite care provider (the "employee"). The interim care parent receives a payment from DSHS which covers the wage paid to the provider and also the employer's contribution to social security. The process is similar to state-funded in-home child care.

DSHS Coordinator will:

(1) Assure and document provider meets qualifications and completes training. Documentation should be written in the "S.E.R." of interim care parent record.

(2) Define specific duties and hours for a calendar month (or service episode if shorter). Document this plan in writing with copies to all involved parties and interim care parent's case record.

(3) Open DSHS 14-154(X)/14/159(X) for hours agreed upon.

(4) At end of support service episode (and no later than one calendar month from authorization of service), interim care parent will submit a report of respite care hours actually delivered, cosigned by respite care provider.

(5) Compare report received with DSHS 14-154(X)/ 14-159(X) to assure service amount does not exceed authorization.

(6) Mail a letter to interim care parent which confirms wages earned by respite care provider and includes Social Security (FICA) tax information and instructions. See sample format attached to this notice which specifies information that must

be included. Attach an A-19 to this letter which includes total wage and employer contribution to FICA (sample attached). The foster parent signs A-19 and returns it to the local children's service office for processing.

Note:
Any time wages to a single respite care provider are going to exceed $50.00 in one quarter of a year, FICA (Social Security) tax must be paid. FICA tax currently requires an employee contribution of 6.7% (of the total wage) and employer contribution of 7%. The employer share is paid by DSHS and is added to the payment when the A-19 is prepared. Any interim care parent using noncontracted respite care will need to be sure to set aside the employer and employee FICA contribution each time the provider is paid and submit this tax to the Internal Revenue Service on Form #942 quarterly.

(7) Revise respite care plan as needed for next service episode or calendar month and mail to involved parties; copy in interim care parent record.

b. Contracted respite care

DSHS Coordinator will:

(1) Be familiar with contract agreements.

(2) Define specific duties and hours needed and inform contracted agency. Record in interim care parent's record.

(3) Open DSHS 14-154(X)/14-159(X) for hours agreed upon.

(4) Coordinate with State Office regarding payment process.

4. Respite Care Rates

a. Respite care rates have a range of $3.00 per hour to $4.75 per hour. The CFSD or designee will determine the hourly rate (within the range of $3.00 to $4.75) to be authorized in its catchment area. A single rate is authorized in that CFSD catchment area.

b. Payment is limited to a maximum of eight hours in a twenty-hour period.

c. The hourly cost of respite care is calculated on the basis of actual service provided and may not include travel time of the respite provider.

d. A maximum of three consecutive days of respite care may be authorized. Care in excess of three consecutive days must be approved by the CFSD or designee. Regional guidelines will determine the maximum number of days of respite care that can be authorized in a given month.

5. SSPS Codes

The following SSPS Codes shall be used for respite care:

Receiving Homes

Contracted Respite	3205
Noncontracted Respite	3204

Family CRCs

Contracted Respite	3106
Noncontracted Respite	3107

C. Consultation, Counseling, Training

1. Selection and Qualifications

Consultation, counseling, and training are contracted support services with each provider operating under a unique contract.

2. Authorizing Services

The following procedures are to be followed in authorizing services:

a. The CFSD or designee shall determine the expectations and services to be provided by the contractor in homes where the services are authorized or where training is offered.

b. The CFSD will develop local procedures for the use and monitoring of contracted support services.

3. Rates

The rates for contracted support services are negotiated and specified in individual contracts with providers. The method of payment is specified as part of the contract and is linked to service expectations and minimum levels of service.

4. SSPS Codes

The following SSPS Codes will be used for contracted support services:

Receiving Homes	3207
Family CRCs	3109

D. Ancillary Supports

1. Authorizing Services

Payment for ancillary supports are a direct payment to interim care parents to reimburse the cost of expenditures that have prior CFSD approval.

2. Rates

Ancillary supports have unique rates specific to purchased items and recreation materials.

3. SSPS Codes

The following SSPS Codes will be used:

Receiving Homes	3208
Family CRCs	3110

E. Transportation

1. Authorizing Services

Payment for transportation is a direct payment to interim care parents to reimburse the cost of expenditures that have prior CFSD approval.

2. Rates

Rates for transportation cost are unique on a case-by-case basis. Mileage cost may not exceed the state standard of 20.5 cents per mile.

3. SSPS Code

The following SSPS Codes will be used for this service:

Receiving Homes	3206
Family CRCs	3108

Attachment #1:

SAMPLE FORMAT

Office Telephone

INTERIM CARE

RESPITE CARE

PAYMENT AWARD

Case Number Date

Dear :

This is to notify you that a one-time payment in the amount of $_____ has been authorized to pay for respite care for the following days and hours:

in the month of _____, 19____.

If you pay wages of $50.00 or more per quarter to a single provider for respite care in your own home, those wages are subject to Social Security Tax (FICA). We authorize the employer's share of the tax for you and add that to your payment. It is your responsibility to withhold the employee's share and pay the total tax to the Internal Revenue Service, reporting on IRS Form #942 at the end of each quarter.*

GROSS WAGES EARNED BY RESPITE PROVIDER (FOR PERIOD SHOWN ABOVE):	$_____
EMPLOYER'S SHARE OF FICA TAX: (7% in 1984)	+$_____
OUR PAYMENT TO YOU IS:	=$_____
EMPLOYEES SHARE OF FICA TAX: (6.7% in 1984)	=$_____
TOTAL FICA TAX FOR PERIOD (EMPLOYER'S SHARE + EMPLOYEES SHARE)	=$_____ (OWED TO IRS)
NET WAGES TO BE PAID TO RESPITE CARE PROVIDER	=$_____

Additional Information: _____

_____

_____

*QUARTERS	QUARTERS ENDING
JAN-FEB-MAR	MARCH 31
APRIL-MAY-JUNE	JUNE 30
JULY-AUG-SEPT	SEPT. 30
OCT-NOV-DEC	DEC. 31

_____
Interim Care Coordinator

Attachment #2

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-16
ISSUED: 02/08/85

FROM: DIVISION OF CHILDREN/FAMILY SERVICES
Shirley Goins, Director

SECTIONS REVISED:
None

EFFECTIVE: On Receipt
FOR INFORMATION CALL:
Barry Fibel
Non-SCAN 753-0204 or
SCAN 234-0204

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT MS OB-16

SUBJECT: CRIMINAL HISTORY AND CENTRAL REGISTRY (RECORD)

Insert this notice in front of Chapter 31, DCFS Manual, and note on the Tan Notice Control Sheet the date Notice No. T-16 was entered.

