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# 1100. Child Safety

1100. Child Safety [admin](#) Wed, 07/25/2018 - 19:01

## Purpose Statement

Providing for child safety is part of CA's core mission. Safety is the primary and essential focus that informs and guides all decisions made from Intake through case closure. This includes removal and reunification decisions. Assessing the safety of children is essential in all placement settings (in-home and out-of-home).

## Laws

[Public Law 93-247 \(as amended\)](#)

[45 Code of Federal Regulations \(CFR\), Part 1340](#)

[45 Code of Federal Regulations \(CFR\), Part 1357.20](#)

[RCW 13.34](#)

[RCW 74.13](#)

[RCW 26.44](#)

[WAC 388-15](#)

[WAC 388-70](#)

## Policy

1. Decisions on child safety are based on comprehensive information, logical reasoning and analysis (not incident-based or reactionary).
2. The safety decision making process must include a continuous assessment of present and impending danger throughout the life of the case.
3. A focus on safety must be maintained from the initial assessment through case closure using required tools to assess, control and manage safety threats.
4. Every social worker will assess the safety of the child for present or impending danger. If present danger exists the worker will take an immediate protective action.
5. A decision that a child is unsafe does not mean the child must be removed.
6. A decision to place a child in out-of-home care is a safety decision. This level of intervention is **only** justified when it is clear that child safety cannot be controlled and managed in the home.
7. Conditions for return home are designed to ensure that children are returned when no safety threats exist or an in-home safety plan can be implemented and sustained. Also there is indication that the parents are moving towards change to control and manage child safety.

## Resources

- [Unlicensed Placements Policy](#)

- [Appendix A - Practice and Procedure Guide](#)
- [Shared Planning Policy](#)
- [FTDM Policy](#)
- [Trial Return Home Policy](#)
- [DLR/CPS Use of Safety Assessment and Safety Planning Tools Policy](#)
- [Intake Policy](#)
- [2331\(5\) Response to Serious Physical and Sexual Abuse](#)
- Service Agreement Policy
- 43081 Dependency Petition Process

## 1110. Present Danger

1110. Present Danger [admin](#) Wed, 07/25/2018 - 19:29

### Purpose Statement

Present danger can occur at anytime throughout the life of a case and must be assessed on a continual basis. A determination must be made if immediate protective actions are necessary to protect a child and the level of intervention required to keep the child safe.

### Policy

- A. Assess if present danger exists during any contact with a child to determine if an immediate, significant and clearly observable behavior or situation is actively occurring and is threatening or dangerous to a child.
- B. When present danger exists, identify and take immediate protective action(s) necessary to create child safety.

### Procedures

1. When assessing Present Danger in a Family Assessment Response case. Document present danger and protective actions through the Present Danger Assessment at least once during service delivery.
2. In all other programs, document all protective actions taken to manage or control present danger in a FamLink case note using the protective action activity code or through completion of the Present Danger Assessment.
3. When children in DCYF care and custody are determined to be in present danger in licensed or unlicensed care, children are removed from that placement. Notify intake per the [Intake Process and Response](#) policy.

### Resources

[Present Danger Guide](#)

[Protective Action Guide](#)

[When Children are In Danger - article](#)

[Comparing and Understanding the Differences: Risk of Maltreatment, Present Danger, Impending Danger - article](#)

# 1120. Safety Assessment

1120. Safety Assessment [admin](#) Wed, 07/25/2018 - 19:43

**Original Date:** December 2011

**Revised Date:** July 25, 2021

**Sunset Review:** July 25, 2025

**Approval:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide guidance on completing a safety assessment. A safety assessment is:

- A family assessment based on comprehensive information gathered throughout the life of a case.
- Used to identify safety threats and determine if a [Safety Plan](#) is needed because children or youth are unsafe.
- To determine the level of supervision during family time visits.

For Licensing Division Child Protective Services (LD CPS) investigators, also follow the [LD CPS Use of Safety Assessment and Safety Planning Tools](#) policy.

## Scope

This policy applies to child welfare (CW) and LD foster care employees.

## Laws

[RCW 26.44.030](#) Reports, duty and authority to make, duty of receiving agency, duty to notify, case planning and consultation, penalty for unauthorized exchange of information, filing dependency petitions, investigations, interviews of children, records, risk assessment process

[RCW 26.44.195](#) Negligent treatment or maltreatment, offer services, evidence of substance abuse, in-home services, initiation of dependency proceedings

[PL 105-89](#) Adoption Safe Family Act

## Policy

1. DCYF must determine children or youth's safety by gathering and assessing comprehensive information about a family's behaviors, functioning, and conditions.
2. Caseworkers must complete a [Safety Assessment/Safety Plan DCYF 15-258](#) form in FamLink:
  1. At key decision points in a case to determine if safety threats exist and whether a safety plan can be developed with families to control or manage the identified threats.
  2. To determine the level of supervision needed for family time.
3. Child welfare and LD foster care employees must follow the [Documentation](#) policy.

## Procedures

### 1. Safety Assessment Completion Process

#### 1. Caseworkers must:

1. Complete, review, update, and document a [Safety Assessment/Safety Plan DCYF 15-258](#) form in FamLink at the following key points in a case:
    1. On all screened-in CPS intakes, including new intakes on active cases, no later than 30 calendar days from the date intake was received.
    2. During the completion of the [Comprehensive Family Evaluation \(CFE\) DCYF 10-480](#) form in FamLink.
    3. Before recommending unsupervised or overnight visits.
    4. When considering reunification or [trial return home](#).
    5. When there is a change in household members, including those living on the premises who may have frequent contact with children or youth.
    6. When visitors reside on the premises more than five calendar days and children or youth are either:
      1. In-home.
      2. Placed out-of-home and having unsupervised family time in the parent's home.
    7. At [case transfer](#).
    8. When considering [case closure](#) or new safety or risk factors have been identified since the most recent [Safety Assessment/Safety Plan DCYF 15-258](#) form was completed in FamLink.
    9. Before 30-day shelter care hearings and orders authorizing continued shelter care.
  2. Determine if children or youth are safe or unsafe by:
    1. Gathering and assessing information through a review of CW history that includes prior intakes, service interventions, interviews, and observations.
    2. Verifying information through source documents and contacts with collaterals. Information collected will include, but is not limited to, the following [Gathering Questions](#):
      1. Nature and extent of the maltreatment
      2. Sequence of events that accompany the maltreatment
      3. Child functioning on a daily basis
      4. Parental disciplinary practices
      5. General parenting practices
      6. Adult functioning
  3. Consider and evaluate each potential safety threat using the [Safety Threshold Guide](#) criteria to determine if safety threats exist.
2. Follow the [Safety Plan](#) policy by completing a new safety plan on the [Safety Assessment /Safety Plan DCYF 15-258](#) form in FamLink as threats emerge or are eliminated throughout the life of the case.

### 2. Safety Assessment Results

1. When caseworkers have completed the [Safety Assessment/Safety Plan DCYF 15-258](#) form in FamLink and determined whether children or youth are:
  1. Safe, they must submit the assessment for supervisor approval
  2. Unsafe, they must:
    1. Complete the Safety Plan Analysis questions in FamLink to determine if either:
      - I. An in-home safety plan can manage or control the safety threats. When a safety plan is identified as being needed, follow the [Safety Plan](#) policy.
      - II. Out-of-home placement is necessary. When this is determined necessary, follow the [Placement Out of Home and Conditions for Return Home](#) policy.



2. Submit the [Safety Assessment/Safety Plan DCYF 15-258](#) form to supervisor for approval in FamLink.
2. When LD CPS investigators notify caseworkers that a child or youth in DCYF care and custody is unsafe with their licensed or unlicensed caregivers, caseworkers must remove the children or youth from their placement and follow the [Placement Out of home and Conditions for Return Home](#) policy.
3. When LD CPS investigators and caseworkers disagree about safety threats:
  1. LD CPS investigators must refer to [LD CPS Use of Safety Assessment and Safety Planning Tools](#) policy.
  2. LD CPS investigators and caseworkers must refer to [Appendix C: Shared Decision Making](#).
3. Family Time Level of Supervision  
 Caseworkers must complete the following after the emergent 72-hour initial visit, per the [Family Time and Sibling and Relative Visits](#) policy:
  1. Review the [Safety Assessment/Safety Plan DCYF 15-258](#) form in FamLink using the [five safety threshold questions](#) for each parent or guardian to determine the level of supervision for family time prior to the following court hearings.
    1. 30-day shelter care hearings and orders authorizing continued shelter care
    2. Review hearings
    3. Permanency planning hearings
  2. Once the safety threshold questions have been answered, determine if family time should be unsupervised, monitored, or supervised. This includes determining if identified safety threats can be managed without supervision during the limited amount time required during visits. Family time must be:
    1. Unsupervised if the answer is “no” to any of the questions.
    2. Monitored if the answer is “yes” to all five questions but monitoring can mitigate the safety threat. To determine if monitoring can mitigate the safety threat:
      1. Discuss the decision to monitor with the supervisor.
      2. Complete the Safety Plan Analysis in FamLink.
      3. Review the answers to the questions using the [Safety Plan Analysis Guide](#). If the answers to the Safety Plan Analysis are:
        0. All “yes,” explore how family time can be monitored.
        1. “No” to any of the questions, recommend supervised family time.
    3. Supervised if the answer is “yes” to all five questions and monitoring cannot mitigate the safety threat.
  3. Documentation
    1. Document the evidence supporting the decision to have unsupervised, monitored, or supervised family time in the following locations in FamLink and follow the [Supervision Level Family Time Resource Guide DCYF 10-031](#) form, per the [Family Time and Sibling and Relative Visits](#) policy for:
      1. 30-day Shelter Care Hearings and orders authorizing continued shelter care, document in the “Document Family Time Supervision Level Evidence for each parent” section of the [Safety Assessment/Safety Plan DCYF 15-258](#) form in FamLink and contact the assigned Assistant Attorney General to determine what needs to be provided to the court when recommending a monitored or supervised family time.
      2. Review and Permanency Planning Hearings, document in the “Visitation Section” of the Court Report in FamLink.
    2. Document in FamLink:
      1. When efforts are made to consult with law enforcement (LE) regarding changes to family time or sibling visits because a parent or guardian or sibling has been

identified as a suspect in an active criminal investigation for a violent crime that may impact child safety in relation to family time.

2. When consulting with the AAGs prior to the dissemination of any information about the parent or sibling suspect shared by LE.
4. Safety Assessment Approval Process  
Supervisors must review the safety assessments in FamLink for approval. If not approved, return it to the caseworker for revisions.

## Forms

[Comprehensive Family Evaluation DCYF 10-480](#)

[Safety Assessment/Safety Plan DCYF 15-258](#)

[Safety Plan DCYF 15-259](#)

Supervision Level Family Time Resource Guide DCYF 10-031 form (Located on the DCYF Forms Repository on the DCYF intranet)

## Resources

[Appendix C: Shared Decision Making](#)

[Case Resolution/Closure policy](#)

[Case Transfer policy](#)

[Documentation policy](#)

[Family Time and Sibling and Relative Visits policy](#)

[LD CPS Use of Safety Assessment and Safety Planning Tools](#) policy

[Information Gathering Questions](#)

[Placement Out of home and Conditions for Return Home policy](#)

[Safety Plan policy](#)

[Safety Plan Analysis Guide](#)

Safety Threats Guide (located on the DCYF CA intranet)

[Safety Threshold Guide](#)

[Trial Return Home policy](#)

# 1130. Safety Plan

1130. Safety Plan [admin](#) Wed, 07/25/2018 - 20:41

**Original Date:** December 2011

**Revised Date:** July 25, 2021

**Policy Review:** July 25, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide guidance on developing, implementing, and monitoring safety plans. A safety plan is a written agreement between a family and the Department of Children, Youth, and Families (DCYF) that identifies how safety threats to children or youth will be immediately controlled and managed in the home. Safety plans are effective as long as threats to children and youth's safety exist and the protective capacities of caregivers are insufficient to protect children or youth.

## Scope

This policy applies to child welfare (CW) and Licensing Division Child Protective Services (LD CPS) employees.

## Laws

[RCW 26.44.030](#) Reports – Duty and authority to make – Duty of receiving agency – Duty to notify – Case planning and consultation – Penalty for unauthorized exchange of information – Filing dependency petitions – Investigations – Interviews of children – Records – Risk assessment process

[RCW 26.44.195](#) Negligent treatment or maltreatment – Offer services – Evidence of substance abuse – In-home services – Initiation of dependency proceedings

[PL 105-89](#) Adoption and Safe Families Act

## Policy

1. Caseworkers and LD CPS investigators must:
  1. Develop a [Safety Plan DCYF 15-259](#) in FamLink and follow the [Safety Plan Analysis Guide](#):
    1. When an identified safety threat meets the [safety threshold](#) and children or youth are determined unsafe.
    2. With participants who are suitable, reliable, and can provide a greater level of protection for children or youth than the parents.
  2. Verify safety plans:
    1. Will control or manage safety threats.
    2. Have an immediate impact and includes actions that immediately address safety threats.
2. LD CPS investigators must contact the appropriate CW supervisor when they have completed a safety plan on unsafe biological, adoptive, or guardianship children or youth.
3. Caseworkers must:
  1. Follow the [Safety Assessment](#) policy.
  2. Review and monitor safety plans a minimum of twice monthly as long as a safety threat exists.

3. Revise safety plans and complete a new [Safety Assessment/Safety Plan DCYF 15-258](#) form in FamLink as threats emerge or are eliminated throughout the life of a case.
4. LD employees must follow the [LD CPS Use of Safety Assessment and Safety Planning Tools](#) policy.
5. CW and LD employees must follow the [Documentation](#) policy.

## Procedures

1. Caseworkers and LD CPS investigators must:
  1. Develop safety plans with the parents and other safety plan participants when children or youth are identified as unsafe and either:
    1. Remain in the home.
    2. Return home by a court order.
    3. Return home and the safety threats can be managed or controlled in the home.
  2. Assess the suitability and reliability of all potential safety plan participants not acting in their professional capacity, e.g. medical provider, therapist, counselor, etc., by:
    1. Conducting a comprehensive interview that addresses identified safety threats.
    2. Reviewing the individual's information in FamLink and other DCYF electronic and hard files.
    3. Reviewing the results of completed [background checks](#) for individuals if they will be having unsupervised access to children or youth.
  3. Follow the [Family Team Decision Making](#) policy when considering out-of-home placement or returning children or youth home.
  4. Include the following in safety plans as they pertain to the children or youth and families:
    1. Activities and tasks that control for safety threats or substitutes for diminished caregiver protective capacities.
    2. Use of the family's suitable, formal, and informal supports in order to manage safety threats.
    3. Details for monitoring safety plans.
    4. Supports, safety services, and actions at critical times when safety threats exist.
    5. Formalize any [protective action](#) taken if applicable.
2. LD CPS investigators must follow these additional requirements when safety plans are necessary, per [LD CPS Use of Safety Assessment and Safety Planning Tools](#) policy:
  1. Confirm that any safety plan created in a licensed home for biological, adopted, or guardianship children or youth of a provider is preapproved by the LD Safety Administrator or designee.
  2. Not create safety plans in a licensed home for children or youth in out-of-home care. If a safety threat is indicated, the child or youth must be moved.
3. Supervisors must:
  1. Review and approve the [Safety Plan DCYF 15-259](#) form in FamLink within two business days of entry and every 30 days thereafter. If:
    1. Supporting the decision, approve the safety plan.
    2. Not supporting the decision, return the safety plan to the caseworker for revisions.
  2. Confirm in FamLink that any safety plan developed as a result of a FamLink override are staffed with the Area Administrator (AA) or designee.
  3. Co-assign cases to a caseworker to monitor the case and safety plan, including referring to services, when contacted by an LD CPS investigator after the LD CPS investigator has completed a safety plan.
4. When a safety plan decision is overridden due to compelling reasons:
  1. Caseworkers must complete the following on the Safety Plan page in FamLink:
    1. Select the appropriate compelling reason for the override of the Safety Plan Decision.
    2. Provide an explanation for the compelling reason.
    3. Complete the [Safety Plan DCYF 15-259](#) form in FamLink if there is an active safety threat and the child or youth has been returned home.

4. Submit for supervisor approval.
2. Supervisors must review the [Safety Plan DCYF 15-259](#) form in FamLink and approve the override based on the compelling reasons given on the Safety Plan page in FamLink. If:
  1. Approved, document in FamLink and submit to AA or designee for verbal approval.
  2. Not approved, return the safety plan and safety assessment to the caseworker for revisions.
3. AAs or designees must review the [Safety Plan DCYF 15-259](#) in FamLink and compelling reasons information and verbally inform the supervisor whether the override is approved.

## Forms

[Safety Assessment/Safety Plan DCYF 15-258](#)

[Safety Plan DCYF 15-259](#)

## Resources

[Background Checks policy](#)

[Documentation policy](#)

[Family Team Decision Making Meeting policy](#)

[Information Gathering Questions](#)

[LD CPS Use of Safety Assessment and Safety Planning Tools](#) policy

[Present Danger policy](#)

[Protective Action Guide](#)

[Safety Assessment policy](#)

[Safety Plan Analysis Guide](#)

[Safety Threshold Guide](#)

[Protective Action Guide](#)

# 1135. Infant Safety Education and Intervention

1135. Infant Safety Education and Intervention [admin](#) Wed, 07/25/2018 - 21:35

**Original Date:** October 31, 2014

**Revised Date:** October 31, 2019

**Sunset Review Date:** October 31, 2023

**Approved by:** Jody Becker, Deputy Secretary of Children and Families

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## Purpose

The purpose of this policy is to provide guidance to Department of Children, Youth, and Families (DCYF) employees working with parents, families, and caregivers who have newborn and infant children to reduce the risk of child abuse and neglect. DCYF is committed to improving infant safety outcomes through early intervention, education and prevention services to parents, families, and caregivers. Children under age one are vulnerable to risk of harm from prenatal substance exposure, accidental suffocation and serious injury from blunt force trauma. This policy does not apply to children who are placed out-of-state through Interstate Compact and Placement of Children.

## Scope

This policy applies to DCYF caseworkers and Licensing Division (LD) workers.

## Laws

[PL 111-320](#) Child Abuse Prevention Treatment Act (CAPTA) of 2010

[PL 114-198](#) Comprehensive Addiction and Recovery Act (CARA) of 2016

## Policy

### 1. Newborn: Plan of Safe Care

Caseworkers must complete a [Plan of Safe Care DCYF 15-491](#) with families as required by the [Child Abuse Prevention and Treatment Act \(CAPTA\)](#) when newborns are:

1. Identified as substance affected by a medical practitioner. Substances are defined as alcohol, marijuana and any drug with abuse potential, including prescription medications.
2. Identified as having withdrawal symptoms resulting from prenatal drug and alcohol exposure.
3. Born to a dependent youth.

### 2. Birth to six months: Period of PURPLE Crying

1. Caseworkers must discuss with parents and caregivers about their knowledge and understanding of “Period of PURPLE Crying” when working with families.
2. LD workers must ask if parents or caregivers have previously received information on “Period of PURPLE Crying,” when licensing or approving home studies for families accepting placements.
3. Caseworkers and LD workers must provide educational materials to any parents or caregivers who have not received the information.

### 3. Birth to One Year: Infant Safe Sleep

#### 1. Caseworkers must:

1. Conduct a safe sleep assessment where the child primarily resides for one of the following, when:

1. Placing an infant in a new placement setting.
2. Completing a CPS intervention involving a child aged birth to one year, even if the child is not identified as an alleged victim or an identified child.

2. Assess safe sleep conditions during subsequent monthly [Health and Safety Visits](#).

#### 2. LD workers:

1. Will review the safe sleep environment for infants in licensed and unlicensed placements.
2. Must assess the sleeping environment and educate the family on safe sleep practices when licensing or approving a home study with families accepting placements for infants.

## Procedures

### 1. Newborn: Plan of Safe Care

Caseworkers and LD workers must:

1. Assess the infants, parents, and caregivers for needs and services.
2. Document services and supports needed, including contact information, in the [Plan of Safe Care DCYF 15-491](#).
3. Once the plan is completed:
  1. Complete referrals to any services or resources identified.
  2. Provide a copy to the parents and caregivers.
  3. Upload the original or photo of the completed [Plan of Safe Care DCYF 15-491](#) into FamLink.

### 2. Birth to six months: Period of PURPLE Crying

Caseworkers and LD workers must:

1. Determine if the parents or caregivers received the “Period of PURPLE Crying” educational DVD or web application.
  1. If received, discuss any questions the parents or caregivers may have regarding the “Period of PURPLE Crying”.
  2. If not received:
    1. Provide the “Period of PURPLE Crying” educational DVD or web application, and the supplemental booklet.
    2. Review and discuss the information outlined in the booklet. The following key points should be relayed to caregivers:
      1. Explain to the parents and caregivers that the acronym “PURPLE” is used to describe specific characteristics of an infant’s crying and that what they are experiencing is normal and a phase in their child’s development.
      2. Explain that parents and caregiver’s frustration due to “Period of Purple Crying” may cause them to shake the baby, which can result in significant, if not life threatening effects.
      3. Reinforce to families, if an infant is crying and they become frustrated they should put the infant down in a safe environment.
    3. Play the 10 minute “PURPLE” video for the parents and caregivers after presenting the booklet, if resources are available, and:
      1. Emphasize the importance of the material presented.
      2. Reinforce to the parents or caregivers that everyone caring for their infant should review the information.
      3. Remind parents and caregivers about the 17-minute soothing film on the DVD or web application is available to help them understand ways to soothe their baby and cope with inconsolable crying periods.
  2. Document in a FamLink case or provider note the following:
    1. When the parents and caregivers received the “Period of PURPLE Crying” educational DVD or web application and supplemental booklet.
    2. If the parents or caregivers refused to discuss the “Period of PURPLE Crying” materials.

### 3. Birth to One Year: Infant Safe Sleep

Caseworkers and LD workers must:

1. Complete a safe sleep assessment by assessing the child’s sleeping environment, using the [Infant Safe Sleep Guidelines](#), with parents or caregivers of infants younger than 12 months, during the first face-to-face meeting.
2. Require the parents or caregivers to create a safe sleep environment. If one does not exist:
  1. Caseworkers can either:
    1. Offer a voucher for the parents or caregivers to purchase a safe sleep option with a firm flat mattress and fitted sheet that meets the national and [Consumer Product](#)

[and Safety Commission](#) standards. Recommendations include the following options:

1. Cribs
2. Portable cribs
3. Bassinets (infant up to 10 lbs.)
2. Provide parents and caregivers with a firm flat mattress and fitted sheet that meets the national and [Consumer Product and Safety Commission](#) standards.
2. LD workers must not approve a home study without a safe sleep environment.
3. Consult with the supervisor when there are additional risk factors, e.g., substance use or abuse, mental health issues, etc., associated with the parents or caregiver's ability to maintain child safety and a safe sleep environment.
4. Document in FamLink:
  1. Results of the safe sleep assessment, if applicable, for:
    1. Caseworkers in one of the following:
      1. Case notes
      2. [Investigative Assessment](#)
      3. [FAR Family Assessment](#)
      4. Comprehensive Family Evaluation
    2. For LD workers in one of the following:
      1. Home study
      2. Provider notes
  2. If the caregiver refused to participate in the process of creating a safe sleep environment for the child.
  3. Any safety concerns or risk factors identified in licensed facilities. These concerns must be immediately shared with the licensor.

## Forms

[Plan of Safe Care DCYF 15-491](#)

## Resources

[Infant Safe Sleep Guidelines](#)

[National Center on Shaken Baby Syndrome](#)

[Safe Infant Sleep and Breastfeeding](#)

[Safe Sleep for Your Baby](#)

[Sudden Infant Death Syndrome \(SIDS\) and Safe Infant Sleep](#)

[The Period of Purple Crying](#)

# 1140. Family Assessment

1140. Family Assessment [admin](#) Wed, 07/25/2018 - 21:38

**Original Date:** December 2011



**Revised Date:** October 31, 2019

**Sunset Review Date:** May 31, 2023

**Approval:** Jody Becker, Deputy Secretary

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## Purpose

Conducting an assessment of the family is the process of gathering information to gain a greater understanding of how a family's strengths, needs and resources affect child safety, well-being, and permanency. Assessments are completed in partnership with the family to understand what everyday life challenges and individual caregiver patterns of behaviors contribute to child safety threats that will be addressed in case planning.

## Scope

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

## Laws

[RCW 26.44.260](#) Family assessment response

[RCW 26.44.270](#) Family assessment, recommendation of services

## Policy

1. Assessments of the family are completed at key decision points in a case.
2. Assessments must identify the enhanced protective and diminished protective capacities directly related to the identified safety threats.
3. Family members must be included in the assessment process.
4. Assessments must include information and input from professionals and other collateral contacts that have knowledge about the child and family.
5. Information contained in the Comprehensive Family Evaluation (CFE) DCYF 10-480 form, Investigative Assessment (IA) DCYF 09-967 form and the FAR Family Assessment (FARFA) DCYF 10-474 form will be used to help develop the [case plan](#).

## Procedures

Caseworkers must:

1. Complete the FARFA or CFE with the family to address changes in behaviors, conditions, and attitudes related to safety.
2. Complete the [Safety Assessment/Safety Plan DCYF 15-258 form](#) during the completion of the CFE or FARFA.
3. Assess conditions for return home when updating a CFE. Review how the safety threat is or is not:
  1. Being managed by the caregiver;
  2. How the parent is incorporating service provisions into their daily life; and
  3. Being addressed in the family home.
4. Complete the following in FamLink:

1. LD/CPS Investigative Assessment DCYF 09-967 form within 60 calendar days of DCYF receiving the intake.
2. Initial CFE within 45 calendar days of a [Family Voluntary Services \(FVS\)](#) or Child and Family Welfare Services (CFWS) case assignment. This includes supervisor approval in FamLink.
3. FARFA no later than:
  1. Forty-five calendar days from the date the intake was received; or
  2. One hundred and twenty calendar days if a [case plan](#) for services has been developed and the parent or guardian agree to participate in services.
4. The safety assessment within the required timeframes per the [1120 Safety Assessment](#) policy.
5. Update the CFE in FamLink:
  1. Every 90 days after the completion of the prior CFE on [FVS](#) cases.
  2. A minimum of every six months or when a new report to the court is required for a CFWS case.
  3. When conditions for return home have been achieved.
  4. When developing or changing a [case plan](#).
  5. Prior to case closure.

## Forms

Comprehensive Family Evaluation DCYF 10-480 (located in FamLink)

LD/CPS Investigative Assessment DCYF 09-967 (located in FamLink)

FAR Family Assessment DCYF 10-474 (located in FamLink)

## Resources

Comprehensive Family Evaluation Guide (located under Guides and Tools on the CFWS Children's Administration (CA) Intranet page)

Comprehensive Family Evaluation for Legally Free Children Guide (located under Guides and Tools on the CFWS CA Intranet page)

Investigative Assessment Guide (located under Guides and Tools on the CFWS CA Intranet page)

# 1150. Case Plan

1150. Case Plan [admin](#) Thu, 09/20/2018 - 17:57

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** July 1, 1997

**Revised Date:** July 1, 2018

**Policy Review:** July1, 2021

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## Purpose Statement

The case plan specifies actions the parent/guardian must complete to reduce or eliminate safety threats and increase their protective capacities to assure the child's safety and well-being. Children's Administration (CA) develops the case plan with family members and community partners. Case plans are required for Family Voluntary Services (FVS), Child and Family Welfare Services (CFWS) and Family Assessment Response (FAR) if the case remains open beyond 45 days.

## Scope

This policy applies to DCFS staff.

## Law

[42 USC 675, Sec. 475](#) Title 42 - The Public Health and Welfare

[RCW 13.34](#) Juvenile Court Act - Dependency and Termination of Parent-Child Relationship

[RCW 26.44.030](#) Reports - Duty and authority to make - Duty of receiving agency - Duty to notify - Case planning and consultation - Penalty for unauthorized exchange of information - Filing dependency petitions - Investigations - Interviews of children - Records - Risk assessment process.

[RCW 74.13.280](#) Client information.

[RCW 74.13.330](#) Responsibilities of foster parents.

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict.

[RCW 74.14A.025](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict - Policy updated.

[RCW 74.14C.005](#) Findings and intent.

## Policy

1. The caseworker must:
  1. Create a case plan if:
    1. The case plan for a CFWS dependency case is the court report. See the [court report policy](#). For CFWS cases, launch the court report through the Comprehensive Family Evaluation (CFE) in FamLink.
    2. The case plan for FVS is [Case Plan Form 15-259A](#) unless the children are placed in out-of-home care on a Voluntary Placement Agreement (VPA) 60 days or longer. If the child is placed under a VPA, the case plan is the court report. For FVS cases initiate the [Case Plan Form 15-259A](#) through the CFE in FamLink or the court report through the CFE.
    3. The case plan for Family Assessment Response (FAR) is [Case Plan Form 15-259A](#). For FAR cases, initiate the case plan through the FAR Family Assessment in FamLink.
    4. Inform the caregiver of the dates and location of the dependency review and permanency planning hearings if the child is dependent pursuant to a proceeding under [RCW 13.34](#). Document notice has been provided to the caregiver in a case note.
  2. The case plan must:

1. Be developed with the child, if developmentally appropriate, and the child's parent or legal guardian, caregiver, representatives of the Indian child's tribe or designee of that tribe, family supports and other applicable providers.
  2. Be specific, measurable, attainable, relevant, timely and understandable by all parties.
  3. Address behavioral changes by building on strengths and reducing safety threats, risks and address challenges faced by the parents.
  4. Include and connect goals that are directly linked to the identified safety threats and risks.
  5. Include interventions and services that focus and build upon family strengths and are responsive to individual, culture and family needs.
  6. Employ the least intrusive interventions, which engage the family, to address identified safety threats and risks, provided the child is adequately protected.
  7. Ensure all services and tasks:
    1. Are goal-oriented
    2. Establish a plan for permanency at the onset of service delivery in order to best serve the child and family's needs.
    3. Are directed toward achieving the permanency planning goals and the health, safety, and well-being of the child.
  8. Be provided to the parent or legal guardian. (See the [court report policy](#) for the complete list of all parties who must receive a copy of the court report.) Include the caregiver and incorporate their feedback in the development of the case plan for a child in out-of-home placement.
3. Complete and approve the Family Assessment Response Family Assessment (FARFA), or CFE within 45 calendar days of intake or case transfer as part of the case planning process.
  4. Engage specific community stakeholders to improve the coordination of needed services for the prevention of child abuse or neglect and the preservation of families.
2. The supervisor must review and approve the finalized case plan.

## Forms

[Case Plan Form 15-259A](#)

# 1160. Commercially Sexually Exploited Children (CSEC)

1160. Commercially Sexually Exploited Children (CSEC) [admin](#) Wed, 07/25/2018 - 21:43

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** September 29, 2015

**Revised Date:** July 23, 2017

**Sunset Review:** July 1, 2021

## Purpose

To identify, document and determine appropriate and culturally responsive services for children or youth with an open case in Children's Administration (CA) who are at risk of or are victims of commercial sexual exploitation (CSE).

## Scope

This policy applies to all DCFS staff.

## Laws

[PL 106-386](#) - Victims of Trafficking and Violence Protections Act of 2000

[PL 113-183](#) - Preventing Sex Trafficking and Strengthening Families Act

PL 114-22 - Justice for Victims of Trafficking Act of 2015

[RCW 9.68A.100](#) - Commercial Sexual Abuse of a Minor – Penalties

[RCW 9.68A.101](#) - Promoting Commercial Sexual Abuse of Minor - Penalty

[RCW 9.68A.102](#) - Promoting Travel for Commercial Sexual Abuse of a Minor - Penalty

[RCW 9.68A.103](#) - Permitting Commercial Sexual Abuse of a Minor - Penalty

[RCW 26.44.020](#) - Definitions

[RCW 26.44.030](#) - Reports – Duty and Authority to Make – Duty of Receiving Agency – Duty to Notify – Case Planning and Consultation – Penalty for Unauthorized Exchange of Information – Filing Dependency Petitions – Investigations – Interviews of Children – Records – Risk Assessment Process

## Policy

1. A child or youth will receive a screening to assess whether he or she is a victim of CSE when:
  1. He or she is involved in an open case in any program within CA, in-home with his or her parent or guardian or placed in out-of-home care, and there is suspicion, indication or confirmation that the child or youth may be a victim of CSE.
  2. The child is age 11 years or older at the time of Child and Family Welfare Services (CFWS) case opening either in-home or out-of-home.
  3. The child or youth has returned to placement after being missing from care.
2. CA will report to law enforcement within 24 hours any child or youth who has been indicated or confirmed as CSEC regardless of whether or not the child or youth believes he or she has been victimized. CA staff will document the report to law enforcement on the Intake Referral tab in FamLink including the date and time of report and name of the law enforcement agency.
3. Any CA staff who suspects or learns that a child or youth has been sexually exploited will follow the mandatory reporting statute and make a report to intake.
4. A [shared planning meeting](#) will be held for all children or youth in the care and custody of CA when there is indication or confirmation of CSE.

## Procedures

1. Screening Children and Youth for CSE Using the CSEC Screening Tool DSHS 15-476

1. Caseworkers will screen all children and youth involved in open cases (Child Protective Services (CPS) investigations and Family Assessment Response, Division of Licensed Resources(DLR)/CPS, Family Reconciliation Services (FRS), Family Voluntary Services (FVS), CFWS and Adoption) when there is an allegation, suspicion, indication or confirmation that the child is a victim of CSE.
  2. Child Health and Education Tracking (CHET) workers who are co-assigned will screen all youth in the care and custody of CA age 11 years and older at initial placement unless the child has already been screened within 30 days of his or her out-of-home placement.
  3. Missing from Care Locators who are co-assigned will screen children and youth missing from care upon their return from a run episode.
  4. CFWS caseworkers will screen all children and youth:
    1. Age 11 years and older at the time of CFWS case opening if not screened by a CHET worker. This includes children and youth who remain in-home and those placed in out-of-home care.
    2. Who return from a run episode if the screen is not completed by a co-assigned Missing from Care Locator.
2. Case Planning and Services
1. If the results of the screening tool determine the child or youth is indicated or confirmed as a CSEC, the DCFS caseworker will:
    1. Assess the child and family needs and refer to appropriate services.
    2. Conduct a [shared planning](#) meeting for all children or youth in the care and custody of CA when the CSEC Screening Tool results identify new indicators or confirmation of CSEC to develop a case plan for safety and stability that addresses needs including but not limited to:
      1. Safety
      2. Placement stability
      3. Permanency Plan
      4. Social activities, including prudent parenting standards
      5. Cultural needs
      6. Education
      7. Medical, substance abuse and mental health treatment
      8. Independent Living Skills Program (ILS)
    3. Refer children or youth newly confirmed as a CSEC for medical screening and specialized CSEC services as available and appropriate.
    4. Assess and address any additional identified health or safety concerns.
    5. Document the case plan and services in FamLink under the Shared Planning tab or case plan.
  2. If the child or youth is a household member of a licensed provider and the screening tool results determine the child or youth is indicated or confirmed for CSEC, the DLR/CPS investigator is responsible for the investigation and will refer the case to DCFS for services.

## Forms

- CSEC Screening Tool (DSHS 15-476)

# 1170. Domestic Violence

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** March 31, 2017

**Policy Review:** March 31, 2020

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## Purpose

To recognize and understand the dynamics of domestic violence (DV) in families through the universal screening process and to determine the impact of DV on child safety through the specialized DV assessment.

## Scope

This policy applies to all Children's Administration intake workers, Department of Children and Family Services (DCFS) caseworkers and Division of Licensed Resources (DLR) staff.

## Laws

[RCW 26.44.020](#) Definitions

[RCW 10.99.020](#) Definitions

[RCW 10.99.030](#) Law enforcement officers - Training, powers, duties - Domestic violence reports

[RCW 26.50.010](#) Definitions

[RCW 26.50.250](#) Disclosure of information

[RCW 42.56.240](#) Investigative, law enforcement, and crime victims

## Policy

1. Universal DV screening is routinely conducted at key points in a case to determine if DV is present. DV screening includes interviews and review of records and available databases.
2. If DV is determined to be present in a case through universal screening, CA staff must conduct a Specialized DV Assessment which is an interview protocol, not a tool.
3. Information gathered during the DV screening and the Specialized DV Assessment, is used in addition to the gathering questions to complete the Safety Assessment and determine if a safety threat to the child exists.
4. If DV poses [present danger](#) to a child, CA staff must take immediate protective actions necessary to address child safety.
5. If DV poses a safety threat to a child in his or her **biological parent or legal caregiver's** care, the worker must:
  1. Develop an in-home safety plan per the [1130. Safety Plan](#) policy if the safety threat(s) can be immediately controlled and managed in the home.
  2. Ensure protection of the child and take necessary steps to place the child in out-of-home care if the safety threats cannot be immediately controlled and managed in the home.
6. If DV poses a safety threat to a child while in **licensed or unlicensed** care, he or she must be removed from that placement per [1120. Safety Assessment](#) policy.

7. CA intake workers must offer DV resource information to the **referrer** on all intakes (screened in or out) when DV is identified and the referrer is not familiar with DV resources.
8. CA caseworkers must offer DV resource information to the **adult victim in an open case** when DV is identified.

## Procedures

1. The [intake](#) worker must ask the referent the following universal DV screening questions on all intakes:
  1. Has any adult used or threatened to use physical force against an adult in the home?
  2. If so, the intake worker must ask, “Who did what to whom?”
2. The CPS, FVS, CFWS caseworker must:
  1. Conduct universal DV screening through individual and separate interviews with all parents, caregivers, adults and children in the home even if DV was not identified at intake to determine:
    1. If DV is present?
    2. If so, who is the adult victim?
    3. If so, who is the DV perpetrator?
  2. Conduct universal DV screening at the following key points:
    1. At first contact with a family. If this is not possible, at the next available opportunity. If a parent refuses to meet separately, consult with the supervisor and document the parent’s refusal to meet in a case note.
    2. A new screened in intake.
    3. Case transfer
    4. [Re-assessment of safety](#) (e.g. moving to unsupervised family time, transitioning home, changes in household composition, etc.).
  3. The DLR/CPS investigator must conduct universal DV screening when investigating child abuse or neglect (CA/N) allegations involving a biological family.
  4. The DLR licensor must conduct universal DV screening when completing a home study.
3. Specialized DV Assessment Interview Protocol
  1. When DV is identified, the assigned caseworker, DLR/CPS investigator or licensor must conduct a to determine if the DV poses a threat to child safety or compromises the family’s ability to address other CA/N. This assessment is accomplished via interviews, review of records and available databases for all of the following information:
    1. DV perpetrator’s pattern of assaultive and coercive tactics.
    2. Impact of DV on the adult victim.
    3. Impact of DV on the child.
    4. Adult victim, perpetrator and community protective factors
    5. The lethality of the DV.
  2. Follow [1130. Safety Plan](#) policy if DV poses a threat to child safety.
4. Documentation
  1. The intake worker must document the outcome of the universal screening questions in the Additional Risk Factors narrative box of the intake. If the allegation of CA/N involves DV the intake worker must document the information in the Allegation/Concern narrative box.
  2. The assigned caseworker must document the outcome of the universal DV screen in the [Structured Decision Making Risk Assessment \(SDMRA\)](#) tool, narrative sections of the [investigative assessment](#), Family Assessment Response Family Assessment (FARFA), and Comprehensive Family Evaluation (CFE), and reports to the court as applicable.
  3. The assigned caseworker must document the outcome of the specialized DV assessment, if conducted, in a case note.
  4. The DLR/CPS investigator must document the outcome of the universal DV screening and specialized DV assessment interview protocol of the DV in a case note and in the DLR Risk Assessment Matrix, as applicable.



5. The DLR licensor must document the outcome of the DV screening and specialized DV assessment interview protocol in a provider note or the home study, as applicable.
6. Safety planning information for the victim or children must be documented in a case note, labeled **confidential DV safety plan** and include the confidential information:
  1. The identity of a victim or witness to the crime.
  2. The identity of the DV victim if the victim has filed a complaint with an investigative or law enforcement agency and there is an open criminal investigation.
  3. The location of a DV program, including shelters and transitional living facilities.
  4. The victim's address information, if he or she signed up for the Address Confidentiality Program (ACP). If the victim is participating in the ACP, use the P.O. Box address that is assigned to them through the Secretary of State.

## Resources

- Refer to the Social Worker's Practice Guide to Domestic Violence for DV screening, assessment, and case planning located under the Domestic Violence tab on the CA intranet
- Statewide DV resources
  - Statewide DV Hotline telephone number 1-800-562-6025 V/TTY.
  - [Washington State Coalition Against Domestic Violence](#)
  - [DSHS DV site](#) (shelters, victim, and perpetrator programs)
  - [Address Confidentiality Program](#)
- Databases to identify previous DV:
  - CA case history in FamLink and MODIS
  - ACES
  - BARCODE
  - [WA State Courts](#)
  - Law enforcement reports

## 1700. Case Staffings

1700. Case Staffings [admin](#) Wed, 07/25/2018 - 21:45

[Dependency Timeline & Schedule of Case Staffings](#) (PDF)

### Purpose Statement

All staffings engage parents in the shared planning process to develop family specific case plans focused on identified safety threats and child specific permanency goals. Working in partnership with families, natural supports and providers helps identify parents' strengths, threats to child safety, focus on everyday life events, and help parents build the skills necessary to support the safety and well-being of their children. The shared planning process integrates all CA staffings.

### Policy

1. Engage families, natural supports and providers in case planning. Schedule staffings in a location and time that meets the needs of the parent(s) and their participants whenever possible.
2. Identify all relevant case participants.
3. Schedule staffings to correspond with planning for court hearings whenever possible.
4. Multiple issues impacting children and families may be addressed in one meeting rather than separate meetings held for each issue.

5. Utilize staffings to assist you and the family to develop or review resources or approaches to address child safety.
6. Prepare for staffings by determining how the participants can contribute to the case discussion and planning.
7. Utilize the [concurrent planning](#) process to develop child specific permanency goals.

## Resources

Practice Model Website on the Children's Administration Intranet

## Forms

[DCYF 14-474 Shared Planning Form](#)

## Related Staffings

[43104. Multi Disciplinary Staffings for Youth Exiting Care \(age 17.5\)](#)

[4533. Behavior Rehabilitative Services \(BRS\) Staffing](#)

45431. Foster Care Assessment Program (FCAP)

[10. Local Indian Children Welfare Committee \(LICWAC\)](#)

# 1710. Shared Planning Meetings

1710. Shared Planning Meetings [admin](#) Wed, 07/25/2018 - 21:47

**Original Date:** September 1, 2006

**Revised Date:** September 1, 2021

**Sunset Review Date:** September 30, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide guidance on conducting shared planning meetings (SPMs) to engage parents, children and youth, caregivers, relatives, fictive kin, natural supports, and others, as appropriate, in the development of a plan that prioritizes child safety and meets the support and service needs of the parents, children and youth, and caregivers. These meetings provide an opportunity for information to be shared, case plans to be developed and decisions made that will support the safety, permanency, and well-being of children.

## Scope

This policy applies to child welfare employees.

## Laws

[RCW 13.34.067](#) Shelter Care, Case Conference, Service Agreement

[RCW 13.34.094](#) Description of Services Provided to Parents

[RCW 13.34.145](#) Permanency planning hearing-Purpose - Time limits-Goals-Review hearing - Petition for termination of parental rights - Guardianship petition - Agency responsibility to provide services to parents - Due process rights

[RCW 74.13.341](#) Transition plan - Qualification for developmental disability services

[RCW 74.13.540](#) Independent Living Services

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict

[PL 113-183](#) Preventing Sex Trafficking and Strengthening Families Act

## Policy

1. SPMs must occur within the required timeframes or when required due to circumstances outlined in the [Guide to Shared Planning Meetings DCYF CWP\\_0070](#) publication for the following meeting types:
  1. [Adoption Planning Review](#)
  2. [Behavioral Rehabilitative Services](#)
  3. [Child Health and Education Tracking \(CHET\)](#)
  4. [Commercially Sexually Exploited Children](#)
  5. [Developmental Disabilities Services Planning](#)
  6. [End-of-Life Care](#)
  7. [Family Team Decision Making \(FTDM\)](#)
  8. [Foster Care Assessment Program](#)
  9. [Local Indian Child Welfare Advisory Committee](#)
  10. [Mental Health/Substance Abuse Treatment Planning](#)
  11. [Permanency Planning Meeting](#)
  12. [Shelter Care Case Conference](#)
  13. [Transition Staffing: Transition Plan for Dependent Youth 17 through 20 years](#), referred to as Multi-Disciplinary Staffing (For Youth 17.5) in FamLink
2. Participants listed on the [Guide to Shared Planning Meetings DCYF CWP\\_0070](#) publication must be invited to SPMs.
3. Incarcerated parents must be provided access and opportunities to participate in SPMs.
4. The child's or youth's safety, permanency and well-being must be discussed during SPMs.
5. [Family time and sibling and relative visits](#) must be discussed during the meeting when children or youth are placed out of the home. Discussions will include a review of the family time and sibling and relative visitation plans, necessary level of supervision during the family time to verify the safety of the child or youth, transportation, and efforts to include relatives and family supports during family time.
6. SPMs must be documented on the [Shared Planning Meeting DCYF 14-474](#) form in FamLink.

## Procedures

1. The assigned caseworker or supervisor must:

1. Conduct a SPM within the timeframes or circumstances described in the [Guide to Shared Planning Meetings DCYF CWP\\_0070](#) publication.
2. Ask youth age 14 and older to identify at least two support persons to attend the meeting who are not the caseworker or caregiver.
  1. One of the individuals selected may be designated to be the youth's advocate when discussing normal childhood activities under the [reasonable and prudent parenting](#) standard.
  2. Any individual identified by the youth must be able to act in the youth's best interest.
  3. If the caseworker or tribal agency has good cause to believe the youth's identified support person is not acting in the best interest, he or she may be asked to leave the meeting.
3. Invite participants indicated on the [Guide to Shared Planning Meetings DCYF CWP\\_0070](#) publication a minimum of five calendar days before the meeting, when possible. If not possible, the effort to invite participants will be documented in a case note.
4. Ask all individuals invited to the SPM, if they need an interpreter for the SPM, per the following DCYF Administrative policies:
  1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
  2. 6.03 Access to Services for Individuals with Disabilities.
5. Provide alternative methods to participate in the SPMs such as conference calls and video conferencing.
6. Obtain releases of information from parents and youth age 13 and older before the SPM if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services or sexually transmitted diseases/human immunodeficiency virus is discussed or shared with meeting participants.
7. After the [shelter care hearing](#) but before the following SPMs, describe the SPM process to parents requesting or participating in either a:
  1. [FTDM](#)
  2. [Shelter Care Case Conference](#)
  3. [Permanency Planning Meeting](#)
2. If the child or youth, caregiver, or parent is unable to attend the SPM their input will be presented by the assigned caseworker and will be considered.
3. During the meeting, the assigned caseworker or supervisor must:
  1. Present a case history and the child's or youth's and family's current situation.
  2. Provide participants the opportunity to present information and engage in the shared planning process.
  3. Identify family strengths and community and cultural supports.
  4. Address and review the following, when applicable:
    1. Safety
      1. Safety assessments
      2. Safety plans
      3. Services needed to reduce safety concerns and increase protective capacities
    2. Permanency
      1. All primary and alternate permanency plans.
      2. Progress toward achieving a permanent plan and appropriateness of the case plan to address safety threats and barriers to reunification.
      3. Compelling reasons, if a [termination of parental rights](#) has not been filed within 12 months of the child's or youth's original placement date.
      4. Placement stability
      5. Appropriateness of current placement.
      6. Child's or youth's adjustment in the placement.
      7. The need for services to reduce risk of disruption.

8. Sibling connections. This includes efforts to place siblings together and maintain sibling visits or contacts.
9. The level of supervision needed to manage safety threats during family time.
10. Relative search efforts, status of Tribal affiliation, involvement and notification to relatives and Tribes.
11. Plan to maintain community and cultural connections.
3. Well-being
  1. Mental health, physical health and well-being of the child or youth, including medical information and needs. This includes determining if a [Wraparound Intensive Services](#) referral needs to be made for a child or youth with complex behavioral health needs.
  2. Alternative plan for assessment and treatment if the child or youth has been denied mental health or substance abuse services.
  3. Services to support healthy development and attachment. This includes normal childhood activities under the [reasonable and prudent parenting](#) standard.
  4. The child's or youth's connections with siblings and other relatives. For youth 16 and above, this includes discussing skills and strategies to safely reconnect with any identified family members and provide guidance and services to assist the youth.
  5. Child's or youth's education status, needs and supports. Assign tasks and responsibilities as appropriate for their education to include but not limited to, school enrollment, transportation, referrals for school-based services.
  6. Results of the [CHET](#) screening and other assessments if available. If [CHET](#) results are not available, present results at the next scheduled SPM.
  7. Services and activities needed to support the youth in their [transition to adulthood](#):
    1. For youth 14 years of age and older as part of transition planning:
      1. Education
      2. Employment
      3. Housing
      4. Health insurance
      5. Mentors and continuing supports
    2. For youth 15 years of age and older, status of referrals to [Independent Living Services](#) contract providers.
    3. For youth 16 through 16.5 years of age, who may be eligible for [DDA](#) services:
      1. Eligibility for developmental disability waiver services.
      2. Services the youth wants or needs on exit from dependency.
      3. Advanced planning for:
        1. Residential services provided by [DDA](#).
        2. Housing options available from other entities.
      4. Action plans to have services in place following the youth's exit from a dependency.
  8. Cultural or Tribal connections.
4. Document the following using the [Shared Planning Meeting DCYF 14-474](#) form in FamLink, within the required [documentation](#) timeframes:
  1. All information discussed during SPMs.
  2. Individuals who were invited and attended the meeting.
  3. All Individuals were provided the [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication, per the DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy.
5. Create and update the following, but not limited to, when needed:
  1. [Safety Plan](#)

2. [Family Time and Sibling and Relative Visitation Plan](#)
3. Comprehensive Family Evaluation
4. [Court Report](#), for dependent children
5. [Case Plan](#), for FAR and FVS cases
6. Education Plan
7. [Transition Plan for Youth Exiting Care DCYF 15-417](#)
8. Referrals to services

## Forms

[Parents Information Sheet for Shared Planning Meetings and Staffings DCYF 15-260](#)

[Shared Planning Meeting DCYF 14-474](#)

[Transition Plan for Youth Exiting Care DCYF 15-417](#)

## Resources

[Caregiver Guidelines For Foster Childhood Activities DCYF 22-533 publication](#)

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP)

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

[Guide to Shared Planning Meetings DCYF CWP\\_0070 publication](#)

[Public Notice of Nondiscrimination DCYF HR\\_0012 publication](#)

[Understanding the Dependency Court Process DCYF CWP\\_0044 publication](#)

# 1720. Family Team Decision Making Meetings

1720. Family Team Decision Making Meetings [admin](#) Wed, 07/25/2018 - 21:49

**Original Date:** December, 2010

**Revised Date:** September 1, 2021

**Sunset Review Date:** September 30, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

Family Team Decision Making (FTDM) meetings follow the [Shared Planning Meeting](#) model of engaging the family and others who are involved with the family to participate in critical decisions regarding the removal of children from their home, placement stabilization and prevention, and reunification or placement into a permanent home.

## Laws

[RCW 13.34.067](#) Shelter Care, Case Conference, Service Agreement

[RCW 13.34.145](#) Permanency planning hearing, purpose, time limits, review hearing, petition for termination of parental rights, guardianship petition, agency responsibility to provide services to parents, due process rights

## Policy

1. FTDM meetings must occur within the required timelines, unless approved by the area administrator (AA).
2. Participants listed on the [Guide to Shared Planning Meetings DCYF CWP\\_0070](#) publication must be:
  1. Invited to the FTDM meeting.
  2. Asked if they need an interpreter for the FTDM, per the following DCYF Administrative policies:
    1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
    2. 6.03 Access to Services for Individuals with Disabilities.
3. Incarcerated parents must be provided access and opportunities to participate in FTDM meetings.
4. FTDM meetings must be documented in FamLink using the [Shared Planning Meeting DCYF 14-474](#) form.

## Procedures

Caseworkers must:

1. Conduct a FTDM meeting within the following timeframes convene additional FTDM meetings as needed:
  1. Prior to:
    1. Removing a child and anytime out-of-home placement of a child is being considered.
    2. Moving a child from one placement to another.
    3. Trial return home or reunification of a child with parents.
    4. The end of a Voluntary Placement Agreement.
  2. No later than 72 hours after a child is placed:
    1. Into protective custody by law enforcement and prior to the shelter care hearing.
    2. With a new caregiver due to an unplanned change in placement.
    3. On a Voluntary Placement Agreement when there is an emergency and the FTDM cannot occur prior to placement.
  3. If the FTDM cannot occur within the required timeframe and is approved by the AA, the caseworker must document the reason, date of approval, and notify the FTDM facilitator.
2. Certain circumstances may require that an individual be excluded from participating in the FTDM meeting. Those circumstances include, but are not limited to the following:
  1. The excluded individual is the subject in an on-going criminal investigation.

2. It is unsafe for an individual to participate in the meeting.
3. If the child, caregiver or parent is unable to attend the FTDM meeting, their input will be presented and considered in the decision-making process.
4. If the FTDM is being combined with a [Shelter Care Case Conference](#), a parent must consent to the caregiver's attendance. For all other FTDMs combined with other [shared planning meetings](#), if a parent does not consent to the caregiver's attendance, the caregiver will be asked to leave when parent's information is being discussed.
5. Follow DCYF Administrative policies:
  1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) when working with parents, children, and caregivers with LEP. This includes providing qualified interpreters as needed or requested.
  2. 6.03 Access to Services for Individuals with Disabilities by providing:
    1. Qualified interpreters as needed or requested.
    2. The [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication at a minimum to:
      1. All participants at their first SPM.
      2. Participants with a disability annually while the case they are involved in is open with DCYF.
6. Document in the appropriate place on the [Shared Planning Meeting DCYF 14-474](#) form in FamLink within seven calendar days:
  1. All persons who were invited and who attended.
  2. The [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication was provided to all participants, per the DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy.
  3. Complete Section 8 on the form.
  4. Discussions regarding safety, permanency and well-being outlined in the [Shared Planning Meeting](#) policy.
  5. Any decisions reached and any plans made at the meeting.

## Forms

[Shared Planning DSHS 14-474](#)

## Resources

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

[Family Team Decision Making Guide for Caseworkers DCYF CWP\\_0080 publication](#)

[Family Team Decision Making Meetings DCYF CWP\\_0039 publication](#)

[Guide to Shared Planning Meetings DCYF CWP\\_0070 publication](#)

[Permanent and Concurrent Planning policy](#)

[Public Notice of Nondiscrimination DCYF HR\\_0012 publication](#)

[Shared Planning Meeting policy](#)



## 1730. Shelter Care Case Conference

1730. Shelter Care Case Conference [admin](#) Wed, 07/25/2018 - 21:50

### Purpose

Provide an opportunity to develop and specify in a written case plan the expectations of both CA and the parent regarding the care and placement of their child.

### Laws

[RCW 13.34.067](#)

[RCW 74.14A.020](#)

[RCW 13.34](#)

### Policy

1. Following Shelter Care and no later than thirty days prior to Fact Finding hearing CA will facilitate a conference to develop a written service agreement.
2. Required participants must be invited to the Shelter Care Case Conference.

### Procedures

1. Schedule a Case Conference meeting when the court establishes shelter care and no later than thirty days before the Fact Finding court hearing.
2. Invite to the case conference the following individuals:
  1. Parents
  2. Youth (as developmentally appropriate)
  3. Parents and youth's assigned counsel
  4. GAL or CASA
  5. Tribe(s)
  6. Other persons identified and agreed upon by the parties
3. Develop a written case plan including the expectations of CA and the parents regarding the care and placement of the parent's child.
4. Document the Case Conference within the Shared Planning Page in FamLink.

### Forms

- Case Plan

## 1740. Child Protection Teams (CPT)

1740. Child Protection Teams (CPT) [admin](#) Wed, 07/25/2018 - 21:51

### Purpose

Child Protection Teams provide confidential, multi-disciplinary consultation and recommendations to the Department on cases where there will not be an FTDM, and there is a risk of serious or imminent harm to a young child and when there is dispute if an out-of home placement is appropriate.

## **Laws**

[Executive Order 12-04](#)

[WAC 388-15-033](#)

## **Policy**

1. Regional Administrators (RA), or their designee, must establish and maintain at least one Child Protection Team in each region.
2. Child Protection Teams will include at least four selected professionals that provide services to abused and neglected children or their families.
3. Child Protection Team recommendations are advisory to CA staff.

## **Procedures**

1. Child Protection Teams participants may include:
  1. Law enforcement
  2. Physicians, and/or other medical professionals
  3. Mental health/substance abuse counselors
  4. Educators, CASA's, foster parents
  5. Domestic Violence advocates and/or experts
  6. DSHS staff with specific and complementary skills/knowledge to a CPT
  7. Other Mandated Reporters
  8. Professionals who play a significant role with the family
2. Staff are required to submit a [CPT Case Presentation Summary](#) to the CPT Coordinator:
  1. In all child abuse or neglect investigation cases in which the assessment requires the Department to offer services, and a Family Team Decision Making (FTDM) meeting will not or cannot be held, and the child's age is six years or younger; and
  2. In all child abuse and neglect cases where serious professional disagreement exists regarding a risk of serious harm to the child and where there is a dispute over whether out-of-home placement is appropriate.
  3. When the Department chooses to bring a case to CPT believing that such a consultation may assist in improving outcomes for a particular child.
3. CPT Coordinators must:
  1. Coordinate and manage CPT membership, recruitment, training, scheduling, record -keeping including CPT recommendations, reporting and communication for the CPT.
  2. Provide in writing the CPT staffing recommendations to the assigned worker and supervisor following the staffing.
  3. Maintain a tracking system to document activity for staffings and recommendations.
  4. Document the CPT in the Shared Planning section in FamLink per Shared Planning FamLink Manual.

## **Forms**

- [DCYF 15-266 CPT Staffing Recommendations](#)
- [DCYF 15-268 CPT Case Presentation Summary](#)

## Resources

- Child Protection Team Volunteer Handbook

# 2200. Intake Process and Response

2200. Intake Process and Response [admin](#) Wed, 07/25/2018 - 21:52

**Original Date:** 1972

**Revised Date:** July 1, 2019

**Sunset Review Date:** July 31, 2023

**Approved by:** Ross Hunter, Secretary

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## Purpose

The Department of Children, Youth, and Families (DCYF) receives and processes reports of child abuse and neglect, requests for services and provides information and referrals according to federal and state law on a 24-hour basis.

## Scope

This policy applies to child welfare intake employees.

## Laws

[Chapter 74.13 RCW](#) Child Welfare Services

[Chapter 74.15 RCW](#) Care of Children, Expectant Mothers, Persons with Developmental Disabilities

[RCW 9A.16.100](#) Use of Force

[RCW 13.34.030](#) Juvenile Court Act – Definitions

[RCW 13.34.360](#) Transfer of Newborn to Qualified Person – Criminal Liability – Notification to Child Protective Services – Definitions

[RCW 26.44.020](#) Abuse of Children – Definitions

[RCW 26.44.030](#) Abuse of Children – Reports

[RCW 46.61.687](#) Child Passenger Restraint

## Policy

1. The intake worker will:

1. Conduct a comprehensive interview with any referrer, including making reasonable efforts to learn the referrer's name, address, and telephone number and conduct a FamLink person search for all persons, victims, perpetrators, parents, and family members listed in the intake.
2. Contact and document collateral source information in order to complete a comprehensive intake when:
  1. Sufficient information is not available from the referrer to determine the intake screening decision or appropriate response time.
  2. It is necessary to verify or clarify a child abuse or neglect (CA/N) allegation.
3. Process reports with allegations of CA/N, circumstances placing a child at imminent risk of serious harm and requests for services specific to DCYF from any source and in any form, and document in an intake.
  1. Sufficiency Screening  
Screen in intakes for Child Protective Services (CPS) intervention if the following sufficiency screening criteria are met:
    1. The alleged victim is under 18 years of age;
    2. The allegation, if true, minimally meets the WAC definition of CA/N or it is alleged a child's circumstances place them at imminent risk of serious harm; and
    3. The alleged subject has the role of a parent, person acting in loco parentis, or unknown; or
    4. The subject is providing care in a facility subject to licensing by DCYF, or in other state-regulated care.
  2. Allegations of CA/N or Imminent Risk of Serious Harm  
Utilize the FamLink intake, Chronicity Indicator, Structured Decision Making (SDM) Intake, and Intake Practice Guides located on the DCYF intranet to determine assignment to CPS Investigation, CPS Family Assessment Response (FAR), or for Licensing Division (LD) formerly Division of Licensed Resources CPS.
    1. Screen in for:
      1. CPS or LD CPS Investigation when there is an allegation of:
        1. Sexual abuse or sexual exploitation.
        2. Serious physical abuse or serious neglect.
        3. Physical abuse to a child under the age of four for DCYF.
        4. Abuse or neglect reported by a physician, or a medical professional on a physician's behalf, regarding a child under age five.
        5. Injury or bruise on a non-mobile infant, birth to 12 months regardless of the explanation about how the injury or bruise occurred.
      2. CPS or LD CPS Investigation when a report is received from a commissioned law enforcement (LE) officer stating a parent has been arrested for Criminal Mistreatment in the fourth degree per [chapter 9A.42 RCW](#)
      3. CPS Investigation when:
        1. Child or youth in the household is having sexualized contact or engaging in sexual behaviors with other children or youth in the home. For behaviors that may be considered common for childhood development, see [Sexual Development and Behavior](#) in Children.
        2. There is an open dependency case involving the child victim or other member of the household.
        3. A dependency action, closed within the previous 12 months, involving the child victim or a household member who may be a parent, guardian, caregiver of the child, or other adult who resides in the home.

4. An alleged victim or subject is named in three or more intakes screened in for investigation or FAR in the past 12 months.
  4. CPS FAR when it is indicated on the SDM Screening Tool.
  5. LD CPS Investigation when there is an allegation of CA/N in a facility subject to licensing by LD or DCYF or the facility is state regulated. Follow the intake requirements in the DLR CPS Handbook – Investigating Abuse and Neglect in State-Regulated Care.
2. Screen in CPS Risk Only reports when a child is at imminent risk of serious harm and there are no CA/N allegations. These include, but are not limited to reports:
  1. From law enforcement (LE) about a sexually aggressive youth under age eight.
  2. From the prosecutor's office about a sexually aggressive youth under age 12 who will not be prosecuted.
  3. Involving CA/N allegations against an individual age 18 through 20 residing in a state-regulated or licensed facility or facility subject to licensing.
  4. Involving CA/N allegations against an individual age 18 through 24 who reside in a juvenile rehabilitation (JR) facility.
  5. Of a child at imminent risk of serious harm on an open DCYF case.
  6. Of a child at imminent risk of serious harm in the care of a licensed or unlicensed provider.
3. Screen in reports made by a physician licensed under [chapter 18.71 RCW](#) on the basis of expert medical opinion that child abuse, neglect, or sexual assault may have or has occurred and that the child's safety will be seriously endangered if the child is returned home, per [RCW 26.44.030\(8\)](#)
4. Screen in reports from anonymous referrers when alleged CA/N meets the sufficiency screening criteria or there is imminent risk of serious harm and one or more of the following exists:
  1. There is a serious threat of substantial harm to a child.
  2. The allegations includes conduct involving a criminal offense that has, or is about to occur, in which the child is the victim.
  3. A member of the household has a prior founded report of CA/N within three years of receiving the most recent intake.
5. Inform the referrer that, if they choose to remain anonymous and the allegation is assessed at a lower risk, the intake, with the exception of LD CPS, will screen out and will not be assigned for CPS or FAR investigation.
6. Screen in all reports of CA/N or imminent risk of serious harm involving a facility or a facility subject to licensing, regardless of the anonymity of the referrer.
7. Screen in reports involving a newborn exposed to substances including alcohol, marijuana, prescription medications and any drug with abuse potential to the following pathways:
  1. CPS Risk Only when there is no CA/N allegation but the newborn is one of the following:
    1. Substance affected, as identified by a medical practitioner.
    2. Substance exposed and risk factors indicate imminent risk of serious harm.
  2. CPS Investigation or FAR or LD CPS Investigation when there is a CA/N allegation.
3. Commercially Sexually Exploited Children (CSEC):
  1. Complete the CSEC screening question for all intakes involving suspected or confirmed allegations of sexual exploitation of a child or youth.

2. Assign all intakes with suspected or confirmed allegations of CSEC to CPS or LD CPS investigations when there are allegations of CA/N and the alleged subject is a parent, guardian, legal custodian, or person acting in loco-parentis.
3. Notify LE within 24-hours of the time the intake is received on all suspected or confirmed CSEC related intakes when there is reasonable cause to believe a crime has been committed. The intake worker will notify the LE agency with jurisdiction when the 24-hour notification requirement cannot be met by an assigned caseworker or field supervisor managing the straw assignments.
4. Requests for services for a family or child (Non CPS)
  1. Screen in intakes for:
    1. Family Voluntary Services (FVS) when a parent or legal guardian requests services in the home or temporary placement of a child, and there is no anticipated court involvement.
    2. Family Reconciliation Services (FRS) when receiving a request:
      1. For a family assessment for a Child in Need of Services (CHINS) or an At Risk Youth (ARY) petition.
      2. From a youth age 12-17, parent, (custodial or noncustodial), caregiver, LE, Tribal or DCYF caseworker, HOPE Center, Crisis Residential Center (CRC), or Overnight Youth Shelter (OYS) staff when at least one family member requests immediate assistance from DCYF for a family experiencing immediate family crisis due to conflict or a youth exhibiting high risk behaviors.
    3. The following pathways when receiving reports from a CRC, Hope Center or OYS involving a runaway youth and there are no allegations of CA/N:
      1. FRS for youth age 12 and older.
      2. FVS for youth under age 12.
    4. The following pathways when there are no allegations of CA/N regarding a parent or caregiver and requests are received for services involving commercially sexually exploited children and youth and the request is made by the youth, parent or other community member:
      1. FRS for youth age 12 and older.
      2. FVS for youth under age 12.
  5. Child and Family Welfare Services (CFWS) when:
    1. Services are requested for a family or child, the request is appropriate and there is service availability. The caregiver, child, community member or other child welfare agency may make a service request.
    2. A parent transfers a newborn, birth to 72-hours old, anonymously at a hospital emergency room, fire station or federally designated rural health clinic if open and personnel are present to accept the child, per [RCW 13.34.360](#).
  6. Extended Foster Care (EFC) for youth 18 through 20 years old requesting services and who were dependent on their 18th birthday. This includes dependent youth in the custody of JR, DOC, county detention, or jail and who otherwise meet the eligibility criteria. The intake is assigned to the local office in the nearest area where the youth currently resides.
  7. Non-CPS rule infraction on reports regarding LD or DCYF licensed home or facility that do not contain allegations of CA/N.
  8. Non-CPS rule infraction on reports regarding an illegally operating child care or foster home that does not contain allegations of CA/N.

9. Title IV-E and non-Title IV-E Tribal Placement or Payment Only on all tribal payment requests, for both open and closed cases, unless it is a modification to an existing payment-only case.
  2. Refer all inquiries regarding adoption to a foster care licensing supervisor.
5. Indian Child Welfare (ICW)
  1. Make efforts to determine if a child is affiliated with a federally recognized Tribe. Refer to the [Intake Referral and After-Hours Field Response Coordination with Washington state Federally Recognized Tribes](#) and Tribal Agreements located on the ICW page on the DCYF intranet.
  2. If a child or family is affiliated with a Washington state federally recognized Tribe:
    1. Attempt collateral contact with the Tribe prior to making a screening decision.
    2. Document the contact or attempts in the ICW tab in the CA Intake.
    3. Follow [ICW Manual Chapter 1](#).
6. Law Enforcement (LE)
  1. Consult immediately with the intake supervisor if there is an indication the child may be in present danger and a LE child welfare check may be needed, per the [Present Danger](#) policy.
  2. Follow [Mandated Reports to Law Enforcement](#) policy.
7. Domestic Violence (DV)
  1. Screen in for DV on all intakes by asking the following universal screening questions, “Has any adult used or threatened to use physical force against an adult in the home?” If so, the intake worker must ask, “Who did what to whom?”
  2. Offer DV resource information to the referrer on all screened in or out intakes when DV is identified and the referrer is not familiar with DV resources. Resource information is located at [Washington State Coalition Against Domestic Violence](#) and the [DSHS DV site](#).
8. Contracted Provider
  1. Screen out CPS intakes regarding a contracted provider not acting as:
    1. Parent,
    2. Guardian, or
    3. Loco-Parentis

That does not have a DCYF license as third party and send the report to LE if an alleged crime has been committed.

2. Complete the DCYF survey monkey complaint tool, not an intake, when receiving non-CPS complaints regarding contracted providers that do not have a DCYF license.
  3. Inform the DCYF headquarters contracts monitoring manager when made aware of a screened-in CPS intake related to the following persons or their biological family:
    1. A contracted provider who is not licensed or subject to be licensed by DCYF, or
    2. An employee or sub-contractor of the provider.
9. Alerts and Requests from Other States
  1. Generate an intake when an alert or request is received from another state.
    1. Screen in intakes when the child is in Washington state and there are allegations of CA/N that occurred in Washington state meeting the sufficiency screen or there is imminent risk of serious harm.



2. Screen out the intake when it is determined the child is not in Washington State.
  2. Screen out intakes with requests for courtesy home walkthroughs or child welfare checks for a child residing in Washington state if there are not allegations of CA/N or imminent risk of harm and refer to appropriate resources, such as Interstate Compact on the Placement of Children (ICPC) or LE.
10. After Business Hours, Weekends and State Holidays Intake Response
  1. The intake worker immediately notifies the intake supervisor of an emergent intake, no later than one hour after determining it is emergent.
  2. The intake supervisor will contact the after-hours supervisor or area administrator for an after-hours response when:
    1. A child is in present or impending danger.
    2. A face-to-face cannot be completed during normal business hours.
11. Additional Requirements
  1. Provide assurance to referrers that DCYF will make all legal and reasonable efforts to maintain their confidentiality.
  2. Inform the referrer their name may be disclosed for:
    1. Court proceedings.
    2. Dependency or criminal court proceedings.
    3. Criminal Investigations by LE including malicious or false reporting.
    4. When the court orders disclosure.
  3. Inform the referrer that reports or testimony made in good faith have immunity under [RCW 26.44.060](#).
  4. Generate an intake regardless of where the child resides in Washington state.
  5. Generate a new intake on an open case when a report is received alleging a new CA/N. If the intake is screened in, the case will be assigned to a CPS caseworker.
  6. Identify a minor child as a subject only when they are the parent of the alleged victim.
  7. Generate and screen out an intake when a report is received about a pregnant woman's alleged abuse of substances and if there is no CA/N allegation or imminent risk of serious harm regarding children in her care. Substances can include alcohol, marijuana, prescription medications and any drug with abuse potential.
  8. Generate a new screened out intake when a DCYF caseworker receives additional reports of the same CA/N allegations that are already documented in an intake, excluding facility related intakes and:
    1. Select the reason code option of "Allegation Documented in Previous Intake."
    2. Include the previous intake number in the explanation dialogue box in Decision tab in FamLink.
    3. The supervisor must confirm all allegations were previously documented.
  9. Complete the following when any child is reported to intake as [Missing from Care \(MFC\)](#).
    1. Notify the assigned caseworker and their supervisor of any child MFC. Refer to Intake Practice Guide on the DCYF intranet for notification details.
    2. Document the notification in a case note.
  10. Follow the [Photograph Documentation](#) policy when a photograph is received.
  11. Follow the [Audio Recording](#) policy when an audio recording is received.
  12. Respond to [inquiry only](#) calls by providing resource information as requested and available. Inquiry calls are not documented in FamLink because there is no CA/N



allegation, concern or request for services specific to DCYF, and do not require screening.

4. Create and document the intake in FamLink on the date and time DCYF receives the information. Complete the intake according to the following timeframes and intake pathways:
  1. Four hours:
    1. Emergent CPS, CFWS, CPS Risk Only, or LD CPS
    2. CFWS emergent placement and Safe Haven
    3. FRS
  2. Four business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays)
    1. Non-Emergent Investigation
    2. FAR
    3. Non-Emergent LD CPS
  3. Two business days (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays)
    1. Information Only
    2. Third Party
    3. CFWS
    4. Rule Infraction
    5. ICPC Home Study, per [ICPC Placed in Washington state](#) policy.
2. The intake supervisor will:
  1. Review all intakes to make a final screening decision and pathway assignment. The final screening decision is based upon information in the intake and FamLink, and critical thinking that balances child safety, risk and mitigating factors.
  2. Restrict intake or case records during the process of documenting an intake and notify -the area administrator when it is learned:
    1. The subject, victim, or client is an employee or family member of DCYF.
    2. The case is high profile. High profile cases include those involving a child fatality or near-fatality, reports in the media about events in a new intake, a child in an open case is the subject of an Amber Alert, or a parent or caregiver has been arrested as the suspect of child abuse or neglect in a new intake.
    3. The appointing authority determines it is necessary.
  3. Review the case history and current allegations on all screened out intakes that have the chronicity flag indicated to:
    1. Review and document patterns or history to determine if cumulative harm exists. [RCW 26.44.020 \(17\)](#)
    2. Assess if a call back to the referrer or collateral contact is necessary for additional information to make a final screening decision.
  4. Review FamLink Desktop alerts during their shift prior to clearing intakes. If there is an alert on a child identified in the intake, he or she will notify the assigned office immediately.
  5. Document an intake time frame extension in a case note explaining the rationale within seven calendar days of granting the extension. Extensions, not to exceed two hours, are only approved by the intake supervisor to allow intake staff additional time to complete collateral contacts.

## Procedures

When completing an intake, the intake worker will follow steps outlined in the Intake Practice Guide located on the Intake page on the DCYF Intranet.

## Forms

- Intake Report DCYF 14-260

## Resources

- Intake Guide
- LD Child Abuse and Neglect Practice Guide
- DLR CPS Handbook – Investigating Abuse and Neglect in State-Regulated Care
- [Mandated Reporter Toolkit](#)
- Screening and Assessment Response Policy and Procedures
- [Sexual Development and Behavior in Children](#)

# 2310. Child Protective Services (CPS) Initial Face-To-Face (IFF) Response

2310. Child Protective Services (CPS) Initial Face-To-Face (IFF) Response [admin](#) Wed, 07/25/2018 - 21:54

**Original Date:** September 27, 1995

**Revised Date:** July 25, 2021

**Sunset Review Date:** July 25, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide direction when making initial face-to-face (IFF) contact with victims or identified children and youth for child protective services (CPS) cases.

## Scope

This policy applies to Child Welfare (CW) and Licensing Division (LD) CPS employees

## Laws

[RCW 26.44.020](#) Definitions

[RCW 26.44.030](#) Reports-Duty and authority to make-Duty of receiving agency-Duty to Notify-Case planning and consultation-Penalty for unauthorized exchange of information-Filing dependency petitions-Investigations-Interviews of children Records-Risk assessment process

[RCW 74.13.031](#) Duties of the department-Child welfare services-Children's services advisory committee

## Policy

Caseworkers, after-hours workers, and LD CPS investigators must:

1. Meet in-person with the victims or identified children or youth within the following timeframes once DCYF receives the intake:

1. Twenty-four hours for emergent responses.
2. Seventy-two hours for non-emergent responses.
2. Follow the [Indian Child Welfare 1. ICW Procedures at initial contact](#) policy, when there is reason to believe children or youth are or may be a member of or are the biological child of a member and eligible for membership in a federally recognized tribe.

## Procedures

1. Required Efforts to Conduct the IFF
  1. Caseworkers must:
    1. Within 24-hours or 72-hours of receiving the intake, at a minimum, complete one of the following, unless upon discussion with the supervisor it is determined attempts to locate the victims or identified children or youth is not in the best interest of their safety:
      1. Make two physical attempts to complete in-person contact with the victims or identified children or youth in a location where it is reasonable to expect they will be located.
      2. Complete all of the following:
        1. One physical attempt to complete the in-person contact with the victims or identified children or youth within the response time at a location where it is reasonable to expect the victims or identified children or youth to be found.
        2. One collateral contact with a minimum of one individual who may have knowledge of the family or current location of the victims or identified children or youth in an effort to determine their location and make in-person contact within the timeframes. If a collateral contact is unable to be located discuss next steps with the supervisor.
        3. A second physical attempt when the first in-person attempt was not successful and the location is known or new information is obtained. If a new location is identified for the child or youth that is not in close proximity to the location of the initial attempt, attempts to coordinate initial contact must occur by the end of the day.
    2. Discuss with their supervisor if it's determined the IFF may not be achieved within the timeframes and if an extension or exception is needed, due to the following:
      1. The victims or identified children or youth have not been located after two attempts and if additional attempts need to be made within the timeframes.
      2. There are other requests to delay contact, e.g. Law Enforcement (LE) requests to delay.
  2. LD CPS investigators must complete the following for victims or identified children or youth:
    1. Determine their legal status.
    2. Verify whether they are:
      1. In the placement care and authority (PCA) of DCYF. If they are, continue with the IFF procedures within the timeframes designated in section b.ii.
      2. A biological or adoptive child of an individual who is not named as a subject of the intake. If they are, obtain parental permission prior to contacting the victim, unless the victims or identified children or youth are determined to be at imminent risk of harm.
    3. Within 24-hours or 72-hours of being assigned an intake, at a minimum, complete all of the following:
      1. One physical attempt to complete the in-person contact with the victims or identified children or youth within the response time at a location where it is reasonable to expect the victims or identified children or youth to be found.

