



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
*Olympia WA 98504-5000*

June 10, 1999

TO: Holders of Children's Administration  
**OPERATIONS MANUAL**

FROM: Rosalyn Preskovich, Assistant Secretary  
Children's Administration

SUBJECT: **OPERATIONS MANUAL**  
**REVISION #6**

Attached are revision pages to the *Operations Manual*. Please replace the existing pages in your manual with these new pages. Sections with changes have been highlighted with vertical lines in the margin at the left of the text, with the revision date (6/30/99) following the revised paragraph or section. The revisions will also be incorporated into the on-line Manual when that becomes available to all Children's Administration (CA) staff through the CA Intranet home page.

The revisions primarily reflect updates to Information Services Standards in chapter 15000. We have also included a definition of "original placement date." The effective date of these changes is June 30, 1999.

If you have questions or comments about the revisions, please contact your representative on the Children's Administration Manual Committee: The members are:

Carole Holland, Chair

Tammi Erickson  
Tammy Cordova  
Art Cantrall

Joe Bell

Division of Program & Policy  
Development  
Federal Funding  
Management Services  
Division of Program & Policy  
Development  
Region 4 Administrator



*Holders of Operations Manual*

June 10, 1999

Page 2

Celeste Carey	Quality Assurance & Training
Jim Burkey	Region 1
Carol Bailey	Region 2
Milli Mangels	Region 3
Jeff Norman	Region 4
Christopher Ruff	Region 5
Lois Ward	Region 6
Ruthie Morris	Division of Licensed Resources
Barbara Clapp	Union Representative, Region 1
Gayle Chamberlain-Smith	Union Representative, Region 2
Bergith Kayyali	Union Representative, Region 4
Tom Tveit	Union Representative, Region 6
Shirley Moore	Program and Policy Development
Nancy Sutton	Program and Policy Development

Table #1, attached, identifies the nature of the change by page or pages. Changes that are merely corrections of errors or that reflect reformatting of pages and resulting movement of text are identified as "EDIT." Substantive changes are identified by topic. Table #2 identifies the manual pages to be replaced, by chapter and by page numbers. Table #3 identifies any interim Children's Administration policies being replaced by this revision.

Attachments

**OPERATIONS MANUAL**

**TABLE 1**

REVISION #6 – June 30, 1999

<b>CHAPTER</b>	<b>PAGE</b>	<b>NATURE OF REVISION</b>
Table of Contents	vii - ix	Includes revision dates for existing Information Services standards and one new standard.
Chapter 11000- Federal Funding	2 6 - 8	Edit; cross reference to Appendix A for "original placement date."
Chapter 13000 – Record/ Paperwork Management	49 - 51	Edit; remove references to RRATS program for record storage and destruction.
Chapter 15000 – Information System Standards - Table of Contents	i - iii v	Include revision dates for revised standards; add one standard.
15000	1 - 2	Reflects revisions approved as CAMIS Policy #1 on case referrals.
15000	3 - 8	Reflects revisions approved as CAMIS Policy #2 on case assignment, transfer, and closure.
15000	9 - 12	Reflects revisions approved as CAMIS Policy #3 on installation of computer systems.
15000	17	Reflects revisions approved as CAMIS Policy #6 on case files for legally free children.
15000	25 - 28	Reflects revisions approved as CAMIS Policy #11 on program code definitions.
15000	32 - 34	Reflects revisions approved as CAMIS Policy #13 on courtesy supervision.
15000	35 - 36	Reflects revisions approved as CAMIS Policy #14 on interstate compact.
15000	54 - 58	Reflects revisions approved as CAMIS Policy #22 on placement documentation.
15000	65 - 70	Adds new CAMIS Policy #25 on service episode records.
Appendix A	A-14	Adds definition of "Original Placement Date" and "Original Foster Care Placement."



**OPERATIONS MANUAL**

**TABLE 2**

REVISION #6 - June 30, 1999

<b>CHAPTER</b>	<b>REMOVE PAGE</b>	<b>INSERT PAGE</b>
Table of Contents	vii viii ix x	vii viii ix x
Chapter 11000 - Federal Funding	11000-1 11000-2	11000-1 11000-2
Chapter 11000	11000-5 11000-6 11000-7 11000-8	11000-5 11000-6 11000-7 11000-8
Chapter 13000 - Record/Paperwork Management	13000-5 13000-6 13000-49 13000-50 13000-51 13000-52	13000-5 13000-6 13000-49 13000-50 13000-51 13000-52
Chapter 15000 - Information System Standards - Table of Contents	i ii iii iv v vi	i ii iii iv v vi
Chapter 15000	15000-1 15000-2 15000-3 15000-4 15000-5 15000-6 15000-7 15000-8 15000-9 15000-10 15000-11 15000-12	15000-1 15000-2 15000-3 15000-4 15000-5 15000-6 15000-7 15000-7a 15000-7b 15000-8 15000-9 15000-10 15000-11 15000-12
Chapter 15000	15000-17 15000-18	15000-17 15000-18

<b>CHAPTER</b>	<b>REMOVE PAGE</b>	<b>INSERT PAGE</b>
Chapter 15000	15000-25 15000-26 15000-27 15000-28 15000-29 15000-30 15000-31 15000-32 15000-33 15000-34 15000-35 15000-36	15000-25 15000-26 15000-27 15000-28 15000-29 15000-30 15000-31 15000-32 15000-33 15000-34 15000-35 15000-35a 15000-35b 15000-36
Chapter 15000	15000-53 15000-54 15000-55 15000-56 15000-57 15000-58	15000-53 15000-54 15000-55 15000-56 15000-57 15000-58
Chapter 15000		15000-65 15000-66 15000-67 15000-68 15000-69 15000-70
Appendix A - Definitions	A-3 A-4 A-5 A-6 A-7 A-8 A-9 A-10 A-11 A-12 A-13 A-14 A-15 A-16 A-17 A-18	A-3 A-4 A-5 A-6 A-7 A-8 A-9 A-10 A-11 A-12 A-13 A-14 A-15 A-16 A-17 A-18

**TABLE OF CONTENTS**

13700 RECORD ACCURACY, PRIVACY, AND DISCLOSURE	13000-25
13800 CASE ASSIGNMENT, TRANSFER, CLOSURE OF RECORDS	13000-43
13900 RECORD RETENTION AND ARCHIVING	13000-58
<b>CHAPTER 14000 -- ADMINISTRATIVE SUPPORT</b>	14000-1
14100 RECEPTION	14000-1
14200 MAIL SYSTEM	14000-7
14300 RECORDS MANAGEMENT	14000-20
14400 RANDOM MOMENT TIME STUDY	14000-21
14500 REQUESTING A NOTARY	14000-21
<b>CHAPTER 15000 -- INFORMATION SYSTEM STANDARDS</b>	15000-1
15100 INTRODUCTION	15000-1
15200 STANDARDS	15000-1
15201 REFERRALS (3/1/99)	15000-1
15202 CASE ASSIGNMENT, TRANSFER, AND CLOSURE (3/1/99)	15000-3
15203 DEVELOPMENT AND/OR INSTALLATION OF PC AND LAN BASED SYSTEMS FOR CHILDREN'S ADMINISTRATION (10/30/98)	15000-9
15204 CAMIS ADMINISTRATIVE FILES (1/10/95)	15000-13
15205 RESCINDED (9/30/96)	15000-16
15206 FILES FOR LEGALLY FREE CHILDREN (11/1/98)	15000-17
Revision #1 - 6/25/98; Revision #2 - 9/1/98; Revision #6 - 6/30/99	

**TABLE OF CONTENTS**

15207	ACCESS TO CAMIS (5/1/93)	15000-18
15208	SOCIAL SERVICE PAYMENT SYSTEM (11/8/94)	15000-20
15209	NETWORK EQUIPMENT RELOCATION AND CONNECTIONS (3/1/95)	15000-21
15210	STORAGE OF CONFIDENTIAL OR MISSION CRITICAL DATA (3/1/95)	15000-23
15211	PROGRAM CODE DEFINITIONS (11/1/98)	15000-25
15212	RESIDENTIAL ADDRESS FOR CHILDREN SERVED BY CHILDREN'S ADMINISTRATION (8/17/95)	15000-31
15213	COURTESY SUPERVISION (11/1/98)	15000-32
15214	INTERSTATE COMPACT CASES /REFERRALS (11/1/98)	15000-35
15215	USAGE OF STATE-OWNED EQUIPMENT AT HOME (3/10/95)	15000-37
15216	STANDARDS FOR INPUT OF NAMES (4/14/94)	15000-39
15217	STATE LICENSED FACILITIES/PERSONS (7/19/94)	15000-44
15218	CREATING/CHANGING LOG-IN ID'S FOR USERS (9/1/97)	15000-45
15219	SECURING UNATTENDED COMPUTER TERMINALS (3/10/95)	15000-49
15220	UPDATES TO CAMIS FILES (11/30/95)	15000-51
15221	DOCUMENTATION OF LEGAL ACTIONS (11/30/95)	15000-52
15222	DOCUMENTING THE PLACEMENT OF CHILDREN IN THE LEGAL CUSTODY OF CA (2/17/99)	15000-54
15223	LICENSED FACILITY COMPLAINTS (3/22/96)	15000-59
15224	INTERNET ACCESS (11/1/96)	15000-63

Revision #1 - 6/25/98; Revision #6 - 6/30/99



**TABLE OF CONTENTS**

15225 SERVICE EPISODE RECORDS (1/1/99)

15000-65

Revision #6 - 6/30/99

**APPENDIX A -- DEFINITIONS**

A-1

**APPENDIX B - ACRONYMS**

B-1

**APPENDIX C - INDEX**

C-1

Revision #1 - 6/25/98

**TABLE OF CONTENTS**

---

Revision #1 - 6/25/98

**11100 FEDERAL MATCHING FUNDS/OTHER BENEFITS**

**11110 INTRODUCTION**

The Children's Administration (CA) Federal Funding staff shall review the circumstances of every child placed in out-of-home care to determine the child's eligibility for federal matching funds and/or other benefits.

**11120 REFERRAL**

The social worker initiates referrals to the Federal Funding Unit (or Specialist) by entering the required child/family demographics, placement, and legal action data into the appropriate CAMIS modules. Paper referrals are required only in the absence of automated data.

**11130 DETERMINATIONS**

- A. The Federal Funding Specialist (FFS) analyzes data, makes eligibility determinations, assists in the application for other financial benefits, and notifies appropriate parties of the results of these actions. Following the initial determination, the FFS provides ongoing coordination of the various funding sources that may be used in combination with one another. The FFS performs required redetermination specific to each funding source.
  
- B. The Supplemental Security Income (SSI) Facilitator (SSIF) reviews referrals made electronically or by the FFS or child's social worker to analyze funding sources already available. SSIFs review the child's case file and speak with the social worker, foster parent, or others to screen for potential impairments to warrant an SSI application. The SSIF completes applications for Title XVI/SSI and Title II Social Security benefits and requests payee changes for children already receiving benefits.