BACKGROUND

A. The Washington State Patrol's Criminal Identification Section has informed us that the form which we have been using to request checks is no longer acceptable to them and that they need an updated listing of persons authorized to request and receive criminal history information.

B. House Bill 1526, with its provisions for criminal history/arrest record and Central Registry checks has a potential impact on most programs currently provided through the Division of Children and Family Services (DCFS), i.e. Adoption, Adoption Support, Child Protective Services, Day Care, Family Reconciliation Services, Crisis Residential Center's, Group Care, Indian Child Welfare, and Foster Care. The legislation requires these checks to be done when a placement is "authorized" by the department. DCFS with concurrence of the Assistant Attorney General has interpreted "authorizing a placement" as any situation where DCFS staff are called upon to make a recommendation about the suitability of a placement resource for a child. The legislation is divided into two groups: all applicants for licensure/relicensure and their employees and those not required to be licensed. When a record check is initiated, a separate check will be done for each adult member of the household.

POLICY

A. LICENSEES

Policy:

Criminal History/Arrest Record and Central Registry (Child Abuse and Neglect Register) Checks will be done by DCFS on all applicants seeking licensure/relicensure and their employees and for all new employees hired during the period of licensure.

B. THOSE NOT REQUIRED TO BE LICENSED: RELATIVES/OTHER RESPONSIBLE ADULTS/ADOPTIVE PARENT(S)

Policy:

DCFS staff will request a criminal history/arrest record and central registry check when the role of the department becomes one of making a placement or making a recommendation about the suitability of a proposed or existing placement resource. Some program specific clarifications are listed as follows:

1. Indian Children

A record check will be done prior to placement by DCFS of an Indian child in any unlicensed placement resource.

2. Family Reconcilation Services (FRS)

A record check will NOT be done when the role of DCFS staff is to facilitate a discussion regarding temporary respite care of the child(ren). When the child is or will be residing outside the parental home pursuant to an agreement between the parent(s) and the child, the "placement" decision is actually made by the parents rather than the department.

If the placement agreement between the parent(s) and child breaks down, thereby necessitating the filing of an Alternative Residential Placement (ARP) petition with the court to continue the out of home placement, the child would be required by the court to remain in a DSHS approved placement pending resolution of the ARP.

If the DSHS plan is for the child to continue residing in the unlicensed home, previously agreed to by the parent(s), there is no need to move the child, but a record check should commence immediately. If record check reveals questionable information,

the worker shall initiate a supervisory consultation immediately, noting in the case record the reason for the decision to leave the child in the present home or move the child to a licensed placement.

3. Child Protective Services, (CPS)

When the child(ren) has been "placed" with a relative by the parent(s) prior to CPS involvement, do not move the child(ren) but assess the risk to the child(ren) and the ability of the caretaker(s) to protect the child(ren) from further abuse and neglect. A record check should be initiated immediately.

If record check reveals questionable information about the placement resource, the worker will initiate a supervisory consultation. The reasons for the decision to leave child(ren) in the present placement or move the child(ren) to a licensed home will be clearly noted in the case record.

Once CPS is involved, a record check must be done prior to placement with a relative.

4. Adoption

While adoptive families are approved they are not licensed. A record check would not be done as part of the approval, but would be completed prior to placement by DCFS or voluntary agencies of a child in an approved home.

5. Voluntary Foster Care Agencies

Unless DCFS is asked to make a recommendation about the suitability of the home as a placement resource, placements made by voluntary agencies in unlicensed homes will not require a record check.

6. Group Care

For the child ready to leave group care, where DCFS has established dependency and/or is currently making payment for the group home placement, DCFS will initiate a record check prior to making placement in unlicensed relative homes.

7. Crisis Residential Centers (CRC)

A record check will NOT be done when the role of DCFS staff is to facilitate a discussion regarding placement alternatives. When the child leaves the CRC and goes to reside outside the parental home pursuant to an agreement between the parent(s) and the child, the "placement" decision was made by the parent(s).

8. Day Care

A record check will be initiated whenever the department authorizes care by an in-home caretaker or by a relative.

HOME STUDY

This legislation also requires that the Department assess the character, suitability, and competence of persons authorized to care for children. When DCFS initiates a record check, a home study will also be completed, except for adoptive families where a home study is part of the approval. Guidelines for the areas to be covered are found in the Interstate Compact Materials, DCFS Manual Section 30.99, Suggested Outline for Summary of Prospective Family. This information will be filed in the child's case record. Part of the home study must also include a check of DCFS records.

PROCEDURE

A. All criminal history check requests should be on DSHS 14-239(X), WSP Identification Section Request for Criminal History Record Information (see attached). The form is to include, as a minimum, the name, birthdate, and social security number of the adult. A separate form is to be completed for each adult in the household. Forms from each office should be batched whenever possible.

B. All requests for information from the Washington State Patrol's Criminal Identification Section must bear the name of a person designated to request and receive such information (see attached listing).

C. The designee will authorize all DCFS requests to the State Patrol.

D. Because of gaps in the Washington State Patrol's files and the Central Registry, staff doing criminal history checks are encouraged to check with local law enforcement agencies, where possible. Children and Family Service Centers should explore with local law enforcement agencies methods of obtaining information from them.

E. Information obtained from the Washington State Patrol or another law enforcement agency shall be safeguarded in the same manner as the information in the child abuse central registry established in RCW 26.44.070.