2. One collateral contact with a minimum of one individual who may have knowledge of the family or current location of the victims or identified children or youth in an effort to determine their location and make contact within the timeframes.
    4. Discuss with their supervisor if the IFF may not be achieved within the timeframes to determine if an extension or exception is needed.
  3. Caseworkers and LD CPS investigators must:
    1. Add any victims who were not initially identified on the original intake when there are no new allegations of child abuse and neglect (CA/N) to the Investigative Assessment or FAR Family Assessment, and complete the IFF:
      1. Per the original screening decision.
      2. From the date and time additional victims are identified, and within:
        1. Twenty-four hours, for emergent responses.
        2. Seventy-two hours, for non-emergent responses.
    2. Generate a new intake if additional victims are identified with new allegations of CA/N.
    3. Discuss with their supervisor if any worker safety concerns are identified and need to be addressed through assistance from LE or additional supports.
    4. Continue to attempt to locate the victims or identified children or youth within the required timeframes and complete the following efforts, if:
      1. Caregivers indicate they do not know where the victims or identified children or youth are located and they have not contacted LE to report them as a runaway or missing, caseworkers must make a report to LE.
      2. There is verification from a reputable source that the victims or identified children or youth has moved out-of-state before the IFF is conducted, caseworkers and LD CPS investigators must contact that state's child welfare agency to report the allegations of CA/N.
      3. The victims or identified children or youth are temporarily out-of-state, contact the child welfare agency of that state to request an IFF. If the state is unresponsive or refuses to complete the IFF and there are safety concerns:
        1. Call LE for a welfare check.
        2. Discuss this with their supervisor and request an extension until the victims or identified children or youth has returned to Washington State.
    5. Not complete IFF contacts out of Washington State.
  4. Caseworkers and LD CPS investigators may refer to the Guidelines for Reasonable Efforts to Locate Children and/or Parents DCYF 02-607 as a resource when victims or identified children or youth cannot be located.
2. IFF Requirements During After Hours
    1. When emergent intakes require an immediate response during after-hours:
      1. CW after-hours supervisors must:
        1. Contact:
          1. A CW after-hours supervisor or area administrator (AA) and request the after-hours worker to respond if an extension is not recommended by either the CW after-hours supervisor or the LD CPS on-call supervisor.
          2. An on-call LD CPS supervisor to determine if an after-hours response is necessary on an LD CPS intake or whether an extension is appropriate on a LD CPS case.
        2. Make the final decision if there is conflict regarding a screening decision for an after-hours 24-hour emergent intake.
      2. An after-hours supervisor or AA must contact the after-hours worker to:
        1. Attempt to make the IFF.
        2. Address worker safety.

2. CI supervisors must email emergent intakes to the after-hours supervisor or AA when an emergent intake does not require immediate response by an after-hours worker.
3. After-hours supervisors must review non-emergent intakes assigned to the straw email box to determine if the IFF initial timeframe will expire before the next calendar day and assess the need to initiate after-hours contact.
4. When [present danger](#) is identified during the IFF by after-hour workers, the following must be completed:
  1. After-hours workers must immediately report to their supervisor [present danger](#) has been identified and describe the protective actions taken.
  2. After-hours supervisors or AA's must:
    1. Review and verbally approve the protective action taken.
    2. Document the protective action and approval in a FamLink case note.
3. Extensions to the IFF Timeframe
  1. CW supervisors must only enter IFF extensions when any of the following occurs:
    1. The intake was received by an intake caseworker on the last business day of a work week, and was not reviewed by an CI supervisor until the next business day. The field supervisor receiving the screened-in intake may approve a 24-hour extension from the date and time the CI supervisor made the final screening decision.
    2. The safety of the victims or identified children or youth will be compromised if an extension is not granted.
    3. LE is requesting to delay the IFF contact and tells the caseworker they are not to make any contact with the victims or identified children or youth, including a [present danger](#) assessment, per the County Child Abuse, Fatality, and Criminal Neglect Investigation Protocols.
    4. When a CPS intake is screened out by an intake supervisor and the assigned field supervisor screens the intake in, the IFF timeframe may be extended with AA approval.
    5. Efforts to locate, as described in Procedures Section 1.a., were made by caseworkers within the 24-hour or 72-hour timeframes. When this occurs, assigned supervisors must:
      1. Review the caseworker's documented efforts to locate the victims or identified children or youth.
      2. Enter an extension if required efforts to locate the victims or identified children or youth has been made, every:
        1. Twenty-four hours on emergent intakes, until the IFF contact occurs.
        2. Seventy- two hours on non-emergent intakes, until the IFF occurs, excluding weekends and holidays.
      3. Not enter an extension if additional efforts need to be made and discuss with caseworkers what additional efforts are needed.
    6. The victim or identified child or youth is temporarily in another state and that state has refused to complete a courtesy IFF.
  2. When an extension is not entered and continued efforts to locate the victims, identified children or youth are required, caseworkers must continue with same process as described in procedures section 1.a., until the IFF occurs.
  3. CW supervisors must continue to monitor the efforts and add a new extension, if the victims or identified children or youth have not been seen, per the following timeframes, for every:
    1. Twenty-four hours until the IFF occurs for assigned 24-hour time frames.
    2. Seventy-two hours, excluding weekends and holidays, for assigned 72-hour time frames.
  4. LD CPS supervisors must review requests for an extension and only approve extensions when the following occurs:
    1. The safety of the victims or identified children or youth will be compromised if an extension is not granted and the extension is approved by the LD AA.
    2. LE is requesting to delay the IFF contact and tells the investigator they are not to make any contact with the victims or identified children or youth, including a [present](#)

[danger](#) assessment, per the County Child Abuse, Fatality, and Criminal Neglect Investigation Protocols.

3. An intake screening decision changed from screen-out to screen-in and the timeframe expired.
  4. Victims or identified children or youth are in the care and custody of a non-subject parent or guardian who is protective.
  5. Efforts to locate were made by LD CPS investigators within the 24-hour and 72-hour timeframes. When this occurs, assigned supervisors must:
    1. Review the LD CPS investigator's efforts to locate the victims or identified children or youth.
    2. Approve the extension, if the required efforts to locate the victims or identified children or youth have been made every:
      1. Twenty-four hours on emergent intakes, until the IFF contact occurs.
      2. Seventy-two hours on non-emergent intakes, until the IFF occurs, excluding weekends and holidays.
    3. Not enter an extension, if additional efforts need to be made and discuss with the LD CPS investigator what additional efforts are needed.
  6. The victims or identified children or youth:
    1. Are temporarily in another state and that state has refused to complete a courtesy IFF.
    2. Have been moved out of state and an IFF is requested from the other state.
    3. Was allegedly abused in a licensed facility that does not provide care during weekends or holidays, and the extension is approved by an LD CPS supervisor.
    4. Is no longer placed in the facility.
  7. LD CPS supervisors must continue to monitor the efforts and add a new extension if the victim or identified child or youth has not been seen every 72 hours, excluding weekends and holidays, for assigned 24 or 72-hour time frames.
4. Exceptions to the IFF
- If an IFF cannot to be completed, CW or LD CPS supervisors must only use and approve exceptions to IFFs if:
1. The victim or identified child or youth:
    1. Can't be located and all reasonable efforts to locate them have been exhausted throughout the life of the case.
    2. Is deceased.
    3. Has moved out-of-state and a new intake has been completed by the receiving state.
  2. The allegation involves a child care facility investigation and the biological parent or guardian will not allow their child or youth to be interviewed.
5. During IFF Contact with the Victims or Identified Children or Youth
- When completing the IFF with the victims or identified children or youth:
1. Caseworkers, after-hours workers, or LD CPS investigators must:
    1. Assess for [present danger](#).
    2. Take protective action if [present danger](#) is identified.
    3. Address all allegations of CA/N.
    4. Observe and document the physical condition and behaviors of the victim or identified child or youth.
    5. Follow the [Photograph Documentation](#) policy when photographing the victim or identified child or youth's physical conditions or environment to document CA/N.
    6. Follow the [Interviewing a Victim or Identified Child](#) policy when conducting comprehensive interviews.
    7. Observe the victims or identified children or youth's living environment, if possible
  2. Caseworkers and after-hours workers must gather relevant and sufficient information by completing the following:

1. [Safety Assessment](#), within 30 calendar days from the date of intake.
2. [Structured Decision Making Risk Assessment \(SDMRA\)](#), the timeframes specified in the [SDMRA](#) policy.
3. LD CPS investigators must complete a [safety assessment](#) and [safety plan](#) for biological, adoptive, and guardianship children or youth when there is an identified safety threat.
6. After the IFF
  1. Once the IFF has been completed, caseworkers, after-hours workers, and LD CPS investigators must:
    1. Contact intake as soon as possible, but no later than 48 hours, if there is a new allegation of CA/N to report, per [RCW 26.44.030](#).
    2. Immediately call 911 to report information to LE about crimes against children or youth, and when they believe the child or youth are in [present danger](#), per the [Mandated Reports to Law Enforcement](#) policy.
  2. Once the IFF has been completed, caseworkers and LD CPS investigators must:
    1. Follow the [Commercially Sexually Exploited Children \(CSEC\)](#) policy.
    2. Complete the [Commercially Sexually Exploited Child \(CSEC\) Screen DCYF 15-476](#) form, if children or youth are suspected or confirmed to be victims of CSEC.
7. Documenting in FamLink
  1. Caseworkers, after-hours workers, or LD CPS investigators must complete the following within three calendar days:
    1. Document the following information in an IFF case note in FamLink:
      1. All IFF contacts or attempted contacts, including the date and time.
      2. If anyone else was present during the contact.
      3. If [present danger](#) was identified and any protective action was taken.
    2. Upload all photographs and audio recordings into FamLink, per the [Photograph Documentation](#) and [Audio Recording](#) policies.
  2. Supervisors must document the following in the explanation section of the Extension/Exception details box in FamLink for:
    1. Extensions within three calendar days of determining if the extension is approved and include the following:
      1. Rationale for the extension.
      2. Timeframes for the extension, as follows:
        1. Twenty-four hours on emergent intakes, until the IFF contact occurs.
        2. Seventy-two hours on non-emergent intakes, until the IFF occurs, excluding weekends and holidays.
      3. Name of the LE officer and agency, if applicable.
    2. Exceptions within three calendar days of determining if the exception is approved and include the rational for the exception.

## Forms

Commercially Sexually Exploited Child (CSEC) Screen DCYF 15-476 (located in the Forms repository on the DCYF intranet)

FAR Family Assessment (FARFA) DCYF 10-474 (located in the Forms repository on the DCYF intranet)

Investigative Assessment (IA) DCYF 09-967 (located in the Forms repository on the DCYF intranet)

[Safety Plan DCYF 15-259](#)

## Resources



[Audio Recording policy](#)

[Commercially Sexually Exploited Children \(CSEC\) policy](#)

County Child Abuse, Fatality and Criminal Neglect Investigation Protocols, (located on the CA intranet)

Guidelines for Reasonable Efforts to Locate Children and/or Parents DCYF 02-607 (located in the Forms repository on the DCYF intranet)

[Indian Child Welfare Policies and Procedures Chapter 1. Initial Intake ICW Procedures at Initial Contact policy](#)

[Interviewing a Victim or Identified Child policy](#)

Investigating Abuse and Neglect in State-Regulated Care Handbook (located on the CA intranet)

[Mandated Reports to Law Enforcement policy](#)

[Photograph Documentation policy](#)

[Present Danger policy](#)

[Safety Assessment policy](#)

[Safety Plan policy](#)

[Structured Decision Making Risk Assessment \(SDMRA\) policy](#)

Tribal Contact and Coordination Guidelines, (located on the CA intranet)

## 2331. Child Protective Services (CPS) Investigation

2331. Child Protective Services (CPS) Investigation [admin](#) Wed, 07/25/2018 - 22:29

**Original Date:** December 2011

**Revised Date:** July 25, 2021

**Policy Review:** July 25, 2025

**Approved by:** Jody Becker, Deputy Secretary

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### Purpose

The purpose of this policy is to provide guidance on conducting investigations when intakes are screened-in with allegations of child abuse or neglect (CA/N) or when children or youth are believed to be at imminent risk of harm.

### Scope



This policy applies to child welfare (CW) and Licensing Division (LD) Child Protective Services (CPS) employees.

## Laws

[RCW 26.44.030](#) Reports, Duty and authority to make – Duty of receiving agency – Duty to notify – Case planning and consultation – Penalty for unauthorized exchange of information – Filing dependency petitions – Investigations – Interviews of children – Records – Risk assessment process.

[RCW 26.44.100](#) Information about rights – Legislative purpose – Notification of investigation, report, and findings

[RCW 26.44.185](#) Investigation of child sexual abuse, Revision and expansion of protocols —

Child fatality, child physical abuse, and criminal child neglect cases.

[RCW 74.13.031](#) Duties of department, Child welfare services —Children's services advisory committee.

[RCW 74.14B.010](#) Children's services workers – Hiring and training

## Policy

1. DCYF will complete investigations on screened-in intakes for allegations of CA/N in the following timeframes, unless law enforcement (LE) has determined additional time is needed, per County Child Abuse, Fatality and Criminal Investigations Protocols. For:
  1. CW employees, within 60 days from the date the allegations were reported.
  2. LD CPS employees, within 45 days from the date the allegations were reported.
2. Regional administrators (RA) or designee must:
  1. Develop CPS guidelines with the military base commander or designee for families living on-post within the region. Guidelines and procedures may include off-post families.
  2. Collaborate with county prosecutors and offices to establish and maintain county child abuse investigation protocols, per [RCW 26.44.185](#).
3. LD CPS employees must follow the Investigating Abuse and Neglect in State-Regulated Care Handbook.
4. Caseworkers and LD CPS investigators must:
  1. Follow [Indian Child Welfare Chapter 1 Initial Intake Indian Child Welfare \(ICW\)](#) policies when there is reason to believe children or youth are or may be a member, or are the biological child of a member and eligible for membership in a federally recognized tribe.
  2. Contact LE if there is information about a crime that has been committed against a child, youth, or vulnerable adult, or the children or youths' welfare is endangered, per the [Mandated Reports to Law Enforcement](#) policy.

## Procedures

1. Supervisors must:
  1. When there is a disagreement between supervisors about an intake screening decision or a CPS investigation identified to transfer to Family Voluntary Services (FVS), consult with:
    1. The safety administrator for LD CPS.
    2. The area administrator (AA) for CW.
  2. For CPS Risk Only screened-in intakes, assign them:
    1. Per the [Case Assignment](#) policy.

2. To the assigned CPS Family Assessment Response (FAR), CPS Investigation, FVS, or Child and Family Welfare Services (CFWS) caseworker, if the case is already open to that caseworker. That caseworker will complete the CPS risk-only investigation.
3. To CPS investigation caseworkers. If the case is co-assigned, assign the intake to the CPS investigation caseworker.
4. To a LD CPS investigator if the Risk Only is provider related.
3. Conduct [monthly supervisor case reviews](#), review all [Safety Plans](#), and document the reviews in a FamLink case note.
4. Review [Investigative Assessments \(IA\)](#) submitted for approval. When reviewing for approval, confirm the case documentation is comprehensive and complete and document in FamLink. If:
  1. Not approved, return case to caseworkers for continued work with instructions of what work needs to be completed before resubmitting for transfer or closure.
  2. Approved, transfer or close the case.
5. Close cases when:
  1. Court intervention is not necessary or appropriate.
  2. Services are not needed or have been declined.
  3. All components of the investigation have been completed.
  4. There is no active safety threat per the [Safety Assessment](#) policy.
6. Transfer case assignments to:
  1. FVS or FRS when families are participating in services.
  2. CFWS when a dependency has been filed.
7. Review and approve requests to extend investigations that remain open past 90 calendar days from the date and time of intake when LE or prosecutors have determined additional time is needed or to comply with the County Child Abuse, Fatality, and Criminal Investigation Protocols.
8. Submit cases for a statewide CPS alert to the [FamLink Service Desk](#) when reasonable efforts to locate the child or youth have been exhausted and either the:
  1. Court has authorized pick-up of the child.
  2. Child or youth is believed to be in present danger or unsafe.
9. If children or youth are out-of-state and believed to be unsafe, make a CPS report to the state where it is believed the children or youth are located.
2. When conducting investigations:
  1. Prior to face-to-face contact or investigative interviews with children or youth, caseworkers and LD CPS investigators must:
    1. Review case history, if applicable.
    2. Coordinate with local LE per County Child Abuse, Fatality and Criminal Investigations Protocols, when applicable.
    3. Contact referrers to verify the information in the intake is clear and complete and to learn additional needed information such as the families schedule and child's likely whereabouts.
    4. Maintain confidentiality of case information with non-mandatory reporters. Case information may only be shared with mandated reporters as long as the information is pertinent to the CPS case.
    5. Notify the Department of Defense Family Advocacy Program, per the military Memorandum of Understanding, when investigations involve military parents or guardians.
  2. Caseworkers and LD CPS investigators must conduct face-to-face contacts and interviews with children and youth, per [Child Protective Services \(CPS\) Initial Face-to-Face Response](#) policy.
  3. Caseworkers must conduct [monthly health and safety visits](#) with children and youth and monthly visits with parents or guardians when cases are open longer than 60 calendar days, per the [Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers](#) policy.

4. Caseworkers must conduct in-person interviews of children's or youth's parents or guardians and subjects, and LD CPS investigators must conduct in-person interviews with subjects. When conducting interviews:
  1. Caseworkers must notify children or youth's parents or guardians:
    1. Of any CA/N allegations made against them at the initial point of contact, while maintaining the:
      1. Confidentiality of the person making the allegations.
      2. Safety and protection of children or youth.
      3. Integrity of the investigation process.
    2. When children or youth are taken into protective custody.
  2. Caseworkers and LD CPS investigators must:
    1. Identify and verify all individuals living in the home and assess for safety threats and risk.
    2. Provide [infant safety education and intervention](#) for all children in the family age birth to one year, per the [Infant Safety Education and Intervention](#) policy.
    3. Inquire about the child's possible membership or eligibility for membership in a federally recognized tribe and follow [Indian Child Welfare Manual Chapter 3 Inquiry and Verification of Child's Indian Status](#).
    4. Conduct a [universal domestic violence \(DV\) screening](#) and at key points in a case, i.e., a new intake is received, at case transfer, or when re-assessing safety to identify if DV is present. If DV is identified, follow the [DV](#) policy and verify all persons, e.g., children and youth, caregivers, and subjects, are interviewed separately, if possible.
    5. Follow the [Child Protective Services \(CPS\) Initial Face-To-Face \(IFF\) Response](#) policy when a child cannot be located within response timeframes. This includes making reasonable efforts to locate the family using the Guidelines for Reasonable Efforts to Locate Children or Parents as a resource if the family cannot be located.
5. Safety, Risk, and Investigative Assessments
  1. Caseworkers and LD CPS investigators must:
    1. Complete a [Safety Assessment](#) within 30 calendar days from the date of the intake and at key decision points in a case. For:
      1. Caseworkers, follow the [Safety Assessment](#) policy.
      2. LD CPS investigators, follow the [LD CPS Use of Safety Assessment and Safety Planning Tools](#) policy.
    2. Discuss cases with their supervisor to determine if children or youth will be placed in out-of-home care when a safety threat is identified and cannot be managed with a [Safety Plan](#).
    3. Complete the [Investigative Assessment \(IA\)](#) on all investigations within the following timeframes from when the intake is received:
      1. 60 calendar days for CW employees.
      2. 45 calendar days for LD CPS employees.
    4. Document and submit an extension on the Extension/Exception tab in FamLink when requesting extensions on investigations remaining open beyond 90 calendar days from the date the intake is received due to LE or prosecutor collaboration to their supervisor.
  2. Caseworkers must complete the [Structured Decision Making Risk Assessment \(SDMRA\)](#) within the timeframe specified in the [SDRMA](#) policy.
6. Safety Plans  
Caseworkers and LD CPS investigators must complete a:
  1. [Safety Plan DCYF 15-259](#) form if safety threat is identified and can be controlled and managed in the home.

2. [Plan of Safe Care DCYF 15-491](#), per the [Infant Safety Education and Intervention](#) policy, with families when newborns are either:
  1. Identified as substance affected by a health care provider.
  2. Identified as having withdrawal symptoms resulting from prenatal drug and alcohol exposure.
  3. Born to a dependent youth.
7. **Consultations, Evaluations, and Referrals**  
Caseworkers and LD CPS investigators must:
  1. Request a prompt [Child Abuse and Neglect Medical Consultation \(Med-Con\)](#) with a Child Protection Medical Consultant provider for treatment for children or youth if:
    1. Indicators of serious CA/N exist.
    2. Children are age three or younger with a physical abuse allegation.
    3. The alleged CA/N cannot be reasonably attributed to the explanation and a diagnostic finding would clarify the assessment of risk or determine the need for medical treatment.
    4. The alleged neglect includes concerns that children or youth are being deprived of food, underweight, or starved.
  2. Contact the regional Child Protection Medical Consultant for consultation on medications and children with complex medical issues, when applicable.
  3. Seek legal authority for the medical examination if parents or guardians do not comply with the request. Contact your assigned Assistant Attorney General for consultation.
  4. Contact the [Washington Poison Control Center](#) if consultation is needed about prescribed or non-prescribed medications.
  5. Refer children or youth with complex behavioral health needs for a Wraparound Intensive Services (WISe) screen, per the [WISe](#) policy.
  6. Make referrals to [Early Support for Infants and Toddlers \(ESIT\)](#) services within two business days of identifying children younger than three years old with a possible developmental delay. To refer:
    1. Contact the Family Resources Coordinator at 1-800-322-2588 or through the [ESIT website](#).
    2. Inform the child's parents or guardians of the ESIT referral and that the services are no cost to the family and:
      1. Voluntary for non-dependent children.
      2. Mandatory for dependent children.
8. **Investigating Allegations of Serious Physical and Sexual Abuse**  
Caseworkers and LD CPS investigators must:
  1. Consult with the [Child Abuse and Neglect Medical Consultation \(Med-Con\)](#) or with a Child Advocacy Center (CAC) physician:
    1. To determine if children or youth alleged to be sexually abused need a medical examination.
    2. When there is an allegation of sexual abuse that includes physical injury to children or youth or the potential for them to have a sexually transmitted disease.
    3. When children or youth are seriously injured.
    4. When there is a pattern of injury to young children because of alleged CA/N.
  2. Verify the physician examining children or youth are affiliated with Med-Con or a CAC. If children or youth are examined or were previously examined by a physician who is not affiliated with the Med-Con or a CAC, refer the case to the Med-Con or CAC physician so they are aware of:
    1. Current allegations
    2. Available medical information
    3. Previous injuries
    4. Indications they have been abused or neglected in the past.

3. Except when the court has determined the children or youth are safe to remain in the home, place children or youth in out-of-home care when they:
  1. Have suffered a serious non-accidental injury and a safety plan separating the children or youth from the subject cannot be developed.
  2. Are a sibling of a child who has been fatally or seriously injured due to abuse or neglect and a safety plan separating the child or youth from the subject cannot be developed.
  3. Have a parent or guardian who has been determined to be unwilling or incapable, i.e., due to mental illness or substance abuse, of supervising or protecting the children or youth and an in-home safety plan cannot be developed to assure the supervision or protection of the children or youth.
  4. Have been sexually abused and a safety plan cannot be developed to protect them from the subject.
4. Follow the [Safety Assessment](#) policy and if the child or youth is unsafe and safety threats can be controlled or managed in the home, complete a [Safety Plan DCYF 15-259](#) form, per the [Safety Plan](#) policy.
5. Prior to allowing contact between the alleged perpetrator and victim:
  1. Consider the psychological harm and physical safety of the children or youth.
  2. Consult with LE, treatment providers, and others involved with the family.
  3. Verify contact between the children or youth and the person who poses the safety threat is sufficiently monitored by a protective individual.
  4. Obtain supervisor approval.
9. Case Coordination and Collateral Contacts  
Caseworkers and LD CPS investigators must:
  1. Follow the [background check](#) policy, when applicable.
  2. Contact LE if assistance is needed to:
    1. Coordinate on investigations where a crime may have been committed against a child or youth.
    2. Assure the safety of children, youth, or employees.
    3. Observe or preserve evidence.
    4. Determine if children or youth are in need of protective custody.
    5. Enforce a court order.
    6. Assist with the investigation.
  3. Consult with supervisors if children or youth are unsafe and LE does not place them into protective custody.
  4. Interview professionals and other individuals who may have knowledge of the children or youth, parents or guardians, or the allegations of CA/N including but not limited to:
    1. Non-custodial parents
    2. School personnel
    3. Medical providers
    4. Childcare providers
    5. Relatives
    6. Neighbors
    7. Other adults or children living in the home
    8. Other individuals identified by parents or caregivers
    9. Tribal social workers, law enforcement
  5. Seek expert consultation and evaluation of issues that may pose a child safety threat or [present danger](#), e.g., housing inspector, health department or other local authority, etc.
10. Additional Requirements  
Caseworkers and LD CPS investigators must:
  1. Follow the [Hospital Holds](#) policy when children or youth are placed on a hospital hold by a physician or hospital administrator.

2. Follow the [Sexually Aggressive Youth \(SAY\)](#) policy when investigating SAY intakes.
  3. Make a report to intake when any child or youth in an open case is believed to be at imminent risk of serious harm or there is a new allegation of CA/N not included in the original intake.
  4. Send a [False Reporting Letter DCYF 09-070](#) to any person believed to have made a false report of CA/N by certified mail.
3. Concluding an Investigation
- Upon completion of an investigation, caseworkers and LD CPS investigators must:
1. Notify all persons named in the intake as subjects of the abuse or neglect findings, and their rights of review and appeal, per the [CPS Investigative Findings Notification](#) policy.
  2. Inform the Washington State federally recognized tribe of the outcome of the investigation when children or youth meet the definition of an [Indian child](#).
  3. Transfer case to FVS, FRS, or CFWS when services are provided, including placement in out-of-home care through [Voluntary Placement Agreements \(VPA\)](#) or court order.
  4. Close cases and submit to their supervisor when:
    1. All components of the investigation have been completed.
    2. Services are not needed or have been declined.
    3. Court intervention is not necessary or appropriate.
    4. There is no active safety threat.

## Forms

Child Custody Transfer DCYF 10-157 (located in the Forms repository on the DCYF intranet)

[Child's Physical Description DCYF 15-359](#)

False Reporting Letter DCYF 09-070 (located in the Forms repository on the DCYF intranet)

[Plan of Safe Care DCYF 15-491](#)

[Safety Assessment/Safety Plan DCYF 15-258](#)

[Safety Plan DCYF 15-259](#)

[Washington State Court Forms](#)

## Resources

[Audio Recording policy](#)

[Background Check policy](#)

[Case Assignment policy](#)

[Child Abuse and Neglect Medical Consultation \(Med-Con\)](#)

[Child Protective Services \(CPS\) Initial Face-To-Face \(IFF\) Response policy](#)

[CPS Investigative Findings Notification policy](#)

[Domestic Violence policy](#)

Guidelines for Reasonable Efforts to Locate Children and/or Parents DCYF 02-607 (located in the Forms repository on the DCYF intranet)

[Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy](#)

[Hospital Holds policy](#)

[Indian Child Welfare Chapter 1 Initial Intake Indian Child Welfare \(ICW\) policies](#)

[Infant Safety Education and Intervention policy](#)

[Interviewing a Victim or Identified Child policy](#)

[Investigative Assessment policy](#)

[LD CPS Use of Safety Assessment and Safety Planning Tools policy](#)

[Mandated Reports to Law Enforcement policy](#)

[Monthly Supervisor Case Reviews policy](#)

[Photograph Documentation policy](#)

[Present Danger policy](#)

[Safety Assessment policy](#)

[Safety Plan policy](#)

[Sexually Aggressive Youth \(SAY\) policy](#)

[Structured Decision Making Risk Assessment \(SDMRA\) policy](#)

[Understanding the Dependency Process - brochure DCYF 22-1499](#)

[Using Child Safety as the Basis for Case Closing - article](#)

[Voluntary Placement Agreements \(VPA\) policy](#)

[Wraparound with Intensive Services \(WISe\) policy](#)

**Located on DCYF CA intranet:**

Child Protection Medical Consultation Network

County Child Abuse, Fatality and Criminal Investigations Protocols

Guidelines for Reasonable Efforts to Locate Children or Parents

Investigating Abuse and Neglect in State-Regulated Care Handbook



## 2332. Child Protective Services Family Assessment Response

2332. Child Protective Services Family Assessment Response [admin](#) Wed, 07/25/2018 - 22:40

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** January 1, 2014

**Revised Date:** July 1, 2018

**Policy Review:** July 1, 2021

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### Purpose Statement

Family Assessment Response (FAR) is a Child Protective Services (CPS) alternative response to an investigation of a screened-in allegation of child abuse or neglect. FAR focuses on child safety along with the integrity and preservation of the family when lower risk allegations of child maltreatment have been screened in for intervention.

### Scope

This policy applies to Division of Children and Family Services (DCFS) staff.

### Laws

[RCW 26.44.010](#) Declaration or Purpose

[RCW 26.44.020](#) Definitions

[RCW 26.44.030](#) Reports, Duty and Authority, Duty of Receiving Agency, Duty to Notify, Case Planning and Consultation, Penalty for Unauthorized Exchange of Information, Filing Dependency Petitions, Investigations, Interviews of Children, Records, and Risk Assessment Process

[RCW 26.44.031](#) Records, Maintenance and Disclosure, Destruction of Screened-Out, Unfounded, or Inconclusive Reports, Rules and Proceedings for Enforcement

[RCW 26.44.170](#) Alleged child abuse or neglect, Use of alcohol or controlled substances as contributing factor, Evaluation

[RCW 26.44.195](#) Negligent treatment or maltreatment, Offer of services, Evidence of substance abuse, In-home services, Initiation of dependency proceedings

[RCW 26.44.260](#) Family Assessment Response

[RCW 26.44.270](#) Family Assessment and Recommendation of Services

[RCW 26.44.272](#) Family Assessment, Assessment for Child Safety and Well-being, Referral to Preschool, Child Care, or Early Learning Programs and Communicating with and Assisting Families



## Policy

1. Make initial contact with the parent or caregivers to schedule an appointment to meet with the family to provide them with written information regarding FAR.
2. Safety Assessment
  1. All identified child victims in the home must be assessed for child safety within [72 hours](#) of the date and time the intake was received.
  2. All children in the home not identified as victims must be seen face-to-face prior to the completion of the [Safety Assessment](#).
  3. A [safety plan](#) with the family must be completed when safety threat(s) are identified and can be managed with a plan.
  4. When the child's safety cannot be managed with a [safety plan](#), the child must be placed out-of-home by a [Voluntary Placement Agreement](#), law enforcement or court order.
3. Family Assessment
  1. Comprehensive information about the family must be gathered to assess child safety and the family's needs and strengths. Follow the [Photograph Documentation policy](#) if photographs of children or the home environment are needed.
  2. Develop a case plan with the family to reduce the risk of harm to the child using Case Plan form 15-249A; and enter the case plan into the FAR **Family Assessment (FARFA)** when:
    1. The family assessment indicates services are needed;
    2. The family agrees to services; and
    3. A case remains open beyond 45 calendar days.
  3. Tribes must be included in case planning if the child is determined by the tribe to be a member or the biological child of a member and eligible for membership per [Chapter 3 Inquiry and Verification of Child's Indian Status of the Indian Child Welfare Manual \(ICW\)](#).
  4. A meeting with the family must be conducted if they refuse to participate in identified services.
  5. All children, parents and out-of-home caregiver must receive monthly [health and safety visits](#) for cases open longer than 60 days.
  6. All risk only intakes screened-in on an open FAR case will have a [CPS investigation](#) completed by the FAR caseworker unless the risk only would be assigned to another office per the [Case Assignment](#) policy.
4. Service Delivery and Case Closure

A FAR case must be closed within 45 calendar days from the date the intake was received unless the parent or caregiver receiving services consents to the case remaining open for up to 120 calendar days per [RCW 26.44.030 \(13\)](#).
5. Case Transfer and Assignment
  1. A FAR case must be transferred to CPS investigation if:
    1. There is indication of severe maltreatment or abuse by a parent or caregiver.
    2. The parent or caregiver declines to participate in FAR.
    3. The parent or caregiver refuses to allow the FAR caseworker to complete an [Initial Face-to-Face \(IFF\)](#) or interview the identified children.
  2. Cases must be staffed with the supervisor to determine if the case must transfer to investigations or a dependency petition must be filed when:
    1. [Present danger](#) cannot be controlled with a protective action plan.
    2. The child's safety cannot be managed with a [safety plan](#).
  3. A FAR case must be transferred to Child and Family Welfare Services (CFWS) if a dependency petition is filed.

## Procedures

1. The FAR supervisor must review the intake and:
  1. Discuss the intake with the CPS investigation supervisor if the pathway should be changed to CPS investigation.
  2. Resolve disagreements regarding the pathway with an area administrator (AA).
  3. Discuss with the FAR caseworker whether the child's safety or the integrity of the assessment would be compromised if the parents were notified prior to the completion of the [IFF](#).
2. For initial contact with the parents or caregivers and children the FAR caseworker must:
  1. Contact parents or caregivers by phone when possible to:
    1. Inform a parent a FAR referral has been made regarding their child.
    2. Arrange an initial meeting. Unannounced home visits may occur when efforts to contact the parents have been unsuccessful or the safety of the child will be compromised.
    3. Provide the parents with the [FAR Brochure DSHS 22-1534](#) and explain the FAR and investigation pathways to inform the parents or caregivers of:
      1. Their rights under FAR;
      2. Their options to participate or decline in FAR; and
      3. CA options if they do not agree to participate in services offered in FAR.
    4. Ask if the parent or caregiver agrees or disagrees to participate in FAR.
    5. Discuss the IFF requirements with parents or caregivers and collaborate with them to conduct the [IFF](#) within 72 hours.
  2. If the parent declines or interferes with the [IFF](#) and safety assessment of the child:
    1. Staff the case with the FAR and investigation supervisors to transfer the case to CPS investigation. If the [IFF](#) has not yet been completed, the FAR and investigation supervisors must determine who will be responsible for the [IFF](#) and if an extension is necessary.
    2. Transfer the case to CPS investigation.
3. To complete an assessment of the family the FAR caseworker must:
  1. Partner with the family to identify collateral contacts to speak with regarding the family's circumstances and the safety of the children.
  2. Assess for [present danger](#) on all children in the home and document in a case note.
  3. Take immediate protective action if a child is in [present danger](#).
  4. Gather comprehensive information to complete the FARFA including:
    1. [Safety Assessment/Safety Plan](#)
    2. [SDM Risk Assessment](#)
    3. [Case planning](#)
  5. Complete an [Investigative Assessment](#) for all risk only intakes received within the office jurisdiction of the open FAR case. Follow [Case Assignment](#) policy.
  6. Assess for child safety and child well-being when collaborating with a family to determine the need for childcare, preschool, or home visiting services for non-school-age children.
  7. Complete the Commercially Sexually Exploited Child (CSEC) Screening Tool DSHS 15-476 when there is suspicion, indication or confirmation that a child or youth may be a victim of commercial sexual exploitation.
  8. Determine whether it is probable that the use of substances, including alcohol, marijuana, and/or prescription medications, contributed to the alleged abuse or neglect.
  9. Inquire about the child's possible membership or eligibility for membership in a federally recognized tribe.
    1. Follow [ICW Manual Chapter 3.0 Inquiry and Verification of Child's Indian Status](#).
    2. If a child is a member or eligible for membership with a Washington state tribe, contact the tribe to:
      1. Determine the tribe's level of involvement.
      2. Identify any tribal services and resources available to the family.

3. Review and follow any [memorandum of understanding](#) for Washington state tribes for families residing on or off a reservation.
  10. Conduct a universal domestic violence (DV) screening at key points in a case, i.e.) a new intake, case transfer, and re-assessment of safety to identify if DV is present. If DV is identified, follow [Domestic Violence](#) policy and ensure all persons (e.g. child, caregivers or alleged perpetrators) are interviewed separately.
  11. Report any new allegation of Child Abuse/Neglect (CA/N) identified during the assessment, following mandatory reporting requirements.
  12. The FARFA must be completed upon case closure, no later than 120 calendar days from intake.
  4. To identify and provide services and community resources the FAR caseworker must:
    1. Develop a [case plan](#) with the family when the family assessment identifies a need for services or community resources. This includes:
      1. Referring a child to:
        1. [Early Support for Infants and Toddlers \(ESIT\)](#) services within two business days of identifying a child younger than three years old with a possible developmental delay. To refer:
          1. Contact the Family Health Hotline at 1-800-322-2588 or through the [ESIT web site](#).
          2. Inform the child's parents or legal guardian of the ESIT referral and that the services are no cost to the family and:
            1. Voluntary for non-dependent children; and
            2. Mandatory for dependent children.
        2. Preschool, licensed childcare for non-school-aged children or home visiting services to programs enrolled in the Department of Early Learning [Early Achievers Program](#). The programs must rate a level 3, 4, or 5 in the Early Achievers Program unless:
          1. The family lives in an area with no programs that rate 3 or higher in the [Early Achievers Program](#) (or if all the childcare programs that meet this requirement are full);
          2. The program is not able to meet the needs of the child; or
          3. The child is already attending a program and the parents or caregivers do not wish to change programs.
        3. A designated mental health provider if the child or youth has complex behavioral health needs for a Wraparound Intensive Services (WISe) screen per the [WISe policy](#).
      2. Providing [concrete goods](#) and supports that strengthen the family's ability to safely care for and meet their children's needs. Concrete goods must be directly related to the issues of safety and risk identified in the assessment.
    2. Conduct a meeting when the family declines services and the [safety assessment](#) indicates:
      1. The child is unsafe. Complete a [Family Team Decision Making Meeting](#) to determine if:
        1. An in-home safety plan can be implemented.
        2. A safety plan cannot be implemented and out-of-home placement is necessary to ensure the child's safety.
      2. The child is safe. Meet with the family to discuss how participation in services can address issues identified in the assessment as opposed to no services being provided.
5. To complete case transfer and assignment the FAR caseworker must:
  1. Complete case documentation and the FARFA within five calendar days of the decision to transfer.
  2. Staff case with the FAR and investigation supervisors to determine how the intake must be assigned when a new intake screens in for:
    1. FAR and the case is open to an investigation caseworker.
    2. Investigation and the case is open to FAR caseworker.

6. To complete case closure the FAR caseworker must:
  1. Close the case when the family is not in need of services and there is no present danger or an identified safety threat.
  2. Send the family the [FAR Closing Letter DSHS 10-498](#) no later than five calendar days after the supervisor approves case closure.
  3. Close the case if unable to locate the family and the Guidelines for Reasonable Efforts to Locate Children and/or Parents DSHS 02-607 has been followed and efforts documented.
7. To properly document FAR cases, the FAR caseworker must:
  1. Document in a FamLink case note:
    1. Parents were provided information about the FAR and investigations pathway.
    2. Parents were provided with the [FAR Brochure DSHS 22-1534](#).
    3. Parent's verbal decision to participate in:
      1. The FAR pathway
      2. Services that require the case to remain open more than 45 calendar days from the date the intake was received.
    4. Any discussions with parents regarding child care or early learning services, if appropriate.
  2. Document in FamLink:
    1. Reasons for changing the intake screening decision on the Intake Decision tab.
    2. An approved [IFF](#) extension.

## Forms

[Family Assessment Response \(FAR\) Brochure](#)

FAR Assessment Response Closing Letter DCYF 10-498

Commercially Sexually Exploited Child (CSEC) Screening Tool DSHS 15-476 (Available on CA Intranet)

Case Plan form 15-259A (Available on CA Intranet)

Guidelines for Reasonable Efforts to Locate Children and/or Parents DSHS 02-607 (Available on CA Intranet)

## Resources

[Indian Child Welfare Manual](#)

[Protective Action Plan Guide](#)

Guidelines for Reasonable Efforts to Locate Children and/or Parents (available on the CA intranet)

# 2333. Interviewing a Victim or Identified Child

2333. Interviewing a Victim or Identified Child [admin](#) Wed, 07/25/2018 - 22:41

**Original Date:** 2017

**Revised Date:** September 1, 2021

**Sunset Review Date:** September 30, 2025

## Purpose

To provide direction to child welfare (CW) and Licensing Division (LD) Child Protective Services (CPS) employees when interviewing a victim or identified child who has been allegedly abused or neglected or is at imminent risk.

## Scope

This policy applies to CW and LD CPS employees.

## Laws

[RCW 26.44.030](#) Reports, duty and authority to make, duty of receiving agency, duty to notify, case planning consultation, penalty for unauthorized exchange of information, filing dependency petitions, investigations, interviews of children, records, risk assessment process

[RCW 74.14B.010](#) Children's services workers, hiring and training

## Policy

1. Before conducting interviews and assessments of children alleged to have been seriously physically or sexually abused, caseworkers or LD CPS investigators must complete the specialized training per [RCW 74.14B.010](#).
2. Caseworkers and LD CPS investigators must:
  1. Comply with county protocol and collaborate with law enforcement and others on the investigation, per the protocol, and on coordinating the interview of children who have been physically or sexually abused.
  2. Follow the DCYF Administrative policies:
    1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) when working with parents, children, and caregivers with LEP. This includes also following the DSHS Administrative 18.82 Bilingual/Multilingual Employees-Assignment Pay, Certification, and Responsibilities policy when caseworkers or LD CPS investigators are dual language employees and are conducting the child abuse interview in the child or youth's language.
    2. 6.03 Access to Services for Individuals with Disabilities when working with children or youth, parents or guardians, or individuals with a disability.
3. Provide:
  1. Qualified interpreters to individuals as needed, per DCYF Administrative policies:
    1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
    2. 6.03 Access to Services for Individuals with Disabilities.
  2. The child or youth's parents or caregivers with the [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication at initial contact, per the DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy.
3. Caseworkers or LD CPS investigators must:

1. Make an initial face-to-face (IFF) present danger assessment with the victim or identified child per the [CPS IFF](#) policy. The IFF is required within the following timeframes from the date and time the Department of Children, Youth, and Families (DCYF) receives the intake:
    1. 24-hour for emergent response.
    2. 72-hour for non-emergent response.
  2. Complete a face-to-face present danger assessment of children who are **not** a victim or identified child in the intake although are related to the household. Gather information to complete the safety assessment.
  3. Assess if [present danger](#) exists during any contact with a child to determine if an immediate, significant and clearly observable behavior or situation is actively occurring and is threatening or dangerous to a child. Take immediate protective action if a child is in present danger.
  4. Follow the Washington State federally recognized tribe's [Memorandum of Understanding](#), if applicable, when interviewing a child who may be affiliated with a federally recognized tribe.
  5. When a child cannot be located and reasonable efforts have been exhausted, or face-to-face contact cannot occur, consult with the supervisor and follow the [CPS IFF](#) policy.
4. Prior to the investigative interview
1. Caseworkers conducting the investigative interview or LD CPS investigators must interview the child outside the presence of his or her parent, caregiver, alleged perpetrator and sibling or other children living in the household. The interview may be conducted at a school, child care facility, child's home, etc. DCYF staff cannot transport children for an interview unless the child has been placed in protective custody by law enforcement first or the court has ordered shelter care or the child is dependent.
  2. Parent or Legal Guardian Permission
    1. The FAR caseworker must obtain the parent's permission prior to the IFF and interview unless the child's safety or the integrity of the assessment would be compromised if the parent was notified prior to the completion of the IFF.
    2. The LD CPS investigator must obtain the parent's permission prior to the IFF and interview if the child is not in the placement and care authority (PCA) of DCYF.
  3. Conduct a comprehensive interview with every victim or identified child who is developmentally able to communicate within ten calendar days from the date and time the intake is received if not already completed at the IFF.
  4. Additional requirements  
Caseworkers or LD CPS investigators will
    1. Review all the allegations, child abuse or neglect (CA/N) history and available information to prepare for the IFF and interview.
    2. Coordinate interviews of physical abuse, sexual abuse or criminal neglect of a child per the county child abuse investigation protocol located on the DCYF intranet. Protocols may authorize an interview of the child by law enforcement, a child advocacy center, another agency or forensic interviewer.
    3. Conduct the interview in a neutral environment, e.g., school, child care, whenever possible. When interviewing children in their home, choose as neutral environment as possible and in a location separate from the parent or legal guardian.
    4. Refer to the DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy when working with a child with LEP. If the caseworker is bilingual and has passed the required DSHS Bilingual Skills Test(s)/Assessment, they may conduct the child abuse interview in the child's language per DSHS Administrative Policy 18.82 located on the DSHS intranet.
5. During the interview  
Caseworkers or LD CPS investigators must:
1. Avoid saying or doing anything that could be construed as leading, suggestive, or influencing the child.
  2. Make reasonable efforts to [audio record](#) child interviews when there is:



1. A CPS investigation involving allegations of physical or sexual abuse.
  2. A CPS family assessment involving a physical abuse allegation, and the child is being interviewed without his or her parent present due to concerns that the safety of the child will be compromised if the parent is present.
  3. Use near verbatim documentation if a child physical or sexual abuse interview is not being audio recorded.
3. Gather relevant and sufficient information; including observations of the child's appearance and non-verbal communication, to complete the [safety](#) and [risk](#) assessments to determine:
  1. If there are safety threats.
  2. How the child and family are functioning.
  3. Level of risk to the child in their environment.
4. To ensure that the interviews are voluntary, complete the following:
  1. Ask the child during the introduction, if they agree to the interview.
  2. Ask the child if they want another **adult** present during the interview. Make reasonable efforts to accommodate the child's wishes if they indicate yes.
  3. Make a reasonable effort to have the interview observed by another adult so long as the child does not object and the presence of the other adult will not intrude in the interview or jeopardize the investigation.
  4. Inform any other adult prior to the interview starting and away from the child that they may be called as a witness to the interview.
  5. Ask the child, during the interview, if they would like a break. This can be done if the child appears uncomfortable during the interview, or at any time.
5. Follow [Photograph Documentation](#) policy when photographing a child's physical condition to document CA/N.
6. After the interview  
Caseworkers or LD CPS investigators must:
  1. Notify the parent of the interview at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation.
  2. Document the following in FamLink, within three calendar days of completion, the:
    1. Interview, including the child's appearance and non-verbal communication. If the interview is documented in near-verbatim, document the interview within fifteen calendar days of the completion of the interview.
    2. [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication was provided to the child or youth's parents and caregivers at initial contact.
  3. When any child on an open case is believed to be at imminent risk of serious harm or there is a new allegation of CA/N, the assigned caseworker must make a report to intake.
  4. If during the child interview, there is information about a crime against a child and the caseworker believes the child is in danger, the caseworker must call 911 and make a law enforcement report. If the child is not believed to be in danger, the caseworker will make a report to intake.
  5. If a child interview was audio recorded, follow the [Audio Recording](#) policy.
  6. If staff receive a request for a copy of or to listen to an audio or video recording of a child interview conducted by the department staff must:
    1. Determine if the request is a public disclosure or discovery request. If the request is related to litigation with which DCYF is involved (such as a dependency, termination, guardianship, or tort case), then caseworkers must consult with the assigned AAG to determine if the request is a discovery request.
    2. If the request is a public disclosure request, then immediately forward it to the Public Disclosure Unit per the DCYF Administrative 13.05 Public Records Request and Disclosure policy.
    3. If the request is a discovery request, made by a party to the case, forward it to the dependency discovery manager. If the request seeks release of or access to an audio or

video recording of a child forensic interview, then consult with the assigned AAG or attorney before providing the recording.

7. Supervisors must confirm:

1. All child victims or identified children were interviewed.
2. Allegations of CA/N were addressed.
3. Children not a victim or identified child in the intake related to the household had a face-to-face present danger assessment before the safety assessment was completed.
4. Child interviews and contacts were documented in FamLink.

## Forms

[Child's Physical Description DCYF 15-359](#)

LD/CPS Investigative Assessment DCYF 09-967 (located on the Forms repository on the DCYF intranet)

[Safety Assessment DCYF 15-258](#)

[Safety Plan DCYF 15-259](#)

## Resources

[Audio Recording policy](#)

[Child Protective Services \(CPS\) Initial Face-To-Face \(IFF\) Response](#)

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities

DCYF Administrative 13.05 Public Records Request and Disclosure policy

DSHS Administrative 18.82 Bilingual/Multilingual Employees-Assignment Pay, Certification, and Responsibilities policy

[Photograph Documentation policy](#)

[Present Danger policy](#)

[Public Notice of Nondiscrimination DCYF HR\\_0012 publication](#)

Structured Decision Making Risk Assessment on the DCYF intranet.

[Tribal/State Memorandums of Understanding](#)

# 2334. Interviewing Subjects or Family Assessment Response Participants

2334. Interviewing Subjects or Family Assessment Response Participants [admin](#) Wed, 07/25/2018 - 22:42



**Original Date:** 2017

**Revised Date:** September 1, 2021

**Sunset Review Date:** September 30, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## **Purpose**

To provide direction for interviewing Child Protective Services (CPS) investigation subjects or Family Assessment Response (FAR) participants who have allegedly abused or neglected a child.

## **Scope**

This policy applies to child welfare and Licensing Division (LD) CPS employees.

## **Laws**

[RCW 26.44.030](#) Reports - Duty and authority to make - Duty of receiving agency - Duty to notify - Case planning and consultation - Penalty for unauthorized exchange of information - Filing dependency petitions - Investigations - Interviews of children - Records - Risk assessment process

## **Policy**

1. The caseworker or LD CPS investigator must:
  1. Conduct individual and face-to-face interviews of each subject or FAR participant. If they refuse to be interviewed, consult with the supervisor and document in FamLink.
  2. If the subject or FAR participant cannot be located, continue efforts to locate until:
    1. The interview occurs, or
    2. Reasonable efforts to locate have been exhausted. See Guidelines for Reasonable Efforts to Locate Children and/or Parents on the DCYF intranet.
  3. Follow the Washington State federally recognized tribe's [Memorandum of Understanding](#) when interviewing a subject or FAR participant who is affiliated with a federally-recognized tribe.
  4. Prior to the interview
    1. Review all the allegations, child abuse or neglect (CA/N) history and available information to prepare for the interview and ensure all the allegations are fully investigated or assessed.
    2. Coordinate interviews of physical abuse, sexual abuse or criminal neglect of a child with law enforcement or another forensic interviewing specialist per county child abuse investigation protocols.
    3. Adhere to the following DCYF Administrative policies:
      1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy when working with a subject or FAR participant with LEP. This include also following the DSHS Administrative 18.82 Bilingual/Multilingual Employees-Assignment Pay, Certification, and Responsibilities policy, as they may conduct the interview in the subject or participant's language.
      2. 6.03 Access to Services for Individuals with Disabilities.

4. If [domestic violence \(DV\)](#) is alleged or suspected, conduct separate interviews of the subject, parent, caregiver, each child in the household and witness, if applicable.
5. The LD CPS investigators must also:
  1. Interview subjects separately.
  2. Notify foster parents about the Foster Intervention Retention and Support Team (FIRST) program.
6. If a parent or caregiver requests to audio or video record a meeting, inform them that DCYF employees do not consent to audio or video recording of meetings or discussions. Discontinue the meeting or conversation if the parent or caregiver refuses to cooperate. If a meeting is discontinued, inform the supervisor immediately and document in FamLink.
5. During the interview
  1. Inform the subject or FAR participant of all CA/N allegations at the initial contact except when child safety may be jeopardized. Maintain the confidentiality of the referrer.
  2. Provide:
    1. Qualified interpreters for the subject or FAR participant as needed or requested, per DCYF Administrative policies:
      1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
      2. 6.03 Access to Services for Individuals with Disabilities.
    2. All subjects and FAR participants with the [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication at initial contact.
  3. Provide information about the subject's rights, including a right to respond to the allegations
  4. Gather relevant and sufficient information to assess present danger, and complete the safety and risk assessments to determine:
    1. If there are safety threats.
    2. How the child and family are functioning.
    3. Level of risk to the child in his or her environment.
    4. The subject or FAR participant's accessibility to the child.
  5. Conduct universal DV screening per the [DV policy](#), and document the information in FamLink.
  6. Additional requirements
    1. A caseworker must follow the [Indian Child Welfare Manual Chapter 3. Inquiry and Verification of Child's Indian Status](#)
    2. The [FAR](#) worker must also:
      1. Explain the FAR pathway.
      2. Review and upload signed FAR agreement in FamLink.
      3. The CPS or LD CPS investigator must also provide information about making and appealing [investigation findings](#).
6. After the interview
  1. Document the:
    1. Interview, including whether the subject or FAR participant was unavailable or unwilling to be interviewed, by either:
      1. Near verbatim documentation any time an alleged perpetrator makes statements regarding the alleged serious physical or sexual abuse. Information that does not include discussion of the allegations may be summarized.
      2. Upload in FamLink a copy of any near verbatim documentation obtained by a law enforcement officer.
    2. [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication was provided to individuals at initial contact in a case note in FamLink, per the DCYF

Administrative DCYF 6.03 Access to Services for Individuals with Disabilities policy.

2. Obtain permission from the parent, legal guardian, or caregiver before taking a photograph of his or her home or items inside the home. Caseworkers may take photographs of conditions or items outside the home and in public view without permission. See [Photograph Documentation](#) policy.
  3. Make a report to intake when any child on an open case is believed to be at imminent risk of serious harm or there is a new allegation of child abuse or neglect (CA/N).
  4. If during the subject interview, the subject or FAR participant provides information about a crime against a child or a vulnerable adult and the caseworker believes the child or vulnerable adult is in danger, the caseworker must call 911 and make a law enforcement report. If the child or vulnerable adult is not believed to be in danger, the caseworker will make a report to intake or Adult Protective Services.
2. The supervisor must confirm all alleged subjects or FAR participants were interviewed, and the allegations of CA/N were addressed and documented in FamLink. If the subject or FAR participant was not interviewed, ensure the case documentation includes the reason why the interview did not occur and efforts to locate, if applicable.

## **Forms**

[Background Check Authorization DCYF 09-653](#)

[Consent DCYF 14-012](#)

[Indian Identity Request DCYF 09-761](#)

Notification to Parents DCYF 16-219 (located on the Forms repository on the DCYF intranet)

[Plan of Safe Care DCYF 15-491](#)

[Safety Plan DCYF 15-259](#)

Temporary Custody Notification DCYF 09-731 (located on the Forms repository on the DCYF intranet)

## **Resources**

[CPS Investigative Findings Notification policy](#)

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

DSHS Administrative 18.82 Bilingual/Multilingual Employees-Assignment Pay, Certification, and Responsibilities policy

[Domestic Violence policy](#)

Guidelines for Reasonable Efforts to Locate Children and/or Parents (located on the Child and Family Welfare Services DCYF intranet page)

## 2335. DLR/CPS Use Of Safety Assessment And Safety Planning Tools

2335. DLR/CPS Use Of Safety Assessment And Safety Planning Tools [admin](#) Wed, 07/25/2018 - 23:00

1. On all DLR/CPS intakes alleging the biological or adoptive child of a licensee is the victim of CA/N in which the child is not placed in out-of-home care, the assigned DLR/CPS Investigator will complete a Safety Assessment within 30 calendar days. The Safety Assessment may be documented directly in FamLink per [Safety Section policy](#).
2. Once the assigned DLR/CPS investigator has completed a Safety Assessment and Safety Plan, and has determined that there is a need for monitoring of the Safety Plan and/or provision of services, the DLR/CPS Supervisor shall contact the appropriate DCFS Supervisor.
3. The Supervisor will ensure that the appropriate DCFS case assignment will occur to provide monitoring of the Safety Plan and/or provision of services.
4. In the event of disagreement between the DLR/CPS Supervisor and the DCFS Supervisor, the matter will be immediately referred up the chain of command for resolution.
5. As with any case transfer, appropriate staffings will occur to ensure the transition of services to the family.
6. When DCFS staff assume responsibility for the case, DCFS also assumes responsibility for making ongoing decisions about the safety of the child and/or provision of services. DCFS and DLR will utilize joint staffings and shared decision making whenever appropriate, especially if the license remains active. DLR completes the investigation of the allegation.

## 2350. Audio Recording

2350. Audio Recording [admin](#) Wed, 07/25/2018 - 23:03

**Original Date:** April 1, 2004

**Revised Date:** September 1, 2021

**Sunset Review Date:** September 30, 2025

**Approved by:** Jody Becker, Deputy Secretary

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### Purpose

To provide guidance to staff on recording and retaining child interviews and retention of voicemail messages for evidentiary purposes. This policy also provides the agency response when parents or others want to record discussions or meetings with the Department of Children, Youth, and Families (DCYF) employees.

## Scope

This policy applies to child welfare and Licensing Division (LD) Child Protective Services (CPS) employees.

## Laws

[RCW 13.50.010](#) Definitions—Conditions when filing petition or information—Duties to maintain accurate records and access—Confidential child welfare records.

[RCW 26.44.035](#) Response to complaint by more than one agency-Procedure- Written records.

[RCW 26.44.180](#) Investigation of child sexual abuse—Protocols—Documentation of agencies' roles.

[RCW 26.44.185](#) Investigation of child sexual abuse-Revision and expansion of protocols-Child fatality, child physical abuse, and criminal child neglect cases.

[RCW 70.125.030](#) Definitions.

[RCW 74.14B.010](#) Children's services workers-Hiring and training.

## Policy

### 1. Audio Recording of Child Physical Abuse or Sexual Abuse Interviews

Caseworkers must:

1. Successfully complete specialized training which meets the [RCW 74.14B.010](#) requirements for conducting interviews with children who are allegedly physically or sexually abused.
2. Caseworkers and investigators must comply with the county protocol and collaborate with law enforcement and others on the investigation, per the protocol, and on coordinating the interview of children who have been seriously physically or sexually abused. Follow local protocol when a child abuse interview is conducted by law enforcement, a child advocacy center, another agency or forensic interviewer. If caseworkers or investigators are present during a child abuse interview conducted by another agency or individual pursuant to a local protocol, DCYF equipment may be used to make an audio recording of the interview if the protocol permits.
3. Follow [Interviewing a Victim and Identified Child](#) policy.
4. Make reasonable efforts to audio record child interviews when there is a:
  1. [CPS investigation](#) of physical or sexual abuse allegations.
  2. [CPS Family Assessment Response \(FAR\)](#) to a physical abuse allegation, and the child is being interviewed without their parent present due to concerns that child safety would be compromised if their parent was present.
5. Use near verbatim documentation when conducting the interview and audio recording is not possible or appropriate due to any of following:
  1. The child:
    1. Is too young or developmentally unable to verbally communicate.
    2. Refuses to participate if the interview is audio recorded.
    3. Demonstrates emotional distress or discomfort about being audio recorded.
  2. The joint CPS/law enforcement investigation team agrees it is not appropriate.

3. Another agency is conducting and documenting the interview and DCYF will request a copy of the interview.
6. Prior to the interview:
  1. If the child interview takes place after the [initial face-to-face \(IFF\)](#) and child safety will not be compromised, ask the parent or legal guardian for permission before conducting the child interview.
  2. If the parent or legal guardian allows the interview, seek permission to audio record the interview. If the parent refuses, document the interview as near verbatim.
  3. Permission from the parent or legal custodian to the interview is not necessary when the child has been placed in protective custody or is in the care and custody of DCYF.
  4. Obtain the child's verbal consent to audio record if the child is developmentally able to consent. If the child refuses to be audio recorded, use near verbatim documentation.
  5. Follow DCYF Administrative policies:
    1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) when working with children or youth with LEP. This includes also following the DSHS Administrative 18.82 Bilingual/Multilingual Employees-Assignment Pay, Certification, and Responsibilities policy, as they may conduct the child abuse audio recorded interview in the child or youth's language.
    2. 6.03 Access to Services for Individuals with Disabilities.
7. During the audio recorded interview
  1. Provide:
    1. Qualified interpreters as needed or requested, per DCYF Administrative policies:
      1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
      2. 6.03 Access to Services for Individuals with Disabilities.
    2. The [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication to the child or youth's parent or guardian, per the 6.03 Access to Services for Individuals with Disabilities.
  2. Begin the interview by recording:
    1. Caseworker name and role.
    2. Date, time and location of the interview
    3. Child's full name.
    4. Verbal consent from the child, and permission to audio record.
    5. Whether the child wants a third party present. If so, record the name and job title or role of the third party.
  3. Re-ask the child during the interview if it's okay to continue talking or if the child wants a break.
  4. Record the name and role of anyone entering or exiting the room, and the time the interview is concluded. After the child leaves the room, the caseworker will record observations of the child's emotional and physical state during the interview process.
8. After the interview
  1. Store all DCYF audio recordings, and audio recordings provided to DCYF from law enforcement or a contracted provider in the case file or, when compatible, upload into FamLink within ten calendar days of the completion of the interview.
  2. Document in a FamLink case note the:
    1. Summary of the contents of the audio recording, including as applicable:
      1. The name of the interviewer.
      2. The name of the agency providing the copy of the recording.
      3. Name of the child.
      4. Date, time and location of the interview.
      5. Third parties present for the interview.

6. Child's statements in regarding the allegations of CA/N.
2. [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication was provided to the child or youth's parent or guardian at initial contact, per the DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy
3. Follow office procedures when requesting a transcription of the audio recording if any of the following conditions apply:
  1. A child reports CA/N during an interview.
  2. A dependency proceeding is planned or in process.
  3. A law enforcement agency, including a prosecuting attorney, requests a transcript.
  4. An individual having a legal right to do so requests disclosure of file materials.
  5. An interview is part of a LD CPS investigation and there is a founded finding.
4. Document near verbatim interviews in FamLink and include questions establishing a voluntary interview and the child's responses, including:
  1. The child's permission for the interview.
  2. Whether the child wants a third party or anyone else present.
  3. Date, time and location of the interview.
  4. The child's emotional and physical state during the
5. If DCYF employees receive a request for a copy of or to listen to an audio recording of a child interview, they must:
  1. Determine if the request is a public disclosure or discovery request. If the request concerns dependency or tort litigation caseworkers must consult with the assigned AAG to determine if the request is a discovery request.
  2. If the request is a public disclosure request, then immediately forward it to the [Public Disclosure Unit](#) per the DCYF Administrative 13.05 Public Records Request and Disclosure policy.
  3. If the request is a discovery request, then forward it to the dependency discovery manager. If the request seeks release of or access to an audio or video recording of a child interview, consult with the assigned AAG or attorney for your office before providing the recording
2. If a parent or caregiver requests to audio or video record a meeting, inform the parent that DCYF employees do not consent to audio or video recording of meetings or discussions. Discontinue the meeting or conversation if the parent refuses to cooperate. If a meeting is discontinued, inform the supervisor immediately.
3. If retaining a voicemail from a parent or caregiver for evidentiary purposes, complete the following:
  1. Retain the entire message. Do not make any edits or alterations and upload into FamLink. For help, contact [the Information Technology Division \(ITD\) service desk](#).
  2. If audio recording of voicemail is not possible, use near verbatim documentation of the entire voicemail message.

## Resources

### [Child Abuse Interviewing and Assessment Alliance Training](#)

County Child Abuse, Fatality and Criminal Investigation Protocols (located on the Intake & CPS DCYF intranet page)

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities



DCYF Administrative 13.05 Public Records Request and Disclosure policy

DSHS Administrative 18.82 Bilingual/Multilingual Employees-Assignment Pay, Certification, and Responsibilities policy

[Interviewing a Victim or Identified Child policy](#)

[Public Notice of Nondiscrimination DCYF HR\\_0012 publication](#)

Quick Reference Guide, Audio Recording CPS Child Interviews (located on the Audio Recording & Photograph Documentation CPS Staff DCYF intranet page)

## 2421. Emergency Planning for Children in Out-of-Home Care

2421. Emergency Planning for Children in Out-of-Home Care [admin](#) Wed, 07/25/2018 - 23:04

### Purpose

To store current photographs, height and weight information for children in out-of-home care, in case of a disaster or emergency.

### Policy

The assigned Social Worker will collect and document the following information **within (5) five business days** of a child *entering* out-of-home care (date of OPD):

- Photograph
- Height & Weight

Update photographs and height and weight information as follows:

- Significant changes in the child occur (e.g. change in appearance, major weight loss or gain)
- **Every 6 months** for children less than 6 years old
- **Annually** for children 6 years and older

### Procedure

Store electronic file of child(s) photograph in the electronic Filing Cabinet for their case. Contact your local office RAFT Gatekeeper to have the photograph uploaded. See "Digital Photo Quick Help Guide" for instructions on the file upload steps and naming convention.

Social Worker Documentation

Document the following information about the child photograph in the electronic filing cabinet in the information management system:

- Child name
- Date photograph taken
- Child age



- Child's height/weight
- Identifying marks/information

For child photographs stored in the case file document the following information on the back of the photograph and place it in an envelope in front of the most current case record binder:

- Date photograph was taken
- Child's date of birth
- Height and weight

## 2440. CPS Service Delivery

2440. CPS Service Delivery [admin](#) Wed, 07/25/2018 - 23:06

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** March 31, 2017

**Policy Review:** March 31, 2020

### Purpose

Provide guidance for Child Protective Services (CPS) investigation caseworkers to determine if voluntary services are needed and whether services will be delivered by the CPS caseworker or Family Voluntary Services (FVS) caseworker. Services are directed at eliminating safety threats, preventing placement, reducing risk and increasing the parent's protective capacities to assure the child's safety and well-being.

### Laws

[RCW 26.44.180](#) Investigation of child sexual abuse -- Protocols -- Documentation of agencies' roles.

### Policy

1. The CPS investigation caseworker must:
  1. Determine if voluntary services are necessary and in the child's best interest when there is an identified safety threat on the [Safety Assessment](#) or a moderate high or high risk score on the [Structured Decision Making Risk Assessment \(SDMRA\)](#) by completing all of the following:
    1. Consult with a CPS supervisor and review the following information:
      1. Safety Assessment
      2. Initial interviews
      3. Case history
      4. SDMRA
    2. Consider the following factors:
      1. Identified safety threats.
      2. Existing protective factors within the family and their support system.
      3. Level of family crisis.
      4. Family's ability and willingness to engage in services and achieve their goals within the time period specified.

5. Services that will help maintain or restore a safe, stable family environment.
  6. Whether safety and protection of the child does not appear to require court intervention.
2. If voluntary services are expected to last less than 60 calendar days from the intake date and the case is not transferred to FVS, complete the following:
    1. Initiate referrals to service providers or community resources at any time during the investigation when brief services are expected to be completed within sixty days.  
Examples include:
      1. Removal of health and safety hazards from the home or minor repairs.
      2. The family will benefit from additional resources, e.g., childcare, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), bus pass, public health nurse, First Steps, Women, Infant and Children (WIC), Domestic Violence programs, Early Support for Infants and Toddlers (ESIT), or family planning.
    2. Coordinate with family members and community partners when recommending services.
    3. Complete a new safety assessment at key decision points per CA [Safety Assessment](#) policy.
    4. Ensure services paid by CA are completed within the investigation timeframe of 60 days unless there is an extension resulting from law enforcement request per [RCW 26.44.185](#).
  3. If the case will transfer to [FVS](#), initiate referrals to service providers or community resources and work with the CPS supervisor to:
    1. End the CPS assignment if the investigation is complete.
    2. Co-assign the case if the investigation is not complete.
  4. Consult with the CPS supervisor to determine if court intervention is needed if a family declines services, and any of the following exists:
    1. Safety threats exist and cannot be managed or controlled in the home.
    2. There is a moderate high or high risk score on the SDMRA.
    3. Reasonable efforts have not increased the parent's protective capacities.
  5. If a child's safety cannot be managed or controlled in the home:
    1. Initiate a [Voluntary Placement Agreement \(VPA\)](#) when the child is anticipated to safely return to his or her parent within 90 days.
    2. Initiate court intervention if the child is not anticipated to return to his or her parent within 90 days.
2. The CPS supervisor must:
    1. Collaborate with the FVS supervisor when it is determined that FVS is appropriate, and a FVS caseworker is assigned.
    2. Consult with the area administrator (AA) when there is a disagreement about a CPS investigation identified for FVS.
    3. Document in a supervisory case note his or her review of the completed investigation, and transfer to FVS.

## 2540. Investigative Assessment

2540. Investigative Assessment [admin](#) Wed, 07/25/2018 - 23:07

### Policy

The Investigative Assessment (IA) must be completed in FamLink within 60 calendar days of Children's Administration receiving the intake.

1. A complete Investigative Assessment will contain the following information:
  1. A narrative description of:
    1. History of CA/N (prior to the current allegations, includes victimization of any child in the family and the injuries, dangerous acts, neglectful conditions, sexual abuse and extent of developmental/emotional harm).
    2. Description of the most recent CA/N (including severity, frequency and effects on child).
    3. Protective factors and family strengths.
  2. Structured Decision Making Risk Assessment (SDMRA) tool.
  3. Documentation that a determination has been made as to whether it is probable that the use of alcohol or controlled substances is a contributing factor to the alleged abuse or neglect.
  4. Disposition; e.g., a description of DCFS case status.
  5. Documentation of Findings regarding alleged abuse or neglect. Findings will be based on CA/N codes designated in the intake according to the following definitions:
    1. Founded means: Based on the CPS investigation, available information indicates that, more likely than not, child abuse or neglect did occur as defined in WAC 388-15-009.
    2. Unfounded means: The determination following an investigation by CPS that, based on available information, it is more likely than not that child abuse or neglect did not occur or there is insufficient evidence for the department to determine whether the alleged child abuse did or did not occur as defined in WAC 388-15-009. RCW 26.44.020
    3. If a court in a civil or criminal proceeding, considering the same facts or circumstances contained in the CA case being investigated, makes a judicial finding by a preponderance of the evidence or higher that the subject of the pending investigation has abused or neglected the child, CA shall adopt the finding in its investigation.
    4. When a criminal or civil finding differs from an unfounded finding on a completed investigation or closed case, CA will, upon request, consider the changing the CA/N finding to founded.

#### **Procedure**

When CA staff considers a criminal or civil findings that differs from an unfounded finding on a completed investigation or closed case, they must:

1. Compare the court case with the department case to ensure the same facts are considered.
2. Discuss the judicial findings with the CPS supervisor and Area Administrator to determine if the CA findings should be changed.
3. Send a new CPS Founded letter and follow regular CAPTA procedures, if it is determined the findings should be changed.
5. When a third founded finding is made involving the same child or family within the previous 12 months, CA must promptly notify the Office of the Ombudsman of the contents of the report and disposition of the investigation.

## **2541. Structured Decision Making Risk Assessment®(SDMRA)**

2541. Structured Decision Making Risk Assessment®(SDMRA) [admin](#) Wed, 07/25/2018 - 23:08

**Original Date:** October 22, 2007

**Revised Date:** July 25, 2021

**Sunset Review Date:** July 25, 2025

## Purpose Statement

The purpose of this policy is to provide guidance on how to complete a Structured Decision Making Risk Assessment (SDMRA). The SDMRA focuses on the characteristics of the caregivers and children living in a household. Completing the SDMRA in conjunction with the Safety Assessment gives caseworkers an objective appraisal of the risk to a child, and identifies if services are needed.

## Scope

This policy applies to child welfare (CW) employees.

## Laws

[RCW 26.44.030](#) Reports – Duty and authority to make – Duty of receiving agency – Duty to notify – Case planning and consultation – Penalty for unauthorized exchange of information – Filing dependency petitions – Investigations – Interviews of children – Record – Risk assessment process.

[Executive Order 12-04](#) Amending the Use of Community Protection Teams

## Policy

1. DCYF must conduct risk assessments when investigating or assessing allegations of child abuse or neglect (CA/N) on screened-in referrals requiring a Child Protective Services (CPS) investigation or Family Assessment Response (FAR). This includes Risk Only intakes.
2. Caseworkers must:
  1. Complete risk assessments:
    1. Using the Structured Decision Making Risk Assessment (SDMRA) DCYF 15-16-208 form in FamLink in the following timeframes from the date of intake:
      1. 60 days for CPS investigations.
      2. 60 days for Risk Only intakes
      3. 45 days for CPS FAR.
    2. Prior to offering ongoing services or transferring the case to another program area.
  2. Offer services to families with a high SDMRA score.
  3. Conduct a Child Protection Team (CPT) staffing for all investigations with a high SDMRA score on all identified child victims age six years or younger, unless a Family Team Decision Meeting (FTDM) is held.
3. Caseworkers may offer services to families with a moderately high SDMRA score.
4. Caseworkers must not offer services to families when observable, verifiable, and describable changes have been made within the family that reduce the identified risk in the SDMRA, unless a safety threat exists.

## Procedures

1. When the SDMRA is complete, caseworkers must do the following:
  1. When the SDMRA score is “high”:
    1. Offer services to families, unless observable, verifiable, and describable changes have been made within the family. When this occurs, document this on the Family Assessment

Response Family Assessment (FARFA) and Investigative Assessment (IA) disposition tab in FamLink.

2. Follow the [Child Protection Teams \(CPT\)](#) policy, when applicable.
2. When the SDMRA scores is "moderately high," consider offering services.
3. When children or youth are determined to be unsafe, follow the [Safety Plan](#) policy.
4. Refer families to appropriate evidence-based or promising programs where available, when services are offered. If they are not available, refer other relevant agency-contracted or community services.
5. Document "Transferred to Tribal Authority" per the Indian Child Welfare (ICW) Manual on the FARFA and IA disposition tab in FamLink when a Tribe is assuming responsibility for providing services and monitoring the family.
2. If circumstances exist for the family that are not captured by the SDMRA and the caseworker has reason to believe the family's risk is higher than the SDMRA results, they may increase the risk level through a discretionary override, allowing for services to be offered.
3. During monthly supervisor reviews and when cases are submitted for closure, supervisors must:
  1. Review the SDMRA scores and verify that the Structured Decision Making Risk Assessment DCYF 16-208 form in FamLink is filled out accurately and timely.
  2. Verify that services were offered, when needed.

## Forms

[Safety Assessment/Safety Plan DCYF 15-258](#)

[Safety Plan DCYF 15-259](#)

Structured Decision Making Risk Assessment DCYF 16-208 (Located on the DCYF intranet)

## Resources

[Child Protection Teams \(CPT\) policy](#)

[Comparing and Understanding the Differences: Risk of Maltreatment, Present Danger, Impending Danger - article](#)

[CPS Service Delivery policy](#)

Structured Decision Making Procedures Manual (Located on the DCYF intranet)

[The Differences between Risk and Safety - article](#)

# 2559. Hospital Holds

2559. Hospital Holds [admin](#) Wed, 07/25/2018 - 23:11

**Original Date:** September 1995

**Revised Date:** October 31, 2019

**Sunset Review Date:** October 31, 2023

## **Purpose**

Hospital administrators or physicians have legal authority to delay discharge of a child through a hospital hold for up to 72 hours, without DCYF taking placement and care authority (PCA). The hospital administrator or physician must believe a child is in imminent danger if released to their parents or guardians. This policy provides direction on how to respond to a hospital hold.

## **Scope**

This policy applies to DCYF child welfare employees.

## **Laws**

[RCW 26.44.056](#) Protective detention or custody of abused child - Reasonable cause - Notice - Time limits - Monitoring plan - Liability.

## **Policy**

1. When a hospital administrator or physician detains a child on a hospital hold, DCYF must determine if the child is at risk of imminent danger if discharged to the parents or guardians.
2. If it is determined that the child is unsafe, DCYF must take PCA of the child through one of the following:
  1. Protective custody (PC) by law enforcement (LE) or hospital administrator or physician with a signed Child Custody Transfer DCYF 10-157 form.
  2. Court order.

## **Procedures**

1. When a child is placed on a hospital hold, caseworkers must:
  1. Contact the hospital to identify and determine the child's:
    1. Release date.
    2. Medical issues if the child is not ready for discharge.
    3. Medical and behavioral needs once released.
  2. Document the information received from the hospital in a FamLink case note.
  3. Follow [Indian Child Welfare \(ICW\) Initial Intake](#) policy and procedures when there is reason to know a child is or may be a member, or is the biological child of a member, and eligible for membership in a federally recognized tribe.
  4. If the child is at imminent risk and placement is being considered then follow the [Placement Out-of-Home and Conditions for Return Home](#).
    1. If it is determined at the [FTDM](#) that the child cannot be safely discharged to their parents or guardians obtain PCA through one of the following:
      1. Child Custody Transfer DCYF 10-157 form.
      2. Court order
    2. If the child can be safely discharged home, return the child to the parents or guardians and monitor the child's safety for at least six months if the child was placed on a hospital hold and on PC by LE.
2. If DCYF takes PCA, the caseworker must:

1. Verify that a Child Custody Transfer DCYF 10-157 form has been signed by law enforcement, a hospital administrator, or a physician.
2. Upload the completed and signed form into FamLink.
3. Review the discharge summary to identify the child's medical and behavioral needs.
4. Verify the child receives necessary follow-up health care as specified by the medical provider in the [Health Care Services for Children Placed in Out-of-Home Care](#) policy.
5. Follow the:
  1. [Placement Out-of-Home and Conditions for Return Home](#) policy.
  2. [Dependency Petition Process](#) policy.
  3. [Medically Fragile Children](#) policy.

## Forms

Child Custody Transfer DCYF 10-157 (located on the DCYF CA Intranet)

# 2559B. CPS Investigative Findings Notification

2559B. CPS Investigative Findings Notification [admin](#) Wed, 07/25/2018 - 23:12

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** September 1976

**Revised Date:** July 23, 2017

**Policy Review:** July 1, 2021

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## Purpose

To inform subjects of the Child Protective Services (CPS) investigative findings including information regarding requests for review of founded findings.

## Scope

This policy applies to all Children's Administration staff.

## Laws

P.L. 93-247 Child Abuse Prevention and Treatment Act

P.L 111-320 Child Abuse Prevention and Treatment Act Amendment

[RCW 26.44.100](#) Information about Rights and Notification of Investigation, Report and Findings

[RCW 26.44.125](#) Alleged Perpetrators Right to Review and Amendment of Finding Hearing

[WAC 388-15-065](#) Does CPS have to notify the alleged perpetrator of the results of CPS investigation?



[WAC 388-15-069](#) How does CPS notify the alleged perpetrator of the finding?

[WAC 388-15-073](#) What information must be in the CPS finding notice?

## Policy

CA staff must:

1. Notify subjects of all approved CPS investigative findings in writing and orally, whenever possible, whether founded or unfounded and provide the [required information](#) regarding the steps necessary to request a CA founded finding review.
  1. Document efforts to notify and inform subjects of the finding and process for requesting review of a founded finding in a case note.
  2. Retain a hard copy of the founded or unfounded letter in the case file.
  3. Founded findings:
    1. Send a founded finding letter to the subject's last known address or known location by certified mail, return receipt requested. This includes:
      1. Documenting the certified mail tracking number on the letter and Deliver Tracking page in FamLink.
      2. Retaining the Domestic Return Receipt (green card) when received with the parent's signature or if it is returned undeliverable in the case file.
    2. Personally serve the founded finding letter if the certified mail is returned and the department is actively working with the subject on an open case in any CA program. If the subject refuses to accept the in-person delivery, CA staff must document that the caseworker attempted to hand deliver a copy of the finding letter to subject and the subject refused to accept the letter. This information is documented in the Delivery Tracking page in FamLink.
  4. Unfounded findings:
    1. Document the date the letter was provided and how it was provided to the subject in the Delivery Tracking page in FamLink.
    2. Send the unfounded finding letter to the subject's last known address or known location by United States (U.S.) mail or encrypted email.
    3. If provided via encrypted email, upload a copy of the email sent to the subject showing the letter is attached in the email into FamLink.
2. If a court in a civil or criminal proceeding, considering the same facts or circumstances contained in the CPS investigation, makes a judicial finding by a preponderance of the evidence (or higher standard) that the subject of the pending investigation has abused or neglected the child, CA will adopt the finding in its investigation.
3. When a court in a civil or criminal proceeding make a finding that differs from an unfounded finding on a completed investigation or closed case, CA will, upon request, consider changing the CA/N finding to founded.
  1. Compare the court case with the department case to ensure the same facts are considered.
  2. Discuss the judicial finding with the CPS supervisor and area administrator to determine if the CA finding should be changed.
  3. Send a new CPS founded finding letter to the subject and follow regular CAPTA procedures, if it is determined the finding should be changed.
4. Promptly notify the Office of the Family of Children's Ombuds of the contents of the report and disposition of the investigation when a third founded finding is made involving the same child or family within the previous 12 months.