**11200 FEDERAL FUNDING PROGRAMS**

A number of federal programs provide opportunities for claiming federal financial participation matching funds to reimburse state expenditures for eligible services. Each program has individual criteria and guidelines. Below is a listing of the federal programs currently providing reimbursement (matching) funds, their individual eligibility criteria, the referral procedures, and the required follow-up by the FFS and SSIF.

**11210 TITLE IV-E****11211 Categorical Title IV-E Eligibility Factors**

A. Title IV-E is a federal entitlement program designed to reimburse States the maintenance and administrative costs of eligible children who are placed into department-paid substitute care. There are three categorical criteria which must be met to establish the IV-E claim: Judicial protections for the child and family; Aid to Families with Dependent Children (AFDC)-relatedness of the child in the Eligibility month; and Reimbursability criteria.

**B. AFDC relatedness**

1. In the Eligibility Month the child must have had a relatedness to the AFDC program under the rules in existence as of July 16, 1996.

**2. Eligibility Month**

The eligibility month is the month during which a court petition for removal of the child was filed that led directly to removal of the child, or during which a voluntary placement agreement was signed. The date the child enters care does not necessarily define the Eligibility Month. See Appendix A for the definition of "Original Placement Date."

Revision #6 – 6/30/99

- b. If the child meets the AFDC-relatedness requirements, the child is eligible for IV-E matching funds during the first 180 days of placement.

**D. Reimbursability**

1. Once IV-E eligibility is established, a child is IV-E reimbursable if, in any particular month the child is in care, he/she meets a number of on-going criteria. Meeting all the following criteria qualifies the child for Title IV-E funds:
    - a. The court has entered a judicial determination that DSHS/DCFS made "reasonable efforts" to prevent the placement of the child; or
    - b. If the child was placed on a voluntary placement agreement, and the child has been in placement more than 180 days, the court must have entered an order by the 180th day of placement that continuation in care is in the child's "best interest"; and
    - c. The child is placed in the sole care and supervision of DSHS/DCFS; and
    - d. The child is under age 18, or under age 19 and in school full time and reasonably be expected to graduate before their 19th birthday; and
- Revision #2 - 9/1/98
- e. The child continues to be deprived of parental care and support in AFDC terms; and
  - f. The child continues to be in financial need; and

- g. The child is placed in a licensed child care facility or in the home of a relative "certified" as meeting minimum licensing requirements.
  2. This is only a general overview of the IV-E eligibility criteria. The Eligibility Specialist assigned to each area has detailed information on claiming IV-E funds for children placed in department-paid substitute care.

### **11212 Other Eligibility Factors**

#### **A. Repeat Removals**

Whenever the child is returned to the home of any biological or adoptive parent, or to the removal home of a specified relative other than the parent, with the intent that the parent assume the on-going daily supervision and control of the child, the placement episode is terminated, even if court supervision continues. If the child is re-placed into out-of-home care, all the judicial protections and AFDC-relatedness criteria must be met in order for the child to again be eligible for IV-E reimbursement funds. See Appendix A for the definition of "Original Placement Date."

Revision #6 - 6/30/99

#### **B. Guardianship**

1. The entry of a guardianship order on any child in out-of-home care completes the permanent plan for the child; the Placement Episode must be closed effective the date of the guardianship order. If foster care maintenance payments will continue, the Placement Event remains open, and the source of funds is State Only.

2. In the event the child is re-placed into out-of-home care from the guardian's home, a new Placement Episode is noted in CAMIS. New "contrary to the welfare" and "reasonable efforts" judicial determinations must be obtained, even though the underlying dependency is still in effect. If the child is re-placed into care via a VPA, a court order (i.e., at a dependency review hearing) must be obtained by the 180<sup>th</sup> day of placement with the finding that it is in the child's best interest to remain in care. See Appendix A for the definition of "Original Placement Date."

Revision #6 - 6/30/99

**C. Teen parent and infant residing together in same out-of-home facility**

1. When a teen parent and infant reside in the same facility, the infant's "home" is considered to be his/her parent, NOT the foster home or other out-of-home care facility. A legal authorization-to-place is not required in order to include an amount sufficient for the infant's maintenance in the maintenance payment made for the teen parent, or to issue medical coupons for the infant. For protection of the infant, a dependency order placing the child in the temporary custody of DCFS may in some instances be appropriate.
2. Maintenance payments for teen parents residing with their infants shall be increased to also provide for the maintenance of the infant.
3. In every instance when the teen parent and infant are residing together, even if dependency is already established on the infant, a legal authorization-to-place must be obtained to keep the infant in out-of-home care should the teen parent's placement setting change so as not to include the infant.

Revision #2 - 9/1/98

#### 4. SSI Eligibility and IV-E eligible

Any child for whom a Title XVI/SSI application is in process or for whom SSI eligibility has been established and benefits are "in pay" must have his/her source of funds coded to "state only." Exception: If maintenance payments are high cost, IV-E funding may be substituted. Please refer to IV-E and SSI desk manuals for detailed information.

#### 11213 Referral Procedures for Social Workers

- A. The social worker takes the following actions, or causes such actions to be taken, within 10 working days of a child's Original Placement Date (OPD).
1. Enter the appropriate child/family demographic profile information onto the child's "PERSONCARD" in CAMIS; and
  2. Enter all required information in the CAMIS Legal History (ACTNLA) and Placement (PLACECR) modules. (NOTE: CAMIS will not process any SSPS payments until the required information in 1 and 2 has been entered into the system); and
  3. For voluntary placement cases only, both parents sign and date a VPA. Unless legal custody resides with one parent, a good faith effort must be made and documented to have both parents sign the VPA. The social worker shall also sign and date the VPA.
  4. Transmit copies of the following items, on all children placed into department-paid substitute care, **including licensed or non-licensed relative care**, within 10 working days of the OPD to the FFS and/or Unit:



- i. Social workers must not maintain "personal" files containing case information. The workers must maintain all case related information in the department's official client case file.

## 2. **Child Protective Services (CPS)**

If a supervisor has made an exception to the requirement that the face-to-face visit occur within 10 days from the date of referral, the supervisor must note the exception using the CAMIS "CASEACTN" procedure until CA implements the "DOCUMENT" procedure.

- D. The Regional Administrator or Regional Manager, as applicable, is responsible for integrity of CAMIS data input.
- E. See Chapter 15000 for CAMIS/Information System standards and the *CAMIS User's Manual* for procedures related to use of the information system.

## 13200 **INITIATING RECORDS**

### 13210 **INTAKE AND ASSESSMENT REQUIREMENTS FOR CPS**

- A. The CA Intake social worker completes the CAMIS referral on any Child Protective Services (CPS) or other referral. Referrals that do not pass the sufficiency screen remain in CAMIS. Social workers record in CAMIS all other calls to Intake requesting information or consultation as "information only."
- B. The CPS social worker may initiate a service record inquiry by forwarding the *Report of Child Abuse and Neglect* to local office master files with sections A, B, and C completed. If no existing record is located, support staff request or create a new record according to local office procedures for all child victims or families of child victims passing the sufficiency screen.

Revision #2 - 9/1/98; Revision #6 - 6/30/99

**CHAPTER 13000—RECORD/PAPERWORK MANAGEMENT**

- D. The local office opens a single family case record for each family following a referral. When referrals involve only information and referral contacts, other activities of 30 minutes duration, or referrals that result in a screening decision that the family is not eligible for services, a case record binder is not created. However, intake and screening decisions are recorded in CAMIS.
- E. When a child in a sibling group is placed out of the home or legal proceedings are initiated, the local office establishes a CAMIS dash record for each child placed or for whom a dependency has been filed. Separate individual service record binders for children are only established for:
1. Children who are legally free;
  2. Children who have more than one DCFS social worker assigned to the family; and/or
  3. Children whose case plan is distinctly different from the case plan for their siblings.

**13220 INTAKE AND ASSESSMENT REQUIREMENTS FOR CWS AND FRS**

- A. The CA Intake social worker completes the CAMIS referral on any Child Welfare Services (CWS), Family Reconciliation Services (FRS), or licensing referral. The Intake worker retains CWS/FRS/licensing information and referral data in CAMIS. See chapter 15000, sections 15202 and 15214, and the *Practices and Procedures Guide*, chapter 4000, section 4100.
- B. The CWS, FRS, or licensing social worker may initiate a service record inquiry by forwarding the completed intake summary to local office master files. If no existing record is located, support staff initiate a new record according to local office procedures for cases requiring services other than information and referral.

Revision #2 - 9/1/98

**A. Office Request Coordinator**

Office Request Coordinators are persons designated by the office as authorized to request records or obtain information from records stored at RRC.

**B. Records Coordinator**

The Records Coordinator is the person designated in each office to have responsibility and authority for the retention/destruction of all files.

**C. Purge Process**

Once a year, the Olympia CA CAMIS programmer sends to each region a listing of all cases with no activity for a two year period. In addition, there is a procedure on-line in CAMIS that allows local office staff to call up a list of records that have had not activity in the past two years. CA clerical staff will use one of these sources to assist them in the purge process.

**D. Retention Periods**

1. The local CA office retains all files in the local office for two years following any case activity, including, but not limited to, new referrals and children in placement. The RCC then retains the inactive files for a total of nine years, after which they are destroyed, with the following exceptions:
2. The following are exceptions to the requirements of paragraph 1:
  - a. **Unfounded CPS Referrals**

The RCC retains files on unfounded CPS referrals for four years, for a total of six years of inactivity before they are destroyed.

Revision #2 - 9/1/98

**b. Licensing Files**

- i. The local licensing office retains licensing case files in the office for one year following termination of the license. The RCC then retains them for an additional and three years, for a total of four years, at which time they are destroyed.
- ii. The local licensing office permanently retains on the premises in an office retention file any case file for a license which CA has revoked or denied.

**c. Adoption Files**

For finalized adoptions, the local office adoption worker or other designated staff prepares the file for archiving upon finalization. The RCC retains the adoption file for 100 years.

Revision #1 - 6/25/98; Revision #2 - 9/1/98

**E. Preparing RRC Cartons**

Support staff box and ship unneeded case records in specially designed cartons. When preparing an RRC carton for shipment, support staff:

1. Contacts the Financial Resource Unit to see if there is a financial record. If a financial record is found, it is included with the case record to be shipped.
2. Arranges the case records within an RRC carton in alphabetical or terminal-digit order;
3. Signs on to the terminal for Bar Code program and to the printer with their user ID;
4. Selects BOX ADD from the Selection Menu. When the BOX ADD menu appears, select "Closed Records";

Revision #2 - 9/1/98; Revision #6 - 6/30/99

5. Enters the appropriate data for each case record into the computer. Bar Code will accept up to 100 case records per box. When entries are complete, two copies of the transmittal will automatically print;
6. Completes and affixes an RRC carton label, DSHS 2-227, under one the carton's hand grips so the case records are facing the labeled end; and
7. Secures the lid to the carton with monofilament tape.