F. A check of the central registry of child abuse and local DCFS office CPS files shall also be made for those persons for whom a criminal history record check is required. A central registry check shall be made either by telephoning SCAN 234-3453 or writing to:

Division of Children and Family Services
OB-41
Olympia, WA 98504
Attention: Central Registry

Children's Services Personnel Authorized to Request and Receive Criminal History Information

	Primary Contact Person	Back Up
Spokane Center Office S. 121 Arthur, Suite A Spokane, WA 99202 MS: B32-6	Dave Perkins SCAN 584-1249	Frankie McBroom SCAN 584-1546
Colfax/Pullman CSO P.O. Box 149 300 S. Main Colfax, WA 99111 MS: B38-1	Freda Posey SCAN 545-5050	Barbara Sanborn SCAN 545-5050
Davenport CSO P.O. Box 640 8th and Park Davenport, WA 99122 MS: B22-1	Will Berry SCAN 545-6116	Judy Krupke SCAN 545-6116
Moses Lake CSO P.O. Box 1399 1620 S. Pioneer Way Moses Lake, WA 98837 MS: B13-2	Carol Billesbach SCAN 282-2250	Loretta Lucas SCAN 282-2265
Wenatchee CSO P.O. Box 3088 325 N. Chelan Wenatchee, WA 98801 MS: B4-1	Gloria Eakles SCAN 565-0488	Judy Cain SCAN 565-0596
Okanogan CSO Rt. 1, Box 1234 S. 2nd Okanogan, WA 98840 MS: B24-1	Vivian Rooks SCAN 336-1011	Vicky Bergstrom SCAN 336-1011
Spokane North CSO P.O. Box TAF C-41 E.232 Lyons Spokane, WA 99220 MS: B32-4	John Dean SCAN 249-5600	Carmen Farley 249-5600

	Primary Contact Person	Back Up
Spokane East CSO P.O. Box TAF C-40 S. 121 Arthur Spokane, WA 99220 MS: B32-1	Elaine Tyrie SCAN 584-1219	Brian Barbour SCAN 584-1212
Spokane Southeast CSO P.O. Box TAF C-42 N. 1425 Washington 2nd Floor Spokane, WA 99220 MS: B32-2	Bob Doty SCAN 545-2195	Bob Biondi 545-2188
Spokane Central Support CSO P.O. Box TAF C-37 N. 1425 Washington Spokane, WA 99220 MS: B32-3	Kay Porta SCAN 545-2146	Joyce Wright SCAN 545-2090
Colville CSO 1100 S. Main Colville, WA 99114 MS: B33-1	Greg Colburn SCAN 574-1011	Barbara Pacerelli SCAN 574-1202
Newport CSO P.O. Box 570 4th and Warren Newport, WA 99156 MS: B26-1	Harry Sedies SCAN 545-3043	Janet Thomas SCAN 545-2290
Yakima Center Office P.O. Box 9428 2515 Main Street, Valley Mall Yakima, WA 98909 MS: B39-6	Celeste Sunderland SCAN 558-2826	Betty Coles SCAN 558-2290
Ellensburg CSO P.O. Box 1183 525 Mountain View Ellensburg, WA 98926 MS: B19-1	Karla Smith SCAN 686-1111	Dave Gruber SCAN 686-1111
Yakima CSO P.O. Box 9788 2515 Main Street, Valley Mall Yakima, WA 98909 MS: B39-1	Janet Dahlin SCAN 558-2150	Bob Asbury 558-2207

	Primary Contact Person	Back Up
Toppenish CSO P.O. Box 470 306 Bolin Dr. Toppenish, WA 98948 MS: B50-1	Nancy Frenchette-Bagley SCAN 263-0100	Marilyn McGree SCAN 263-0100
Sunnyside CSO P.O. Box 818 208 S. 8th Street Sunnyside, WA 98944 MS: B54-1	Anita Schmidt SCAN 263-0100	Bill Rheinschmidt SCAN 263-0100
Pasco CSO P.O. Box 931 800 W. Court Pasco, WA 99301 MS: B11-1	Dwayne Upp SCAN 526-0100	Barbara Pepin SCAN 526-0100
Walla Walla CSO P.O. Box 517 206 W. Poplar Walla Walla, WA 99362 MS: B36-1	Vi Scott SCAN 629-4371	Ron Lindquist SCAN 629-4371
Clarkston CSO 720 - 6th Street Clarkston, WA 99403 MS: B2-1	Connie Murphy SCAN 545-5037	Dallas Hohnsbehn SCAN 545-5037
Everett Center Office 416 Central Building 1719 Hewitt Avenue Everett, WA 98201 MS: N31-9	John Troutner SCAN 265-5722	
Mountlake Terrace CSO 21309 - 44th Ave. West Mountlake Terrace, WA 98043 MS: N52-1	Carol Landeas SCAN 544-1011	Carol Northrup SCAN 544-1213
Mount Vernon CSO P.O. Box 310 1800 Continental Place Mount Vernon, WA 98273 MS: 29-1	Barbara Thompson SCAN 542-1400	Yvonne Messick SCAN 542-1438
Smokey Point CSO MS: B65-1 Route via N31-1	Helen Gamet	

	Primary Contact Person	Back Up
Oak Harbor CSO P.O. Box 909 2415 - 20th NW Oak Harbor, WA 98277 MS: B15-1	Dwayne Berg SCAN 542-1505	Phil Anderson SCAN 542-1505
Bellingham CSO P.O. Box 639 4101 Meridian Street Bellingham, WA 98226 MS: B37-1	Millie Mangels SCAN 738-2570	Dena Burton SCAN 738-2570
Everett CSO P.O. Box 527 2809 Grand Everett, WA 98206 MS: N31-1	Frank Coburn SCAN 265-8484	Karlen Carle 265-8484
Seattle Center Office Child Care Agency, Licensing Unit 2809 - 26th Avenue S. Seattle, WA 98144 MS: N56-1	Larry Levine SCAN 339-4080	Bettye Scott 339-4080
King Eastside CSO 15821 NE 8th Street Bellevue, WA 98008 MS: N40-1	Betty Cabaniss SCAN 658-7072	Pat Barnhart SCAN 658-7101
King South CSO P.O. Box 848 21851 - 84th Avenue So. Kent, WA 98031 MS: N43-1	Sophie Tersiisky SCAN 376-2663	Sue Browning SCAN 376-2653
Centralized Children's Services Office 2809 - 26th Ave. S. Seattle, WA 98144 MS: N56-6	Rosie Oreskovich SCAN 339-4224	Arlene Miletich SCAN 338-4224
King North CSO 907 NW Ballard Way Seattle, WA 98107 MS: N42-1	Blanche Simmons SCAN 428-7763	Eloise Valdez-Heald SCAN 428-7753