5. Notify the guardian ad litem or court appointed special advocate, if assigned to a child involved in the investigation, of the disposition of the investigation

## Forms

CPS Founded Letter DSHS 09-913

CPS Unfounded Letter DSHS 09-912

DLR/CPS Founded Letter DSHS 09-913a

DLR/CPS Unfounded Letter 09-912a and 09-912b

## Resources

[2559C CPS Investigative Founded Findings Review](#)

[2540 Investigative Assessment policy](#)

# 2559C. CPS Investigative Founded Findings Review

2559C. CPS Investigative Founded Findings Review [admin](#) Wed, 07/25/2018 - 23:14

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** September 1976

**Revised Date:** January 31, 2016

**Policy Review:** January 1, 2020

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## Purpose

Inform staff of the process to review CPS investigative findings when a review is requested by a subject with a founded finding of Child Abuse/Neglect (CA/N).

## Scope

This policy applies to all Children's Administration staff.

## Laws

P.L. 93-247 Child Abuse Prevention and Treatment Act

P.L 111-320 Child Abuse Prevention and Treatment Act Amendment

[RCW 26.44.100](#) Information about Rights and Notification of Investigation, Report and Findings

## Policy

1. A request for review of a CPS founded finding must be received **within 30 calendar days** following the subject's receipt of the notification. If the request is not received within the designated timeframe, the subject has no further right to an internal review, administrative hearing or judicial review of the finding.
2. All CA founded findings reviews must be conducted within 30 days by the regional administrator or Division of Licensed Resources administrator or his or her designee who is above the first level of supervision and was not involved in the original decision-making about the finding. At a minimum, the internal review must include:
  1. A review of the case file, to include the intake, case notes, Investigative Assessment, and the findings information; and
  2. A review of any written information provided by the subject of the intake.
  3. When necessary, the review will include an interview with the assigned worker and/or the worker's supervisor.
3. CA staff must notify the subject of the CA founded findings review results within 30 calendar days from the date the department received the request.
  1. Notification must be in writing by certified mail, return receipt requested to the subjects last known address.
  2. If the results remain founded, the hearing notification letter must include the process to request an Administrative Hearing.
4. CA staff must change the findings in the "Findings" page in FamLink within 10 working days of the decision when a review or hearing overturns the founded finding.
5. All findings will remain in effect as originally determined pending any internal review or administrative hearing.

## Forms

CPS Review Denied Notification form DSHS 27-136 (on Intranet)

# 2571. Mandated Reports to Law Enforcement

2571. Mandated Reports to Law Enforcement [admin](#) Wed, 07/25/2018 - 23:15

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** 1972

**Revised Date:** July 23, 2017

**Policy Review:** July 23, 2020

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## Purpose

Provide Children's Administration (CA) staff direction for notifying law enforcement (LE) about crimes against children and vulnerable adults and alleged abuse of children.

## Scope

This policy applies to all CA staff.

## Laws

[RCW 13.50.010](#) Definitions – Conditions when filing petition or information – Duties to maintain accurate records and access – Confidential child welfare records.

[RCW 13.50.100](#) Records not relating to commission of juvenile offenses – Maintenance and access – Release of information for child custody hearings – Disclosure of unfounded allegations prohibited.

[RCW 26.44.030 \(4\)](#) Reports – Duty and authority to make – Duty of receiving agency – Duty to notify.

[RCW 74.13.031 \(3\)](#) Duties of department – Child welfare services

[RCW 26.44.190](#) Investigation of child abuse or neglect – Participation by law enforcement officer

## Policy

CA staff will:

1. Notify LE when any of the following apply:
  1. There is a reasonable cause to believe a crime has been committed against a child or vulnerable adult.
  2. There is an allegation of child abuse or neglect (CA/N) including:
    1. Child fatality or near fatality suspected to be caused by CA/N.
    2. Non-accidental physical injury of a child.
    3. Sexual Abuse or sexual exploitation.
    4. A suspicion, indication or confirmation of commercial sexual exploitation (CSEC), and there is reasonable cause to believe a crime against a child has been committed.
  3. A law enforcement officer investigating alleged child abuse or neglect is, or has been, a parent, guardian, or foster parent of an alleged child victim. If the law enforcement agency continues the investigative assignment of an officer who is the current foster parent of the alleged child victim, the CA caseworker must remove the child from placement with the investigating officer.
2. Notify LE verbally or with a written Child Protective Services (CPS) intake report.
  1. Within 24-hours of receiving:
    1. A CPS intake with an emergent response time and the child is believed to be in danger.
    2. An intake about an indicated or confirmed Commercially Sexually Exploited Child.
  2. Within 72-hours of:
    1. Receiving a CPS intake with a non-emergent response time.
    2. When an investigation or Family Assessment Response (FAR) reveals reasonable cause to believe that a crime against a child may have been committed.
3. If a verbal report was made, send a copy of the intake to LE within five calendar days of making the verbal report.
4. When any child in an open case is believed to be at imminent risk of serious harm or there is a new allegation of child abuse or neglect not included in the original intake, the assigned caseworker must make a report to intake per [RCW 26.44.030 \(1\)\(a\)](#).

5. If there is reasonable cause to believe any **client** has been abandoned, abused, neglected, or exploited, regardless of the source of information, notify his or her supervisor or manager per DSHS Administrative 8.02 policy located on the DSHS intranet.
6. CA staff may release confidential case information to other juvenile justice or care system agencies only when an investigation or case involving the child in question, is being pursued by the other agency or when that other agency is responsible for supervising the child. This includes entities such as police, prosecuting attorneys, diversion units, detention centers, courts, and schools but does not include a child's placement, i.e., licensed or unlicensed caregiver.
7. Document in FamLink on the intake "referral" tab the following information when sending the report to law enforcement:
  1. LE agency name.
  2. Date and time the report was sent.
  3. Method by which the report was sent.
  4. Explanation of the reason the report was sent.

## Forms

Intake Report DSHS 14-260 located on the Intake and Forms pages on the CA Intranet.

## Resources

[Mandated Reporter Toolkit](#)

# 3000. Family Voluntary Services (FVS)

3000. Family Voluntary Services (FVS) [admin](#) Wed, 07/25/2018 - 23:16

**Original Date:** September 1995

**Revised Date:** September 1, 2021

**Sunset Review Date:** September 30, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

Family Voluntary Services (FVS) allows parents to voluntarily engage in services to increase their protective capacities and meet the child's safety, health, and well-being needs.

## Scope

This policy applies to caseworkers.

## Laws

[RCW 13.32A.140](#) Out-of-home placement - Child in Need of Services Petition by Department - Procedure.

[RCW 26.44.030](#) Reports - Duty to Make

[RCW 26.44.056](#) Protective Detention or Custody of Abused Child

[RCW 43.185C.315](#) Youth Services - HOPE centers - Requirements

[RCW 43.185C.320](#) Youth Services - HOPE centers - Eligibility

[RCW 74.14A.020](#) Services for Emotionally Disturbed and Mentally Ill Children, Potentially Dependent Children, and Families-In-Conflict

[PL 113-183](#) Preventing Sex Trafficking and Strengthening Families Act

## Policy

1. The following cases are assigned for FVS:
  1. A non-Child Protective Services (CPS) [intake](#), including:
    1. Request for services.
    2. Intakes on runaway youth under age 12 who are at a Crisis Residential Center (CRC), Hope Center, or overnight youth shelter.
  2. CPS investigation or risk-only cases when the family has agreed to participate in services and any of the following exists:
    1. A moderately high or high risk score on the [Structured Decision Making Risk Assessment \(SDMRA\)](#) tool.
    2. A [safety assessment](#) has identified a safety threat that can be managed with a [safety plan](#).
    3. Child is placed in out-of-home care on a [Voluntary Placement \(VPA\)](#) due to a safety threat that cannot be managed in the home.
    4. Cases require six months of child safety monitoring when all three of the following conditions are met:
      1. The child is placed on a hospital hold by the physician or hospital administrator.
      2. The child is placed in protective custody by law enforcement (LE); and
      3. CPS determines the child can return home.
2. The FVS supervisor will:
  1. Hold a case transfer staffing with the CPS supervisor, including the sending and receiving caseworkers, when a request is made to transfer a case from CPS to FVS. An FVS caseworker must be assigned within three days of the request for transfer.
  2. Address issues in the case transfer staffing including the safety, permanency and well-being needs of the child, family's progress in services, and any other identified service needs. The staffing must be documented in a case note.
  3. Consult with the area administrator (AA) when there is a disagreement about an intake screening decision or the transfer of a CPS investigation to FVS.
  4. Assign CPS risk only intakes to FVS caseworkers per the [Case Assignment](#) policy. If the case is co-assigned to FVS and CPS investigation, assign the risk only intake to the CPS investigation caseworker. Follow [CPS Investigation](#) policy.
  5. Conduct [monthly supervisor case reviews](#), review all [safety plans](#) and case plan. Document the reviews in a case note.
  6. Review for case closure if the family:
    1. Has completed or is no longer in need of services and there is no present danger or identified safety threat.

2. Is unable to be located and the FVS caseworker followed the steps outlined in the “Guidelines for Reasonable Efforts to Locate Children and/or Parents” on the CA intranet.
7. Review FVS cases that remain open to:
  1. Verify a case plan has been developed if the case has been open beyond 45 days and the family is participating in services.
  2. Verify monthly [health and safety visits](#) occurred if the case has been open beyond 60 days.
  3. Continue reviewing the case every 90 calendar days from FVS case assignment to determine if continued services are needed.
  4. Obtain AA approval if the case is open beyond 180 days from FVS case assignment and every 90 days thereafter if services are still needed.
3. FVS caseworkers must:
  1. For FVS Cases Transferring from CPS Investigations:
    1. Prior to initial contact with the family:
      1. Review the case file, safety assessment and [Case Plan DCYF 15-259A](#) and all other case information as it becomes available.
      2. Participate in a case transfer staffing, if applicable, to discuss the case including safety, permanency and well-being needs of the child, family’s progress in services and any other identified service need.
    2. Make contact with the family within seven calendar days from the date a case transfers from CPS investigation to FVS.
    3. Follow DCYF Administrative policies:
      1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) when working with families with LEP. This includes also following the DSHS Administrative 18.82 Bilingual/Multilingual Employees-Assignment Pay, Certification, and Responsibilities policy when caseworkers are dual language employees, as they may provide the language services.
      2. 6.03 Access to Services for Individuals with Disabilities policy.
    4. Conduct an initial private face-to-face [health and safety visit](#) with all of the children within ten calendar days of the transfer.
    5. Complete the following during the initial meeting with the child and family and subsequent meetings as needed:
      1. Provide:
        1. Qualified interpreters to individuals as needed, per DCYF Administrative policies:
          1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
          2. 6.03 Access to Services for Individuals with Disabilities.
        2. All parents or caregivers with the [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication, per the 6.03 Access to Services with Individuals with Disabilities.
      2. Assess for [present danger](#). Take immediate protective action if a child is in present danger.
      3. Identify all individuals living in the home and assess for safety threats and risk.
    6. Document when the [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication was provided to the parents or guardians in a case note in FamLink, per the DCYF Administrative DCYF 6.03 Access to Services for Individuals with Disabilities policy.
    7. Inquire about the child’s possible membership or eligibility for membership in a federally recognized tribe. Follow [Indian Child Welfare Chapter 3 Inquiry and Verification of Child’s Indian Status](#).



8. Prior to contacting or sharing any information about a family with collateral contacts and service providers, obtain releases of information from parents. This includes any information being shared about the mental health treatment, substance abuse treatment, access to reproductive services and sexually transmitted diseases (STD)/human immunodeficiency virus (HIV) for parents or youth age 13 years and older.
9. Follow the [Infant Safety Education and Intervention](#) policy for all children in the household birth to one year and anytime a new infant enters the home.
10. Complete a new safety assessment at key decision points per CA [safety assessment](#) policy.
11. Complete a [safety plan](#) with the family if a safety threat is identified and can be controlled and managed with a safety plan.
12. Conduct routine and universal [domestic violence \(DV\)](#) screening at key points in a case, i.e., a new intake, case transfer, and re-assessment of safety to identify if DV is present.
13. Complete the [Commercially Sexually Exploited Child \(CSEC\)](#) Screen DCYF 15-476 form when there is suspicion, indication or confirmation that the child or youth may be a victim of commercial sexual exploitation (CSE).
14. Complete the [Comprehensive Family Evaluation \(CFE\)](#) within 45 calendar days of a FVS assignment, and every 90 days after the CFE is approved.
15. Complete an [investigative assessment](#) within 60 calendar days when assigned a CPS risk only intake and follow [CPS Investigation](#) policy.
16. Provide [concrete goods](#) and supports that strengthen the family's ability to safely care for and meet their children's needs. Concrete goods must be directly related to the issues of safety and risk identified in the assessment.
17. Conduct monthly [health and safety visits](#) with children and monthly visits with caregivers and parents.
18. Review the case with the supervisor and assess whether to place the child in out-of-home care when any of the following apply:
  1. Safety or risk cannot be managed with a safety plan.
  2. The family refuses services.
19. Complete the following case planning and service referral activities for children in-home or placed out-of-home on a [VPA](#).
  1. Develop a [case plan](#) with the family based on the assessment of the family's needs. The case plan must address the moderately high or high risk factors and the identified safety threats for the child.
  2. Refer the child and family to service providers or community resources when needed and available. This includes referring a child or youth with complex behavioral health needs for a Wraparound Intensive Services (WISe) screen per [WISe policy](#).
  3. If a child is a member or eligible for membership in a federally recognized tribe from Washington state, contact the tribe to:
    1. Determine the tribe's level of involvement.
    2. Identify any available tribal services and resources.
    3. Review and follow the [Memorandum of Understanding \(MOU\)](#) that CA has with the child's tribe (if one has been completed)
20. Complete the following additional case planning and service referral activities for a child placed out-of-home on a [VPA](#):
  1. Conduct a [Family Team Decision Making \(FTDM\) meeting](#) prior to placement and when returning the child home per the [VPA](#) policy.
  2. Develop a [family time and sibling visit](#) plan that includes visits in the least restrictive setting based on risk factors, existing danger, safety threats and protective factors.

21. Transfer the case to Children and Family Welfare Services (CFWS) if a [dependency petition](#) has been filed. If the case is co-assigned and is within two weeks of case transfer, the CPS worker will file the dependency petition.
  22. Make a report to intake per [RCW 26.44.030 \(1\)\(a\)](#) when any child in an open case is believed to be at imminent risk of serious harm or there is a new allegation of child abuse or neglect
  23. Close the case when:
    1. The family has completed or is no longer in need of services and there is no present danger or identified child safety threats.
    2. The family is unable to be located following the steps outlined in the “Guidelines for Reasonable Efforts to Locate Children and/or Parents” on the CA intranet.
2. For Non-CPS FVS Cases
1. Make contact with the referrer, youth or family member on non-CPS intake cases within the following times (excluding weekends and holidays):
    1. 72 hours for a request for services.
    2. 24 hours for intakes on runaway youth under age 12 who are currently located at a CRC, Hope Center or overnight youth shelter.
  2. Prior to initial contact with the family review the intake, history and all other case information as it becomes available.
  3. Follow DCYF Administrative policies:
    1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) when working with families with LEP. This includes also following the DSHS Administrative 18.82 Bilingual/Multilingual Employees-Assignment Pay, Certification, and Responsibilities policy, as they may provide language services.
    2. 6.03 Access to Services for Individuals with Disabilities.
  4. Complete the following during the initial meeting with the child and family, and subsequent meetings as needed:
    1. Provide:
      1. Qualified interpreters to individuals as needed, per DCYF Administrative policies:
        1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
        2. 6.03 Access to Services for Individuals with Disabilities.
      2. All parents or caregivers with the [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication, per the 6.03 Access to Services with Individuals with Disabilities.
    2. Assess for [present danger](#). Take immediate protective action if a child is in [present danger](#).
    3. Identify and verify all individuals living in the home and assess for safety threats and risk.
    4. Follow the [Infant Safety Education and Intervention](#) policy for all children in the household birth to one year and anytime a new infant enters the home.
    5. Inquire about the child’s possible membership or eligibility for membership in a federally recognized tribe. Follow [Indian Child Welfare Chapter 3 Inquiry and Verification of Child’s Indian Status](#).
    6. Document when the [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication was provided to the parents or guardians in a case note in FamLink, per the DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy.
    7. Prior to contacting or sharing information about a family with collateral contacts and service providers, obtain releases of information from parents. This includes

- any information being shared about the mental health treatment, substance abuse treatment, access to reproductive services, and STD/ HIV for parents or youth age 13 years and older.
8. Initiate referrals to service providers or community resources when needed and available. This includes referring a child or youth with complex behavioral health needs for a WISE screen per the [WISE](#) policy.
  9. Complete an [investigative assessment](#) when assigned a CPS Risk-Only intake and follow [CPS Investigation](#) policy.
  10. Complete the [CSEC](#) Screen DCYF 15-476 form when there is suspicion, indication or confirmation that the child or youth may be a victim of CSE.
  11. Provide [concrete goods](#) and supports that strengthen the family's ability to safely care for and meet their children's needs. Concrete goods must be directly related to the issues of safety and risk identified in the assessment.
  12. Complete the [CFE](#) by the 45th calendar day of the intake and update the [CFE](#) every 90 calendar days if the case remains open.
  13. Should the case remain open beyond 45 days, the following must occur and parents must be informed of the following:
    1. Conduct monthly [health and safety visits](#) with all children in the home and monthly visits with caregivers and all [parents](#) if the case is open beyond 60 days.
    2. Develop a [case plan](#) with the family based on the assessment of the family's needs.
    3. Complete routine and universal [DV](#) screening and re-assessment of safety to identify if [DV](#) is present.
  5. Complete the following additional case planning and service referral activities for a child placed out-of-home on a [VPA](#):
    1. Conduct a [FTDM meeting](#) prior to placement and returning a child home per the [VPA](#) policy.
    2. Develop a [family time and sibling visit](#) plan that includes visits in the least restrictive setting based on risk factors, existing danger, safety threats and protective factors.

## Forms

### [Case Plan DCYF 15-259A](#)

Commercially Sexually Exploited Child (CSEC) Screen DCYF 15-476 (Located on the DCYF Intranet)

### [Indian Identity Request DCYF 09-761](#)

Voluntary Agreement Plan DCYF 09-004B (Located on the DCYF Intranet)

## Resources

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

[Public Notice of Nondiscrimination DCYF HR\\_0012 publication](#)

[Social Worker's Practice Guide to Domestic Violence DCYF 22-1314 publication](#)

## 3100. Family Reconciliation Services

3100. Family Reconciliation Services [admin](#) Wed, 07/25/2018 - 23:18

**Original Date:** December 15, 1996

**Revised Date:** July 28, 2019

**Sunset Review Date:** July 31, 2023

**Approval:** Ross Hunter, Secretary

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### Purpose

Family Reconciliation Services (FRS) are voluntary services designed to resolve problems related to family conflict, at-risk youth, or a youth who may be in need of services. These services are provided to youth ages 12 through 17 years old and their families to alleviate personal and family situations which present a serious and imminent threat to the health and stability of the family and reunify the family, maintain the family unit or avoid out-of-home placement.

### Scope

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

### Laws

[Chapter 13.32A RCW](#) Family Reconciliation Act

[RCW 43.185C.290](#) Youth services - Child admitted to secure facility - Maximum hours of custody - Evaluation for semi-secure facility or release to department of social and health services - Parental right to remove child - Reconciliation effort - Information to parent and child - Written statement of services and rights - Crisis residential center immunity from liability

[RCW 43.185C.315](#) Youth services - HOPE centers - Establishment - Requirements

### Policy

Caseworkers must:

1. Contact the family within twenty-four hours of being assigned the case, excluding weekends and holidays, to schedule an interview and assessment.

2. Complete a Family Assessment with the involvement of a multidisciplinary team, if applicable, to determine available services to keep the family intact.
3. Provide FRS to youth 12 through 17 years of age and their families, where youth have run away or are in conflict with their family.
4. Complete the Commercially Sexually Exploited Child (CSEC) screening tool DSHS 15-476 in FamLink if a youth is suspected, indicated, or confirmed of being a CSEC.
5. Follow the [Commercially Sexually Exploited Children \(CSEC\)](#) policy for youth indicated or confirmed CSEC.
6. Refer a youth with complex behavioral health needs for a Wraparound Intensive Services (WISe) screen per [WISe](#) policy.
7. Follow the [Health and Safety Visit](#) policy requirements for all cases open beyond 60 calendar days.
8. Upon request by the parent or youth, complete a Family Assessment for Child In Need of Services (CHINS) or At-Risk Youth (ARY).
9. File a CHINS petition on behalf of the youth when a dependency is not being pursued, the parent has not filed an ARY petition, and DCYF is asking the court to approve an out-of-home placement under the following circumstances:
  1. The youth has been admitted to a CRC or has been placed by DCYF in an out-of-home placement, and:
    1. The parent has been notified that the youth was admitted or placed.
    2. The youth cannot return home and legal authorization is needed for out-of-home placement beyond seventy-two hours.
    3. An agreement has not been reached between the parent and youth as to where the youth will live.
    4. A CHINS petition has not been filed by either the parent or youth.
    5. The parent has not filed an at-risk youth petition; and
    6. The youth has no suitable place to live other than their parent's home.
  2. The youth has been admitted to a CRC and:
    1. Seventy-two hours, including Saturdays, Sundays and holidays, have passed since placement.
    2. The CRC staff, after searching with due diligence, have been unable to contact the youth's parents.
    3. The youth has no suitable place to live other than the home of his or her parent.
  3. An agreement between the parent and youth made pursuant to [RCW 43.185C.280](#) or pursuant to [RCW 13.32A.120\(1\)](#) is no longer acceptable to the parent or youth, and:
    1. Seventy-two hours, including Saturdays, Sundays, and holidays, have passed since notification.
    2. No new agreement between parent and youth as to where the youth will live has been reached.
    3. A CHINS petition has not been filed by either the youth or the parent.
    4. The parent has not filed an ARY petition; and
    5. The youth has no suitable place to live other than their parent's home.
10. Meet the following requirements when filing a CHINS petition on behalf of the youth:
11. Be filed in the county where the parent resides.
12. Allege the youth is a CHINS.
13. Ask only that the placement of a youth outside the parent's home be approved.
14. Authorize emergency medical and dental care if a youth is placed in out-of-home care on a CHINS order.
15. Request a dismissal of a CHINS out-of-home placement no more than 180 calendar days from the initial review hearing, per [RCW 13.32A.190](#).
16. When requested, assist the parent in filing an ARY petition in the county where the parent resides and allege that:
  1. The youth is an at-risk youth.

2. The parent has the right to legal custody of the youth.
  3. Court intervention and supervision are necessary to assist the parent in maintaining the care, custody, and control of the youth.
  4. Alternatives to court intervention have been attempted or there is good cause why such alternatives have not been attempted.
17. Close the case after 30 days unless the family is referred for contracted services, DCYF placement, or ordered by the court to monitor compliance with the dispositional order of a CHINS or ARY petition.

## Procedures

Caseworkers must:

1. Assess the family and refer to appropriate services to avoid out-of-home placement.
2. Report to intake when any child in an open case is believed to be at imminent risk of serious harm or there is a new allegation of child abuse or neglect
3. Staff case with supervisor if:
  1. Services other than family crisis counseling is needed.
  2. The case needs monitoring or services beyond 30 days.
4. Make a referral to a contracted service provider when appropriate.
5. If ordered by the court, for a CHINS or ARY dispositional hearing:
  1. Submit a dispositional plan;
  2. Monitor compliance with the dispositional order;
  3. Assist in coordinating the provision of court-ordered services; and
  4. Submit reports at subsequent review hearings regarding the status of the case.
6. Request dismissal of the CHINS when it is not feasible for DCYF to provide services due to one or more of the following circumstances:
  1. The youth has been absent from court approved placement for 30 consecutive days or more;
  2. The parents or the youth refuse to cooperate in available, appropriate intervention aimed at reunifying the family; or
  3. The department has exhausted all available and appropriate resources that would result in reunification.

## Forms

Commercially Sexually Exploited Child (CSEC) Screen DSHS 15-476 (Located on the DCYF Forms intranet)

Family Assessment DSHS 15-279 (Located on the DCYF Forms intranet)

## 4000. Child Welfare Services

4000. Child Welfare Services [admin](#) Wed, 07/25/2018 - 23:19

## 41211. Safety of Newborn Children Act

41211. Safety of Newborn Children Act [admin](#) Wed, 07/25/2018 - 23:19

## Procedure

1. DCYF child welfare employees must accept an intake of a newborn transferred (abandoned) under the Safety of Newborn Children Act per the [Intake](#) policy.
2. Responsibilities:
  1. CFWS Supervisor assigns intake to a CFWS caseworker
  2. CFWS caseworker:
    1. Has face-to-face contact with the newborn and gathers available information from hospital and other caregivers.
    2. Locates and places the newborn in emergency out-of-home, when able to be released from the hospital.
    3. Verifies CA custody through a law enforcement transfer of custody.
    4. Drafts and files a dependency petition.
    5. Completes the child information/placement referral [DCYF 15-300](#) form based on available information and provides information to the caregiver/foster parent.
    6. Schedules shared planning meeting to identify permanent plan and placement.
    7. Consults with supervisor as necessary.

## 4122. Case Transfer

4122. Case Transfer [admin](#) Wed, 07/25/2018 - 23:21

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:**

**Revised Date:** July 23, 2017

**Policy Review:** July 23, 2021

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### Purpose

To provide direction for Department of Children, Youth, and Families (DCYF) child welfare employees in transferring cases between units, offices and regions in a manner that prioritizes child safety, permanency, and well-being.

### Scope

This policy applies to DCYF employees.

### Policy

1. Follow Case Assignment policy when determining primary case assignment and emergent response.
2. Transfer Between Units or Programs In The Same Office
  1. If a case is being transferred between units following the filing of a dependency or a change in program, complete the following:
    1. The sending and receiving supervisors will collaborate within three calendar days of the dependency or program change, e.g., Child Protective Services (CPS), Children and Family Welfare Services (CFWS), Family Voluntary Services (FVS), etc., to determine if case transfer is appropriate.



2. If there is agreement, the receiving supervisor must assign or co-assign the case within five calendar days of the request for transfer.
3. If there is disagreement, supervisors must consult with the area administrator (AA).
2. When a child becomes legally free:
  1. If the permanent plan is adoption, the case must be staffed with an adoption supervisor within five working days from the date of the termination hearing and transferred to an adoption worker within ten working days from the date of the termination hearing.
  2. If the permanent plan for a legally free child changes to a plan other than adoption, the case will be staffed between the Adoption unit and CFWS unit. The staffing must occur within five calendar days of the court ordered change to identify the unit for the case.
3. Transfer Between Offices
  1. The caseworker can request a transfer of primary case assignment between DCYF offices for a **non-court involved** case if the following requirements are met:
    1. The parent or legal guardian establishes residency in a different county and continued assessment or services are needed or requested. If a parent is in inpatient treatment with his or her child, transfer will not be considered until the parent has been in treatment for a minimum of thirty calendar days.
    2. The supervisors or AA in the sending and receiving offices agree to the case transfer.
    3. If there is agreement, the receiving supervisor must assign the case within five calendar days of receiving the request to transfer.
  2. When requesting a transfer of primary case assignment between DCYF offices for a **court-involved** case. This does not apply to legally free cases:
    1. Follow the [Legal Jurisdiction](#) policy:
    2. If there is agreement and the receiving county's court accepts legal jurisdiction, the sending supervisor must verify that the case documentation is complete and transfer within five business days of receiving the court order to transfer legal jurisdiction.
  3. Follow the [Courtesy Supervision](#) policy when a child is in the care and custody of DCYF, and is placed outside the sending office's area.
  4. If a child in a foster home placement moves with the foster family to another area, the originating DCYF office notifies the Licensed Division, and the receiving DCYF office for [courtesy supervision](#), if necessary.
4. Transfer of jurisdiction from state court to tribal court, per [ICW Policies and Procedures Chapter 6: Casework Activities for Court Proceedings](#)  
 The child welfare caseworker will:
  1. Send [JU 11.0900 Motion for Order Transferring Jurisdiction to Tribal Court](#), and [Tribal Court's Order Accepting/Declining Jurisdiction, JU 11.0960](#) to the tribe for its use for these purposes. A tribe may also use its own tribal court forms). Upon receipt of an order from a tribal court accepting jurisdiction, the state court shall dismiss the child custody proceeding without prejudice.
  2. Provide the tribe with the case information, and if requested, schedule a transfer [case staffing](#).
5. Disagreement about case transfer must be resolved at the lowest level possible. If the disagreement is unresolved at the caseworker level, the supervisors must work with the AA, or Regional Administrator to resolve it.

## 4201. Emergency Planning for Birth Parents and Legal Guardians

4201. Emergency Planning for Birth Parents and Legal Guardians [admin](#) Wed, 07/25/2018 - 23:22

### Purpose

To store current birth parents or legal guardians name, address and phone number and emergency contact information for all children in out-of-home care, in case of a disaster or emergency.

## Policy

1. The assigned child welfare caseworker is responsible for ensuring birth parents or legal guardians of children placed in out-of-home care have the following information documented in the information management system:
  1. Emergency Contact Name; Recommend One In-State and One Out-of-State Contact
  2. Current Address for Birth Parent/Legal Guardian and Emergency Contact Persons
  3. Current Phone Numbers for Birth Parent/Legal Guardian and Emergency Contact Persons, as applicable.
2. The child welfare caseworker is responsible for reviewing and updating this information as change occurs and at a minimum annually.

# 4211. Notification to Foreign Consulates

4211. Notification to Foreign Consulates [admin](#) Wed, 07/25/2018 - 23:23

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** June 7, 2012

**Revised Date:** July 1, 2017

**Policy Review:** July 1, 2021

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## Purpose

Ensure foreign consulates are notified when a child who is the citizen of another country becomes the focus of a dependency proceeding. This policy is not to be interpreted as a check on immigration status of any member of a family but rather citizenship of a country outside the United States.

## Laws

[Vienna and United Nations Treaty Collection](#)

## Policy

1. The child welfare caseworker must:
  1. Assess the citizenship of a foreign country of a child when the child is placed in out-of-home care in a dependency proceeding.
  2. Provide notice, under federal treaty obligations, to the foreign consulate when obtaining legal custody of a child who is a foreign national.
  3. Provide access to interpreters and culturally relevant services to Limited English Proficient (LEP) clients from certified or authorized contracted translators as listed in the provisions of DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy.

## Procedures

1. The child welfare caseworker must:
  1. Determine and document the child's citizenship of a foreign country at the time a child is placed in care by asking the parent (or the child, depending on age and development) if the child is a citizen of a foreign country. If the answer is “yes,” ask, “What foreign country?”
  2. For children in the care and custody of the Department of Children, Youth, and Families (DCYF), as soon as it is known whether the child is a foreign national, notify the foreign consulate by faxing the [Notice to Foreign Consulate of Child Protection Proceedings DCYF 15-402](#) of the child's or parents home country. Notification to the consulate must be made as soon as possible but no later than 30 calendar days.  
**Note:** The address of the nearest consular office for a foreign country can be found at [Foreign Consular Offices in the United States](#).
3. If requested by the consulate:
  1. Obtain a signed [Consent to release Information DCYF 14-012](#) form from the parents to share information with the consulate; and
  2. Provide identified services to the family.
4. Document in FamLink any:
  1. Foreign citizenship of the child on the Person Management page.
  2. Notification to a consulate by uploading the [Notice to Foreign Consulate of Child Protection Proceedings DCYF 15-402](#) form into FamLink.

## Forms

[Consent to release Information DCYF 14-012](#)

[Notice to Foreign Consulate of Child Protection Proceedings DCYF 15-402](#)

## Resources

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

[United States Department of State Consulate by Country](#)

# 4220. Assessment for New CWS Cases

4220. Assessment for New CWS Cases [admin](#) Wed, 07/25/2018 - 23:23

# 4221. Family-Focused Assessments

4221. Family-Focused Assessments [admin](#) Wed, 07/25/2018 - 23:25

The child welfare caseworker must complete a full family-focused case assessment to identify family strengths and problems. The assessment includes multi-family groupings; e.g., the family home from which the child was removed as well as the home of another parent. RCW 74.14A.020

# 4222. Community-Informed Decision-Making

The CWS assessment focuses first on identifying family resources or services within the community, which can be utilized to safely maintain a child in their home and community. The child welfare caseworker identifies services that may be needed in the future through coordination with the family and other relevant community agencies.

## 4223. Culturally Appropriate Assessment

Culturally sensitive assessment means viewing the family from its own perspective, cultural context and values. The family, the extended family, and the community must be encouraged to identify their own solutions to mitigate the need for services.

## 4224. Initial Assessment

The FVS caseworker's initial assessment includes:

1. For youth missing from care that are referred by overnight shelters the caseworker must:
  1. Notify Law Enforcement of youth's whereabouts per [Practice and Procedures Guide 4550 Children Missing from Care](#)
  2. Notify the youth's parents that a report has been received and the youth is currently safe and off the streets within 24 hours,
  3. Inform parents of services designed to resolve the conflict and accomplish reunification of the family.
  4. Make contact by telephone or other reasonable means.
2. For cases involving sexually exploited youth as defined in Appendix A, the FRS caseworker must refer the youth and family to available services through the Office of Crime Victims Advocacy. The FRS caseworker must explore filing a CHINS petition if applicable.
3. Identification of family needs and strengths.
4. Determining who is or may be legally responsible for the child, including presumed and alleged fathers.
5. Clarifying the presenting problems and resolutions expected.
6. Obtaining the family and child's own description of the situation and family's recommendations for how to solve the problem.
7. Reviewing family history, including such factors as ethnic and cultural heritage, family and community resources, emotional/social support systems, medical histories, family dynamics, educational backgrounds of parents and children, work histories/employment stability, availability of financial resources (TANF, public housing, Supplemental Security Income [SSI], Social Security, Veterans Administration benefits), and family mobility.
8. When the caseworker or CHET Screening Specialist identifies a child birth to three years old with a concern about the child's developmental delays, a referral will be made to a Lead Family Resources Coordinator with the Early Support for Infants and Toddlers (ESIT).
  1. Referrals are made by contacting the local ESIT Lead Family Resource Coordinator or through the ESIT web site.
  2. The referral must also be discussed with the child's parents or caregivers. The parents or caregivers should also be informed that services from ESIT are free. This service is required for children in out-of-home placement.

3. The referral must be made no more than two working days after a concerns has been identified. The family may request that the referral timeline be extended beyond two days. This request must be documented.
4. At the time of the pre passport staffing, or earlier if appropriate, the assigned caseworker should be notified that a referral was made on behalf of the child. Document this in the pre passport Action Plan under the Developmental Domain for the child.
9. Reviewing available case records, previous service/placement history, and response to previous services.
10. Making collateral contacts necessary to complete assessment.
11. Consultation with supervisor as needed.
12. Determine Indian child status.
13. The caseworker must determine ethnic status of family members, complete the [Indian Identity Request DCYF 09-761](#) form, and determine whether any family members are of Limited English Proficiency (LEP) or are persons of sensory impairment. Interpreter services will be provided as needed by the family. All services subsequent to intake will also utilize interpreter services as needed.

## 4240. Assessment for Transferred Cases

4240. Assessment for Transferred Cases [sarah.sanchez](#) Wed, 08/22/2018 - 22:40

The newly assigned CWS caseworker reviews the assessments completed by CPS, FRS, or another CWS unit upon case assignment.

## 4250. Placement Out-of-Home and Conditions for Return Home

4250. Placement Out-of-Home and Conditions for Return Home [admin](#) Wed, 07/25/2018 - 23:29

**Original Date:** October 20, 2013

**Revised Date:** October 1, 2019

**Sunset Review:** October 31, 2023

**Approved by:** Ross Hunter, Secretary

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### Purpose

Provide direction to Department of Children, Youth, and Families (DCYF) child welfare employees on:

- Determining when to place a child in out-of-home care.
- Providing a placement that is most aligned with the child's best interests, and safe, stable, and least restrictive in close proximity to the parent and the child's school when possible.
- Identifying what conditions must change for a child to return home.
- Required safety, permanency and well-being activities.
- Active and reasonable efforts for timely reunification.

## Scope

This policy applies to child welfare and Licensing Division (LD) employees.

## Laws

[RCW 13.34.020](#) Legislative declaration of family unit as resource to be nurtured—Rights of child.

[RCW 13.34.030](#) Definitions

[RCW 13.34.040](#) Petition to court to deal with dependent child—Application of federal Indian child welfare act.

[RCW 13.34.050](#) Court Order to take a child into custody, when - Hearing

[RCW 13.34.060](#) Shelter care—Placement—Custody—Duties of parties.

[RCW 13.34.067](#) Shelter care—Case conference—Service agreement.

[RCW 13.34.130](#) Order of disposition for a dependent child and placement with Relatives, foster family home, group care facility or other suitable person, placement of and Indian child in out-of-home care, and contact with siblings.

[RCW 13.34.145](#) Shelter care—Hearing—Recommendation as to further need—Release.

[RCW 13.34.260](#) Foster home placement, parental preferences and foster parent contact with birth parents encouraged.

[RCW 13.34.270](#) Child with developmental disability—Out-of-home placement—Permanency planning hearing.

[RCW 13.34.062](#) Shelter Care – Notice of custody and rights

[RCW 13.34.067](#) Shelter care—Case conference—Service agreement.

[RCW 13.34.130](#) Order of disposition for a dependent child, alternatives—Petition seeking termination of parent-child relationship—Placement with relatives, foster family home, group care facility, or other suitable persons—Placement of an Indian child in out-of-home care—Contact with siblings.

[RCW 13.38](#) Washington State Indian Child Welfare Act

[RCW 26.44](#) Abuse of Children

[RCW 26.44.190](#) Investigation of child abuse or neglect - Participation by law enforcement officer

[RCW 74.13.350](#) Children with developmental disabilities—Out-of-home placement—Voluntary placement agreement.

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict.

[RCW 74.15.020](#) Definitions

[RCW 74.15.090](#) Licenses required for agencies.

[PL 114-95](#) Elementary and Secondary Act of 1965

[Multi-Ethnic Placement Act \(MEPA\) 1994 Interethnic Adoption Provisions of the small Business Job Protection Act of 1996; Section 1808: "Removal of Barriers to Interethnic Adoptions"](#)

## Policy

### 1. Decision to Place

1. If caseworkers are considering out-of-home placement for a child, they must:
  1. Discuss with a supervisor.
  2. Conduct a [Family Team Decision Making \(FTDM\) meeting](#) prior to placing a child in out-of-home care or within 72 hours of placement.
  3. Contact the tribe if a child is a member or eligible for membership in a federally recognized tribe from Washington state per the [Indian Child Welfare \(ICW\) Policies and Procedures Chapter 5 Child Protective Services for Indian Children](#) policies.
2. Caseworkers must seek removal of a child from the home if one of the following apply:
  1. A child is in [present danger](#) or at imminent risk of harm and the [protective action plan](#) cannot maintain the child safely in the home of their parent or legal guardian.
  2. A [safety threat](#) is identified for the child while in the care of their parent or legal guardian, and either:
    1. [Reasonable efforts](#) to prevent the placement have failed including offering or providing services, or removing the persons or environmental threat from the home rather than the child.
    2. A [safety plan](#) cannot adequately control or manage the safety threat.
    3. Law enforcement (LE) has placed a child in protective custody (PC) and transferred custody to DCYF with a signed Child Custody Transfer DCYF 10.157.
3. If a physician, administrator of a hospital, or similar institution believes a child would be in imminent danger if released to their parent or guardian and has placed the child on a hospital hold, caseworkers must follow the [Hospital Hold](#) policy.
4. If children or youth in the placement and care authority (PCA) of DCYF, are placed in licensed or unlicensed care, and they are in present danger or there is a safety threat, caseworkers must follow the Placement Moves policy.
5. If a biological, adopted, or guardianship child of a licensed provider is in present danger or there is a safety threat and legal authority is needed to remove the child:
  1. Caseworkers must contact LE to assess for PC.
  2. LD employees must contact LE or the caseworker or supervisor..
6. Refer children with a developmental disability to [Developmental Disabilities Administration](#) when they are being considered for out-of-home placement and there is no alleged child abuse or neglect.

### 2. Legal Authority

1. Before placing a child in out-of-home care, DCYF must have legal authority to assume the PCA of the child, through one of the following ways:
  1. A [Voluntary Placement Agreement \(VPA\)](#), signed by a parent or legal guardian who has custody of the child when it is anticipated the child will safely return to their parents or legal guardians within 90 calendar days. If there is reason to believe the child is an Indian child, follow [ICW Policies and Procedures Chapter 6 Casework Activities for Court Proceedings](#) policy.



2. A LE officer has placed the child in PC and signed the Child Custody Transfer DCYF 10-157 form.
3. A hospital administrator or physician has placed the child on a [hospital hold](#) and signed the Child Custody Transfer DCYF 10.157 form.
4. A court entered an order in either a dependency case or Child in Need of Services (CHINS) case that authorized placement of the child in the care and custody of DCYF.
5. A court order has been obtained and authorized the department to take custody of the child through a Motion for Order to Take Child Into Custody.
2. If there is a safety threat to the child and the child's safety cannot be managed in the parents or legal guardian's care, caseworkers must seek legal authority for a placement even if the parent or legal guardian has arranged an alternate for placement beforehand.
3. If non-parental custody is pursued by the parents, caseworkers must:
  1. Continue to assess child [safety](#) and [risk](#) of the child.
  2. Obtain legal authority for the placement if there is a safety threat to the child that cannot be managed in the parent's care.
4. Caseworkers do not provide legal advice to parents or legal guardians on non-parental custody.
3. Placement
 

Caseworkers must:

  1. Take the following steps if a child is placed in out-of-home care.
    1. Obtain a signed copy of the Child Custody Transfer DCYF10-157 form if LE places a child in PC or if the child is placed on a hospital hold, upload the signed copy in FamLink.
    2. Verify that the custodial and non-custodial parents know that their child has been taken into custody as soon as possible, and provide a completed Temporary Custody Notification DCYF 09-731 form.
  2. Follow the [Dependency Petition Process](#) policy to petition the court for legal authority to remove the child and request a shelter care hearing occur within 72-hours of the removal of the child.
    1. Children placed under PC by LE may remain in the temporary care and custody of the department for 72 hours, excluding Saturdays, Sundays, and holidays.
    2. When this occurs, a shelter care hearing must be held within 72 hours or the child or youth is returned to their parent's care.
  3. Follow [ICW Policies and Procedures](#) when there is reason to believe the child is a member, or the biological child of a member and eligible for membership, in a federally recognized tribe.
  4. Follow the DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy when a parent, legal guardian, or child has LEP.
  5. Notify the appropriate foreign consulate and follow the [Notification to Foreign Consulate](#) policy if a child is a citizen of another country and is placed in out-of-home care.
  6. Follow the [Placement Moves](#) policy if a child is being moved from one out-of-home placement to another.
  7. Follow the [Behavioral Rehabilitation Services \(BRS\)](#) policy if a child or youth has behavioral issues and needs a higher level of services.
  8. Follow the [Placement – Intensive Resources](#) and [Interstate Compact on the Placement of Children](#) policies if out-of-state placement is being sought.
4. Placement Setting
 

Caseworkers must:

  1. Place the child with a licensed caregiver only if an approved [kinship caregiver or suitable adult](#) is not available. Licensed out-of-home placement includes:
    1. Licensed family foster home
    2. Licensed group care facilities
  2. Not use any secure detention facilities as a placement setting for children in out-of-home care.
  3. Contact the local office placement coordinator or placement desk to locate a licensed caregiver. Preferences such as family constellation, sibling relationships, ethnicity, culture, and religion

must be considered when matching a child to a foster home. Race, color, or national origin of the foster parent or child must not be the basis for any delay or denial of placement.

4. Identify [kinship care](#) or licensed placements that are:
  1. In the child's best interest and in consideration of their safety, permanency, and well-being needs, including:
    1. The least restrictive setting available.
    2. In close proximity to the parent.
    3. Keeping the child enrolled in the school they were attending when it is practical and in their best interest. If this is necessary to maintain the child's enrollment:
      1. Conduct transportation planning.
      2. Complete and provide the [School Notification DCYF 27-093](#) form to the school.
      3. Follow the [Educational Services and Planning Early Childhood Development K-12 and Post-Secondary](#) policy.
    4. With [siblings](#), unless one of the exceptions described in the sibling section of this policy applies.
    5. Placement settings that are least likely to result in placement moves.
  2. In accordance with [ICW placement preferences](#) when there is reason to believe the child is a member, or the biological child of a member and eligible for membership, in a federally recognized tribe.
  3. In consideration of a placement with a previous caregiver if a child returns to out-of-home care and:
    1. The caregiver is available, willing and able to meet the child's needs.
    2. Placement with that caregiver is in the best interest of the child.
5. If there is a conflict about a placement setting, the child's placement should be made based on what is in their best interest.
6. Contact a designated crisis responder to request a mental health assessment if a child is placed in out-of-home care and requires placement in a mental health in-patient setting.
7. Refer children and families to service providers or community resources as needed and available, and as court-ordered. This includes referring a child or youth with complex behavioral health needs for Wraparound with Intensive Services (WiSe) screening per the [WiSe](#) policy.
8. Provide information to the caregivers about their right to be present and participate in court hearings and share important information about a child per the [Notification of Court Hearings and Information Sharing with Out-of-Home Caregivers](#) policy.

#### 5. Sibling Placements

Caseworkers must:

1. Place siblings together. Siblings are only placed separately when approved by the caseworker's supervisor and area administrator (AA), and at least one of the following circumstances applies:
  1. A child is admitted into detention, psychiatric hospital, or a residential treatment facility in order to meet the child's needs.
  2. Placement of a sibling makes another person, including their sibling, unsafe. If this occurs, the sibling who poses the safety concerns will be moved.
  3. A sibling with a physical, emotional, or mental condition requires specialized services in order to accomplish specific therapeutic goals that cannot be met in the placement with their siblings. If this applies, the sibling is only placed apart from their siblings until the therapeutic goal is accomplished.
  4. An abusive relationship between siblings exists and therapy is not effective.
  5. A suitable relative is available and placement with them is in the child's best interest.
  6. A court order prohibits DCYF from placing siblings together.
  7. Other extraordinary circumstances that are approved by the supervisor and AA.
2. Arrange sibling visits, if siblings are not placed together per [Family Time and Siblings Visits](#) policy.

3. Determine communication between the child placed in out-of-home care and their parent per [Outside Communication for Children in Out-of-Home Care](#) policy.
4. Continually assess placing siblings together if siblings are placed separately, and place together if the conditions requiring separation no longer apply.
6. Kinship Care Placements  
Caseworkers must:
  1. Contact the Relative Search Unit within 30 days of out-of-home placement and follow [Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home](#) policy. The Relative Search Unit will complete the Relative Search Tracking DCYF 10-544 form with all relatives identified.
  2. When placing with kinship caregivers, follow:
    1. [Placements with Unlicensed Relatives or Suitable Persons](#) policy.
    2. [Home Study](#) policy.
    3. [Kinship Care: Searching for, Placing with, and Supporting Relatives and Suitable Other Person](#) policy.
  3. While the Relative Search Unit is searching and notifying relatives, continue to inquire and notify all adult relatives within 30 calendar days after the child is removed from the custody of the parents or legal guardian using the Relative Notification Letter DCYF15-330.
7. Follow [Licensed Foster Care and Kinship Care](#) policy when placing with children in licensed care.
8. Medical Information and Care  
Caseworkers must at the time of placement or as soon as possible:
  1. Obtain the child's medical, dental, and immunization history from the child's parents, legal guardians, or medical and dental providers.
  2. Provide caregivers the following:
    1. Placement Agreement DCYF 15-281 form.
    2. Voucher for Interim Pharmacy and Medial Services for Foster Children.
    3. Caregiver Authorization DCYF 10-454 and [Child Information and Placement Referral DCYF 15-300](#) forms.
    4. For children birth to one year, the [Infant Safe Sleep Guidelines](#) publication.
  3. Follow [Health Care Services for Children In Out of Home Care](#) policy to ensure children receive routine and necessary health care.
  4. Refer to [Health Care Services for Children Placed In Out-of-Home Care](#) policy for children's immunization information.
  5. Provide caregivers with the child's known physical, behavioral, and dental health care history per the [Information Sharing with Out-of-Home Care](#) policy.
9. Vital Statistics, e.g., Birth and Death Certificates and Social Security Cards  
Caseworkers must at the time of placement or as soon as possible thereafter:
  1. Obtain a copy of each child's birth certificate and SS number or card from parents or legal guardians.
  2. If parents or legal guardians do not have or refuse to give the child's birth certificate or SS card, take the following steps for:
    1. Birth Certificates
      1. For in-state birth certificates, request a certified copy at the [DOH website](#). Follow regional protocols to pay for vital statistics records.
      2. For out-of-state birth certificates, follow the individual state's protocol. To pay for out-of-state vital statistic records complete the following:
        1. Verify the fee required and the address of the state's vital statistics agency.
        2. Provide the following information to the supervisor:
          1. The type of record or information requested.
          2. The amount needed to pay for the record.
          3. The name and case number of the individual for whom the record is requested, if applicable.

4. The DCYF address to which the vital statistics agency should mail the record.
  3. Obtain written approval from the supervisor.
3. For out-of-country birth certificates, ask the U.S. embassy or foreign consulate in the birth country to determine where official birth records are kept and how to apply for a birth certificate.
2. SS Cards
  1. If the child does not have a SS number or card, cards may be obtained through the [Social Security Administration \(SSA\)](#). Submit to the local [Social Security Office](#) the following:
    1. A completed [SSA application](#).
    2. An original certified birth certificate.
    3. A certified and embossed current court order showing the child's full name, date of birth, and DCYF placement and care authority.
    4. An original and signed medical statement showing the child's full name and date of birth, e.g., "The child was last seen on date for a well-child exam."
  2. Verify efforts to locate a SS card are exhausted before ordering a new card because SSA limits the number of cards issued in a lifetime.
3. Review state vital records registry using read-only access to electronic records from Department of Health (DOH) to verify the child's birth certificate.
  1. The registry may be used to verify death, marriage, and divorce certificates.
  2. Information in the registry cannot be provided externally via screenshots or printouts as verification of birth, death, marriage, divorce or for school enrollment purposes.
4. Provide licensed and unlicensed caregivers with the child's SSN and a copy of the child's birth certificate as soon as this information is obtained.
10. Conditions for return home must be identified when a child is placed in out-of-home care or when updating a Comprehensive Family Evaluation (CFE). Conditions for Return Home are defined as what must happen for a child to return to their parent or legal guardian. Conditions are not based on the completion of a case plan.
11. Safety, Permanency and Well-Being Activities
 

Caseworkers must:

  1. Complete a safety assessment at key points in the case, per the [Safety Assessment](#) policy.
  2. Complete the [Concurrent TANF Benefits/Family Reunification Notice of Removal from TANF Home form DCYF 15-362](#) within seven calendar days of a child placed in out-of-home care per [Concurrent TANF Benefits](#) policy.
  3. Refer children who are expected to remain in the care and custody of DCYF for 30 or more days to a [Child Health and Education Tracking \(CHET\) screen](#). The referral must be made immediately after initial placement to ensure the CHET screen is completed within 30 days of the child's original placement date (OPD).
  4. Refer the children, youth, and families to service providers or community resources as needed, available, and as court-ordered. This includes referring children or youth with complex behavioral health needs for a Wraparound with Intensive Services (WISe) screen, per [WISe](#) policy.
  5. Complete a [Family Assessment](#) within 45 days of Family Voluntary Services or Child Family Welfare Services case assignment.
  6. Follow [Health and Safety Visits with Children and Monthly Visits with Caregivers and Parents](#) policy.
  7. Coordinate [visits between parents and siblings](#) per [Family Time and Sibling and Relative Visits](#) policy.
  8. Follow [Outside Communication for Children in Out-of-Home Care](#) policy.
  9. Make active and reasonable efforts to reunify the family.

10. Make active and [reasonable efforts](#) to achieve timely permanency, including identifying the child's permanent plan within 60 calendar days of OPD.
11. Verify a copy of dependent children's birth certificates and SS numbers are in the case record.
12. [Documentation](#)  
Caseworkers must document:
  1. Children's placements in out-of-home care in FamLink within three calendar days of placement.
  2. In an ICW specific case note in FamLink, document efforts taken to discuss placement preference with the parents and the tribe when there is reason to believe the child is a member, or is the biological child of a member and eligible for membership in a federally recognized child per [Chapter 7 Indian Child Welfare Policies and Procedures](#).
  3. The following information in FamLink.
    1. Reasonable efforts to prevent the removal or to reunify the family, including a description of the services that were offered or provided. If there is reason to believe the child is a member, or the biological child of a member and eligible for membership, in a federally recognized tribe, describe the active efforts made to prevent removal or to reunify the family, including a description of the services that were offered or provided.
    2. Reasons why the child was placed in out-of-home care.
    3. Efforts to support the child in placement.
    4. Child's routine and special needs related to their:
      1. Safety
      2. Mental health status
      3. Medical status
      4. Culture
      5. Education
      6. Religion
  4. Efforts to place siblings together, including:
    1. Document exceptions or other reasons siblings are being placed apart as it applies to each child on the Sibling Visit Details tab in the FamLink Visit Plan page.
    2. Print a copy of the Sibling Visit Details tab in the FamLink Visit Page; obtain approval signatures from the supervisor and AA.
    3. Upload approved Sibling Visit Details document in FamLink. .
  5. The conditions for return home, and reasonable efforts to reunify the family in the safety assessment or FamLink case note.
  6. The completed [CIPR DCYF 15-300](#) form was provided to the caregiver by uploading into FamLink by either a:
    1. Signed and dated copy of the form.
    2. Copy of the email sending the completed form to the caregiver.

## Forms

- [Background Check Authorization DCYF 09-653](#)
- [Child Information and Placement Referral form DCYF 15-300](#)
- [Concurrent TANF Benefits/Family Reunification Notice of Removal from TANF Home form DCYF 15-362](#)
- [Infant Safe Sleep Guidelines](#)
- [School Notification Form DCYF 27-093](#)

## On the DCYF Intranet

- Child Custody Transfer DCYF 10-157
- Consent DCYF 09-412

- CPS Temporary Custody Notification DCYF 09-731
- Notification to Parents DCYF16-219
- Relative Notification Letter DCYF15-330

## Resources

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

# 4254. Family Time and Sibling and Relative Visits

4254. Family Time and Sibling and Relative Visits [admin](#) Wed, 07/25/2018 - 23:31

**Original Date:** July 26, 2008

**Revised Date:** July 25, 2021

**Sunset Review:** July 25, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide guidance when children or youth in the placement, care, and authority (PCA) of the Department of Children, Youth, and Families (DCYF) are visiting with parents or guardians or visiting with family members.

- Early, consistent, and frequent visitation is crucial for maintaining parent-child relationships and making it possible for parents and children to safely reunify.
- Visitation is the right of the family, including the child and youth and the parent or guardian, in cases in which visitation is in the best interest of the child.
- Family time and visits must have the proper level of supervision to ensure child safety and to move toward permanency.
- Family time and relative visitation plans should be developed timely and occur in the least restrictive setting based on risk factors, existing danger, safety threats, and protective factors.

## Scope

This policy applies to child welfare employees.

## Laws

[RCW 13.34.025](#) Child dependency cases, Coordination of services and Remedial services

[RCW 13.34.030](#) Definitions

[RCW 13.34.065](#) Shelter Care Hearing



[RCW 13.34.130](#) Order of Disposition for a Dependent Child, Alternatives

[RCW 13.34.136](#) Permanency Plan of Care

[RCW 13.34.138](#) Review hearings-Findings-Duties of parties involved-In-home placement requirements-Housing assistance.

[RCW 13.34.200](#) Order Terminating Parent and Child Relationship

[RCW 13.38.040](#) Definitions

## Policy

### 1. Family Time

1. Family time provides the parents or guardians and children and youth time to interact. Family time must meet the visit requirements in [chapter 13.34 RCW](#).
2. Family time must be face-to-face, which includes parents or guardians who are incarcerated:
  1. If extenuating circumstances exist, which include but are not limited to threats to child safety, inclement weather affecting safe travel, illness, and distance.
  2. Other forms of approved family time when extenuating circumstances exist or to supplement face-to-face family time includes, but are not limited to:
    1. Telephone contact.
    2. Electronic contact through video chat or email.
3. Family time must be in the least restrictive setting and unsupervised unless the presence of threats and danger to the child requires the constant presence of an adult to ensure the safety of the child.
4. For VPAs for children who are not members of or are not eligible for membership in a federally recognized tribe from Washington state, efforts must be made to hold an initial family time within 72 hours and no later than five calendar days from the VPA being signed.
5. Emergent 72-Hour Initial Visits for Family Time
  1. Emergent 72-hour initial visits must be conducted:
    1. Within 72 hours of the child or youth's placement and care authority in DCYF, including weekends and holidays, unless the court finds that there are extraordinary circumstances that require a delay.
    2. For up to two hours and not exceed two hours.
    3. Supervised, unless determined that supervision is unnecessary.
  2. Emergent 72-hour initial visits may be conducted using a contracted provider. This includes creating a one-time emergent referral in FamLink when a contracted provider is being used.
6. Ongoing Family Time
  1. Develop a family time plan at the first Family Team Decision Making meeting (FTDM), when placement is being considered or a child is in a court-ordered placement (licensed or unlicensed). The family time plan is effective for up to 60 calendar days from the child's initial placement.
  2. Ongoing family time visit plans must be generated in FamLink separately from the emergent 72-hour initial visit.
  3. Family times need to be determined as unsupervised, monitored, or supervised prior to each court hearing.
7. Family time cannot be:
  1. Limited due to the parent's lack of compliance with dependency court orders or failure to participate in services.



2. Denied based on the parent's incarceration.
  3. Limited or denied, unless the court determines that limitations or denial is necessary to protect the child's health, safety and welfare.
8. Family time visit plans will be developed in consultation with all the following:
  1. Parent
  2. Youth 14 years and older
  3. Out-of-home caregiver
  4. Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL)
  5. The child's attorney, if appointed
  6. Tribal worker, as applicable
  7. Any other people identified by the parent
9. Ongoing assessments of risk and safety and review of family time plans will occur until the child returns home or permanency is achieved.
  1. Family time plans will be reviewed at all shared planning meetings and monthly supervisory case reviews.
  2. If the court orders a psychosexual evaluation for a parent and the family time plan is reassessed because of the evaluation, the court must approve the plan as it relates to duration, level of supervision, and location of family time.
  3. Concerted efforts must be made to consult with law enforcement before recommending changes to family time or sibling visits when a parent or sibling has been identified as a suspect in an active criminal investigation for a violent crime that may impact child safety in relation to family time or sibling visits.
  4. Consult with the AAG before sharing any information received from law enforcement about the parent or sibling suspect or investigation.
  5. The caseworker will observe at least one family time per quarter which will meet that month's health and safety requirement, as long as the other requirements of a health and safety visit are met. Individual conversations between the caseworker and child or parent may occur before or after the family time.
  6. If family time needs to be rescheduled, all participants must be notified.
10. Family time will be discontinued if parental rights are terminated or relinquished.
2. Sibling visits
  1. Children placed apart from their siblings will have two or more face-to-face visits or contacts per month, unless there is an approved exception, as listed in Procedures Section 4.
  2. Additional approved forms of sibling contact are encouraged to support and maintain sibling relationships. Approved forms of contact include, but are not limited to:
    1. Telephone contact.
    2. Electronic contact through video chat or email.
  3. Ongoing visitation is encouraged to promote and maintain the continuity of sibling relationships that existed prior to placement. This includes siblings who:
    1. Remained in the home at the time of removal.
    2. Aged out of foster care.
    3. Returned home.
    4. Are placed with a non-custodial parent.
    5. Lived part-time in the home at the time of the sibling's removal.
  4. Sibling contact during family time meets the requirement for a sibling visit.
  5. Shared planning meetings or court events do not meet the requirement for a sibling visit.
  6. The first sibling visit must occur as soon as possible after placement.
  7. Sibling visits will continue after a parent's rights are terminated or relinquished unless an approved exception applies.
  8. Sibling visits cannot be limited or used as a sanction for a child's behavior or as an incentive to change a child's behavior.

9. Sibling visit plans will be developed within 14 calendar days and in consultation with the out-of-home caregiver and child, when developmentally appropriate, unless an approved exception applies.
3. Other Relative Visits
  1. Determine if any relative is awarded court-ordered visitation with a child in the PCA of DCYF.
  2. If a relative is awarded court-ordered visitation, the caseworker must:
    1. Obtain a copy of the visitation orders by either:
      1. Asking the parent for a copy.
      2. Asking the relative for a copy.
      3. Contacting the county where the court orders were established.
    2. Identify the court ordered visitation participants, frequency, duration, and location of visits.
    3. Consult with the AAG regarding DCYF's responsibility to comply with the court order.
    4. Confirm that visitation participants meet the requirements of the DCYF [background check policy](#). Consult with the AAG to determine options when the participant does not meet background check policy.
  3. If a relative seeks court-ordered visitation after the child is placed in the PCA of DCYF, the caseworker must:
    1. Consult with the AAG to determine options when a relative petitions the court for visitation during out-of-home placement.
    2. Verify the relative meets background check requirements and consult with the AAG when a relative does not pass a background check.
4. Contracted Family Time
  1. Family time visits may be conducted by a contracted provider. This includes when the request is only to provide transportation.
  2. All contracted family time service referrals are created in Famlink and managed through Sprout.

## Procedures

1. Developing Visit Plans for Family Time, Sibling Visits, or Other Relative Visits
  1. After hours supervisors must complete the following when requesting a contracted provider for emergent 72-hour initial visits:
    1. Complete the emergent 72-hour initial visit plan/referral in FamLink within three hours of the child's or youth's PCA with DCYF.
    2. Follow the Emergent 72-Hour Initial Visit Plan/Referral Quick Help Guide.
    3. Assign another after hours employee to complete the visit if the provider is unable to accept the referral.
  2. Caseworkers must:
    1. Create family time visit plans on all children placed in DCY custody, regardless if a contracted provider is being used. For:
      1. Emergent 72-hour initial visits:
        1. Complete the emergent 72-hour initial Visit Plan/Referral in FamLink within three hours of the child's or youth's PCA into DCYF.
        2. Follow the procedures outlined in the Emergent 72-Hour Initial Visit Plan/Referral Quick Help Guide.
        3. If the provider is unable to accept the emergent 72-hour referral, conduct the visit or coordinate with their supervisor to determine if other resources are available.
      2. Ongoing family time visit plans, which are three to six month plans, follow the Visit Plan/Referral Training Material to create a Visit Plan/Referral in FamLink.

2. Determine if a contracted or non-contracted provider is needed to assist with monitored or supervised family time or transportation. A non-contracted provider includes, but not limited to, one of the following:
  1. Family member
  2. Suitable other
  3. Foster parent
  4. Other caseworkers
3. Develop a written family time plan that includes the:
  1. Level of supervision as determined by the [Safety Assessment](#) policy.
  2. Location. The location and scheduling of family time must be:
    1. In the least restrictive setting with consideration given to the parent and child's schedules and culture.
    2. In the child's community whenever possible.
    3. In an age appropriate setting that supports safety of the child.
    4. At the DCYF office when needed to protect the child's safety or when support before or during family time is needed
  3. Frequency
  4. Duration
  5. Transportation
  6. Any other necessary details.
4. Determine who may participate or supervise family time by:
  1. Completing a [background check](#) request and FamLink check for any visit participant 16 years or older, per the [Background Check](#) policy. This includes family supports who are available to monitor, supervise, or transport the child for family time.
  2. Obtaining supervisor approval before allowing contact between the child and a parent who is a perpetrator in serious physical or sexual abuse cases.
5. Verify all non-contracted persons supervising or monitoring family time, or transporting children meet the following criteria:
  1. Approved background and FamLink checks per the [background check](#) policy.
  2. Valid driver's license if transporting. The transportation vehicle must be registered, insured, and equipped with approved child restraints, e.g., car seat, lap, and shoulder belts.
  3. Willing and able to intervene to keep the child safe.
  4. Able to prioritize the safety and well-being of the child.
  5. Willing and able to enforce visit rules, court orders, limitations, and activities.
  6. Maintain confidentiality.
  7. Report observations during visits and transports to the caseworker, e.g., behaviors, interactions, and concerns.
6. Review family time plans at all [shared planning meetings](#) and monthly supervisory case reviews and assess the following:
  1. Changes needed in the level of supervision based on risk factors or safety threats and safety planning.
  2. Changes in permanency plan or legal status.
  3. Changes in the well-being of the child.
  4. Progress and compliance with services and any impacts on risk, changes to the family time plan to increase the frequency and move to unsupervised, if not already occurring, within a minimum of 90 calendar days of a proposed trial return home.
  5. Recommendations to limit or terminate family time when one or more of the following conditions occur:

1. Therapist recommends decreasing or suspending family time due to harm to the child.
  2. The child is at risk of physical or emotional harm due to the family time.
  3. The child's educational progress is negatively impacted by the duration and frequency of family time during school hours.
  4. The supervisor or monitor of family time is threatened.
  5. The parent appears to be under the influence of substances. The family time may be stopped immediately but may resume after review of the family time plan.
7. Prior to changing a family time plan:
  1. Review recommended changes with the parent, youth age 14 and older, caregiver, and supervisor.
  2. Inform the AAG of recommended changes.
  3. Inform the court of any changes in the family time plan in dependency cases.
    1. A court hearing is required prior to changing the family time plan, unless the child's safety is jeopardized or the court order allows changes to the plan without a hearing.
    2. If a court has ordered family time to occur and it will not occur as ordered, contact the AAG immediately to determine if an emergency hearing is needed.
8. Document in FamLink:
  1. A visit plan for each child or youth including:
    1. Family time by:
      1. Following the [Safety Assessment](#) policy.
      2. Selecting the "parent/child visit" visit type.
    2. Sibling visits, as applicable.
  2. Family time non-contracted occurrences in a case note and include the following:
    1. Date, time, and location of family time
    2. Participants in the family time
    3. Form of contact, e.g., face-to-face, in-person, video chat, or email
    4. Use one or more of the following types: Date, time, and location of family time:
      1. Visit-Supervised
      2. Visit-Unsupervised
      3. Visit-With Sibling
      4. Visit-Cancelled-No Make Up Required
      5. Visit-Did not occur. No Show
      6. Visit-Monitored
  3. When family time includes a sibling, use both family time and sibling visit case note types to record the visit.
  4. Non-contracted family time information obtained from approved natural supports in File Upload.
2. For All Contracted Family Time Services Managed in Sprout
  1. Caseworkers and after-hours supervisors must create the following referrals when requesting a contracted provider for services:
    1. Caseworkers or after-hours supervisors must create emergent 72-hour initial visit plan/referrals.
    2. Caseworkers only must create referrals for:
      1. Ongoing family time
      2. Separate sibling visit referrals if siblings are not visiting the parents together.
  2. Caseworkers must:
    1. Maintain all contracted visitation reports in Sprout.

2. Not:
  1. Download, print, scan or file upload contract provider visit reports into FamLink.
  2. Enter case notes referencing visits that are supported by contracted providers.
3. Sibling Visits

To conduct sibling visits, the caseworker must:

  1. Develop a written plan that includes the level of supervision, location, frequency, duration, transportation, and any other necessary details.
  2. Determine the level of supervision and necessity for sibling visits based on:
    1. Age of the children.
    2. Children's perspective and input for youth 14 and over.
    3. Best interests of the children, including safety, health, and well-being.
  3. Review the sibling visit plan with case participants when there is:
    1. An increase or decrease in safety threats.
    2. A change in circumstances which causes an approved exception to apply and obtain supervisor approval when an exception applies.
    3. A change in circumstances when the reason for the exception no longer exists.
    4. A change in the well-being of the child.
  4. Review the sibling visit plan and any recommended changes:
    1. During all shared planning meetings and monthly supervisory case reviews.
    2. During monthly health and safety and caregiver visits.
  5. Document in FamLink:
    1. A visit plan for each child.
    2. All sibling visits or contacts in a case note including the following:
      1. Date, time, and location of visit.
      2. Participants in the visit.
      3. Type of contact, e.g., in-person visit, phone call, video chat, or email.
    3. Use the following case note type:
      1. Visit-with siblings
      2. Use both family time and sibling visit case note types when it includes the child's parent and sibling.
    4. Upload non-contracted family time information obtained from approved natural supports.- 4. Exceptions for Sibling Visits
  1. When sibling visits are not occurring, the approved exception or reason must be documented and approved by the caseworker's supervisor. Approved exceptions are:
    1. A court order prevents or limits visits or contacts.
    2. DCYF determines visits or contacts are contrary to the child's health, safety, or well-being.
    3. DCYF determines visits or contacts will hinder reunification efforts.
    4. Child or sibling are developmentally able to determine their needs for sibling contact and request that contact occur less than two times per month, or not at all.
    5. Parent of a non-dependent sibling objects to or wishes to limit visits or contacts with the dependent sibling.
    6. The facility where the child or sibling resides prohibits or limits visits or contacts with siblings, e.g., during an intake period at an in-patient facility.
    7. Child is on the run from their placement for a majority of the calendar month.
    8. Child is not complying with visitation arrangements.
  2. Document for all exceptions or other reasons siblings are not having visits or contacts in the Sibling or Incarcerated Parent Visit Details tab on the Visit Plan and Referral page and obtain supervisor approval in FamLink.
- 5. Approvals
  1. Caseworkers must:

1. Send emergent 72-hour initial visit referrals to supervisors for approval within three hours of PCA.
2. Send visit plans for family time, sibling visits, and other relatives visits to supervisors for approval.
3. Send requests for exceptions to sibling visits to supervisors for approval.
4. Review ongoing family time visit plans at least every six months to determine the level of supervision.
  1. The referral for monitored or supervised family time must include an explanation or evidence establishing that removing visit supervision or monitoring would create a risk to the child's safety. Provide explanations or evidence of the following:
    1. Why family time cannot be unsupervised.
    2. Why family time is not being supervised by a no-contracted provider.
    3. Any continued risk factors or safety threat to the child or youth.
  2. If the court approved the extension of monitored or supervised visits per [chapter 13.34 RCW](#), update the referral in FamLink and submit reauthorization to supervisors for approval.
2. Supervisors must:
  1. Review emergent 72-hour initial visit referrals for approval within one hour from the time the caseworker sent the referral.
  2. Review visit plans for approval in FamLink for family time, sibling visits, or other relative visits.
  3. For all referrals:
    1. If approved, select the "Approved" box. If a contracted provider is needed, once the referral is approved it will generate and reroute through Sprout.
    2. If not approved, select the next step in the choices listed in FamLink. In the comment box, indicate the reason why the request was not approved.
  4. Review all reauthorizations and forward to the area administrator (AA) for approval every six months.
  5. Review all requests for exceptions to sibling visits.
    1. If approved, submit to the AA.
    2. If not approved, return to the caseworker.
3. AAs must review and approve visit plans in FamLink for:
  1. Reauthorizations of monitored or supervised family time every six months. This includes reviewing the caseworker's explanation and reasoning and if:
    1. Approved, select "approved" on the visit plan.
    2. If not approved, send the visit plan back to the supervisor with comments.
  2. Exceptions to sibling visits:
    1. Verify that the exception meets the criteria for an approved exception and approve it.
    2. If not an approved exception, deny the exception and send it back to the supervisor with comments.

## **Forms**

[Child Specific Caregiver Notification DCYF 15-450](#)

[Comprehensive Family Evaluation DCYF 10-480](#)

[Family Time/Sibling Visit Report DCYF 15-448](#)

[Missed and No Show Report Family Time/Sibling Visit DCYF 15-451](#)

[Monitoring Review Report – On-Site Visit DCYF 15-462](#)

[Provider Notification of Family Time/Sibling Visit Transport Schedule Initial Intake Screening Report DCYF 15-363B](#)

[Safety Assessment/Safety Plan DCYF 15-258 form](#)

[Sibling Visit Report DCYF 15-452](#)

Supervision Level Family Time Resource Guide DCYF 10-031 form (Located on the DCYF Forms Repository on the DCYF intranet)

[Unusual Incident Report DCYF 15-454](#)

[Visit Plan DCYF 15-209C](#)

Visit Referral DCYF 15-363 (Located on the DCYF Forms Repository on the DCYF intranet)

[Voluntary Placement Agreement \(VPA\) DCYF 09-004B](#)

## **Resources**

[Caregiver Tip Sheet DCYF 22-1714](#)

[Caseworker Tip Sheet DCYF 22-1716](#)

Child Safety Framework (located on the Child Safety Framework DCYF intranet page)

Emergent 72-Hour Initial Visit Plan/Referral Quick Help Guide (located on the DCYF CA intranet)

[Parent Tip Sheet DCYF 22-1715](#)

Present Danger Guide (located on the Child Safety Framework DCYF intranet page)

Protective Action Guide (located on the Child Safety Framework DCYF intranet page)

[Safety Assessment policy](#)

Safety Plan Analysis Guide (located on the Child Safety Framework DCYF intranet page)

Safety Threats Guide (located on the Child Safety Framework DCYF intranet page)

Safety Threshold Guide (located on the Child Safety Framework DCYF intranet page)

Visit Plan/Referral Training Material (located on the DCYF CA intranet)

## **4260. Placement Moves**



**Original Date:**

**Revised Date:** October 1, 2019

**Sunset Review:** October 31, 2023

**Approved by:** Ross Hunter, Secretary

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## Purpose

Provide direction to Department of Child, Youth & Families (DCYF) child welfare employees about children in DCYF care and custody currently placed in out-of-home care and:

- Identifying when it is necessary for a move to a different out-of-home placement.
- Notifying current kinship and licensed caregivers about a child's prospective move.

## Scope

This policy applies to DCYF child welfare and Licensing Division (LD) employees.

## Laws

[RCW 13.34.050](#) Court order to take child into custody, when—Hearing.

[RCW 13.34.130](#) Order of disposition for a dependent child, alternatives—Petition seeking termination of parent-child relationship—Placement with relatives, foster family home, group care facility, or other suitable persons—Placement of an Indian child in out-of-home care—Contact with siblings.

[RCW 13.34.150](#) Modification of orders.

[RCW 26.44.056](#) Protective detention or custody of abused child—Reasonable cause—Notice—Time limits—Monitoring plan—Liability.

[RCW 74.15.030](#) Powers and duties of secretary

[RCW 74.13.300](#) Enforcement action—Definition

[42 U.S.C. 671](#) State plan for foster care and adoption assistance

## Policy

1. Child welfare employees must attempt to minimize placement moves for children in out-of-home care.
2. When determining if a child should be moved, child welfare employees must consider the child's safety, permanency needs, and what is in their best interest.
3. Determining when to move a child in the care and custody of DCYF:
  1. Present danger or safety threat

1. Child welfare employees must seek removal of a child from an out-of-home placement if they determine the child's placement poses a present danger or safety threat to the child.
2. LD
  1. LD CPS investigators must notify their supervisor when a child is in present danger, there is a safety threat, or their safety is in jeopardy per [RCW 74.15.010](#). The LD CPS supervisor must immediately contact the assigned caseworker's supervisor once they receive notification of the safety concern and are recommending the child to be removed.
  2. If LD and caseworkers disagree about removing the child, LD and child welfare employees must follow the chain of command up to the Licensing and Field Operations assistant secretaries for review. The Field Operations assistant secretary will determine placement of the child.
2. Caseworkers must seek removal of a child if a caregiver's home study is not approved per [Placements with Unlicensed Relatives or Suitable Person](#) policy.
3. Founded Finding in a Foster Home

If child welfare employees, the private agency, or a tribe asks LD to maintain the license of a foster home or group care provider after the provider receives a founded finding of child abuse or neglect:

  1. LD can only continue the license if it is within the [Adoption and Safe Families Act \(ASFA\) guidelines per 42 U.S.C. 671](#). This does not include tribe-licensed homes or facilities.
  2. The LD area administrator (AA) must consult ASFA guidelines for corrective action plans and continuation of foster care licenses.
  3. The child welfare regional administrator (RA) and the LD senior administrator must review the case with the director of field operations before caseworkers' process adoption consents or agreement to a plan of guardianship if a child remains with a caregiver or in a facility with a founded finding for child abuse or neglect (CA/N) or where LD believes revocation is necessary.
4. Revoked Foster Home License

If LD revokes the license and children in DCYF care and custody are presently in the home, the LD AA must:

  1. Notify the child welfare AA and the private agency or tribal social service agency, when applicable.
  2. Conduct a joint staffing with child welfare employees to discuss the issues and concerns, and the child's safety and permanency. Child welfare employees will determine placement of the child.
4. Prior to Moving a Child

Caseworkers must:

  1. Offer or provide services, e.g., [respite](#), [Family Preservation Services \(FPS\)](#) or evidence based practices (EBP), or [Wraparound with Intensive Services \(WiSe\)](#) that can support the child remaining in the home if:
    1. The placement does not pose a present danger or a safety threat, and
    2. DCYF is considering moving a child or the caregiver is asking for the child to be moved.
  2. Consult their supervisor regarding recommendations to move a child before making a decision to remove a child.
  3. Conduct a [Family Team Decision Making \(FTDM\) meeting](#) prior to an out-of-home placement move, or within 72-hours of the move if an immediate safety threat warrants removal before an FTDM meeting can occur.
5. Moving a Child
  1. Caseworkers must:

1. Follow [Indian Child Welfare \(ICW\) Policies and Procedures](#) when there is reason to know any one of the following:
  1. The child is a member of a federally recognized tribe.
  2. The child is eligible for membership and is the biological child of a member of a federally recognized tribe.
  3. The juvenile court has found that Indian Child Welfare Act (ICWA) applies.
2. Reconsider placing the child with full or half-siblings according to Placement [Out-of-Home and Conditions for Return Home](#) policy.
3. Contact the [Relative Search Unit](#) whenever a relative search is needed and follow the [Kinship Care: Searching for, Placing with, and Supporting Relatives and Suitable Other Person](#) policy. The Relative Search Unit will complete the Relative Search Tracking DCYF 10-544 form with all relatives identified.
4. Follow the [Licensed Foster Parents and Licensed Kinship Caregivers: Placement and Support](#) policy if a child moves to a new licensed placement.
5. Follow [Placement - Intensive Resources](#) and [ICPC](#) policies if a child is moved out of state.
2. Follow [Behavior Rehabilitation Services \(BRS\)](#) policy if a child or youth is receiving BRS and coordinate moving the child or youth with the regional BRS program manager.
6. Notification to Caregivers
  1. If a child has lived in the same foster or kinship family home for at least 90 calendar days, the caseworker, or LD employees if agreed to in writing, must notify caregivers at least five days prior to moving a child using Five-Day Notice to Move DCYF 27-082 unless:
    1. A court order requires an immediate change in placement.
    2. The child is being returned home.
    3. The child's safety is in jeopardy.
    4. The child is residing in a receiving home or group home.
  2. If a child has not lived in the same foster or kinship family home for at least 90 consecutive days, or one of the circumstances in 6. a. 1- 4 applies and it is not possible to provide five days' notification, then the caseworker must notify the foster family of the child's impending move as soon as reasonably possible.
  3. If LD recommends moving a child from placement, the assigned caseworker must inform the licensed provider of the child's move as soon as possible unless the LD employee has agreed to do so.
7. Documentation  
Caseworkers must:
  1. Document in FamLink a child's move within three business days of a child moving.
  2. Describe the following information in FamLink.
    1. Efforts to prevent the placement move and reasons why the child was moved.
    2. Child's routine and special needs related to their:
      1. Safety
      2. Psychological well-being
      3. Physical and behavioral health care
      4. Culture
      5. Education
      6. Religious affiliation
    3. Efforts to place siblings together.
  3. Document in an ICW specific case note, efforts taken to find placement consistent with placement preferences when there is reason to believe the child is a member, or the biological child of a member and eligible for membership, in a federally recognized child according to [Chapter 7: Indian Child Placement Preferences and Relative Search in Indian Child Welfare Policies and Procedures](#).