**F. Shipping Cartons to RRC**

Offices ship cartons of case records to RRC by various methods, including regional office courier, state office courier, or parcel services. Staff determines the best method of shipping cartons from their office.

Revision #6 - 6/30/99

**G. CAMIS Procedure for Record Retention**

Assigned staff inputs information by using CASEUP3. Staff changes file status to "R" and enters date sending, box number, and destroy date.

Revision #2 - 9/1/98

**H. Recalling Case Records from RRC**

When an office finds it necessary to recall records located at RRC, master files staff access CAMIS to locate the box number for the case record. Staff contacts RRC by use of Mapper and/or telephone. Upon receipt of requested records, clerical staff updates CAMIS to reflect current status of file.

**I. Transfer Out Responsibilities for RRC**

1. Clerical staff receives a request from a CA office to transfer a case record.
2. Clerical staff will access CAMIS to determine status and location of the record.

Revision #2 - 9/1/98

3. Clerical staff will contact RRC using Mapper and/or telephone and request the record be sent directly to the receiving office. Transfer out clerical staff will change the case status and file folder status to reflect transfer of the record to the receiving office.

**J. Annual Destruction of Case Records at RRC**

1. Once a year, RRC destroys those case records stored at their facility that have met the required retention period.
2. Offices receive an *RRC Destruction Notice*, DSHS 1-100, from RRC each October notifying them of the cartons of case records scheduled for destruction the following January. Offices have until the end of December to:
  - a. Review the DSHS 1-100;
  - b. Identify and recall those case records they do not want destroyed; and
  - c. Authorize RRC to destroy the remaining case records.
3. On CASEUP3 screen, clerical staff inputs in the location or case notes that the record was destroyed and the date.

**13920 FEDERAL REVENUE RECORD ARCHIVING OR STORAGE**

Prior to any case being sent to adoption archives or the Record Retention Center, the child's social file shall be consolidated with the Federal Revenue File. Any Title IV-E, Title XIX, or SSI documentation shall be reviewed by the FFS and/or SSIF and shall be sent to Master File to be consolidated with the child's social service file.

Revision #1 - 6/25/98; Revision #2 - 9/1/98

## TABLE OF CONTENTS

<b>15100 INTRODUCTION</b>	15000-1
<b>15200 STANDARDS</b>	15000-1
<b>15201 REFERRALS (3/1/99)</b>	15000-1
152011 Purpose	15000-1
152012 Procedure	15000-1
<b>15202 CASE ASSIGNMENT, TRANSFER,         AND CLOSURE (3/1/99)</b>	15000-3
152021 Purpose	15000-3
152022 Standard/Procedure	15000-3
<b>15203 DEVELOPMENT AND/OR INSTALLATION OF PC         AND LAN BASED SYSTEMS         FOR CHILDREN'S ADMINISTRATION (10/30/98)</b>	15000-9
	Revision #6 - 6/30/99
152031 Purpose	15000-9
152032 Standard	15000-9
152033 Procedure	15000-9
<b>15204 CAMIS ADMINISTRATIVE FILES (1/10/95)</b>	15000-13
152041 Purpose	15000-13
152042 Standard	15000-13
152043 Procedure	15000-14
<b>15205 RESCINDED (11/30/96)</b>	15000-16

15206 FILES FOR LEGALLY FREE CHILDREN (11/1/98)	15000-17
	Revision #6 - 6/30/99
152061 Purpose	15000-17
152062 Standard/Procedure	15000-17
15207 ACCESS TO CAMIS (5/1/93)	15000-18
152071 Purpose	15000-18
152072 Standard	15000-18
152073 Procedure	15000-18
15208 SOCIAL SERVICE PAYMENT SYSTEM (11/8/94)	15000-20
152081 Purpose	15000-20
152082 Procedure	15000-20
15209 NETWORK EQUIPMENT RELOCATION AND CONNECTIONS (3/1/95)	15000-21
152091 Purpose	15000-21
152092 Applicability	15000-21
152093 Standard	15000-21
152094 Procedure	15000-22
15210 STORAGE OF CONFIDENTIAL OR MISSION CRITICAL DATA (3/1/95)	15000-23
152101 Purpose	15000-23
152102 Applicability	15000-23
152103 Standard	15000-23
152104 Procedure	15000-24



15211 PROGRAM CODE DEFINITIONS (11/1/98)	15000-25
152111 Purpose	15000-25
152112 Standard	15000-25
152113 Procedure	15000-30
15212 RESIDENTIAL ADDRESS FOR CHILDREN SERVED BY CHILDREN'S ADMINISTRATION (8/17/95)	15000-31
152121 Purpose	15000-31
152122 Standard/Procedure	15000-31
15213 COURTESY SUPERVISION (11/1/98)	15000-32
152131 Purpose	15000-32
152132 Standard	15000-32
152133 Procedure	15000-32
15214 INTERSTATE COMPACT CASES/REFERRALS (11/1/98)	15000-35
152141 Purpose	15000-35
152142 Standard	15000-35
152143 Procedure	15000-35
15215 USAGE OF STATE OWNED EQUIPMENT AT HOME (3/10/95)	15000-37
152151 Purpose	15000-37
152152 Applicability	15000-37
152153 Standard	15000-37
152154 Procedure	15000-37

Revision #6 - 6/30/99

15216 STANDARDS FOR INPUT OF NAMES (4/14/94)	15000-39
152161 Purpose	15000-39
152162 Standard	15000-39
15217 STATE LICENSED FACILITIES/PERSONS (7/19/94)	15000-44
152171 Purpose	15000-44
152172 Procedure	15000-44
15218 CREATING/CHANGING LOG-IN ID'S FOR USERS (9/1/97)	15000-45
152181 Purpose	15000-45
152182 Standard	15000-45
152183 Procedure	15000-45
15219 SECURING UNATTENDED COMPUTER TERMINALS (3/10/95)	15000-49
152191 Purpose	15000-49
152192 Applicability	15000-49
152193 Standard	15000-49
15220 UPDATES TO CAMIS FILES (11/30/95)	15000-51
152201 Purpose	15000-51
152202 Applicability	15000-51
152203 Standard	15000-51
152204 Procedure	15000-51

15221	DOCUMENTATION OF LEGAL ACTIONS (11/30/95)	15000-52
152211	Purpose	15000-52
152212	Standard	15000-52
15222	DOCUMENTING THE PLACEMENT OF CHILDREN IN THE LEGAL CUSTODY OF CA (2/17/99)	15000-54
152221	Purpose	15000-54
152222	Standard/Procedure	15000-54
15223	LICENSED FACILITY COMPLAINTS (3/22/96)	15000-59
152231	Purpose	15000-59
152232	Definition	15000-59
152233	Standard	15000-60
152234	Procedure	15000-60
15224	INTERNET ACCESS (11/1/96)	15000-63
152241	Purpose	15000-63
152242	Applicability	15000-63
152243	Standard	15000-63
15225	SERVICE EPISODE RECORD (1/1/99)	15000-65
152251	Purpose	15000-65
152252	Standard	15000-65
152253	Procedures	15000-65

Revision #6 - 6/30/99



**15100 INTRODUCTION**

This chapter contains policies and procedures for the Case and Management Information System (CAMIS) and other electronic information systems used by Children's Administration (CA). These policies and procedures have been reviewed and endorsed by the CA management team. Each staff person in every office shall maintain a CAMIS manual, managers and supervisors are to ensure that all staff are aware of current policy and procedures.

**15200 STANDARDS****15201 REFERRALS (3/1/99)****152011 Purpose**

To establish a consistent statewide policy for handling intake referrals taken in one office which need to be referred for disposition to another office.

**152012 Procedure**

- A. The office first contacted will take referrals from the person with the Child Protective Services (CPS) or Family Reconciliation Services (FRS) complaint or concern. If technically feasible, the intake worker may transfer the referrer to an intake worker in the office where the referral would be assigned while keeping the caller on the phone.

Revision #6 - 6/30/99

- B. The intake worker shall complete a CAMIS Intake Referral, including completion of a statewide person search.
- C. The intake worker shall make an immediate decision to refer directly to another office or to the worker's supervisor.
- D. If the original office decides to refer to another office, the sending office must:

Revision #6 - 6/30/99

1. Call an intake worker in the office to which the referral is being referred. Upon confirming the names of the intake worker and supervisor and their worker ID numbers, the original intake worker or supervisor will advise the receiving office of the referral number and any other pertinent information regarding the referral.
  2. Record the receiving supervisor's ID in the "Ref Supvsr" blank on the referral in CAMIS.
  3. Use WRKRAS (Worker Assignment) or REFUP (Referral Update) to change the assigned worker to the receiving office's intake worker and close the original worker's assignment.
  4. Not FAX the referral to a non-secure fax machine in the receiving office nor print the referral to a printer in the receiving office.
- E. The receiving office intake worker will print out the Initial Referral Summary using REFSUMDR and initiate the appropriate response.
- F. The receiving office supervisor will review all Child Protective Services (CPS), Family Reconciliation Services (FRS), and Child Welfare Services (CWS) referrals and assign by using the REFREADY procedure.

Revision #6 - 6/30/99

**15202 CASE ASSIGNMENT, TRANSFER, AND CLOSURE (3/1/99)**

**152021 Purpose**

To ensure consistency in CAMIS and to enable on-line tracking of case assignment and file location.

**152022 Standard/Procedure**

**A. Referrals and Case Assignment**

After a worker assignment is made for a referral, the supervisor or worker must record that assignment in CAMIS within five working days.

A referral is accepted and becomes a case when the referral meets one of the following criteria:

1. The Child Protective Services (CPS) referral passes the sufficiency screen.
2. A Family Reconciliation Services (FRS) intake request is accepted for services or the intake/assessment lasts more than 30 minutes.
3. A Child Welfare Services (CWS) referral for assessment or services is accepted.
4. A home study request is accepted.
5. A request for services for any of the other programs listed in section 15211, below, is accepted for assignment or assessment.

The referral will be related to an existing case number for the family, if one exists, or a new case number will be created.

Revision #6 - 6/30/99

**B. Case Numbers**

**1. Family Cases**

- a. Family case files will be issued case numbers in CAMIS with the last digit being a "0." Regions or offices may determine which case letter ("H," "L", or "D") they will use on the family service files. Documentation will be stored in the family case binder. Service Episode Record (SER) for the case must be recorded using the family case file number.
- b. It is not necessary to create a binder for an open case if there are no paper documents to file in the binder.

**2. Cases Involving a Child in Placement or In-Home Dependency**

- a. If any out-of-home placement occurs or a Dependency/Child in Need of Services (CHINS) petition is filed, a dash case number will be established in CAMIS for the child. Each child will have only one open case. Dash numbers for siblings will be issued in the order the children are placed. If an older sibling comes into care or has legal actions instituted at a later date, issue the next dash number in order. The letter used in the dash case number will be "D." There will be no dash "0" case numbers for child placement or Dependency/CHINS cases. The client/child and the "X" (reference person) shall be one and the same for the dash file. Placement and legal history as well as foster care, group care, and medical payment must be recorded in CAMIS using the dash case number.
- b. The local office opens a separate individual service record binder using the dash number only for children that are legally free, children placed in adoptive placement, or for a child whose case plan is distinctly different from the case plan for the child's siblings.