	Primary Contact Person	Back Up
Rainier CSO 3600 S. Graham Seattle, WA 98118 MS: N41-1	Gwenn McElland SCAN 339-4654	Rose Wentz SCAN 339-5702
Burien CSO 15811 Ambaum Blvd. S. Seattle, WA 98166 MS: N44-1	Betsy Pierce SCAN 381-1300	
Capitol Hill CSO 1700 Cherry Seattle, WA 98122 MS: N46-1	Sharon Kleinhen SCAN 576-7407	
Tacoma Center Office 1305 Tacoma Ave. S. Tacoma, WA 98402 MS: N27-5	Joan Rutherford SCAN 462-2761	Kristy Galt SCAN 462-2922
Pierce Centralized Services 1301 Tacoma Ave. S. Room 114 Tacoma, WA 98402 MS: N27-1	Louise Peele SCAN 462-2566	Robert Harris 462-2298
Bremerton CSO 4810 Auto Center Way Bremerton, WA 98312 MS: B18-1	James Van Houton SCAN 356-4690	Nancy Carter SCAN 356-4690
Olympia Center Office P.O. Box 7489 Olympia, WA 98504 MS: KR-23	Steve Ennett SCAN 234-4148	
Aberdeen CSO P.O. Box 189 405 W. Wishkah Aberdeen, WA 98520 MS: B14-1	Gary Anderson SCAN 325-1263	Richard Englund SCAN 325-1280
Chehalis CSO P.O. Box 359 Chehalis, WA 98532 MS: S21-1	Gordon Sincock SCAN 332-1011	Jim O'Neal 332-1202

	Primary Contact Person	Back Up
Kelso CSO P.O. Box 330 711 Vine Kelso, WA 98626 MS: S8-1	Carol Sande SCAN 239-2194	Ann Watkins SCAN 239-2160
Olympia CSO P.O. Box 1816 5000 Capitol Blvd. Olympia, WA 98504 MS: KR-11	Mariam Madison SCAN 234-5981	Jean Lott 234-5981
Port Angeles CSO 716 South Chase Port Angeles, WA 98362 MS: B5-1	Eileen Gatlin SCAN 632-1223	Betty Warder SCAN 632-1236
Port Townsend CSO P.O. Box 554 802 Sheridan Port Townsend, WA 98368 MS: B 14-1	Dennis Kelley SCAN 632-1254	
Shelton CSO P.O. Box 1127 110 W. "K" Street Shelton, WA 98584 MS: B23-1	Lu Nichols SCAN 745-1136	Tom Wingard 745-1155
South Bend CSO P.O. Box 87 South Bend, WA 98586 MS: B25-1	Jack Gray SCAN 325-1236	Brandon Harnisch SCAN 325-1236
Vancouver CSO P.O. Box 751 Vancouver, WA 98666 MS: S6-1	Marian Gilmore SCAN 476-6167	Ken Nichols SCAN 476-6188
White Salmon CSO P.O. Box 129 White Salmon, WA 98672 MS: B20-1	Marcie Danielson SCAN 476-6583	Jeff Schriner (Stevenson Office) SCAN 476-6522 Mary Lou Orthman (Goldendale Office) SCAN 476-6636

DSHS 14-239(X) (07/84), WASHINGTON STATE PATROL IDENTIFICATION SECTION
REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION

WASHINGTON STATE PATROL

IDENTIFICATION SECTION

REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION

PLEASE TYPE OR CLEARLY STAMP THE ADDRESS TO WHICH OUR RESPONSE IS TO BE MAILED. (A RETURN ENVELOPE WOULD BE APPRECIATED.)

_____
_____
_____

USE THIS FORM WHEN REQUESTING CRIMINAL HISTORY RECORD INFORMATION FROM THE WASHINGTON STATE PATROL IDENTIFICATION SECTION. MAIL YOUR REQUEST TO P.O. BOX 2527, OLYMPIA, WA 98504.

FOR OUR SEARCH PURPOSES, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE IN THE SPACE BELOW:

WA STATE IDENTIFICATION NUMBER (SID): WA1 _____

NAME: _____
LAST FIRST MIDDLE

ALIAS/MAIDEN NAME: _____

DOB: _____ SEX: _____ RACE: _____ EYES: _____ HAIR: _____

SOCIAL SECURITY NUMBER: _____

FBI NUMBER: _____

_____ _____
NAME AND TITLE OF PERSON MAKING REQUEST DATE

DSHS 14-239(X) 7/84 (Formerly DSHS 0-36) OX A-188

DSHS 14-239(X) (07/84), WASHINGTON STATE PATROL IDENTIFICATION SECTION
REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION (cont.)

CRIMINAL/ARREST HISTORY REQUEST FORM

Instructions

General

This form is used to request computer file information from the State Patrol Identification Section regarding both the arrest and conviction histories of alleged perpetrators of CA/N applicants for a child care license, or persons with whom a child will be placed.

Future plans are for this information to be requested via local law enforcement computer terminal. Since information requests must be hand processed for the present, it is important that they be batched where possible and that the name and address of the person designated to receive the information be clearly printed.

Items

Washington State Identification Number: Optional item. This is the number assigned to each name in the file. If know, it can save search time.

Name: Include name of subject.

Alias/Maiden Name: Provide, if possible.

Date of Birth: Should be provided.

Physical Descriptions: Include if possible.

Social Security Number: Provide.

FBI Number: Include if known.

Address: Hand processing of these requests makes a correct return address essential.

DSHS 14-239(X) Back

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-47
Issued: 07/18/86

FROM: Jerome Wasson, Acting Director
DIVISION OF CHILDREN & FAMILY SERV.