## Forms

Five-Day Notice to Move DCYF 27-082 (located on the DCYF CA intranet)

Relative Search Tracking DCYF 10-544 (located on the DCYF CA intranet)

# 4265. Foster Care Rate Assessment

4265. Foster Care Rate Assessment [sarah.sanchez](#) Wed, 08/22/2018 - 22:44

**Original Date:** February 15, 1998

**Revised Date:** April 21, 2020

**Sunset Review Date:** April 21, 2024

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide guidance to Department of Children, Youth, and Families (DCYF) employees on how foster care reimbursement rates are determined for children and youth placed with licensed caregivers, up to 21 years old if enrolled in Extended Foster Care (EFC).

## Scope

This policy applies to child welfare employees.

## Laws

[RCW 74.13.031](#) Duties of department - Child welfare services - Children's services advisory committee

[45 CFR §1356.21](#) Foster care maintenance payments program implementation requirements

## Policy

1. The Financial and Business Services Division will complete an economic analysis every four years to determine the basic foster care maintenance payment, per [45 CFR §1356.21](#).
2. DCYF must use a standardized assessment tool, i.e., foster care rate assessment (FCRA), to determine the rates that will be reimbursed to licensed caregivers on behalf of children or youth placed with them in out-of-home care. The rates determined by the tool are based on the needs of the children or youth and the licensed caregivers' abilities and time required to meet the children or youth's needs, per [WAC 110-50-0440](#).
3. For Interstate Compact and Placement of Children (ICPC) cases, during the time the child is placed out-of-state, DCYF will:
  1. Not complete FCRA's, unless Washington rates are being used.

2. Reimburse the receiving state at Washington state's foster care rate only when it is in the best interest of the children or youth and approved by the regional administrators or designees.
4. Foster care rate assessors must:
  1. Complete the FCRA in-person or telephonically with the licensed caregivers:
    1. Within 30 days of the children or youth's placements in licensed homes.
    2. At least every six months after the first assessments. If rate assessors learn cases are being negotiated for adoption support or the Relative Guardianship Assistance Program (R-GAP):
      1. Ask the caregivers to determine if they want a new rate assessment.
      2. Document in case notes if the caregivers decline.
    3. When there are significant changes in:
      1. Circumstances for the children or youth; or
      2. The licensed caregivers' abilities or time required to meet the children or youth's needs.
    4. Within 30 days of kinship caregivers becoming licensed.
  2. Coordinate with tribes to determine who will complete the FCRAs when tribes have legal jurisdiction.
  3. Gather additional information on the children or youth's needs from the case files, FamLink, or caseworkers to verify the information provided by the caregivers when completing FCRAs in one or more of the following areas:
    1. Court reports
    2. Health and safety case notes
    3. Health or Mental Health FamLink pages;
    4. Child specific reports, including, but not limited to:
      1. Child Health and Education Tracking Screening Reports
      2. Psychological reports
      3. Medical reports
      4. Counseling reports
    5. Caseworker interviews regarding the children or youth's needs.
  4. Notify licensed caregivers in writing using the Foster Care Rate Assessment Determination DCYF 15-502 form once rates have been determined. Letters must include:
    1. Reimbursement rates
    2. Notice of caregivers' rights for a review if they do not agree
    3. Information on how to request reviews
  5. Document the outcomes of the FCRAs, including information gathered to determine the rates, in case notes in FamLink and select:
    1. Category: Rate Assessment
    2. Type: Contact
    3. Activity: Rate Assessment
5. When licensed caregivers submit written requests for DCYF to review the foster care reimbursement rates, a regional administrator or designee, who has not previously administered the FCRA tool for the licensed caregivers, must:
  1. Review the request within 10 calendar days.
  2. Confirm that DCYF received the written review request within 20 calendar days of the date on the Foster Care Rate Assessment Determination DCYF 15-502 form.
  3. Verify the request:
    1. Includes statements explaining why the licensed caregivers believe the rates are incorrect.
    2. Were sent to the individual identified in the Foster Care Rate Assessment Determination DCYF 15-502 form that informed the licensed caregiver of the assessed rate.
  4. Consider whether:
    1. The FCRA was jointly completed in-person or telephonically with the foster care rate assessor and licensed caregiver.

2. The information discussed while completing the FCRA was accurately documented.
3. The FCRA system was functioning properly in calculating the rate and providing the written report.
4. Any additional information provided by the licensed caregiver is relevant to the assessed rate.
5. Notify the licensed caregiver of the result of the review in writing on the Foster Care Rate Assessment Determination Review DCYF 15-503 form, indicating:
  1. Determination:
    1. Agrees to adjust the rate; or
    2. Disagrees and the rate will be upheld.
  2. Information on how to request an administrative hearing through the Office of Administrative Hearings. Licensed caregivers do not have the right to request an administrative hearing to challenge or dispute the established rates of the foster care program or to challenge the foster care rate assessment standardized form or program.
6. Fiduciaries must terminate the FCRA reimbursement on the day children or youth leave the licensed caregiver's homes when:
  1. Children or youth no longer need foster care.
  2. Children or youth no longer reside at the licensed caregiver's homes.
  3. Children or youth reach the age of 18 years old and the dependencies are dismissed.
  4. EFC youth reach 21 years old and the dependencies are dismissed.
  5. Voluntary Placement Agreements are revoked.

## Forms

Foster Care Rate Assessment Determination DCYF 15-502 (located in the Forms repository on the DCYF intranet)

Foster Care Rate Assessment Review DCYF 15-503 (located in the Forms repository on the DCYF intranet)

# 4270. Department of Corrections Confinement Alternatives

4270. Department of Corrections Confinement Alternatives [sarah.sanchez](#) Wed, 08/22/2018 - 22:44

## Purpose

Department of Children, Youth, and Families (DCYF) families applying or participating in the Family and Offender Supervision Alternative Programs (FOSA) and the Community Parenting Alternative (CPA) are supported through case coordination and collaboration with Department of Corrections (DOC).

## Laws

[RCW 9.94A - Sentencing Reform Act of 1981](#)

## Policy

1. DCYF will provide DOC with requested case information to support DOC's assessment of parent's eligibility for the FOSA and CPA programs.
2. DCYF will collaborate with DOC and other programs in case planning on all open shared cases.

## Procedures

1. Respond to DOC request within five calendar days for CA related information for an offender when:
  - o The court is considering FOSA or
  - o DOC is considering CPA
2. Provide ongoing case coordination and collaboration with DOC to prevent service duplication for all parents accepted in the FOSA or CPA programs and have an open CA case including:
  - o Invite DOC worker to all shared planning meetings.
  - o Participate in a minimum of one monthly face to face contact with DOC worker.
  - o Participate in safety staffing for DOC Parenting Program with DOC worker and offender to determine services and case coordination.
  - o Until the child is placed, ensure family time occurs per [Family Time and Sibling and Relative Visits](#) policy.
3. Consider if an incarcerated parent with an open DCYF case should be referred to DOC for eligibility determination in FOSA or CPA. Make any referrals through email or phone to CA headquarters CFWS program manager.

## Forms and Tools

- Request for Information - Initial Request Form
- Request for Information - Open Case Request Form

## See Also

- [Shared Planning Meetings](#)
- [Family Time and Sibling and Relative Visits](#)

## Resources

- DOC Information Request Process Document
- [J-PAY Step-By-Step Guide](#)
- CA-DOC Confinement Alternatives Matrix
- Regional DOC Leads

# 4300. Case Planning

4300. Case Planning [sarah.sanchez](#) Wed, 08/22/2018 - 22:44

# 43022. Outside Communication for Children in Out-of-Home Care

43022. Outside Communication for Children in Out-of-Home Care [sarah.sanchez](#) Wed, 08/22/2018 - 22:45

## Purpose

Evaluate child safety and support to caregivers when determining outside communication with parents, relatives and other important people to the child in out of home care.



## Laws

[RCW 13.34.136](#)

## Policy

1. Children in out-of-home care must have reasonable access to uncensored communication with parents, relatives, and other people important to the child.
2. Communication restrictions must be based on a pending investigation or an identified child safety issue and be addressed in a court order or service plan.
3. Child safety issues must be addressed prior to allowing the child to participate in any communications with parents, relatives or people important to the child.

## Procedures

1. Notify and collaborate with the child (if age appropriate), child's out-of-home caregiver, parent(s), relative(s) and important people to the child to develop the child's communication plan. Communication may include:
  1. Private telephone calls;
  2. Mail and gifts;
  3. Electronic communication (*E-mail and other electronic social networking avenues such as Facebook, My Space and Twitter*). Access to electronic communication is based on reasonable caregiver or social worker discretion and on electronic device availability.
2. Note: Family time occurs per [Family Time and Sibling and Relative Visits](#) policy
3. Discuss with caregivers any court orders or service plans that restrict the child's contact with family, relative or important people to the child. Limited or censored communication could include:
  1. Opening and reviewing mail for appropriate child related content.
  2. Opening gifts to determine age appropriateness.
  3. Monitoring of email or phone calls for appropriate child related content.
  4. Determining age appropriate use of social networking sites, including limitations. Note: Allowing children access to electronic communication as described above is based on reasonable caregiver discretion and on electronic device availability.
4. Inform caregivers on social networking websites regarding children in out-of-home care must not include:
  1. Child's name
  2. Identify the child as being a foster child.
  3. Discussion about case specific information about the child or the child's family
5. Inform caregivers if there are safety reasons why unidentified photos may not be posted on the caregiver's social networking site(s).
6. Discuss communication planning with the child and caregiver during monthly visits.
7. Conduct when needed, a Shared Planning Meeting if communication needs to be limited or censored due to safety concerns.
8. Document the child's communication plan and any decisions to limit a child's communication in the electronic case file.

## See Also

[2440 Service Agreements Policy](#)

[4301 Shared Planning Policy](#)

# 4302A. Educational Services and Planning: Early Childhood Development, K-12 and Post-Secondary

4302A. Educational Services and Planning: Early Childhood Development, K-12 and Post-Secondary [sarah.sanchez](#) Wed, 08/22/2018 - 22:45

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** July 28, 2013

**Revised Date:** July 1, 2017

**Policy Review:** June 30, 2021

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## Purpose

Ongoing educational progress is vital to support early childhood development and school success for all children in the care or custody of Children's Administration (CA).

## Definitions

**Home schooling** is when a child is receiving home-based educational instruction from his or her caregiver. The caregiver providing the home-based instruction is responsible for developing the curriculum being taught to the child, ensuring the annual assessment is administered, maintaining necessary records, etc.

**Alternative Learning Experience (ALE)** is a form of public education that provides instruction in an on-line, remote or site-based setting. The curriculum being used by the instructor is developed, approved and monitored by the school district.

**Private school** is a non-public school which meets a minimum set of state standards of health, safety, and education established and approved by the Washington State Board of Education. Credits obtained at a private school may not transfer directly to public school.

## Scope

This policy applies to Division of Children and Family Services staff.

## Laws

[RCW 13.34.045](#) Education liaison identification

[RCW 28A.150.510](#) Transmittal of Education Records to DSHS

[RCW 28A.225.010](#) Attendance mandatory - Age - Exceptions

[RCW 74.13.550](#) Child Placement

## Policy

1. Children who enter out-of-home care or change placements will remain at the school they were attending, whenever it is practical and in the best interest of the child.
2. All school-aged children in out-of-home placement will attend public school, unless they are court approved for home schooling, private school or to participate in an ALE instruction conducted 100% on-line in the child's placement setting. Children placed under a Voluntary Placement Agreement only require CA approval.
3. The ongoing educational needs of children in out-of-home care will be addressed with the child and caregiver at each placement. This includes completing and updating the education information on the [Child Information and Placement Referral form 15-300](#) at each placement change.
4. All school-aged children in out-of-home care will have a completed Education Plan in FamLink that is updated at least every six months and attached to the [court report](#).
  1. The Education Plan will address the child's physical, emotional, or behavioral needs and any issues that impair his or her learning abilities. The plan should be reviewed at each placement change.
  2. The request and receipt of academic records must be documented in the education plan and attached to the [court report](#).
5. CA will facilitate post-secondary education planning for children in out-of-home care.
6. All children will be referred for services when a developmental concern is suspected. Refer children:
  1. Birth through two years of age to the appropriate early intervention agency within two working days of the concern being identified.
  2. Three through 17 years of age to the Child Find program or local school district for an assessment.
7. An Educational Liaison will be identified for children and youth grades six through twelve at shelter care and subsequent dependency review hearings if:
  1. Parental rights have been terminated;
  2. Parents are unavailable because of incarceration or other limitations;
  3. The court has restricted contact between the youth and parents; or
  4. The youth is placed in a behavioral rehabilitative setting and the court has limited the educational rights of the parents.

## Procedures

The caseworker will:

1. Coordinate with child's school district to:
  1. Keep the child enrolled in the school they were attending when he or she entered care or changed placement when it is practical and in the best interest of the child. This includes transportation planning.
  2. Confirm the child is enrolled and attending school within three days of an initial out-of-home placement.
  3. Request any missing academic or medical records required for school enrollment within ten business days.

4. Request updated records and education information as needed when there is a change in schools or change in out-of-home placement and at the end of each school year.
5. Notify the child's previous and new school when an out-of-home placement change occurs and when the child is returned home by providing the completed [School Notification Form DSHS 27-093](#) to the schools.
6. Advocate for appropriate services to meet the child's academic, medical, mental health and social-emotional needs. This includes participating in school meetings such as disciplinary or special education reviews.
7. Pay any unpaid fees or fines owed by the child to the school or school district.
8. Notify all legal parties to the case when a school disruption occurs (e.g. discipline, hospitalization, juvenile detention, etc.).
2. Obtain approval annually and/or when there is a change in caregivers for a child to:
  1. Be home schooled;
  2. Participate in an ALE instruction that is 100% on-line and in the child's placement setting (excludes group homes with an established school campus); or
  3. Attend a [Washington State Board approved private school](#) that does not use corporal punishment. Caseworkers must verify the private school is on the list of [Approved Private Schools in Washington State](#) and confirm with the private school that corporal punishment is not included in their discipline policies.
  4. Complete the [DCFS Administrative Approval Request form DSHS 05-210](#) and verify the request:
    1. Supports the child's safety and well-being needs (e.g. developmental, physical and social-emotional);
    2. Promotes inclusion in the caregiver's home and other events and activities; and
    3. Is consistent with the child's case plan.
  5. If the request is for home schooling, obtain and attach a copy of the approved declaration from the school stating the caregiver has been approved to home school the child.
  6. Regional Education leads must review the [DCFS Administrative Approval Request form DSHS 05-210](#) to:
    1. Review the reasons for the request.
    2. Consult with the caseworker if there are additional interventions or resources that can be explored.
  7. Obtain regional administrator or designee approval on the DCFS Administrative Approval Request form DSHS 05-210.
  8. Obtain approval from Director of Field Operations on [DCFS Administrative Approval Request form DSHS 05-210](#).
  9. For children in shelter care status or dependent, obtain court approval if approved by Director of Field Operations.
  10. Provide a copy of the approved [DCFS Administrative Approval Request form DSHS 05-210](#) and attachments to the Division of Licensing Resources licenser if the child is approved for home schooling and the caregiver is licensed.
3. If a youth requests to participate in an international study program, obtain:
  1. Parent's approval if the youth is not legally-free.
  2. Approval outlined in the [5800. Approving Client Travel and Transportation Activities](#).
4. Refer a school-aged child to appropriate programs within two working days after a concern has been identified (e.g. Education Advocacy Program, Graduation Success, school counselor, etc).
5. If a child qualifies for early child intervention services, collaborate with the local service provider and the child's caregiver to enroll the child in the appropriate services and develop the Individual Family Service Plan (IFSP).
6. Provide the child's out-of-home caregiver with copies of necessary school records including IFSP, Individual Education Plan (IEP) or 504 Plans.

7. Monitor the child's ongoing academic progress including most current grades, state test scores, attendance and credits, when applicable, to make sure the child is prepared to progress to the next grade level and is on track to graduate. If the child is home schooled, review the end of year assessment to determine if academic progress is being made.
8. Engage child and caregiver in reviewing the child's progress and planning for academic success.
9. Provide copies of all education records to foster youth age fifteen through eighteen years prior to the youth turning eighteen years old as defined in the Transition Plan policy.
10. Involve youth in post-high school planning including options for post-secondary education and career or vocational training. This includes scholarships, financial aid, Education Training Voucher Program, etc.
11. Document the child's state student identification (SSID) number, education progress and needs in the FamLink Education Pages. This includes completing and updating the FamLink Education page at least every six months.

## Forms

[Child Information and Placement Form DCYF 15-300](#)

[School Notification Form DSHS 27-093](#)

[DCFS Administrative Approval Request form DSHS 05-210](#)

## Resources

DSHS CA FamLink Education Page eLearning (available in the WA State Learning Center)

[Education Advocacy Guide DSHS 22-1192](#)

[Social Worker's Practice Guide to Education: for Children and Youth in Foster Care DSHS 22-1185](#)

[Helping Foster Children Achieve Educational Stability and Success Guide DSHS 22-1210](#)

[Students in Foster Care - What Schools Need to Know DSHS 22-002](#)

[Independence.wa.gov](http://Independence.wa.gov)

[Early Support for Infants and Toddlers \(ESIT\)](#)

Caseworker's Guide to Transition Planning

[Office of Superintendent of Public Instruction Foster Care Education Program site](#)

# 4304. Reasonable Efforts

4304. Reasonable Efforts [sarah.sanchez](#) Wed, 08/22/2018 - 22:47

**Created on:** Aug 21 2015

**Approval:** Jennifer Strus, Asst. Secretary

**Original Date:** November 19, 1997

**Revised Date:** June 12, 2014

**Sunset Review:** June 12, 2018

## Purpose

The Adoption and Safe Families Act requires that reasonable efforts must be made to prevent placement of a child in out-of-home care and achieve timely permanency for a child who is placed in out-of-home care. For children protected under either the state or federal Indian Child Welfare Act (ICWA), active efforts must be made.

## Laws

- [Adoption and Safe Families Act P.L. 105-89](#)
- [Federal Indian Child Welfare Act](#)
- [Washington State Indian Child Welfare Act](#)
- [Chapter 13.34 RCW - Juvenile Court - Dependency](#)

## Policy

1. Reasonable efforts must be made by the assigned CA worker to:
  1. Prevent placement of a child in out-of-home care, unless the child is determined to be unsafe.
  2. Return a child home.
  3. Achieve timely permanency when a child is placed in out-of-home care.
2. Active efforts must be made by the CA worker for children protected under the state or federal Indian Child Welfare Act (ICWA).
3. The CA worker must identify appropriate reasonably available services for the family to remedy identified parenting deficiencies that made the child unsafe.
4. When a child is in out-of-home care, the CA worker must offer reunification services to the family in an attempt to eliminate the need for out-of-home placement, unless a court has found that aggravated circumstances exist.
5. Reasonable efforts must be made to achieve timely permanency including efforts to locate a permanent placement other than return home.

## Procedures

1. Placement Prevention - Unless the child is determined to be unsafe (See [1100 Child Safety](#)) and an in-home [Safety Plan](#) cannot be used to keep the child safe, the CA worker must make the following **reasonable efforts** to prevent placement:
  1. Complete the Comprehensive Family Evaluation with the family to determine what reasonably available remedial services and activities would remedy identified safety threats.
  2. Develop a written [Case Plan](#).
  3. Services must:
    1. Focus on the identified safety threats.
    2. Be culturally appropriate
    3. Be geographically accessible.
    4. Consider whether a parent is developmentally delayed and eligible for developmental disability services. If so, services and their delivery must be tailored to the parent's needs and coordinated with Developmental Disabilities Administration (DDA).
  4. The assigned worker must review case plans regularly for the following:
    1. Parental progress.

2. Changes needed in the plan.
  3. Parental resistance to the case plan.
  4. Alternative approaches such as court action that may be needed.
2. Returning a Child Home - If a child is removed from the home due to [present or impending danger](#), the CA worker must make **reasonable efforts** to:
  1. Offer remedial services to the family, unless [aggravated circumstances](#) exist.
  2. Services must:
    1. Focus on the identified safety threats and help families eliminate the need for placement.
    2. Be culturally appropriate
    3. Be geographically accessible.
    4. Consider whether a parent is eligible for developmental disability services. If so, services and their delivery must be tailored to the parent's needs and coordinated with DDA.
3. Achieving Timely Permanency
  1. Make reasonable efforts to locate a permanent placement. Identify appropriate relatives, kin or other persons who may be a permanent resource for the child.
  2. Follow [Concurrent Planning](#) Policy.
  3. Continue reasonable efforts until permanency is achieved. The following are appropriate permanency options and are listed in order of priority:
    1. Return home
    2. Adoption
    3. [Guardianship](#)
    4. Limited Guardianship

## Forms and Tools

Court reports. Permanency Planning Guide

## See Also

[1710 Shared Planning](#)

[4305 Permanency and Concurrent Planning](#)

## Resources

[ICW Chapter 7](#)

## Suggested Practice Tips

If ICWA applies ensure coordination with the child's Tribe and coordinate with the Tribal social worker. Also review and follow protocols outlined in the [CA Tribal Memorandum of Understanding](#) established with the child's specific tribe.

# 4305. Permanent and Concurrent Planning

4305. Permanent and Concurrent Planning [sarah.sanchez](#) Wed, 08/22/2018 - 22:48

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** 2000



**Revised Date:** July 24, 2015

**Policy Review:** June 30, 2018

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## Purpose

Permanency planning starts at first contact with the family and continues until a permanency goal is achieved.

Concurrent planning provides for timely reunification services while anticipating and preparing for an alternate permanent plan.

## Scope

This policy applies to all Division of Children and Family Services staff.

## Laws

- [RCW 74.15.020\(2a\)](#)
- [RCW 13.34](#)
- [RCW 13.36](#)
- [RCW 11.130.215](#)
- [RCW 26.33](#)
- [RCW 13.34.132](#)
- Adoption and Safe Families (ASFA) Act 1997

## Policy

1. A permanency planning goal must be identified for all children in out-of-home care no later than 60 days from the Original Placement Date (OPD).
2. CA's written report to the court must identify concurrent plans. A permanent plan includes how the department is working towards securing a safe, stable and permanent home for the child. The court report must address the following:
  1. Primary and alternate permanent plans being pursued concurrently. Permanent and alternate permanent plan options **only** include:
    1. Return of home to the child's parent, guardian or legal custodian
    2. Adoption
    3. Guardianship
    4. Limited guardianship
  2. Reasonable efforts to return the child to his/her birth/adoptive parents.
  3. How the permanency plan is in the best interest of the child.
  4. How the agency has worked toward securing a safe, stable and permanent home for the child as early as possible.
3. Long-term foster or relative care is not a permanent plan. It is only considered when other permanent plans are determined not to be in the best interest of a child age 16 and older as the results of a shared planning decision making process. Continued efforts must be made to achieve legal permanency, unless determined to not be in the child's best interest.
4. CA must consider a permanent plan that allows the parent to maintain a relationship with the child when a parent:
  1. Is sentenced to long-term incarceration;

2. Has maintained a meaningful role in the child's life;
  3. There is no court order limiting or prohibiting contact; and
  4. It is in the child's best interest.
5. Citizenship and immigration status of the child should be determined early in the case and should be re-confirmed prior to establishing a permanent plan per [Foreign Consulate](#) policy.

## Procedures

1. Plan:
  1. Utilize the shared planning process when making permanency planning decisions for children in out-of-home care according to the timelines in the [Shared Planning](#) policy. Any changes in a permanent plan require a new shared planning meeting. Staff permanent plans with your supervisor. Refer to Indian Child Welfare policies and procedures [ICW Chapter 10](#) for all **Indian** children.
  2. Determine the best interest of the child by consider the following:
    1. The child's wishes and long-term goals
    2. Medical issues
    3. Age of the child
    4. The child's connections to his or her identity, affiliations to his or her community, tribe, church, school, religious/spiritual beliefs, relatives and friends
    5. The long-term needs of the child
    6. The emotional ties and development needs and how these can be met through the identified permanent plan
2. Document:
  1. The primary and alternate permanent plan on both the shared planning page and the Permanency Planning page in FamLink.
  2. The reasons the identified permanent plan is in the best interest of the child in the case plan.
  3. When siblings are not placed together:
    1. Document exception(s) or other reasons siblings are being placed apart as it applies to each child on the Sibling Visit Details tab in the FamLink Visit Plan Page.
    2. Print a copy of the Sibling Visit Details tab in the FamLink Visit Page; obtain approval signatures from supervisor and Area Administrator.
    3. Upload approved Sibling Visit Details document into FamLink.
3. Permanent Plans:
  1. Identify a primary and alternate plan from the following options:
    1. Always consider **Return Home** as the primary permanent plan for a child when **all** the following conditions are met:
      1. Aggravated circumstances do not exist.
      2. It is likely the child will return home per the Reasonable Efforts policy.
      3. The plan of returning home is in the best interests of the child.
      4. The child (as age and developmentally appropriate) has been consulted regarding the potential benefits and risks of the return home.
      5. Safety threats are eliminated or can be managed in the family home.
    2. Consider **Adoption**, per [Adoption Process](#) policy, when a child is unable to return home and when **all** the following conditions are met:
      1. The child was removed from parents and is dependent.
      2. Parental rights will likely be terminated by the court or relinquishment has been or will be accepted by both CA and the court.
      3. Reasonable efforts were provided to the parent(s) to safely reunify the child to his or her care. The parent(s) have not made sufficient and timely progress in addressing the parental deficiencies that brought the child into care and this is documented in the case file.

4. The plan is in the best interests of the child.
  5. Aggravated circumstances may exist. Refer to the [Permanency Plan Review](#) policy.
  6. The child (as age and developmentally appropriate) has been provided education about the impacts of adoption. Children over the age of 14 must sign consent for the adoption.
  7. The child and sibling are in the same placement, the permanent plan is adoption for that sibling and also in the best interest of this child.
  8. The prospective adoptive parent has an approved adoptive home study per Family Home Study policy.
3. Consider Title 13 **Guardianship** per the [Guardianship](#) policy when the following conditions are met:
1. The child was removed from the parents through a Voluntary Placement Agreement (VPA) or the child is a dependent of CA or tribe.
  2. A determination is made through the shared planning process that it is not in the best interests of the child to pursue reunification or adoption.
  3. The plan of guardianship is in the best interest of the child.
  4. The proposed caregiver has the ability to meet the child's special needs without CA case management and social worker support and the caregiver:
    1. Can make a commitment to parent the child until adulthood.
    2. Has a significant relationship with the child.
    3. Has an approved family home study per Family Home Study policy or the [Unlicensed Placements - Home Study Requirements](#) policy.
  5. The Permanency Planning Benefits and Limitation Matrix has been reviewed with the proposed caregiver.
  6. The child and a sibling are in the same placement, the permanent plan is Title 13 Guardianship for that sibling and guardianship is also in the best interests of this child.
  7. If the child is considered an Indian as defined in the Federal Indian Child Welfare Act and the Tribe(s) is involved and requesting a guardianship. If a guardianship subsidy is being requested the child and the prospective guardian must meet R-GAP eligibility requirements.
  8. The child (as age and developmentally appropriate) has been consulted regarding the potential benefits and risks of the permanency plan and the child has stated preference for the identified plan.
4. Consider **Limited Guardianship** when the following conditions are met:
1. The child was removed from the parent(s) through a VPA or the child is a dependent of CA or tribe.
  2. A determination is made through the shared planning process that it is not in the best interests of the child to pursue reunification, adoption or Title 13 Guardianship.
  3. The plan is in the best interest of the child.
  4. The proposed caregiver has the ability to meet the child's special needs without CA case management and social worker support and:
    1. Can make a commitment to parent the child until adulthood.
    2. Has a significant relationship with the child.
  5. If placement has been made with the proposed caregiver, the caregiver must have an approved family home study per 5330 Family Home Study or [Unlicensed Placements](#) policy.
  6. The [Permanency Planning Supports and Resources Matrix](#) has been reviewed with the proposed caregiver.

7. The child and sibling are in the same placement, the permanent plan is limited guardianship for that sibling and limited guardianship is also in the best interests of this child.
8. If the child is considered an Indian as defined in the Federal Indian Child Welfare Act and the tribe(s) is involved and requesting limited guardianship.
5. Limited guardianship actions may be initiated by the any person believing the child or youth should have a guardian in Superior Court and for the matter to be heard by Superior Court the Juvenile Court must waive its exclusive jurisdiction.
4. **Long-Term Foster or Relative Care Agreements must only be considered** when children are age 16 and over and **all** the following conditions are met:
  1. The child was removed from the parents and is dependent.
  2. A determination is made through the shared planning process that it is not in the best interest of the child to pursue legal permanency options: reunification, adoption, guardianship or limited guardianship.
  3. The plan is in the best interest of the child and the child needs the stability offered by this living arrangement.
  4. Compelling reasons per [Compelling Reasons](#) policy must be reviewed at every court hearing and the court must find that the compelling reasons still exist and are documented in FamLink.
  5. The child has made a significant connection to the caregiver and has resided with the caregiver for over six months.
  6. The Permanency Planning Supports and Resources Matrix has been reviewed with the proposed caregiver.
  7. The youth (age 16 and over) has been consulted regarding the potential benefits and risks of the permanency plan and the youth has indicated a preference for the identified plan and is willing to sign the agreement.
  8. The youth over the age of 16 and capable of giving consent has agreed to sign consent for the long-term foster care agreement and is aware of the potential benefits/risks of other permanency plans.
  9. The caregiver:
    1. Makes a commitment to care for the child until the age of 18 or 21 if applicable.
    2. Shows an ability to meet child's special needs.
    3. Demonstrates an understanding that the child remains in the custody of CA and under CA's control and further demonstrates an ability to cooperate with CA in shared planning for the child.
    4. Agrees to enter into a long-term foster care or relative care agreement approved by the court.
    5. Signs a Long-Term Care Agreement for Foster Parent or Relative Caregivers DSHS 15-322.
    6. The Regional Administrator signs the Checklist for Approval Long-Term Agreement for Foster Parents or Relative Caregivers DSHS 15-323.
    7. Demonstrates an understanding of permanency as a long-term, life-long connection and has agreed to support the youth in his or her transition to adulthood.

## Forms and Tools

- [Long-Term care Agreement for Foster Parent or Relative Caregivers DCYF 15-322](#)
- [Checklist for Approval Long-Term Agreement for Foster Parents or Relative Caregivers DSHS 15-323](#)
- [Voluntary Placement Agreement DCYF 15-281](#)

## Resources

- [Permanency Planning Supports and Resources Matrix DCYF 16-231](#)

# 43051A. Trial Return Home

43051A. Trial Return Home [sarah.sanchez](#) Wed, 08/22/2018 - 22:48

**Original Date:** 2007

**Revised Date:** May 20, 2021

**Sunset Review Date:** May 31, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to support dependent children and youth to achieve a safe and successful transition home and permanent reunification with their parents or guardians.

## Scope

This policy applies to child welfare employees.

## Laws

[RCW 13.34.130](#) Order of disposition for a dependent child, alternatives-Petition seeking termination of parent-child relationship-Placement with relatives, foster family home, group care facility, qualified residential treatment program, or other suitable persons-Placement of an Indian child in out-of-home care-Contact with siblings

[RCW 13.34.136](#) Permanency Plan of Care

[RCW 13.34.138](#) Review hearings - Findings - Duties of parties involved - In-home placement requirements - Housing assistance

## Policy

Caseworkers must:

1. Prior to returning dependent children or youth to their parents or guardians or when the court orders them to return home immediately:
  1. Follow the [Reasonable Efforts](#) policy.
  2. Identify and assess parents or guardians and all adults in the home who may act as a caregiver for the child or youth and determine whether they need services to address the safety of the child or youth, regardless of whether they are a party to the dependency.
2. After returning dependent children or youth to parents or guardians:
  1. Monitor the safety, permanency, and well-being of each child or youth before closing the case.

2. Fully assess any new adults in the home who are acting as a caregiver for the child or youth and determine whether they need services to address the safety of the child or youth, regardless of whether they are a party to the dependency.
3. Obtain court approval for any case to remain open beyond six months.

## Procedures

Caseworkers must:

1. Prior to children or youth's return home on a TRH or when the court orders them to return home immediately, assess their safety, permanency, and well-being and fully assess their parents or guardians and any adult residing in the home acting as a caregiver for services by completing the following:
  1. A [Safety Assessment DCYF 15-259](#) form in FamLink per the [Safety Assessment](#) policy.
  2. A background check for all adults in residing in the home. This includes adult parents or guardians residing in the home, per the [Background Checks](#) policy, as early as possible prior to the TRH.
  3. Offer referrals for any needed services.
2. After children or youth are on a TRH:
  1. Monitor their safety, permanency, and well-being and fully assess their parents or guardians and any adult residing in the home and acting as a caregiver for services by:
    1. Completing a [Safety Assessment DCYF 15-259](#) form and updating the [Safety Plan DCYF 15-259](#) form if safety threats are identified, per the Safety Assessment policy.
    2. Completing monthly health and safety visits and monthly visits with parents per the [Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers](#) policy.
    3. Completing background checks on any adult who moves into the home that did not previously receive a background check, per the [Background Checks](#) policy.
    4. Completing the following if services are needed:
      1. Offer referrals to services.
      2. Notify the court:
        1. Of any referrals made during a regular court review hearing.
        2. If the child or youth or any parent or guardian or adult fail to engage in or follow through with the services as soon as the information is known.
    5. Updating the [Comprehensive Family Evaluation DCYF 10-480](#) and the [Court Report DCYF 09-095](#) forms in FamLink based on information gathered during [health and safety visits with children and youth and monthly visits with parents and caregivers](#), [shared planning meetings](#), and information obtained from service providers about the:
      1. Parent's or guardian's progress.
      2. Child's or youth's safety, permanency, and well-being.
  2. Dismissal of Dependency
    1. Recommend dismissal of the dependency when the parents or guardians have completed the TRH requirements and demonstrated the ability to safely resume parenting and have custody of their children or youth.
    2. Consult with the assigned assistant attorney general prior to court hearings if it is in the child or youth's best interest to request an extension of the TRH beyond six months.
  3. Document all TRH activities and completed services in FamLink for:
    1. Parents or guardians as required in the following forms as applicable:
      1. [Comprehensive Family Evaluation DCYF 10-480](#)
      2. [Court Report DCYF 09-095](#)
    2. Adults residing in the home who are acting as a caregiver, in a case note.

## Forms

[Comprehensive Family Evaluation DCYF 10-480](#)

[Court Report DCYF 09-095](#)

[Safety Plan DCYF 15-259](#)

## Resources

[Background Check policy](#)

[Case Plan policy](#)

[Child Health and Education Tracking \(CHET\) Screening policy](#)

[Court Report policy](#)

[Foster Care Assessment Program policy](#)

[Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy](#)

[Reasonable Efforts policy](#)

[Safety Assessment policy](#)

[Shared Planning meetings policy](#)

# 43055. Permanency Planning Hearings-Timelines

43055. Permanency Planning Hearings-Timelines [sarah.sanchez](#) Wed, 08/22/2018 - 22:49

Permanency planning hearings must occur:

1. By the 12th month of placement for all children in out-of-home care even if reunification with parents is the primary plan and the parents are making significant progress.
2. Within one year of each previous permanency planning hearing as long as the child remains in out-of-home care without a permanency plan being achieved. A child in a long-term care agreement is not considered to have permanency achieved, therefore, permanency planning hearings continue.
3. If, following 90 days of service delivery after disposition, the parents have failed to make progress or engage in services in resolving the issues that brought the child into care. This may coincide with the initial review hearing which is to be scheduled for in-court review six months from OPD or 90 days from the entry of the dispositional order, whichever comes first.
4. Within 30 days after the court has determined that reunification services for the family are no longer required in a case with a finding of aggravated circumstances. In those cases, the social worker must identify a primary or alternate permanency planning goal other than reunification with the legal parent(s).

# 4306. Filing a Petition to Terminate Parental Rights



1. Under Washington law, termination of parental rights is necessary for an adoption of a child. A petition to terminate parental rights is a step toward the implementation of a permanent plan of adoption. Adoption is the preferred permanent plan if a child can not be returned home.
2. If the parents, after filing of the termination petition, begin to make progress toward a permanency plan of returning the child home, the termination petition may be dismissed at the request of the department or the termination fact-finding hearing may be continued to allow the parents the opportunity to make the changes required.

## 43061. Termination of Parental Rights (TPR) - Compelling Reasons

43061. Termination of Parental Rights (TPR) - Compelling Reasons [sarah.sanchez](#) Wed, 08/22/2018 - 22:50

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** 1979

**Revised Date:** June 30, 2015

**Policy Review:** June 30, 2018

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### Purpose

Initiate a relinquishment or termination of parental rights (TPR) when it is in the best interest of the child and to support timely permanence.

### Scope

This policy applies to all Division of Children and Family Services staff.

### Laws

[RCW 13.34.126](#)

[RCW 13.34.132](#)

[RCW 13.34.136](#)

[RCW 13.34.145](#)

[RCW 13.34.180](#)

[RCW 26.33](#)

Adoption and Safe Families (ASFA) Act 1997

## Policy

1. A petition to TPR must be submitted to the Attorney General's office by the child's 12th of the last nineteen (19) months in out-of-home care or sooner, when it is in the child's best interest and meets at least one of the following:
  1. The child is determined by the court to be an abandoned child.
  2. The child is in out-of-home care for a period of at least six months since dependency finding.
  3. Aggravated circumstances have been found by the court. The TPR petition must be made within 60 days of this court finding.
2. A TPR may be considered earlier in the dependency process when aggravated circumstances exist or the parents have failed to engage in services and the child has been in care for 90 days after the disposition.
3. A petition for TPR is not required when compelling reasons/good cause exist. Compelling reasons/good cause may include, but is not limited to:
  1. Birth parents are making significant progress and reunification (trial return home) will occur within three (3) months.
  2. Birth parent(s) has been accepted and is demonstrating compliance in a dependency treatment court program, long-term substance abuse or dual diagnosis program.
  3. The department has not provided to the child's family such services as the court and the department have deemed necessary for the child's safe return home.
  4. Adoption is not an appropriate permanent plan because:
    1. The child is over the age of 14 and after a discussion about adoption and other permanency options with the child, the child opposes adoption as a permanent plan.
    2. The child is placed with a relative and after a discussion about adoption and other permanency options with the relatives; another permanency option with the relative is in the best interest of the child.
  5. The court or CA has determined that:
    1. A birth parent is considering relinquishment within a reasonable time to free the child for adoption.
    2. A non-offending parent is pursuing an alternate permanent plan.
    3. A professional assessment of the child has determined the child is unable to remain within a family setting.
  6. The parent is incarcerated and:
    1. The incarceration is the only reason for filing the TPR; and
    2. The court has determined the parent maintains a meaningful role in the child's life.
  7. The child's Tribe is opposed to adoption and has identified another acceptable permanency plan for the child.
4. Relinquishment of parental rights may be accepted when adoption is in the child's best interest per [1710 Shared Planning](#) policy. The relinquishment of parental rights of an Indian child must occur before a court judge per [ICW Chapter 6](#).

## Procedures

1. Utilize shared planning meetings when making permanency planning decisions for children in out-of-home care according to timelines in the [1710 Shared Planning](#) policy.
2. Determine if relinquishment or TPR is in the best interest of the child by discussing the following with the birth parents:
  1. The option of a Voluntary Adoption Plan in accordance with [4330. Adoption Process](#) policy.
  2. The Open Communication Agreement options between the parent and the prospective adoptive family prior to accepting a relinquishment per [4330 Open Communication Agreement](#) policy.
3. Discuss aggravated circumstances as listed per [RCW 13.34.132](#) with assigned Assistant Attorney General.

4. Convene a Permanency Planning meeting within 30 days after the court determines aggravated circumstances exist. Identify a permanent planning goal per [4305 Permanency Planning policy](#).
5. Determine if compelling reasons/good cause exists to not file a petition for TPR.
6. Document compelling reasons/good cause in the:
  1. Report to the court. The court must approve the compelling reason/good cause exception at each permanency planning hearing and review at all subsequent hearings pertaining to the child.
  2. TPR Compelling Reasons group box in the FamLink Legal Record page.
7. File a TPR when compelling reasons/good cause no longer exists.
8. Document the filing of a TPR referral in FamLink Legal Record.

## Forms and Tools

- [Shared Planning Form \(DCYF 14-474\)](#)

## Resources

- Permanency Planning Practice Guide (available on CA Intranet)
- [Shared Planning Form \(DCYF 14-474\)](#)

# 43065. Voluntary Termination of Parental Rights

43065. Voluntary Termination of Parental Rights [sarah.sanchez](#) Wed, 08/22/2018 - 22:50

1. The juvenile courts are authorized to terminate parental rights voluntarily (relinquishment) under chapter 26.33 RCW. Social workers must use the forms provided by the Office of Attorney General or county prosecutor, as applicable, relating to relinquishment of parental rights. In order to achieve legal sufficiency it is important to use the most recently revised forms whenever handling a voluntary relinquishment. If out-of-date forms are used rather than the most recent form, the relinquishment may not be legally binding.
2. Petitions for voluntary termination of parental rights may be initiated for either an unborn or born child. The hearing on the petitions for relinquishment or termination cannot occur until at least 48 hours after the birth of the child or the parent's signing the consent to adoption, whichever is later. See section 43068 below for requirements regarding Indian children.
3. In considering a petition for termination of parental rights based on a voluntary consent to adoption by a parent, the judge will review whether the consent was genuinely voluntary and whether the termination of parental rights is in the best interest of the child.
  1. The social worker must take care to inform the parent that any relinquishment is voluntary throughout this process.
  2. If the parent has an attorney, that attorney must be involved in the legal process for termination of parental rights. When the parent has an attorney, the social worker does not work with a parent to secure a relinquishment and consent to adoption without the involvement of the parent's attorney.
4. Under a voluntary adoption plan, the department must follow the wishes of the alleged father, birth parent, or parent in identifying an adoptive placement. See the Case Services Policy Manual, chapter 5000, section 5762, and this chapter, section 45404.

# 43067. Opposing a Voluntary Petition

43067. Opposing a Voluntary Petition [sarah.sanchez](#) Wed, 08/22/2018 - 22:51

1. Prior to agreeing to entry of a voluntary relinquishment, the department, through the social worker, must agree that termination of parental rights and adoption is in the best interest of the child. Financial concerns alone are not grounds for a parent to relinquish a child.
2. The social worker may also oppose a termination petition because no adoptive family is available to care for a child. Other concerns, such as the child's support of the adoption case plan and the family's use of services available to correct parental deficiencies, may also be considered.

## 43068. Indian Children

43068. Indian Children [sarah.sanchez](#) Wed, 08/22/2018 - 22:52

1. Permanency Planning Case Staffing-If the child is identified as an "Indian child" per Appendix A, and is required to have a LICWAC staffing the child must have a Local Indian Child Welfare Advisory Committee (LICWAC) staffing to establish a permanency goal no later than 60 days from the original placement date. (Follow Indian Child Welfare Chapter 10: LICWAC policies and procedures)
2. Active Efforts-If the federal and state Indian Child Welfare Act (ICWA) protects the child, the caseworker must continue active efforts toward reunification with the child's parents or Indian custodian, if any, until the court terminates parental rights. See Appendix A for the definition of "Indian Child."
3. Compelling Reasons-The fact that the Tribal/State agreement defines the child as Indian and the child's involved tribe does not concur with the filing of the petition or with adoption as the permanency plan for this child may be a compelling reason not to file a termination of parental rights petition. Compelling reasons not to file a termination petition must be made on a case by case basis considering the individual circumstances of the child and family
4. Termination of Parental Rights of an Indian child
  1. Special procedures apply when handling the voluntary or involuntary termination of an Indian child. The caseworker must refer to Indian Child Welfare policies and procedures.
  2. Petitions for voluntary termination of parental rights may not be initiated for an unborn Indian child. The hearing on the petitions for relinquishment or termination cannot occur until at least 10 days after the birth of the child or the parent's signing the consent to adoption.

## 4307. Voluntary Placement Agreement

4307. Voluntary Placement Agreement [sarah.sanchez](#) Wed, 08/22/2018 - 22:52

**Original Date:** February 10, 1995

**Revised Date:** July 13, 2020

**Sunset Review Date:** July 13, 2024

**Approved by:** Jody Becker, Deputy Secretary of Programs for Children and Families

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### Purpose

The purpose of this policy is to provide guidance to child welfare employees when Voluntary Placement Agreements (VPA) are needed to place children or youth in out-of-home care. VPAs are time limited and considered the least restrictive plan, when placing children or youth.

## Scope

This policy applies to child welfare employees.

## Laws

[RCW 13.34.130](#) Order of disposition for a dependent child, alternatives - Petition seeking termination of parent-child relationship - Placement with relatives, foster family home, group care facility, or other suitable persons - Placement of an Indian child in out-of-home care - Contact with siblings.

[RCW 13.34.245](#) Voluntary consent to foster care placement for Indian children, validation, withdrawal of consent, termination

[RCW 74.13.031](#) Duties of department, child welfare services, children's services advisory committee

[RCW 74.15.020](#) Definitions

## Policy

1. DCYF may use VPAs in the following circumstances:
  1. When a safety threat exists, that cannot be managed in the home, and services provided during a 90-calendar day period are likely to eliminate the need for court intervention.
  2. After business hours, when a safety threat exists that cannot be managed in the home and the child or youth is not placed in protective custody by law enforcement (LE).
  3. Parents or legal guardians need temporary care for their child or youth, while undergoing medical care or treatment and there are no alternative placement resources.
  4. The child or youths' other parent or legal guardian is not immediately available to provide care.
2. DCYF must not use VPAs when children or youth are placed:
  1. With an "other suitable person," per [RCW 13.34.130](#).
  2. Outside of Washington State.
  3. In out-of-home care when the youth is 18 years or older, unless they are entering or re-entering the EFC program, per the [Extended Foster Care \(EFC\)](#) policy.

## Procedures

1. When it has been determined children or youth cannot remain safely in the home and a VPA is needed:
  1. Caseworkers must:
    1. Complete the VPA DCYF 9-004B form.
    2. Verify the timeframe in the agreement does not exceed 90 calendar days.
    3. Obtain both parents or legal guardians of the child or youth's signature, unless one of the following applies:
      1. The other parent or legal guardian is unable to be located.
      2. Legal custody resides with one parent, which must be verified.
    4. Sign the agreement and obtain supervisor approval.
    5. Verify the VPA is signed in front of a judicial officer of the Tribal Court or Juvenile Court when children or youth are an Indian child at least 10 calendar days old, per [ICW Chapter 6](#).
    6. Conduct a shared planning meeting, per the [Family Team Decision Making \(FTDM\)](#) policy.
    7. Complete a court report by the 60th calendar day, for children or youth in out-of-home placement on a VPA, per [Court Report](#) policy.

2. Supervisors must:
  1. Discuss and verify the VPA requirements are met, appropriate, and in the best interest of children or youth.
  2. Review and verify the timeframe does not exceed 90 calendar days.
  3. Sign the VPA, if approved, and return to the caseworker.
  4. Discuss other options, if the VPA is not approved.
2. When a child or youth is placed on a VPA, caseworkers must:
  1. Upload the VPA DCYF 9-004B form into FamLink, with all required signatures.
  2. Place the original VPA DCYF 9-004B form in the file.
  3. Provide a copy of the VPA DCYF 9-004B form to the parents or legal guardians.
  4. Document the following in FamLink:
    1. Efforts made to have both parents sign the VPA, in a case note.
    2. Child's legal information on the Legal Records page.
    3. Child's placement status on the Placement page.
    4. Request from the parents or legal guardians to end the VPA and the subsequent actions, in a case note.
    5. Link the parents to the child on the maintain page.
3. If a parent terminates the VPA, caseworkers must immediately assess safety by completing the [safety assessment](#), and determine if the child or youth:
  1. Can safely return home. If so, they must be returned to the parents or legal guardians within one calendar day, excluding weekends and holidays.
  2. Cannot safely return home. If so, DCYF must immediately complete either of the following:
    1. Contact LE to request placement of the child or youth in protective custody.
    2. File a dependency petition and request a pick-up order within one calendar day, excluding weekends and holidays.

## Forms

[Consent to Foster Care Placement by Indian Child's Parent or Indian Custodian court form JU 03.0920](#)

Voluntary Placement Agreement DCYF 9-004B (located in the Forms repository on the DCYF Intranet)

# 4308. Dependency Petition Process

4308. Dependency Petition Process [sarah.sanchez](#) Wed, 08/22/2018 - 22:53

**Original Date:** March 2018

**Revised Date:** September 1, 2021

**Sunset Review Date:** September 30, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

Provide direction for child welfare employees in filing a dependency petition when it is clear that court intervention is necessary to prevent harm to a child's health, welfare, or safety.

## Scope

This policy applies to child welfare employees.

## Laws

[RCW 13.34.030](#) Definitions

[RCW 13.34.040](#) Petition to Court To Deal With Dependent Child – Application Of Federal Indian Child Welfare Act

[RCW 13.34.050](#) Court Order to Take a Child into Custody

[RCW 13.34.055](#) Custody by Law Enforcement Officer

[RCW 13.34.060](#) Shelter Care – Placement – Custody – Duties of Parties

[RCW 13.34.062](#) Shelter Care – Notice of Custody and Rights

[RCW 13.34.065](#) Shelter Care – Hearing – Recommendation as to Further Need

[RCW 13.34.080](#) Summons When Petition Filed

[RCW 13.34.090](#) Rights under Chapter Proceedings

[RCW 26.44.050](#) Abuse Or Neglect Of Child—Duty Of Law Enforcement Agency Or Department Of Social And Health Services—Taking Child Into Custody Without Court Order, When.

[RCW 26.44.056](#) Protective Detention or Custody of Abused Child—Reasonable Cause—Notice—Time Limits—Monitoring Plan—Liability.

[RCW 74.14A.020](#) Services For Emotionally Disturbed and Mentally Ill Children, Potentially Dependent Children, And Families-In-Conflict.

[PL 114-95](#) Elementary and Secondary Act Of 1965

## Policy

Caseworkers must:

1. Consult with the assigned supervisor when court intervention is needed to prevent harm to a child's health, welfare, or safety. If the assigned caseworker and supervisor determine that a dependency petition should be filed, contact the Assistant Attorney General (AAG) or assigned attorney for their office and work with them in assessing legal sufficiency and in finalizing the petition.
2. If there is disagreement about legal sufficiency, consult with the supervisor and area administrator to determine whether to continue efforts to file a dependency petition.
3. If there is legal sufficiency, finalize the petition recommending one of the following:
  1. In-home placement;
  2. Out-of-home placement with a motion for order to take a child into custody; or



3. Out-of-home placement if a motion for order to take a child into custody is not required. A motion is not required if the child is already placed in protective custody or on an administrative hold.
4. Provide records for discovery, including child forensic interview transcriptions, prior to shelter care and include all information used in the determination to file the dependency petition.
  1. If a parent, legal guardian or legal or Indian custodian is not represented, provide them with a redacted copy of their records.
  2. If a parent, legal guardian or legal or Indian custodian is represented by an attorney, provide them with redacted copies of child welfare records.
  3. If court ordered, provide a copy of a child forensic audio or video recording according to the [Audio Recording](#) policy.
  4. If a Guardian ad Litem (GAL) is appointed, provide redacted copies of the child welfare records to the GAL.
  5. Provide a redacted and unredacted copy of the child welfare records to the assigned AAG or assigned attorney.
5. If a dependency petition is filed complete the following:
  1. If there is reason to know the child is or may be a member, and the biological child of a member and eligible for membership of a federally recognized tribe, follow [Indian Child Welfare policies and procedures Chapter 6. Casework Activities for Court Proceedings](#) for legal notification requirements to the parent, legal guardian, Indian custodian, tribes and Bureau of Indian Affairs.
  2. If recommending an in-home placement:
    1. Make reasonable efforts to notify the parent, legal guardian, or legal or Indian custodian of the date, time and location of the initial dependency hearing.
    2. Provide the parent, legal guardian or legal or Indian custodian with a copy of the dependency petition
    3. Attend and present testimony at court hearings as needed.
    4. Make good faith efforts and document the efforts to comply with all court orders. If compliance is not possible:
      1. Consult with the supervisor and assigned AAG or attorney, and
      2. With the AAG or attorney, explore all available legal options, including any of the following:
        1. Revision
        2. Reconsideration
        3. Modification of the court order by agreement or order of the court
  3. If recommending an out-of-home placement and DCYF has legal authority of the child via an order to take the child into custody, protective custody, or an administrative hold:
    1. Schedule a shelter care hearing within 72-hours of the child being placed into DCYF custody, excluding weekends and holidays.
    2. Make reasonable efforts as soon as possible to notify and provide the custodial and non-custodial parent, legal guardian, or legal or Indian custodian with all of the following:
      1. The child has been taken into custody.
      2. Reasons why the child was taken into custody.
      3. General information about the child's placement.
      4. Temporary Custody Notification DCYF 09-731 form. This form is located on the DCYF CA intranet and contains information about parent's rights including their right to a shelter care hearing.
      5. A copy of the dependency petition and any court order authorizing the child to be placed into DCYF custody.
    3. Attend and present testimony at court hearings as needed.
    4. Make good faith, documented efforts to comply with all court orders. If compliance is not possible:
      1. Consult with the supervisor and assigned AAG or attorney, and

2. Explore all available legal options, including any of the following:
    1. Revision
    2. Reconsideration
    3. Modification of the court order by agreement or order of the court
5. Follow the:
  1. [Placement Out-of-Home and Conditions for Return Home](#) policy.
  2. [Interstate Compact on the Placement of Children \(ICPC\)](#) policies when a child is placed out-of-state.
6. If the child cannot be located and is not taken into DCYF custody, consult with your supervisor and AAG or attorney assigned to your office and continue efforts to locate according to the Guidelines for Reasonable Efforts to Locate Children and/or Parents DCYF 02-607 form.
7. If the parent cannot be located:
  1. Continue efforts to locate the parents or guardians using the Guidelines for Reasonable Efforts to Locate Children and/or Parents DCYF 02-607 form as a resource.
  2. Contact your supervisor to use Support Enforcement Management System (SEMS) to help locate parents. See the SEMS Quick Help Guide on the DCYF CA intranet.
  3. Consult with the AAG and provide information needed for the publication process. [RCW 13.34.080](#)
8. Follow DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy when working with a parent or child w LEP.
6. Follow DCYF Administrative policies when applicable, this includes providing qualified interpreters as needed or requested, per:
  1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy when working with a parent or child with LEP.
  2. 6.03 Access to Services for Individuals with Disabilities.
7. Follow the:
  1. [Family Team Decision Making \(FTDM\) meeting](#) policy.
  2. [Family Time and Sibling and Relative Visits](#) policy.
8. For children in shelter care status, follow [Shelter Care Case Conference](#) policy to provide an opportunity to develop and specify the expectations of DCYF and the parent, legal guardian, or legal or Indian custodian regarding the care and placement of the child.
9. After a shelter care hearing
  1. If the court places the child into shelter care, verify that the court has entered an order authorizing continued shelter care within 30 calendar days of the child's original placement date (OPD).
  2. Notify the child's parent, legal guardian, or legal custodian, Indian custodian and tribes of all court proceedings according to the local court's rules, and consult with the assigned AAG or attorney.
  3. Follow the [Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home](#) policy and notify all licensed and unlicensed caregivers of the hearings at the same time as notice to the parent, legal guardian, or legal or Indian custodian. For emergency hearings, notice to caregivers should occur as soon possible. For the six-month review and annual permanency hearings, notice to caregivers should occur upon placement or as soon as possible.
  4. Provide written, telephone, or in-person notice to licensed and unlicensed caregivers of their right to be heard at proceedings.
  5. Complete the first [court report](#) no later than ten business days before the Dependency Disposition hearing or by the 60th day of the child's OPD, whichever comes first.

6. Contact the assigned AAG or attorney to schedule an administrative hearing or judicial determination for any case in which the child is in out-of-home care for more than 180 calendar days.
7. If a child is returned home from shelter care a second time:
  1. Request a law enforcement officer to be present when the child returns home. The officer is required to file a report with DCYF confirming the child was returned, with documentation about what the officer observed according to [RCW 13.34.065\(8\)](#).
  2. The supervisor may also reconvene a multidisciplinary team meeting.
10. Document the completion of and efforts to complete the following:
  1. Reasonable efforts to locate and notify parents, guardians, or legal or Indian custodians.
  2. Active efforts to locate and notify tribes, if applicable.
  3. Notification to all parents, guardians, or legal custodians, Indian custodians and tribes, if applicable, and [caregivers](#) of the times and location for all court hearings.
  4. Provision of discovery to the parents, legal guardians, or legal custodians, GALs, legal counsel, and Indian custodian and tribes, if applicable.

## Forms

Child Custody Transfer DCYF 10-157 (located in the Forms repository on the DCYF intranet)

Guidelines for Reasonable Efforts to Locate Children and/or Parents DCYF 02-607 (located in the Forms repository on the DCYF intranet)

Temporary Custody Notification DCYF 09-731 (located in the Forms repository on the DCYF intranet)

## Resources

[Audio Recording policy](#)

Child Safety Framework (located on the CA intranet)

[Court Report policy](#)

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

[Family Team Decision Making \(FTDM\) meeting policy](#)

[Family Time and Sibling and Relative Visits policy](#)

FamLink User Manuals (located on the CA intranet)

[Indian Child Welfare policies and procedures Chapter 6. Casework Activities for Court Proceedings](#)

[Interstate Compact on the Placement of Children \(ICPC\) policy](#)

[Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home policy](#)

Placement Packet (located on the CFWS Placement Caregivers DCYF CA intranet page)

# 43091. Court Report

43091. Court Report [sarah.sanchez](#) Wed, 08/22/2018 - 23:51

**Original Date:** October 20, 2013

**Revised Date:** July 25, 2021

**Sunset Review:** July 25, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide guidance to child welfare employees on the requirements for completing and filing court reports. Caseworks must provide the court and legal parties with objective, factual information about the circumstances leading to Department of Children, Youth, and Families (DCYF) and court involvement in a family's life. The court report also provides:

- A description of the case plan with documented parental input.
- A summary on the parent's progress in services.
- The court with information about the case plan recommendations.
- The court, parents, and caregivers with information about the status of the child's safety, well-being, and permanency, and any services provided to the child.

## Scope

This policy applies to child welfare employees.

## Laws

[RCW 13.34.120](#) Social study and reports made available at disposition hearing - Contents - Notice to parents.

[RCW 13.34.136](#) Permanency plan of care.

[RCW 13.34.138](#) Review hearings - Findings - Duties of parties involved - In-home placement requirements - Housing assistance.

[RCW 13.34.145](#) Permanency planning hearing - Purpose - Time limits - Goals - Review hearing - Petition for termination of parental rights - Guardianship petition - Agency responsibility to provide services to parents - Due process rights

[RCW 13.34.400](#) Child welfare proceedings - Placement - Documentation

[RCW 13.38.040](#) Definitions

[RCW 74.13.280](#) Client information.

[42 U.S.C. § 675](#) Definitions.

## Policy

1. Caseworkers must:
  1. Develop the court report in consultation and in person whenever possible, with:
    1. Parents or legal guardians
    2. Children 12 years and older
    3. [Indian child's](#) tribe
    4. Youth, 14 years or older, may identify up to two members of their case planning team, other than the caregiver or caseworker, to be part of the development of their court report. Participants identified by the child or youth may be excluded if there is reason to believe the identified individuals would not act in the child or youth's best interest.
  2. Include information outlined in the Court Report Mapping and Guidance Tool when completing the court report.
  3. Verify the following information is included in the court report when a child or youth's parents or legal guardians are incarcerated:
    1. How the incarcerated parent or guardian will participate in case planning.
    2. The treatment services and resources available in the Department of Corrections (DOC) facility to meet the parent or legal guardian's individual needs.
    3. A family time schedule or the reasons why family time is not in the best interest of the child.
  4. Obtain supervisor approval of the court report prior to distribution.
  5. Translate the court report into the primary language of the child and the child's parent or legal guardian prior to distribution, when necessary.
  6. After redacting parent or legal guardian information from the court report, provide a copy to the child's caregiver.
2. For dependency cases, caseworkers must:
  1. File the approved court report in court and share with caregivers and legal parties to the case, including but not limited to:
    1. The parents or legal guardians
    2. The parent or legal guardian's attorneys
    3. A child 12 years of age and older
    4. The child's attorney
    5. The child's guardian ad litem (GAL) or Court Appointed Special Advocate (CASA)
    6. The [Indian child's](#) tribe
  2. Timeframes
    1. Submit:
      1. The initial court report no later than 10 business days before the dependency disposition hearing or by the 60th calendar day of the placement episode of a child, whichever date occurs first.
      2. The second court report six months from the beginning date of the placement episode or no more than 90 business days from the entry of the disposition order, whichever comes first.
      3. All subsequent court reports at six-month intervals throughout the life of a case to align with regularly scheduled review and permanency planning hearings.
      4. A court report at least 10 business days before a court hearing when a child or youth will be or has been placed in a [Behavior Rehabilitation Services \(BRS\)](#) Qualified Residential Treatment Program (Q RTP).

2. If the court report is submitted to the parties and their attorneys earlier than required, the next report is due no later than 10 business days prior to the next review or permanency planning hearing, or six months from the date of the last report completed, whichever date occurs first.
3. Include in the court report copies of supporting documents regarding the child or family when a significant change occurs relevant to the case or when a child or youth is placed in a BRS QRTP. Documents include but are not limited to:
  1. Substance abuse treatment
  2. Mental health treatment
  3. Medical and behavioral health services updates
  4. Anger management classes
  5. Domestic violence classes
  6. Family time with a parent/child and sibling visits
  7. Psychological status of child and parent or legal guardian
  8. Physician report documenting injuries to a child
  9. School progress reports, including Individual Education Plans (IEP)
  10. Home study
  11. Licensing action
  12. Background check summaries
  13. [BRS](#) QRTP assessment
  14. Other evidence obtained to support DCYF recommendations when family time or sibling visits will continue as or change to be supervised or monitored, per the [Family Time and Sibling and Relative Visits](#) policy.
4. Consult with the assigned assistant attorney general to determine whether a court report or caseworker declaration is appropriate when changes to the court order are requested by the department, other party, or for interim hearings.
3. For children in out-of-home care on a [Voluntary Placement Agreement \(VPA\)](#):
  1. Caseworkers must provide the approved court report by the 60th calendar day of out-of-home placement to:
    1. The parents or legal guardians
    2. A youth 12 years of age and older
    3. The caregivers
    4. The [Indian child's](#) tribe
  2. Court reports are not distributed to the court.
4. Supervisors must approve and sign each completed court report.

## Resources

Court Report Mapping and Guidance Tool (located on the DCYF CA Intranet)

[Family Time and Sibling and Relative Visits policy](#)

# 43092. Child Health and Education Tracking (CHET)

43092. Child Health and Education Tracking (CHET) [sarah.sanchez](#) Wed, 08/22/2018 - 23:51

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** January 8, 2007

**Revised Date:** July 1, 2018

**Policy Review:** July 1, 2023

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## Purpose

The Child Health and Education Tracking (CHET) program is responsible for identifying each child's long-term needs at initial out-of-home placement by evaluating his or her well-being. The results of the evaluation are used to develop an appropriate case plan and assist in placement decisions.

## Scope

This policy applies to Children's Administration (CA) CHET screeners.

## Laws

PL 110-351 Fostering Connections to Success and Increasing Adoptions Act of 2008

[RCW 74.14A.050](#) Identification of Children in a State-assisted Support System

## Policy

CHET screeners must:

1. Evaluate all children in the care and custody of CA and who are expected to remain in care 30 days or more, **within 30 days of the child's original placement date**. This evaluation includes:
  1. Meeting with each child in-person to complete the CHET screen, unless the child is unavailable for an in-person meeting and the supervisor approves an exception to the in-person meeting. The reason for the exception must be documented in a case note.
  2. Assessing each child in the developmentally appropriate domain in accordance with the CHET Handbook.
  3. Obtaining information from sources such as parents, caregivers and teachers, when available.
  4. Documenting the long-term well-being needs of the child in the [CHET Screening Report DCYF 14-444](#).
2. Follow the caseworker notification process in the CHET Handbook when a concern is identified during the screening process.
3. Make the following referrals to:
  1. Early Support for Infants and Toddlers (ESIT) for children younger than three years old within two working days after a concern about the child's developmental delay is identified during the screening process. Referrals will be made in accordance with each region's ESIT protocol.
  2. Fostering Well-Being Care Coordination Unit (FWBCCU) to confirm Apple Health Core Connections eligibility and identify children who meet the medically fragile criteria.
4. Provide and discuss the [CHET Screening Report DCYF 14-444](#) to caregivers and the assigned caseworker within five days of completion.
5. Document screening results and information gathered during the CHET screening process in the electronic documentation systems.



6. Upload the [CHET Screening Report DCYF 14-444](#) and all supporting documents into file upload in FamLink.
7. Participate in shared planning meetings, when invited.

## Forms

[CHET Screening Report DCYF 14-444](#)

## Resources

CHET Handbook

CHET Screening Report Instructions

# 4310. Transitioning Youth for Successful Adulthood

4310. Transitioning Youth for Successful Adulthood [sarah.sanchez](#) Wed, 08/22/2018 - 23:51

**Original Date:** October 31, 2019

**Revised Date:** July 25, 2021

**Sunset Review Date:** October 31, 2023

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide direction and guidance to Department of Children, Youth, and Families (DCYF) child welfare employees on how to effectively engage, support, and prepare youth who are age 12 and older so that youth become successful in their transition to adulthood by:

- Continuing to develop their life skills.
- Having permanent connections.
- Having a voice and can advocating for their needs.
- Being able to seek out community resources.
- Having access to continuing education and job readiness.

## Scope

This policy applies to child welfare employees.

## Laws

[RCW 13.34.100](#) Appointment of guardian ad litem-Background information-Rights-Notification and inquiry-Appointment of attorney for child-Review and removal

[Chapter 71A RCW](#) Developmental Disabilities

[RCW 74.13.031](#) Duties of department-Child welfare services-Children's services advisory committee

[RCW 74.13.341](#) Transition plan-Qualification for developmental disability services

[RCW 74.13.540](#) Independent living services

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict

[42 U.S.C. § 677](#) John H. Chafee Foster Care Program for Successful Transition to Adulthood

[PL 106-169](#) Foster Care Independence Act of 1999

[PL 112-34](#) Child and Family Services Improvement and Innovation Act

[PL 113-183](#) Preventing Sex Trafficking and Strengthening Families Act

## Policy

Caseworkers must:

1. Throughout the life of a case:
  1. Encourage youth engagement by:
    1. Including them in discussions when assessing their physical and behavioral health, dental care, safety, and well-being during monthly visits. Refer to the Caseworker Health and Safety Visits with Child Guide for additional information.
    2. Involving them in case planning and decision making, and encouraging them to voice their opinions.
    3. Providing services and resources to address life skills, education, health, and employment.
    4. Following the [Indian Child Welfare \(ICW\) Policies and Procedures](#) when the youth is or may be a member, or is the biological youth of a member and eligible for membership in a federally recognized tribe.
    5. Providing culturally responsive resources and supports which address their needs per the [Supporting LGBTQ+ Identified Children and Youth](#) policy. Needs may include:
      1. Race
      2. Ethnicity
      3. Sexual orientation
      4. Gender identity
      5. Gender expression
      6. Ability
  2. Follow the [Educational Services and Planning: Early Childhood Development, K-12 and Post-Secondary](#) policy to support school success by reviewing education progress, available supports, as needed, and possible scholarships.
  3. When a youth is dependent:
    1. Complete a [family assessment](#) and [case plan](#) in partnership with the youth, family, community partners, and the tribe, if applicable.
    2. [Court report](#) development
      1. Complete the Comprehensive Family Evaluation (CFE) using the Court Report Mapping and Guidance document.
      2. Gather information and input from:

1. [Health and Safety Visits](#)
2. [Shared Planning Meeting \(SPM\)](#)
3. The youth and individuals known to them, to include but not limited to:
  1. Two identified supports
  2. Caregivers
  3. Parents and other family members, when appropriate
  4. Independent Living Services (ILS) providers or other providers working with the youth
  5. Tribal representative, if applicable
  6. Education professionals and advocates
  7. Missing from care locators
4. Include the following information about the:
  1. Caregiver's use of [prudent parenting](#).
  2. Youth's perspective on their permanent plan.
  3. Youth's activities, to include, but not limited to:
    1. Normal childhood activities
    2. Cultural activities
    3. Progress in services
    4. Transitional and permanency goals
    5. Identified activities to promote [independence](#), etc.
3. Verify that:
  1. Permanency planning efforts are occurring.
    1. For youth up to age 18, efforts include:
      1. Limited Guardianship
      2. Guardianship
      3. Adoption
      4. Reunification
      5. Permanent Connections
    2. For youth ages 18 through 20, this includes the ongoing review of their [Transition Plan](#) and identifying permanent connections.
  2. [SPMs](#) are held at the required timeframes per the [Guide to Shared Planning Meetings DCYF CWP\\_0070](#) publication.
4. Long Term Foster or Relative Care Agreements are not a permanent plan. If these are the proposed plans, follow the [Permanent and Concurrent Planning](#) policy.
5. Refer youth to the following service providers or community resources:
  1. [Developmental Disability Administration \(DDA\)](#) when a youth may be eligible for developmental disability (DD) services. Services for the youth may extend beyond the age of 18.
  2. [Designated mental health provider](#) for a Wraparound Intensive Screen (WISe) screen when a youth has complex behavioral health needs, per the [Wraparound with Intensive Services \(WISe\)](#) policy.
  3. [Apple Health Core Connections \(AHCC\)](#) care coordinator to access all Medicaid covered benefits, e.g., [substance abuse disorder](#), counseling, primary health care services, and reproductive health services.
6. If youth have complex or high-level service needs, coordinate with the Regional BRS program manager to see if BRS Services are appropriate, per [Behavior Rehabilitation Services](#) policy.
7. Follow the [Youth Missing from Care](#) policy when dependent youth run from their out-of-home placement to quickly locate them, address their reasons for leaving, and develop a run prevention plan.

8. Verify the Commercially Sexually Exploited Child (CSEC) Screening DCYF 15-476 form is completed when required, per the [Commercially Sexually Exploited Children \(CSEC\)](#) policy.
9. Verify the unique needs of a pregnant or parenting youth are addressed per the [Pregnant and Parenting](#) policy.
2. Complete the following activities for youth:
  1. Ages 12 through 18 years

If a parent whose parental rights are terminated contacts DCYF, the Guardian ad Litem (GAL), or attorney about reinstating their parental rights, notify the dependent youth of their right to petition the court per the [Reinstatement of Parental Rights](#) policy.
  2. Ages 12 through 20 years
    1. Discuss youth's right to an attorney if one is not already assigned. If the youth declines, continue to ask them if they want an attorney whenever a motion or petition is filed that affects their placement, services, or familial relationships.
    2. Document youth's decision to request or decline an attorney in case notes and the [court report](#).
    3. Provide a hard or electronic copy of the [Your Rights, Your Life: A Resource for Youth in Foster Care DCYF CWP\\_0030](#) publication annually to youth and discuss with them in an age appropriate manner.
    4. Review the [Rights of Children Foster Care DCYF 09-127](#) form annually with the youth and request for them to sign. Provide a copy to them and upload a copy into FamLink.
  3. Ages 14 through 20 years
    1. Credit Reports
      1. Assist youth in obtaining and reviewing their consumer credit report annually through [www.annualcreditreport.com](#).
      2. Review the credit report with the youth and identify any discrepancies. If discrepancies are identified, assist the youth in contacting the nationwide consumer credit reporting company that provided the credit report. Follow dispute instructions at each of the following websites:
        1. Equifax - [www.investigate.equifax.com](#)
        2. Experian - [www.experian.com](#)
        3. TransUnion - [www.transunion.com](#)
      3. Document these discussions with the youth in FamLink and in the court report.
    2. Follow the [Shared Planning Meetings](#) policy. During the [SPM](#):
      1. In addition to inviting other [SPM](#) participants identified in the [Guide to Shared Planning Meetings DCYF CWP\\_0070](#) publication, ask the youth to identify at least two support persons to attend the meeting who are not the caseworker or caregiver.
        1. One of the support persons selected may be designated to be the youth's advocate when discussing normal childhood activities under the reasonable [prudent parenting](#) standard.
        2. Any support person identified by the youth must be able to act in the youth's best interest. If the caseworker or tribal agency has good cause to believe the youth's identified support person is not acting in the best interest, that person may be asked to leave the meeting.
      2. Discuss services and activities needed to support the youth and their transition to adulthood. Topics must include:
        1. Education
        2. Employment
        3. Housing
        4. Health insurance
        5. Mentors and continuing supports

6. Independent living (IL) goals
  3. Document the services and activities in the [Shared Planning DCYF 14-474](#) form and include in the development of the [court report](#).
  4. Provide a copy of the [Shared Planning DCYF 14-474](#) form to the shared planning participants.
4. Ages 15 through 20 years
  1. Casey Life Skills Assessment (CLSA)
    1. Assist the youth annually to complete the CLSA located on the [Casey Life Skills Secure Force](#) website. ILS providers may be available to also assist the youth in completing the form. Contact your local office IL coordinator to see if this service is available.
    2. Enter the CLSA completion date on the assessment tab of the IL page.
    3. Upload the completed CLSA in FamLink.
    4. Review and discuss the CLSA during the [SPM](#) and the development of the youth's [court report](#) and transition plan.
  2. ILS
    1. Discuss ILS with dependent youth placed out-of-home for a minimum of 30 days and their caregiver.
    2. If the youth is interested in participating in ILS services, email a completed Independent Living Services Referral form in FamLink to the local provider or to the regional transition services lead depending on the region's protocol.
    3. If the youth declines ILS or the IL contracted provider is at capacity:
      1. Provide community resources, activities, and supports to help them increase their IL skills.
      2. Continue to offer ILS.
  3. Document any National Youth in Transition Database (NYTD) elements provided to the youth including discussions and activities relating to ILS and transitional needs of the youth in the NYTD section of the IL page in FamLink.
  4. Follow the [Washington State Identocard, Instruction Permit and Personal Driver License for Foster Youth](#) policy for youth to obtain a state issued photo identification card, Instruction Permit, and Personal Driver License.
5. Ages 16 through 20 years
  1. Coordinate with the local school district in the development of the Special Education Transition Plan for any youth receiving special education services per the [Education Services and Planning: Early Childhood Development, K-12 and Post-Secondary](#) policy.
  2. Discuss the youth's interest in reconnecting with their biological family. This includes discussing skills and strategies to safely reconnect with any identified family member and provide guidance and services to assist the youth. These can occur during [SPM](#), health and safety visits, etc.
  3. Discuss and provide written information about the [Extended foster Care \(EFC\) Program](#) during health or safety visits, [SPM](#), etc.
  4. Conduct a Developmental Disability Services Planning meeting, for youth who may be eligible for services administered by the [DDA](#) who are age 16 through 16.5, per the [Shared Planning Meetings](#) policy.
6. Ages 17 through 20 years:
  1. Follow [Transition Plan \(for Dependent Youth 17 through 20 Years\)](#) policy.
  2. Verify the [Transition Plan for Youth Exiting Care DCYF 15-417](#) form is completed 90 calendar days before they exit either:
    1. Foster care and turns age 18.
    2. The [EFC Program](#).
3. Prior to the youth's 18th birthday or throughout the life of the case as needed, provide the following items and information to the youth:

1. Certified or original birth certificate.
2. Social Security card.
3. State issued photo identification.
4. Copies of all medical and education records.
5. Health insurance card.
6. A copy of the [Dependent / Ward of the Court Verification Letter DCYF 09-056](#) form to prove they were previously in foster care.
7. Verify youth have a state issued photo identification card.