Revision #6 - 6/30/99



**3. Cases Involving Teen Parent(s)**

- a. For cases in which the parent is under the age of 18 and the department is providing services to the teen parent and the teen parent's infant, a family case number will be issued in the teen parent's name. (NOTE: If the teen parent is in care or is involved in current Dependency/CHINS proceedings, the teen parent will have two case numbers in the teen parent's name; i.e., a dash number case open for the teen being a child in placement and a family case file with the teenager as the parent.)

Revision #2 - 9/1/98

- b. A dash file off the teen parent's family case number will be created for the infant if the department has the legal authority to place the infant through a court order, voluntary placement agreement, etc. Lacking authority to place, the infant would have no case number. With the authority to place, the infant would have a dash number whether in the same home as their teen parent or in a separate placement.

**C. Case Names**

1. In order to provide consistency of the coding in CAMIS on referrals received and cases served by CA, staff will use the following definitions for case names.

Revision #6 - 6/30/99

TYPE OF CASE	CIRCUMSTANCES	CASE NAME
<b>Family Case</b>	Involves child who lives with both parents	Both parents. List the parent who is the primary caretaker first - if unknown, designate the mother
	Involves child whose parents are divorced/separated	Legal residential parent. If not established or if joint custody, then the parent who the child resides with the majority of the time.
	Involves child who was placed by parents (no DCFS involvement) with no legal transfer of custody	Parent who has legal custody
	Involves child whose legal custody has been given to someone other than a parent	The legal guardian
<b>Child Case</b>		Child's legal name
<b>Facilities</b>	Foster Family and Day Care home cases and Adoptive Home Applicants and Certified Adoption Homes	1. The provider 2. If two parent foster or adoptive home, list the foster or adoptive parent who is the primary caretaker first
	Child Placing Agency, Group Home, Day Care Center, Crisis Residential Center or other non-family type facility	Facility name

2. For facility records, on the Maintain Persons Related to a Case screen (CASERELS) in CAMIS, do not list any child in placement unless the foster parent is the child's legal guardian. Similarly, on DCFS client records, on the CASERELS screen, do not list any provider.

Revision #6 - 6/30/99

**D. Case Transfers**

1. Within a unit, the current social worker's assignment will be ended and the case reassigned in CAMIS to the new social worker. The reassignment on CAMIS will be recorded within five working days of the assignment.

Revision #6 - 6/30/99

2. Between units within an office, the current social worker's assignment will be ended and the case reassigned to the social worker's supervisor for review. Upon completion of supervisory review, the case will be reassigned to the new unit's supervisor. The receiving supervisor will then reassign the case to the new social worker.
3. With supervisory approval, a social worker in one unit may close their assignment and reassign directly to the receiving social worker. The reassignment on CAMIS will be recorded within five working days of the assignment.
4. For transfers between offices, not including Courtesy Supervision case assignments described in section 15213, the following steps will be followed:
  - a. The current social worker will complete the necessary documentation for transfer of the case. The current social worker will end their assignment and reassign the case to their supervisor for review.
  - b. The sending office will contact the receiving office by telephone or e-mail to notify responsible staff of the transfer and to obtain the Social Service Payment System (SSPS) ID of the receiving supervisor/social worker.
  - c. The sending supervisor's assignment will be ended and the case assigned to the receiving supervisor/social worker. The transfer of the case will be recorded in CAMIS and the record forwarded to the receiving office.

Revision #6 - 6/30/99

- d. The receiving office will issue a new case number if a case number does not already exist in CAMIS and close the receiving supervisor's/social worker's assignment on the old case number. Only one dash case number shall be open for a child at any time.
5. Following receipt of a request from another office for transfer out of closed files, Master Files will record the transfer of the record and assign the case to the receiving supervisor in CAMIS. The receiving office will issue a new case number if a case number does not already exist in CAMIS and close the receiving supervisor's assignment on the old case number.

**E. Retrieval of Records from Record Retention Center**

1. If a record is retrieved from Records Retention Center (RRC), responsible staff in the requesting office must:
  - a. Update the case status on the old case number to indicate the appropriate status (Open, Closed, or Transferred to another office);
  - b. Update the file folder status to indicate folder/binder location; and
  - c. Add a supervisor/worker assignment to show to whom the record was sent.
2. If an office other than the one that sent a record sent to RRC requests a record, the receiving office must:
  - a. Issue a new case number if a case number for the receiving office does not already exist in CAMIS; and
  - b. Close the receiving office's supervisor/worker assignment out on the old case number.

Revision #6 - 6/30/99

**F. Case Closure**

1. The case status will remain open during the entire period in which the case is open for services to the family/child and while any additional documentation is being done on the case.
2. The dash case assignment will be closed when one of the following conditions is met:
  - a. When the child is returned home, and there is no CHINS order.
  - b. When the dependency or CHINS is dismissed, and there is no further legal authorization to place.

(NOTE: If the child has a Dependency Guardianship established, do not close the dash case. The placement event will remain open and the placement episode will be closed. The family file for these guardianships will be closed.)

3. An active case is one in which the division is providing services to the family and/or child. Active cases will have the social worker assignment coded to match the definitions in section 15211, below.
4. A Services Inactive/Paperwork Pending (**S**) program assignment for a social worker or supervisor will be made if services to the family/child are ended but the social worker or supervisor has paperwork or documentation to complete on the case. The purpose of this worker assignment is to be able to track the workload involved in follow-up paperwork.
5. Case closing must be noted in CAMIS within two weeks of completion of all services, paperwork, and supervisory review.

Revision #6 - 6/30/99

RESERVED

**CHAPTER 15000—INFORMATION SYSTEM STANDARDS****15203 DEVELOPMENT AND/OR INSTALLATION OF PC AND LAN BASED SYSTEMS FOR CHILDREN'S ADMINISTRATION (10/30/98)****152031 Purpose**

The purpose of this standard is to coordinate the development, maintenance, and support of PC and LAN-based systems. It assures efforts are not duplicated, documentation standards are met for ease of replication of applications, and application installation is compatible with the entire system.

**152032 Standard**

Development and installation of PC-based and LAN-based systems will be accomplished through coordination between individuals, sections, or regional developers and the Children's Administration Information Services Office. This standard applies to all development and installation efforts on CA hardware.

**152033 Procedure****A. Procedure for New Application Development**

1. When an individual determines the need for the development of a new application in the CA Information System, that person will submit a request to the person's Regional Administrator, DLR Regional Manager, HQ Division Director, as applicable, or designee, for approval. Local areas may wish to develop an approval process for routing before the request reaches the Regional Administrator. The request must contain:
  - a. The reason for the application;
  - b. Who will use the application;
  - c. If the individual wishes to develop the application; and
  - d. The contact person and that person's telephone number.

Revision #6 - 6/30/99

2. The applicable Regional Administrator, DLR Regional Manager, HQ Division Director, or designee, will approve or deny the request and notify the requester. If approved, the approving authority will send the request to the CA Office of Information Services for assignment of an Information Technology (IT) coordinator.
3. Working with the requestor, the IT coordinator will:
  - a. Determine if such an application has been developed before and, if so, if it meets the requestor's needs;
  - b. Determine if the application is compatible with the overall system;
  - c. Determine the best support for the application;
  - d. Develop the application, working with the requestor and the program manager, provide assistance and assure that program standards are met; and
  - e. Oversee the installation of the application.

**B. Procedure for Installation of an Existing Application**

1. When an individual wants an application installed on CA Hardware, the person must make a request to the applicable Regional Administrator, DLR Regional Manager, or HQ Division Director, or designee. If the individual is already working with the CA Office of Information Services, this step is not required. The request must contain the items noted in A.1. above.
2. The applicable Regional Administrator, HQ Division Director, or DLR Regional Manager, or designee, will approve or deny the request. If approved, the approving authority will forward it to the CA Office of Information Services for analysis.

Revision #6 - 6/30/99



3. The CA Office of Information Services will review the application for compatibility with the CA system, duplication of other applications on the system, and any debugging that may be necessary. If the application passes these tests, Information Services staff will install the application. If it does not pass the tests, Information Services staff will notify the requestor and the applicable Regional Administrator, HQ Division Director, or DLR Regional Manager for next steps.
4. In coordination with the requestor, the CA Office of Information Services will:
  - a. Develop full technical documentation for installation of the application;
  - b. Install or provide assistance to the requestor for installation of the application;
  - c. Assist in the development of training or other services necessary for use of the application;
  - d. In coordination with the applicable Regional Administrator, HQ Division Director, or DLR Regional Manager and requestor, determine who will maintain the application.

**C. Procedure for Revision/Updating of a System Currently in Place**

1. When revising a current application, staff must submit a request, through the applicable Regional Administrator, DLR Regional Manager, or HQ Director, or designee, to the Chief, CA Office of Information Services, describing:
  - a. The nature of the needed revision;
  - b. The date by which the revision is required;
  - c. Whether the requestor would like to do the revision; and
  - d. The contact person for the revision and the person's telephone number.

Revision #6 - 6/30/99

2. The CA Office of Information will coordinate next steps with the requestor.

Revision #6 - 6/30/99

**15206 FILES FOR LEGALLY FREE CHILDREN (11/1/98)****152061 Purpose**

To establish a consistent statewide policy for establishing CAMIS case files for Legally Free Children

**152062 Standard/Procedure**

- A. When any child becomes Legally Free, the child continues to use the same CAMIS Person ID and case number until the child is adopted. The assigned worker uses the child's dash case number to document all Service Episode Records (SER). The worker will store all paper documents received or created after the child becomes legally free in a binder using the dash case number. The worker will change the address of the child to the local DCFS office with responsibility for the child's case. See section 15212.
- B. The worker must not establish a case-to-case relationship between the child's pre-adoptive records and new adoptive records.
- C. The worker must not delete the child's pre-adoptive closed case relationship from the child's original family case file. This information may be useful involving future referrals concerning the child's family of origin.
- D. Upon the final Adoption Decree, the worker must close the child's dash case record. The worker establishes a new CAMIS person ID using the child's new legal name with no indication of the child's prior name. The worker establishes a new person-to-person relationship in the case relationship section of the adoptive family's case file.
- E. If the adoptive family continues to receive services or later returns for services, the worker will document services for the family (including the adoptive child) through the adoptive family's case file.