SECTIONS REVISED:
31.21

EFFECTIVE: On Receipt
FOR INFORMATION CALL:
John Weeden
SCAN 234-6761 or
Non-SCAN 753-6761

IF NOT DELIVERABLE, RETURN TO: DSHS STOCKROOM, MS FB-11

SUBJECT: DEVELOPMENT OF INITIAL SERVICE PLAN (ISP) AND PERMANENCY PLANNING SERVICES FOR CHILDREN IN CRCs

Place this notice in front of Chapter 31 of the DCFS Manual and note on the Tan Notice Control Sheet the date Notice No. T-47 was entered.

A. BACKGROUND

A recent federal audit of Washington State's compliance with P.L. 96-272 identified the need to modify our policy and procedures in order to ensure that ISPs are developed for youth in CRC placements.

While CRCs are designed to be emergency short-term placements, there are occasions where youth are placed and remain in a CRC beyond 30 days. Current material in Chapter 31 does not address the need for ISP development and permanency planning services for these children.

B. ACTION REQUIRED

Under Section 31.21, Program Expectations, delete item A. 5. d. and add as item A. 6.:

6. Develop an ISP within 30 days of placement in the CRC if child does not already have a current ISP and an identified permanency planning goal.

   Development of the ISP is the responsibility of the DCFS caseworker unless the child is under the supervision of a licensed child placement agency.

ISPs must be written on a DCFS center-approved format. The DCFS report to the court may be substituted for the ISP as long as it meets all the required elements of the case plan. The ISP is to be developed following procedures in Chapter 32, Section 32.34 A., B., and C., as modified to reflect that the permanency planning goal must be identified in the ISP within the 30-day limit.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-61
Issued: 04/08/87

FROM: CHILDREN, YOUTH, AND FAMILY SERVICES
Audrey Fetters, Assistant Secretary

SECTIONS REVISED:
31.21 and T-47,
Issued 07/18/86

EFFECTIVE: 04/15/87
FOR INFORMATION CALL:
Sue Browning
SCAN 321-0253 or
Non-SCAN 586-0253

FOR MANUAL DISTRIBUTION CHANGES, PLEASE NOTIFY: MANUAL PRODUCTION UNIT AT MS OB-16.
IF NOT DELIVERABLE, RETURN TO: DSHS STOCKROOM, MS FB-11

SUBJECT: PERIODIC REVIEW REPORT/INDIVIDUAL SERVICE PLAN

Place this notice in front of Chapter 31 of the DCFS Manual and note on the Tan Notice Control Sheet the date Notice No. T-61 was entered.

A. BACKGROUND

A recent federal audit of Washington State's compliance with P.L. 96-272 identified the need to develop a statewide ISP for all children in substitute care, including children in interim care placements.

A statewide committee has developed a form, the DSHS 15-209(X), Periodic Review Report/Individual Service Plan to meet all case plan requirements for compliance with P.L. 96-272.

B. ACTION REQUIRED

Removed Tan Notice T-47 and revise Section 31-21, Program Expectations. Delete Item A.5.d. and add as Item A.6:

6. Individual Service Plans

a. Develop an ISP within 30 days of placement in the CRC utilizing DSHS 15-209(X), Periodic Review Report/Individual Service Plan if child does not already have a current DSHS 15-209(X).

b. Development of the DSHS 15-209(X) is the responsibility of the DCFS caseworker unless the child is under the supervision of a licensed child placement agency.

c. The DSHS 15-209(X) is to be developed following procedures in Chapter 32.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-72
Issued: 07/11/88

FROM: CHILDREN, YOUTH, AND FAMILY SERVICES
Katharine Briar, Assistant Secretary

SECTIONS REVISED:
32.13 K, 32.41

EFFECTIVE: Immediately
FOR INFORMATION CALL:
Dan Gadman
Non-SCAN 753-0561 or
SCAN 234-0561

IF NOT DELIVERABLE, RETURN TO: DSHS STOCKROOM MS FB-11
FOR MANUAL DISTRIBUTION CHANGES, PLEASE NOTIFY: OFFICE OF STAFF SERVICES AT MS OB-22

SUBJECT: 1. EXTENSION OF VOLUNTARY PLACEMENT LIMITATION TO 180 DAYS

2. PROCEDURES FOR USE OF THE DSHS 9-04B, VOLUNTARY PLACEMENT AGREEMENT

Place this notice in front of DCFS Manual, Chapter 31, and note on the Tan Notice Control Sheet the date Notice No. T-72 was entered.

A. BACKGROUND

DSHS originally placed limitations on the length of voluntary placements as a means to reduce risk of foster care drift and delayed permanency planning. In implementing P.L. 96-272, DSHS restricted voluntary placements to three months in order to ensure timeliness of court reviews. In addition, because Washington State did not have authority to claim Title IV-E funds on voluntary placements, this restriction also reduced expenditures in the state-funded foster program.

With the development of the Administrative Review system for P.L. 96-272 and amendment of the state's Title IV-E plan to allow IV-E payments on certain voluntary placements, it is now possible to expand the use of voluntary placements.

This material describes those placement situations which are appropriate to authorize under a voluntary agreement between DSHS and the parent. Procedures for completing DSHS 9-04B Voluntary Placement Agreement which meets the requirements of P.L. 96-272 are also given. An agreement format, rather than the consent to place format, is used. This emphasizes the responsibilities which both the parent and state have to ensure that activities occur which will result in the child's return home or movement toward an alternate permanent placement. This material

also implements procedures for obtaining signatures under the state of Washington Parenting Act of 1987.

Until further notice, private placement agencies will continue to use the DSHS 9-04(X) Placement Authorization and Acknowledgement form for children placed under their supervision. DCFS staff should continue to use the DSHS 9-04(X) for court-ordered placements for parents to acknowledge, if appropriate, their responsibility to make payments to the Office of Support Enforcement.

In addition, and until further notice, DCFS staff and private placement agencies shall continue to accept voluntary placement consents relative to Indian Children only when validated by the juvenile court.