## **Forms**

Commercially Sexually Exploited Child (CSEC) Screening DCYF 15-476 form (located in Forms repository the DCYF intranet)

[Dependent / Ward of the Court Verification DCYF 09-056](#)

Independent Living Services Referral DCYF 15-353 (located in Forms repository the DCYF intranet)

[Rights of Children and Youth in Foster Care DCYF 09-127](#)

[Shared Planning Meeting DCYF 14-474](#)

[Transition Plan for Youth Exiting Foster Care DCYF 15-417](#)

## **Resources**

[Annual Credit Report.com](#)

[Apple Health Core Connections \(AHCC\)](#)

[Behavior Rehabilitation Services policy](#)

[Caregiver Guidelines For Foster Childhood Activities DCYF 22-533 publication](#)

[Caseworker Guide to Transition Planning for Youth DCYF 22-1313 publication](#)

Caseworker Health & Safety Visits with Child Guide (located on the DCYF CA intranet)

[Casey Life Skills Assessment \(CLSA\)](#)

[Commercially Sexually Exploited Child \(CSEC\) policy](#)

Developmental Disability Administration (DDA)

[Driver's Assistance](#)

[Educational Services and Planning: Early Childhood Development, K-12 and Post-Secondary policy](#)

[Equifax](#)

[Experian](#)

Extended Foster Care Program

[Guide to Shared Planning Meetings DCYF CWP\\_0070 publication](#)

[Independence for Foster Youth Website](#)

Independent Living Program

Independent Living Referral E-Learning FamLink training

[Indian Child Welfare \(ICW\) Policies and Procedures](#)

[Permanent and Concurrent Planning policy](#)

[Pregnant and Parenting policy](#)

[Reinstatement of Parental Rights policy](#)

[Shared Planning Meetings policy](#)

[Supporting LGBTQ+ Identified Children and Youth policy](#)

[Transition Plan \(for Dependent Youth 17 through 20 Years\) policy](#)

Transitional Living Program

TransUnion

[Washington State Identicard, Instruction Permit and Personal Driver License for Foster Youth policy](#)

[Washington State's Programs for Foster Youth: Independent Living, Transitional Living, and Education and Training Voucher](#)

[Wraparound with Intensive Services \(WISe\) policy](#)

[Your Rights, Your Life: A Resource for Youth in Foster Care](#) DCYF CWP\_0030 publication

[Youth Missing from Care policy](#)

## **43103. Washington State Identicard, Instruction Permit and Personal Driver License for Foster Youth**

43103. Washington State Identicard, Instruction Permit and Personal Driver License for Foster Youth [sarah.sanchez](#) Wed, 08/22/2018 - 23:57

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary



**Original Date:** June 12, 2008

**Revised Date:** July 1, 2018

**Sunset Review:** June 1, 2021

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## Purpose

Assist the youth in obtaining a state issued photo identification card prior to their 18<sup>th</sup> birthday. Photo identification helps the youth participate in normal adolescent activities and prepare for adulthood is required for opening a bank account, applying for a job seeking, housing, driving instruction permit, or personal driver license.

## Scope

This policy applies to Division of Children and Family Services staff.

## Laws

[RCW Chapter 13.34 Dependency and Termination of Parent-Child Relationship](#)

[RCW 74.13.283 Washington state Identicards – Foster Youth](#)

[RCW 74.13.710 Out-of-home care—Childhood Activities—Prudent Parent Standard](#)

## Policy

1. All youth must have a state issued photo identification card prior to his or her 18<sup>th</sup> birthday.
2. To request a WA state Identicard, instruction permit or personal driver license:
  1. All requests for a Washington state Identicard must be submitted to Department of Licensing (DOL) on the Request for Washington State Identicard form DSHS 11-077. This is a standardized form approved by DOL and cannot be altered.
  2. The youth must be accompanied to the DOL office by the one of following persons to obtain his or her Identicard:
    1. Caseworker;
    2. Caregiver;
    3. Contracted Independent Living (IL) case manager; or
    4. Other adult designated by the caregiver
  3. All youth must have a Washington State Identicard Request form DSHS 11-077 in DOL's system before DOL will process a request for an instruction permit or personal driver license.
  4. All requests for an instruction permit or personal driver license must be submitted on the Request for Washington State Instruction Permit or Personal Driver License form DSHS 02-636. This is a standardized form approved by DOL. It must be fully completed and cannot be altered.
  5. Youth and caregivers must follow [DOL](#) instructions when obtaining an Identicard, instruction permit or personal driver license.
3. To request an [Enhanced WA state Identicard \(EID\) or Enhanced driver license \(EDL\)](#):
  1. Verify the youth currently has a valid form of identification (WA state Identicard or Tribe issued identification card).
  2. Obtain a court order that specifically:

1. Authorizes the issuance of an enhanced WA state Identocard or personal driver license; and
2. Identifies the name of the authorized caregiver.
3. Assist the youth and caregiver in planning and preparing for the EID or EDL, this includes but not limited to:
  1. Reviewing and discussing the requirements outlined on the [DOL website](#). Youth and caregivers must follow [DOL](#) instructions when obtaining an EID or EDL;
  2. Obtaining required documents for the youth; and
  3. Locating [local Enhanced DOL offices](#), as not all DOL offices process EID or EDL.
4. Inform the authorized caregiver that they must:
  1. Accompany the youth to the local DOL office; and
  2. Be prepared to provide valid identification of themselves.

## Procedures

1. When requesting a **WA state Identocard**, the caseworker must:
  1. Complete the WA state Identocard form DSHS 11-077 and attach a **2.5 in. by 3 in. color** photograph of the youth based on DOL's photo standards:
    1. A full face view of the youth directly facing the camera.
    2. The youth's head from the top of the head to the tip of the chin and side. Ears are not required to show.
    3. No hair (including bangs) across the eyes.
    4. No hats, glasses, hoodies or other items that obscure the face.
  2. Submit the original completed WA state Identocard form DSHS 11-077 to DOL in one of the following ways:
    1. First class mail to:  
Department of Licensing  
Attn: License Integrity Unit  
PO BOX 9029 Olympia WA 98507-9029  
Attn: Driver Examining Foster Care Kids
    2. Scan and email to: [DOLDSHSLLETTER@DOL.WA.GOV](mailto:DOLDSHSLLETTER@DOL.WA.GOV)
      1. Send the form as an attached Word document or Adobe only.
      2. Include in the subject line of the email the last name, first name, middle initial and date of birth of the youth.
      3. Do not leave any spaces between each section. For example John L. Doe born 01/01/1988 would be DoeJohnL010188.
    3. In-person when accompanying the youth to the local DOL office. Caseworkers will be required to show CA identification.
  3. Provide the youth with a copy of the completed WA state Identocard form DSHS 11-077 and place a completed copy in the youth's file.
2. The caseworker must assist the youth in obtaining the Identocard when the form is mailed or electronically submitted. This includes:
  1. Coordinating with the caregiver or contracted IL case manager to determine who is taking the youth to the local DOL office if the caseworker is not accompanying the youth.
  2. Explaining the steps for obtaining an Identocard at the local DOL office to the youth. This includes the informing the youth to bring a copy of the completed Identocard request form.
  3. Informing the youth when they can obtain their Identocard based on the timeframes listed below:
    1. After three business days if the form was electronically submitted.
    2. After seven business days if the form was mailed.
    3. The youth will have up to 60 calendar days to go to the local DOL office to request the Identocard.
    4. After 60 days the caseworker will need to submit a new request.

4. The caseworker must discuss the procedures in section 2.ii and 2.iii with either the caregiver or contracted IL case manager when the caseworker is not accompanying the youth.
3. When requesting an **Instruction Permit or Personal Driver License**, the caseworker must:
  1. Verify the youth has a WA state Identicard. If the youth does not have an Identicard.
    1. Complete the WA state Identicard form DSHS 11-07 process outlined in procedure section 1.a.
    2. Submit the completed identicard form **with** the Instruction Permit or Personal Driver License form DSHS 02-636.
  2. Submit the original completed Request for Washington State Instruction Permit or Personal Driver License form DSHS **02-636** to DOL in one of the following ways:
    1. First class mail to:  
Department of Licensing  
Attn: License Integrity Unit  
PO BOX 9029 Olympia WA 98507-9029
    2. Scanned and emailed to:  
DOLSDSHSLETTER@DOL.WA.GOV
      1. Send the form as an attached word or adobe document only.
      2. Include in the subject line the last name, first name, middle initial and date of birth of the youth.
      3. Do not leave any spaces between each section. For example John L. Doe born 01/01/1988 would be DoeJohnL010188.
    3. If the Identicard request is being submitted electronically at the same time as the instruction permit or personal driver license request, combine the documents into **one attachment** before sending them to DOL.
  3. Inform the youth when they can go to the DOL office to obtain the instruction permit or personal driver license based on the timeframes listed below:
    1. After three business days if the form was electronically submitted.
    2. After seven business days if the form was mailed.
    3. The youth will have up to 60 calendar days to go to the local DOL office to request the instruction permit or personal driver license.
    4. After 60 days the caseworker will need to submit a new request
  4. Provide the youth and or caregiver with a copy of the completed Request for Washington State Instruction Permit or Personal Driver License form DSHS 02-636.
  5. Retain a signed copy in the case file.

## Forms

Request for “Identicard” form DSHS 16-029 reduced fee (Located on the ASD forms drive)

Request for Washington State Identicard form DSHS 11-077 (Located on the CA Intranet)

Request for Washington State Instruction Permit or Personal Driver License form DSHS 02-636 (Located on the CA Intranet)

## Resources

[Caregiver Guidelines for Foster Childhood Activities](#)

Washington State Identicard Q&A (Located on the CA Intranet)

# 43104. The Transition Plan (for Dependent Youth 17 through 20 Years)

**Original Date:** October 4, 2010

**Revised Date:** October 31, 2019

**Sunset Review Date:** October 31, 2023

**Approved by:** Jody Becker, Deputy Secretary of Children and Families

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## Purpose

To provide direction to Department of Children, Youth, and Families (DCYF) child welfare employees in supporting youth in the development of a transition plan that prepares them for a successful transition into adulthood. This policy applies to dependent youth ages 17 through 20 years and who are placed in out-of-home care more than 30 calendar days.

## Scope

This policy applies to DCYF child welfare employees.

## Laws

[RCW 74.13.031](#) Provide Independent Living Services to Youth

[RCW 74.13.341](#) Transition plan - Qualification for developmental disability services

[RCW 74.13.540](#) Independent Living Skills

[42 U.S.C. 677](#) John H. Chafee Foster Care Independent Living Act

[PL 113-183](#) Preventing Sex Trafficking and Strengthening Families Act

## Policy

Caseworkers must:

1. Begin transition planning for youth age 14 and older and follow [Transitioning Youth for Successful Adulthood](#) policy to effectively engage, support, and prepare youth for adulthood.
2. Follow the [Shared Planning Meeting \(SPM\)](#) policy, even when youth are missing from care. For youth between the ages 17 and 17.5, invite participants at least five calendar days prior to the SPM, when possible. Participants must include:
  1. Individuals identified in the [Guide to Shared Planning Meetings DCYF 22-1688](#) publication.
  2. Youth's two support persons.
  3. Representatives from the:
    1. Behavioral Health Administration
    2. Developmental Disabilities Administration (DDA)
    3. Economic Services Administration
    4. Rehabilitation Division

5. Independent Living (IL) Program
3. Completing The Transition Plan
  1. Conduct a Multidisciplinary Meeting (17.5 Staffing) when the youth is between ages 17 and 17.5 per the SMP policy. During this meeting:
    1. Complete the [Transition Plan for Youth Exiting Care DCYF 15-417](#) in the IL pages in FamLink and include all of the following information:
      1. Education
      2. Employment
      3. Housing
      4. Health Insurance
      5. Local opportunities for mentors and continuing support
      6. Work force supports and employment services
    2. Discuss and provide written information about the [EFC Program](#).
    3. Discuss the importance of obtaining a [Durable Power of Attorney for Health Care](#).
    4. Explain to the youth how to access their case record after exiting care.
    5. Obtain the youth's signature on the [Transition Plan for Youth Exiting Care DCYF 15-417](#) form and provide a copy to the youth and upload a copy in FamLink. If a child is missing from care, share the plan with the youth when they return and update it with their input.
    6. Attach the form to the court report:
      1. When submitting a request to dismiss the youth's dependency at age 18.
      2. At each youth's court review hearing if participating in the [Extended Foster Care \(EFC\)](#).
      3. When submitting a request to dismiss the youth's dependency from the [EFC program](#).
    7. Assist the youth in applying for developmental disability (DD) services from DDA if they are eligible for DD services beyond age 18.
  2. Review the Transition Plan during the monthly [health and safety visits](#) and [SPMs](#) with the youth up until they exit foster care at age 18 or the EFC program. Follow-up on any uncompleted tasks identified in the transition plan and update if needed.
  3. Documentation in FamLink
    1. Document a [SPM](#) was held using the [Shared Planning DCYF 14-474](#) form.
    2. Document the [Transition Plan for Youth Exiting Care DCYF 15-417](#) in the Independent Living page was provided to the youth, including all the information and documents.
    3. Upload the signed [Transition Plan for Youth Exiting Care DCYF 15-417](#) form.

## Forms

[Request for DCYF Records DCYF 17-041A](#)

[Request for DDA Eligibility Determination DSHS 14-151](#)

[Shared Planning DCYF 14-474](#)

[Transition Plan for Youth Exiting Care DCYF 15-417](#)

## Resources

[Guide to Shared Planning Meetings DCYF 22-1688](#)

Independent Living Quick Help Guide (located on the DCYF CA intranet)

Monthly Health & Safety Visits Child Checklist (located on the DCYF CA intranet)

17.5 Transition Staffing Q & A (located on the DCYF CA intranet)

[Caseworker Guide to Transition Planning for Youth DCYF 22-1313](#)

[US Registry](#)

## 43105. Extended Foster Care (EFC) Program

43105. Extended Foster Care (EFC) Program [sarah.sanchez](#) Thu, 08/23/2018 - 00:01

**Original Date:** June 22, 2011

**Revised Date:** July 1, 2019

**Sunset Review Date:** July 31, 2023

**Approved by:** Ross Hunter, Secretary

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### Purpose

The Extended Foster Care (EFC) Program is a voluntary program established to support eligible youth ages 18 through 20 in a successful transition to independence.

### Scope

This policy applies to child welfare employees.

### Laws

[RCW 13.34.267](#) Extended Foster Care Services, Maintenance of Dependency Proceedings, Placement Care of Youth, Appointment of Counsel, Case Plan

[RCW 13.34.268](#) Extended Foster Care Services, Voluntary Placement Agreement, Decline, Petition for Dependency

[RCW 74.13.020](#) Definitions

[RCW 74.13.031](#) Duties of Department, Child Welfare Services, Children's Services Advisory Committee

[RCW 74.13.336](#) Extended Foster Care Services

[RCW 74.15.020](#) Definitions

[PL 110-351](#) Fostering Connections to Success and Increasing Adoptions Act 2008

### Policy

## 1. Eligibility

1. EFC services, including placement resources, must be provided to eligible dependent youth. To be eligible for the EFC program, legally dependent youth, on their 18th birthday, must meet one of the following eligibility criteria:
  1. Enrolled in high school or a high school equivalency program;
  2. Enrolled, has applied for, or can show intent to timely enroll in a post-secondary academic or post-secondary vocational certification program;
  3. Participating in a program or activity designed to promote or remove barriers to employment, including part-time employment;
  4. Employed 80 hours or more a month; or
  5. Unable to engage in any of the above activities due to a documented medical condition.
2. The following youth may be eligible if they meet the eligibility criteria above in 1.a. and are:
  1. In the custody of Juvenile Rehabilitation (JR), Department of Corrections (DOC), county detention, or jail.
  2. A tribal dependent youth, if the tribe's code defines "child" up to the age of 21.
  3. A dependent youth living out of state.
3. Caseworkers must verify and document the youth meet the eligibility criteria on the FamLink EFC Eligibility page, prior to enrollment and for every subsequent court review.
  1. If a youth has a documented medical condition, including a diagnosed developmental disability, preventing them from participating in any of the EFC eligibility criteria listed in policy section 1(a.) (i.-iv.), document and upload the medical condition documentation received from the licensed medical providers in the following pages in FamLink:
    1. Health/Mental health,
    2. Court Report
    3. EFC Eligibility
  2. If the youth has a temporary medical condition:
    1. Document the medical condition in FamLink and verify the youth's continued EFC eligibility during [monthly health and safety visits](#).
    2. Review the medical documentation from the licensed health care providers to determine if additional or updated information is needed.
    3. Update documentation to reflect participation in one of the activities identified in policy section 1(a.) (i.-iv.), when temporary medical conditions are resolved.
4. Youth can transition between eligibility categories, but it must be documented in a case note in FamLink.

## 2. EFC Enrollment

1. Eligible youth must elect to participate in the EFC program:
  1. Starting on their 18th birthday; or
  2. Prior to their 21<sup>st</sup> birthday.
2. Caseworkers must:
  1. Follow Department of Children, Youth, and Families (DCYF) policies for conducting [shared planning meetings](#) and a [Multidisciplinary Meeting \(17.5 staffing\)](#) to engage youth, and any supports identified by the youth, in their decision to enroll in EFC.
  2. Coordinate with the Developmental Disabilities Administration (DDA), Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL), attorneys, and the court to assist DDA eligible youth with the decision to enroll in the EFC program.
  3. Coordinate with JR when enrolling JR youth in EFC.
  4. Document the youth's decision to participate in the EFC within the FamLink Eligibility page.
  5. Complete the [Extended Foster Care Participation Agreement DCYF 10-432](#) form, with youth electing to participate on their 18th birthday. This includes:
    1. Obtaining the youth's signature.



2. Providing the signed [Extended Foster Care Participation Agreement DCYF 10-432](#) form to all parties involved and to the court.
  3. Uploading the signed [Extended Foster Care Participation Agreement DCYF 10-432](#) form into FamLink.
6. Request the court dismiss the youth's dependency on their 18th birthday, if they elect not to participate in the EFC program. Once the case has been dismissed, end the placement episode in FamLink.
3. EFC Enrollment or Re-enrollment Prior to the Youth's 21st Birthday
  1. Any youth requesting to enroll in EFC for the first time or re-enter the EFC program after having their dependency dismissed, must:
    1. Have been dependent on their 18th birthday.
    2. Meet one of the eligibility criteria in policy section 1(a) (i.-v.).
    3. Sign an [Extended Foster Care Services Voluntary Placement Agreement \(VPA\) DCYF form 15-431](#) and agree to entry of a dependency order within 179 days.
    4. Sign an [Extended Foster Care Participation Agreement form DCYF 10-432](#).
  2. Eligible youth, including youth in the custody of juvenile rehabilitation, department of corrections, county detention, or jail, may enroll and exit the EFC program an unlimited number of times prior to their 21st birthday.
  3. If the youth's dependency was dismissed and the youth is requesting EFC enrollment for the first time or re-enrollment, the caseworker must:
    1. Connect youth to an intake worker so they may request EFC services or verify an intake has been created on their behalf. The intake must be assigned to the local office in the nearest area where the youth currently resides.
    2. Contact the youth requesting EFC within 10 calendar days of the date of intake. Determine and document program eligibility on the EFC Eligibility page in FamLink.
    3. If youth are determined eligible for EFC:
      1. Obtain the youth's signature on the [Extended Foster Care Services Voluntary Placement Agreement \(VPA\) DCYF form 15-431](#). Upload the signed VPA in FamLink.
      2. Obtain the youth's signature on the [Extended Foster Care Participation Agreement DCYF 10-432](#) form.
      3. Notify the assistant attorney general within 90 days of the youth returning to care, once the VPA is signed.
      4. File and establish a non-minor dependency action within 179 days from date the VPA was signed. VPAs cannot exceed 179 days.
      5. Update the existing or create a new transition and case plan with the youth prior to the first court review hearing.
    4. If youth are determined not eligible for EFC:
      1. A youth is only denied access to the EFC program when they:
        1. Were not dependent on their 18<sup>th</sup> birthday.
        2. Do not meet any of the eligibility criteria, in policy section 1(a)(i.-v.), at the time of their request;
        3. Are 21 years old or older.
      2. Staff the case with the EFC regional lead prior to sending the EFC denial letter.
      3. Send the youth an [EFC Denial Letter DCYF 06-165](#) within 10 calendar days of DCYF's denial decision.
4. Case Planning and Service Provision
 

Caseworkers must:

  1. Provide written information about the EFC program to youth between the ages of 17 and 17.5, at the 17.5 year-old shared planning meeting.
  2. Document in a case note in FamLink and in the court report that the youth has been provided information about the EFC program prior to their 18th birthday.

3. Provide youth, including youth who are in the custody of JR, DOC, county detention, or jail the following:
  1. [Monthly health and safety visits](#), whether placed in-state or out-of-state.
  2. Regular court hearing reviews.
  3. Case planning activities, including [shared planning meetings](#), which must cover:
    1. A current [Transition Plan for Youth Exiting Care DCYF 15-417](#) form, that is updated and attached to the court report.
    2. A case plan focusing solely on the youth, because, as a legal adult, the youth becomes the only party to the case.
    3. A case plan that assesses the following:
      1. The youth is safe in their placement;
      2. The youth continues to be eligible for EFC;
      3. The current placement is developmentally appropriate;
      4. The youth is developing independent living skills; and
      5. The youth is making progress towards transitioning to full independence within their ability.
    4. The case plan must also include the youths progress in the following areas:
      1. Education
      2. Employment
      3. Workforce supports and employment services
      4. Local opportunities for mentors and continuing support
      5. Health insurance (Apple Health Core Connections)
      6. Housing
      7. Identification and support of permanent connections
      8. If DDA eligible, the transition plan to adult DDA services once the youth exits EFC
  4. Services tailored to meet their transition needs while participating in the program. This includes participating in discharge or release planning and identification of post release supports for youth who are in the custody of JR, DOC, county detention, or jail.
  5. Referrals to community services within the youth's community.
  6. Referrals for a Wraparound Intensive Services (WISe) screen when youth have complex behavioral health needs per [Wraparound with Intensive Services \(WISe\)](#) policy.
  7. Assistance obtaining and reviewing a copy of their consumer credit report annually per policy [Transitioning Youth to a Successful Adulthood](#).
  8. Assistance when the youth's foster care placement or Supervised Independent Living (SIL) setting disrupts. This includes:
    1. Assisting youth in locating another foster home or SIL placement, and
    2. Referring youth to other resources and supports.
  9. Develop or update the transition plan to include all of the case plan elements no more than 90 days prior to the dismissal of the EFC case. The plan must be attached to the court report.
4. Request court dismissal of the dependency when youth:
  1. Are not eligible on their 18th birthday.
  2. Are eligible but choose not to participate in the program on their 18th birthday.
  3. Are enrolled in EFC but no longer meet eligibility criteria.
  4. Turn 21 years old or chooses to leave the program.
  5. Are not complying with the dependency court order, case plan, or placement rules.
  6. Has left their approved placement for more than 72 hours without approval.
  7. Are no longer living in a DCYF or court-approved placement and refuses to accept all other identified placement or housing options.
5. Document in FamLink their placement has ended once the court dismisses the dependency.

## 5. Placement Types

EFC youth may be placed in the following settings:

1. Licensed foster care, such as, but not limited to, licensed foster homes or kinship care or group care facilities. EFC youth placed in these settings, will:
  1. Continue in their current placement setting as long as they are eligible, it is age appropriate, and the caregiver agrees to continue to serve the youth.
  2. Have their EFC payments assessed and adjusted as needed, using the foster care rate assessment or rate determination process for therapeutic placements.
2. Supervised Independent Living (SIL) settings
  1. A SIL setting is any placement that is not a licensed foster care placement and may include, but not limited to:
    1. Apartments
    2. Room and board arrangements
    3. College or university residence halls or dormitories
    4. AmeriCorps or Job Corps
    5. Shared roommate
    6. Renting a room
    7. Parents or guardians
    8. Relative or other suitable adults
    9. A licensed foster home with a room and board arrangement. When this occurs, the foster care reimbursement stops and SIL payments are made directly to the youth.
  2. If youth request to reside in a SIL setting, caseworkers must:
    1. Assess the youth's ability to live independently.
    2. Visit the proposed SIL setting to assess for safety or request courtesy supervision for out-of-state placements.
    3. Approve the setting and document in a case note in FamLink.
    4. Obtain court approval, if the caseworker denied the setting.
    5. EFC youth in the following circumstances are not prohibited from living in an approved SIL setting:
      1. Enlisted in the military
      2. An EFC youth in an approved SIL setting, who is in basic training or has completed basic training and is serving part-time in the National Guard or in the reserves.
      3. If an EFC youth is in an approved SIL setting and is or becomes married, their spouse is not eligible for services or funding unless they have their own EFC case.
      4. Parenting
      5. Adopted as an adult
      6. In a voluntary or involuntary substance use or behavioral health treatment facility.
  3. SIL payments for EFC youth are:
    1. Provided when the youth is in a SIL setting approved by DCYF or the court.
    2. Paid directly to the youth, for room and board and basic necessities.
    3. Fixed at the current basic foster care reimbursement rate, and must continue unless:
      1. The youth is no longer in a DCYF approved placement setting; and
      2. A court hearing was held and the court did not approve the SIL setting or
      3. The court dismisses the dependency.
    4. Not paid when:
      1. Other foster care placement payments are being paid including payments made for dependency guardianships.

2. A youth in the custody of JR, DOC, county detention, or jail at the time they turn 18 years old and remain in custody.
5. Discontinued when youth:
  1. Complete the armed services basic training and are on full-time active duty status.
  2. Are in the custody of JR, DOC, county detention, or jail for more than 30 days.
  3. Choose to stop participating in EFC, and the case is dismissed.
3. For Interstate Compact Placement of Children (ICPC) cases when:
  1. Washington (WA) state:
    1. The caseworker must contact the ICPC Unit to determine if the receiving state will provide courtesy supervision to EFC youth.
    2. If the receiving state does not provide courtesy supervision, caseworkers must conduct [health and safety visits](#), per the policy and review the documentation of these visits to verify the youth's needs are met.
  2. Another state:
    1. WA provides EFC services to ICPC youth who were placed in WA prior to their 18th birthday when the sending state has an EFC program and requests WA to continue to provide this service.
    2. EFC funding must be provided from the sending state.
    3. WA does not provide courtesy supervision to youth residing in WA who have an EFC case in another state and who were not residing in WA prior to their 18th birthday.
6. Normal Youth Activities  
EFC youth may:
  1. Leave a placement setting to participate in normal youth activities for up to 72 hours. Youth in licensed placements must comply with the requirements of the placement regarding offsite activities.
  2. Be gone for longer than 72 hours with assigned caseworker or other designated DCYF employee approval. For in-state, or out-of-country travel requests exceeding 72 hours, the caseworker must follow the [Client Staff Travel](#) policy.

## Forms

[Consent DCYF 14-012](#)

[EFC Denial Letter DCYF 06-165](#)

[Extended Foster Care Participation Agreement form DCYF 10-432](#)

[Transition Plan for Youth Exiting Care DCYF form 15-417](#)

[Voluntary Placement Agreement for Extended Foster Care Services DCYF 15-431](#)

## Resources

[Extended Foster Care Brochure](#)

[Apple Health Core Connections](#)

[CA Responsibilities to Dependent Youth 12 and Older Policy](#)

[Client and Staff Travel Policy](#)

[Court Report Policy](#)

[Courtesy Supervision Policy](#)

[Health and Safety Visits with Children and Monthly Visits with Caregivers and Parents Policy](#)

[JR Policy 4.80 Serving Youth in Partnership with Children's Administration](#)

[Wraparound with Intensive Services \(WISe\) Policy](#)

## 4311. Pregnant and Parenting Youth

4311. Pregnant and Parenting Youth [admin](#) Mon, 08/26/2019 - 20:10

**Revised Date:** July 28, 2019

**Sunset Review Date:** July 31, 2023

**Approved by:** Ross Hunter, Secretary

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### Purpose

This purpose of this policy is to provide guidance to child welfare employees working with dependent youth who are pregnant or parenting so that their unique needs are met and their efforts to transition to adulthood are successful.

### Laws

[RCW 9.02.100](#) Reproductive privacy - Public policy

[RCW 26.44.030](#) Reports

[RCW 74.13.280](#) Client Information

PL 110-351 Fostering Connections to Success and Increasing Adoptions Act 2008

### Policy

1. The unique needs of dependent youth who are pregnant or parenting must be identified and referred to services when necessary.
2. All dependent pregnant and parenting youth must be provided with information about their rights and the duties and responsibilities of Department of Children, Youth, and Families (DCYF) during shared planning meetings.
3. A dependency action on a dependent youth's child is only sought if a safety threat exists that cannot be controlled.

4. When a dependent youth and their child live in the same placement and there is no need to file a dependency on that child, DCYF considers the child's home to be that of the dependent youth.

## Procedures

Assigned caseworkers must:

1. Dependent Pregnant Youth
  1. Conduct a shared planning meeting within 10 calendar days of the youth's disclosure of the pregnancy. The purpose of the meeting is to:
    1. Identify needed services, i.e., prenatal care, nutrition, education, etc.
    2. Create a plan for how support will be provided to the expectant parent.
    3. Discuss and provide tribal enrollment information, if they wish to explore tribal enrollment eligibility for their child, when applicable.
  2. Follow the health and safety visit requirements and discuss:
    1. Needed pregnancy services.
    2. Referral to community resources as needed, e.g. First Steps, Safe Babies Safe Moms, Parent Child Assistance Program (PCAP), Public Health Department, Women, Infant and Children (WIC), etc.
    3. The needs of the unborn child after the 28th week of pregnancy, e.g. child care, list of emergency contacts, services discussed above, etc.
    4. Placement options if the youth is unable to remain in the current placement after delivery.
    5. The youth's educational needs.
    6. The Independent Living Program (ILP) and if the youth is interested, submit a completed Independent Living Services Referral DCYF 13-353 form.
2. Dependent Parenting Youth
  1. Follow the Infant Safety policy when the youth's child is age birth to one year.
  2. Discuss tribal enrollment information with the youth for their child, if they wish to explore eligibility, when applicable.
  3. Follow health and safety visit requirements and discuss:
    1. Any needed medical services and applying for Apple Health medical insurance for the youth's child. To apply, contact the Foster Care Medical Team at the Health Care Authority. Hospitals may also assist with obtaining medical coverage for newborns.
    2. The youth's role as a parent, including successes, challenges, and resources needed.
    3. Referral to community resources as needed for the parenting youth.
    4. Importance of ongoing engagement of the parent who is not providing primary care of the child.
    5. The youth's educational needs.
    6. The ILP and if the youth is interested, submit a completed Independent Living Services Referral DCYF 13-353 form.
  4. Seek a court hearing to appoint an attorney or Guardian ad Litem (GAL) for the youth if one is not already appointed.
  5. If the youth wishes to voluntarily relinquish their parental rights, contact the Assistant Attorney General.
3. Dependent Parent's Child
  1. Complete a Plan of Safe Care DCYF 15-491 when the child is born.
  2. Take immediate protective action if present danger exists. A decision to remove a child that is not dependent requires legal authorization per Placement Out-of-Home and Conditions for Return Home policy.
  3. Report any allegations of child abuse or neglect to intake.
4. At the first opportunity, provide information about the dependent or parenting youth's rights and responsibilities using the Tools to Support Pregnant and Parenting Youth in Care Guidebook DCYF 22-

1536. Opportunities include during the health and safety visit, shared planning meeting, court hearings, school meetings, etc.

5. Documentation

1. Document in FamLink all medical examinations and hospitalizations, or if a pregnant or parenting youth refuses pre-natal care, and other medical services.
2. Document in the FamLink Person Management page, under Additional Tab/Child Information section, the youth is a teen parent and whether their child resides with them.
3. Close the current foster care placement and re-open placement from "basic foster care" to "basic foster care with a non-dependent child" when the child is born, determined to be safe in the parent's care, and the parent is in licensed foster care.

## **Forms**

[ICW Family Ancestry Chart](#)

Independent Living Services Referral DCYF 13-353

Indian Identity Request DCYF 07-761

## **Resources**

[Apple Health Coverage for Children](#)

[CA Worker Tip Sheet for Pregnant and Parenting Youth DCYF 22-1539](#)

[Department of Health Child Profiles - development and health information as your child grows](#)

[DSHS: Division of Child Support Caregiver Tip Sheet for Pregnant & Parenting Youth - DCYF 22-1537](#)

[First Steps](#)

[Guidebook for Pregnant & Parenting Teens in Foster Care DCYF 22-1538](#)

[Your Rights, Your Life: A Resource for Youth in Foster Care](#)

[OSPI GRADS Program for Pregnant teens or Young Parents](#)

[TANF Benefits](#)

[Teen Fathers Tip Sheet for Youth in Foster Care DCYF 22-1540](#)

[Teen Mothers Tip Sheet for Youth in Foster Care DCYF 22-1541](#)

[WA Health Plan Finder](#)

[Washington State Teen Help](#)

[Women Infant and Children](#)



# 4313. Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home Caregivers

4313. Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home Caregivers [sarah.sanchez](#) Thu, 08/23/2018 - 00:02

**Approval:** Connie Lambert-Eckel, Assistant Secretary

**Original Date:** July 31, 2010

**Revised Date:** July 1, 2018

**Policy Review:** July 1, 2021

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## Purpose

Providing information to caregivers about their right to be present and participate in court hearings and sharing important information about a child is essential in supporting a caregiver's ability to meet the individual needs of children placed in their care.

## Scope

This policy applies to Division of Children and Families staff.

## Laws

[RCW 13.34.096](#) Right to be heard notice

[RCW 13.34.260](#) Foster Home Placement - Parental Preferences

[RCW 13.34.820](#) Permanency for Dependent Children Annual Report

[RCW 74.13.280](#) Client Information

## Policy

Caseworkers must:

1. Notify caregivers:
  1. Of all court hearings via telephone, writing or in-person.
  2. Of their right to attend and be heard at all court hearings.
    1. At the same time parties to the case are required to be notified;
    2. At the time of placement or as soon as possible if the child changes placement.
2. Provide caregivers with the [Caregivers Report to the Court form DSHS 15-313](#) and inform them that:

1. They are able to complete and submit the [Caregiver's Report to the Court form DSHS 15-313](#) to the guardian ad litem (GAL) or caseworker and it will be provided to the court before each hearing.
2. The report only includes information about the child and not information about the child's parent unless it is directly related to the child's well-being.
3. Inform the court of the dates and method by which the caregiver was informed of the court hearing.
4. Share information with caregivers about the child, including but not limited to:
  1. Child-specific safety concerns and safety planning if applicable, including:
    1. Information on all youth identified as Sexually Aggressive Youth (SAY), Physically Assaultive and Aggressive Youth (PAAY), high risk, or sexually reactive per [RCW 74.13.280](#) and [SAY/PAAY](#) policy.
    2. The Youth Supervision Plan DSHS 15-352.
  2. The [Child Information and Placement Referral form \(CIPR\) DCYF 15-300](#). Provide this form:
    1. No later than 72 hours after initial placement.
    2. No later than 24 hours after an urgent change in placement. Urgent is defined as one of the following:
      1. A court order has been entered requiring an immediate change in placement.
      2. The child is unsafe.
    3. At or before a planned change in placement.
  3. Health care information including immunization history, behavioral health and education. Youth must provide informed consent for information about:
    1. Mental health when the youth is age 13 and older.
    2. A sexually transmitted disease, including Human Immunodeficiency Virus (HIV) when the youth is age 14 and older.
    3. A substance use disorder and the child or youth is of any age.
    4. Abortion and reproductive rights. Consult with the attorney general or attorney if the child is age twelve or younger.
  4. [Child Health and Education Tracking \(CHET\) Screening Report DSHS 14-444](#) within the first 60 days of initial placement, if completed.
  5. The child's court report.
  6. The child's birth certificate.
  7. The child's social security number to aid the caregiver in filing their taxes or for other planning on behalf of the child. CA staff must not provide tax advice. Refer caregivers with questions to their tax preparer, the DSHS Tax Desk or to IRS Publication 501, Exemptions, Standard Deduction, and Filing information.
  8. [On-Going Mental Health \(OMH\) Screening Report DSHS 15-434](#) if completed within the previous six months.
  9. Reports and recommendations resulting from all child assessments and screenings within five days of receipt by CA.
  10. [Shared planning meeting](#) notices.
5. Documentation
  1. Document the date the caregiver was notified of court hearings in the Caregiver Notification page in FamLink.
  2. Document when and what information has been shared with the caregiver in a case note.
  3. Document that the completed CIPR form was provided to the caregiver by uploading into FamLink a:
    1. Signed and dated copy of the form; or
    2. Copy of the email sending the completed form to the caregiver.

## Forms

[Caregivers Report to the Court form DSHS 15-313](#)

# 4315. Using Audio or Video to Electronically Monitor Children

4315. Using Audio or Video to Electronically Monitor Children [admin](#) Thu, 12/26/2019 - 18:43

**Original Date:** 2003

**Revised Date:** March 24, 2020

**Sunset Review Date:** March 31, 2023

**Approved by:** Jody Becker, Deputy Secretary of Children and Families

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## Purpose

To purpose of this policy is to provide direction on the requirements for the use of electronic monitoring of children and youth placed in out-of-home care. This includes children or youth placed in:

- Licensed foster care
- Unlicensed kinship care
- Out-of-State group care facilities

Electronic monitoring does not include the use of audio or video monitoring for any of the following:

- Infants or children through four years of age.
- Medically fragile or sick children, when it relates to their health.
- Actions of a child or youth as directed in writing by the child or youth's physician.
- Special events such as birthday parties or vacations.
- Use of door or window alarms or motion detectors.

## Scope

This policy applies to Department of Children, Youth, and Families (DCYF) child welfare employees and Licensing Division (LD) foster home licensors and relative and adoption home study workers.

## Laws

[RCW 9.73.030](#) Intercepting, recording or divulging private communication - Consent required - Exceptions

## Policy

1. DCYF will only use electronic monitoring when it is necessary to monitor the health, safety, or well-being of children and youth in out-of-home care.
2. DCYF allows the use of electronic monitoring of children or youth in:
  1. Washington State unlicensed placements or out-of-state group care facilities when recommended as a result of a [shared planning meeting \(SPM\)](#) and approval is received from both the:
    1. Assistant secretary of field operations or designee

2. Courts
2. Licensed foster homes or group care facilities in Washington State when recommended as a result of a [SPM](#) and approval is received from the:
  1. LD senior administrator or designee
  2. Courts

## Procedures

1. Caseworkers must assess the need for electronic monitoring in the home of a specific child or youth by consulting with their supervisor.
2. Supervisors must approve the consideration for the use of electronic monitoring by:
  1. Reviewing the information provided by the caseworker and determining if the child or youth's behaviors are a potential harm to their health, safety, or well-being.
  2. Notifying the caseworker of their decision.
3. If supervisors approve the consideration for the use of electronic monitoring, caseworkers must:
  1. Notify the Guardian ad Litem (GAL) or Court Appointed Special Advocate (CASA), service providers, child or youth's parents, and caregivers that electronic monitoring is being recommended.
  2. Conduct a [SPM](#) to discuss the need for electronic monitoring.
    1. If it is determined that electronic monitoring is not needed, caseworkers must complete the following:
      1. Discuss and document on the [Shared Planning Meeting DCYF 14-474](#) form how the child or youth's behaviors will be mitigated.
      2. Provide copies of the recommendations to meeting participants that:
        1. Attended.
        2. Were invited, but did not attend and are part of the child or youth's supervision plan.
      3. Add the recommendations to the Youth Supervision Plan DCYF 15-352 form.
    2. If electronic monitoring is recommended, caseworkers must:
      1. Determine the best method of electronic monitoring to meet the child or youth's behavioral needs.
      2. Document all of the following on the [Shared Planning Meeting DCYF 14-474](#) form:
        1. Type of monitoring equipment that will be used.
        2. Locations in the home where the equipment will be used.
        3. Individuals responsible for monitoring the child or youth with the equipment.
        4. Potential impact of electronic monitoring on other children or youth in the licensed or unlicensed home.
        5. Length of time the use of equipment is approved, or how often the equipment must be reviewed for continued use.
4. If during the [SPM](#) it is recommended to use electronic monitoring in:
  1. Washington State unlicensed placements or out-of-state group care facilities, caseworkers must:
    1. Complete the [Administrative Approval Request DCYF 05-210](#) form and attach any supporting documentation, e.g., doctor's note or therapist's recommendation.
    2. Send the completed [Administrative Approval Request DCYF 05-210](#) and [Shared Planning Meeting DCYF 14-474](#) forms to the assistant secretary of field operations or designee.
  2. Licensed placements (foster homes or group care facilities) in Washington State:
    1. Caseworkers must send the [Shared Planning Meeting DCYF 14-474](#) to the LD licensor.
    2. LD licensors must:

1. Respond in writing to the caseworker about the suitability of using electronic monitoring and identify any concerns about implementing the proposed plan in the foster home or group care facility.
  2. Send the [Licensing Waiver/Administrative Approval DCYF 15-411](#) form to the LD senior administrator for review.
  3. Notify the caseworker when the [Licensing Waiver/Administrative Approval DCYF 15-411](#) form is approved or denied by the LD senior administrator.
  4. Upload the approved or denied [Licensing Waiver/Administrative Approval DCYF 15-411](#) form in FamLink.
3. If the assistant secretary of field operations or designee or the LD senior administrator/designee approves the use of electronic monitoring, caseworkers must:
  1. Update the child or youth's [case plan](#) with all of the following:
    1. Reasons for the use of electronic monitoring.
    2. Type of equipment and how it will be used.
    3. Timeframes for review or removal of the electronic monitoring equipment.
  2. Obtain court approval for the use of electronic monitoring. If the next court hearing is scheduled beyond 30 calendar days, contact the assigned assistant attorney general to request a court hearing.
  3. Coordinate with the caregivers or facility employees to implement the electronic monitoring after the [case plan](#) is approved by the court.
  4. Document changes in the child or youth's behavior in monthly [health and safety visit](#) case notes.
  5. Review the use of electronic monitoring at least prior to each court hearing.
5. Changing Out-of-Home Placements  
Caseworkers must reassess and complete the approval process in this policy with the new caregivers, when children or youth move to a different out-of-home placement and electronic monitoring is still needed.

## Forms

[Administrative Approval Request DCYF 05-210](#)

[Licensing Waiver/Administrative Approval DCYF 15-411](#)

[Shared Planning Meeting DCYF 14-474](#)

Youth Supervision Plan DCYF 15-352

## Definitions

**Electronic Monitoring** means video or audio monitoring or recording inside a home or facility, used to watch or listen to children or youth as a way to monitor their behavior. This includes common areas, e.g. living room or recreational room, in the home or facility.

## Resources

Guide to Shared Planning Meetings (located on the Child and Family Welfare Services CA DCYF intranet page)

[WAC 110-145-1625 What are the requirements for the use of electronic monitors to monitor children?](#)

# 4320. Open Adoption Agreements

4320. Open Adoption Agreements [sarah.sanchez](#) Thu, 08/23/2018 - 00:03

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** July 1, 1991

**Revised Date:** March 1, 2017

**Policy Review:** March 31, 2020

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## Purpose

Open Adoption Agreements provide communication with or contact between child adoptees, adoptive parents, siblings of child adoptees and a birth parent or parents when it is appropriate and in the child adoptee's best interests.

## Scope

This policy applies to Division of Children and Family Services staff.

## Laws

[RCW 26.33.295](#) Open adoption agreements—Agreed orders - Enforcement.

## Policy

1. Before an Open Adoption Agreement (OAA) can be considered for a dependent child, the caseworker must conduct a [Shared Planning Meeting](#) prior to the termination of parental rights hearing. Attendance must include:
  1. Child's caseworker and supervisor
  2. Adoption caseworker or supervisor
  3. Adopting family and attorney if family desires
  4. Birth parent if applicable and attorney if birth parent desires
  5. Sibling if applicable and developmentally appropriate
  6. Sibling's parent if applicable
  7. Each child's GAL/CASA as applicable
  8. Youth aged 12 or older or as developmentally appropriate
  9. Youth's two identified participants other than the caseworker or caregiver
  10. Child's attorney if one is appointed
  11. Service providers for child as appropriate
2. An OAA can be considered with birth parents and/or siblings when CA and the GAL/CASA determine that post-adoption contact and/or communication is in the child's best interest now and in the future. Best interest of the child includes, but is not limited to, the following:
  1. Continued contact/communication supports the child's:

1. Sense of well-being and security
2. Need to maintain connections with biological family members
3. Stability in the adoptive placement
4. Desire to maintain contact
2. Continued contact/communication does not interfere with the physical safety and welfare of the child and the adopting parents.
3. Prior to the court establishing an OAA, the caseworker will discuss with youth age 14 and over (younger if developmentally appropriate) the youth's interests in maintaining contact with birth parents and/or known siblings. The discussion should include:
  1. Type and amount of contact the youth feels would be beneficial.
  2. The youth's understanding of an OAA.
4. A birth parent must have the developmental capacity to understand the terms of an OAA.
5. An OAA with a sibling must have the sibling's parent or guardian consent.
6. An OAA is not legally enforceable unless the terms of the agreement are set forth in a court order.
7. The court will not approve an OAA unless signed by the parties, including the adopting parent(s) and birth parent, but only if parental rights have not been terminated. The agreement must be approved by the child's attorney if applicable, CA and the GAL as being in the child's best interest. Note: CA is not a party to the agreement and is not required to sign the OAA.
8. The caseworker will advise the birth parent and adopting parent to consult their attorney's prior to signing an OAA. Note: The caseworker must not advise the birth parent and adoptive parent on legal matters.
9. The costs and services related to negotiating an OAA may be considered a non-recurring expense under the adoption support program.

## Procedures

The caseworker will:

1. Conduct a [Shared Planning Meeting](#) at least 30 days prior to a termination of parental rights hearing to determine and document in FamLink the following on the [Shared Planning Meeting form, DSHS 14-474](#):
  1. The child is in an adoptive placement and an OAA with the birth parent and/or sibling is in the best interest of the child. Document in a case note:
    1. The benefits to the child's well-being of maintaining contact and/or communication between a birth parent and/or child's sibling and the adopting parent and child. If the OAA is with a sibling, that the sibling is placed separately and has an established relationship with the child;
    2. That youth age 14 or older (younger if developmentally appropriate) was consulted about the OAA and the youth is in agreement; and
    3. The OAA must specify:
      1. The type of on-going contact and/or communication that is most appropriate for the child now and in the future.
        1. The contact and/or communication must include at a minimum a letter and photo one time per year and may include:
          1. Letters
          2. Limited visitation
          3. Phone contact
          4. Electronic correspondence
          5. Additional Pictures
        2. A physical, mailing, or email address for each legal party if correspondence is a part of the agreement;



3. That the OAA is effective from the date the adoption is finalized and that any contact in the intervening period shall be at the discretion of the CA; and
  4. That should there be a change in adoptive parents the OAA is not legally binding on future adoptive parents.
2. If a Shared Planning Meeting decision does not support an OAA with:
  1. A birth parent, the caseworker will proceed with the termination of parental rights petition.
  2. A known sibling, the caseworker will document the decision in the child's case record and the sibling's case record if applicable using an Exception to Policy form.
3. A Letter of Intent can be agreed upon in a shared planning meeting with a birth parent for a child that is not placed in an adoptive home prior to termination of parental rights. The Letter of Intent:
  1. Is not a legally binding contract with CA;
  2. Allows the birth parent to express his/her wishes in terms of contact/communication he/she feels is in the child's best interests;
  3. Must document agreement by CA and the GAL/CASA that the OAA is in the child's best interest;
  4. Will include a statement that CA will make reasonable efforts to locate an adoptive family that will agree to the Letter of Intent conditions;
  5. Will not delay permanency for the child; and
  6. Will identify the type of ongoing communication with the birth parent, parents or siblings that is most appropriate for the child which may include:
    1. Letters
    2. Limited visitation
    3. Phone contact
    4. Electronic correspondence
    5. Pictures
2. Notify the AAG regarding CA's position on the OAA or Letter of Intent and the outcome of the Shared Planning Meeting.
3. Prior to filing in court, the OAA must be signed by:
  1. Adoptive family
  2. Birth parent if applicable
  3. Sibling's attorney or GAL if applicable
  4. GAL/CASA
  5. Child's attorney if applicable
4. The signed OAA may be submitted to both the Juvenile Court at the termination hearing and the Superior Court at the adoption hearing.
5. Maintain a copy of the OAA in the child's adoption file (legally free).

## Forms

[Shared Planning Meeting DSHS 14-474](#)

# 4325. Creating A Legally Free File

4325. Creating A Legally Free File [sarah.sanchez](#) Thu, 08/23/2018 - 00:20

**Approval:** Connie Lambert-Eckel, Assistant Secretary

**Original Date:**

**Revised Date:** September 30, 2017

**Policy Review Date:** September 30, 2022

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## Purpose

To provide Children's Administration (CA) caseworkers direction on how to create a hard file record and FamLink electronic case file for children who become legally free.

## Scope

This policy applies to CA Children and Family Welfare Services (CFWS) and Adoption caseworkers.

## Laws

[RCW 13.34.200](#)

[RCW 13.34.210](#)

[RCW 26.33](#)

[RCW 70.02](#)

[RCW 74.13.031](#)

[RCW 74.13.290](#)

[RCW 74.13.300](#)

[RCW 74.14A.020](#)

## Policy

When the child becomes legally free, the assigned CA worker must:

1. Deactivate the child's case from the family case file and create a legally free child case file in FamLink within ten days of a child becoming legally free.
2. Follow the Legally Free Child Hard Case File Instructions located on the CA intranet and include all the information about the child from:
  1. The family's hard case file.
  2. The family's electronic records in Application Extender (AX), Management Operations Document Imaging System (MODIS), and FamLink.
3. If the information about the child is copied from the family hard file, place a copy of the information in the family hard case file and the **original** in the legally free child's hard file.
4. If the family case information is from AX or MODIS, the information should be extracted, printed, and placed in the legally free child's hard file or extracted and uploaded into the child's legally free electronic file in FamLink.

5. Place any information pertaining to the legally free child received after the termination of parental rights in the child's legally free hard case file or electronic FamLink file. This information must **not** be placed in the family electronic or hard case files.

## 4330. Adoption Process

4330. Adoption Process [sarah.sanchez](#) Thu, 08/23/2018 - 00:21

**Approval:** Connie Lambert-Eckel, Assistant Secretary

**Original Date:**

**Revised Date:** September 30, 2017

**Policy Review:** September 30, 2022

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### Purpose

To provide direction to CA staff in the following:

- Identifying and assessing potential adoptive families for children with a permanent plan of adoption.
- Identifying available services for identified adoptive families.
- Providing comprehensive information to the prospective adoptive parent about a prospective adoptive child in compliance with federal and state confidentiality laws, pre-adoption and post adoption support services.
- Archiving sealed records for legally free children to create a permanent record of the child's past involvement with the agency.

### Scope

This policy applies to Children's Administration (CA) Children and Family Welfare Services (CFWS) and adoption workers.

### Laws

[RCW 13.34.040](#)

[RCW 13.34.130](#)

[RCW 13.34.200](#)

[RCW 13.34.210](#)

[RCW 13.34.260](#)

[RCW Chapter 13.50](#)

[RCW Chapter 26.33](#)

[RCW Chapter 70.02](#)

[RCW 70.24.110](#)

[RCW 74.13.031](#)

[RCW 74.13.290](#)

[RCW 74.13.300](#)

[RCW 74.14A.020](#)

[42 U.S.C. § 5106a](#)

42 USC §671(a)

## **Policy**

### **1. Identifying the Adoptive Family**

The assigned caseworker must:

1. Make adoptive placement decisions based on the best interest of the child.
2. Give preference to a kinship caregiver over a non-related caregiver when determining a placement for a child, provided that the kinship caregiver meets all relevant state child protection standards and placement is in the child's best interests.
3. Follow [Indian Child Welfare \(ICW\) Policies and Procedures](#) when there is reason to know that the child is or may be an Indian Child.
4. Not deny:
  1. Adoption or out-of-home placement based on the race, or national origin of the prospective adoptive parent or the child involved. This provision does not apply to nor affect the [Indian Child Welfare Act \(ICWA\)](#).
  2. Adoption services to an applicant based on the applicant's decision to complete an adoption home study rather than a unified foster and adoptive home study.
  3. Any person above the age of 18 the opportunity to become an adoptive parent on the basis of the race, or national origin.
  4. Placement of the child for adoption when an approved family is available outside the jurisdiction or office having responsibility for the child's case.
5. Schedule an Adoption Planning Review (APR) within thirty calendar days of the decision to file a termination of parental rights petition or accept a relinquishment of parental rights. For more information about Shared Planning, including required participants, see the Guide to Shared Planning located on the CA intranet.
6. During the APR staffing:
  1. Determine if the child's current caregiver would like to be considered as a prospective adoptive placement, whether he or she is able to safely meet the child's needs and if the placement is in the child's best interest.
  2. Determine with an adoption worker if a home study update is required and make the referral if warranted.
  3. Provide [Child Information and Placement Referral DCYF 15-300](#), and significant medical and education information about the child to the prospective adoptive family as part of the decision-making process, if not already provided.
  4. Initiate social and medical assessments of the child if warranted.
  5. Explore available community resources for the prospective adoptive family.

6. Determine if an [Open Adoption Agreement \(OAA\)](#) or Letter of Intent is in the child's best interests and, if so, discuss terms with the identified parties.
7. If the APR will address an OAA or Letter of Intent, also invite the following individuals:
  1. Birth parents
  2. Birth parents' attorneys
  3. Assigned Assistant Attorney General
8. Provide information, with assistance from an adoption worker, about adoption services, the adoption process, and adoption support. Explain the differences between foster care maintenance and the adoption support program.
7. When the child's current placement cannot be a prospective adoptive placement:
  1. Develop a recruitment and post-termination case plan for the child.
  2. Discuss the case with the supervisor and adoption supervisor to determine whether to co-assign the case with an adoption worker.
  3. Refer to the [Washington Adoption Resource Exchange \(WARE\)](#) within five days of the APR staffing a child who:
    1. Has an identified plan of adoption, is not placed with a prospective adoptive family, a decision has been made to file a termination of parental rights petition, and the court has ordered that the child may be registered on an exchange or the birth parents have given permission for the child to be registered on an exchange, or
    2. Is legally free, not in a prospective adoptive placement and not already registered on the exchange.
  4. Send the following documents to the [Northwest Adoption Exchange \(NWAEE\)](#) office for WARE registration:
    1. Completed WARE Registration form located on the CA intranet.
    2. A clear photograph of the child
  5. After WARE registration:
    1. Email the child's name, date of birth (DOB), case number, and WARE referral number to the Regional adoption/permanency program manager (RAPM).
    2. Complete the following child-specific recruitment activities, as needed for each child:
      1. Referral to Wendy's Wonderful Kid's Program (WWK) if the program is available.
      2. Referral to monthly statewide Consortium.
      3. When legally free, referral to other Exchanges by emailing NWAEE office.
      4. Referral to the Youth Engagement Project or NWAEE Specialize Recruitment Project by emailing NWAEE office.
  6. As prospective home studies are received, utilize the Selection Committee Meeting process to select a prospective adoptive home for the child.
8. Adoption Purchase of Services (POS)
  1. When a prospective adoptive home is located outside Washington, the assigned caseworker will:
    1. Contact Washington's [Interstate Compact on the Placement of Children \(ICPC\)](#) program.
    2. If a POS contract is not needed, submit an [ICPC](#) request and wait for approval from the receiving state before placing the child.
    3. If a POS contract is required, provide the CA adoption program manager with:
      1. The child's name and DOB.
      2. The name and contact number of the agency that will be providing supervision.
      3. A copy of the shared planning or Selection Committee staffing notes that identified the family as the best match for this child.

4. A copy of the prospective adoptive family's home study.
5. The child's transition plan.
6. Identified services needed for the prospective adoptive family and child.
2. The CA adoption program manager will:
  1. Facilitate a contract with the receiving agency for adoption placement, monthly supervision and adoption finalization.
  2. Notify the assigned caseworker and ICPC program manager when the contract is complete and the ICPC request can proceed.
3. The assigned caseworker will follow the [ICPC](#) process for placement of a child in out-of-state placement.

## 2. Selecting the Adoptive Home

1. The CA Children and Family Welfare Service (CFWS) and Adoption worker must:
  1. Identify an adoptive home for children with a permanent plan of adoption who are not in an adoptive home by utilizing the Selection Committee Meeting in partnership with the Guardian ad Litem (GAL)/Court Appointed Special Advocate (CASA), tribe, and CA staff.
  2. The Selection Committee assesses the family's ability to meet the child's needs prior to placement of the child into the prospective adoptive home and used when:
    1. The permanent plan for the child is adoption and a decision has been made to file a termination of parental rights petition in a shared planning meeting, and the child's current placement is not a prospective adoptive placement; or
    2. The child is legally free and not in a prospective adoptive placement.

A shared planning meeting may be held in lieu of a Selection Committee meeting prior to placement when there is only one prospective adoptive placement for a child.

2. The RAPM or designee schedules the Selection Committee meeting and notifies participants.
3. The RAPM ensures the following individuals are invited to the Selection Committee Meeting:
  1. The assigned caseworker
  2. The assigned supervisor
  3. A representative from the adoption program who is not assigned to the case
  4. A representative from Child and Family Welfare Services (CFWS) program or unit who is not assigned to the case or a Permanency Lead from the Region
  5. The regional adoption program manager (RAPM) or designee
  6. The assigned Guardian ad Litem (GAL)/Court Appointed Special Advocate (CASA) if one is appointed.
  7. The child's attorney if one is appointed.
  8. Tribal representative if the tribe is involved in the case.
4. To refer a case for a Selection Committee Meeting, the assigned caseworker must:
  1. Notify the RAPM or designee of the staffing request and include the child's name, DOB, WARE profile number, and names of attendees in the request.
  2. Provide copies of the home studies of identified prospective adoptive placements to RAPM or designee.
  3. Obtain [Consent Form DCYF 14-012](#) from families to share home studies with GAL/CASA and any other non- CA parties invited to the Selection Committee.
5. The Selection Committee members review the home studies and make a recommendation for a prospective adoptive placement that is a match for the child considering the following:
  1. The prospective adoptive family's ability to meet the child's cultural, linguistic, and religious needs. A prospective adoptive family need not be of the same ethnic background as the child to meet the ethnic or cultural needs of a child. CA staff will not select a prospective adoptive placement solely based on race/ethnicity.

2. In the case of child behaviors that pose a danger to other children, a home that has no children or only children older than the child being placed.
  3. The availability of a caregiver in the home when placing medically fragile or severely disabled or children with other special needs and many medical or counseling appointments are anticipated for the child's care.
  4. The degree to which the family is willing to initiate and participate in medical or therapeutic treatment.
  5. The experience and skill level of the prospective adoptive parent and their capability to meet all of the child's identified needs and additional needs that may arise in the future.
  6. The compatibility between the child's personality and behaviors, and the expectations of prospective adoptive family members.
  7. The specific experiences and training the family has had which prepares them to provide for the special needs of the child.
  8. The resources available in the family's community to meet the child's special needs.
  9. If the child already resides with the prospective adoptive family, the child's attachment with the family and length of time in the placement.
  10. The prospective adoptive family's willingness to provide long-term contact with the child's siblings, birth relatives, former foster families, or other individuals when such contact is in the child's best interest.
  11. If the adoptive parent is a birth relative, evaluate:
    1. The relative's previous relationship with the child.
    2. The relative's ability to protect the child, from any risk of harm posed by the birth parents while simultaneously not portraying the birth parents in an unnecessarily negative manner.
  12. If ICW applies, refer to the [ICW Manual Chapter 8](#) for additional placement considerations.
6. If the assigned caseworker's decision is different than the Selection Committee recommendation, the assigned caseworker must:
1. Obtain supervisor approval to override the Selection Committee's recommendation.
  2. Document the following reasons for not following the Selection Committee's recommendation in a case note:
    1. The child's attachment with the assigned caseworker's selected prospective adoptive family.
    2. The ability of the prospective adoptive family to meet the special, cultural and ethnic needs of the child.
    3. The prospective adoptive family's willingness to provide long-term contact with siblings, relatives, former foster families, or other individuals if such contact is in the child's best interest.
    4. If the individual is a relative, also document the following factors:
      1. The relative's previous relationship with the child.
      2. The relative's ability to protect the child from any risk of harm from the birth parents but not portraying the birth parents in an unnecessarily negative manner.
    5. Any other factors influencing the assigned caseworker's decision to place with the selected prospective adoptive family including those listed in 2(e)(i-xii).
7. Upon selecting a family for placement, the assigned caseworker:
1. Notifies all considered families of the placement choice.
  2. Notifies NWAE to remove the child from WARE and all other exchanges.
  3. Submits an ICPC request if placement is out-of-state and does not place the child out-of-state until the ICPC request is approved.



4. Develops a transition and visitation plan for the child with the GAL/CASA and prospective adoptive family to initiate contact between the prospective adoptive family and the child and to observe the relationship as it develops.
5. The assigned caseworker:
  1. Selects the location of the visitation.
  2. Accompanies the child on the initial visit.
  3. Discusses each visit separately with the child and the prospective adoptive family after a visit occurs.
  4. Decides after each visit and in consultation with the family and child, whether continued transition and placement is still in the child's best interest.
  5. Coordinates open contact between the prospective adoptive family and the child's current caregiver as often as is in the child's best interest.

### 3. Pre-Adoption Disclosure

The assigned caseworker must:

1. Provide comprehensive information to prospective adoptive parent about a child as required under state law so the prospective adoptive parent can make an informed adoption decision and successfully parent the child. Disclosure shall protect the identity of the birth family and comply with federal and state confidentiality laws.
2. Compile Child and Identified Parent Information in the child's legally free hard file or FamLink electronic file:
  1. Make reasonable efforts to locate records and information not already in the child's hard file or FamLink electronic file concerning all known medical, mental health, education, family, and social background history about the child and birth family. To obtain information:
    1. Conduct interviews with the child, birth parents, and other known relatives.
    2. Contact physicians, treatment agencies, schools, and other sources from whom the child and/or birth parents received professional examination, evaluation, or treatment.
    3. Contact a tribal representative if ICWA applies.
  2. Verify that the child's social security number is in the child's file.
  3. Verify that all Native American Inquiry Referral (NAIR) and relative search inquiries were completed and documented in the child's FamLink electronic file.
  4. Verify that all birth parent assessments and evaluations are included in the child's legally free file. If the birth parent was a dependent child, review his or her dependency file for any evaluations and assessments to include in the child's legally free hard file or FamLink electronic file.
  5. Verify that the [Child's Family & Medical Background Form DCYF 13-041](#) is completed, and includes:
    1. Any inherited medical or psychological conditions of birth family and siblings.
    2. Child's signature if child is 13 or older.
3. Disclose the following pre-adoption information to the prospective adoptive placement:
  1. Medical and education:
    1. All known and available medical and educational information concerning any mental, physical, and sensory handicaps and education status of the child from the Health and Education section in legally free child file.
    2. Health/Mental Health and Education Summary from FamLink
    3. Birth parent health and education documentation including psychological evaluations and drug/alcohol assessments, and other information as outlined in WAC 388-27-0100.
    4. Social history on the child and birth family that includes the circumstances of the child's birth.
    5. [Child's Medical and Family Background Information Form DCYF 13-041](#)

2. Legal:
  1. Legal Record from FamLink
  2. Placement History Report from FamLink
  3. Most recent Guardian ad Litem (GAL) report
  4. All court reports
  5. Dependency petition and orders establishing dependency
  6. Termination petition and orders terminating parenting rights
3. [Indian Identity Request Form DCYF 09-761](#), [Family Ancestry Chart DCYF 04-220](#) (if completed), and confirmation from the tribe if the child is Indian.
4. Documentation: All case notes beginning from the child's initial involvement with CA. This includes pre-termination case notes located in the family's hard case file and electronic file in FamLink.
5. All intakes and investigations that involve the child from the start of CAs involvement with the child. This includes pre-termination intakes and investigations located in the family's hard case file and electronic file in FamLink.
6. The original Comprehensive Family Assessment from the family's electronic case file in FamLink.
4. Redact identifying information for pre-adoption disclosure based on [Adoption Redaction Request DCYF 15-425](#) per the Pre-Adoption Disclosure Redaction Instructions located on the CA intranet.
5. Review the pre-adoption disclosure information and [Child's Medical and Family Background Information DCYF 13-041](#) with the prospective adoptive family and ask the prospective adoptive parent to initial and sign the form.
6. Provide pre-adoption disclosure information to the family on an encrypted USB drive. If a family does not have computer access, provide hard copies of the information with approval from the area administrator (AA). Refer to Pre-Adoption Disclosure Redaction Instructions located on the CA intranet for further instruction about this process.
7. Upload an exact copy of the disclosure information provided to the prospective adoptive family into FamLink under the File Upload tab as "Adoption Specific" and named "Pre-Adoption Disclosure."
8. Continue to provide additional case notes, physical health, mental health, education, family background and social history on the child and family that includes circumstances of the child's birth, child's placement history, and all court reports to the prospective adoptive family after initial pre-adoption disclosure is provided and within 30 days of receipt of new information.
  1. Verify that any pre-adoption disclosure information is redacted per the Pre-Adoption Disclosure Instructions located on the CA intranet.
  2. Obtain the prospective adoptive parents' signatures on the [Acknowledgement of Child's Adoptive File Provided to Adoptive Family Acknowledgement of Children's Adoptive File Provided to Adoptive Family CA DCYF 10-500](#) and verify that the form is filed in the child's legally free case file.
  3. Upload additional disclosure information in FamLink under the File Upload tab as described above.
9. Provide pre-adoption disclosure information, including the [Child's Medical and Family Background Information DCYF 13-041](#), to the prospective adoptive family prior to placement of the child into the prospective adoptive home. If the child is already placed in the home that CA will be identifying as the child's prospective adoptive home, pre-adoption disclosure should be provided when the placement is identified as a prospective adoptive home.
10. Follow [4120. Confidentiality](#) policy.
  1. Information regarding sexually transmitted diseases, including HIV, for a child over the age of 14 cannot be disclosed without the consent of the child or an order from the court.

2. Mental health counseling and treatment information, including the prescription of psychotropic medications, for anyone age 13 and older, cannot be disclosed without the consent of the child or an order from the court.
3. Medical information regarding abortion or reproductive health for anyone age 13 and older cannot be disclosed without the child's consent. Consult with your assigned AAG regarding abortion or reproductive health information for a child younger than age 13.
4. Adoption disclosure may be provided to the following individuals:
  1. Child placing agency worker
  2. Guardian ad Litem who is responsible for making or reviewing placement or case-planning decisions or recommendations to the court regarding a child
  3. Individuals responsible for providing residential care for such a child when CA or a licensed child placing agency determines that it is necessary for the provision of child care services.
5. If a child refuses to provide consent for CA to release information covered by paragraphs iv. a – c above:
  1. Inform the adoptive parents that information exists which cannot be released because the child will not sign a release of information.
  2. The adoption worker must document in the case file that the child has refused the release of confidential information and that the social worker has informed the prospective adoptive parent of this fact.
  3. Before deciding whether placement should still occur despite the lack of disclosure, the CA worker, supervisor, and the prospective adoptive parent will need to meet to determine whether to proceed with the adoptive placement. The CA worker should consult with the assigned AAG before making any placement decisions when full disclosure cannot be provided to the prospective adoptive parent(s).
11. When a request for discovery is made regarding a legally free child with a permanent plan of adoption, the entire legally free child's hard file and electronic file is redacted according to the Pre-Adoption Disclosure Redaction Instructions.
  1. Review
  2. Do not provide the family file.

#### 4. **Pre-Adoption Services and Finalization**

The adoption worker must:

1. Continue pre-adoption services to support the continuing placement of a child in the prospective adoptive family home. Support includes but is not limited to services, continued assessment of the child's well-being, and finalizing permanency through adoption.
2. Pre adoptive placement occurs when:
  1. The assigned caseworker, as a result of a shared planning meeting, Selection Committee meeting or Adoption Planning Review(APR), informs the family that they are the prospective adoptive home, and
  2. The prospective adoptive family has an approved adoptive home study, and
  3. The child is legally free or a termination of parental rights petition has been filed with the court.
3. When the child is in an identified prospective adoptive home upon case assignment, the adoption worker will:
  1. Review the hard case file for the child's birth certificate and social security number.
    1. If child's birth certificate is not in the file, the worker will request a new birth certificate for the child within five days of case assignment.
    2. If the child does not have a social security number, the worker will request a social security number for the child within five days of case assignment.

2. Verify that ICWA inquiries and relative searches were completed. If not previously completed, complete NAIR form and/or Relative Search Tracking Form DSHS 10-544 and email to NAIR & Relative Search Unit.
3. Review the case for physical health, mental health, education and family background information as required for the legally free file.
  1. If health, mental health, education or family background information is missing, the assigned caseworker will make a request for the information and:
    1. Document date of the request in a case note.
    2. If the assigned caseworker does not receive a response from the provider after 30 days, the assigned caseworker will send a second request.
    3. If the assigned caseworker still does not receive a response within 30 days after the second request, the assigned caseworker will document the lack of response in a case note and the attempts made to collect the information from the provider(s) on [Child's Medical and Family Background DCYF 13-041](#).
  2. Enter significant physical health/mental health information in FamLink under the child's health/mental health tab. Significant information is defined as health or mental health information that could be necessary information to meet the child's needs.
  3. Enter education information under the child's education tab in FamLink.
4. Refer a child or youth with complex health needs for a Wraparound Intensive Services (WiSe) screen per [4542. WiSe policy](#).
5. Refer the child for a Supplemental Security Income (SSI) application if the assigned caseworker has reason to believe the child could be eligible and has not already been screened by the SSI facilitator.
6. In FamLink, create a caregiver notification letter and provide to the prospective adoptive family if not previously provided.
7. Complete the [Child's Medical and Family Background DCYF 13-041 Report](#).
8. Verify that disclosure was provided after the prospective adoptive home was identified. If disclosure was not completed, the assigned caseworker will provide disclosure to the family. Follow adoption pre-adoption disclosure policies.
9. Follow CFWS procedures regarding shared planning meetings, health and safety visits, court reports, service referrals, and sibling visits.
10. Discuss early implementation of Adoption Support with prospective adoptive parent if they are non-licensed relatives.
11. Advise prospective adoptive parent of [Adoption Support](#) Benefits and Limitations within 30 of the decision that identified this family as the prospective adoptive family.
  1. Provide the name of the adoption support consultant.
  2. Provide [Waiver of Right to Receive Written Information on Adoption Support Limitation Program DCYF 09-121](#)
  3. Discuss similarities and differences between foster care maintenance and adoption support program such as the differences in payments for childcare under the two programs.
12. Prepare the Adoption Support Packet by completing [Adoption Support Program Application Checklist DCYF 10-477](#) with attachments
13. Compile a Life Story Book with the child or provide information to the prospective adoptive family so they can complete the book with the child. Life Story Book instructions are located on the adoptions forms page on the CA intranet.
14. Complete [Post Placement Report DCYF 09-107](#). If the post-placement report does not approve adoption with the prospective adoptive family, the assigned caseworker will consult with the assigned AAG.

15. When CA consents to the adoption and the assigned caseworker does not intend to appear at the adoption hearing, complete a [Waiver of Notice of Further Hearing DSHS 09-054](#).
16. Obtain or confirm written consent of child for adoption if the prospective adoptive child is 14 or older.
17. Complete a Consent to Adoption on all families that CA supports for adoption and provide to Adoption AA with:
  1. A copy of the prospective adoptive family's home study
  2. The [Post Placement Report DCYF 09-107](#)
  3. A new [background check](#) if the home study was completed more than one year ago.
18. If child is placed out of state, request concurrence to finalize adoption from ICPC unit. Concurrence is required before adoption finalization.
19. If a parent has appealed a termination order, do not sign or forward a Consent to Adoption. Consult with the assigned AAG.
20. If CA does not support adoption with the prospective adoptive family, request a placement change with the court. If the court orders continued placement:
  1. File a copy of the denied home study if applicable in Superior Court under the adoption petition cause number.
  2. Provide the prospective adoptive family with disclosure.
  3. Provide the prospective adoptive family with the name of the Adoption Support Consultant assigned to their case.
  4. CA does not provide adoption services to prospective adoptive families that CA will not approve for adoption.
21. Complete [Declaration of Adoption Facilitator DCYF 09-765](#)
22. If SSI or Social Security trust money is available for a child, inform the prospective adoptive family and instruct the family to apply at the agency providing benefits if they wish to receive the trust. The prospective adoptive family must be made aware that their confidentiality cannot be guaranteed if they apply for these funds. The adoption worker will ask the family to confirm in writing if they do not wish to apply for either type of benefit.
4. The adoption worker provides the prospective adoptive family's attorney with the following documents and information when the worker determines that adoption by the prospective adoptive family is in the best interest of the child and the family:
  1. A certified copy of the legal orders terminating parental rights of all biological and/or legal parents.
  2. Consent to Adoption signed by the Adoption AA.
  3. Adoption consent signed by children 14 years of age and older.
  4. A copy of the final signed Adoption Support Agreement and agreement for non-recurring costs reimbursement. For the child to be eligible for adoption support, the adoption support agreement must be signed by all parties before the adoption decree is entered.
  5. A written request for a certified copy of the adoption decree.
  6. Signed [Post Placement Report DCYF 09-107](#).
  7. Child's Birth Certificate
  8. Open Communication Agreement /Letter of Intent if one was agreed upon with the birth parents. This form is located on the CA intranet.
  9. Signed original home study on the prospective adoptive family.
  10. Signed [Declaration of Adoption Facilitator DSHS 09-765](#)
5. The prospective adoptive family's attorney files the petition for adoption.
6. After the adoption is finalized, the adoption worker will;
  1. Email the fiscal analyst (FA) to close out all payment and services effective the day before the adoption finalized.
  2. Email the FA to close out placement using the day the adoption finalized as the end date.

3. Unless the child was not receiving IV-E funds, email IV-E specialist to provide the IV-E file within 30 days of adoption finalizing.
4. If the IV-E specialist does not provide the IV-E file within 30 days after the adoption finalizes, the IV-E specialist will send the IV-E file to adoption archives.
5. Obtain a copy of the adoption decree from the adoptive family's attorney, retain a copy in the child legally free file, and submit a copy to the adoption support program.
6. Request dismissal of dependency by sending a copy of the adoption decree to the assigned AAG.
7. If child was in ICPC placement in another state, submit [ICPC Report on Placement Status of Child Form 100B](#) and a copy of the adoption decree to ICPC unit for closure of ICPC case.
7. When services and placement are closed, the adoption worker will:
  1. Obtain dependency dismissal order through the assigned AAG and document in FamLink legal.
  2. Document "Adoption Finalization" in FamLink legal and close legal module.
  3. Complete Adoption and Foster Care Analysis and reporting System (AFCARS) elements.
  4. Create the Adoption Support Case in FamLink.
  5. Assign the adoption support case to the adoption support consultant.
  6. Close the legally free case in FamLink and make it "restricted".
8. Follow adoption archiving policies to close a legally free child's case file.

## 5. Archiving the Adoption File

The CA adoption worker must:

1. Correctly archive sealed records for legally free children to create a permanent record of the child's past involvement with the agency. Sealed archived adoption files are only available to adoptees and adoptive parents.
2. Archive all records of legally free children once a child is adopted, including private agency adoptions and duplicate files.
3. Not include sibling records in one file for archiving.
4. Archive records of legally free children who are adopted within thirty calendar days of the dismissal of the dependency.
5. Not delay archiving based on IV-E files. IV-E files not available within 30 days of dependency dismissal will be forwarded to archives records management separately by the title IV-E specialist.
6. When archiving a legally free child's file:
  1. Complete the [Archiving Cover Memo DSHS 16-209](#).
  2. Remove all file documents from the legally free child hard files.
  3. Separate the following documents and secure with a rubber band and attach to DSHS 16-209:
    1. Signed Child's Medical and Family Background Report DSHS 13-041.
    2. Signed [Post Placement Report DCYF 09-107](#).
    3. Adoption Decree.
    4. Dependency dismissal order.
    5. IV-E file if available at time of archiving.
  4. Secure each volume with a rubber band and include a cover sheet on each volume that indicates the volume number.
  5. Filing that is not part of a volume can be consolidated and considered as its own volume.
  6. Place the volumes in a covered archive box.
  7. If the file requires more than one box, each box needs an [Archiving Cover Memo DCYF 16-209](#) but only one box needs the archive memo with attachments.
  8. Any documents in the child's legally free FamLink electronic file including case notes do not need to be copied and placed in the archive file.
  9. Case notes from the parent's original hard file must be:



1. Included as copies in the archived file, or
2. Uploaded in the child's legally free FamLink electronic file under the Adoption Specific category and titled "Case Notes."
10. Verify an EXACT copy of the pre-adoption disclosure information provided to the adoptive family is uploaded into the child's legally free FamLink electronic file under the "Adoption Specific" category and titled "Pre-Adoption Disclosure."
11. Keep the archived box free of writing, including any identifying information and send to Adoption Archives, MS 45713. For legally free youth who have aged out-of-care, send box to the Management Operations Document Imaging System (MODIS).

## 6. Adoption Inquiries

The CA adoption worker or designee must:

1. Provide information and guidance on inquiries from adoptive parents, adoptees, prospective adoptive parent and staff about adoption process and services that are available through CA when requested.
2. Provide referrals to inquiries on sealed archived adoption records.
3. Participate in efforts to recruit families who want to adopt children with special needs and who are in the care of CA.
4. Inform families that they can create an account on [WARE](#) to view children available for adoption by going to [www.warekids.org](http://www.warekids.org).
5. Assist a family with registering a family profile on WARE, including:
  1. Verifying that the family has a [home study](#) approved for adoptive placement.
  2. Completing the WARE Family Form.
  3. Emailing the completed WARE Family Registration to [ware@nwresource.org](mailto:ware@nwresource.org).
6. Unless there is an exception approved by the regional administrator, withdraw a family from WARE by contacting [NWAE](#) when:
  1. The family adopts a child.
  2. The family moves to another state.
  3. CA is informed of the family's decision to receive adoption services from another agency or through an independent placement.
  4. The family or worker determines that adoption is no longer the plan.
  5. CA learns that the mother seeking to adopt is pregnant. WARE registration may be changed to "pending" status, rather than withdrawal from WARE, with the family's approval.
7. Inform the family as soon as the family profile is withdrawn.
8. Facilitate adoption training, and provide information about the following topics:
  1. The court process.
  2. Children's development, including bonding and attachment, and separation and loss issues.
  3. Interaction with the child's family that may include visitation and an open adoption agreement.
  4. Confidentiality of information.
  5. Impact of placement on the foster-adoptive or adoptive family.
  6. Adoption as a lifelong process and commitment.
  7. The significance of adoption in permanency planning for children in foster care and how the child is the primary focus in adoption services.
  8. CA adoption process procedures, and the differences between foster, adoptive, and foster-adoptive placements.
  9. Children with special needs, and available resources to help families care for children with special needs.
  10. Legal risk involved in foster-adoptive placements and the placement of legally free children under appeal.
  11. [Adoption support](#)



9. Respond to general adoption inquiries with the following information:
  1. Division of Licensed Resources (DLR) contact information if the request is for an adoptive home study.
  2. Private Child Placing Agency (CPA) contact information for families seeking to adopt infants or children without special needs.
  3. Explain how pursuing an adoptive home study does not guarantee placement of a specific child if a prospective adoptive parent inquires about a specific child.
10. If a prospective adoptive parent is inquiring about a specific child in another state, facilitate a home study referral to the other state.
11. When a Child Placing Agency needs to complete an adoption home study update, facilitate the [background check](#) by forwarding the completed [Background Authorization Form DSHS 09-653](#) for each individual and one background check purpose to the CA Background Checks at [cabc@dshs.wa.gov](mailto:cabc@dshs.wa.gov).
12. Make a report to intake when:
  1. Any child on an open case is believed to be at imminent risk of serious harm or there is a new allegation of CA/N not already reported to intake.
  2. The family is requesting services for an adopted or biological child.
13. Respond to record information requests about a sealed archived adoption record by:
  1. Referring all requests except those from DCYF staff to the Public Disclosure Unit and never provide information from the sealed archived adoption record.
  2. If the requestor is the adoptee, also refer to the Department of Health for a copy of his or her birth certificate.
  3. If the requestor is the assigned caseworker, refer requestor to headquarters adoption program manager.