Revision #6 - 6/30/99

| 15207 ACCESS TO CAMIS (5/1/93)

| 152071 Purpose

To establish who has access to CAMIS.

| 152072 Standard

- A. The only persons having authorized access to CAMIS are CA staff and volunteers and work/study students given access by their Regional Administrator, Director, or Office Chief; internal or external auditors for limited audit purposes; and those persons, on an individual basis, whose access has been approved by the Office of Information Services Manager. Access to CAMIS shall be given on a need-to-know basis.
- B. Other persons requesting CAMIS access may receive authorization only after their request is reviewed by the applicable Regional Administrator, Director, or Office Chief and approved by the Office of Information Services Manager.

| 152073 Procedure

- A. All persons who have access, pre-approved or granted by exception, shall receive basic CAMIS training and training in the specific applications they will use prior to their use of the system. Additionally they shall acknowledge in writing that they:
  - 1. Understand the department's requirement for protecting certain information.
  - 2. Understand the penalties and sanctions associated with unauthorized information disclosure.
  - 3. Have read and understand applicable department policies and procedures governing information security.
- B. Requests to give persons access shall be submitted to the Office of Information Services Manager and shall include:

**CHAPTER 15000—INFORMATION SYSTEM STANDARDS****15211 PROGRAM CODE DEFINITIONS (11/1/98)****152111 Purpose**

To establish consistent Program Code definitions in CAMIS.

**152112 Standard**

Program or Service/Activity Codes are entered in three different and unique places in CAMIS. There are Referral codes, Case codes, and File Folder codes. This standard specifically addresses referral codes and case codes.

**A. Codes Used in Referrals**

- C Child Protective Services
- W Child Welfare Services
- F Family Reconciliation Services
- N Licensing Complaint (Non-CPS)
- H Home Studies

**B. Codes Used in Cases****1. Program Codes**

- C Child Protective Services
- W Child Welfare Services
- F Family Reconciliation Services
- D Teen Parent Day Care
- L Licensing
- A Adoptive Home Services

Revision #6 - 6/30/99

**2. Service or Activity Codes**

- H Home Study
- I Interstate Compact
- U Courtesy Supervision
- T Adoption Support
- S Service Inactive

C. The following definitions are to be used in determining which program codes are used in CAMIS for cases:

**1. C - Child Protective Services**

A case assignment would be coded **C - CHILD PROTECTIVE SERVICES** in the following circumstances:

- a. A referral is accepted for investigation. The case would be coded as CPS as long as the case is open for investigation, it has a service contract, or until dependency is established.
- b. Cases already open for **W - Child Welfare Services** would also be coded **C - CPS** while the new referral is being investigated.

**2. F - Family Reconciliation Services**

A case assignment will be coded as **F - FAMILY RECONCILIATION SERVICES** for cases in which a referral or request for services has been accepted for assignment which meets the definition of FRS services in RCW. The maximum length of time a child/family would qualify for FRS is 90 days. For a case to continue as an FRS case beyond the 90 days, supervisory approval is necessary. If a Child in Need of Services (CHINS) petition is filed, the case will remain an FRS case until the CHINS is approved or denied.

Revision #6 - 6/30/99

**3. W - Child Welfare Services**

A case assignment will be coded W - CHILD WELFARE SERVICES when a case meets the following criteria:

- a. A case which initiates as CPS and has had a Dependency established. The case remains as a CWS case until the Dependency is dismissed, including legally free children placed in pre-adoptive homes.
- b. A case which initiates as FRS receiving continued services beyond the initial 90 days of FRS services or has had a CHINS approved by the court.
- c. Any request for services, accepted for assignment, from a family for a child that does not fit into any of the other categories.

**4. D - Teen Parent Day Care**

A case open for the provision of Teen Parent Child Care only.

**5. I - Interstate Compact**

A case open for supervision of children from other states under the Interstate Compact on Placement of Children (ICPC).

**6. H - Home Study**

A case open for the purposes of assessing whether a placement resource is appropriate for a child. This code does not apply to Foster Care Home Studies or to Adoptive Home Studies.

**7. U - Courtesy Supervision**

A case in which the worker assigned is supervising the placement of a child from another office within the state. This case shall also be open in the sending office as a CPS, CWS, or FRS case.

Revision #6 - 6/30/99

**8. A - Adoptive Home Services**

A case which is open under the Adoption Services Program. This code is to be used for the prospective adoptive parent/s only. The child's case remains open as a CWS case. This includes the adoptive home study.

**9. T - Adoption Support**

This is only to be used by the state or regional Adoption Support program managers for cases involving children with approved adoption support subsidy agreements.

**10. L - Licensing**

This code is used for licensing and respite care provider cases only. This includes foster care home studies.

**11. S - Service Inactive**

- a. This code is used to designate a case in which the worker has finished providing direct services, and the case is waiting for completion of paper work. Additionally, this code is used for supervisory review when the supervisor is reviewing the case pending closure. If the case is being transferred or reassigned, the appropriate program code for the type of program/services the case is receiving is used.
- b. Upon completion of direct services, the program code is closed and S - Service Inactive code is opened to the assigned worker or supervisor. This code is not opened unless the related direct service code is closed.

**152113 Procedure**

Upon initial case assignment or assignment of additional workers to a case, one of the above program codes is used.

Revision #6 - 6/30/99



RESERVED

Revision #6 - 6/30/99

RESERVED

Revision #6 - 6/30/99

**15212 RESIDENTIAL ADDRESS FOR CHILDREN SERVED BY CHILDREN'S ADMINISTRATION (8/17/95)****152121 Purpose**

To establish a standard protocol for recording the address of children served by CA.

**152122 Standard/Procedure**

For children served by CA, the following criteria will be used for establishing the residential address in their person record.

- A. Children who reside with parent or legal guardian: Use the parent or guardian's address.
- B. Children who are in the department's custody: Use the parent or guardian's address.
- C. Legally free child: Use the office address of the DCFS office responsible for supervising the child. Code this address as a mailing address. Do not use the pre-adoptive or foster parent's address as a residential address.
- D. If the child's parent or guardian is homeless, the street address may be listed as HOMELESS with the city and county showing where the family is normally found.
- D. Children who are in care will have their current whereabouts recorded in their placement record.

15213 **COURTESY SUPERVISION** (11/1/98)

152131 **Purpose**

To establish uniform procedures for handling CA courtesy supervision cases.

152132 **Standard**

- A. Courtesy supervision is used when the child or family is already present in the area of the second office. If a potential placement is being investigated, a Home Study assignment is used.
- B. For courtesy supervision cases, the office with legal jurisdiction has responsibility for documentation and maintenance in CAMIS of all case information such as case status, addresses, and persons related to a case, and for all placement and legal history. The office providing courtesy supervision must indicate the existence and location of a courtesy supervision file and document the assigned social worker in CAMIS. Both offices will have responsibility for documentation of required Service Episode Records (SER) in CAMIS.

Revision #6 – 6/30/99

152133 **Procedure**

CA staff must manage courtesy supervision cases in CAMIS in the following manner:

- A. The office with legal jurisdiction must:
  - 1. Create and maintain CAMIS case file(s), indicate case and file folder status, the program code of their assigned worker, default address, and the worker assignment (CASWRDAT) for their office.

Revision #6 – 6/30/99

2. Be responsible for the maintenance of all persons and person information of those individuals related to the case(s).
3. Enter all placement and legal history for all children.
4. Document required SER for all cases to which they apply.

B. The office providing courtesy supervision must:

1. When the Home Study is requested for a non-custodial parent or non-guardian relative:
  - a. Create a referral for the family to be assessed using an "H" (Home Study) program code.
  - b. Create a new case number and case file for the relative family using a case number from the office area where the relative resides. All CAMIS documentation and documents received regarding the relative will be filed under the relative's case number. The worker must not enter this information in the child file. The worker files a copy of the Home Study report in the child's binder.
2. Using the same case number as the office with legal jurisdiction, indicate the existence of a courtesy supervision file folder, indicate the file name, and, in "location notes," the office providing courtesy supervision.
3. Input the assigned courtesy supervision worker with the program code U for courtesy supervision, if or when the child is placed. Do not create a referral if Courtesy Supervision only is requested.
  - a. Create a physical file binder using the case number from the office with legal jurisdiction.
  - b. Using the same case number(s) as the office with legal jurisdiction, document required Service Episode Records.
  - c. Send the physical file to the originating office upon closing of the courtesy supervision case assignment.

Revision #6 - 6/30/99

- C. If the originating office transfers jurisdiction to the office providing courtesy supervision, procedures for transfer of cases shall apply.

Revision #6 - 6/30/99

**15214 INTERSTATE COMPACT CASES/REFERRALS (11/1/98)**

**152141 Purpose**

The purpose of this policy is to establish uniform procedures for documentation of Children's Administration Interstate Compact in CAMIS.

**152142 Standard**

Interstate Compact on the Placement of Children (ICPC) cases involving children sent to another state must be considered CWS cases. Interstate Compact cases involving children who are placed in Washington from another state must be considered Interstate Compact. Interstate Compact requests for home studies must be considered Home Study cases until the child is placed in a Washington home.

**152143 Procedure**

Interstate Compact cases must be entered into the CAMIS data base in the following manner:

- A. The assigned social worker must document, update, and periodically review the status of children involved in Interstate Compact Cases using the CAMIS Interstate Compact Module.
- B. CA designates cases for which home studies have been requested in Washington homes as "Home Study" program code.
  - 1. If the request specifies a home study of a parent or guardian prior to placement of children, the worker need not include children.
  - 2. The CA office will give relatives for whom home studies are requested their own case number.
    - a. The social worker enters CAMIS documentation regarding the home study under the relative's case number and files hard copy information in the case binder.

Revision #6 - 6/30/99

- b. The social worker files a copy of the home study report in the child's case binder if the child is placed.
  - c. The worker does not include the children to be placed in the relative's case file.
- C. Children placed in a Washington home from another state:
- 1. Must be designated as "Interstate Compact" cases. The child(ren) will be added to the case file.
    - a. At the time of placement of a child with their parent or guardian, the child shall be included in the family's case file.
    - b. When the department places child(ren) in non-parent homes and non-guardianship relative homes, staff gives them their own independent dash case number (not a dash file number based on the relative's case number).
      - i. If a dash case number does not already exist for the child, staff creates a dash case number (CASSTART) with the next basic case number available for the office. Staff does not create a parent file (-0).
      - ii. CA staff creates a case to case relationship (CASCASCR) between the relative's case number and the child's case number in CAMIS.
      - iv. On the first screen of CASEUP3 of the child's case number, in the Notes, staff cross-references the child's case to the relative's case number. (Example: "See also 52D1111110 RelativeLastName, RelativeFirstName")
      - v. The social worker must store documentation in the child's file.
  - 2. Person information for the child(ren) in the legal module must include legal status of "dependent" and legal custody as "Other State."

Revision #6 - 6/30/99



Revision #6 - 6/30/99

15000-35b

February 15, 1998

3. The social worker need not document placement and legal action history in CAMIS on these cases.
- D. For Interstate Compact cases involving children placed from Washington in another state, assigned CA staff must:
1. Designate as "Child Welfare Service" cases for the child(ren) placed under their case file number(s).
  2. Maintain all placement and legal history in CAMIS for these children.