B. ACTION REQUIRED

Delete the text of Section 32.13 K of the DCFS Manual and replace the text with the following:

K. Use of Voluntary Placement

Voluntary placements are limited to 180 days, unless an extension is approved by the regional administrator or area manager and an administrative review has occurred.

DCFS may not extend a voluntary placement if the extension will result in the child being in continuous out-of-home care for longer than eighteen months without a court review hearing.

DCFS shall not use voluntary placements in those cases where the return of a child to his/her parents would pose a risk of imminent harm to the child or in situations where the family is not working cooperatively with the department.

DCFS shall not enter into a voluntary placement agreement unless DCFS is reasonably assured that the parent agreeing to placement has the legal authority to do so. In all voluntary placements, DSHS staff shall work diligently to involve both parents in case planning.

C. PROCEDURES

Delete the text of Section 32.41 of the DCFS Manual and replace it with the following:

32.41 Voluntary Consent Placement Requesting DSHS Financial Support

A. When assessing the appropriateness of placement on a voluntary

basis versus a court ordered one, DCFS service worker should evaluate the following factors:

1. Would the child be at risk of imminent harm if the parents withdrew their support from the voluntary agreement?

2. Are the parents entering into the agreement willingly? Do they comprehend their responsibilities under the agreement and the responsibilities they have given to DCFS?

3. Does the plan for out-of-home care have a short term focus limited to 180 days or less and is the permanent plan to return the child to his/her parents?

4. Will a lack of early court involvement delay achieving a permanent placement?

5. Are the child's placement needs such that it is appropriate to provide placement services on a trial basis, rather than having them ordered by the court?

6. Does the child need the protection of the court in order to ensure he/she receives services or does DCFS need the authority of the court in order to deliver services?

B. The DCFS service worker shall complete the Voluntary Placement Agreement (DSHS 9-04 B, copy attached) by:

1. Involving both parents in the discussion and the decision to place the child in care. If one parent is not immediately available, the case worker should work with the other parent to involve the absent parent, and hold preliminary discussions with the signing parent as to what actions will occur if the absent parent should request visits or termination of the voluntary placement.

2. Reviewing and discussing the contents of the agreement with the parents including the activities which they will engage in and the activities DCFS will engage in, in order to meet the terms of the agreement.

3. Establishing and recording the time period, both begin and <u>end</u> dates, for the voluntary placement on the form. Projecting the <u>end</u> date of the placement is critical in maintaining the short term focus of the placement.

4. Advising parents of the need to request termination of an agreement in writing and with 72 hours notice if they wish to end the placement prior to its agreed termination.

C. The DCFS service worker shall obtain the parent(s) signature on the placement agreement. For legal and case planning reasons, efforts should be made to secure both parent's signatures on the placement agreement. <u>If only one parent is available, a voluntary placement agreement should not be negotiated unless</u>:

1. The parent who signs is a single parent, or by divorce or legal separation is the custodial parent; or

2. The parent has authority pursuant to a parenting plan to sign the agreement, or is the parent with whom the child resides the majority of the time as specified in the parenting plan, or has been designated custodian of the child in the parenting plan.

If only one parent signs the voluntary placement agreement, that parent must also certify under penalty of perjury that they have the authority to sign the agreement. If DCFS staff doubts the authenticity of the parent's statement, the worker shall obtain consultation with the Assistant Attorney General, or reevaluate the plan for a voluntary placement.

D. The DCFS service worker must also sign the voluntary placement agreement for it to be valid.

E. The DCFS service worker is responsible for monitoring the Voluntary Placement Agreement. If at any point the DCFS service worker determines that the parent(s) are not complying with the voluntary placement agreement, or if the child's needs are not being met through the voluntary placement, the service worker may exercise the options of either terminating the placement or taking steps to have the placement become court-ordered.

F. The DCFS service worker may request an exception to the 180 day limit. Regional Administrators or Area Managers have the authority to grant exceptions to the 180 day limit on voluntary placements if:

1. An <u>administrative review has occurred</u> and has recommended that placement continue on a voluntary basis, <u>and</u>

2. The extension will not cause the child to remain in out-of-home care for a period of eighteen months without a court review hearing being held that meets the requirements of P.L. 96-272, <u>and</u>

3. Continued voluntary placement is appropriate in that one of the following exists:

   a. The return of the child to his own home or other permanent placement is imminent; or

   b. The child is seventeen years of age or older.

G. Child placement agencies will continue to use the DSHS 9-04(X), Placement Authorization and Acknowledgement form for children whose voluntary placement is supervised by them. NOTE: If DCFS is supervising the placement but "borrowing" a Child Placement Agency home, the Voluntary Placement Agreement, rather than the Placement Authorization and Acknowledgement form is to be used.

H. The DCFS service worker should continue to use the DSHS 9-04(X) for court-ordered placements for parents to acknowledge, when appropriate, their responsibility to make payments to the Office of Support Enforcement.

I. Until further notice, the procedures outlined in the DCFS policy memo dated July 17, 1987 on the subject "Indian Child Welfare Bill," will be followed relative to the voluntary placement of Indian Children in foster care. DCFS will not make or approve voluntary placement of Indian children into foster care unless the consent is executed in writing before the court and appropriately validated by the court.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-72
Issued: 07/11/88

FROM: CHILDREN, YOUTH, AND FAMILY SERVICES
Katharine Briar, Assistant Secretary

SECTIONS REVISED:
32.13 K, 32.41

EFFECTIVE: Immediately
FOR INFORMATION CALL:
Dan Gadman
Non-SCAN 753-0561 or
SCAN 234-0561

IF NOT DELIVERABLE, RETURN TO: DSHS STOCKROOM MS FB-11
FOR MANUAL DISTRIBUTION CHANGES, PLEASE NOTIFY: OFFICE OF STAFF SERVICES AT MS OB-22

SUBJECT: 1. EXTENSION OF VOLUNTARY PLACEMENT LIMITATION TO 180 DAYS

2. PROCEDURES FOR USE OF THE DSHS 9-04B, VOLUNTARY PLACEMENT AGREEMENT

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A. BACKGROUND

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With the development of the Administrative Review system for P.L. 96-272 and amendment of the state's Title IV-E plan to allow IV-E payments on certain voluntary placements, it is now possible to expand the use of voluntary placements.