## Resources

- [Shared Planning Meeting Form DCYF 14-474](#)
- [Child's Medical and Family Background Report DCYF 13-041](#)
- [Family Ancestry Chart for the child DCYF 04-220](#)
- [Northwest Adoption Exchange \(NWAE\)](#)
- Adoption Process Checklist

Located on the DSHS intranet

- DSHS Administrative Policy 7.22. Cultural Competence
- DSHS Administrative Policy 18.81 Nondiscrimination in Direct Client Services
- DSHS CA Adoptions Website

Located on the CA intranet

- [Washington Adoption Resource Exchange \(WARE\)](#) Registration Form
- Interstate Compact on the Placement of Children (ICPC) Checklist
- Permanency Planning Placement Agreement DSHS 15-175

For more information, contact the headquarters adoption program manager.

# 4340. Guardianships

4340. Guardianships [sarah.sanchez](#) Thu, 08/23/2018 - 00:23

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**Revised Date:** January 1, 2021

**Sunset Review Date:** January 31, 2025

**Approved By:** Jody Becker, Deputy Secretary of Children and Families

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## Purpose

The purpose of this policy is to provide guidance on the use of subsidized and unsubsidized guardianships as a permanent plan for dependent children or youth.

## Scope

This policy applies to child welfare employees.

## Laws

[RCW 13.34.030](#) Definitions

[RCW 13.34.145](#) Permanency Planning Hearing and Guardianship Petition

[RCW 13.34.232](#) Guardianship for Dependent Child

[RCW 13.34.234](#) Guardianship for Dependent Child and Dependency Guardianship Subsidies

[RCW 13.36](#) Guardianship

[RCW 74.13.031](#) Duties of the Department

## Policy

1. Caseworkers must:
  1. Hold [shared planning meetings \(SPM\)](#) before permanent plans of guardianship are considered for dependent children or youth.
  2. Not vacate guardianships or accept [Voluntary Placement Agreements \(VPA\)](#) for the purpose of making children or youth eligible for foster care or [Extended Foster Care \(EFC\)](#).
2. DCYF may subsidize guardianships based upon eligibility requirements.

## Procedures

1. Considering Guardianships

Caseworkers must complete the following when considering a guardianship for dependent children or youth as their permanent plan:

  1. Conduct a [SPM](#) prior to making permanency planning recommendations.
  2. During the [SPM](#):
    1. Follow the steps in the Guide to Shared Planning Meetings.
    2. Discuss and consider the following permanent planning options:

1. Return home
2. Adoption
3. Guardianship
4. Limited guardianship
3. Consider the following factors when determining whether guardianship should be selected as the child or youth's permanent plan:
  1. Reunification is not likely within the next three months.
  2. Guardianship rather than adoption is in the child or youth's best interest.
  3. The continued relationship between the parent and child or youth is beneficial to the child or youth and would not disrupt the stability of the guardianship.
  4. The child or youth will have been placed in the proposed guardian's home at least six consecutive months prior to the guardianship being established.
  5. Proposed guardians:
    1. Are available to make a commitment to the child or youth until adulthood with the intention of a lifelong commitment.
    2. Have a completed home study recommending placement. If a home study has not been referred follow the [Placements with Unlicensed Relatives or Suitable Persons](#) policy.
  6. Youth age 12 or older have been:
    1. Consulted regarding the guardianship.
    2. Notified of potential benefits and limitations using the [Permanency Planning Matrix DCYF 16-231](#).
  7. Youth age 14 or older have provided consent to the guardianship by completing the Consent to Guardianship DCYF 09-021 form.
  8. A sibling is in the same placement and the permanent plan for the sibling is guardianship.
  9. A parent is incarcerated.
4. Document on the [Shared Planning Meeting DCYF 14-474](#) in FamLink the:
  1. Reasons why a guardianship is in the child or youth's best interest.
  2. Proposed guardian's:
    1. Commitment to be a permanent home for the child or youth.
    2. Ability to maintain the child or youth's existing connections to family, friends, and community.
    3. Agreement with the plan of guardianship with the child or youth.
  3. [Permanency Planning Matrix DCYF 16-231](#) was provided and discussed with the proposed guardian, the parents, and youth if appropriate.
  4. Notification to the proposed guardians that are relatives per [RCW 13.36.020 \(5\)](#) of the requirements to receive guardianship subsidy per the [Relative Guardianship Assistance Program \(R-GAP\) policy](#).
3. If the child or youth is an [Indian child](#) consult with the tribe or [Local Indian Child Welfare Advisory Committee \(LICWAC\)](#).
2. Obtaining the Proposed Guardian's Agreement with the Plan of Guardianship
 

After the [SPM](#) process recommends guardianship as the permanent plan for the child or youth, caseworkers must complete the following either at the [SPM](#) or within seven calendar days after the meeting:

  1. Discuss and document that the following was explained to the proposed guardian on the [Shared Planning Meeting DCYF 14-474](#) form or in a case note in FamLink:
    1. The differences between:
      1. Adoption and guardianship using the [Permanency Planning Matrix DCYF 16-231](#) form.
      2. Subsidized and unsubsidized guardianships, for proposed guardians:

1. Eligible for subsidy, provide eligibility and information outlined in the [R-GAP](#) policy.
  2. Not eligible for subsidy, e.g. unlicensed relatives, foster parents, and suitable others, provide them with information on potential benefits and the process to request benefits through the [Economic Services Administration Community Service Office](#).
2. The following services are not available under a guardianship, including but not limited to:
  1. Mileage reimbursement
  2. Travel reimbursement
  3. Respite care
  4. Clothing vouchers
  5. Child care
  6. Case aid services
  7. Tutoring
  8. Case management services
  9. Educational support
  10. Parent-child visitation support
3. Once the guardianship is established, the child or youth is no longer in foster care and all DCYF-funded services, including case management and [EFC](#), are no longer available.
4. They may request additional services through community resources, [Family Voluntary Services](#), [Family Reconciliation Services](#), or referrals to other DCYF services. Available services are dependent on program eligibility criteria.
2. Obtain verbal agreement that the proposed guardian supports the plan of guardianship and document in FamLink in either the:
  1. [Shared Planning Meeting DCYF 14-474](#) form.
  2. Case note.
3. Finalizing Guardianship as the Permanent Plan
  1. Caseworkers must complete the following after the [SPM](#) process recommends the plan of guardianship and the proposed guardian is in agreement:
    1. For subsidized guardianships, follow the [R-GAP](#) policy for proposed guardians that are relatives, per [RCW 13.36.020 \(5\)](#).
    2. Collaborate with the proposed guardian and the child or youth's parents to establish a visitation plan.
    3. Obtain parental consent to authorize the release of disclosure for the guardianship to the proposed guardians using the [Consent DCYF 14-012](#) form.
    4. Provide guardianship disclosure to the proposed guardian, including but not limited to:
      1. Medical and dental records
      2. Court reports
      3. Educational records
      4. Evaluations and assessments
      5. Indian Child Welfare information
    5. Provide supervisors with the guardianship packet that includes the completed [Guardianship Approval Checklist DCYF 15-324](#) form and:
      1. Copies of the:
        1. Completed [Shared Planning Meeting DCYF 14-474](#) form.
        2. Proposed visitation plan between the child or youth and parents.
      2. Signed Declaration of Proposed Guardian court document.
  2. Supervisors receiving the guardianship packet must complete the following:
    1. Review the packet for approval.
    2. Complete the [Guardianship Approval Checklist DCYF 15-324](#) form. If:
      1. Approved, send the form and attachments to the area administrator (AA).

2. Denied, return the form to the caseworker with the reason for the denial.
3. AAs receiving the guardianship packets must:
  1. Review the packet for approval.
  2. Complete the [Guardianship Approval Checklist DCYF 15-324](#) form. If:
    1. Approved, send the form and attachments to the regional administrator (RA).
    2. Denied, return the form to the supervisor with the reason for the denial.
4. RAs or designees receiving the guardianship packets must:
  1. Review the packet for approval.
  2. Complete the [Guardianship Approval Checklist DCYF 15-324](#) form. If:
    1. Approved, send the form and attachments to the caseworker.
    2. Denied, return the form to the AA with the reason for the denial.
5. Caseworkers must complete the following after obtaining approval from the supervisor, AA, and RA or designees on the [Guardianship Approval Checklist DCYF 15-324](#) form:
  1. Submit requests to file a guardianship petition to the assistant attorney general (AAG) that includes the:
    1. Signed Declaration of Proposed Guardian court document.
    2. Proposed visitation plan.
  2. Contact the AAG to request the court dismiss the dependency after the guardianship order was filed in court.
4. R-GAP Subsidized Guardianships  
Caseworkers must follow the [R-GAP](#) policy when a guardianship subsidized through R-GAP is established.
5. Unsubsidized Guardianships  
Caseworkers must complete the following when an unsubsidized guardianship is established:
  1. Terminate the following in FamLink on the date the guardianship is finalized:
    1. All services, DCYF case management, placement, and payment.
    2. Child placing agency (CPA) case management and borrowed foster home services for families licensed by CPAs.
  2. Update the following in FamLink within seven calendar days of receipt of the dependency dismissal from the court:
    1. Legal using the Legal FamLink Training Guide.
    2. Placement.
  3. Close the case using the Case Closure FamLink Quick Help Guide.
  4. Send closed hard-files to the Records Imaging Unit per the [Records Management](#) policy.
6. Dependency Guardianships Established Prior to June 10, 2010  
Caseworkers assigned to [RCW 13.34.232](#) dependency guardianship cases established prior to June 10, 2010:
  1. Must allow youth ordered into dependency guardianships to request to participate in the [EFC Program](#).
  2. Must allow dependency guardianships to remain open for subsidy or services payments, but must close the guardianship when the youth reaches 18 years of age.
  3. May convert [RCW 13.34.232](#) dependency guardianships to [Chapter 13.36 RCW](#) guardianships, when the guardian and DCYF agree.
  4. Must not provide additional services on converted [Chapter 13.36 RCW](#) guardianships.
7. Notices to Terminate Guardianships  
Caseworkers receiving notices to terminate guardianships must consult with the AAG and headquarters guardianship program manager within seven calendar days of receiving notice of a petition to terminate the guardianship.

## Forms

[Consent DCYF 14-012](#)

Consent to Guardianship DCYF 09-021 (located in the Forms repository on the DCYF intranet)

[Guardianship Approval Checklist DCYF 15-324](#)

[Permanency Planning Matrix DCYF 16-231](#)

[Shared Planning Meeting DCYF 14-474](#)

## **Resources**

DCYF Administrative 13.06 Records Management and Retention Procedures policy

[Extended Foster Care \(EFC\) Program policy](#)

[Family Reconciliation Services policy](#)

[Family Voluntary Services policy](#)

Guide to Shared Planning Meetings (located on the Child and Family Welfare Services Guide and Tools DCYF intranet page)

[Indian Child policy](#)

[Indian Child Welfare Casework Activities for Court Proceedings policy](#)

[Indian Child Welfare Local Indian Child Welfare Advisory Committee \(LICWAC\) policy](#)

Legal FamLink Training Guide

[Placements with Unlicensed Relatives or Suitable Persons policy](#)

[Records Management policy](#)

[Relative Guardianship Assistance Program \(R-GAP\) policy](#)

[Shared Planning Meetings policy](#)

[Voluntary Placement Agreements \(VPA\) policy](#)

# **43401. Relative Guardianship Assistance Program (R-GAP)**

43401. Relative Guardianship Assistance Program (R-GAP) [sarah.sanchez](#) Thu, 08/23/2018 - 00:23

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Effective Date:** June 10, 2010

**Revised Date:** October 19, 2017

## Purpose

The Relative Guardianship Assistance Program (R-GAP) provides a subsidy for children placed with a qualified licensed relative when it is determined during a [shared planning meeting](#) that a [guardianship](#) is in the child's best interests.

## Scope

This policy applies to all Children Administration staff.

## Laws

[RCW 13.34](#) Juvenile Court Act, Dependency and Termination of Parent-Child Relationship Chapter

[RCW 13.36](#) Guardianship Chapter

[RCW 74.13.031](#) Duties of the Department, Child Welfare Services, Children's Services Advisory Committee

[RCW 74.13A.047](#) Adoption Assistance Payments, expenditure limits

[PL 113-183](#) Preventing Sex Trafficking and Strengthening Families Act

[RCW 74.15.020](#) Definitions

[RCW 13.38.040](#) Definitions

[PL 110-351](#) Fostering Connections to Success and Increasing Adoptions Act of 2008

[42 U.S.C. 671](#) State plan for foster care and adoption assistance

[42 U.S.C. 673](#) Adoption and guardianship assistance program

[42 U.S.C. 675](#) Definitions

## Policy

1. R-GAP includes a monthly subsidy and Medicaid eligibility for the child and is available to support a child's care with a licensed relative caregiver.
2. A child is eligible for R-GAP if they meet the following eligibility requirements:
  1. Placed for at least six consecutive months with a relative caregiver who has been licensed for at least six consecutive months.
  2. Is Title IV-E eligible as determined by a Title IV-E specialist prior to establishing the guardianship.
  3. Placed with a relative who meets the definition of relative per [RCW 74.15.020\(2\)\(a\) Relative Definitions](#) or is an Indian child and the caregiver meets the definition of relative by tribal code and custom.
3. A child qualifies for R-GAP when they are placed in a home with a sibling already receiving R-GAP.



4. Relative caregivers must be provided with an explanation of R-GAP when [guardianship](#) is being considered as a potential permanent plan for the child.
5. The R-GAP subsidy will continue for youth until their 21<sup>st</sup> birthday when one of the following applies:
  1. Youth achieved permanency through guardianship at the age of 16 or older and the youth is:
    1. Enrolled in high school or in a high school equivalency program;
    2. Enrolled, applied for, or can show intent to timely enroll in a post-secondary academic or post-secondary vocational certification program;
    3. Participating in a program or activity designed to promote or remove barriers to employment; or
    4. Employed 80 hours or more a month.
    5. Unable to engage in any of the above activities due to a documented medical condition.
  2. A youth achieved permanency through a guardianship and has a mental or physical handicap which warrants the continuation of assistance.
6. The R-GAP Agreement:
  1. Is a contract between the relative guardian and CA.
  2. Must be signed prior to establishing a guardianship court ruling or order.
  3. Remains in effect regardless of the guardian's state of residence unless the agreement is terminated.
7. In the event of the death or incapacity of the legal guardian, the R-GAP subsidy and Medicaid for the child will transfer to a successor legal guardian if the successor legal guardian was named in the original R-GAP Agreement or the R-GAP Amendment prior to the death or incapacity of the legal guardian.
  1. The R-GAP Agreement must be amended prior to the establishment of the guardianship with the successor guardian. Prior to the R-GAP payment:
    1. The successor guardian must become the child's legal guardian.
    2. The regional R-GAP gatekeeper will complete:
      1. Fingerprint-based background check of the successor guardian; and
      2. Child abuse and neglect registry checks in-state (FamLink) and out-of-state on the guardians and other adults 18 and older living in the guardian's home.
    3. The successor guardian must pass a background check.
  2. The successor guardian does not need to be a relative and does not need to be licensed as a foster parent to receive the R-GAP subsidy.
  3. CA will pay non-recurring expenses associated with obtaining the new legal guardianship with the successor guardian of the child up to a maximum amount of \$2000.00.
8. A fair hearing may be requested by any relative caregiver whose R-GAP application has been denied. A request for a fair hearing must be made within 90 days of the denial letter being mailed to the caregiver.

## Procedures

1. If a [guardianship](#) is being considered as the child's permanent plan, the assigned worker must determine whether the child meets the following R-GAP requirements:
  1. Has resided in the home of the licensed relative for six consecutive months and the relative caregiver has been licensed for at least six months at the time of R-GAP application;
  2. Found by the court to be a dependent child of Washington state; and
  3. Consents to the guardianship as his or her permanent plan if he or she is 14 years old and older.
2. When a licensed caregiver is interested in receiving R-GAP subsidy for an eligible child:
  1. The assigned worker will:
    1. Complete the Guardianship Approval Checklist DSHS 15-324;
    2. Complete Sections I and V of the Title IVE R-GAP Eligibility form DSHS 14-319A;
    3. Provide proposed relative guardian with the R-GAP Application and Worksheet (DSHS 15-392 and 15-390); and
    4. Provide the Regional R-GAP Gatekeeper with a completed R-GAP subsidy packet, which includes:

1. Title IVE R-GAP Eligibility form DSHS 14-319A;
  2. R-GAP Application DSHS 15-392;
  3. R-GAP Worksheet DSHS 15-390;
  4. Guardianship Approval Checklist DSHS 15-324 signed by regional administrator or designee, with attachments.
  5. A copy of the proposed guardian's foster license, if license is not in FamLink.
  6. If the child is Indian, a letter from the child's tribe determining that the proposed guardian is considered the child's relative based on tribal code or custom.
2. The Regional R-GAP Gatekeeper will:
1. Review the completed R-GAP application packet.
  2. Initiate the R-GAP IVE Eligibility tab in FamLink and complete Section 1 using R-GAP IVE Eligibility form DSHS 14-319A.
  3. Notify IV-E specialists to complete IV-E Federal Funding Eligibility Determination for R-GAP in FamLink.
  4. Document the information from the R-GAP Worksheet into the FamLink R-GAP agreement.
  5. Negotiate the monthly subsidy amount with the proposed guardian and approve any non-recurring expenses for the finalization of the guardianship. The R-GAP monthly subsidy amount cannot exceed the statutory cap for foster care maintenance payments for that child had the child remained in a licensed foster home during the same period:
    1. For a child under age 5, up to 80% of the foster care maintenance payment;
    2. For a child aged 5 to 9, up to 90% of the foster care maintenance payment; and
    3. For a child aged 10 to 18, up to 95% of the foster care maintenance payment.
  6. Inform the prospective guardian and the assigned worker that the R-GAP Agreement must be signed prior to the guardianship hearing and order.
  7. Launch the R-GAP Agreement in FamLink and send to the proposed relative caregiver for signature.
  8. Submit the signed R-GAP Agreement to the regional administrator or designee for signature.
  9. Notify the assigned caseworker that the R-GAP Agreement has been signed by all parties and that the guardianship hearing can take place.
  10. Provide a signed copy of the R-GAP Agreement to the proposed guardian.
3. When the guardianship is established, the assigned worker will:
1. Notify the regional R-GAP gatekeeper on the date the guardianship is established.
  2. Close all services and payments in FamLink the day prior to the date the guardianship was established.
  3. Update and close legal and placement in FamLink.
4. When the regional R-GAP gatekeeper is notified of the establishment of the guardianship, he or she will:
1. Review the case in FamLink to ensure that placement, legal, services and payments are closed.
  2. Authorize appropriate R-GAP services in FamLink for the agreed upon monthly subsidy and agreed upon non-recurring expenses.
  3. Update provider information by adding the child to the FamLink "Non-CA Children in Placement" group box on the Placement tab in Provider Maintenance.
  4. Create amendments to the R-GAP Agreement upon the request of the relative guardian and agreement of the department.
  5. Create an amendment to the R-GAP Agreement transferring the subsidy to the named successor legal guardian in the event of the death or incapacity of the legal guardian.
  6. End the R-GAP service payment and open the R-GAP Over 18 service code for eligible youth 18 years and older in FamLink.
  7. Terminate the R-GAP Agreement according to the terms of the agreement or if one of the following occurs:
    1. The child reaches 18 years of age unless eligible to continue to age 21.

2. The guardian no longer has legal responsibility for the child, unless a successor guardian has been named and the guardian is deceased or incapacitated.
3. The guardian is no longer providing financial support for the child.
4. The guardian or child dies.

## Forms and Tools

- R-GAP Agreement (Launched in FamLink)
- R-GAP Application and Worksheet (DSHS 15-392 and 15-390) (available on the CA intranet)
- IV-E Eligibility Determination DSHS 14-319a (available on the CA intranet)
- Declaration of Proposed Guardian (available on the CA intranet)
- [Guardianship Approval Checklist DSHS 15-324](#)

## Resources

- Permanency Planning Benefits and Limitations (available on CA intranet)
- Q&A Social Workers (available on the CA intranet)
- [Medicaid to 26 Q&A](#)
- [ICW Manual](#)

# 4350. Status of Relatives of Specified Degree with Legally Free Children

4350. Status of Relatives of Specified Degree with Legally Free Children [sarah.sanchez](#) Thu, 08/23/2018 - 00:24

1. Children's Administration acknowledges a continuing relationship between relatives of specified degree and children whose parental rights have been terminated in those cases where the relatives choose to continue a relationship with the child and the continuing relationship is in the best interest of the child. This acknowledgment applies to all legally free children in the custody of the department. RCW 13.34.180, 13.34.210, 26.33.295, and 74.15.020
2. Relatives of specified degree, as defined in RCW 74.15.020 and this Practices and Procedures Guide, chapter 5000, section 5230, remain legal relatives when a child becomes legally free if those relatives wish to maintain a relationship with the child and the social worker assigned to the child determines, consistent with the Shared Decision Making model contained in the CA Case Services Policy Manual, Appendix C, the continuing relationship to be in the best interest of the child.
3. CA staff must treat relatives of specified degree as the staff treats all relatives of specified degree under the rules of the foster care and foster family home licensing programs.
4. CA staff must treat these affected relatives of specified degree the same as all relatives of specified degree under the Interstate Compact for the Placement of Children (ICPC) program.
5. The rights of the affected relatives of specified degree do not extend beyond adoption of the child except through an open adoption agreement as described in RCW 26.33.295. See section 4330, above.
6. In determining which adoptive placement is in the best interest of the child, family relationships will be only one of the factors considered by DCFS staff. Other factors include, but are not limited to:
  1. Attachment to and relationship with the child.
  2. History of parenting.
  3. Ability to meet the special needs of the child.
  4. Ability to meet the basic needs of the child.
  5. Family composition.

6. Child's preferences.
7. Ability to meet the cultural needs of the child. A placement resource need not be of the same ethnic background as the child in order to meet the ethnic or cultural needs of the child. Unless a compelling reason is identified, CA staff will not match children to a placement family on the basis of race.
7. The rights of relatives of legally free Indian children, as defined in the CA Indian Child Welfare (ICW) policies and procedures, the Tribal-Washington State Indian Child Welfare Agreement of 1987, and the federal Indian Child Welfare Act of 1978 must be preserved in accordance with those requirements.

## 4400. Concurrent TANF Benefits

4400. Concurrent TANF Benefits [sarah.sanchez](#) Thu, 08/23/2018 - 00:24

**Approval:** Jennifer Strus, Assistant Secretary

**Effective Date:**

**Revised Date:** July 31, 2015

**Sunset Review:** July 31, 2018

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### Purpose

Family(s) receiving TANF benefits prior to child(ren) entering out-of-home care may be eligible for 180 calendar days of ongoing benefits to support the goal of reunification. TANF benefits support families by maintaining housing and access to services or community supports.

### Scope

This policy applies to all Children's Administration caseworkers and supervisors.

### Laws

[WAC 388-454-0015](#)

### Policy

1. CA will notify Economic Services Administration (ESA) when a child is removed from a parent receiving TANF benefits.
2. CA will coordinate efforts with ESA to continue the parent's eligibility for 180 calendar days of ongoing TANF benefits when the primary permanency plan is reunification within 180 calendar days of Original Placement Date (OPD).

### Procedures

The assigned caseworker will:

1. Notify ESA by completing and emailing the [Concurrent TANF Benefits/Family Reunification Notice of Removal from TANF Home DSHS 15-362](#) within 7 calendar days of the child's removal from the parent's home.
2. Provide ESA with demographic information and permanency planning information to determine the parent's ongoing eligibility for TANF benefits while their child(ren) are in out-of-home care.
3. Update [DSHS 15-362](#) and email ESA a request for an extension of benefits beyond 180 calendar days if the child(ren) continues in out-of-home care beyond 180 calendar days and the primary plan remains reunification.
4. Provide ESA with case updates and family progress, including the information outlined below:
  1. On open TANF Cases:
    1. Case and service plan updates:
      1. Prior to the 6 month dependency review hearing.
      2. Prior to the first permanency review hearing if an exception to rule (ETR) has been granted.
    2. Notification:
      1. When reunification of the child(ren) is imminent.
      2. When the permanent plan changes.
      3. When the assigned caseworker changes.
  2. On Closed TANF Cases:
    1. Refer parent(s) for new TANF application 30 calendar days prior to the child(ren) returning home if they were previously receiving TANF benefits.
    2. Notify ESA that the parent has been referred.
5. Document communication with ESA and decisions in FamLink.

## Forms and Tools

[Concurrent TANF Benefits/Family Reunification Notice of Removal from TANF Home DSHS 15-362](#)

## Resources

Interagency Concurrent Benefits On-Line Training in the WA State Learning Center

# 4420. Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers

4420. Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers [sarah.sanchez](#) Thu, 08/23/2018 - 00:26

**Original Date:** April 30, 2017

**Revised Date:** September 1, 2021

**Sunset Review Date:** September 30, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide guidance on face-to-face visits with children and youth who have an open case with Department of Children, Youth, and Families (DCYF) and regular visits with parents and out-of-home caregivers. Health and safety visits with:

- Children and youth provide opportunities for ongoing assessments of safety, well-being and permanency.
- Parents can provide them with reassuring information about how their child or youth is doing in placement, provides caseworkers with information to help monitor parental progress with services and case goals, and can shorten children or youth's length-of-stay and achieve permanency more quickly.
- Out-of-home caregiver's increases opportunities to monitor child or youth safety and well-being, promotes permanency, and provides caseworkers with information they can share with parents.

## Scope

This policy applies to DCYF child welfare employees.

## Laws

[RCW 74.13.031](#) Duties of department – Child welfare services – Children's services advisory committee

[RCW 74.13.710](#) Out-of-home care – Childhood activities - Prudent parent standard

[Social Security Act 424\(f\)](#) Payments to States

## Policy

1. All health and safety visits and monthly visits with parents and caregivers must be conducted by the assigned caseworker or another qualified DCYF employee. The number of visits conducted by another qualified DCYF employee is not to exceed four times per year, with no two visits occurring consecutively.
2. Child Welfare employees must follow DCYF Administrative policies when applicable:
  1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP)
  2. 6.03 Access to Services for Individuals with Disabilities
3. For youth in a Juvenile Rehabilitation (JR) facility, caseworkers must contact the JR counselor and youth each month and address all of the following:
  1. Treatment progress
  2. Case planning
  3. Discharge planning
  4. Other relevant monthly visit issues
4. Children and youth in DCYF custody, or with a [Child Protective Services \(CPS\)](#), or [Family Reconciliation Services \(FRS\)](#) cases open beyond 60 calendar days, or receiving [Family Voluntary Services \(FVS\)](#) must receive private, individual face-to-face health and safety visits every calendar month. Additionally:
  1. The first health and safety visit must occur within one week of the child's or youth's initial placement or any change of placement. Placement of a child or youth is not considered a health and safety visit.
  2. For children or youth who are placed in out-of-home care, the majority of health and safety visits must occur in the home where the child or youth resides. If the assigned caseworker must visit

the child or youth in another location, the caseworker must document the reason and benefit gained.

3. When children or youth are on an in-home dependency or trial return home, all health and safety visits must occur in the home where the child resides. This requirement does not prevent additional visits outside the home.
4. For in-home dependency or [trial return home](#) cases with children age five or younger, two in-home health and safety visits must occur every calendar month for the first 120 calendar days from establishment of the in-home dependency or trial return home. One of the two visits may be conducted by a qualified caseworker or contracted provider.
5. For FVS cases, with children age five or younger and residing in the home, two in-home health and safety visits must occur every calendar month. One of the two visits may be conducted by qualified caseworkers or contracted providers.
6. For youth in a JR facility, the assigned caseworker must:
  1. Determine, on a case-by-case basis, the frequency of the individual face-to-face contact based on the youth's case needs. Consider the following factors when determining if an individual face-to-face visit should occur:
    1. Youth's current needs based on consultation with the JR counselor and youth.
    2. Youth's legal status.
    3. Youth's involvement with their family.
    4. Youth's contact with other significant adults in the community.
    5. Youth's permanent plan and necessary steps to achieve it.
    6. Length of time until discharge, with particular consideration given to the youth's attendance at the Pre-Release Transition Planning meeting.
  2. Contact the JR counselor and youth on a monthly basis by phone or in-person.
  3. Document contact and efforts to contact the youth's counselor in FamLink using the "Health and Safety monitoring visit conducted by other agency" code.
  4. Coordinate schedules with the JR counselor and youth at a time most appropriate to the youth's treatment program and school schedule.
5. Out-of-home caregivers must receive individual face-to-face monthly visits.
  1. Caseworkers must conduct an unannounced monthly visit with caregivers in 10 percent of randomly selected homes. Caregivers requiring an unannounced visit are randomly selected in FamLink.
  2. Visits with children or youth and caregivers may occur during the same monthly visit.
  3. Location of monthly visits may vary.
6. All known parents or legal guardians involved in a [Voluntary Placement Agreement \(VPA\)](#), shelter care, dependency proceedings, or voluntary services ([FVS](#) or [FRS](#)) must receive individual face-to-face monthly visits. The majority of visits must occur in the parent's home, unless an exception applies, which are outlined in the Procedures section. Visits must continue until one of the following apply:
  1. Case closes.
  2. Child or youth becomes legally free.
  3. Court determines that reasonable efforts toward reunification are no longer required.
7. All visits must be documented in FamLink within three calendar days of the visit.

## Procedures

1. The assigned caseworker or another qualified child welfare employee must conduct visits on the following cases:
  1. Out-of-home care, including when a dependency petition is filed or dependency is established and the court has ordered the child or youth to reside in out-of-home placement.
  2. In-home dependencies, including dependent children or youth who return home on a [trial return home](#) or remain home under the jurisdiction of the court and until dismissal of the dependency.
  3. [Extended Foster Care \(EFC\)](#).



4. [Voluntary placement](#), when the child or youth is placed under a [VPA](#).
  5. [Courtesy Supervision](#).
  6. Voluntary Services, including [FVS](#) and [FRS](#).
  7. CPS cases open beyond 60 days.
  8. [Interstate Compact on Placement of Children \(ICPC\)](#). When an ICPC agreement is approved and a child is placed, courtesy supervision is initiated when the state's ICPC office is notified.
    1. When children or youth are placed into a Washington State approved home or ICPC home, the assigned caseworker or other qualified DCYF employee will:
      1. Complete the monthly face-to-face visits in accordance with this policy.
      2. Submit a written quarterly report every third month within 10 calendar days of the third health and safety visit.
      3. The quarterly report must cover:
        1. The dates and location of the health and safety visits.
        2. Provide a summary of the observed activities during the visit by following 2 a.- c. of this policy.
    2. When children or youth are placed outside of Washington State, the assigned caseworker will:
      1. Request the health and safety visit by submitting the [ICPC Report on Childs Placement Date or Change Placement DCYF 15-093](#) form.
      2. Submit the form within five business days of placement to headquarters ICPC Unit.
      3. Contact the receiving state courtesy worker by telephone or email monthly to document the date of the health and safety visit in FamLink.
      4. Review the written report, document dates of the health and safety visit, and summarize the report in FamLink.
      5. Respond to the receiving state courtesy worker concerns to address unmet needs and eliminate barriers to permanency, which may include additional services and support.
    3. If the health and safety visits are contracted by DCYF, through a private agency, the reporting requirements remain the same.
    4. For children or youth that are placed in an out-of-state facility based program the caseworker will:
      1. Request [courtesy supervision](#), if the child or youth is placed into a bordering state program with an on-going BRS contract.
      2. Follow the [Placement Intensive Resources](#) policy, if the child or youth is placed in an out-of-state program under an Out-of-State Intensive Residential Child Specific Contract (OSIRCSC).
2. Requirements for Health and Safety Visits with Children and Youth
- The following activities must be completed during the visit:
1. Assess for present danger per the [Child Safety](#) policy.
  2. Observe all of the following:
    1. How the child or youth appears developmentally, physically, and emotionally.
    2. How the parents or caregivers and the child respond to each other.
    3. The child or youth's attachment to their parents or caregivers.
    4. The home environment, when the visit occurs in the home where the child or youth lives. If there are any changes to a licensed foster home, such as new family members, the caseworker must notify the licenser.
    5. The infant's sleeping environment to verify it meets the safe sleep guidelines, per the [Infant Safety Education and Intervention](#) policy.
  3. Meet with the verbal child or youth in private, separate from the parents or out-of-home caregivers, either in the home or another location where the child or youth is comfortable. For children or youth who:

1. Speak a language other than English, follow the DCYF Administrative 6.02 Access to Services for Clients who are Limited English Proficient policy.
2. Have a disability and are able to communicate, but are non-verbal, follow the DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy.
4. Discuss the following:
  1. Whether the child or youth feels safe in the home or placement.
  2. The child or youth's needs, wants, and progress.
  3. How [family time and visits with siblings](#) are going.
  4. The child or youth's connection with siblings and other relatives. For youth 16 and above, this includes discussing skills and strategies to:
    1. Safely reconnect with any identified family members.
    2. Provide guidance and services to assist the youth.
    3. Maintain community and cultural connections.
  5. Participation and interest in [normal childhood activities](#).
  6. Case activities and planning such as visits and permanent plan.
  7. Services and activities needed to support transitioning youth for successful adulthood.
  8. Interest in participating in EFC, and provide written information about the program.
5. Confirm each child or youth is capable of reading, writing, using the telephone, and has a business card with the assigned caseworker's name, office address, and phone number.
6. Discuss specific objectives outlined in the [Pregnant and Parenting Youth](#) policy with dependent youth who are pregnant or parenting.
3. Requirements for Monthly Visits with Out-of-Home Caregivers

All of the following activities must be completed during visits:

  1. Discuss the child or youth's well-being and permanency goals.
  2. Observe the child or youth and caregiver's relationship and home environment, when a visit occurs in the caregiver's home. This does not apply to EFC youth in Supervised Independent Living (SIL) settings.
  3. Assess the caregiver's ability to provide adequate care and maintain placement stability. This does not apply to EFC youth in Supervised Independent Living (SIL) settings.
  4. Identify any support or training needs.
  5. Inquire about [family time and the child's visit's with siblings](#), and how the child or youth is responding.
  6. Discuss any [normal childhood activities](#) the child or youth is participating, or is interested in, and how they maintain their community or cultural connections.
  7. Discuss any requests to significantly change the child or youth's appearance. Significant changes include, but are not limited to, body piercings, haircuts, and changes in hairstyles. Prior approval must be obtained from the parent, the Tribe, if the child or youth is legally free, or the court. This does not apply to youth in the [EFC program](#).
  8. Share the parent's interest in the child or youth's care and requests for their participation in [normal childhood activities](#).
4. Unannounced monthly visits with out-of-home caregivers must be conducted within 30 calendar days of receiving the automated notification from FamLink.
  1. During the visit, caseworkers will complete the same activities for scheduled monthly visits.
  2. When the unannounced visit occurs within the monthly visit timeline, this visit meets the monthly caregiver visit requirement, in addition to the unannounced monthly visit requirement.
5. Requirements for Monthly Visits with Known Parents or Legal Guardians

During visits, focus on all of the following, except for youth in EFC:

  1. Case planning, service delivery, and goal achievement.
  2. Progress made to eliminate or manage the identified child or youth safety threats.
  3. Barriers to needed services, consideration of additional or different services.
  4. Discuss housing stability, such as where the parents are living and how long they can remain in their current home.

5. Permanency planning for the child or youth.
  6. [Family time](#).
  7. Review of a child or youth's interest in and participation in [normal childhood activities](#).
  8. Requests to significantly change the child or youth's appearance. Significant changes include, but are not limited to, body piercings, haircuts, and changes in hairstyles. Prior approval must be obtained from the parent, the Tribe if the child or youth is legally free, or the court.
6. Coordination with Federally Recognized Tribes
- The assigned caseworker must contact:
1. The child or youth's Tribe to discuss and plan how to involve the Tribe in the monthly visits, and document the contact and plan in the case notes.
  2. Non-federally recognized tribes when a parent wants the Tribe's involvement and has signed a release.
7. Case Note Documentation
- The assigned caseworker or qualified DCYF employee who conducted the visit must document health and safety visits in case notes within three calendar days of each visit in the following manner:
1. Use the following codes for visits and attempted visits for all children and youth:
    1. Health and Safety Monitoring Visit (CA Social Worker).
    2. Health and Safety Visit with Child (Attempted). Use to document efforts to conduct the health and safety visit. An actual visit must take place for compliance with policy.
    3. Health and Safety Monitoring Visit is conducted by another agency for:
      1. [FVS](#) cases where a contracted provider conducts the visit.
      2. For out-of-state ICPC cases where another agency conducts the visits.
  2. When allowed, a visit by a child placing agency caseworker does not relieve caseworkers from completing their monthly visits. Both visits must be documented in FamLink.
  3. For visits with Out-of-Home Caregivers, use the following codes:
    1. Monthly Caregiver Contact (in-person) for each child and youth (on a case) who requires a visit.
    2. Unannounced Assigned Caseworker Monthly Visit (randomly selected visit) for one of the following:
      1. Unannounced Health and Safety Visit
      2. Unannounced Health and Safety Visit Attempted
  4. Document caseworker visits with each parent for each child or youth on a case who requires a visit. Select and use the following applicable parent visitation activity codes:
    1. Visit-SW Parent (Mother)
    2. Visit-SW Parent (Father)
    3. Visit-SW Parent (Attempted)
8. Monthly Visit Exceptions with Parents
1. Caseworkers must use the Extension/Exception page in FamLink to document visit exceptions, for any of the following:
    1. The mother's or father's whereabouts are unknown after performing ongoing diligent search efforts as per Guidelines for Reasonable Efforts to Locate Children or Parents
    2. A parent was located and indicated no interest in being involved in the child or youth's life or refuses to have contact with DCYF.
    3. Visits between the caseworker and the father or mother, is contrary to the child, youth, or caseworker's safety.
    4. Parental rights for the mother or father were terminated, with no plan for parental involvement.
    5. Father or mother is deceased.
  2. Supervisors must approve the visit exception within three calendar days of the caseworker's request and discuss the reason for the exception during the [monthly supervisory case reviews](#), per policy.

## Forms

Guidelines for Reasonable Efforts to Locate Children or Parents DCYF 02-607 (located on DCYF intranet)

[ICPC Report on Childs Placement Date or Change Placement DCYF 15-093](#)

## Resources

[Caregiver Guidelines for Foster Childhood Activities DCYF 22-533](#)

Caseworker Monthly Visits with Out-of-Home Caregivers (located on DCYF CA intranet)

Caseworker Health & Safety Visits with Child Tip Sheet (located on DCYF CA intranet)

DCYF Administrative 6.02 Access to Services for Clients who are Limited English Proficient policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

# 4421. Smoking Near Children

4421. Smoking Near Children [sarah.sanchez](#) Thu, 08/23/2018 - 00:27

## Purpose

This policy ensures compliance with RCW 74.13 that sets child safety as a paramount goal in caring for children who are in the department's custody. The legislature has recognized "the increasing evidence that tobacco in closely confined places may create a danger to the health of some citizens of this state". The State Department of Health and the American Lung Association have both issued reports concluding that second hand smoke is particularly harmful to children. Additionally RCW chapter 70.160 prohibits smoking in any public place except for designated smoking areas.

## Policy

The policy prohibits smoking by CA staff when acting in any official capacity with client children and foster youth 18-21 years of age. Smoking is prohibited while transporting client children under age 18 and foster youth 18-21 years of age when using either state vehicles or private vehicles. It further prohibits smoking when there is direct contact with client children under age 18 and foster youth 18-21 years of age such as talking with a child outside of a building, going to a cafe for refreshments, or any public venue where smoking may be permitted.

## Definitions

1. A "public place" is defined as "that portion of any building or vehicle used by and open to the public, regardless of whether the vehicle is owned in whole or in part by private persons or entities, the state of Washington, or other public entity, and regardless of whether a fee is charged for admission".
2. "CA staff" refers to all employees of the Children's Administration of the Department of Social and Health Services and also includes volunteers, and interns. After July 1, 2004, contractors shall be subject to the same restrictions under this policy as CA staff.
3. "Client Children" refers to any child(ren) that is receiving services from DSHS in any capacity.

## Procedure

1. Smoking Prohibited in Presence of Client Children and Foster Youth:
  1. Pursuant to CA Policy 02-10 (applicable to contractors after July 1, 2004), smoking in the presence of DCFS client children is prohibited under the following circumstances:
    1. When transporting client children under age 18 and foster youth 18-21 years of age;
    2. When there is direct contact with client children under age 18 and foster youth 18-21 years of age such as talking with a child or accompanying a child, even when in a public place where smoking may otherwise be permitted; and
    3. The contractors shall ensure that after July 1, 2004, the Contractor's staff, employees, volunteers, and subcontractors comply with the policy against smoking in the presence of client children and foster youth as outlined above.

## 4422. Guidelines for Client Referrals to Contractors

4422. Guidelines for Client Referrals to Contractors [sarah.sanchez](#) Thu, 08/23/2018 - 00:28

1. Social Workers must provide contractors with written information regarding referred cases. The release of information to contracting agencies is permitted under RCW 13.50.100. The social worker provides the following information in the initial referral, when available and applicable:
  1. Date and time of referral.
  2. Inclusive dates of service authorization.
  3. Purpose of the referral. Provide a clear statement to the contractor regarding type of case; e.g., crisis intervention, child abuse, reunification, etc., and the services to be performed.
  4. Clear, written expectations to the contractor; e.g., "This is a CPS case. Please provide unannounced visits, document your observations, and report them to the assigned social worker."
  5. Description of family strengths and extended family networks (if known).
  6. Family members' responses to current and past services.
  7. Known or suspected past or current mental health, developmental, or other health related disabilities and conditions.
  8. Known or suspected past or current involvement with drugs, alcohol, or illegal activities.
  9. Copy of current report to the court.
2. The social worker complies with the following procedures for ongoing case management:
  1. Keep the contractor informed of new developments/concerns regarding referred case.
  2. Keep a written record of required reports, noting date due, date received, acceptable, non-acceptable, etc.

## 4430. Courtesy Supervision

4430. Courtesy Supervision [sarah.sanchez](#) Thu, 08/23/2018 - 00:29

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** 2002

**Revised Date:** July 1, 2016

**Policy Review:** July 1, 2020

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## Purpose

Courtesy supervision is provided for children in the care and custody of Children's Administration (CA) when placement in another CA office service area is necessary. This policy establishes clear communication and service provision requirements for caseworkers sharing courtesy supervision cases in order to provide for the child's safety, well-being and permanency needs.

## Scope

This policy applies to Division of Children and Family Services (DCFS) caseworkers.

## Policy

1. All CA offices will provide courtesy supervision when requested by a sending CA office for a child in CA's care and custody, and placed outside the sending office's area. Reasons for the child's move from the sending office area include:
  1. A child and his or her parent or caregiver has moved.
  2. A permanent or other relative placement has been located.
  3. A specific need for specialized medical, emotional or educational services not available near the child's current placement .
  4. A specific need for placement in a specialized home or facility due to the child's behavior.
  5. A child and his or her siblings can be placed together.
  6. Compliance with state and federal Indian Child Welfare Act (ICWA) placement preference.
2. A [shared planning](#) or [FTDM](#) staffing must occur when requested by the sending or receiving caseworker.
3. If there is a disagreement about an unmet need related to the child's safety, well-being or permanency, the sending or receiving supervisor will request a meeting to occur between the offices as soon as possible.
4. Conflicts will be resolved at the lowest level possible. If the conflict is unresolved, the regional administrators (RAs) or their designees will work toward resolution.
5. **Sending courtesy supervision requests**
  1. The caseworker must:
    1. Send a completed [Courtesy Supervision Referral DCYF 10-459](#) to the gatekeepers in the sending and receiving regions within 72 hours when a child has moved or will be moving.
    2. For a planned placement move, conduct an FTDM. For an emergent placement move, notify a supervisor in the receiving office within 24 hours of the move and, if not already completed, request household safety inspection using [DCYF 10-453](#).
    3. Update the placement in FamLink within 72 hours of a placement move.
    4. Provide and review the following information with the prospective caregiver prior to or at the time of placement:
      - A. Child Information and Placement Referral form [DCYF 15-300](#)
      - B. [Placement Agreement Form DCYF 15-281](#)
      - C. Documentation about how to access medical, educational and behavioral treatment for the child.
  5. Verify the following information is in FamLink:
    1. Current court order.
    2. [Placement Agreement DCYF 15-281](#), if completed.



3. [Home Study Request](#) if completed. If not, complete within 30 calendar days. See [5100. Completing the Home Study](#) policy.
4. Child Information and Placement Referral form DSHS 15-300 is signed by the caregiver or verified by email receipt.
5. Information for completed background checks for all household members age 16 and older. Follow [6800. Background Checks](#).
6. [Extended Foster Care Participation Agreement DCYF 10-432](#), if applicable.
7. Voluntary Placement Agreement DSHS 09-004B (located on the CA intranet), if applicable.
8. Independent Living (ILS) Information, if applicable.
6. Maintain primary assignment to the case and responsibility for service referrals, decision making and payment authorizations.
7. Initiate service referrals when notified of an identified service need for the child.
8. Update the receiving caseworker about progress and changes in case plan, court dates and invite to all Shared Planning meetings.
9. Notify the caregiver of the court dates and invite to all Shared Planning meetings.
10. If the placement disrupts, schedule a FTDM.
11. Notify the receiving caseworker and supervisor if the child is moved.
2. The sending regional gatekeeper or designee will verify information in FamLink upon receipt of a courtesy supervision request. See section in 7(vi). If the required information is incomplete, notify the sending caseworker and supervisor.

#### 6. **Receiving courtesy supervision requests**

1. The receiving regional gatekeeper or designee will review the [Courtesy Supervision Referral Form DCYF 10-459](#) and assign in FamLink as soon as possible and no later than 72 hours of receiving the referral.
2. The receiving caseworker will:
  1. Prior to placement:
    0. Complete [Household Safety Inspection Form DCYF 10-453](#) for all unlicensed caregivers, if not already completed by the sending caseworker. Document the completion of this form in a case note and upload in the case file.
    1. Identify and verify all individuals living in the home and assess for safety threats.
    2. Obtain the caregiver's signature on the [Placement Agreement Form DCYF 15-281](#), if not already signed, and upload in FamLink.
  2. After placement:
    0. Conduct [monthly health and safety visits](#) with the children and caregivers. A health and safety visit must occur within seven (7) calendar days of a placement move.
    1. If the child is determined to be unsafe:
      1. Remove the child from the placement.
      2. Make a report to intake when there is a new allegation of abuse or neglect on an open case.
      3. Notify the sending caseworker and discuss placement alternatives.

Collaborate with the sending caseworker on case planning and decision making.

Notify the sending caseworker of requests or need for services for the child or caregiver.

Attend all shared planning and FTDM's for children, including children in group care or Behavioral Rehabilitative Services, unless otherwise negotiated with the sending caseworker.



7. If the placement is at risk of disruption, notify the sending caseworker to schedule a FTDM.

## Forms

- [Household Safety Assessment \(DCYF-10-453\)](#)
- [Courtesy supervision Referral Checklist \(DCYF 10-459\)](#)
- [4420. Social Worker Monthly Visits with Children, Out-of-Home Caregivers and Parents](#)
- [Placement Agreement DCYF 15-281](#)
- [Child Information and Placement Referral Form DCYF 15-300](#)

## Resources

- DSHS CA R1 Courtesy Supervision
- DSHS CA R2 Courtesy Supervision
- DSHS CA R3 Courtesy Supervision

# 4431. Legal Jurisdiction and Office Assignment

4431. Legal Jurisdiction and Office Assignment [sarah.sanchez](#) Tue, 08/28/2018 - 21:29

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:**

**Revised Date:** July 23, 2017

**Policy Review:** July 23, 2021

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## Purpose

To support a child's safety, permanency and well-being, this policy provides direction to caseworkers about determining which county is the correct legal venue in which to file the dependency petition or termination case, and when and how to request a change in jurisdiction.

## Scope

This policy applies to Division of Children and Family Services (DCFS) staff.

## Laws

[RCW 13.34.040](#) Petition to court to deal with dependent child - Application of federal Indian Child Welfare Act.

## Policy

1. When Children's Administration (CA) files a dependency petition, the case will be assigned to the DCFS office where the child and parent, guardian, or legal custodian reside. If they reside in different

counties, priority is given to what is in the child's best interest, and to the county where the child is most likely to return home.

2. If the child or parent, guardian or legal custodian does not reside in Washington but the child is located in Washington, contact the Attorney General's Office, Prosecutor's Office, or Special Assistant Attorney General assigned to your office to discuss legal jurisdiction. If CA files a dependency petition, the case will be assigned to the DCFS office where the child is located at the time of filing.
3. Before requesting that the court transfer legal jurisdiction, all of the following must apply:
  1. The parent or legal custodian with whom reunification is planned has lived in a different county then where the dependency petition was originally filed for a minimum of three consecutive months;
  2. The supervisors and area administrators (AA) in the sending and receiving offices agree to the case transfer; and
  3. The Attorney General's Office, Deputy Prosecuting Attorney or Special Assistant Attorney General in the sending and receiving counties also agree to the transfer.
4. If there is agreement as described above and the receiving county's court accepts legal jurisdiction, the sending supervisor must verify that the case documentation is complete and transfer the case to the receiving supervisor within five business days of receiving the court order to transfer legal jurisdiction. If the receiving county's court denies the request to transfer jurisdiction, the sending office must retain primary office assignment.
5. For transfer of legal jurisdiction from state court to tribal court, per [ICW Policies and Procedures Chapter 6: Casework Activities for Court Proceedings](#) the CA caseworker will:
  1. Send [JU 11.0900 Motion for Order Transferring Jurisdiction to Tribal Court](#), and [Tribal Court's Order Accepting/Declining Jurisdiction, JU 11.0960](#) to the tribe for its use for these purposes (a tribe may also use its own tribal court forms). Upon receipt of an order from a tribal court accepting jurisdiction, the state court shall dismiss the child custody proceeding without prejudice.
  2. Provide the tribe with the case information, and if requested, schedule a transfer [case staffing](#).
6. Disagreements about office assignment must be resolved at the lowest level possible. If the disagreement remains unresolved, the supervisors and AAs must work with the regional administrators (RAs) or their designees to resolve it.
7. Disagreements about the legal jurisdiction of an [Indian child's](#) case being in state or tribal court are resolved by the court. Before seeking a court determination, the assigned caseworker, supervisor, and the tribal Indian Child Welfare Administrator should try to resolve the disagreement. If this is not possible or is unsuccessful, the supervisor will consult with the HQ ICW program manager.
8. Legal jurisdiction can only be transferred to other Washington counties, and cannot be transferred to counties in other states.
9. If a dependency petition has been filed, legal jurisdiction of an [Indian child's](#) case can be transferred to any federally recognized tribe in which the child is:
  1. A member, or
  2. Eligible for membership and of which the biological parent is a member.

## Resources

Contact the Attorney General's Office, Prosecutor's Office, or Special Assistant Attorney General assigned to your office about questions regarding legal jurisdiction to file a dependency or termination petition as to a child, or which county the petition may be filed in.

# 4500. SPECIFIC SERVICES

# 4502. Intensive Family Preservation Services (IFPS), Family Preservation Services (FPS)

4502. Intensive Family Preservation Services (IFPS), Family Preservation Services (FPS) [sarah.sanchez](#) Tue, 08/28/2018 - 21:30

## Service Definition

IFPS, authorized and described in RCW 74.14C.040, and FPS, authorized and described in RCW 74.14C.050, are family-focused, behavior-oriented, in-home counseling, and support programs available in most counties. The services of both programs may be utilized when youth are, for IFPS, at imminent, or for FPS at substantial, risk of placement or for children returning to the home from out-of-home care. See section 45023, below, for procedures to access IFPS and FPS.

1. For IFPS, services begin within 24 hours of referral, are available 24 hours a day, are short-term, limited to a maximum of 40 days, unless paraprofessionals are used, in which case service is limited to a maximum of 90 days. The service can be up to 80 hours in a 30-40 day intervention or up to 100 hours in a 90 day intervention. Services include both clinical assistance (counseling, case management, parent education) and concrete help (See examples in [Concrete Goods Guide](#)). IFPS services are provided by contracted vendors and are available statewide.
2. FPS begin within 48 hours of referral, are available 24 hours a day, and can be up to six months in duration. FPS is designed to be less intensive than IFPS, and interventions are focused on improving family functioning and assisting families with getting connected to local community resources. FPS are provided by contracted vendors and are available statewide.

## Eligibility

1. Families and children are eligible for IFPS and/or FPS when a child is in out-of-home placement and can be reunited within 30 days or the social worker has determined that, without intervention, the child, for IFPS, is at imminent risk of out-of-home placement or, for FPS, at substantial likelihood of being placed out-of-home due to at least one of the following:
  1. Child abuse or neglect.
  2. A serious threat of substantial harm to the child's health, safety, or welfare.
  3. Family conflict.
2. The social worker need not refer otherwise eligible families and family preservation services need not be provided if at least one of the following conditions is met:
  1. The services are not available in the community in which the family resides.
  2. The services cannot be provided because the program is filled to capacity.
  3. The family refuses services. or
  4. The social worker or the service provider determines that the safety of a child, a family member, or persons providing the services would be unduly threatened.
3. IFPS/FPS may not be used for families in need of an in-home crisis resolution or therapeutic service to avoid possible family disruption or foster care placement at some unspecified time in the future and is not to be used as an interim measure until a planned placement resource is secured.
4. The family has a case open for service with CPS, FVS, FRS, or CFWS. The child must be either residing in the family home or be able to go home immediately, within 30 days, with IFPS.
5. The child, for IFPS, has been assessed by the assigned social worker as needing immediate placement or, for FPS, will need placement in the future if family dynamics do not change or is already in placement but could return home immediately with IFPS.

6. F. For IFPS, immediate placement means that the social worker is planning to file a petition with the juvenile court to remove the child from the family home within 72 hours or is planning to obtain a voluntary placement authorization from the child's parents (per [4307 Voluntary Placement Agreement \(VPA\) policy](#)) within 72 hours.
7. For FPS, substantial likelihood of placement means the assigned social worker has determined, through assessment, that there is a strong possibility that another injury or crisis will occur in the near future, resulting in the placement of the child, or the child is already in placement but could return home sooner with FPS.
8. The Regional Administrator may limit the provision of IFPS or FPS to families where children would be receiving paid DCFS placement services.
9. The social worker has determined that there are no less intensive services available that can meet the family need.
10. An immediate opening with the contracted IFPS and/or FPS agency is available.

## Procedures for Access

1. Referrals for IFPS or FPS must come through DCFS. Contractors shall not accept referrals directly from families or other sources.
2. The Regional Administrator or designee:
  1. Appoints a Gatekeeper for each office served by an IFPS or FPS provider. The IFPS/FPS Gatekeeper:
    1. Participates in a review or reviews all IFPS/FPS referrals to ensure conformance with eligibility requirements and the best use of the resource.
    2. Makes final department determinations of family eligibility for IFPS/FPS prior to referral to and intake by the service provider, rejecting all families for whom placement is not imminent or substantially likely.
    3. Facilitates the departmental review of all families entering placement for possible eligibility and referral to IFPS.
  2. Develops a written protocol with IFPS and FPS contractors governing the assessment of client eligibility, procedures for service referrals, approval of service extensions, and utilization of IFPS - Assessment and Aftercare Services.
  3. Distributes copies of the written protocol to IFPS/FPS Gatekeepers, Area Managers, supervisors, and all case carrying DCFS social workers.
  4. Works to ensure that IFPS and FPS eligibility determination and case referral practices in local offices are consistent with statutory and protocol requirements.
  5. Reports to the Assistant Secretary quarterly on the provision of IFPS and FPS in the region.
  6. Monitors payments against allotment and contract dollar limits.
  7. Monitors performance of contractors against standards set by the statement of work.
  8. Notifies contractors when there is a rate change and amend contracts as needed.
3. The DCFS social worker:
  1. Identifies families who may be eligible for the service in accordance with regional procedures, including consultation with an internal or external team, a supervisor, or a designated IFPS/FPS Gatekeeper.
  2. Following referral, orally or in writing, per contract and regional procedure, supplies the contractor with referral information, release of which is permitted under RCW 13.50.100(3), that is as complete as possible and includes:
    1. Name and case numbers of family caretaker(s).
    2. Names, birth dates, Social Security numbers, and case numbers (if different) for all children at imminent risk of placement;
  3. File a written report with his/her supervisor stating the names of families referred and reasons for which the client was referred. The social worker's supervisor verifies in writing his/her belief that the family referred meets the eligibility criteria in section 45022(A), above. The supervisor

reports monthly, through the Area Manager, to the Regional Administrator on the provision of these services. The Regional Administrator reports to the Assistant Secretary quarterly on the provision of these services for the entire region.

4. Immediately opens payment on the Social Service Authorization, DSHS 14-154(A), utilizing SSPS codes at the time of authorization and sends a copy of the service authorization to the provider. The service termination date will not be entered until receipt of the service termination summary from the contractor.
5. For FPS, receives a monthly statement from the provider and immediately processes the statement to generate a payment for services provided that month.
6. During the delivery of contracted service, regularly consults with the IFPS or FPS contractor regarding the progress of the family.
7. Immediately notifies the contractor if CPS referrals are received on the family.
8. Participates in exit interviews with the IFPS/FPS therapist.
9. Enters the service termination date on the Social Service Authorization upon receipt of the contractor's termination report, using the last date of client contact as the termination date. The authorization is immediately processed to generate a payment for services provided by the IFPS or FPS contractor.

## Other Sources

**Created on:** Aug 25 2014

Components of DCFS funded IFPS/FPS exist in other service delivery systems in some communities, including the Regional Support Network (RSN) and DDD.

# 4509. Respite For Parents

4509. Respite For Parents [sarah.sanchez](#) Tue, 08/28/2018 - 21:31

Respite care offers time limited relief for substitute parenting or care giving of a child. For the purposes of this section, respite care is available for parents whose children are dependent and who are in the custody and control of CA.

1. Respite care to prevent out of home placement or re-entry into out of home care is:
  1. Based on the child's special needs.
  2. Available on an emergent basis to prevent placement disruption; or,
  3. A planned event as part of the child's safety plan to remain in the home or the child's safety and transition plan during a trial return home.
2. The respite provider must have experience and/or training to deal with the particular special needs of the child in care.
3. Social worker responsibilities:
  1. Explore other available resources to assist in providing respite including:
    1. Family resources
    2. Other DSHS divisions, for example, the Division of Developmental Disabilities (DDD)
    3. The Regional Support Networks (RSN) for emergency respite care for mental health clients to prevent hospitalization. Multi-disciplinary "wrap-around" service planning groups may also occasionally authorize respite care in the context of a plan that prevents a child from entering out-of-home care.
  2. Complete the [background check](#) process prior to approval of the services, if not previously completed,

3. Authorize payment for respite only when utilizing a licensed out-of-home provider or approved provider in home where the child resides.

## **4510. Respite for Licensed Foster Parents, Unlicensed Relative Caregivers and Other Suitable Persons**

4510. Respite for Licensed Foster Parents, Unlicensed Relative Caregivers and Other Suitable Persons [sarah.sanchez](#) Tue, 08/28/2018 - 21:31

Respite services can play an important role in preventing placement disruption. These services are available for licensed foster parents, unlicensed relative caregivers and other suitable persons with placement of children in CA or Tribal custody. Caregivers should be encouraged to access respite care services in emergent situations and to prevent disruption of the child from their home.

### **Service Definition**

1. Respite care service pursuant to this section (4510) is the temporary, time limited relief for substitute parenting or caregiving of a child. Respite care can be arranged in advance or on an emergency basis.
2. Respite care services for licensed caregivers, are intended to meet the following needs:
  1. To offer relief from parenting and caregiving responsibilities;
  2. To allow the caregiver personal time away from home;
  3. To provide substitute care in the absence of the caregiver;
  4. To provide opportunities to attend overnight training.
  5. To allow caregivers access to substitute caregiving to meet emergent situations for the caregiver;
  6. To prevent placement disruption.
3. Respite care services for unlicensed relative caregivers or other suitable persons (See Practices and Procedures Guide Section 4261) are intended to meet the needs of children and families in emergency situations and when the placement is at risk of disruption.
4. Payment for respite services is not available to individuals who reside or live in the caregiver's residence. Respite services may be provided by a relative of the child or caregiver, only when the respite care provider resides outside the child's current placement.
5. Respite care that is provided outside the child's caregiver's home must be provided by individuals who are licensed foster parents or licensed child care providers.
6. Unlicensed respite providers can provide paid respite services only in the child's caregiver's home. Unlicensed respite providers must (1) successfully complete a FamLink background clearance and Washington State Criminal check and (2) meet the standards identified in WAC 388-148-1320. Background checks for unlicensed respite providers providing respite in licensed foster homes will be completed by Division of Licensed Resources (DLR) staff, or in the case of respite services for unlicensed relative caregivers, background checks will be completed by the assigned CA social worker.
7. The social worker or licenser will verify that the respite provider has experience and/or training to deal with the particular special needs of the child in care such as dealing with children who are medically fragile, children who have been sexually and/or physically aggressive or assaultive.
8. Licensed child care providers may be used to provide respite care services for respite that is less than 24-hour duration. Respite payment to licensed child care providers is paid at the regional child care rates using the appropriate SSPS respite payment code. SSPS child care codes in the 2800 series are not used to authorize respite payment.

9. Licensed providers for respite service must not exceed their licensed capacity and must meet Minimum Licensing Requirements (MLRs) while providing respite.
10. Licensed caregivers using paid respite services, may not provide respite to other children (paid or exchange), during the period of paid respite.
11. Child-specific respite care plans are an element of the child's case plan. As appropriate, the need for continued respite service is reviewed at service re-authorization and/or during multidisciplinary staffings.
12. Respite care payments remain the fiscal responsibility of the originating region and office during courtesy supervision activities.

## **Respite Care Category Descriptions**

1. **Retention Respite** provides licensed CA caregivers, licensed Tribal foster parents, and licensed Private Child-Placing Agency foster parents providing care for CA-placed children, with regular "time off" from the demands of caregiving responsibilities. Retention Respite guidelines are:
  1. Retention respite is intended to provide regular, monthly breaks from the demands of foster parenting and can also be used to meet emergent needs of licensed caregivers.
  2. Retention respite is awarded on a monthly basis per CA, Tribal, or Private Agency foster home caring for CA children.
  3. Retention respite is earned by eligible licensed caregivers at a rate of two (2) days per month.
  4. Retention respite is authorized in daily units only.
  5. The licensed caregiver home may accumulate or 'bank' a maximum of fourteen (14) days of retention respite days to be used at one time. Licensed caregivers should be encouraged to use retention respite as it is earned.
  6. Newly licensed caregivers will have a 30-day waiting period from the first eligible child placement before accruing retention respite.
  7. A licensed caregiver must provide foster care to one or more children at least twenty (20) days in a month to earn retention respite for that month.
  8. When a day of retention respite is authorized, respite is normally paid for each eligible foster child in the home, regardless of how long the child has been in placement in the home. However, a licensed caregiver can elect to use retention respite for only one child, even though more than one child is in the placement. Whether retention respite is used to meet the needs of one or more children, the time used will be deducted from accrued retention respite days.
  9. Licensed caregivers and social workers should be aware of pending respite plans in the caregiver's home when a child is placed. Efforts should be made to avoid changes in caretakers for a child shortly after placement.
  10. The respite provider must have experience and/or training to deal with the particular special needs of the child in care such as dealing with children who are medically fragile or children who have been sexually and/or physically aggressive or assaultive.
  11. Regions will develop a process to authorize and monitor retention respite eligibility and utilization for CA foster homes.
  12. Tribal and Private Agencies shall monitor retention respite eligibility and utilization for their licensed homes, and will coordinate with CA regional management to develop a process to access and report retention respite usage.
2. **Child-Specific Respite (CSR)** provides unlicensed relative caregivers, other suitable persons, licensed CA caregivers, licensed Tribal foster parents, and licensed Private Child-Placing Agency foster parents providing care for children placed by CA, with the opportunity for relief from the caregiving responsibilities that are linked to the medical, behavioral or special needs of an individual child. The CSR guidelines are:
  1. CSR is authorized on a case-by-case basis consistent with the written service plan for the child.
  2. CSR is authorized in half-day or daily increments. Half-day will be authorized for respite services 0 - 5 hours and daily respite will be authorized for respite services greater than 5 hours.



3. CSR is part of a child's unique service plan. The need for continued service is reviewed at service re-authorization and during multidisciplinary staffing.
  4. CSR for more than 1 week must have Area Administrator approval.
  5. CSR may be discontinued based on an updated assessment of the needs of the child.
  6. In calculating CSR, the worker should consider the availability of relief from caregiving responsibilities provided through retention respite, school, other relatives, family time and sibling and relative visitation schedules, etc.
3. **Exchange Respite** is the relief from parenting responsibilities, which is negotiated and arranged between licensed caregivers and does not include payment of CA funds. Exchange respite guidelines are:
1. Licensed caregivers must remain within their licensing requirements (i.e. capacity, age, gender, etc.).
  2. Licensed caregivers must notify the child's social worker(s) of exchange respite services prior to the respite occurring.
  3. The social worker will verify that there are no licensing complaints pending which would preclude the respite provider from caring for the child.
  4. The social worker will inform the respite provider of any special needs of the child, supervision requirements and safety issues prior to initiating respite.

## **Procedures for Access**

1. Retention Respite is authorized through SSPS by the regional designee responsible for monitoring the accrual and utilization of retention respite for foster families.
2. The assigned social worker for each child in a licensed home shall be notified that retention respite is being authorized.
3. Child-Specific Respite (CSR) is authorized through SSPS by the assigned social worker for the child.
4. For unlicensed relative caregivers and other suitable persons, the assigned social worker shall explore other family support options prior to requesting respite services.

## **Respite Care Payment**

1. Child-Specific Respite (CSR) services, from 0 - 5 hours will be reimbursed at the half-day rate posted in the SSPS Manual.
2. CSR services more than 5 hours will be reimbursed at the daily rate posted in the SSPS Manual.
3. Retention respite is authorized in daily units only and reimbursed at the daily rate posted in the SSPS Manual.

## **Respite Care Rates**

1. Respite rates for licensed CA relative and foster homes, licensed Tribal foster homes, and licensed Private Child-Placing Agency foster homes providing care for CA-placed children are determined by the child's assessed foster care rate level and are listed in the SSPS manual. Exceptions to the maximum respite care rate may be authorized only with administrative approval.
2. Respite rates for unlicensed relative caregivers or other suitable persons would be authorized at the Basic Respite rate listed in the SSPS manual for children in level 1 or 2 foster care.
3. For unlicensed relative caregivers or other suitable persons, respite rates above the respite rate for a child in level 1 or 2 foster care requires the completion of an Exception request (DSHS form 05-210). The exception request should include an assessment of the supervision needs of the child, behavioral, medical, developmental and social needs of the child, and any special needs that would indicate a higher rate. The exception request will require supervisory and area administrator approval.

4. Respite for unlicensed relative caregivers or other suitable persons may be authorized for up to 7 days per month. Any respite beyond the 7 days will require area administrator approval.
5. Payment for respite provided by licensed child care facilities is paid at the Region's established child care rate, using SSPS 3220 or 3221 payment codes. SSPS chapter 2800 Child Care payment codes are not used to authorize respite payment.
6. Regional management may establish payment rates below the maximum rate listed in the SSPS Manual.

## 4515. Family Home Support Services

4515. Family Home Support Services [sarah.sanchez](#) Tue, 08/28/2018 - 21:33

### Service Definition

1. Family Home Support Services (FHSS) provides supportive, culturally appropriate, in-home, skill-building services in partnership with DCFS client families. Services are provided as part of a comprehensive case plan to clients of DCFS. Services may be offered on weekends and beyond normal working hours. Overnight service may be provided in emergent cases where all other appropriate placement options have been determined to be inappropriate.
2. Services provided by Home Support Specialists (HSS) include:
  1. Teaching and demonstrating basic physical and emotional care of children, including child development and developmentally appropriate child discipline.
  2. Teaching homemaking and other life skills, including housekeeping, economical shopping, nutrition and food preparation, personal hygiene, financial budgeting, time management and home organization, with consideration given to the family's cultural environment.
  3. Helping families obtain basic needs. Networking families with appropriate supportive community resources; e.g., housing, clothing and food banks, health care services, and educational and employment services.
  4. Providing emotional support to families and building self-esteem in family members; aiding family members in developing appropriate interpersonal and social skills.
  5. Providing client transportation/supervision of visits on a time-limited basis.
  6. Observing family functioning, assisting the social worker in identifying family strengths as well as areas needing intervention or remediation, reporting to the social worker on the family's progress in skill-building, family functioning and other areas defined in the case plan.
  7. Providing individual care services, including child care and household management on an emergent, time-limited basis when necessary to maintain a family that is in crisis.
3. FHSS is not intended to provide long-term maintenance for a family, is not a housekeeping service, and is not interchangeable with CHORE Services. Requests for on-going or repetitive child care or household maintenance are not appropriate for FHSS.

### Eligibility

The following criteria determine eligibility, contingent upon available funding, for FHSS:

1. The family must be a current DCFS client.
2. The case plan must document the need for teaching, skill-building, or community networking.
3. Alternatively, an emergent need exists in which the temporary use of an HSS will prevent out-of-home placement. Such situations include:
  1. The temporary absence or incapacity of the primary caretaker, when it is anticipated that other suitable substitute care will be found within 72 hours.

2. The one-time provision of household chores when the condition of the home may necessitate out-of-home placement.
4. Families with adolescents are eligible for this service.

## **Procedures for Access**

1. The social worker initiates the referral and gives it to the FHSS supervisor/coordinator. Referrals for FHSS shall list specific areas for HSS intervention with a family.
2. The FHSS supervisor/coordinator evaluates the request for service eligibility and determines priority for service within available full time equivalent (FTE) staff resources.
3. The FHSS supervisor/coordinator gives service priority to cases where the service is in support of time-limited objectives to improve family functioning or to maintain a family in crisis. Priority cases have one or more of the following characteristics:
  1. There is high risk of out-of-home placement and indication that HSS intervention will reduce that risk. This may include planned skill-building services or emergent, one-time provision of household chores, material resources, or child care, including overnight services. The purpose is to maintain a family having a crisis.
  2. There is probability of continued out-of-home placement and indication that HSS intervention will enhance family reunification.
  3. There is need to provide supportive services to a family when a child returns home from out-of-home placement.
  4. There is need to provide support services to foster parents or relative care providers in order to stabilize and maintain placement.
4. Except in case of emergency provision of service, the social worker initiates a case planning staffing with the HSS and other appropriate individuals prior to initiation of services to set FHSS service planning goals and expectations and to discuss any issues the HSS should be aware of in dealing with the family. The social worker informs the HSS of any known or suspected issues affecting personal safety prior to contact with the family.
5. On-going case consultation between the HSS and the assigned social worker shall occur on a regular basis. As part of regular supervisory conferences, review of the need for continued FHSS shall occur.

# **4516. Health Services for Mothers and Children**

4516. Health Services for Mothers and Children [sarah.sanchez](#) Tue, 08/28/2018 - 21:33

## **Service Definition**

1. Services available to detect risk factors that might affect the health or growth of the baby early in the pregnancy. Health related services designed to assist parents with infants and young children. Programs offering health screening, assessment, and treatment for children. Health services provided through the Early and Periodic Diagnosis and Treatment (EPSDT) or Healthy Kids Program and Women, Infants, and Children (WIC) program.
2. DCFS also contracts with local health departments to provide public health nursing services in-home for families who need them.

## **Eligibility**

Parents with infants and young children who are eligible for the Medicaid program are generally eligible for Healthy Kids services. The family's social worker determines eligibility for DCFS contracted public health services.

# 4517. Health Care Services for Children Placed in Out-of-Home Care

4517. Health Care Services for Children Placed in Out-of-Home Care [sarah.sanchez](#) Tue, 08/28/2018 - 21:34

**Approval:** Connie Lambert-Eckel, Assistant Secretary

**Original Date:**

**Revised Date:** July 1, 2018

**Policy Review:** July 1, 2021

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## Purpose

Ensure children in out-of-home placement receive routine and necessary health care to provide for their health and well-being needs, including but not limited to:

- An Initial Health Screen (IHS) to identify and address any emergent medical concerns at the time of placement.
- Initial as well as on-going Early and Periodic Screening, Diagnosis and Treatment (EPSDT).
- Immunizations
- Dental examinations.

## Scope

This policy applies to CA staff.

## Laws

[RCW 13.34](#) Juvenile Court Act-Dependency And Termination Of Parent-Child Relationship

[RCW 13.34.315](#) Health care—Evaluation and treatment.

[42 C.F.R., Part 441 \(B\)](#)

## Policy

1. When a child is placed in out-of-home care under a court order, CA has the authority to authorize evaluations and treatment for the child's routine and necessary medical, dental, or mental health care, and all necessary emergency care.
2. To identify a child's physical, behavioral and dental health care needs, the caseworker must complete all of the following:
  1. Obtain the child's medical, dental and immunization history from the child's parent or legal guardian or medical and dental providers.
  2. Provide caregivers with the child's known physical, behavioral and dental health care history per the Notification of Court Hearings and Information Sharing with Out-of-Home policy.

3. Informed consent of a parent or a court order is required for children younger than age 18 to undergo medical treatment that requires surgery, or anesthesia. Parental consent is required for [psychotropic medications](#) for children younger than 13 unless the child is legally-free.
4. When a child has not had their recommended immunizations, caseworkers must verify a child is taken to a health care provider for immunizations. If a parent or legal guardian does not want their child immunized, caseworkers must complete the following:
  1. Refer the parent or legal guardian to [RCW 28A.210.090 Immunization Program—Exemptions](#).
  2. Contact the local assistant attorney general (AAG) to discuss whether a court order is needed.
5. Caseworkers will support a parent or legal guardian attending and participating in medical and dental appointments when it is safe and reasonable.
6. Children, ages birth to 18 years of age, in out-of-home placement must have:
  1. An IHS within five calendar days of entering out-of-home placement by a qualified medical provider to identify and address any medical concerns.
  2. An EPSDT examination within 30 calendar days of entering out-of-home placement.
  3. Ongoing EPSDT examinations according to the schedule in the Procedures section.
  4. An initial dental examination scheduled within the first 30 calendar days of placement. The exam must occur within the first 60 days of placement unless the child is an infant and has not had their first tooth eruption.
  5. At least one dental examination every six months.
7. Document health information and records in FamLink.

## Procedures

### 1. IHS

Caseworkers must:

1. Verify children who enter out-of-home placement receive an IHS by their last known or other qualified medical provider as soon as possible but no later than five calendar days of original placement date (OPD). Qualified medical providers include:
  1. Medical Doctor (MD)
  2. Advanced Registered Nurse Practitioner (ARNP)
  3. Physician's Assistant (PA)
2. Only permit exceptions to the IHS requirement when children are:
  1. Released from a hospital (in-patient or emergency) directly into out-of-home care.
  2. Receiving healthcare services through a Pediatric Interim Care center (PIC).
  3. Receiving an IHS or scheduled to receive an IHS through a Child Advocacy Center (CAC) or sexual assault clinic.
  4. Receiving an EPSDT within five calendar days of entering out-of-home care.
3. Provide all known health information about the child to the caregiver and medical provider prior to the IHS.
4. Provide the IHS information and recommendations to the caregiver and document:
  1. The information in the FamLink health/mental health pages under the "health" tab and insert a new "medical/dental/exam" within the required placement documentation timeframes.
  2. Reasons for any exceptions to the IHS requirement in a case note.
5. Verify children receive necessary follow-up healthcare as specified by the medical provider.

### 2. EPSDT Examinations

Caseworkers must:

1. Verify children in out-of-home placement receive EPSDT examinations according to the schedule below:
  1. Within 30 calendar days of out-of-home placement
  2. Five examinations during a child's first year of life.
  3. Three examinations for children between one and two years of age

4. Annual examinations for children between three and 20 years of age.
  2. Children entering out-of-home placement who received an EPSDT examination within 30 calendar days before placement, do not need another EPSDT unless:
    1. Medically indicated, or
    2. There are allegations of abuse or maltreatment that require medical examination.
  3. Obtain a copy of the EPSDT results and determine if recommended treatments or follow-ups have or need to occur for the child.
  4. Provide the child's caregiver all EPSDT results and assist them with obtaining any recommended services for the child.
3. Dental Examinations
- Caseworkers must:
1. Contact the child's dental provider within the first 30 calendar days of placement to schedule a dental exam. The initial exam must occur no later than the 60th day of placement.
  2. Verify children in out-of-home placement receive dental visits every six months.
  3. Obtain a copy of the dental exam and determine if recommended treatments and follow-ups have or need to occur for the child.
  4. Provide the child's caregiver all dental examination results and assist them in obtaining any recommended services for the child.
  5. Documentation
    1. Document the dates and results of all dental examinations in the FamLink health/mental health pages under the "health" tab and insert a new "medical/dental/exam" within the required placement documentation timeframes.
    2. Review and record the child's dental information at Shared Planning Meetings and in the report to the court.
4. Consent for other than Routine or Necessary Medical Treatment for children who are not legally free
- Caseworkers must:
1. Assist the medical provider in obtaining informed parental consent for other than routine or necessary emergency care. including surgery or anesthesia.
  2. If a parent is not available to provide consent or is not in agreement with the recommended medical treatment, obtain a statement from the medical provider that details the risks and benefits of the procedure or anesthesia. Request a court hearing and provide the court with the statement in order to enable the court to make an informed decision and issue the resulting order.
5. Documentation
1. Document child's health condition, the dates, and results of all EPSDT examinations including those that occur after the initial 30 day EPSDT.
  2. Document exams and health conditions in the FamLink health/mental health pages under the "health" tab within the required placement documentation timeframes.
  3. CHET screeners will document the initial EPSDT examination date and results on the Health/Mental Health Pages in FamLink.
  4. Review and record the child's EPSDT information at Shared Planning Meetings and the court report.
  5. Upload received medical records into FamLink.