Revision #6 - 2/1/99

4. **Court of Jurisdiction** refers to the type of court in which the legal proceeding occurs (county/superior court, court of another state, or tribal court). If a tribal court has jurisdiction, the specific court is required to be documented.
5. **Permanency Plan** must be documented within the first 60 days of placement. A primary permanency plan is required and an alternate plan is optional.

**B. Timeliness for Data Entry**

Authority to place must be input prior to recording a placement in CAMIS. Ongoing legal actions must be documented in CAMIS within 14 days of receipt of the order.

**C. Children for Whom DCFS Does Not Have Custody**

In legal actions, the worker must document custody. In placement the worker documents events in order for payment to be authorized. As CA does not have responsibility for these children but does make payment, there is no ongoing requirement to enter legal actions.

**15222 DOCUMENTING THE PLACEMENT OF CHILDREN IN THE LEGAL CUSTODY OF CHILDREN'S ADMINISTRATION (2/17/99)**

**152221 Purpose**

To ensure consistency in the CAMIS system for documenting the whereabouts of children who are in the custody of Children's Administration (CA).

**152222 Standard/Procedure**

All children for whom CA has responsibility through a court order, protective custody, or Voluntary Placement Agreement (VPA) shall have their whereabouts documented. This shall be done in the "Placement" module of CAMIS.

**A. Requirements for Timeliness of Data Entry**

Children, upon initial removal from their parent's or guardian's physical custody, shall have their placement documented within five days of placement. All other placement changes must be documented within 10 days of the change or the SSPS deadline, whichever comes first.

**B. Documentation of Placement Episodes and Events**

1. Each episode of out-of-home placement will be documented by the entry of the Original Placement Date (OPD). Closure of the placement episode will be generated automatically when a placement event with a birth/adoptive parent is documented or a dependency guardianship order (as to both parents) or adoption finalization is documented in legal actions. The social worker or designee must do any other episode closure.

Revision #6 - 6/30/99

2. Each placement event will be documented in CAMIS. The moving of a child from one out-of-home placement to another out-of-home placement does not interrupt the placement episode.

### C. **Temporary Placements**

1. A temporary placement is one that is not intended to interrupt the current placement event.
  - a. Examples include respite care; a child's hospitalization with intention to return to the prior placement; a child's running away with the intention of returning to the prior placement; a receiving care placement which may occur during a run if the intention is to return the child to the prior placement; or a detention placement with the intention to return to the prior placement.
  - b. It is also possible to place a child at home in a trial home visit without the intention of interrupting the placement episode. For example, the child has been in placement and is returned home for a short period waiting for a group care bed to become available or a child visits in the home of the parents for a period of time to prepare for a return to the parents' home.
2. All of these "temporary" (**TMP**) placements are designated in CAMIS by marking a "Y" under the "**TMP**" column for that placement. Continued payment is allowed to both the placement from which the child was placed and to the temporary placement. Double payment is allowed for a period of up to 15 days without an exception to policy (DSHS 5-210).

Revision #6 - 6/30/99

**D. In-Home Dependencies**

1. In-home dependencies will be documented in both the placement and legal modules.
  - a. First, in the legal module, a permanency planning code of "N" (no plan: child placed with birth/adoptive parent) shall be entered any time a child is placed with a birth/adoptive parent. This code shall be used whether or not that parent has custody through a family court order.
  - b. In placement, the worker shall update the address and list the primary caretaker. This will not open an episode; it will document the whereabouts of the child. Events not indicating a placement may be recorded here (they are not required), including respite, detention, hospital, Juvenile Rehabilitation Administration (JRA) placement, or runaway.

Revision #6 - 6/30/99

2. When a dependent child is returned home from a placement, the worker will document placement with a birth/adoptive parent (either custodial or non-custodial). The worker will need to then update the primary caretaker and address.
3. Any time the child is placed with a birth/adoptive parent ("BA" or "BN" codes) from an out-of-home placement, the child's episode will be closed with the reason defaulted as "returned to birth/adoptive parent."

**E. Documentation of Family Structure**

When placing a child with a relative or court-ordered unlicensed placement, the worker must document the family structure. This will be done through creation of a business ID for the family in which family structure, primary caretaker, and address will be identified.

**F. Respite Care**

1. Respite care from a birth/adoptive parent's home will not be opened as a placement episode as long as the department does not have custody of the child. If a voluntary placement consent has been taken, then placement episode must be opened as the department has assumed custody of the child.

Revision #6 – 6/30/99

2. When a child is placed in respite from an out-of-home placement, there is no state-wide requirement to document these temporary placements in the placement module.

**G. Situations When Payment Continues but the Episode Is Closed**

There are two situations in which the permanent plan is completed but payment remains open. These are:

**1. Guardianship**

- a. Entry of a legal action of dependency guardianship as to both parents derives closure of the placement episode as the permanent plan is established. The placement event remains open allowing for continued payment to dependency guardians and for services to the child. Those in guardianship status over 18 years of age with open events will have those events automatically terminated annually unless a voluntary consent is documented in legal actions.
- b. When a superior court guardianship (chapter 11.88 RCW) is established, the episode and event shall be closed upon the date of the guardianship order. Dependency dismissal is also required and must be documented in the legal actions.

**2. Adoption**

When an adoption finalization is documented in legal actions, this will derive the closure of the episode and event with the reason code of adoption. A dismissal of dependency must also be documented when entered in Juvenile Court. Payment may continue to the end of the month in which the adoption is finalized.

**3. Child(ren) in Tribal or Private Agency Custody Only**

The placement episode record of a non-CA custody child(ren) must be opened and closed on the date of placement with a reason code of "TR," Washington State Transfer to Other Authority. The placement **event** remains open, and the appropriate entries are made in the legal module. See section 15221.

Revision #6 – 6/30/99



**CHAPTER 15000—INFORMATION SYSTEM STANDARDS****15225 SERVICE EPISODE RECORDS (1/1/99)****152251 Purpose**

To ensure consistency in the CAMIS system for documenting of Service Episode Records (SER) and to provide standards so that statistical reports can be generated for case contacts.

**152252 Standard**

The assigned social worker will complete SER in CAMIS for all case events/activities within a reasonable time following the occurrence of the event/activity, except for SER relating to blood-borne pathogens protection plan. (See *Operations Manual*, Chapter 5000, Section 5700). The social worker will create typed or handwritten SER to document activities related to a client's HIV and will maintain the SER in a sealed envelope in section VIII of the Division of Children and Family Services (DCFS) binder or section F of the Division of Licensed Resources (DLR) license folder.

**152253 Procedure**

- A. The social worker must complete SER (narrative case recording) in CAMIS within a reasonable time after an event, activity, or contact occurs to ensure accuracy of recording, in no case more than 30 calendar days from the date of the event or case activity.
- B. DCFS staff must use the CAMIS procedure SERS to record SER for all referrals, cases, and persons.
- C. DLR staff must use the CAMIS procedure SERS to record SER associated with facility complaints (use referral number) and licenses (use license number). For additional details on timelines and format for DLR/CPS investigation SER, see the DLR protocol: *Investigating Abuse and Neglect in State Regulated Care*.

Revision #6 - 6/30/99

- D. The DCFS social worker must document all case activity in CAMIS using the family case file number. If the child is legally free, placed in an adoptive home, or has a distinctly different case plan from that of their siblings, the worker uses the child's dash case file number.
- E. See chapter 13000, section 13100 for case recording and documentation requirements and limitations.
- F. **Supervisory Reviews**

The supervisor must record the monthly case reviews and the case review for a CPS - 90 day extension with the following codes:

1. Monthly case reviews - use code **SR** - Supervisory Review. The supervisor can record multiple Supervisory Review SER from within the WRKRCAS procedure. If an individual SER with specific case notes is needed, the supervisor may also use the SERS procedure.
2. CPS 90 day extension decision - use code **9D** - CPS 90-day extension review.

G. **Child Protective Services**

For Child Protective Services cases, the social worker must:

1. Relate investigation SER to the referral(s) being investigated. CAMIS will automatically associate the referral SER with the related case number.
2. Record the initial face to face contact with each child victim on referrals receiving the high standard of investigation with the **IF** - Initial Face to Face code. The worker must select person ID(s) for the child(ren) contacted and code the location of the interview on the SER in CAMIS.
3. Record attempts to contact the child victim with the **AI** - Initial Face to Face Attempt to Contact code. The worker must select person ID(s) for the child(ren) the worker attempted to contact.
4. Record interviews with an alleged subject of Child Abuse/Neglect (an individual alleged to have abused or neglected a child) for the purposes of obtaining the individual's statement regarding the allegations with the **SU** - Subject Interview code.

Revision #6 - 6/30/99

5. Record initial contacts with the child's parents/guardians as required by RCW 26.44.030 with the **IP** - Initial Contact with Parent/Guardian code.

#### **H. Waivers for Initial Face-to- Contact**

If a supervisor issues a waiver for the initial face to face contact with a child victim on a CPS referral receiving the high standard of investigation, the supervisor must record the waiver with the **WI** - Waive Initial Face to Face code and select and relate the person ID(s) for the child(ren) to the SER.

#### **I. Out-of-Home Placement or In-Home Dependency Cases**

The following requirements apply to cases involving children in out-of-home placement episodes in licensed and unlicensed facilities or In-Home Dependency:

1. The social worker must record face to face health and safety contact with the **90** - 90 Day Health and Safety Contact code. The worker must select person IDs for the child (ren) contacted and code the location of the interview on the SER in CAMIS.
2. If a supervisor waives the face to face health and safety contact, the supervisor must record the waiver with the **W9** - Waive 90-Day Health and Safety Contact Supervisory Waiver code. The supervisor must select and relate the person ID(s) for the child (ren) to the SER.
3. When documenting visits that occurred between parent and child, the worker must select and relate the child's person ID to the SER, using one of the following codes to record these visits:
  - a) **SP** - Supervised Parent/Child Visit
  - b) **UP** - Unsupervised Parent/Child Visit
4. If the social worker receives a written report regarding a visitation, the social worker must at a minimum document the date of the visit and refer to the written report in the text of the SER.

Revision #6 - 6/30/99

5. The social worker must record the fact that a scheduled visit did not occur between parent and child with the **NV** - Parent/Child Visit Did Not Occur code. The social worker must select and related the person ID(s) for the child(ren) to the SER.

**J. Cases Involving Staffings**

When documenting the following types of staffings, the social worker must select and relate the child (ren) person ID(s) for whom the staffing is held to the SER in CAMIS. If the social worker receives a written report regarding a staffing, the worker must, at a minimum, document the date of the staffing and refer to the written report in the text of the SER.

1. Child Protective Team Staffing -- use **CH** - Child Protect Team staffing code.
2. LICWAC or Tribal Staffing -- use **LS** - LICWAC/Tribal staffing code.
3. Prognostic Staffing -- use **PS** - Prognostic Staffing code
4. Permanency Planning Staffing -- use **PP** - Permanency Planning Staffing code.