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In addition, and until further notice, DCFS staff and private placement agencies shall continue to accept voluntary placement consents relative to Indian Children only when validated by the juvenile court.

B. ACTION REQUIRED

Delete the text of Section 32.13 K of the DCFS Manual and replace the text with the following:

K. Use of Voluntary Placement

Voluntary placements are limited to 180 days, unless an extension is approved by the regional administrator or area manager and an administrative review has occurred.

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DCFS shall not use voluntary placements in those cases where the return of a child to his/her parents would pose a risk of imminent harm to the child or in situations where the family is not working cooperatively with the department.

DCFS shall not enter into a voluntary placement agreement unless DCFS is reasonably assured that the parent agreeing to placement has the legal authority to do so. In all voluntary placements, DSHS staff shall work diligently to involve both parents in case planning.

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2. Reviewing and discussing the contents of the agreement with the parents including the activities which they will engage in and the activities DCFS will engage in, in order to meet the terms of the agreement.

3. Establishing and recording the time period, both begin and <u>end</u> dates, for the voluntary placement on the form. Projecting the <u>end</u> date of the placement is critical in maintaining the short term focus of the placement.

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1. The parent who signs is a single parent, or by divorce or legal separation is the custodial parent; or

2. The parent has authority pursuant to a parenting plan to sign the agreement, or is the parent with whom the child resides the majority of the time as specified in the parenting plan, or has been designated custodian of the child in the parenting plan.

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F. The DCFS service worker may request an exception to the 180 day limit. Regional Administrators or Area Managers have the authority to grant exceptions to the 180 day limit on voluntary placements if:

1. An <u>administrative review has occurred</u> and has recommended that placement continue on a voluntary basis, <u>and</u>

2. The extension will not cause the child to remain in out-of-home care for a period of eighteen months without a court review hearing being held that meets the requirements of P.L. 96-272, <u>and</u>

3. Continued voluntary placement is appropriate in that one of the following exists:

   a. The return of the child to his own home or other permanent placement is imminent; or

   b. The child is seventeen years of age or older.

G. Child placement agencies will continue to use the DSHS 9-04(X), Placement Authorization and Acknowledgement form for children whose voluntary placement is supervised by them. NOTE: If DCFS is supervising the placement but "borrowing" a Child Placement Agency home, the Voluntary Placement Agreement, rather than the Placement Authorization and Acknowledgement form is to be used.

H. The DCFS service worker should continue to use the DSHS 9-04(X) for court-ordered placements for parents to acknowledge, when appropriate, their responsibility to make payments to the Office of Support Enforcement.

I. Until further notice, the procedures outlined in the DCFS policy memo dated July 17, 1987 on the subject "Indian Child Welfare Bill," will be followed relative to the voluntary placement of Indian Children in foster care. DCFS will not make or approve voluntary placement of Indian children into foster care unless the consent is executed in writing before the court and appropriately validated by the court.

DCFS MANUAL: CHAPTER 31 -- CRISIS RESIDENTIAL CENTERS

TO: Holders of DCFS Manuals

NOTICE NO.: T-110
ISSUED: 12/30/93

FROM: Gerard Sidorowicz, Director
Division of Children & Family Services
MS 45710

SECTIONS REVISED:
Chapter 31

EFFECTIVE: Upon Receipt
FOR INFORMATION CALL:
SCAN 234-6761 or 753-6761

IF NOT DELIVERABLE, RETURN TO: MANUAL DISTRIBUTION CENTER, MS 45807.
FOR DISTRIBUTION CHANGES, NOTIFY: MANUAL PRODUCTION, MS 45806.

SUBJECT: UNIFORM PROGRAM STANDARDS FOR FAMILY RECONCILIATION SERVICES AND CRISIS RESIDENTIAL CENTERS

Place this notice in front of Chapter 31 of the DCFS Manual and note on the Tan Notice Control Sheet the date Notice No. T-110 is entered.

A. BACKGROUND

The 1991 Legislature created the Juvenile Issues Task Force which reviewed, among other issues, the programs serving at-risk youth. The Task Force evaluated the Family Reconciliation Services Programs and the use of Crisis Residential Centers, resulting in a wide range of recommendations both for new legislation and for Division policy to strengthen these programs.

DCFS responded to these recommendations, in part, by establishing these Uniform Program Standards for Family Reconciliation Services and Crisis Residential Centers. The objectives of these standards are to meet legislative mandate and intent, to strengthen good social work practices, and to provide quality assurance for these programs.

B. ACTION REQUIRED

Add the following in Chapter 31 under the new section 31.50:

Uniform Program Standards for Family Reconciliation Services and Crisis Residential Centers.

All offices of the Division of Children and Family Services shall provide, at a minimum, the following services:

A. OUTREACH SERVICES

1. Each local office or the regional office annually informs by mail all law enforcement agencies, courts and school districts (including private schools) in its catchment area about Family Reconciliation Services and how to contact the DCFS office in their area for services or further information.

2. The phone number for "Family Reconciliation Services" is published in the phone directories serving each local office catchment area.

3. The brochure "We Want to Help" is provided to all parents and children requesting information about FRS services. The information contained in the brochure is provided verbally in the case of telephone inquiries.

4. Local offices provide speakers about FRS when requested by community groups, schools, etc., as staff time allows.

B. FAMILY RECONCILIATION SERVICES

1. The region has written agreements or a letter of understanding with all tribes in the region regarding availability of 24-hour Family Reconciliation Services within boundaries of reservations.

2. Split-coded FRS FTEs are found only in generic intake staff, after-hours staff and to ensure backup FRS coverage.

3. All FRS FTEs allotted to the region are carrying FRS cases and are not carrying cases beyond 90 days.

4. FRS Phase I counseling services are face-to-face, include the whole family (whenever possible) and are provided at a location convenient to the client as staff time allows. Clients who are disabled or clients without transportation are offered services in their homes.

5. Designated (in-house) Phase II DCFS staff shall meet the same time lines and service expectations, including termination summaries, as contracted Phase II counselors. All FRS Phase II services are provided at a time and location convenient to the client.