## Forms and Tools

- [Foster Care Initial Health Screen CA form 13-843](#)

## Resources

- For children younger than 7 years: [Baby and Child Dentistry - ABC Dental](#)
- Health Care Authority (HCA) Foster Care Medical Team (FCMT) – 1.800.562.3022

- Aging and Long-Term Support Administration (ALTSA) Fostering Well-Being Unit – 1.800.422.3263 ext. 52626
- [Apple Health Core Connections \(AHCC\) 1.844.354.9846](tel:18443549846)
- AHCC 24-HR Nurse Advice Line 1.844.354.9876

# 45171. Medically Fragile Children

45171. Medically Fragile Children [sarah.sanchez](#) Tue, 08/28/2018 - 21:35

## Purpose

Children in out-of-home care who meet the definition of medically fragile will be identified. Develop plans with caregivers of medically fragile children to identify necessary supports to meet the day-to-day needs of the child (including respite and emergency situations).

## Policy

1. Children who meet the following criteria are identified as medically fragile:
  1. Child has medical conditions that require the availability of 24-hour skilled care from a health care professional or specially trained family or foster family member.
  2. These conditions may be present all the time or frequently occurring.
  3. If the technology, support, and services provided to a medically fragile child are interrupted or denied, the child may, without immediate health care intervention, experience death.
2. When there is an indication that a child is medically fragile, refer the child to the ADSA Fostering Well-Being Care Coordination Unit for consultation and determination of the child's need for services.
3. All children identified as medically fragile and in out-of-home care must have an identified Primary Health Care Provider.
4. Out-of-home caregivers must be provided a [Caregiver Support Plan](#) that addresses training and support needs related to caring for a medically fragile child.
5. All children identified as medically fragile must be documented in the FamLink Special Needs page.

## Procedures

1. Complete a referral by emailing the Fostering Well-Being Care Coordination Unit at: [fwb@dshs.wa.gov](mailto:fwb@dshs.wa.gov).
2. When a medically fragile child is discharged from a hospital:
  1. Participate in a discharge planning meeting with the identified caregiver
  2. Coordinate with hospital or Primary Health Care Provider about the discharge plan to:
    1. Assess appropriate placement,
    2. Identify resources and training to support the care of the child,
    3. Obtain a copy of the child's treatment plan or identify the on-going plan for treatment and examinations, and
    4. Refer the medically fragile child to the Fostering Well-Being Care Coordination Unit.
3. When the assigned social worker has received confirmation from the Fostering Well-Being Care Coordination Unit that the child meets the medically fragile criteria:
  1. Ensure any recommendations made by medical providers and in the Care Coordination Summary are followed-up on to address the ongoing medical needs of the child.
  2. Document the child as "medically fragile" in the Special Needs page in FamLink.
4. Develop a [Caregiver Support Plan](#) for initial and any subsequent placements with a caregiver. At a minimum, the plan must address:



1. Caregiver training specific to the child's needs,
2. Additional supports to meet the child's needs, e.g. Medicaid Personal Care,
3. Support for the caregiver to have alternate care for the child if needed, e.g. planned and emergency respite care, and
4. Steps to take in an emergency situation when a caregiver is unable to care for the child.
5. NOTE: Children placed in Behavioral Rehabilitation Services group or foster homes, skilled nursing facilities, on a trial return home, or who receive case management services from a Child Placing Agency do not require Caregiver Support Plans.
6. Determine any additional support and training needs during the initial [Social Worker Monthly Health and Safety Visit](#) within the first 7 days of placement.
7. Review the Caregiver Support Plan with the caregiver at each [Social Worker Monthly Health and Safety Visit](#) to determine if any changes to the plan are needed.
8. Upload the Caregiver Support Plan signed by the caregiver into FamLink. Document the following in FamLink within 10 calendar days of receiving information:
  1. Child's medically fragile status on the FamLink Special Needs page per [Medically Fragile Documentation](#), and
  2. Child's medical conditions/information in the Health/Mental Health page per [Health Care Services for Children in Out-of-Home Care policy](#)

## See Also

- [Health Care Services for Children in Out-of-Home Care](#)
- Social Worker Monthly Health and Safety Visit

## Resources

- [Medically Fragile Documentation](#)
- [Fostering Well-Being Care Coordinator Referral Form](#)

# 45172. End-of-Life Care

45172. End-of-Life Care [sarah.sanchez](#) Tue, 08/28/2018 - 21:35

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** October 31, 2016

**Revised Date:** Not applicable

**Policy Review:** October 31, 2020

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## Purpose

To provide guidance when a child's medical provider makes a recommendation to begin making end-of-life decisions for a dependent child in out-of-home care. This policy does not apply to a child in tribal custody or youth in Extended Foster Care.

## Definitions

**Do-not-resuscitate (DNR) order** is a medical order written by a doctor. It instructs health care providers not to perform cardiopulmonary resuscitation (CPR) if a patient's breathing stops or if the patient's heart stops beating. A DNR order is created or set up before an emergency occurs and allows an individual to choose whether or not he or she wants CPR in an emergency.

**Hospice care** is supportive care provided to people in the final stage of a terminal illness focusing on comfort, quality of life and being free of pain rather than a cure.

## Scope

This policy applies to Division of Children and Family Services staff.

## Laws

[RCW 74.13.031](#) Duties of the department, child welfare services and children's services advisory committee

## Policy

1. When a child's medical provider makes a recommendation to begin making end-of-life decisions for hospice or the issuance of a DNR order the caseworker will:
  1. Immediately notify his or her supervisor and the regional medical consultant (RMC).
  2. Notify the following individuals of the medical provider's recommendations:
    1. Child's parents and parent's attorney, if the child is not legally-free
    2. Assistant attorney general (AAG)
    3. Child's out-of-home caregiver
    4. Guardian Ad Litem (GAL)/Court Appointed Child Advocate (CASA)
    5. Child's attorney, if assigned
  3. Document efforts made to locate the parent in FamLink if the parent of the child cannot be located.
  4. Contact the child's tribe if the child is a member of a federally recognized tribe to determine their role in making end-of-life decisions.
  5. Conduct a shared planning meeting if any party to the case disagrees with the medical provider's recommendations
  6. Assist the child's family and caregivers to identify community based services and supports that address grief and loss.
2. AAG consultation is required if organ donation is proposed.

## Procedures

1. When conducting a shared planning meeting, the discussion must include what is in the best interest of the child and whether court approval is necessary to implement the recommendations.
  1. Invitees must include the following:
    1. Child's parents and parent's attorneys, if the child is not legally-free
    2. AAG
    3. CASA/GAL
    4. RMC
    5. Child's attorney, if assigned
    6. Out-of-home caregivers; even though they are not parties to the child's case.
  2. Consult with the medical provider regarding how to involve the child and ensure the child's wishes are represented at the shared planning meeting. This includes determining whether it is in the child's best interest and if he or she is physically able to participate in the meeting.

3. If the medical provider determines the child is developmentally appropriate and physically able to participate, work with the child's medical provider to determine if the child wants to attend the meeting.
4. If the child chooses to attend the meeting, make arrangements to accommodate his or her needs as appropriate.
2. When court action is pursued to obtain approval of the medical provider's recommendations regarding the child's end-of-life care, the caseworker must:
  1. Consult with AAG to determine appropriate steps for seeking court approval of the recommendations.
  2. Work with the RMC to obtain the following documentation and attach to the motion:
    1. A written statement from the medical provider who is recommending hospice care or the issuance of a DNR order. The statement from the provider must include statements from two additional medical providers qualified to assess the patient's condition indicating with reasonable medical judgment that the patient is an advanced stage of a terminal and incurable illness and is suffering severe permanent mental and physical deterioration;
    2. The child's medical history including the child's current condition, diagnosis and prognosis;
    3. Any supporting documentation provided by the medical provider to support his or her recommendation including that the recommendation is in compliance with the hospital's ethics protocol, if applicable;
    4. Parent's recommendation or concerns, if applicable (if child is not legally-free); and
    5. Child's opinion about his or her desire to enter into a DNR order if the child expressed an opinion. Include when, where and how the child made his or her wishes known. The child's wishes must also be documented in a case note.
  3. Provide the date and time of the court hearing to the:
    1. Child's parents and parent's attorney, if the child is not legally-free.
    2. Child if developmentally appropriate and physically able to participate.
    3. Child's attorney, if assigned
    4. Out-of-home caregivers
    5. GAL/CASA
  4. If the parent of the child cannot be located, document efforts made to locate the parent in FamLink.
3. When a child's medical professional recommends end-of-life care, the supervisor will:
  1. Inform his or her area administrator of the medical provider's recommendation;
  2. Confirm that the caseworker is consulting with the RMC;
  3. Verify with the caseworker that all parties to the case have been notified; and
  4. Assure the caseworker has identified and referred the family and caregivers to any needed support services addressing grief and loss.

## Resources

Guidelines for Reasonable Efforts to Locate Children and/or Parents (on CA intranet)

[http://kidshealth.org/parent/system/ill/bfs\\_hospice\\_care.html](http://kidshealth.org/parent/system/ill/bfs_hospice_care.html)

[Your Rights Your Life A Resource for Youth in Foster Care](#)

[End of Life Care Notification and Shared Planning Meeting Table](#)

# 4518. Substance Use Disorder Testing, Assessment and Treatment

4518. Substance Use Disorder Testing, Assessment and Treatment [sarah.sanchez](#) Tue, 08/28/2018 - 21:38

**Approval:** Ross Hunter, Secretary

**Original Date:** July 1, 1997

**Revised Date:** October 1, 2018

**Policy Review:** November 1, 2021

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## Purpose

To provide direction regarding substance use disorder assessment, testing, and treatment services.

## Scope

This policy applies to Division of Children, Youth, and Families (DCYF) caseworkers.

## Laws

[Public Law 115-123](#) Family First Prevention Act 2018

[RCW 26.44.195](#) Negligent treatment or maltreatment - Offer of services - Evidence of substance abuse

[RCW 26.44.170](#) Alleged child abuse or neglect - Use of alcohol or controlled substances as contributing factor

[RCW 71.12.670](#) Licensing, operation, inspection—Adoption of rules

## Policy

The caseworker must:

1. Determine if the use of substances is an identified risk factor, contributes to alleged child abuse or neglect, or impacts child safety based on information gathered and documented in one or more of the following:
  1. [Structured Decision Making Risk Assessment \(SDMRA\)](#)
  2. [Child Protective Services Investigation](#)
  3. [Child Protective Services Family Assessment Response](#)
  4. [Early Periodic Screening Diagnostic and Treatment \(EPSDT\)](#)
  5. [Child Health and Education Tracking \(CHET\) Screening](#)
  6. [Comprehensive Family Evaluation \(CFE\)](#)
  7. Substance Abuse Wizard

2. If substance use is identified as a risk factor, is assessed to have contributed to child abuse or neglect, or impacts a child's safety:
  1. Develop a case plan in collaboration with the client.
  2. Initiate a comprehensive substance use disorder evaluation, within available resources, with a qualified chemical dependency professional. Include a completed signed [Consent Form DCYF 14-012](#). Substance use assessment or treatment agencies may also require clients to sign a consent form in order to disclose information to DCYF. To determine available resources:
    1. Obtain the client's insurance coverage information to determine available substance use disorder assessment and treatment resources. Refer adult clients without insurance or resources to the local DSHS Community Service Office (CSO) to determine their eligibility for state or federally funded assessment and treatment services.
    2. DCYF-funded services are to be used only when:
      1. All other payment resources have been exhausted and the family has demonstrated that they do not have the financial resources or insurance to pay for the service.
      2. Funding is available to provide the service.
      3. A DCFS Administrative Approval Request DSHS form 05-210, has been completed and approved by the regional administrator or designee.
      4. Services are provided by a DCYF-contracted provider.
3. Arrange for substance testing by a DCYF drug testing contracted provider to facilitate decision-making and case planning when either the:
  1. Suspected use impacts child safety and the parent or caregiver is not already in substance use disorder treatment, or
  2. Testing is court ordered under a dependency action.
4. Authorize testing for substances by:
  1. Obtaining the required testing approvals as shown on the Drug and Alcohol Testing Guide located on the DCYF intranet.
  2. Submitting the online form to the contracted provider.
5. If substance use disorder treatment is recommended by the comprehensive substance use disorder evaluator, coordinate treatment planning with the provider.
6. A child in the placement and care authority of DCYF may be placed with their parent who is residing in a licensed residential treatment facility (RTF) for substance abuse. DCYF may pay the facility for the child's incidentals up to twelve months. When it has been determined that a child will be placed with their parent who is in a licensed RTF for substance abuse complete the following:
  1. Update the child's case plan to include the recommendation for placement with the parent in a licensed RTF for substance abuse.
  2. Update the parent's address in the Person Management page in FamLink to the licensed RTF for substance abuse they are residing in.
  3. Document in a case note the date the child is residing with the parent in a licensed residential treatment facility.
7. Refer a child in out-of-home care to a medical provider if the child's exposure to substances causes concern for the child's safety or health.
8. Refer a child to [Apple Health Core Connections \(AHCC\)](#) to initiate coordination of services and interventions to address any substance use disorder concerns for a child under age eighteen.

## Forms

[Consent Form DCYF 14-012](#)

## Resources

- [Substance Abuse and Mental Health Services Administration website](#)
- [Behavioral Health and Recovery - Substance Use Treatment Services](#)
- [Washington State Health Care Authority Substance Use Treatment](#)

## 4519. Concrete Goods

4519. Concrete Goods [sarah.sanchez](#) Tue, 08/28/2018 - 21:39

**Approval:** Jennifer Strus, Asst. Secretary

**Effective Date:** May 1, 2014

**Revised Date:** July 23, 2017

**Sunset Review:** July 23, 2020

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### Purpose

Assist children and families with concrete goods when those goods or expenditures support child safety, reduce risk of abuse or neglect, prevent out-of-home placement, support out-of-home placement, or facilitate safe reunification. The assistance is intended to remove concrete barriers for successful achievement of case plan goals.

### Scope

This policy applies to Division of Children and Family Services (DCFS) caseworkers and Division of Licensed Resources (DLR) licensors.

### Policy

1. In-home and out-of-home concrete goods are provided to a child or family when:
  1. Funding is available and approved.
  2. Purchases are made using the most economical and reasonable approach.
  3. Concrete goods meet an identified need through the assessment and supports the case plan per [1140 Family Assessment](#) policy.
2. Approvals for in and out-of-home concrete good expenditures:
  1. Up to \$200 may be approved by the caseworker.
  2. \$201 to \$500 must be approved by the supervisor.
  3. \$501 to \$1200 must be approved by the area administrator.
  4. \$1201 or more must be approved by the regional administrator.
3. In-home concrete goods
  1. Are provided to a child or family to maintain child safety and reduce risk, prevent placement or to remove barriers to facilitate a trial return home. Concrete goods include but are not limited to: child safety items, clothing, shelter, furniture, utilities, transportation, or paraprofessional services not available for purchase through a DCYF service contract.
  2. Before in-home concrete goods are authorized:
    1. There is documentation of need either in the assessment or written proof of need, e.g., disconnection notice of utilities or eviction notice.

2. The family must be willing and able to cooperate with services.
  3. The family must have a plan that will continue to maintain the support provided temporarily by CA. The concrete goods are not intended to be an ongoing means of support.
4. Out-of-home concrete goods

Are provided to support family time or promote the plan for reunification when the child is placed in out-of-home care. Concrete goods include, but are not limited to: games, books for family time, clothing, furniture, or paraprofessional services not available for purchase through a CA service contract.
5. Out-of-home concrete goods for kinship caregivers who are unlicensed or have a pending foster care license, are flexible in nature and can be used to:
  1. Support or maintain the placement.
  2. Facilitate the home study or licensing process including purchase of items required for home study or licensing approval. Purchases or approvals may be completed by DCFS caseworkers or DLR licensors.
6. Follow [4526. Licensed Foster Care and Licensed Kinship Care: Placement and Support](#) policy when considering concrete goods for a child placed in licensed kinship care.
7. Concrete goods can be used for the following:
  1. For clothing, follow [4537. Clothing Allowance for Children in Out-of-Home Care](#).
  2. Housing payment and utilities
    1. Provide first and last months' rent when the family is moving.
    2. Authorize only non-refundable cleaning or security deposits.
    3. Rent (not intended to be ongoing).
    4. Back payments for utilities, garbage pick-up, etc.
  3. Gift cards
    1. Use small denomination gift cards to support transportation of parents to services and family time, not to exceed \$15 per card.
    2. Several cards may be provided to the parent, but should be signed out using the case identification number.
  4. Vehicle repairs which allow parents to go to work, participate in services or family time, or support their ability to increase their child's safety.
  5. Food assistance for out-of-home concrete goods should be used to support family time when a family does not qualify for Community Services Office basic food program.
  6. Food assistance for in-home concrete goods should be authorized until a family becomes eligible for the following or until they can provide sufficient food on their own.
    1. Basic Food through the Department of Social and Health Services Community Services Office (CSO).
    2. The Women, Infants, and Children (WIC) nutrition program.
8. Payment
  1. The DCFS caseworker initiates a payment request by creating a service referral through casework in FamLink, to generate the authorization.
  2. The DLR licensor sends the Support Funds Form DSHS 06-135 to the DLR regional staff.
  3. The DLR regional staff will:
    1. Order the items identified on the form using the online retailer guide located on the DLR Programs page on the CA intranet. If an item is not listed on the guide, seek approval from the licensing supervisor.
    2. Document the child's FamLink identification number on the online retailer's website.
    3. Send the Support Funds Form DSHS 06-135 and receipt to the Headquarters Fiscal Integrity Team.
9. Documentation
  1. The DCFS caseworker documents in a FamLink case note how the provision of:



1. In-home concrete goods will meet, increase, maintain, or establish child safety, reduce risk or stabilize reunification.
2. Out-of-home concrete goods will support family time and promote the plan for reunification.

## Resources

- [In-Home Goods Provider Guide](#)
- [Community Service Office Basic Food, Cash, Medical](#)
- [Medicaid Denial Process Fact Sheet](#)
- [Consent form DCYF 14-012](#)
- [Concrete Goods Tip Sheet](#)
- [Office Inventory and Direct Shipping](#)
- Located on the CA Intranet
  - Concrete Goods Poster
  - Support Funds form DSHS 06-135
  - Online retailer guide located DLR Page
- [Technology for Virtual Services - Tip Sheet](#)

## 4520. HIV/AIDS Support Services

4520. HIV/AIDS Support Services [sarah.sanchez](#) Tue, 08/28/2018 - 21:53

### Service Definition

DCFS provides coordination and information and referral within each region for locating appropriate medical and support services for clients with HIV or AIDS and for assisting social workers with administrative policy and law specific to casework with clients who may be HIV positive.

### Eligibility

Clients who are at risk of becoming or who are HIV positive are eligible for the service.

### Procedures for Access

1. The social worker consults with their regional AIDS coordinator regarding HIV statute and policy whenever an issue surfaces that involves HIV.
2. Specific confidentiality statutes apply regarding sharing information about HIV status. Testing for HIV also is governed by specific statute. Refer to the Operations Manual, chapter 5000, section 5700, for state policy and guidelines on blood borne pathogens.
3. See the Case Services Policy Manual, chapter 4000, section 4120, paragraph A, for requirements to disclose information regarding HIV infection and sexually transmitted diseases to the residential care provider for the child who is less than 14 years of age.

## 4521. Psychological/Psychiatric Services

4521. Psychological/Psychiatric Services [sarah.sanchez](#) Tue, 08/28/2018 - 21:54

### Service Definition

1. Services to provide psychiatric and psychological evaluations and treatment to implement a permanency plan, to prevent CA/N, to prevent out-of-home placement, or to make placement/permanency planning decisions. See section 4539, below, for information regarding Inpatient Mental Health Treatment for Children. In general, there are two main types of psychological/psychiatric funding sources available for utilization by DCFS: Title XIX/Healthy Kids (EPSDT) services through the Regional Support Networks (RSN) and DCFS direct funded services.
2. The RSNs in the state are the conduit for mental health services for recipients of Medicaid. Serving as Prepaid Health Plans, these networks receive and distribute all state and federal mental health dollars to the community mental health centers, institutions, and other certified mental health providers.

## **Eligibility**

1. Under Healthy Kids Services, Medicaid-eligible children and their families are provided specific mental health evaluation and treatment. For eligible children under 19 years of age, mental health services must be determined to be medically necessary as a result of a Healthy Kids/EPSDT health screen.
2. Medicaid-funded mental health services must be the first choice for treatment. DCFS-funded services are to be used only when all other payment resources have been exhausted. Families or children are eligible for DCFS direct-funded psychological/psychiatric services under the following circumstances:
  1. Parents or children with an active CPS, FRS, or CWS case.
  2. All RSN resources have been exhausted or the child/parent is not eligible to receive the service under a Healthy Kids plan.
  3. The child/family has demonstrated it doesn't have the financial resources or insurance to pay for the service.
  4. Funding is available to provide the service.
  5. Services are only available from DCFS-contracted providers.

## **Procedures for Access**

1. Unless the child has already been referred, the caseworker will ensure a mental health referral is made within five working days of receiving notification from the CHET screening specialist that a mental health need has been identified.
2. Children and families can access RSN funding by presenting at any mental health provider which is certified to accept Medicaid. For Healthy Kids services, the following steps shall be taken:
  1. The caseworker refers Medicaid-eligible children and families for a Healthy Kids screening utilizing regional procedures.
  2. If the child does not have a current Healthy Kids/EPSDT examination, the caseworker must schedule a Healthy Kids examination to be completed within 30 days.
  3. For situations involving inpatient treatment, see section 4539, below.
  4. DCFS caseworkers supply mental health screeners and providers with the information they request to make screening decisions and to provide mental health services.
3. For DCFS direct-funded psychological/psychiatric services, the following steps shall be taken:
  1. The caseworker determines that Healthy Kids services are not available and that funding is not available for the service through other sources listed below.
  2. The caseworker authorizes psychiatric/psychological services utilizing the authorization guidelines in paragraph A above and regional procedure.
4. The caseworker authorizes psychological/psychiatric procedures using current SSPS codes and sends a copy of the authorization to the provider.
5. The caseworker requests a final report and terminates payment.

## **Other Sources**

1. If the need for the service is primarily to support the child's ability to stay in school, funds for evaluations/treatment may be available through the local school district. The caseworker may contact the child's school, or have the child's family contact the school, and make a referral to determine if the child is eligible for special education services.
2. DDD may provide psychiatric/psychological evaluations and/or behavior management training or treatment for developmentally disabled children living in their own homes or parents.
3. The JRA or local juvenile probation offices may provide similar services for delinquent children.
4. Division of Vocational Rehabilitation (DVR), General Assistance-Unemployable (GA-U), and SSI evaluations may be a resource. If the child has a current or recent SSI application, the caseworker shall ask the SSI facilitator to access the SSI file for current medical or psychological assessments.

## 4522. Income Maintenance

4522. Income Maintenance [sarah.sanchez](#) Tue, 08/28/2018 - 21:54

### Service Definition

Services are to provide financial assistance to meet the basic needs of a family for housing, utilities, food, clothing, etc.

### Eligibility

1. DCFS refers individuals and families to Economic and Medical Field Services' (EMFS) CSOs for determination of eligibility for specific income maintenance programs such as Temporary Assistance to Needy Families (TANF) or GA-U.
2. Eligibility for some federally funded financial maintenance programs, such as Social Security disability and SSI, are determined by the federal Social Security Administration.

### Procedures for Access

1. As part of initial and on-going family assessment, the social worker assesses the family's ability to maintain financially to meet basic needs. When it appears that the family may have little or no income, the social worker assesses the reasons contributing to the situation (e.g. injury, lay-off, divorce, lack of needed job skills) and refers the family to the CSO or other appropriate agencies for determination of eligibility for benefits.
2. When a child who may be eligible for federal disability payments is in the home of their parent or guardian, the social worker refers the parent to their local Social Security office for information on applying for benefits. SSI facilitators in each region can provide technical assistance to a family/child needing to make application for SSI or survivor's benefits.
3. When a child is in out-of-home care and it appears that the child may be eligible for federal disability benefits, the social worker makes a referral to the Social Security disability specialist in the DCFS regional office to begin the process of determining benefits.
4. The social worker completes the federal funding forms and provides them to the federal funding specialist, who determines fund source for children in out-of-home care.

### Other Sources

1. Clients whose jobs have ended may be eligible for unemployment benefits.

2. The Division of Child Support (DCS), formerly the Office of Support Enforcement, will assist in the collection of child support with parents who are due court-ordered child support and have been unable to collect it.
3. Some clients injured in the course of employment may be eligible for financial assistance through the Department of Labor and Industries (L&I).
4. Many communities and non-profit charitable organizations maintain private, non-profit sources for food and clothing for families and individuals in emergency need. Schools and churches may also maintain food and clothing banks. The Community Public Health and Safety Networks may contribute to this resource.
5. While not providing income maintenance, private non-profit credit counseling services are available in many communities to assist individuals in managing debt.
6. Food and formula supplements are available for some low-income women with infants through the WIC program to help promote healthy infant development.
7. Families and children of U.S. military service veterans may be eligible for veteran's benefits provided through the Veteran's Administration.

## 4523. Housing

4523. Housing [sarah.sanchez](#) Tue, 08/28/2018 - 21:55

### Service Definition

Services to assist an individual or family obtain housing. Services consist of information and referral, coordination, advocacy, and case management to assist clients with housing needs. Contracted Independent Living Skills (ILS) programs for adolescents are available to assist youth emancipating from foster care with counseling regarding the location of housing.

### Eligibility

DCFS clients with either no housing or inadequate housing are eligible for the service. Homeless youth may be eligible for out-of-home care services through DCFS when they have been determined eligible for placement following a CWS assessment. CPS referrals are not accepted on a family if the only reason for the referral is homelessness.

### Procedures for Access

1. The social worker works with a family to obtain housing through referrals to the CSO and, in emergencies, through direct referral to emergency shelter programs in the local communities. EMFS can provide the social worker with information on how to assist clients who need to apply for available publicly funded housing through the federal Section 8 or other programs, including those operated through the state Department of Trade, Community, and Economic Development (CTED).
2. In accordance with regional procedures, the social worker refers adolescents emancipating from foster care to regionally contracted ILS programs for education and counseling regarding housing needs.
3. For placement in out-of-home care for children, the social worker follows procedures outlined in this chapter.

### Other Sources

1. Many communities provide shelter programs for youth with funding through the Runaway Youth Act for runaways.

2. Housing advocacy/case management are often provided through the RSN for clients with a mental illness.

## 4524. Educational And Job Training Services

4524. Educational And Job Training Services [sarah.sanchez](#) Tue, 08/28/2018 - 21:55

### Service Definition

Services to assist individuals to complete their education or to locate employment or training that would qualify them for employment. DCFS direct services consist of information and referral to state, federal, and community funded programs. DCFS contracts regionally with community agencies to provide educational and job counseling services for youth emancipating from foster care. See the ILS program description.

### Eligibility

DCFS clients who need education, job training, or employment are eligible.

### Procedures for Access

1. The social worker refers adults who need to complete their high school diploma or General Equivalency Development (GED) certificate to the school district nearest the client's home for information regarding programs available in the local community.
2. The social worker refers youth emancipating from foster care to the regionally contracted ILS program for career and job counseling utilizing regionally established procedures.
3. Adults or youth who are seeking employment may be referred to the Employment Security Department, Job Service Center office, for listings of job openings and other services available to help find employment.

### Other Sources

1. Services are available through colleges, universities, and vocational institutes to provide career counseling, job training, and education for individuals. Financial Aid Offices and Career Counseling Offices in those institutions provide information and assistance.
2. Private Industry Councils (PIC) in communities coordinate and administer job training programs available from the federal government. The Employment Security Department provides information about the availability of such programs. Information on other federal programs such as Job Corps, providing training for young adults, and Summer Youth Employment Programs for low-income youth can also be accessed through the Employment Security Department.
3. DVR and L&I provide services to train workers who have had injuries or disabilities so that they can regain employment.

## 4525. Administrative Approvals for Child Welfare

4525. Administrative Approvals for Child Welfare [sarah.sanchez](#) Tue, 08/28/2018 - 21:56

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** January 31, 2016

## **Scope**

This policy applies to all Children's Administration (CA) staff.

## **Purpose**

DCFS administrative approvals are requested when a policy indicates an administrative approval is required, exception to a policy is needed, or to provide reimbursement /supports to a licensed caregiver beyond what the foster care rate assessment or policy allows.

## **Policy**

1. Approval requests are only for exceptions to a policy, exceptional cost foster care reimbursement, or when a policy requires an administrative approval.
2. Approval requests must be submitted on [DCFS Administrative Approval Request form DCYF 05-210](#).
3. Exceptional cost foster care is only approved when the foster care rate assessment is completed and the support or supervision for the child needed goes beyond what the rate assessment can provide.
4. Exceptional cost foster care requests must be submitted on a [DCFS Administrative Approval Request form DCYF 05-210](#).
5. Exceptional Cost Foster Care Plans (ECP):
  1. Are developed for placements intended to be permanent or beyond thirty days when a child in out-of-home care has extreme physical, medical, emotional or intellectual impairments, and the licensed caregivers are providing intensive supervision or extra supports to meet the child's exceptional needs.
  2. Must only be considered when all other sources of financial or other supports have been explored to meet the special needs of the child.
  3. Must be reviewed by the assigned CA caseworker and supervisor at the time the foster care rate assessment is completed. Approval by the regional administrator or designee is required to initiate or maintain the plan and payment.
  4. May be backdated up to, but not exceed, 30 days. Approval must be granted before a payment can be made.
  5. Not required for crisis or emergent placements (Emergent placements are less than 30 days).

## **Procedures**

### **1. Approval Request**

The assigned caseworker must:

1. Determine if an approval request is needed. Requests may include, but are not limited to:
  1. Policy requirements ([4533. Behavior Rehabilitation Services](#), etc.)
  2. Camps
  3. Additional funding allowed in policy, but not requiring an Exceptional Cost Foster Care Plan
  4. Exceptions to a policy
  5. Respite
  6. Caregiver supports
  7. Childcare services
  8. Exceptional Cost Foster Care Plans
2. Complete and submit a [DCFS Administrative Approval Request form DCYF 05-210](#) when policy requires it or when an exception to a policy is needed.

3. Send a completed [DCFS Administrative Approval Request form DCYF 05-210](#) for review and approval to the supervisor, area administrator, regional administrator or designee.
  4. Once approved, upload the document into FamLink.
2. **Exceptional Cost Foster Care Plans (ECP)**
- The assigned caseworker must:
1. Complete and submit a [DCFS Administrative Approval Request form DCYF 05-210](#) when a placement is to continue beyond 30 days, and a foster parent needs exceptional reimbursement for supervision or support for a child with exceptional needs.
  2. Request an ECP reimbursement only for foster care reimbursement and not to pay for contracted services such as, but not limited to: case aides, counseling etc.
  3. Complete all required fields on [DCFS Administrative Approval Request form DCYF 05-210](#).
  4. Only state to a licensed caregiver that an ECP request will be submitted. The worker should not pay the ECP prior to approval.

## Forms and Tools

[DCFS Administrative Approval Request form DCYF 05-210](#)

# 4526. Licensed Foster Care and Licensed Kinship Care: Placement and Support

4526. Licensed Foster Care and Licensed Kinship Care: Placement and Support [sarah.sanchez](#) Tue, 08/28/2018 - 21:56

**Approval:** Connie Lambert-Eckel, Assistant Secretary

**Original Date:**

**Revised Date:** July 1, 2018

**Policy Review:** July 1, 2021

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## Purpose

Foster parents and licensed kinship caregivers have a vital role in meeting the individual needs of children who are in the care and custody of Children's Administration (CA). This policy addresses placement and supports for licensed caregivers to provide for children's safety, permanency and well-being.

## Scope

This policy applies to Division of Children and Family Services (DCFS) staff.

## Laws

[RCW 13.34.096](#) Right to be heard—Notice.



[RCW 13.34.130](#) Order of disposition for a dependent child, alternatives—Petition seeking termination of parent-child relationship—Placement with relatives, foster family home, group care facility, or other suitable persons—Placement of an Indian child in out-of-home care—Contact with siblings.

[RCW 13.34.260](#) Foster home placement—Parental preferences—Foster parent contact with birth parents encouraged.

[RCW 74.13.031](#) Duties of Department

[RCW 74.13.335](#) Reimbursement – Property Damage

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally

ill children, potentially dependent children, and families-in-conflict.

[RCW 74.13.290](#) Fewest Possible Placements for children – Preferred Placements

[RCW 74.13.332](#) Rights of Foster Parents

[RCW 74.15.020](#) Definitions

[RCW 74.13.710](#) Prudent Parent Standards

## Policy

### 1. Placing with Licensed Foster Parents and Licensed Kinship Caregivers

DCFS caseworkers must:

1. Place children with a foster parent only if a licensed or unlicensed [kinship caregiver or suitable adult](#) is not available.
2. Follow the Notification of Court Hearings and Information Sharing with Out-of-Home Caregivers policy and:
  1. Notify caregivers of:
    1. The date of court hearings.
    2. The opportunity to provide a caregiver report to the court before the hearing.
    3. Their right to attend and be heard at court hearings.
  2. Share all known safety, permanency and well-being information including health and education information about the child only with the child's caregiver.
3. Collect and document child-identifying information within five business days of a child entering out-of-home care according to [Emergency Planning for Children in Out-of-Home Care](#) policy.
4. Contact the caregiver within three calendar days following placement to ask how the child is adjusting.
5. If the child will be moving to a different placement, provide notice to the caregiver according to the guidelines in [Placement Moves](#) policy.
6. Conduct [visits with children and caregivers](#) monthly.

### 2. Authorizing Foster Care Payment

1. DCFS caseworkers must document the location of a child using the Child Locator Application within three calendar days of an initial placement or change of placement.
2. Fiduciary staff must confirm the prepopulated placement data in FamLink within 24 hours of the child's location being entered through the Child Locator Application.
3. DCFS caseworkers must immediately notify the fiduciary if they learn of a foster care overpayment or underpayment.

4. Follow Foster Care Rate Assessment policy to determine the foster payment rate.
5. DCFS caseworkers must request area administrator approval and obtain caregiver agreement to authorize payment for a child who is returning to a foster home after an absence of fifteen days or less. Reasons for absences include but are not limited to children receiving medical or mental health care services, children or youth who are missing from care, or are in runaway status etc.
3. Closing foster care placement
  1. When a child leaves a placement, the caseworker must close the out-of-home placement within three business days. To avoid overpayments, caregivers are not reimbursed for the last day a child is in their care. End and begin dates for the change of placement should be the same.
  2. When the fiduciary receives the placement information, they must enter the date change in FamLink.
4. Supporting Caregivers
  1. DCFS caseworkers must:
    1. Refer the caregiver to the Division of Licensed Resources (DLR) licensor when they have licensing questions.
    2. Direct caregivers to the foster parent recruitment and retention contractor serving their area for peer support requests.
    3. Follow [Administrative Approvals](#) policy when there is exceptional cost or service payment to reimburse or provide supports to a caregiver beyond what the foster care rate assessment or policy allows.
    4. Follow [Clothing Allowance for Children in Out-of-Home Care](#) policy to provide for the essential clothing needs of children entering care or to assist in providing additional funding for an exceptional need not met through the standard clothing allowance in the foster care monthly payment or other community resource.
    5. Follow [Travel and Transportation](#) policy when reimbursing caregivers for child-related transportation.
    6. Follow [Concrete Goods](#) policy when goods are needed to support child safety and permanency.
    7. Follow [Respite Care for Foster Parents](#) when respite is needed for a child in placement.
    8. Follow [Child Care](#) policy when providing child care to support the employed caregiver.
    9. Follow [Property Damage Reimbursement](#) policy if an item belonging to a caregiver is damaged or destroyed by a child in the care and custody of CA.
    10. Refer the caregiver to the local office's adoption supervisor or designee when a family requests information about adoption and follow the [Adoption Process](#) policy.
    11. Coordinate with, or refer the caregiver to the assigned DCFS caseworker's supervisor if a problem or a conflict arises.
    12. Allow caregivers to make decisions about normal child activities under the [reasonable and prudent parenting standards](#). See [Caregiver Guidelines For Foster Childhood Activities](#).
5. Documentation

DCFS caseworkers must document:

  1. How the child is doing in placement and conversations with the caregiver about how the child is doing per the Health and Safety visit policy.
  2. The foster parent's email address with their permission in the Provider Page in FamLink.

## Forms

- [15-313 Caregivers Report to the Court](#)
- 07-090 Caregiver Monthly Mileage
- 18-400 Foster Parent Reimbursement Claim and Checklist
- 09-013 Vendor Affidavit of Lost, Stolen, or Destroyed Warrant
- 09-052 Affidavit of Forged Endorsement

- 09-653 Background Authorization
- A Foster Parent Guide to Foster Care Rate Assessment
- 10-290 Policy Agreement (Children's Administration)
- 16-231 Permanency Planning Supports and Resources Matrix
- SSPS Invoice Instructions
- Reporting Responsibilities for Foster Parents
- [Foster Intervention Retention and Support Team \(FIRST\) Program Flyer](#)

## Resources

- Local Recruitment, Development and Support (RDS) Teams
- The foster parent [Recruitment and Retention contractor](#) for the local CA office and region – look for the information on “*Ways to Get Connected.*”
- [Caregiver Connection monthly newsletter.](#)
- Information about [becoming a foster parent.](#)
- Division of Licensed Resources (DLR) Packet available from the local DLR licensor
- [Caregiver Placement Packet](#)
- [Caregiver Guidelines For Foster Childhood Activities](#)

# 4527. Kinship Care: Searching for, Placing with, and Supporting Relatives and Suitable Other Persons

4527. Kinship Care: Searching for, Placing with, and Supporting Relatives and Suitable Other Persons [sarah.sanchez](#) Tue, 08/28/2018 - 21:57

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** April 15, 2008

**Revised Date:** July 23, 2017

**Policy Review:** July 23, 2021

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## Purpose

This policy provides direction for Department of Children, Youth, and Families (DCYF) Child Welfare employees Children’s Administration (CA) Child Welfare employees in searching for, notifying, placing, and supporting children when they are placed in out-of-home care with kinship caregivers. Federal and state laws give priority to placing with kinship caregivers absent child safety and welfare concerns.

## Scope

This policy applies to Child Welfare employees.

## Laws

[RCW 13.34.060](#) Shelter care—Placement—Custody—Duties of Parties

[RCW 13.34.065](#) Shelter care—Notice of Custody and Rights

[RCW 13.34.130](#) Order of disposition for a dependent child, alternatives—Petition seeking termination of parent-child relationship—Placement with relatives, foster family home, group care facility, or other suitable persons—Placement of an Indian child in out-of-home care—Contact with siblings.

[RCW 13.38.030](#) Findings and Intent

[RCW 26.44.240](#) Out-of-home care—Emergency Placement—Criminal History Check

[RCW 74.15.020](#) Definition of Relative

[PL 110-351](#) Fostering Connections to Success and Increasing Adoptions Act

## **Definitions**

Kinship caregivers are relatives or suitable other persons.

A relative is defined as any of the following:

1. A blood relative, including those of half-blood and including first cousins, second cousins, nephews or nieces, and persons of preceding generations as defined by prefixes of grand, great, or great-great. Also included are stepfathers, presumed fathers, stepmothers, stepbrothers or stepsisters.
2. A person who legally adopts a child or the child's parent as well as the natural and adopted children of such persons, and other relatives of the adoptive parents in accordance with law.
3. A spouse of any relative, even after a divorce.
4. A relative of any half sibling of the child.
5. An “Indian child’s family” or “extended family member” is defined as follows: an individual, defined by the law or custom of the child’s tribe, as a relative of the child. If the child’s tribe does not identify such individuals by law or custom, the term means an adult who is the Indian child’s grandparent, aunt, uncle, brother, sister, brother-in-law, sister-in-law, niece, nephew, first or second cousin, or stepparent, even following termination of the marriage.”

A suitable person is a person:

1. Who has a preexisting relationship with the child or family;
2. With whom the child is comfortable;
3. Who is available and willing to safely care for and nurture the child; and
4. Who has passed all the required background and Child Protective Services checks.

## **Policy**

1. Efforts to search for relatives must occur when:
  1. A child:
    1. Is placed in out-of-home care
    2. Disrupts from placement or re-enters out-of-home care
  2. Twelve months have passed since the previous relative search and the child is not currently placed in kinship care.
  3. Paternity has been established or is presumed.
2. Searching for Relatives
  1. The Relative Search Unit (RSU) must:

1. Review new placements in FamLink, and initiate relative search letters to identified relatives.
2. Contact the caseworker when the initial placement is with a kinship caregiver to learn if the relative placement is stable, or if a relative search is still needed.
3. Complete the Relative Search Tracking Form DSHS 10-544 with all relatives identified through the relative search activities.
2. The assigned caseworker or designee must:
  1. Complete and document relative search activities throughout the life of the case.
  2. Contact the [RSU](#) whenever a relative search is needed.
  3. Conduct an ongoing search for relatives when a child is not placed with a relative.
  4. Discontinue relative search only when a permanent plan for the child has been completed.
  5. Confirm paternity via the birth certificate, the office of Child Support Enforcement, or a paternity affidavit entered into court. Ensure proof of paternity is uploaded in the case file.
  6. Contact or review the following resources to identify relatives:
    1. Parent, child, and known relatives.
    2. School employees, medical providers, faith-based community members, Court Appointed Special Advocates (CASA)/Guardians ad Litem (GAL), etc.
    3. Databases accessible to CA including Automated Client Eligibility System (ACES), Department of Licensing, Client Registry and Barcode, and Department of Health.
    4. Other divisions within the Department of Social and Health Services agencies, e.g., Support Enforcement, Community Service Office, etc.
    5. For cases that have paternity established at a later date, send a completed Extended Relative Search Referral DSHS 15-457 to the [RSU](#) within five calendar days of learning that paternity was established.
  7. When a child is an [Indian child](#), follow [Indian Child Welfare Manual Chapter 7 Indian Child Placement Preferences and Relative Search](#)
  8. When a child is legally free, consult an adoption worker before searching for relatives, and follow [4350 Status of Relatives of Specified Degree with Legally Free Children policy](#).
3. Notifying Relatives
  1. The RSU must:
    1. Send the Relative Notification Letter DSHS 15-330 to all relatives identified on the Relative Search Tracking Form DSHS 10-544. The letter must be sent within 30 days of the child being placed in out-of-home care, absent known restraining orders which are documented in FamLink.
    2. Track and document the relative's response to the letter on the Placement/Relative Screen tab in FamLink.
    3. Notify the caseworker with the names of relatives who have been identified as a potential placement or support resource.
  2. The caseworker or designee must:
    1. Notify known relatives when a child is initially placed in out-of-home care within 30 days absent a verified No Contact Order.
    2. Notify known relatives assessed as suitable and competent per [4250. Placement Out-of-Home and Conditions for Return Home](#) policy and continue relative search when a child disrupts from placement, re-enters out-of-home care, or requires a higher level of care.
    3. The initial notification must include the following information:
      1. The child has been or is being removed from the custody of the parent.
      2. The relative has the option per federal and state law to participate in the care and placement of the child. Their options may be lost due to failure to respond to the notice.

3. How to become a licensed foster family home and the additional services and supports available for the child placed in licensed care.
  4. The Relative Guardianship Assistance (RGAP) Program, the RGAP agreement and possible RGAP subsidy if the relative is licensed prior to the establishment of the guardianship.
4. Track and document the relative's response to the letter on the Placement/Relative Screen tab in FamLink.
5. Update the Relative Search screen in FamLink when new information is received.
4. Documenting Relative Search Activities
  1. The assigned caseworker or designee must document the following activities on the Relative Search Screen or in a case note:
    1. Each kinship caregiver's decision to be a placement option, or to provide support, e.g., respite, transportation or help with family time or sibling and relative visitation.
    2. Any other relatives identified as placement or support resources.
    3. Reasons for decisions to not place with identified and willing kinship caregivers.
  2. During monthly case review, the assigned supervisor will review and assess:
    1. The status of the relative search.
    2. Relative Search documentation in FamLink.
5. Placing with Kinship Caregivers (Relatives and Suitable Others)  
The caseworker must:
  1. Prioritize kinship placements as long as there are no safety concerns. Make placement decisions according to the best interest of the child per [4250. Placement Out-of-Home and Conditions for Return Home policy](#).
  2. Follow the [Interstate Compact Placement \(ICPC\)](#) if a kinship caregiver resides outside of Washington state.
  3. Verify the completion of required activities per policy [45274. Placements with Unlicensed Relatives or Suitable Persons](#) including:
    1. Background Authorization form 09-653 for all household members age 16 and older per [6800. Background Check](#) policy.
    2. Child Protective Services (CPS) history checks for each household member.
    3. Character, competence and suitability assessment per the [6800. Background Check](#) policy for each kinship caregiver who want to be a placement resource.
    4. Kinship caregiver's ability and willingness to:
      1. Provide a safe home and [safe sleep environment](#) for the child.
      2. Meet the child's on-going basic and special needs.
      3. Meet the cultural needs of the child.
      4. Cooperate with the case plan and make the child available for court ordered family time and visitation with siblings.
    5. Walkthrough of the kinship caregiver's home and property and complete the Household Safety Inspection for Unlicensed Placement Form DSHS 10-453.
    6. Home Study referral before placement, or within 30 calendar days of the start of an emergent placement. A referral must be made regardless of whether the kinship caregiver wishes to be licensed, and is completed by submitting the following to Division of Licensed Resources (DLR):
      1. Completed Family Home Study Application DSHS 10-354.
      2. Background check results.
  4. Invite each kinship caregiver or prospective kinship caregiver to Family Team Decision Making Meetings (FTDM's) per the [Shared Planning](#) policy.
6. Supporting Kinship Care Placements.  
The assigned caseworker must:
  1. Provide the following resource information at placement, or within three calendar days of an emergent placement:

1. The completed Relative Placement Packet, Child Information/Placement Referral (CHIPR) Form DSHS 15-300 and other requirements per [4413. Information sharing with Out-of-Home Caregivers](#) policy.
2. Available Financial Resources
  1. Temporary Assistance for Needy Families (TANF) benefits through the Community Services Office (CSO) that include child only grants.
  2. Foster care payments for kinship caregivers who become licensed.
  3. RGAP subsidy.
  4. Social Security Income/Social Security Assistance.
  5. [Federal funding](#), for proper eligibility determination
  6. [Kinship Care Support Funds](#) available to assist with placement of the child in kinship care.
  7. [Clothing Voucher](#)
  8. [Caregiver Transportation and Mileage Reimbursement](#)
3. Training
  1. Kinship 101: Supports and Resources for Kinship Caregivers available through the [Alliance for Child Welfare](#).
  2. Other trainings focused on behavioral interventions and more at [www.allianceforchildwelfare.org](http://www.allianceforchildwelfare.org)
2. Use Kinship Care Support funds per the [Concrete Goods](#) policy to provide goods and services to meet the needs of children in unlicensed kinship care or assist kin with removing barriers to home study or foster care license.
3. Continue to assess the kinship caregiver's ability to provide safe care and permanency to the child, as well as their need for services on an on-going basis.

## Resources

- Located on the Intranet
  - Protocol for Completing Relative Search Request
  - Creating and Monitoring Your Relative Search Requests
  - Placement Packet
  - Got The Goods Resources
- [Household safety inspection for unlicensed placement and adoptions Home Study Updates Form DCYF 10-453](#)
- [Foster Home Study Application DCYF 10-354](#)
- Relative Notification Letter DSHS 15-330
- Relative Search Tracking Form DSHS 10-544
- [Background Authorization DSHS 09-653](#)
- Extended Relative Search Referral Form DSHS 15-457
- [Application for Benefits DSHS 14-001](#)
- [Child's Medical and Family Background Report DCYF 13-041](#)

# 45274. Placements with Unlicensed Relatives or Suitable Persons

45274. Placements with Unlicensed Relatives or Suitable Persons [sarah.sanchez](#) Tue, 08/28/2018 - 21:58

**Approval:** Jennifer Strus, Assistant Secretary



**Original Date:** April 15, 2008

**Revised Date:** July 1, 2016

**Policy Review:** June 30, 2020

## Purpose

In order to support and preserve connections to family relationships, children should be placed in the safest setting that best meets their needs. Children are best cared for by a person they have a relationship with, when the caregiver is assessed as safe and suitable. An unlicensed caregiver is a relative or suitable person as described in [RCW 74.15.020\(2\)\(a\)](#) or [13.34.130\(1\)\(b\)](#).

## Scope

This policy applies to DCFS staff.

## Laws

[RCW 13.34.060](#) Shelter care—Placement—Custody—Duties of Parties

[RCW 13.34.065](#) Shelter care—Notice of Custody and Rights

[RCW 13.34.130](#) Order of Disposition for a Dependent Child

[RCW 26.44.240](#) Out-of-home care—Emergency Placement—Criminal History Record Check

[RCW 74.15.020](#) Definitions

[PL 110-351](#) Fostering Connections to Success and Increasing Adoptions Act of 2008

## Policy

1. **Before** a child is placed with an unlicensed caregiver:
  1. All persons living in the home will be identified.
  2. The home and property will be assessed for safety concerns.
  3. The decision to place the child with an unlicensed caregiver will be based on the results of the character, competence and suitability assessment per [6800. Background Checks](#).
  4. The unlicensed caregivers will have an **approved home study** for the child being placed.
2. A child may be placed with an unlicensed caregiver prior to the completion of a home study under the following circumstances:
  1. An **emergent placement** refers to those limited instances when the department is placing a child in the home of unlicensed individuals, including neighbors, friends or relatives, as a result of:
    1. The sudden unavailability of the child's primary caregiver (i.e. biological parents, legal guardians, licensed or unlicensed caregiver);  
or
    2. A disrupted placement with a licensed or unlicensed caregiver.
  2. An unlicensed caregiver has been identified for a child in placement, has passed the required [background check](#) and the Area Administrator (AA) approved the placement with the unlicensed caregiver pending the outcome of the home study.

3. The caseworker will provide the unlicensed caregiver with the appropriate forms needed to request a home study. Once the documents have been completed, the caseworker will submit the required documents to DLR **within 30 days** of the placement.
4. When a child is placed in out-of-home care with an unlicensed caregiver, follow [4527. Kinship Care: Searching for, Placing with, and Supporting Relatives and Suitable Other Persons policy](#).
5. The child must be moved from the placement if the unlicensed caregiver's home study is not approved for that child.
6. Unlicensed caregivers will be made aware of the financial supports available to him or her when a child is placed in the home.

## Procedures

Caseworker must:

1. **Before placing** a child in an unlicensed caregiver's home:
  1. Conduct a walkthrough of the unlicensed caregiver's home and property using the [Household Safety Inspection for Unlicensed Placement and Adoptions Home Study Updates form DCYF 10-453](#). For courtesy supervision cases, follow requirements in [Courtesy Supervision policy](#).
  2. Complete the assessment of character, competence, and suitability to determine if the caregiver is a suitable placement per [6800. Background Checks](#). This includes obtaining results of the [background check](#) for all household members aged 16 and older.
  3. Review the content in the completed home study in FamLink under the Provider icon to verify the caregiver has an approved home study for the child being placed.
  4. Obtain AA's approval on the [DCFS Administrative Approval Request form DCYF 05-210](#) when required per policy section 2.b. above.
2. In those limited instances where the unlicensed caregiver is being referred for a home study after the placement occurs, the caseworker must submit the following information to DLR [within 30 days of placement](#):
  1. Foster Home Study Application DSHS 10-354 completed by the caregiver.
  2. [Background check summary](#) for all household members age 16 years and older indicating all members passed the required [background check](#).
3. When discussing the financial support options available to the unlicensed caregiver include the following:
  1. Temporary Assistance for Needy Families (TANF) benefits through Community Services Office (CSO)
  2. Relative Support Services Funds (RSSF)
  3. Licensed foster care
  4. [Clothing allowance](#)
4. Discuss the caregiver's requirement to comply with the case plan and court orders, including but not limited to family time, sibling visits, and any other conditions ordered by the court. Non-compliance with the case plan or court order is grounds for removal of the child from the caregiver, subject to review by the court.
5. Document the following in FamLink:
  1. Completion of the walkthrough of the home and property including any safety concerns identified.
  2. Results of the [background check](#) for all household members age 16 and older on the Background Check tab in the Person Management page.

## Forms and Tools

## Resources

[5110 Completing the Home Study policy](#)

# 4528. Regular Receiving Care

4528. Regular Receiving Care [sarah.sanchez](#) Tue, 08/28/2018 - 21:58

## Service Definition

1. Receiving home care is out-of-home care provided in licensed foster homes which are designated to provide emergent or short-term care.
2. Receiving home care is temporary care not to exceed 30 days.
3. Receiving home care is used when need for placement is immediate, and time does not allow for planning to place directly into regular foster care or other alternate care.

## Procedures for Access

1. The social worker first determines that relative care is not available.
2. The social worker locates and contacts an available, appropriate receiving home parent utilizing the locally determined placement system. For example, in some offices, placement in receiving care is accessed through a Home Finder or placement desk. In other offices, social workers contact the receiving home parent directly.
3. To assist the receiving home to make a decision about the child, the social worker provides the receiving home parent with information about the immediate condition of the child, the child's behaviors, school and medical information, background information, and specifics of the permanency plan that will affect the child and the placement. For example, the worker will let the receiving home parent know what behaviors to expect, what the family time and sibling visitation plan is, what the foster parents' responsibilities are, when the child next needs to see a doctor or other professional, and where and when the child is likely to be moved.
4. The social worker clarifies future family time and sibling visits to the receiving home and provides the receiving home with written background information and emergency numbers upon placing the child.
5. The social worker completes the following paperwork after placement:
  1. Open appropriate SSPS codes and complete the CAMIS placement module.
  2. Complete a federal funding packet (all Title IV-E documents), answer Categorical Criteria questions in CAMIS, and send the packet to the DCFS federal funding specialist within 10 days of placement. Utilize local procedures to notify the SSI facilitator of placement of an SSI/SSA eligible child or for screening for SSI of a special needs child.
  3. Notify the licenser of placement of the child in a particular home.
6. The federal funding specialist shall notify the CSO Financial Services Specialist of the child's placement if the child is receiving TANF and, in all cases, the Division of Child Support (DCS) and provide a copy of the authority to place in care.

7. Receiving care is meant to be very short term care. However, in rare instances, it may become necessary to request an authorization from the Regional Administrator or designee, according to regional procedures, to extend receiving care beyond 30 days. A child is not to be moved to another receiving home simply to avoid requesting an extension.
8. The child's assigned social worker shall conduct a face-to-face interview, or have face-to-face contact with the child incapable of being interviewed, with the child placed into care after hours or on weekends in the placement facility within the next few days following placement. The social worker shall document such interviews and contacts in the case SER.

## 4529. Specialized Receiving Care

4529. Specialized Receiving Care [sarah.sanchez](#) Tue, 08/28/2018 - 21:59

### Service Definition

Specialized receiving care is short-term licensed foster care. Certain receiving homes have been identified as specialized receiving homes to serve some children who are in conflict with their parents, runaways, and other children with special needs. This type of care is short-term, emergency care for thirty days or less.

### Procedures for Access

1. The social worker determines that kinship care, regular receiving care, and Crisis Residential Center (CRC) care are not available or are inappropriate prior to placement in specialized receiving care.
2. The social worker locates and contacts an available, appropriate specialized receiving home parent utilizing the locally determined placement system.
3. The social worker provides the specialized receiving home parent with information about the immediate condition of the child, the child's behaviors, school and medical information, background information and specifics of the permanency plan that will affect the child and the placement. For example, the worker will let the specialized receiving home parent know the family time and sibling visitation plan, what the foster parents' responsibilities are, when the child next needs to see a doctor or other professional, and where and when the child is likely to be moved.
4. The social worker clarifies future visits to the specialized receiving home and provides the specialized receiving home with written background information and emergency numbers upon placing the child.
5. See section 45282 for procedures regarding federal funding.
6. See section 45282, paragraph H, for the requirement to contact the child placed after hours or on weekends within the next few days following placement.
7. See section 45283 for information regarding TANF maintenance for the child's family.

## 4531. Private Child Placing Agencies

4531. Private Child Placing Agencies [sarah.sanchez](#) Tue, 08/28/2018 - 22:00

### Purpose

This policy outlines definitions and the requirements for use of in-state private Child Placing Agencies (CPA) for the following services:

1. Case Management
2. Family Time

3. Intensive Case Management
4. Borrowed-Home
5. Follow-Up Services
6. Case Aide Services

#### Child Placing Agency Services Definition and Eligibility Requirements

1. Children in the custody of DSHS-CA placed in a Child Placing Agency foster home may receive one or more of the following services:
  1. Case Management
    1. **Definition** - Targeted Case Management Services **provided by the Child Placing Agency**. Case Management Services include coordinating or providing services to enable the child and caregivers to utilize medical, educational, social, and other services necessary for maintaining the child's physical, psychological, and/or developmental health. Responsibilities of the CPA include:
      1. Obtain initial and on-going medical screens under the published guidelines for the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) program.
      2. Ensure the child and caregiver participate in scheduled Child Health and Education Track (CHET) screens.
      3. In conjunction with CA, develop a plan for follow up on medical, dental, mental health or substance abuse issues identified through either the EPSDT evaluation, the CHET screen or other assessment procedures.
      4. Work with education advocacy coordinators as available for services to school age children.
      5. Assist with the development and implementation of Individualized Education Plans (IEP) as needed.
      6. Monitor progress of school age children who are enrolled in school.
      7. Assist in keeping the child's school placement stable while in foster care. Provide support to children and caregivers to assist the child(ren) in making yearly academic progress.
      8. Implement recommendations for age appropriate socialization or developmental remediation for services to pre-school children (i.e. enroll in developmental pre-school, Head Start/Early Childhood Education and Assistance Program (ECEAP), Early Support for Infants and Toddlers (ESIT).
      9. Recognize culturally unique needs of each child and in conjunction with CA develop and implement a shared plan to maintain the connection between the child and his or her culture
      10. Assess and identify child strengths and talents and consider opportunities for the child to pursue those interests when developing shared plans.
      11. Support the foster parent in having contact with the birth parent, when appropriate, as determined by case manager or DCFS social worker.
      12. Offer youth age fourteen and over, appropriate opportunities for the youth to begin to acquire the skills necessary for a successful transition to adulthood.
      13. Refer eligible youth age 15 and over to Contracted IL services if available and appropriate.
      14. Support the ILS plan and services, as age appropriate.
      15. In conjunction with CA, ensure the Ansel-Casey Life Skills Assessment (ACLSA) is completed on all youth fifteen years (15) and older.
      16. Appear in court to testify as requested by CA
      17. Attend shared planning meetings as arranged or scheduled by CA.
      18. Arrange shared planning meetings as appropriate.
      19. Conduct 90-day Health and Safety visits.

2. **Eligibility** - The social worker and the supervisor will determine if case management services are appropriate when a child is placed in a private agency home. Individual offices may create internal guidelines to determine when to use private agency case management services.
2. Family Time
  1. **Definition** - Transportation and visitation supervision services for children in placement.
  2. **Eligibility** - All Children receiving Case Management services are eligible for weekly family time conducted by the CPA.
3. Intensive Case Management
  1. **Definition** - Intensive Case Management (ICM) is the additional support provided to children receiving case management services when extensive coordination of services is required. Services requiring extensive coordination may include:
    1. Behavior that requires intensive supervision
    2. Case Aide Services
    3. Mental health, medical, substance abuse or other therapeutic services
    4. In-home modeling, training and support for a caregiver to manage challenging behaviors
    5. Supports to stabilize placement and prevent disruption
    6. *Note* - ICM services may be requested by CA or by the Child Placing Agency if there is a need for more intensive case management.
  2. **Eligibility** - A child is eligible for time limited ICM services when receiving basic case management services from a contracted Child Placing Agency and one of the following applies:
    1. The child has been in a Behavioral Rehabilitative Services (BRS) placement for a minimum of three (3) months and is "graduating" from a BRS placement and in need of Intensive Case Management.
    2. The child's case requires extensive coordination of service.
    3. This is determined on a case-by-case basis. See referral procedures for more information.
4. Borrowed-Home Services
  1. **Definition** - Children's Administration (CA) borrows a foster home/bed from a Child Placing Agency.
  2. **Eligibility** - A child is eligible for Borrowed-Home services when the child is placed in a Child Placing Agency home and case management services are provided by CA. CA only pays the private agency to maintain the foster care license and provide any related licensing services. This service also covers maintenance of a foster care license for foster parent guardianships in a private agency home.
5. Follow-Up Services
  1. **Definition** - Follow-up care services are case management services provided by the Child Placing Agency after the child has left the CPA foster home.
  2. **Eligibility** - A child is eligible for Follow-Up Services when the child has moved out of Child Placing Agency foster care and returned home, in relative care, or in extended family/non-relative care and the private agency agrees to continue case management services to the child. Follow-up Services may be provided for up to six months.
6. Case Aide Services
  1. **Definition** - Case aide services are used to meet supervision and monitoring requirements for children in foster care. Case Aide (case aide) Services are intended to augment supervision and activity plans for children whose behaviors or developmental needs cannot be managed in a foster home without additional assistance.
  2. Case Aide Services must not be used when respite or childcare services are more appropriate.

**Eligibility** - Case Aide services are for children with behaviors that require intense one-on-one supervision.

2. Caseworkers Responsibilities

1. Referral to CPA

1. When making a referral to a CPA, caseworkers must use the Child Placing Agency (CPA) Referral DCYF 10-402 form ; the [Child Information and Placement Referral DCYF 15- 300](#) form, and the [Family Time/Sibling Visit Referral DCYF 15-209C](#) form.
2. Emergency Placements - If the DCYF caseworker is unable to make a written referral prior to placement, the caseworker must complete the referral within five calendar days of placement.
3. Timeframe for Post Referral Follow up - The caseworker must contact the CPA worker within 7 calendar of the referral and discuss required case management services, coordination, roles, and responsibilities.
4. Additional referral requirements related to specific services include:

**Referral for Family Time.**

The completed visit plan (15-209C) must be attached to the referral.

**Requests/Referral for Intensive Case Management. (ICM)**

The social worker must ensure all requests received from or for the Child Placing Agency for ICM services include:

- Child's name
- Intended length of ICM service
- Reason(s) for ICM services
- Description of ICM services above regular case management
- Additional number of case management hours expected
- Level of ICM requested (\$200 or \$400)

5. If the referral for ICM is not complete, the social worker must immediately return the referral to the Child Placing Agency with the reason(s) it was not accepted.

When the social worker receives or makes a request for ICM services, the social worker must obtain supervisory approval and forward the ICM request to the Regional Gatekeeper **within five (5) days**.

2. Authorization ICM Regional Gatekeeper Responsibilities

3. The **ICM Regional Gatekeeper will have an additional five (5) days**, for a total of ten (10) working days to review and approve or deny the request.

**If the request is denied**, the ICM Regional Gatekeeper will return the request to the social worker with a statement citing the reason(s) for denial.

This approval process may be done via e-mail. The social worker must use the e-mail as the approval or denial of the request and document the activities in the case file.

The Regional Gatekeeper must track all requests and the decision of each request and reason for approval or denial.

4. Follow-up Care Services. Follow-up care services are limited to six months. Requests for extensions must be in writing and approved by the CA Regional Administrator or designee.

5. Monitoring

1. The CA social worker is expected to monitor CPA placements in the following ways:

0. Review quarterly progress reports from the CPA regarding the child. The CA social worker may return any CPA quarterly report that does not meet the expectations of CA. The social worker shall send a letter outlining the concerns to the CPA with copies to the regional office licenser and contracts coordinator.
1. Inform the regional licenser and contracts manager if there are on-going problems with reports or reason to believe that the health and safety of children in a CPA home is jeopardized.
2. Visit with the child and caregiver as outlined in Monthly Social Worker Visit policy in section 4420 of Practices and Procedures manual 4000.



# 4532. Therapeutic Or Treatment Foster Care

4532. Therapeutic Or Treatment Foster Care [sarah.sanchez](#) Tue, 08/28/2018 - 22:01

## Service Definition

1. Therapeutic or treatment foster homes are those licensed foster families that have been identified to care for extremely behaviorally/emotionally disturbed children who cannot function in a family home without specialized treatment and expertise.
2. Therapeutic foster parents have specialized skills in managing these children. Often these homes have a pre-determined, designated intensive "package" of services that are delivered to every child placed in the therapeutic foster home.
3. Therapeutic foster care is provided directly through DCFS licensed foster homes and by contract or agreement with other agencies. These services do not include those accessed through Rehabilitative Treatment Services described in section 4533, following. If Treatment Foster Care is provided through a Rehabilitation Treatment Services contract, see section 4533 for provisions for access and management.

## Eligibility

Eligibility is determined, in accordance with regional procedures, following assessment of service and placement options.

## Procedures for Access

1. The social worker determines that appropriate relative care is not available prior to placement of the child in foster care.
2. The social worker locates and contacts an available, appropriate foster home parent utilizing the locally determined placement system.
3. The social worker informs the foster parent of DCFS responsibilities toward finding a relative that is similar and familiar to the child. The social worker assists the foster parent by providing clear information and consultation/resources if needed to care for a particular child.
4. In instances where placement is not emergent, the social worker must arrange pre-placement visits to reduce the anxiety of the child around the placement and to familiarize the child with the child's temporary family. When possible and appropriate, the social worker must involve parents in pre-placement visits. Unless emergency preempts such involvement, the child's social worker must be involved in the pre- placement visits and the actual placement in the foster home. See section 45282, paragraph H, for the requirement to contact the child placed after hours or on weekends within the next few days following placement.
5. To reduce conflict between DCFS and foster parents about the temporary nature of foster care, social workers need to be clear at the time of placement, and regularly thereafter, about the long term and permanency plan for the child.
  1. To help the foster parent decide if they can care for the child, the social worker provides the foster home parent with information about the immediate condition of the child, the child's behaviors, school and medical information, and specifics of the permanency plan that will affect the child and the placement. See the Case Services Policy Manual, chapter 4000, section 4120, paragraph A, for requirements to disclose information regarding HIV infection and sexually transmitted diseases to the residential care provider for the child who is less than 14 years of age.
  2. The social worker clarifies dates of future visits to the foster home and provides the foster home with written background information and emergency numbers when placing the child. Most

regional offices have designated forms for providing information to foster parents. Specific information to be provided to the foster parents includes:

1. Child's full name, birth date, and legal status.
  2. Last school of attendance and eligibility for special education and related services.
  3. Medical problems/history including name of doctor/ dentist and medical coverage.
  4. Name and address of parent/guardian.
  5. Reason for placement.
  6. Emergency procedures and any special instructions.
  7. The name and telephone number of the social worker and of the social worker's immediate supervisor.
6. See section 45282 for procedures regarding federal funding.
  7. The social worker makes a contact with the foster home within three days following placement to see how the child is adjusting.
  8. The social worker and the licenser encourage foster parents to keep a record of the child's stay in their home, including any medical reports received by the foster parent, significant developmental milestones, behavior, schools attended, names of all medical providers and dates of visits, grades/report cards, friends, pets, and pictures of the child.
  9. Whenever possible or appropriate, the social worker must provide parents/guardians with information about the child's adjustment, health, and school progress while in foster care.
  10. After the initial contact following placement, the social worker must visit the foster home and have face-to-face contact in the foster home with the foster parents and child every calendar month not to exceed 40 days between visits. The social worker conducts these on-site interviews to ensure the health and safety of the child, to assess the child's adjustment to placement, to assess services needed by the child or foster parent, and to provide casework support to assist foster parents in caring for the child. The social worker must document the activities in the case SER. When there are problems with a placement, the social worker works with foster parents to find resources for resolving problems. For example, specialized training, consultation, or other support may be needed at particular times with particular placements.
  11. For children who are dependent under chapter 13.34 RCW, the social worker must notify the current caregiver of the date of scheduled court review hearings pertaining to the child. The social worker almost notify the caregiver of the caregiver's right to an opportunity to be heard in the review hearing and to provide the court with information. This right to notice of hearings and opportunity to be heard applies to foster parents, pre-adoptive parents, and relatives who are caring for the child at the time of the hearing. This hearing notice does not give the caregiver legal status as a party to the case. The court will make the final decision about whether and how the caregiver will provide input at the hearing.
  12. When the child's social worker has a specific concern or complaint regarding a foster home, the worker conveys the concerns in writing to the foster care licenser for that home. When the complaint is an allegation of CA/N, the social worker shall make a CPS referral.
  13. When a child is to be removed from a foster home, the social worker shall send five-day written notice to the foster parent prior to the date of the child's move unless a court order or concern for the child's health and safety requires that the child be moved immediately.
  14. Procedures for contracted or other types of therapeutic foster care vary, depending on the contract or agreement with DCFS. The social worker consults their supervisor, the special placements coordinator, or home finder, and regional procedures for specific guidelines.

## 4533. Behavior Rehabilitation Services

4533. Behavior Rehabilitation Services [sarah.sanchez](#) Tue, 08/28/2018 - 22:01

**Original Date:** September 27, 1995

**Revised Date:** September 25, 2020

**Sunset Review:** September 25, 2024

**Approved by:** Jody Becker, Deputy Secretary Children and Families

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## Purpose

The purpose of this policy is to provide guidance to child welfare employees for identifying and providing services to children and youth with high-level complex needs.

## Scope

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

## Laws

[RCW 13.34.130](#) Order of disposition for a dependent child, alternatives - Placement with relatives, foster family home, group care facility, or other suitable persons

[RCW 74.13.031](#) Duties of Department - Child Welfare Services - advisory committee.

[RCW 74.13.080](#) Group Care Placement - Prerequisites for payments

## Policy

1. Caseworkers must verify children or youth have been referred to and received a Wraparound Intensive Services (WiSe) screen prior to considering a referral to BRS.
  1. If the WiSe screen shows the child or youth is eligible and recommended for services, WiSe must be given priority over BRS.
  2. Consider BRS if:
    1. WiSe alone cannot safely serve the child or youth's needs. BRS and WiSe can be opened concurrently.
    2. The WiSe agency is unable to meet the child or youth's needs and intensive services is required to meet their needs.
2. BRS Managers may only refer children and youth to contracted BRS service providers when the child or youth:
  1. Has a high-level complex service need.
  2. Received a WiSe screen from a provider on the [WiSe Referral Contact List](#).
  3. Been assessed to need BRS level of care based on all of the following:
    1. A completed WiSe screen.
    2. The [BRS Referral DCYF 10-166A](#) form and supporting documentation packet.
    3. The Children's Functional Assessment Rating Scale (CFARS).
    4. Recommendations from the shared planning meeting (SPM) or [Family Team Decision Making \(FTDM\) meeting](#).
  4. Received the required approvals on the [BRS Referral DCYF 10-166A](#) form.
3. The DCYF Contracts Unit can only approve BRS ongoing contracts to out-of-state agencies if they are located within 50 miles of Washington State.

4. Caseworkers must continue to pay BRS In-Home or Support Services if they are being provided at the contract rate. This rate is not intended to be all inclusive. Services and other funds DCYF would normally pay for should continue, e.g., rent, child care, concrete goods, etc.
5. Employees must follow the [Placement - Intensive Resources](#) policy when a child or youth's individual service needs are beyond what can be provided through the BRS contract and other more intensive services are needed.
6. Caseworkers assigned to children or youth in BRS must:
  1. Participate in the BRS Child and Family Team (CFT) case review meetings.
  2. Facilitate discussions identifying a targeted discharge date and transition placement.
7. Caseworkers must obtain DCYF and court approval for children and youth placed in a BRS Qualified Residential Treatment Program (QRTF) and request the following:
  1. A court review hearing within 60 calendar days of the QRTF placement.
  2. A court review at least every six months.
  3. Regional administrator (RA) approval for youth age:
    1. Twelve and younger after the first consecutive or non-consecutive six months.
    2. Thirteen and older, after the first 12 consecutive months, or 18 non-consecutive months.

## Procedures

1. Eligibility and Referral
  1. Before a BRS referral is made, caseworkers must:
    1. Refer the child or youth for a WISE screen from a provider on the [WISE Referral Contact List](#) if a screen has not already been completed within the last 60 calendar days.
    2. Consult with the regional BRS Program Manager (PM) to determine if BRS is appropriate.
    3. Conduct a [SPM](#) or [FTDM meeting](#) to identify needed supports and services for the child or youth and family, and determine if BRS is an appropriate and needed resource for the child or youth.
  2. If the [SPM](#) or [FTDM meeting](#) determines BRS is needed, caseworkers must:
    1. Complete a [BRS Referral DCYF 10-166A](#) form and provide the documentation listed on the form. The BRS referral must include:
      1. Information about the child or youth's current needs.
      2. The SPM or FTDM meeting recommendations.
      3. The most current supporting documentation in the BRS packet.
    2. Review the WISE results and:
      1. Include a copy of the completed WISE screen results in the BRS packet, when available.
      2. Document on the [BRS Referral DCYF 10-166A](#) form:
        1. Reasons why the youth is not eligible for WISE or is screened eligible, but WISE services are not being used.
        2. The results of the WISE screen, if a copy of the completed WISE screen is not available.
        3. If the WISE screen was not completed:
          1. The reason it was not completed and date of the request.
          2. The plan to complete the WISE screen.
      3. Document in a FamLink case note:
        1. When a WISE referral is made.
        2. WISE screening completion date.
        3. Results of the WISE screening.
      3. Obtain supervisor and area administrator (AA) approval and send the completed BRS referral packet to the regional BRS PM for final approval.
      4. Determine if the child or youth will need an out-of-state BRS contract placement. If so:

1. Complete the [Interstate Compact on the Placement of Children \(ICPC\)](#).
2. Obtain court approval, when required.
3. When receiving the BRS referral packet, regional BRS PMs must:
  1. Verify the BRS referral packet is complete and includes the WISE screen results and reasons why BRS is needed for a child or youth who is eligible for WISE. If a WISE screen was not completed, verify the [BRS Referral DCYF 10-166A](#) form includes:
    1. The date of the WISE screen request and reasons why it was not completed.
    2. The plan to complete the WISE screen.
  2. Review the BRS referral packet:
    1. For current supporting documentation and recommendations from the SPM or FTDM meeting.
    2. To determine the child or youth's eligibility for BRS based on information provided. This includes:
      1. The results of the WISE screen.
      2. Documentation listed in the [BRS Referral DCYF 10-166A](#) form.
      3. The [SPM](#) or [FTDM meeting](#) recommendations.
    3. To complete a QRTP Assessment DCYF 10-167 on BRS eligible children or youth to determine their needed level of care.
  3. Make a referral to BRS contractors based on the assessment of the child or youth's needs, the contractor's ability to adequately provide services for those unique needs, quality of services provided, and performance on outcome data.
  4. Only refer children or youth to a QRTP who are assessed to need that level of care.
  5. Provide the completed QRTP Assessment DCYF 10-167 to the assigned caseworker if a child or youth is placed in a QRTP.
  6. Review the child or youth's discharge or permanency plan.
  7. Only send complete and current referral packets to contractors.
  8. Notify the caseworker once the referral has been accepted by a contractor, with contractor information, service level, and contracted rate.
  9. Determine if the child or youth's supervision needs exceed the BRS level of care.
    1. Negotiate one-to-one supervision as needed to address the child or youth's specific behaviors with in-state agencies.
    2. Complete the extra supervision rate proposal using Child Specific Contract Rate Proposal DCYF 10-490 form and submit for approval and signatures listed on the document.
    3. Provide the approved completed Contract Rate Proposal DCYF 10-490 form to a fiduciary for the additional payment.
    4. Follow [Placement - Intensive Resources](#) policy for Intensive Residential Child Specific contract if one-to-one supervision through the BRS provider does not meet the specific needs of the child or youth.
    5. Follow the [Placement - Intensive Resources](#) policy if an out-of-state child specific contract is required.
2. After placement and ongoing services are provided:
  1. Regional BRS PMs must provide the service agreement to the regional fiscal analyst that includes the following:
    1. Type
    2. Placement, if needed
    3. Payment type and level
  2. Regional Fiscal Analysts or designees must:
    1. Enter the placement and payment information into FamLink.
    2. Upload the service agreement.
  3. CFT Meetings  
Caseworkers must:

1. Participate in CFT case review meetings and actively involve the child or youth, their family, and other identified supports in case planning.
  2. Focus on measurable outcomes related to the child or youth's safety, stability, permanency, and discharge planning including transitioning to less intensive services or a permanent home.
  3. During the CFT meetings with the BRS provider:
    1. Review the child or youth's progress and transition planning, WISe screen results, and CFARS to guide case and discharge planning.
    2. Document the results of case reviews in FamLink case notes.
  4. Follow the [Health and Safety Visits with Children and Monthly Visits with Out-of-home Caregivers and Parents](#) policy, and:
    1. Discuss safety, stability, permanency, and discharge planning, with the child or youth. If necessary, conduct a SPM to address these areas .
    2. Share information with the child or youth about the court processes and their right to request legal representation.
  5. Assist youth age 15 years and older and placed in out-of-home care for more than 30 calendar days in completing the Casey Life Skills Assessment (CLSA) and Learning Plan (LP), per the [Transitioning Youth for a Successful Adulthood](#) policy.
  6. Follow [Transitioning Youth for a Successful Adulthood](#) and [The Transition Plan](#) policies to effectively engage, support, and prepare youth for adulthood.
4. Youth Placed in a QRTP
1. For court hearings, caseworkers must:
    1. Immediately notify the assistant attorney general (AAG) to request a court hearing to:
      1. Inform them that court approval is needed for the placement.
      2. Occur within 60 calendar days of the QRTP placement if one is not already scheduled, e.g. shelter care hearing, dependency hearing, permanency review hearing, etc.
    2. Initial and Ongoing Court Hearings
      1. Provide the court with the completed QRTP Assessment DCYF 10-167 and justification for the QRTP.
      2. Obtain court approval for the QRTP placement.
      3. Upload the completed court order and other court documentation, as applicable, into FamLink.
      4. Provide copies of court approved documents to the regional BRS program manager.
      5. For ongoing dependency or permanency planning hearings:
        1. Request a copy of the current QRTP Assessment DCYF 10-167 from the regional BRS managers at least 14 calendar days prior to the hearing.
        2. Provide the court with the updated QRTP Assessment DCYF 10-167 and court report including justification for the continued need for QRTP.
  2. [Administrative Approvals](#)
    1. Caseworkers must complete the [Administrative Approval Request DCYF 05-210](#) form and send to the RA for approval when youth:
      1. Age 12 and younger have been placed six consecutive or non-consecutive months.
      2. Age 13 and older and have been placed 12 consecutive or 18 non-consecutive months.
    2. RAs, after determining approval, must send:
      1. The form to the caseworker.