**K. Communication with Legal Representatives**

The social worker must record all SER regarding communication with the Office of the Attorney General and with county prosecuting attorneys with the **AG** - Consult with AAG code. Until CAMIS can automatically print the Consult with AAG SER separate from all other SER, the worker must document the communication as follows:

1. Record only the date and time of the contact in CAMIS.
2. Store all details regarding the communication with the AAG in the "Privileged Communication with AAG" section of the binder and not in CAMIS.

Revision #6 - 6/30/99

**L. Deleting Service Episode Records**

1. In instances where the worker has incorrectly created an SER, the social worker may request deletion of the SER record after supervisory review and concurrence. Upon supervisory approval to delete an SER, the CAMIS trainer or other assigned staff will delete the incorrect entry. Examples of situations where staff may need to delete an SER record include:
  - a. Duplicate SER (if they are exactly the same). Do not delete an SER record that the social worker or supervisor created to add additional information or clarify a previously entered SER.
  - b. The worker chose the wrong SER code when the worker created the SER.
2. If the worker related incorrect ID(s) to the SER, the worker can update the SER and select the correct ID(s).

Revision #6 - 6/30/99

Revision #6 – 6/30/99

15000-70

February 15, 1998

**APPENDIX A—DEFINITIONS**

2. A child living with legally non-responsible relatives, a minor living independently, and a child living under the care of unrelated persons are also considered one-person families.
  3. A school-age parent residing in her/his parent's home with her/his child is considered a separate family unit for purposes of determining family income for eligibility for the Teen Parent Child Care Program.
  4. Only members of the immediate family residing in the same household are included in family size.
  5. Only members of the immediate family currently residing in the same household are included in family size for the military family whose mother or father is on active duty overseas or out of state.
- D. **"Gross Income"** is both earned and unearned income. Earned income includes wages, overtime, tips, etc. Unearned income includes TANF grants (children's only), Social Security, Supplemental Security Income (SSI), child support, pensions, etc.
- E. **"In-Home Care"** means child care given by:
1. A relative in the child's own home. **"Relative"** means a grandmother, grandfather, aunt, uncle, cousin, or an adult sibling who lives outside the family home. See definition of "Relative Care-Giver," below. Or
  2. An unrelated person in the child's own home.

In-home care is exempt from licensing.

- F. **"Out-Of-Home Care"** means child care provided outside the child's home, including licensed family child care homes and licensed child care centers. Agencies or programs exempt from licensing, which may include but are not limited to the military, public schools, and Tribal Nations, request that DSHS, through OCCP, certify them as meeting licensing standards. Exempt agencies or programs must be certified to be eligible to participate in a state child care subsidy program.

Revision #6 - 6/30/99

**APPENDIX A—DEFINITIONS**

G. **"Overpayment,"** for child care payments, means:

1. **Client Overpayment**

- a. Payment is greater than the client is eligible to receive;  
or
- b. Payment is made for in-home or relative child care (child care exempt from licensing) services not provided.

2. **Vendor Overpayment**

- a. Payment made to the vendor for services not provided;  
or
- b. Payment made to the vendor exceeds the amount due. For example: The vendor's customary rate is less than the amount paid or the vendor billed in excess of the time the child attended, including the allowable absence days.

3. **Disputes**

An overpayment dispute arises when an individual disagrees with the overpayment determination. Clients, contracted vendors, and non-contracted vendors each have a different process for appealing the overpayment.

H. **"Relative Care Giver"** means a child care provider who is 18 years of age or older who provides child care services to children who are, by marriage, blood relationship, or court decree, the grandchild, niece, nephew, or first cousin of the provider. Authorizations for other degrees of relationship, including but not limited to great and great-great, are approved through an Exception to Policy (ETP).

- 1. The department shall allow no payment for child care given by the following relatives: father, mother, brother, sister, stepfather, stepmother, stepbrother, or stepsister.

Revision #6 - 6/30/99



**APPENDIX A—DEFINITIONS**

2. The department does pay adult siblings living outside the family home. Authorizing workers may use their discretion to determine eligible degrees of relationship where the family's culture would define relative in a broader way.
- I. **"Relative - Relative's Home Care"** means child care given by the child's relative in the relative's home. Relative-relative's home care is exempt from licensing. See the definition of "Relative Care Giver," above.

**"COMPLAINANT"** means a CA client, foster parent, or other individual filing a complaint.

**"COMPLAINT"** means a formally expressed dissatisfaction about the application of a CA standard or procedure or about an action or failure to act by CA; it does not apply to an inquiry for information.

**"CONSULATE"** is a foreign governmental office with a designated official appointed to live in the host country, looking after that foreign country's citizen and business interests.

**"CONTAMINATED"** means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**"CRIMES RELATING TO DRUGS"** means a conviction of a crime to manufacture, deliver, or possession with intent to manufacture or deliver a controlled substance.  
**RCW 43.43.830(6)**

Revision #1 - 6/25/98

**"CRITICAL INCIDENT"** includes serious and emergent incidents as defined by DSHS Administrative Policy 9.01 and other incidents requiring reporting or review, including but not limited to:

- A. Serious injury or death of a child in a CA active case or a case that has been closed within the last 12 months.
- B. Serious injury or death of a child in a Division of Licensed Resource (DLR) licensed facility.
- C. A case alleging client abuse or client neglect by a CA employee, volunteer, licensee, contractor, or another client.

Revision #6 - 6/30/99

**APPENDIX A--DEFINITIONS**

- D. Conditions which present a substantial threat to CA operations or client safety, such as: a) work-related physical assault, serious injury, or death of a CA employee in the line of regular work activity; b) threat of physical violence to an employee or co-worker; c) bomb threat, hostage situation, break-in or burglary; or property damage.
- E. Vehicle accidents involving CA staff, foster parents, or child day care providers with clients when there is an injury or death.
- F. Runaway of child in CA care when there is serious threat to the child or community.
- G. Any other unusual event or situation of special concern to CA or that may elicit a request for information from the news media, families, or community.

**"EXPOSURE"** means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

**"FOREIGN NATIONAL"** is anyone in the boundaries of the United States who is not a citizen of the United States.

**"FOSTER PARENT LIABILITY PLAN"** - for the plan, the following definitions apply:

- A. **Bodily Injury** - Tangible physical injury to the body of any third party person for which the foster parent is or may be held legally liable, sustained as the result of an action(s) of their foster/respite care child(ren). Does not include sickness, disease, death, shock, mental anguish, mental injury, humiliation, or other such conditions.
- B. **Claim** - A written demand for payment pursuant to the terms of the Liability Plan. To be considered a claim the demand must be:
  - 1. On the appropriate form;
  - 2. Received by their social worker within 30 days of notice of property damage or personal/bodily injury; and
  - 3. Received by ORM within 90 days of notice of property damage or personal/bodily injury.

**APPENDIX A—DEFINITIONS**

- C. **Depreciated Value** - That value established from the lost or damaged asset cost using an accepted function of depreciation method such as straight-line, units of production, double declining balance, or summary of the year digits.
- D. **Foster Child** - A child who is within the care, custody, and supervision of DSHS and who has been placed in foster care by DSHS or DSHS-approved child placing agency.
- E. **Foster Parent** - A person licensed by DSHS to provide care on a 24-hour-a-day basis to one or more assigned foster children in the foster parent residence.
- F. **Foster Parent Household Members** - Any spouse, minor child(ren), or dependent member of the foster parent who is a permanent resident of the foster parent home. For purposes of the Plan, household members do not include other foster children.
- G. **Gross Negligence** - The intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.
- H. **Guardian Ad Litem** - A special guardian appointed by the court to represent the best interests of the minor child.
- I. **Legal Guardian** - Person(s) lawfully invested with the power, and charged with the duty, of taking care of the person and managing the property and rights of a minor child (or one who is considered incapable of administering their own affairs).
- J. **Occurrence** - A tangible identifiable incident, or series of incidents occurring in a manner so as to be deemed a single occurrence, that results in personal/bodily injury, or property damage, to any third party, that was intentionally, negligently, or otherwise caused by the foster parent or their foster/respite care child(ren).
- K. **Owned Aircraft** - Serviceable/operable aircraft, including permanently attached devices/equipment and mechanical controls, owned/rented/leased by a third party or foster parent for their private or business use.

Revision #6 - 6/30/99

**APPENDIX A—DEFINITIONS**

- L. **Owned Motor Vehicle** - Serviceable/operable automobiles, trailers when attached to power units, and motor vehicles of any kind, including permanently attached devices/equipment and mechanical controls, owned/rented/leased by a third party or foster parent for their private or business use.
- M. **Owned Watercraft** - Serviceable/operable powered or non-powered water craft, including permanently attached devices/ equipment and mechanical controls, owned/rented/leased by a third party or foster parent for their private or business use.
- N. **Personal Injury** - Any injury which is an invasion of personal rights which may include such injuries to the person as libel or slander, criminal conversation, malicious prosecution, false imprisonment, and mental suffering.
- O. **Premises** - The owned/rented/leased/occupied residential dwelling of the foster parent, including the structures attached to the residence, the surrounding land on which the residence is located, and structures located on the surrounding land, such as garages, sheds, or appurtenant structures.
- P. **Property Damage** - Physical damage or loss to tangible property of a third party caused by the action(s) of a foster/respice care child(ren) for which the foster parent is or may be held legally liable.
- Q. **Respice Care** - The temporary provision of care by foster parents for the maintenance, health, and safety of any eligible foster child.
- R. **Third Party** - Any person other than the foster parent or foster parent household members as defined in this Liability Plan.

Revision #6 - 6/30/99

**APPENDIX A—DEFINITIONS**

**"FOSTER PARENT REIMBURSEMENT PLAN"** - As used in the Reimbursement Plan, the following definitions apply:

- A. **Claim** - A written demand made by a foster parent for reimbursement available pursuant to the Plan for property damages, losses, and emergency medical treatment costs incurred because of an act of their foster/respice care child(ren). Payments made under the Plan are made directly to the foster parent, including claims filed by the foster parent on behalf of their household members. The *Foster Parent Reimbursement Plan Claim* form, DSHS 18-400(X), must be used by foster parents to file claims under the Plan. Written correspondence or telephone conversations between the foster parent and DSHS employees does not constitute a valid claim.
- B. **DDD Child** - A developmentally disabled child, not a foster child, who requires extraordinary care.
- C. **DDD Respite Care** - For DDD participation in the Plan: The temporary provision of care by licensed foster parents for a developmentally disabled child who is not a foster child and who requires extraordinary care. This short-term care in the foster parent's home is approved/authorized by DDD Case Management Services to provide out-of-home relief to the parents of the child.
- D. **Depreciated Value** - The dollar amount determined to be the worth or value of an item at the time of a property damage or loss occurrence because of wear and tear, its age, or other causes applied, based on accepted depreciation methodology.
- E. **Emergency Medical Treatment Expenses** - Costs which the foster parent or household member incurred from receiving emergency medical treatment because of a personal bodily injury sustained as a result of an action of their foster/respice care child(ren). Emergency medical treatment is defined as treatment necessary to sustain life or prevent further injury which is provided immediately following an injury occurrence. It does not include follow-up medical treatment expenses.
- F. **Foster Child** - A child who is under the care, custody, and supervision of DSHS and who has been placed in foster care by DSHS or a DSHS-approved child placing agency.