6. Families in conflict and runaways are offered Phase II FRS Services, and they are informed about the availability of Phase II FRS counseling and of their legal rights under ARP and ARY petitions.

7. All FRS workers know how to access interpreters for clients with limited English proficiency and clients who are hearing impaired.

8. All FRS social workers have been trained according to Department policies in working with culturally diverse clients and agencies.

9. All offices provide 24-hour, seven days a week telephone intake.

10. Contracted FRS Phase II services are available in each county.

C. CRISIS RESIDENTIAL CENTER SERVICES

1. CRC services are available within an hour's drive of the client's home for 90 percent of the regional population.

2. A CRC policy has been developed with each facility (contracted and non-contracted) which provides CRC services. This policy

   - defines service eligibility,
   - describes the placement process,
   - ensures social workers contact with the youth and family,
   - ensures that parents are notified of whereabouts of the child, and
   - describes the case staffing process as required by extension authorizations.

3. An FRS supervisor serves as "gatekeeper" of each contracted and non-contracted CRC facility. Gatekeeper responsibilities include:

   - ensuring that the brochure "We Want to Help" is provided to CRCs and law enforcement for distribution,
   - prioritizing placements,
   - authorizing and monitoring placements of more than five days, and
   - keeping law enforcement updated annually, or more often if necessary, concerning the location of CRC procedures for accessing CRC beds, and the name of the CRC gatekeeper.

D. QUALITY ASSURANCE

1. Providers of FRS or CRC services shall be given an opportunity to meet formally every biennium with DCFS staff for the purpose of ensuring understanding of and compliance with the FRS and CRC statements of work and the CRC policy and procedure.

2. Contractors providing FRS or CRC services are monitored for program and fiscal compliance every biennium.

3. Copies or synopses of the FRS Phase II, CRC and Homebuilders contract statements of work are provided to DCFS social workers providing FRS services.

4. One DCFS staff in each region shall be designated to coordinate the FRS/CRC program. Duties of the FRS/CRC coordinator shall include:

   - approval of billings,
   - interpretation of FRS and CRC contracts for providers and DCFS staff,
   - maintaining the CRC policy and procedure,
   - allocation of FRS Phase II funds,
   - preparation of an annual report on FRS and CRCs for the Division director to submit to the legislature to fulfill reporting requirements of RCW 74.13.036.

UNIFORM FRS/CRC PROGRAM STANDARDS

All offices of the Division of Children and Family Services shall provide, at a minimum, the following services:

A. OUTREACH SERVICES

1. Each local office or the regional office annually informs by mail all law enforcement agencies, courts and school districts (including private schools) in its catchment area about Family Reconciliation Services and how to contact the DCFS office in their area for services or further information.

2. The phone number for "Family Reconciliation Services" is published in the phone directories serving each local office catchment area.

3. The brochure "We Want to Help" is provided to all parents and children requesting information about FRS services. The information contained in the brochure is provided verbally in the case of telephone inquiries.

4. Local Offices provide speakers about FRS when requested by community groups, schools, etc., as staff time allows.

B. FAMILY RECONCILIATION SERVICES

5. The Region has written agreements or a letter of understanding with all Tribes in the region regarding availability of 24 hour Family Reconciliation Services within boundaries of reservations.

6. Split-coded FRS FTE's are found only in generic intake staff, after-hours staff and to ensure backup FRS coverage.

7. All FRS FTE's allotted to the Region are carrying FRS cases and are not carrying cases beyond 90 days.

8. FRS Phase I counseling services are face-to-face, include the whole family (whenever possible) and are provided at a location convenient to the client as staff time allows. Disabled clients or clients without transportation are offered services in their homes.

9. Designated (in-house) Phase II DCFS staff shall meet the same time lines and service expectations, including termination summaries as contracted Phase II counselors. All FRS Phase II services are provided at a time and location convenient to the client.

10. Families in conflict and runaways are offered Phase I FRS Services and they are informed about the availability of Phase II FRS counseling and of their legal rights under ARP and ARY petitions.

11. All FRS workers know how to access interpreters for Limited English Proficiency and hearing impaired clients.

12. All FRS social workers have been trained according to department policies in working with culturally diverse clients and agencies.

13. All offices provide 24 hours seven day a week telephone intake.

14. Contracted FRS Phase II services are available in each county.

C. CRISIS RESIDENTIAL CENTER SERVICES

15. CRC services are available within an hour's drive of the client's home for 90% of the regional population.

16. A CRC policy has been developed with each facility (contracted and non-contracted) which provides CRC services. This policy

- defines services eligibility
- describes the placement process,
- ensures social worker contact with the youth and family,
- ensures that parents are notified of whereabouts of the child, and
- describes the case staffing process as required by extension authorizations.

17. An FRS supervisor serves as "gatekeeper" of each contracted and non-contracted CRC facility. Gatekeeper responsibilities include:

- ensuring that the brochure "We Want to Help" is provided to CRC's and law enforcement for distribution,
- prioritizing placements,
- authorizing and monitoring placements of more than five days, and
- keeping law enforcement updated annually, or more often if necessary, concerning the location of CRC's, procedures for accesssing CRC beds, and the name of the CRC gatekeeper.

D. QUALITY ASSURANCE

18. Providers of FRS or CRC services shall be be given an opportunity to meet formally every biennium with DCFS staff for the purpose of ensuring understanding of and compliance with the FRS and CRC statements of work and the CRC policy and procedure.

19. Contractors providing FRS or CRC services are monitored for program and fiscal compliance every biennium.

20. Copies or synopses of the FRS Phase II, CRC and Homebuilders contract Statement of Work are provided to DCFS social workers providing FRS services.

21. One DCFS staff in each region shall be designated to coordinate the FRS/CRC program. Duties of the FRS/CRC coordinator shall include:

- approval of billings
- interpretation of FRS and CRC contracts for providers and DCFS staff.
- maintaining the CRC policy and procedure
- allocation of FRS Phase II funds
- preparation of an annual report on FRS and CRC's for the Division Director to submit to the legislature to fulfill reporting requirements of RCW 74.13.036.