Revision #6 - 6/30/99

**APPENDIX A—DEFINITIONS**

- G. **Foster Parent** - A person licensed to provide for the care and supervision of foster/respice care children in their foster family home.
- H. **Foster Parent Household Member** - Any spouse, minor child, or dependent relative of the foster parent who is a permanent resident of the foster parent home. For purposes of the Plan, a property damage, loss, or personal injury sustained by a household member is considered a foster parent damage, loss, or injury. Foster parents file claims on behalf of their household members. Household members do not include foster/respice care children in the foster parent home.
- I. **Occurrence** - A tangible, identifiable incident which results in a personal bodily injury, property loss, or property damage; or a series of incidents occurring in such a manner as to be deemed a single damage occurrence to a property item, sustained by a foster parent or household member caused by their foster/respice care child(ren).
- J. **Owned Aircraft/Watercraft** - Serviceable/operable aircraft, or powered or non-powered water craft, including permanently attached devices/equipment and mechanical controls, which are owned, rented, or leased by the foster parent for their private or business use.
- K. **Owned Motor Vehicle** - Serviceable/operable automobiles, and trailers when attached to power units, and motor vehicles of any kind, including permanently attached devices/equipment and mechanical controls, which are owned, rented, or leased by the foster parent for their private or business use.
- L. **Personal Bodily Injury** - Tangible physical injury to the body of a foster parent or their household member sustained as the result of an action of their foster/respice care child(ren).
- M. **Property Damage/Loss** - Physical damage or loss of tangible property belonging to the foster parent or their household member caused by their foster/respice care child(ren).
- N. **Residence** - The occupied dwelling of the foster parent (owned, rented, or leased) including attached structures, and the surrounding land and structures located on the premises such as garages, green houses, and sheds.

**APPENDIX A—DEFINITIONS**

- O. **Third Party** - Any person other than the foster parent or their household member.

**"HEPATITIS B VIRUS"** (HBV) - a virus spread by exposure to blood, semen, vaginal secretions, and, rarely, breast milk of an HBV infected individual. It can cause inflammation and damage to the liver, occasionally leading to chronic illness and death.

**"HUMAN IMMUNODEFICIENCY VIRUS"** (HIV) - the virus that causes AIDS. HIV is spread by exposure to blood, semen, vaginal secretions, and, rarely, breast milk of an HIV infected individual.

**"IMMIGRATION AND NATURALIZATION SERVICE"** (INS) is the federal agency responsible for all policies and procedures related to the presence of foreign nationals in the United States. The INS is the only organization capable of establishing an individual's legal immigration status.

**"INTERPRETER"** is a person who speaks English and another language fluently. An interpreter enables clients and staff to communicate with each other.

**"LAWFULLY ADMITTED ALIEN"** is anyone admitted for permanent or temporary visitation or residence who has not been granted citizenship.

**"LEP CASE"** is a family unit wherein any person requests services in a language other than English.

**"LEP FAMILY UNIT"** consists of parent(s), children, other significant household members, or extended family being provided services.

**"LICENSED HEALTHCARE PROFESSIONAL"** is a person whose legally permitted scope of practice allows him or her to independently perform the activities required for post-exposure evaluation and follow-up, such as physicians and dentists.

**"LIMITED ENGLISH PROFICIENCY"** (LEP) includes individuals who are unable to speak, read, and/or write English well enough to communicate effectively.

**"LIMITED ENGLISH SPEAKING"** (LES) are those individuals whose primary language is not English and who are not sufficiently fluent in English to convey and receive effectively the information needed to apply for and benefit fully from Children's Administration services. LEP and LES are frequently used interchangeably.

**APPENDIX A—DEFINITIONS**

"MAIL" - Definitions relating to office mail include:

- A. **Business Reply (BR) Mail:** A service by which Children's Administration offices provide clients and other individuals with specially printed envelopes which allow people to send mail postage free to DSHS organizations.
- B. **Business Reply (BR) Account:** The account each Children's Administration office has with the local post office to pay postage on items mailed to Children's Administration in the Business Reply envelopes.
- C. **Cash Items:** For purposes of this chapter, cash items include currency, endorsed warrants, personal or cashier's checks, and commercial, bank, or postal money orders.
- D. **Classes of Mail:**
  1. **First Class Mail** - Consists of material weighing 12 ounces or less. First Class mail may not be opened for postal inspection.
  2. **Priority Mail** - Consists of First Class mail weighing more than 12 ounces. Maximum weight is 70 pounds and maximum size is 100 inches in length/girth combined.
    - a. **Certified Mail** - Consists of First Class or Priority mail of no intrinsic value and provides the sender with proof of posting. A record of delivery is maintained at the addressee's Post Office. The charge for Certified mail is in addition to the First Class or Priority mail charge. Certified mail does not insure the item against loss or damage.
    - b. The following services are available for additional fees and provide the sender with a return receipt:
      - i. Show To Whom and Date Delivered - Provides the sender with this information.
      - ii. Restricted Delivery - Mail will only be delivered to the addressee or the representative named in writing and on file at the Post Office.

Revision #6 - 6/30/99



- iii. Show To Whom, Date, and Address of Delivery - Provides the sender with this information.
- E. **Confidential Mail:** Marked as "confidential" and is opened only by the addressee or that person's supervisor/designee.
- F. **Incoming Mail:** For purposes of this chapter, incoming mail consists of any envelope or package delivered to the office or staff member.
- F. **Mail Clerk:** For purposes of this chapter, an individual responsible for opening incoming mail, listing cash items in the Cash Items mail log, and/or preparing outgoing mail.
- G. **Negotiable Items:** All items defined as "Cash Items" and "State Office (SO) Negotiables."
- H. **Outgoing Mail:** For purposes of this chapter, outgoing mail consists of any envelope or package going from the office to another location.
- I. **Postage Due Account:** The account a DCFS office has with the local Post Office to pay postage due for items mailed to that office with insufficient postage.
- J. **Remote Meter Resetting System (RMSR) Meter:** The type of meter for the postage machine which allows the office to purchase additional postage for their meter by telephone/electronic means, on the day the postage is needed and without taking the meter to the Post Office.
- K. **State Office Negotiables:** For purposes of this chapter, SO negotiables consist of the following items:
1. **Warrants** - State of Washington checks issued to providers of services to clients (commonly called Vendor Warrants);
  2. **Medical Coupons** - A document issued by State Office, DSHS 6-28, or local offices, DSHS 13-030PC, and presented by eligible clients to pay for medical services.

"**MANAGEMENT TEAM**" includes, for CA, the Assistant Secretary, Division Directors, Office Chiefs, and Regional Administrators.

**APPENDIX A—DEFINITIONS**

**"MUCOUS MEMBRANE"** is the moist layer of tissue that lines the mouth, eyes, nostrils, vagina, anus, or urethra.

**"ORIGINAL PLACEMENT DATE"** or **"ORIGINAL FOSTER CARE PLACEMENT"**, for the purposes of the Social Security Act and federal regulations, means the date of the child's most recent removal from the child's home and placement into foster care under the care and responsibility of the state agency. 45 CFR 1356.21(f)

This definition applies both to children placed in foster care under a voluntary agreement and to those children under the state's responsibility through court order. Therefore, the original date of placement, for purposes of Title IV-E and section 427 of Title IV-B, would be when the child is in foster care and the state has been given responsibility for care either through a voluntary placement agreement or a court adjudication. There is no requirement under either Title IV-B or IV-E that the state have legal custody. PIQ 83-06

Revision #6 - 6/30/99

**"OTHER POTENTIALLY INFECTIOUS MATERIALS"** means:

- A. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- B. Any unfixed tissue or organ (other than intact skin) from a human (living or dead).
- C. HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

**"PANEL REVIEW"** means a review by a panel consisting of members appointed by a DCFS Regional Administrator.

**"PARENTERAL"** means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

**APPENDIX A—DEFINITIONS**

**"PERSONAL PROTECTIVE EQUIPMENT"** is specialized clothing or equipment worn by an employee for protection against a hazard; e. g., latex gloves, protective eye wear, CPR 1-way valves, protective gowns/aprons.

**"PRIMARY LANGUAGE"** is that identified by the client as the language in which the client chooses to communicate.

**"PROPHYLAXIS"** is any substance or steps taken to prevent something from happening.

**"PUBLIC RECORD,"** for the purpose of public disclosure, includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. RCW 42.17.020(29)

**"RECEPTION"** - For the purposes of Reception, the following definitions apply:

- A. **Client** - Any person requesting or receiving services in CA offices.
- B. **Financial Service** - Any inquiry for financial, medical, and/or food stamp benefits will be referred to the appropriate Community Services Office (CSO). Exception: A request for medical coverage for a child receiving adoption support or foster care payment from another state is referred to a social worker.
- C. **Limited English Proficiency (LEP)** - A person who speaks or reads little or no English.
- D. **Sensory Impaired (SI)** - A person who has little or no sight and/or little or no hearing.
- E. **Social Service** - A service provided by the agency to meet a client's need; e.g., foster home licensing, Child Protective Services (CPS), Child Welfare Services (CWS), Child Day Care financial support, adoptions, Family Reconciliation Services (FRS), licensing for private agencies.

Revision #6 - 6/30/99

**APPENDIX A—DEFINITIONS**

**"REGULATED WASTE"** means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

**"SENSORY IMPAIRED"** means hard-of-hearing, deaf, partially sighted, or blind.

**"SEXUALLY TRANSMITTED DISEASE"** (STD) - a bacterial, viral, fungal, or parasitic disease or condition which is usually transmitted through sexual contact. A list of STDs appears in WAC 246.100.011(33).

**"SHARPS"** means any object that can penetrate the skin including, needles, broken glass, etc.

**"SUBRECIPIENT"** means any person, governmental organization, or non-profit agency receiving qualified federal financial assistance from DSHS and to whom DSHS delegates the federal program policy and authorization responsibility.

**"TRANSLATOR"** is a person highly competent in reading and writing English and other languages.

**"UNDOCUMENTED INDIVIDUAL"** is anyone in the boundaries of the United States without a visa, work permit, alien status documentation (such as status granted by the Immigration Reform and Control Act) that grants temporary or extended visitation or residence.

**"UNIVERSAL PRECAUTIONS"** is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, or vomit unless they contain visible blood.

Revision #6 - 6/30/99

**APPENDIX A—DEFINITIONS**

---

**“WRITING,”** for purposes of public disclosure, means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film or video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. RCW 42.17.020(29)

Revision #6 - 6/30/99

**APPENDIX A—DEFINITIONS**

---