2. A copy of the form to the Field Operations director for youth age 12 and younger.
3. Caseworkers must:
  1. Once they receive the completed [DCYF 05-210](#) form:
    1. Provide a copy of the completed and signed [DCYF 05-210](#) form to the regional BRS PM.
    2. Upload the document in FamLink.
    3. Document the date this review was completed in the Court Report, per the Mapping Guide.
  2. Follow the [Extended Foster Care](#) policy when a youth will remain in BRS past their 18th birthday.
5. Regional BRS PMs must:
  1. Provide oversight, guidance, and consultation regarding BRS provider's compliance. Including quality of service, outcomes, and performance.
  2. Monitor and track regional BRS data, including, but not limited to:
    1. Date of entry
    2. Exit
    3. Length of stay
    4. Placement type
    5. Service and rate
    6. Dates of the six-month case review hearings (children or youth in QRTP only)
    7. Contractor outcomes and performance measures on the BRS Monthly Census Report.
  3. Review the child or youth's service needs, level of care, expected exit date, and transition plan every six months in collaboration with the caseworker and contracted service provider.
  4. Participate in CFT meetings, when possible.
  5. If a child or youth is placed in a QRTP:
    1. Provide the caseworker with a current QRTP Assessment DCYF 10-167 at least 14 calendar days prior to all dependency or permanency planning review hearings.
    2. Provide a copy of the assessment to the caseworker.
3. Aftercare support services are provided to children or youth transitioning out of BRS to a less restrictive environment. When this occurs:
  1. Caseworkers must:
    1. Participate in CFT meetings, at least quarterly, to discuss aftercare wraparound planning that supports the child or youth and family to achieve stability, permanency, or placement transition.
    2. Verify discharge planning and family-based aftercare support is provided to children and youth transitioning from a QRTP for at least six months as determined by the transition plan, if applicable.
    3. Arrange aftercare support with another contractor closer to the child or youth's discharge placement, if needed. WISe must be used as the discharge support service, when applicable.
  2. Regional BRS PMs must:
    1. Consult with caseworkers to develop an aftercare service plan.
    2. Negotiate with the contracted provider on an aftercare service plan.

## Forms

- [Administrative Approval Request DCYF 05-210](#)
- [BRS referral form DCYF 10-166A](#)



- Child Specific Contract Rate Proposal Form DSHS 10-490
- QRTP Assessment DCYF 10-167
- [WISe Referral Contact List](#)

## 4534. Crisis Residential Center (CRC) Placement

4534. Crisis Residential Center (CRC) Placement [sarah.sanchez](#) Tue, 08/28/2018 - 22:02

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** December 12, 1996

**Revised Date:** July 23, 2017

**Policy Review:** July 23, 2020

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### Purpose

Crisis Residential Centers (CRC) are short-term, semi-secure or secure facilities for runaway youth and adolescents in conflict with their families. CRCs provide resources for emergency, temporary residence, assessment, and referrals to services for youth ages 12-17.

### Scope

This policy applies to all Division of Children and Family Services (DCFS) caseworkers.

### Laws

[RCW 13.32A.030](#) Definitions

[RCW 13.32A.080](#) Unlawful harboring of a minor

[RCW 43.185C.305](#) Youth Services-Crisis Residential Services-Removal From-Unauthorized leave

[RCW 43.185C.310](#) Youth services—Crisis residential centers—Removal to another center or secure facility—Placement in Secure Juvenile Detention Facility

[RCW 74.14A.020](#) Services for Emotionally Disturbed and Mentally Ill Children, Potentially Dependent Children, and Families-In-Conflict

[RCW 74.13.031](#) Duties of Department—Child Welfare Services—Children's Services Advisory Committee.

[RCW 74.13.035](#) Crisis Residential Centers Annual Records—Multiple Licensing

### Policy

1. Accessing Placement in a CRC
  1. The caseworker must:

1. Refer to [2200. Intake](#) or [3100. Family Reconciliation Services](#) policies for service requests for non-dependent youth requiring placement.
  2. Send a [Child Information and Placement Referral form DSHS 15-300](#) to the CA placement coordinator for dependent youth. The CRC will make the final determination whether to accept the placement request and priority will be given to:
    1. Youth who have run from out of home care; or
    2. Youth whose health and safety is at risk and a short-term placement is needed until an alternative is found.
2. Placement in a CRC
1. The caseworker must:
    1. When a child is not in CA's care and custody and is placed in a CRC:
      1. Contact the youth within 24 hours of placement, excluding weekends and holidays and:
        1. Identify the youth's critical needs.
      2. Obtain legal authorizations for placements lasting longer than 72 hours, if needed.
      3. Ensure placements in a CRC do not exceed 15 calendar days; the placement should not be longer than it takes to facilitate family reconciliation, return of the youth to the youth's home, or to develop an alternative long-term placement plan.
      4. Ensure a youth's length of stay in a juvenile detention-based secure CRC does not exceed five calendar days. NOTE: For youth moving between CRC and Secure CRC, the youth's stay cannot exceed 15 calendar days total.
      5. Follow [ICW Manual Chapter 5.05 CPS Referrals – Involvement of All Indian Tribes before Court Intervention](#), and notify the youth's tribe of the placement change if the youth is enrolled or is eligible for membership in a federally recognized tribe.
    6. When a child is in CA's care and custody and placed in a CRC:
      1. Schedule a [Family Team Decision Making](#) or [Shared Planning Meeting](#) within 72 hours of placement, excluding weekends and holidays.
      2. Authorize emergent medical and dental care.
      3. Transition the youth within five days of the discharge placement being identified.
      4. Relocate all dependent youth who have reached the maximum length stay of 15 calendar days for CRC or Secure CRC not located in a detention center, 5 calendar days for Secure CRCs that are located in a detention center, or 15 calendar days total CRC and Secure CRC.
    7. Document case coordination in FamLink.
3. Information Sharing with CRC Staff
1. For dependent youth in a CRC the caseworker will provide and exchange the following information, if applicable, per [RCW 74.13.280](#) and 4413. Placement policy. Information includes, but is not limited to:
    1. Name
    2. Date of birth
    3. Gender
    4. Behaviors
    5. Risks
    6. Special needs
    7. Sexually Aggressive/Physically Aggressive Assaultive Youth (SAY/PAAY) history
    8. Offense history

## Forms

[Child Information and Placement Referral form DCYF 15-300](#)

## Resources

Contracted Youth Services Providers

# 4535. Placement - Intensive Resources

4535. Placement - Intensive Resources [sarah.sanchez](#) Tue, 08/28/2018 - 22:02

**Original Date:** September 27, 1995

**Revised Date:** September 20, 2021

**Sunset Review Date:** September 20, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

Intensive resources are used to stabilize children and youth in placement. These services can be emergent, crisis, or longer term depending on the need of the child or youth. This policy provides direction on:

- When to request intensive resources.
- How to refer children or youth to intensive resources.
- When to request an in-state or out-of-state child specific contract.
- How to access Emergent Placement Services (EPS).
- What conditions must change for a child or youth to return home, and making active and reasonable efforts for timely reunification.
- How to access specialized Child Placing Agency (CPA) - Group Receiving Care Services.

## Scope

This policy applies to child welfare employees.

## Laws

[RCW 13.34.020](#) Legislative declaration of family unit as resource to be nurtured—Rights of child.

[RCW 13.34.030](#) Definitions

[RCW 13.34.050](#) Court Order to take a child into custody, when – Hearing

[Chapter 13.38 RCW](#) Washington State Indian Child Welfare Act

[Chapter 26.44 RCW](#) Abuse of Children

[RCW 74.13.283](#) Client Information

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict.

[RCW 74.15.020](#) Definitions

[RCW 74.15.090](#) Licenses required for agencies.

## Policy

### 1. Intensive Resources

1. If a child or youth has intensive service needs above the [Foster Care Rate Assessment](#) levels of care, including any exceptional cost plans or [Behavior Rehabilitation Services \(BRS\)](#), the caseworker must consult with the regional gatekeeper or program manager.
2. Prior to referring for In-State or Out-of-State Intensive Residential Child Specific Contracts (IRCSC):
  1. Follow [BRS](#) or [Medically Fragile Children](#) policies and verify all less intensive services are unavailable or unable to meet the child or youth's needs.
  2. The child or youth must be referred for a [WISe screen](#) and the results documented according to the [WISe](#) and [BRS](#) policies. If [WISe](#) is unable to meet the child or youth's needs, document the reasons why in the WISe section of the [BRS Referral DCYF 10-166A](#) form.
3. If services through BRS or medically fragile contracts cannot safely meet the child or youth's needs or are unavailable, the regional BRS program manager will attempt to negotiate a Child Specific Contract with a Washington State service provider.
4. If the child or youth's placement changes to an IRCSC contracted provider, verify the placement was documented within three business days in FamLink.
5. Document the following information in FamLink:
  1. Use of shared planning to identify and develop a plan to meet the family and child or youth's needs.
  2. Behavioral and permanency goals to be achieved through this placement.
  3. Determination of anticipated length of stay.
  4. The preliminary discharge plan with an identified date. This plan must include services and supports needed to stabilize and transition the child or youth to a less intensive service.

### 2. In-State IRCSC

1. Regional BRS program managers must only pursue an In-State IRCSC contract for a child or youth when all other less intensive contracted services are unavailable or unable to meet the needs of the child or youth.
2. When the regional BRS program manager determines an In-State IRCSC is needed, they must complete all of the following:
  1. Inform the caseworker of the need to enter into an In-State IRCSC.
  2. Negotiate with prospective in-state agencies regarding an In-State IRCSC and obtain regional administrator (RA) or designee approval.
  3. Consult with the headquarter (HQ) intensive resource manager about the need to pursue an In-State IRCSC and explore other alternatives.
  4. Document the reason for the In-State IRCSC on the [Regional Contract Request DCYF 15-470](#) form, and attach a completed [Child Specific Contract Rate DCYF 10-490](#) form.
  5. Send the completed forms to the individuals listed on the [Regional Contract Request DCYF 15-470](#) form for signature approval.

6. Verify the [WISe screen](#) was completed and the results are documented according to the [WISe](#) policy.
7. Once approved, inform the caseworker of the rate and placement information so that the caseworker can document this in FamLink
  1. Review the child or youth's service needs, level of care, target discharge date, and transition plan in collaboration with the caseworker and contracted service provider at least every three months.
3. Out-of-State IRCSC
  1. DCYF must only pursue an out-of-state placement for a child or youth when in-state resources are unavailable or unable to meet the needs of the child or youth.
  2. Prior to looking for an Out-of-State IRCSC resource, the regional BRS manager must:
    1. Verify the caseworker has updated the [BRS Referral 10-166A](#) form and the BRS packet as needed.
    2. Verify the [WISe screen](#) was completed and results are documented according to the [BRS policy](#);
    3. Exhaust all available in-state resources capable of safely meeting the identified needs of the child or youth, including Child Specific Contracts with Washington State providers. This includes a statewide search. Document these efforts, the in-state provider denials, and:
      1. Consult with the HQ intensive resource manager about the need to pursue an Out-of-State IRCSC to identify other resources available to the meet the family and child's needs.
      2. Inform the caseworker of the need to search out-of-state.
      3. Search for out-of-state resources that meet the unique needs of the child or youth.
  4. Once an out-of-state resource is identified:
    1. Contact the Child Protective Services (CPS) and Licensing agency in the receiving state to learn if there are any violations, corrective actions, or serious concerns with the prospective contractor.
    2. Coordinate an in-person site visit by DCYF employees at any newly identified resource to determine suitability prior to requesting a contract for that placement.
    3. Based on the information gathered, determine if the out-of-state resource meets the Washington State minimum standards, including, but not limited to:
      1. No secure external, bedroom, or seclusion room doors.
      2. No secure perimeter fencing.
      3. No video monitoring in common areas or bedrooms unless prior approval and a court order has been obtained.
    4. Negotiate Out-of-State IRCSC with prospective contractors and obtain approval from the RA or their designee.
    5. Document the reason for the Out-of-State IRCSC, efforts to locate in-state resources, results of inquiries, and the site visit for newly identified resources on the [Regional Contract Request DCYF 15-470](#) form, and attach a completed [Child Specific Contract Rate DCYF 10-490](#) form.
    6. Send the completed forms to the individuals listed on the [Contract Request DCYF 15-470](#) form for signature approval.
4. Approved Out-of-State IRCSC Placement
  1. Assigned caseworkers must:
    1. Follow [ICPC](#) policy.
    2. Coordinate with the court and child or youth's guardian ad-litem (GAL), Court Appointed Special Advocate (CASA) or attorney, and obtain court approval to place out-of-state.
    3. Complete a safety assessment at key points in the case according to the [Safety Assessment](#) policy.

4. Update the Comprehensive Family Evaluation (CFE) in FamLink per the [Family Assessment](#) policy.
5. Coordinate and verify that the receiving state ICPC or contracted out-of-state provider is conducting monthly in-person health and safety visits per the [Health and Safety Visits with Children and Monthly Visits with Caregivers and Parents](#) policy. If the provider does not conduct health and safety visits, consult with the regional contracts manager to identify contracted providers to conduct health and safety visits.
6. Review the contractor's monthly Health and Safety Visit Reports to monitor the child or youth's well-being, and:
  1. Address any identified concerns or needs;
  2. Upload the report in FamLink; and
  3. Document the health and safety visits in FamLink case notes.
7. Contact the child or youth monthly by phone or video conference, and document the interview in FamLink case notes.
8. Conduct an in-person face-to-face visit with the child or youth each month. The time between visits must not exceed 35 calendar days.
  1. A DCYF employee other than the assigned caseworker may conduct the in-person face-to-face visits. DCYF employees conducting the visits must have:
    1. Current or prior child or youth interviewing experience.
    2. Knowledge and skills needed to assess the child or youth's health and safety.
  2. Prior to the in-person visit, review available documentation regarding the child or youth which occurred in the last month, including but not limited to:
    1. Monthly health and safety visit reports.
    2. Incident reports involving any injury or restraints, if any.
    3. Case notes related from the out-of-state placement.
  3. During the in-person visit, follow up with the child or youth and facility employees about incidents that may have occurred during the last month.
  4. After the in-person visit, document the child or youth interviews in FamLink case notes and upload a completed Out-of-State Child Specific Contract Compliance Monitoring Youth Interview Questions DCYF 05-310 form in FamLink.
9. Participate in quarterly Child and Family Team (CFT) meetings coordinated by the contractor. During the meeting, address youth safety, well-being, and transition planning. Participation may include phone, video conference, or in-person if the meeting occurs during the monthly in-person visit.
10. Coordinate [visits between parents and siblings](#) according to the [Family Time and Sibling and Relative](#) policy.
11. Follow [Outside Communication for Children in Out-of-Home Care](#) policy.
12. Make and document [reasonable efforts](#) to reunify the family and achieve timely permanency. If there is reason to believe the child is a member, or the biological child of a member and eligible for membership, in a federally recognized tribe, and document the active efforts made to reunify the family, including a description of the services that were offered or provided, pursuant to [Chapter 7 Indian Child Welfare Policies and Procedures](#).
13. Identify conditions for return home at the time of placement and when updating a CFE. [Conditions to return home](#) provide the parent or legal guardian with specific information on what changes need to occur in order to create a safe physical, psychological, and emotional environment for the child or youth. Conditions are not based solely on the completion of services in a case plan.
14. Discuss with your supervisor, the child or youth's progress and readiness for transition to less intensive services in Washington State per the [Monthly Supervisor Case Reviews](#) policy.

15. Once plans to return a child or youth back to Washington begin, refer the child to a provider for a [WISe screen](#) to determine eligibility. Use the results to determine service needs.
  1. If the child or youth is eligible follow the service recommendations.
  2. If the child or youth is not eligible or the WISe provider is not able to meet their needs, document the reasons why in a case note or WISe section of the [BRS Referral 10-166A](#) form.
16. Document the following information in FamLink case notes:
  1. Use of shared planning to identify and develop a plan to meet the family and the child or youth's needs.
  2. Behavioral and permanency goals to be achieved through this placement.
  3. Determination of anticipated length of stay.
  4. The preliminary discharge plan with an identified date. This plan must include services and supports needed to stabilize and transition the child or youth to a less intensive service.
2. Regional BRS managers must:
  1. Track out-of-state placements, the child or youth's progress, and identified discharge dates.
  2. In consultation with the caseworker and out-of-state contractor, monitor and assess the child or youth's readiness for transitioning back to Washington State.
  3. Review cases quarterly based on the out-of-state placement start date, transition plans, and discharge date. If a discharge date has not been identified, obtain it from the caseworker or the out-of-state contractor.
  4. Participate, as needed, in contract monitoring site visits based on identified concerns or monitoring assessments.
  5. Notify the HQ intensive resource manager within the calendar week of learning of any new CPS or other issues or concerns with the out-of-state contractor.
  6. Refer the child or youth to in-state resources when determined they can transition back to Washington State safely or when an emergent need arises due to health and safety concerns. If referring to BRS resources, follow [BRS](#) policy.
  7. If there is a placement disruption, make diligent efforts and document efforts to locate an in-state resource prior to searching for another out-of-state placement.
3. When learning of any health and safety concerns for the child or youth, including but not limited to imminent risk of serious harm, allegations of physical abuse or neglect, or inappropriate or excessive use of restraints or discipline, complete the following:
  1. Immediately contact CPS in the receiving state to make a referral and document the CPS referral number, date, and specific information in FamLink case notes;
  2. Within 24-hours contact the child or youth, unless they told you in-person.
  3. Within one calendar week, notify the:
    1. Health and safety visit contractor and request they conduct an in-person face-to-face visit the child or youth as soon as possible; and;
    2. Regional BRS manager of any CPS referrals made or if there are any other issues or concerns with the out-of-state contracted services.
  4. Follow up to determine the outcome of the investigation and take any actions necessary to address the youth's safety and well-being.
5. Emergent Placement Services (EPS) are contracted short-term (15 calendar days) crisis intensive resources that are used when there is an emergent need for a placement and no other placement options are available.
  1. Referrals
    1. If there is no placement available for a child or youth, the caseworker must contact the regional EPS gatekeeper to see if there is an EPS placement available. Regional EPS gatekeepers are identified by the RA or designee.



2. The caseworker must update the [CIPR DCYF 15-300](#) form if it is not already updated .
  3. Once a request is received, the regional EPS gatekeeper must contact the EPS provider for placement availability. If there is availability, the EPS gatekeeper will:
    1. Send the completed [CIPR DCYF 15-300](#) form to the provider for consideration, and;
    2. Inform the caseworker of the provider's decision.
  4. If the child or youth is accepted for an EPS placement, the caseworker will arrange the child or youth's transportation to the provider's address.
  5. If there is no placement available in the region, the EPS regional gatekeeper may contact the EPS gatekeeper in another region to request an EPS placement. Approval from the receiving regional EPS gatekeeper must be obtained before a child or youth is moved to that placement.
2. Length of Service
1. When the EPS placement begins, the caseworker must immediately begin discharge and transition planning for the child or youth, and communicate the discharge date and transition plan to the provider.
  2. If EPS placement is needed beyond 15 calendar days, the caseworker must obtain approval from the regional EPS gatekeeper where resource is located.
  3. If the EPS gatekeeper approves the extension, they must notify the EPS provider. EPS placements cannot be extended longer than 30 calendar days.
  4. When the child or youth transitions out of EPS, the contractor is required to provide the caseworker an [EPS Transition Summary](#) which must be uploaded into FamLink.
3. EPS Contract Management
1. The RA or their designee must identify one EPS regional lead to oversee the EPS program and compliance monitoring.
  2. The EPS regional lead must:
    1. Track a daily census of the contracted programs within their region.
    2. Track the provider's monthly reports for:
      1. Percentage of referrals accepted.
      2. Utilization of contracted bed days per month.
      3. Reasons for denied referrals.
    3. Identify if a provider is in compliance with the referral acceptance rate percentage identified in the contract on a quarterly basis. If the provider fails to meet the required acceptance percentage, notify the regional contracts manager within two weeks and request a compliance plan from the provider.
    4. For providers who are not compliant with the required acceptance rate percentage in the EPS contract for the annual reporting period, the regional lead will inform the:
      1. Provider they will no longer receive the monthly per bed base rate and will move to a fee-for-service daily rate as stated in the EPS contract.
      2. Contracts and fiduciary employees of the payment structure change to a fee for service daily rate for the next contract cycle. This will continue until the next annual review and the provider achieves the required acceptance outcome.
6. CPA Specialized Group Receiving Care are contracted short-term placement (14 calendar days) for children and youth who are in need of emergency housing. The rates cover all costs associated with placement and service delivery for the children and youth. There are two tiers available within these services. Both tier one and two provide children and youth a residence, food, clothing, and other essentials. Services must include a caregiver or contractor employee providing supervision for the children and youth. Tier two is a higher level of service and includes 30 hours of therapeutic case aide services per 30-day stay. The caseworker will also receive a Tier 2 Transition Summary within 24 hours of discharge to assist with service planning for the youth.

## 1. Referrals

Caseworkers, placement desk worker, or after-hours worker must:

1. If Specialized Group Receiving Care is needed, send a written referral request to a contracted provider.
2. Authorize the tier one or tier two service when entering the placement. The contracted rate for all tiers is all inclusive and no other payment authorization must be made for placement.
3. Verify the [CIPR DCYF 15-300](#) form is updated and send to the provider as soon as possible, but no later than three business days of the child or youth's placement.

## 2. Length of Service

Caseworkers, placement desk worker, or after-hours worker must:

1. Immediately begin discharge and transition planning for the child or youth when the placement is approved, and communicate the discharge date and transition plan to the provider.
2. Meet weekly to coordinate timely discharge plans.
3. Only authorize services as needed for no longer than 30 calendar days.
4. Obtain signed authorization by the area administrator if the placement is beyond the initial calendar 30 days. Authorizations must be approved every seven calendar days for a maximum of 60 days. Send a copy of each signed authorization to the provider for their client file.

## Forms

[BRS Referral DCYF 10-166A](#)

Out-of-State Child Specific Contract Compliance Monitoring Youth Interview Questions DCYF 06-310310  
(located in the Forms repository on the DCYF intranet)

[Child Specific Contract Rate DSHS 10-490](#)

[Contract Approval Request DCYF 15-470](#)

[Contracted Health and Safety Visit Referral DCYF 10-566](#)

[Contracted Health and Safety Visit Report DCYF 10-567](#)

[Child Information and Placement Referral \(CIPR\) DCYF 15-300](#)

[Emergent Placement Services \(EPS\) Transition Summary](#)

[Specialized CPA - Group receiving care services Tier 2 Transition Summary](#)

# 4536. Sexually Aggressive Youth

4536. Sexually Aggressive Youth [sarah.sanchez](#) Tue, 08/28/2018 - 22:03

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** September 31, 1995

**Revised Date:** October 19, 2017

**Policy Review:** October 19, 2020

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## Purpose Statement

To guide Children's Administration (CA) caseworkers in identification of Sexually Aggressive Youth (SAY), removing the SAY identification, and providing the needed supervision and services to meet the youth's needs.

## Scope

This policy applies to CA staff.

## Laws

[RCW 13.34](#) Juvenile Court Act - Dependency and Termination of Parent - Child Relationship

[RCW 74.13.075](#) Sexually Aggressive Youth - Defined

[RCW 26.44.160](#) Allegations that child under twelve committed sex offense - Investigation - Referral to prosecuting attorney - Referral to department - Referral for treatment.

## Policy

1. Regions must have at least one SAY committee. The SAY committee determines SAY identification/removal, youth's eligibility for SAY funded resources as outlined in [RCW 74.13.075](#), and provides quality assurance oversight.
2. Each region must have regional SAY leads responsible for oversight of the SAY committees and communicating committee decisions to the caseworker.
3. Caseworkers must refer youth who are the subject of a proceeding under [RCW 13.34](#) or a child welfare proceeding held before a tribal court, who are suspected to have demonstrated sexually aggressive or inappropriate sexual behaviors to the regional SAY committee to determine if a SAY identification is appropriate.
4. For identification as SAY, youth must be eight years or older and meet one of the following criteria:
  1. The regional SAY committee has or has previously approved the youth for SAY funded treatment.
  2. The regional SAY committee has determined the youth meets the definition of SAY as defined in [RCW 74.13.075](#).
  3. A valid record exists documenting the youth has been found guilty in a court of law for a sexual offense.
5. All requests for SAY funding must be approved by the regional SAY committee. The caseworker must submit a new request to the SAY committee every six months for continued funding.
6. Prior to youth being identified as SAY, the regional SAY committee may approve funding for an evaluation to help determine SAY identification and appropriate treatment needs.
7. Placement of youth identified as SAY:
  1. SAY identified prior to being placed:
    1. Licensed caregivers must complete the CA approved SAY training prior to placement.
    2. Unlicensed caregivers must complete the CA approved SAY training within 30 days of placement.

2. SAY identified while in a placement:
  1. Licensed and unlicensed caregivers must complete the CA approved SAY training as soon as possible, but no later than 30 calendar days, after the youth is identified as SAY.
3. Caseworkers must verify that caregivers have completed the CA approved SAY training.
4. If caregivers have not completed the CA approved SAY training, caseworkers must:
  1. Provide caregivers with information on where and how to access the training.
  2. Discuss the training requirement with the caregiver and document in the electronic case file the date the caregiver agrees to complete the training.
  3. Verify completion of the CA SAY training.
8. Priority for SAY funds must go to dependent youth. However, non-dependent youth (i.e. Children in Need of Services, Voluntary Placement Agreement, Etc.) may receive SAY services.
9. Referrals from prosecutors or law enforcement for SAY services will be investigated for abuse and neglect. See [2331. CPS Investigation](#) policy.
10. Polygraph testing can only be provided or funded for youth identified as SAY if a court orders the test. A plethysmograph will not be approved or funded.

## Procedures

Caseworker must:

1. Complete the SAY Determination Referral DSHS form 15-399 when seeking determination or removal of SAY identification or authorization of SAY funding. Referrals must include:
  1. A detailed description of the youth's sexually aggressive or inappropriate behaviors.
  2. Any other relevant information necessary to determine SAY identification and funding needs, including a completed Request for Authorization of SAY Funds DSHS form 15-399A.
  3. An uploaded copy of the Youth Supervision Plan DSHS form 15-352 in FamLink (when applicable).
2. Complete the approved Youth Supervision Plan DSHS 15-352 in FamLink:
  1. Ensure the Regional SAY Committee has reviewed and approved the Youth Supervision Plan before implementing for youth identified as SAY.
  2. Review the Youth Supervision Plan DSHS form 15-352 with the caregiver.
  3. Identify with the caregiver any training, support or consultation they need as part of the supervision plan.
  4. Obtain the caregiver's signature prior to placement, but no later than 72-hours after placement and document the plan in a FamLink Case Note within seven calendar days.
  5. Upload the signed Youth Supervision Plan DSHS form 15-352 into FamLink.
  6. Provide a copy of the signed Youth Supervision Plan DSHS form 15-352 to the caregiver.
  7. Notify the DLR Licensor via email a signed plan has been completed.
  8. Review the youth supervision plan at least every six months with caregiver and supervisor. Update as needed.
3. Complete a referral to and provision of an appropriate and comprehensive evaluation, treatment and supplemental services by a CA contracted SAY provider as approved by the Regional SAY Committee.
4. Coordinate services and Youth Supervision Plan with the SAY contracted provider, youth's caregiver and, if applicable, Juvenile Rehabilitation or county probation.
5. Document the SAY Warning Indicator in FamLink on the Person Management page, within seven calendar days of the Regional SAY committee identifying a youth as SAY.
6. Request reauthorization of SAY funding from the Regional SAY Committee every six months. Submit DSHS form 15-399 and DSHS form 15-399A and include the following information with the request:
  1. SAY provider quarterly reports;
  2. New documented incidents of inappropriate sexual behaviors;
  3. Supervision Plan; and
  4. Other new evaluations or reports that are important to determine SAY funding needs.

## Forms and Tools

Youth Supervision Plan form DSHS 15-352

SAY Determination Referral form DSHS-15-399

Request for Authorization of SAY Funds DSHS form 15-399A

## Resources

Youth Supervision Plan Tips

4413 Placement Services

[SAY On-Line Training video](#)

# 45362. Physically Assaultive/Aggressive Youth

45362. Physically Assaultive/Aggressive Youth [sarah.sanchez](#) Tue, 08/28/2018 - 22:03

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** April 30, 2010

**Revised Date:** October 19, 2017

**Policy Review:** October 2, 2021

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## Purpose

To guide Children's Administration (CA) caseworkers in properly identifying Physically Assaultive/Aggressive Youth (PAAY) and providing the needed supervision and services to meet their needs.

## Scope

This policy applies to DCFS staff.

## Laws

[RCW 74.13.280](#) Client Information

## Policy

1. When identifying and determining a youth as PAAY as defined by [RCW 74.13.280](#), a youth must exhibit one or more of the following behaviors that are developmentally inappropriate and harmful to the child or others:
  1. Observed assaultive behavior;
  2. Reported and documented history of the child willfully assaulting or inflicting bodily harm; or

3. Attempting to assault or inflict bodily harm on other children or adults when the child has the apparent ability to carry out the attempted assaults, including threats to use a weapon.
2. Regions must establish a PAAY committee to determine PAAY identification and provide quality assurance oversight.
3. All PAAY Determination Referrals DSHS 15-400 and Youth Supervision Plans DSHS 15-352 must be initially reviewed and approved by Regional PAAY Committee.
4. All youth identified as PAAY must have a signed Youth Supervision Plan DSHS 15-352 prior to placement, but no later than 72 hours and the plan must be documented in FamLink within seven calendar days.
5. All youth identified as PAAY must be provided needed services.
6. If a youth has complex behavioral health needs, the caseworker must refer them for a Wraparound Intensive Services (WISe) screen per the [4542. WISe policy](#).
7. Youth identified as PAAY must only be placed with licensed caregivers who have completed the CA PAAY training.
8. Youth identified as PAAY and placed with unlicensed caregivers, the caregiver must complete the CA PAAY training as soon as possible, but no later than 30 calendar days.
9. Youth already placed and then identified as PAAY, the caregivers must complete the CA PAAY training as soon as possible, but no later than 30 calendar days.

## Procedures

Caseworkers must:

1. Complete a Youth Supervision Plan DSHS 15-352 in FamLink on all youth identified as PAAY with the caregiver and Division of Licensed Resources (DLR) licensur, if available, within seven calendar days. Identify with the caregiver as part of the supervision and plan any training, support or consultation they need.
2. Submit all Youth Supervision Plans DSHS 15-352 for review and signature to the youth's caregiver and:
  1. Provide a copy of the signed plan to the caregiver.
  2. Obtain the original copy in the case file and upload it into FamLink.
  3. Notify the DLR licensur via email that the supervision plan has been completed and signed.
3. Complete the PAAY Determination Referral DSHS 15-400 form and submit with the completed Youth Supervision Plan DSHS 15-352 to the regional PAAY committee when identifying or removing youth as PAAY.
4. Coordinate services with the contracted provider of services and the caregiver.
5. Document in FamLink by checking or un-checking the PAAY Warning Indicator on the Person Management Page within seven calendar days for youth identified as PAAY.
6. Review each youth's supervision plan at least every six months with caregiver and supervisor and update as needed.
7. Prior to placement, verify a prospective licensed caregiver has completed the CA PAAY training. If the licensed caregiver has not completed the training:
  1. Do not place the youth identified as SAY with the caregiver until training is completed and verified.
  2. Provide the caregiver with information on where and how to access the training.
  3. Discuss and document in FamLink the date the caregiver agrees to complete the training.
8. Verify an unlicensed caregiver has completed the CA PAAY training prior to placement. If the unlicensed caregiver has not completed the training:
  1. Provide them with information on where and how to access the training.
  2. Discuss and document in the electronic case file the date unlicensed caregiver agrees to complete the training. This date must be as soon as possible, but no later than 30 days after placement.

9. For youth who are identified as PAAY after they are placed in out-of-home care verify that their licensed or unlicensed caregiver has completed the CA PAAY training. If the caregivers have not completed the training:
  1. Provide them with information on where and how to access the training.
  2. Discuss and document in FamLink the date caregiver agrees to complete the training. This date must be as soon as possible, but no later than 30 days of the identification.

## Forms and Tools

- Youth Supervision Plan DSHS 15-352 (located on the CA intranet)
- PAAY Determination Referral DSHS 15-400 (located on the CA intranet)
- FamLink Document upload instructions (located on the CA intranet)

## Resources

- Youth Supervision Plan Tips
- 4413 Placement Services

# 4537. Clothing Allowance For Children In Out-Of-Home Care

4537. Clothing Allowance For Children In Out-Of-Home Care [sarah.sanchez](#) Tue, 08/28/2018 - 22:04

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** September 27, 1995

**Revised Date:** August 6, 2015

**Policy Review Date:** August 6, 2018

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## Purpose

Provides for the essential clothing needs of children entering care or to assist in providing additional funding for an exceptional need not met through the standard clothing allowance in the foster care monthly payment or other community resources.

## Scope

This policy applies to CA caseworkers and fiduciaries.

## Laws

[WAC 388-25-0125](#)

## Policy



1. The CA caseworker will authorize a one-time clothing voucher up to \$200 for each child at the time of initial placement in out of home care, (licensed foster home or unlicensed caregiver home).
2. The CA caseworker with regional administrator (RA) or designee approval may authorize an additional clothing voucher up to \$200, per year after initial placement, when a child has an exceptional clothing need not met through local community resources or the standard clothing allowance in the foster care monthly payment (if the child is placed in a licensed foster home).
3. Reimbursement for clothing expenses may be authorized by the CA caseworker only with RA or designee approval if:
  - a. The expenses were pre-authorized by the caseworker with RA or designee approval.
  - b. The amount does not exceed \$200.
  - c. Expenses were identified at the time of initial placement or
  - d. There was a subsequent exceptional need identified and,
    - i. Other local community resources were not available
    - ii. The clothing need could not be met through the standard clothing allowance in the foster care monthly payment (if the child is placed in a licensed foster home).
4. All clothing purchased becomes the property of the child and is sent with the child if the placement changes.

## **Procedures**

1. **Initiating a clothing voucher**
  - a. The CA caseworker will approve the initial clothing voucher requests (at or around the time of placement) up to \$200.
  - b. The CA caseworker must create a service referral in FamLink
  - c. The supervisor must approve all clothing requests in FamLink.
  - d. The RA or designee must approve all clothing voucher requests to meet a child's exceptional need before processing.
  - e. The CA caseworker must document the reason for the child's exceptional need for clothing in the service referral and note the approval by the RA or designee.
2. **Processing a clothing voucher**
  - a. The fiduciary opens and processes the service referral, creating a service authorization and clothing voucher in FamLink. The fiduciary or designee retrieves the clothing voucher from FamLink, embosses it with a DSHS stamp and provides a hard copy to the assigned caseworker or designated individual in the office.
  - b. The CA caseworker or designated individual in the office signs and provides the hard copy to the caregiver.
  - c. The fiduciary pays the clothing voucher once the receipt is received and has confirmed the requested items were purchased for the authorized amount.
3. **Caregiver Reimbursement**
  - a. The CA caseworker will initiate a payment to reimburse the caregiver when the caregiver purchases clothing and provides a receipt and the RA or designee has approved the purchase.
  - b. The CA caseworker will work with fiduciary staff to set up an authorization for the clothing and process a payment to reimburse the caregiver based on receipts presented.

# **4539. Inpatient Mental Health Treatment For Children**

## **Service Definition**

1. Services to provide psychiatric/psychological treatment to children in the care and custody of DCFS in a hospital or clinical setting. See section 4521, Psychological/Psychiatric Services, above, for additional guidance. Chapters 13.34 and 71.34 RCW
2. There are two types of inpatient mental health treatment for children in Washington state:
  1. Acute inpatient care provided in community hospitals and Evaluation and Treatment Centers, and
  2. Long term inpatient care, provided in the five Children's Long Term Inpatient Programs.

## **Eligibility**

1. Children who are in the care and custody of DCFS and who require inpatient mental health treatment are eligible for this service.
2. No social worker shall provide written consent for voluntary inpatient treatment of a minor child except as described in this section; nor shall the social worker seek inpatient treatment of a child in a court-ordered placement (i.e., dependency, Child in Need of Services [CHINS]) without prior written consent of the child's parents whenever possible.
3. If a parent's prior consent is not possible, then prior approval of the juvenile court is required unless an emergent situation does not allow time for a hearing. In such a case, the social worker will seek court approval within 48 working hours of the placement by requesting a juvenile court hearing.
4. Consent is not required if the child is involuntarily detained in an Evaluation and Treatment facility by a County Designated Mental Health Professional or is subsequently court ordered through the Involuntary Treatment Act (ITA), chapter 71.34 RCW.
5. Children 13 years of age and older may voluntarily seek and consent to inpatient treatment without consent of their parent/guardian or the department. Such a child must consent to inpatient treatment except under the conditions set forth in paragraph 4, above. Parental consent by itself is insufficient.
6. Admission to publicly-funded acute inpatient treatment shall occur only if the child meets medical necessity guidelines as determined by the Regional Support Network (RSN)-authorized mental health professional(s) and with the concurrence of the professional person in charge of the facility.
7. For long-term inpatient psychiatric care, the Children's Long-term Inpatient Program (CLIP) Committee must provide authorization prior to admission. Referral to the CLIP Committee shall only be made by the RSN/Prepaid Health Plan (PHP) of residence. Different access points and procedures may be applied by the local RSN/PHP.

## **Procedures for Access**

1. Emergent Or Non-Emergent (Elective) Voluntary Inpatient Mental Health Treatment for a Child in Custody of the Department
  1. For purposes of this policy, "voluntary patient" means:
    1. A minor 13 years of age or older who has been evaluated and determined to meet criteria of medical necessity for inpatient treatment and who gives written consent for inpatient care; or
    2. Any child under the age of 13 whose parent or legal guardian makes application for the child to be evaluated by the appropriate professional and who has been determined to meet criteria of medical necessity for inpatient treatment. The consent of the child is not required in this instance.
    3. Any legally free child who is in the permanent custody of the department and who also meets the conditions outlined in ii above. The assigned DCFS social worker, with the approval of the supervisor, may sign the consent for treatment of the child under the age of 13.

2. The following conditions apply if the child is in the department's custody through a dependency order, a voluntary placement agreement (VPA), or a Child in Need of Services (CHINS) order.
  1. If the social worker believes that a minor child is in need of psychiatric inpatient treatment, the social worker follows the following procedures:
    1. The social worker consults his/her supervisor and obtains the concurrence of the supervisor to seek inpatient treatment. The social worker must also consult with the child's parent/legal guardian whenever possible prior to seeking inpatient care.
    2. The social worker, with concurrence of the supervisor, makes an immediate referral to the RSN/PHP certification authority in accordance with state Mental Health Division (MHD) policy Memorandum #96-26 or subsequent revisions.
    3. Children shall only be admitted after a determination of medical necessity.
      - For acute psychiatric care, the RSN/PHP-authorized mental health professional(s) must determine whether medical necessity is met.
      - In either case, the professional person in charge of the facility concurs with the admission.
    4. Once a determination of medical necessity has been made, written consent for admission, treatment, and release of information is given in accordance with the following:
      - For children under 13 years of age, the consent of the parent or legal guardian is required whenever possible, even when the child is under a dependency order.
        - The social worker may give consent for elective care only after obtaining authority to do so from the juvenile court, except when the child is in the permanent custody of the department, in which case the social worker can consent under the permanent custody order. Court review shall occur within 48 hours of the petition except where the department has permanent custody.
        - In emergencies, the social worker may provide written consent for immediate inpatient care within a community hospital.
        - Parental agreement/consent or court review must sanction the social worker's consent within 48 hours, except where the department has permanent custody.
        - Court review does not supplant the authority of the RSN/PHP designated mental health professional(s) and the professional person in charge of the inpatient facility who must determine medical necessity prior to admission.
      - Children 13 years of age and older may consent to treatment without the consent of the parent or social worker. If the parent or social worker does not support inpatient care, they may give notice to the evaluation and treatment facility that admitted the child in accord with chapter 71.34 RCW.
      - The Washington State Supreme Court, in the case of State v. CPC Fairfax Hospital, 129 Wn.2d 439 (1996), determined that a child 13 years of age or older admitted to that an inpatient facility on application of the child's parent was detained without due process. Since that decision, providers have declined admissions where the consent of the child has not been obtained prior to a voluntary inpatient admission.
        - Thus, for children 13 years of age and older who are unwilling to be admitted to inpatient care, the parental consent is not considered by care providers as sufficient consent for admission against the child's will.

- In the absence of parental consent, or consent of the child age 13 or above, the social worker may petition the juvenile court for the authority to give consent for the admission against the child's will.
  - In emergencies the social worker may give consent immediately. This type of admission is considered a voluntary (parent-authorized) admission under chapter 71.34 RCW. Court review shall occur within 48 hours of the petition for elective care, and within 48 hours of admission for emergent care. Court review does not supplant the authority of the RSN/PHP designated mental health professional(s) and the professional person in charge of the inpatient facility who must determine medical necessity prior to admission.
  - If the custodial parent does not agree with admission to inpatient care for children of any age, the social worker may file a dependency petition with the court, if one does not already exist. At that time, the social worker may simultaneously request authority to provide consent for inpatient treatment.
2. Involuntary Inpatient Mental Health Treatment for a Child in Custody of the Department
1. The following conditions apply if the child is in the department's custody through a dependency order, a VPA, or a CHINS order.
  2. Admission for involuntary treatment may only occur after a determination of medical necessity is made by a County Designated Mental Health Professional (CDMHP). The CDMHP has authority to initially detain for 72 hours in an acute psychiatric facility any child, 13 years of age or older, who meets the criteria for involuntary detention.
    - **Children under the age of 13 may not be involuntarily detained through this process.**
  2. CDMHPs are bound by law to explore and utilize less restrictive treatment options when they are available and appropriate. Consent of the parent or minor child is not required for involuntary admission to inpatient care.
  3. Necessity for treatment beyond 72 hours is evaluated by the facility, in concert with significant others involved with that child, and must be ordered by the superior court in accord with chapter 71.34 RCW.
  4. Youth exhibiting the following conditions, as a result of a mental disorder, may be referred to the local CDMHP for assessment if she/he is unwilling to be hospitalized voluntarily:
    1. Is in danger of serious physical harm or manifests severe deterioration in routine functioning resulting from a failure to receive care essential to personal health or safety; and/or
    2. Is a danger to self or others as evidenced by threats or attempts to commit suicide or inflict bodily harm to self or others; and/or
    3. Is likely to cause substantial loss or damage to the property of others.
  5. Subsequent Admissions-Any subsequent admissions for voluntary care shall require a new assessment and determination and must follow the appropriate protocol as outlined above.

## 4541. Psychotropic Medication Management

4541. Psychotropic Medication Management [sarah.sanchez](#) Tue, 08/28/2018 - 22:05

### Purpose and Scope

1. This standard and procedure establishes guidelines for Children's Administration (CA) staff and CA-licensed or certified out-of-home care providers to follow when a child is in the custody of the department, placed in out-of-home care, and is or may be administered psychotropic medication.
2. This standard applies to children placed in the department's custody, whether by voluntary placement agreement (VPA) or court order. It is prospective only. It applies only to children not receiving such medications on the effective date of this policy, June 1, 1997.

## Definitions

1. For definitions of "Medical History," "PRN," and "Psychotropic Medication" as they pertain to this section, see Appendix A.
2. "Informed consent" means consent given for administration of psychotropic medications by a person authorized by law or under this section following provision of information by a licensed medical professional regarding the purposes of the medication, the range of dosages, possible side effects, and expected results.

## Standard

1. The CA social worker and the out-of-home care provider must comply with the provisions of RCW 13.34.060 regarding authorization of routine medical and dental care for the child in the custody of CA.
2. For children who have been prescribed psychotropic medication, compliance with Chapter 71.34 RCW, Mental Health Services for Minors, is required.
3. Neither the CA social worker nor the out-of-home care provider may authorize the administration of psychotropic medications to a child in the custody of CA, with the following exceptions:
  1. The CA social worker may authorize the administration of such medications if the child is legally free and in the permanent custody of the department.
  2. The CA social worker may authorize the administration of such medications when it is impossible to obtain informed parental consent after normal work hours, on weekends, or on holidays. In such instances, the social worker must obtain either informed parental consent or a court order within 72 hours, excluding weekends and holidays, of authorizing administration of the medication.
4. The parent of the child in CA custody must provide informed consent for the administration of psychotropic medications to the child, unless the child is age 13 or older and competent to provide consent in his or her own behalf. If the parent is unavailable, unable, or unwilling to consent to the administration of medically necessary psychotropic medications, the social worker shall obtain a court order before the medications may be administered.
5. Consent for treatment will vary according to the child's age.
  1. Children age 13 years and older must consent to the administration of their own medication. They also have the right to maintain confidentiality of the information.
    1. The CA social worker needs to encourage the adolescent to share information about the use of such medication with their parents, their out-of-home care provider, and their guardian ad litem. The care of the child is likely to be compromised if the out-of-home care provider does not have knowledge of the medication being used and access to the prescribing physician for consultation.
    2. If the child refuses to release information concerning medication to the out-of-home care provider, the CA social worker shall review the child's continued need for placement. If the child remains in out-of-home care and continues to refuse to release information about his/her medication, the social worker will request the court to order release of the information to the care provider and to the department.

3. If the child refuses to release information to the parent, the parent, if wanting the information, needs to request a court order to obtain it.
2. Children who are 13 years of age and older may not be able to provide knowledgeable consent to administration of psychotropic medication due to cognitive disabilities. In such an instance, the treating medical professional determines if the child is capable of giving consent. If the child is unable to provide consent, the parent must provide consent or the social worker must obtain a court order to authorize treatment.
6. The informed parental consent or court order needs to be a general authorization for the administration of psychotropic medications at the direction of a qualified, licensed physician so that a change in the consent or court order is unnecessary when it is necessary for the physician to adjust the medication.
7. The social worker may contact the statewide Child Abuse Consultation Network at 1-206-987-2194 or after hours at 1-206-987-2000 whenever medication management would be facilitated by expert medical consultation. For consultation with a pharmacist on prescribed or non-prescribed medications, the CA social worker, the foster parent, or other care provider may contact the Washington Poison Control Center at 1-800-222-1222. Department staff needs to identify himself or herself as a CA social worker, and ask to speak to the pharmacist on duty.

## 4542. Wraparound with Intensive Services (WISe)

4542. Wraparound with Intensive Services (WISe) [sarah.sanchez](#) Tue, 08/28/2018 - 22:05

**Original Date:** October 19, 2017

**Revised Date:** July 28, 2019

**Policy Review:** July 31, 2023

**Approved by:** Ross Hunter, Secretary

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### Purpose

To identify and refer Medicaid eligible children and youth up to age 21 who have complex behavioral health needs in-home and out-of-home in an open case in DCYF for a Wraparound with Intensive Services (WISe) screen and support access to WISe, when the child or youth qualifies for services.

### Scope

This policy applies to child welfare caseworkers.

### Laws

[Sec. 1905 Social Security Act](#) Definitions

### Policy

1. WISe referral screens are completed by designated mental health providers. When children or youth meet the criteria below, caseworkers:
  1. Must refer or verify a referral for a WISe screening is completed when children or youth:

1. Have complex health needs; and
2. There is an open case; and children or youth are:
  1. Entering or are being discharged from a Children's Long Term Inpatient (CLIP) facility.
  2. Being released from crisis intervention services, including involuntary commitments.
  3. Being considered or referred for [Behavior Rehabilitation Services \(BRS\)](#). A WISe screen must be completed 90 days prior to or within 30 days of commencement of BRS services.
  4. Receiving BRS. A WISe screen must be completed every six months; or
  5. Transitioning out of BRS. BRS contracted providers are responsible for initiating the screening referral for mental health services upon exiting BRS services.
2. May refer or verify a referral is made for non-BRS cases, when children or youth:
  1. Have a complex health need; and
  2. There is an open case and children and youth are:
    1. At risk of out-of-home placement;
    2. Experiencing multiple placement disruptions;
    3. Have disrupted from a pre-adoptive or adoptive placement;
    4. Are returning home and need additional behavioral health support services;
    5. Have special education needs or a 504 plan with multiple school suspensions; or
    6. Are involved in multiple systems (i.e. DCYF, Juvenile Rehabilitation, Developmental Disabilities Administration, or behavioral health agencies and providers).
2. WISe Referral Information

Caseworkers must provide the following information about children or youth to [designated mental health providers](#) for the area where they reside when making WISe referrals:

  1. Name;
  2. Date of birth;
  3. Placement and caregiver information;
  4. Prescribed psychotropic medications;
  5. The need for interpreter services;
  6. Services the child or youth are receiving and indicate the services; and
  7. If the child or youth is either:
    1. Currently receiving BRS;
    2. Being considered for BRS; or
    3. Exiting BRS.
3. WISe Referral Verification

Caseworkers must verify when:

  1. Children or youth do not qualify for WISe services, verify with their caregiver or [designated mental health provider](#) that they were referred for other behavioral health services to address their behavioral health needs.
  2. Children or youth do qualify for WISe services:
    1. Join the Child and Family Team (CFT) and participate in conversations with team members regarding the child or youth.
    2. Attend and participate in CFT meetings. CFT meetings can be combined with other [shared planning meetings](#).
      1. For children or youth in BRS, follow the requirements in the [BRS](#) policy.
      2. For other children and youth with complex behavioral health needs, at the CFT meetings:
        1. Encourage and support engagement and collaboration with the child or youth and family in the development and ongoing monitoring of the [Cross System Care Plan](#) until treatment is completed;



2. Provide consultation on services and resources available through DCYF;
  3. Obtain and bring the signed release of information form from the child, youth or parents when they are unable to attend the meeting prior to sharing any confidential information with any CFT team members.
  4. Review the CFT [Cross System Care Plan](#), to verify it is in alignment with the child, youth or family's child welfare case plan, e.g. court orders.
4. WISE Referral Documentation
- Caseworkers must document the following in a FamLink case note:
1. For BRS cases, follow the documentation requirements in the [BRS](#) policy.
  2. For other cases of children or youth with complex behavioral health needs document:
    1. Conversations with the child or youth, families, and caregivers regarding WISE referral and services.
    2. The date a WISE referral was made and screen results, when made by the caseworker.
    3. Name of the individual who agreed to make the referral, when applicable.
    4. Verification of referral being made by another individual, when not made by the caseworker.

## Resources

[Family Youth System Partner Round Table \(FYSPRT\)](#)

[WISE Information Sheets for DCYF Caseworkers](#)

[WISE Program, Policy and Procedure Manual](#)

[WISE Protocol](#)

[WISE Referrals Contact List by County](#)

[WISE Reports](#)

[Wraparound with Intensive Services \(WISE\)](#)

# 4543. Foster Care Assessment Program

4543. Foster Care Assessment Program [sarah.sanchez](#) Tue, 08/28/2018 - 22:06

## Service Definition

1. The Foster Care Assessment Program is a multi-disciplinary contract between Children's Administration (CA) and Harborview Center for Sexual Assault and Traumatic Stress and its subcontractors to assess the needs of children who have been in out-of-home care for more than 90 days. Assessment services include a six-month follow-up period to assist the DCFS social worker in implementing a placement plan and to help meet the needs of the child and family.
2. The program has two goals:
  1. Ensure that the physical and emotional health, developmental status, and educational adjustment of children in the care of the state have been assessed and any significant needs addressed; and
  2. Identify and help resolve obstacles to reunification, adoption, guardianship, or other permanent plan.

## Eligibility

CA and Harborview give priority for the service to those children identified as likely to need long term care because the children face physical, emotional, medical, mental, or other long-term challenges that serve as barriers to achieving a plan for permanency. See RCW 74.14A.050.

## Service Description

1. The contractor's program social worker and a pediatrician will conduct each assessment. The social worker and the pediatrician will review case information and consult with key people in the child's life, including the DCFS social worker, parents, foster parents, the child's primary care physician, teacher, and other involved professionals.
2. The standard assessment consists of structured clinical interviews and the administration of standardized measures. A multi-disciplinary team representing pediatrics, psychiatry, psychology, social work, DCFS, and other consultants (e. g., ethnic/cultural and foster/adoptive parent) will review the preliminary results of the assessment.
3. All important parties in the child's life will be involved in the development of a concrete plan to address the child's health needs and to establish the best possible permanent family connection for the child.
4. A Harborview program social worker will provide six months of follow-up services to assist the DCFS social worker with the implementation of the child's plan.

## Procedures for Access

CA social workers refer children to the regional Foster Care Assessment Program coordinator in accordance with local procedures. The coordinator assists in prioritizing and processing referrals.

# 4544. Responsible Living Skills Program

4544. Responsible Living Skills Program [sarah.sanchez](#) Tue, 08/28/2018 - 22:06

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** 2002

**Revised Date:** July 1, 2018

**Policy Review:** July 1, 2023

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## Purpose

To assist staff in identifying and referring dependent eligible youth, age 16 through 17, to RLSP. If the youth is participating in RLSP prior to their 18<sup>th</sup> birthday, the youth may continue participating in RLSP up to age 21 when agreed upon by the caseworker and RLSP contracted provider.

## Scope

This policy applies to Division of Children and Family Services staff.

## Laws

RCW 74.15.020 Definitions

[RCW 74.15.230](#) Responsible living skills programs, established, requirements

[RCW 74.15.240](#) Responsible living skills program, eligibility

[RCW 74.15.250](#) HOPE centers, responsible living skills programs, licensing authority, rules

## Policy

1. Caseworkers must:
  1. Determine if placing the youth age 16 through 17 years old in RLSP is the most appropriate placement based on the youth's circumstance. The youth must meet the following eligibility criteria:
    1. Must be a dependent under [Chapter 13.34 RCW](#);
    2. Does not have primary or alternate permanency plan of return home;
    3. Verbally agrees to participate in RLSP; and
    4. Does not have any behaviors that will hinder them from goals of the program or that could impact the safety of others.
  2. Complete and submit the RLSP Referral Criteria form DSHS 15-354 for all eligible youth to the regional RLSP coordinator or designee. The following information must be attached and submitted with the referral form or as soon as they are obtained:
    1. Most current court report
    2. Most current court order
    3. Mental health documents within the past two years (e.g. psychological evaluations, treatment diagnosis or reports, etc.)
    4. Placement history report
    5. Copy of social security card and birth certificate
    6. Copy of immunization records
    7. Education records from the prior 18 months, including 504 or Individual Education Plan (IEP)
    8. Other relevant legal orders pertaining to the youth's RLSP eligibility
  3. Collaborate with the contracted RLSP provider in facilitating a meeting with the youth and any significant individuals identified by the youth to discuss the intent and expectations of the program and the youth's commitment to participate in the program.
  4. Review Independent Living pages in FamLink prior to any court hearing or Multidisciplinary Meeting (17.5 staffing) for youth participating in the program.
  5. If the youth is missing from care (MFC), coordinate with the contracted RLSP provider to determine if the bed can remain open until the youth returns. Contracted RLSP providers have the discretion to keep a bed open for 15 calendar days when a youth is MFC.
  6. Complete a new referral if a youth exits the program, wants to re-admit prior to age 18 and continues to meet the eligibility criteria.
  7. Discuss and follow the [43105 Extended Foster Care Program policy](#) with any youth interested in the program prior to their 18<sup>th</sup> birthday.
2. Regional RLSP coordinators must:
  1. Review the RLSP referral form to verify eligibility and required attachments available at time of referral.
  2. Submit referral forms to contracted RLSP providers.
  3. Review monthly reports from contracted RLSP providers to evaluate the:

1. Youth's individual outcomes and programmatic objectives are being met.
2. Provider's ability to meet the youth's needs.
3. Notify caseworkers in their region when an RLSP opening becomes available.

## Forms

RLSP Referral form DSHS 15-354 located on CA intranet

## Resources

[Independence.wa.gov](http://Independence.wa.gov)

[www.caseylifeskills.org](http://www.caseylifeskills.org)

FamLink Independent Living Quick Help Guide located on CA intranet

# 4545. HOPE Center Placement

4545. HOPE Center Placement [sarah.sanchez](#) Tue, 08/28/2018 - 22:06

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** July 1, 2000

**Revised Date:** July 23, 2017

**Policy Review:** July 23, 2021

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## Purpose

Hope centers provide temporary residential placement, assessment and coordination of community services for street youth.

## Scope

This policy applies to Division of Children and Family Services (DCFS) caseworkers.

## Laws

[RCW 13.32A.140](#) Out-of-Home Placement, Child in Need of Services

[RCW 43.185C.315](#) Youth Services, Hope Centers, Requirements

[RCW 43.185C.320](#) Youth services, Hope Centers, Eligibility, Minors

[RCW 74.13.280](#) Client Information

## Policy

### 1. Accessing Placement in a Hope Center

#### 1. The caseworker must:

1. Refer to [2200. Intake](#) or [3100. Family Reconciliation Services](#) policies for service requests for non-dependent youth requiring placement. Contact extended family, CRC, or other resource for placement as appropriate.
2. Send a [Child Information Placement and Referral DCYF form 15-300](#) to the CA placement coordinator for dependent youth. The Hope Center will make the final determination whether to accept the placement request, and priority will be given to:
  1. Youth close to turning 18 years old or who could utilize a Hope Center placement before accessing:
    1. Responsible Living Skills Program (RLSP)
    2. Independent Youth Housing Program (IYHP)
    3. Extended Foster Care (EFC)
    4. Other long term housing and service options.

### 2. Placement in a Hope Center

The caseworker will:

1. Obtain legal authorization for placements lasting longer than 72 hours.
2. Ensure the youth does not stay in a Hope Center longer than 30 calendar days. Note: A Hope Center may approve extensions, but placement cannot exceed 60 calendar days total. During the Hope Center stay, the caseworker must try to facilitate family reconciliation, return the youth home, or develop an alternative long-term placement plan.
3. Follow [ICW Manual Chapter 5.05 CPS Referrals – Involvement of All Indian Tribes before Court Intervention](#), and notify the youth's tribe of the placement change if the youth is enrolled or eligible for membership in a federally recognized tribe.
4. When a child is in the care and custody of CA, and placed in a Hope Center:
  1. Follow [4420 Health and Safety Visits](#) policy.
  2. Schedule a [Family Team Decision Making Meeting](#) or [Shared Planning Meeting](#) within 72 hours of placement, excluding weekends and holidays.
  3. Authorize emergent medical and dental care.
5. Document case coordination in FamLink.

### 3. Information Sharing with Hope Center Staff

1. For dependent youth in a Hope Center who have self-referred or been referred by law enforcement, the caseworker must provide and exchange information per [RCW 74.13.280](#) and [4420 Placement Planning](#) policy. Information includes, but is not limited to:
  1. Name
  2. Date of birth
  3. Gender
  4. Behaviors
  5. Risks
  6. Special needs
  7. Sexually Aggressive/Physically Aggressive Assaultive Youth (SAY/PAAY) history
  8. Offense History

## Forms

[Child Information and Placement Referral Form DCYF 15-300](#)

## Resources

Contracted Youth Service Providers

# 4550. Youth Missing from Care

4550. Youth Missing from Care [sarah.sanchez](#) Tue, 08/28/2018 - 22:07

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** August 2004

**Revised Date:** June 7, 2018

**Policy Review:** June 7, 2021

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## Purpose

Dependent youth who run from out-of-home care put their safety and well-being at risk. When a youth runs from out-of-home care, staff need to act quickly to locate the youth, address the youth's reasons for leaving and develop a run prevention plan.

## Scope

This policy applies to Children's Administration (CA) staff.

## Laws

[RCW 74.13.031](#) Duties of department - Child welfare services - Children's services advisory committee

[PL 113-183](#) Preventing Sex Trafficking and Strengthening Families Act

[PL 106-386](#) Victims of Trafficking and Violence Protections Act of 2000

## Policy

1. Youth Missing From Care (MFC):
  1. Active and ongoing efforts must be made to locate a youth MFC within 24 hours of notification and until the youth returns to out-of-home care.
  2. A run report must be filed with law enforcement (LE) and the National Center for Missing and Exploited Children (NCMEC) when a youth is MFC. CA cannot give NCMEC consent to release child information.

3. Caregivers must be informed of the requirement to file a run report with LE and contact NCMEC at 1-800-843-5678 when a youth is MFC. Caregivers must be informed they cannot give NCMEC consent to release youth information.
4. The youth's dependency must continue while he or she is on the run until their 18<sup>th</sup> birthday, at which time the caseworker must request to dismiss the dependency unless the youth enrolls in Extended Foster Care (EFC).
5. When a youth is MFC overnight or longer, the case must be staffed with a supervisor within two calendar days, excluding weekends and holidays.
6. An attorney must be requested for all youth MFC overnight or longer if the youth does not have an attorney.
7. LE and NCMEC must be contacted for a youth remaining on the run at 18 years of age to terminate the run report.
8. The [Commercially Sexually Exploited Children \(CSEC\)](#) policy must be followed regarding the completion of the CSEC screen for MFC youth.
2. Youth Returning to Care:
  1. LE, NCMEC and individuals or agencies involved with the youth must be notified within 24 hours of the youth's return to out-of-home care.
  2. A debriefing interview must be conducted with the youth within two calendar days (excluding weekends and holidays) of returning to out-of-home care. A Returning Child De-Briefing form must be completed in FamLink.
  3. A [Youth Run Prevention Plan form DCYF 10-484](#) must be developed or, if a plan has previously been completed, be reviewed and updated with any new relevant information with the youth.
  4. Upload the completed or updated [Youth Run Prevention Plan form DCYF 10-484](#) in FamLink.
  5. Review the completed Run Prevention Plan with caregiver upon youth's return to care.

## Procedures

1. When youth are MFC, CA staff must:
  1. Create the FamLink Temporary Situation in Placement to document youth is on the run.
  2. Document LE run report number in a case note. If the caregiver did not file a run report or contact NCMEC, the caseworker immediately contacts LE to file a run report and obtain the LE run report number. Contact NCMEC at (1-800-843-5678) to make a run report.
  3. Notify individuals or agencies important to a youth within 24 hours of learning the youth is MFC. Individuals to notify may include but are not limited to:
    1. Legal parent or guardian
    2. Relatives
    3. Child's Attorney, Court Appointed Special Advocate, Guardian Ad Litem
    4. School
    5. Therapist
    6. Tribe
  4. Make ongoing search efforts to locate the child beginning within 24 hours of learning the youth is MFC and continue until the youth returns to care. Ongoing outreach and search efforts may include, but are not limited to the following locations, individuals, and entities:
    1. Bus stations
    2. Youth centers
    3. Family members' and friends' homes
    4. Places the youth may frequently be found
    5. School
    6. Homeless shelters
    7. Agency available data bases
    8. Probation/parole
    9. Communication with family, friends and known associates



5. **MFC locators only:** May search social media websites and Not Safe For Work (NSFW) websites such as Craigslist and Backpage.com
  6. Notify the Regional MFC lead within 48 hours of learning a youth is MFC.
  7. Conduct a MFC staffing with the supervisor within two calendar days (excluding weekends and holidays) for youth MFC overnight or longer. Document the staffing results in FamLink. The MFC staffing includes:
    1. Search strategies and efforts
    2. Protective factors and vulnerabilities of youth
    3. Individuals contacted
    4. Potential reasons the youth ran
    5. Determining if the youth needs an attorney appointed
    6. Determining if a pick-up order and warrant are needed, and
    7. Discussing if a court hearing should be scheduled. Some factors to consider when making this determination are:
      1. Placement problems or no appropriate placement options available
      2. All other efforts and interventions have failed
      3. Youth is a chronic runner
      4. If court sanctions would be an effective deterrent for the youth
  8. Write and file a declaration for a pick-up order or warrant for the youth.
  9. Discuss the following areas at the court hearing:
    1. Placement problems or no appropriate placement options available,
    2. Additional services needed to support or stabilize the youth,
    3. Search and run prevention strategies that have occurred and
    4. Any efforts to locate the youth.
  10. Document the following in a monthly case note until the youth returns to out-of-home care or ages out of care:
    1. Continued efforts to locate youth,
    2. Any contact with the youth,
    3. Other critical information obtained related to the youth's health, safety, or whereabouts and
    4. Any follow-up action taken since entry of prior case note.
2. When youth return to care, CA staff must:
1. Notify LE, NCMEC (1-800-843-5678) and other individuals important to the youth's case within 24 hours of the youth's return to out-of-home care.
  2. Assess and address any identified health or safety concerns and assist the youth in accessing appropriate care within 24 hours of the youth's return to out-of-home care.
  3. Close the Temporary Situation Placement and document the youth's current placement in the Placement page in FamLink.
  4. Conduct a debriefing interview with the youth within two calendar days (excluding weekends and holidays) of returning to out-of-home care to:
    1. Evaluate the youth for health and safety concerns and assist with appropriate care and safe placement.
    2. Discuss the youth's interest in re-establishing connections with their biological family, including parents, grandparents, and siblings. This includes discussing skills and strategies to safely reconnect with any identified family members, provide guidance and services to assist the youth.
  5. Complete the Returning Child De-Briefing form in FamLink with the youth.
  6. Develop a run prevention plan or review and update an existing run prevention plan with any new relevant information with the youth and document on [Youth Run Prevention Plan form DCYF 10-484](#). The run prevention plan is developed from information gathered from the youth during the returning debriefing interview and should focus on:

1. Services or activities that the youth needs to help them stay in care including, but not limited to:
  1. Increase in family time or other safe, positive social connections,
  2. Independent living skills,
  3. Medical visits,
  4. Substance use disorder treatment,
  5. Behavioral health services
2. Interventions that could prevent the youth from running from care, including but not limited to:
  1. Alone time,
  2. Time to visit with friends,
  3. Listening to music,
  4. Creating a list of individuals that youth will reach out to if they have a desire to run in the future,
  5. Talking to youth about what they are feeling during the “need to run” moment.
3. Upload the completed [Youth Run Prevention Plan form DCYF 10-484](#) in FamLink.
7. Complete the CSEC Screening Tool DSHS 15-476 as required by the [Commercially Sexually Exploited Children \(CSEC\) policy](#).

## Forms

[Youth Run Prevention Plan form DCYF 10-484](#)

[Returning Child Debriefing form DCYF 15-309](#)

CSEC Screening Tool DSHS 15-476 (CA Intranet)

## Resources

[Run Prevention Tips for Staff](#)

[How to Help a Youth Who is at Risk to Run - Prevention Tips for Caregivers](#)

[Resource Information for Youth at Risk to Run - Tips for Staff and Caregivers](#)

[When a Youth Runs and Returns - Tips for Caregivers](#)

[When a Youth Returns - Tips for Staff](#)

[Youth at Risk for Running Away - Tips for Caregivers and Staff](#)

[MFC Lead and Locator Directory](#)

# 4600. Case Review

4600. Case Review [sarah.sanchez](#) Tue, 08/28/2018 - 22:08

## General Information

1. All case plans are reviewed at regular intervals in an effort to ensure that case management for the family is comprehensive in scope, that children receive proper care, and that permanency plans are accomplished in a timely manner. Social workers need to be familiar with case review requirements for different types of case situations.
2. Case review requirements may differ depending upon the following or other factors:
  1. Whether the case originated in CPS, FRS, or CWS.
  2. Whether children are in an in-home or out-of-home care situation.
  3. Whether there is court involvement.
  4. Whether the child is a Native American/Alaskan Native child.
  5. Whether the child is in a rehabilitative service placement.
  6. Whether the case plan specifies adoption as the permanency plan.

## 46100. Monthly Supervisor Case Reviews

46100. Monthly Supervisor Case Reviews [sarah.sanchez](#) Tue, 08/28/2018 - 22:11

### Purpose

Monthly supervision provides practice guidance and case direction for the assigned Social Worker to address:

1. Appropriate and timely delivery of services to families and children,
2. Safety issues and family progress toward case goals,
3. Concurrent planning and family cultural needs and
4. Review of authorized family expenditures.

### Policy

Social work supervisors must conduct **monthly** supervisor case reviews with each assigned social worker and document each case reviewed in the client electronic case file.

The case review discussion must include:

1. A focus on child safety, including the supervisor's review that all monthly visits for the child, known parent/legal guardian and caregiver by the assigned social worker have been completed and documented as required in the Social Worker Monthly
2. Health and Safety Visit Policy.
3. Steps the family and/or children need to achieve permanency including concurrent planning, relative search, and community supports.
4. Assessment of the services provided to each family, including the family cultural and linguistic needs.
5. **Note:** Social work supervisors will not document social worker performance concerns in the client electronic case file.

### Procedure

Social work supervisors will conduct 100% case reviews monthly with staff. During these reviews, supervisors will:

1. Discuss the following practice areas with the assigned social worker during the case review:
  1. Timeliness of response time (CPS only)
  2. Child safety threats
  3. Monthly health and safety contacts

4. Family progress towards achieving safety and permanency and concurrent planning to include relative search
5. Current well-being of children in out-of-home or in-home care
6. Child return home when identified safety threats of serious harm can be managed and controlled with an in-home safety plan.
2. Discuss the following issues to determine if case closure is appropriate:
  1. Safety threats have been reduced or eliminated and the parent or caregiver's protective capacities have increased to assure the child's safety and well being
  2. The legal action was terminated
  3. Service authorizations are closed
  4. Family connected to formal and informal supports and other community resources
3. Document and record a summary of the supervisor case review discussion under the supervision/administrative review code under the client case name.

## 4630. Periodic Case Review

4630. Periodic Case Review [sarah.sanchez](#) Tue, 08/28/2018 - 22:11

### Legal Requirements

1. Federal law requires that each child in out-of-home care have a full case review at least every six months from the beginning date of the placement episode. This may be accomplished in a full court review hearing or through an administrative review.
2. State law requires that the case of every dependent child be reviewed by the juvenile court every six months from the date of the establishment of dependency or the date of the placement of the child, whichever comes first. Placement is limited to 90 days for children who are in placement as a result of an Child in Need of Services (CHINS) Disposition hearing.
3. Other types of court hearings or internal staffing may sometimes meet federal requirements for periodic review if:
  1. Parent(s) of the child have been invited to the review or staffing.
  2. One person on the reviewing body is not directly responsible for developing and implementing the case plan.
  3. The review addresses the content of the periodic review.

### Content of Periodic Reviews

1. Periodic reviews cover the entire case plan and focus on child safety.
2. They shall include a review of:
  1. The safety threats which necessitated placement.
  2. Need or reason for the child's continued placement.
  3. The report to the court, Case Plan and Comprehensive Family Evaluation.
  4. The appropriateness of the type of placement and the permanent plan.
  5. Parental progress with the case plan and progress toward permanency.
  6. The projected date that the permanent plan will be completed.
  7. Whether parents and children 12 years and older have been notified or involved in agency decision-making especially as it relates to changes in family time and sibling visitation, placement, and the child's legal status.

## 4640. Court Review Hearings

4640. Court Review Hearings [sarah.sanchez](#) Tue, 08/28/2018 - 22:08

Court review hearings must be held every six months from the date of placement or establishment of dependency, whichever comes first. Six month reviews continue to occur as long as the child remains dependent or until a dependency guardianship has been established.

## 4650. Administrative Case Review

4650. Administrative Case Review [sarah.sanchez](#) Tue, 08/28/2018 - 22:09

1. Administrative case review must occur in the following situations:
  1. Court procedures or hearings have not met the federal guidelines or time-frames for periodic review.
2. Administrative review may be used for other purposes as determined by the Regional Administrator.
3. The social worker shall give reasonable advance notice of the date, time, and place of review to:
  1. Child's tribe, in accordance with the ICW Manual;
  2. Relative caretakers;
  3. Treatment Providers;
  4. Other professionals who play a significant role with the family;
  5. Individuals with responsibilities identified in the safety plan;
  6. The family, if appropriate, if not present, their perspective should be represented;
  7. Foster Parent;
  8. Child, if over 12 years of age.
4. With the exception of the GAL and parents' attorney, parents must give written consent to the attendance of others at the review. Social workers shall encourage such permission. Foster care providers often have valuable information about the child's daily life, medical, educational and emotional condition. They may be invited into the review without parental permission but only for the purpose of giving information about the child's adjustment to out-of-home care and to give the reviewers information on the child's current condition.

## 4651. Recommendations from Review

4651. Recommendations from Review [sarah.sanchez](#) Tue, 08/28/2018 - 22:09

1. The person designated by the review committee shall complete the Administrative Review Form, DSHS 05-203, after the review.
2. The Administrative Review Coordinator shall send copies of the DSHS 05-203 to:
  1. The parents of the child.
  2. The social worker for the child.
  3. Children over 12 subject to the review.
  4. The Indian child's tribe or LICWAC, as applicable.
  5. The private agency social worker responsible for placement of the child, when applicable.
  6. The GAL for the child.

## 4670. Permanency Planning Hearing

4670. Permanency Planning Hearing [sarah.sanchez](#) Tue, 08/28/2018 - 22:09

1. The juvenile court makes a determination regarding the future status of the child by the 12th month of placement for all. To provide reasonable assurance that this has occurred, permanency planning hearings are held for any child in placement by the 12th month of original placement date and annually thereafter. See Appendix A for the definition of “Original Placement Date.”
2. The social worker must notify the child's foster parent(s) or kinship caregiver(s) of the date and location of permanency planning hearings pertaining to the child.

## 4671. Preparation for Permanency Planning Hearings

4671. Preparation for Permanency Planning Hearings [sarah.sanchez](#) Tue, 08/28/2018 - 22:10

**Original Date:** December 2014

**Revised Date:** July 25, 2021

**Sunset Review Date:** July 25, 2025

**Approved by:** Jody Becker, Deputy Secretary

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### Laws

[Chapter 13.34 RCW](#)

### Policy

1. The caseworker submits an updated [Court Report DCYF 09-095](#) form to the court prior to the permanency planning hearing within timeframes established in the [Court Report](#) policy. The court report must:
  1. Clearly delineate the Department of Children, Youth, and Families (DCYF) recommendations for permanency planning.
  2. Include providing the court evidence supporting DCYF recommendation for the level of supervision or monitoring for family time visitation per the [Family Time and Sibling and Relative Visits](#) policy.
2. While it is always necessary when updating the [Court Report DCYF 09-095](#) form to review the parents' progress towards improving the conditions leading to the child's placement in out-of-home care, it is particularly important that a careful review of the permanency plan occur at the time of the permanency planning review. If, at this point, the caseworker is still recommending to the court that eventual return home will occur, the caseworker will carefully describe to the court how this view is consistent with the child's right to early achievement of a safe, permanent home. The caseworker carefully considers all alternative permanency plans before making a recommendation on either a primary or an alternative plan to the court.

### Forms

[Court Report DCYF 09-095 form](#)

## Resources

[Court Report policy](#)

[Family Time and Sibling and Relative Visits policy](#)

## 4680. LICWAC Review

4680. LICWAC Review [sarah.sanchez](#) Tue, 08/28/2018 - 22:10

For procedures regarding review of Indian children in placement, the caseworker follows Indian Child Welfare Chapter 7 policies and procedures.

## 4700. Case Resolution/Closure

4700. Case Resolution/Closure [sarah.sanchez](#) Tue, 08/28/2018 - 22:12

### General

1. CPS investigations must be completed within 90 days of the date of referral.
2. FRS episodes of service are concluded within 90 days of the date of referral.
3. CWS episodes of service are concluded according to the following guidelines:
  1. The social worker closes cases open without court action if the supervisor does not provide written approval every 90 days to keep the case open.

## 4730. Court and/or Placement Cases

4730. Court and/or Placement Cases [sarah.sanchez](#) Tue, 08/28/2018 - 22:12

1. DCFS shall not close cases for service while a supervised dependency or CHINS order is in effect or within six months of the time a child is returned to parental care as a result of a dependency order.
2. The social worker shall complete all forms and narrative recording within 90 days of a decision to terminate services and close a case.
3. The supervisor shall review both CAMIS and the case folder for accuracy and completeness and sign-off the closure in the case record before closure or transfer to another service.
4. For legally free children who are not adopted and the child leaves care and is at least 18 years of age, the social worker prepares the file for archiving and sends it to Olympia adoption archives

## 4735. Youth Petition for Reinstatement of Parental Rights

4735. Youth Petition for Reinstatement of Parental Rights [sarah.sanchez](#) Tue, 08/28/2018 - 22:13

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** July 1, 1997



**Revised Date:** July 1, 2018

**Policy Review:** Oct 31, 2021

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## Purpose

To inform caseworkers of the eligibility and notification requirements for reinstatement of parental rights.

## Scope

This policy applies to Division of Children and Family Services staff.

## Laws

[RCW 13.34.215](#) Petition reinstating terminated parental rights - Notice - Achievement of permanency plan - Effect of granting the petition - Hearing - Child support liability - Retroactive application - Limitation on liability.

## Policy

The caseworker must:

1. Notify dependent youth of their right to petition the court for reinstatement of parental rights if the parent whose rights have been previously terminated contacts the Department or GAL regarding reinstatement and the following criteria is met:
  1. Youth was previously dependent and parental rights were terminated in a proceeding under [Chapter 13.34 RCW](#); and
  2. Youth is age 12 and older unless the court finds good cause to hear a petition from a youth under 12 years old, and
  3. Youth has been legally free for three or more years since the final termination order was entered.
2. If the youth has not achieved or will not achieve a permanent plan in the next three months, or the permanent plan was achieved but has not been sustained. Document the notification in a case note.
3. If the youth wants to petition for reinstatement, assist the youth with obtaining legal counsel by:
  1. Contacting the legal counsel already assigned to the youth in the dependency case, or
  2. Requesting legal counsel at the next review hearing or if no hearing is scheduled, make a request for an early review.
4. If the youth files a petition to reinstate parental rights, complete a [Safety Assessment and Plan](#) and [background check](#) of the parent whose rights were previously terminated and any other adults in the home prior to making reinstatement recommendations to the court. Evaluate whether reinstatement is in the child's best interests by considering the following:
  1. Whether reinstatement will present a risk to the health, safety, and welfare of the youth.
  2. Whether the parent whose rights have been terminated has addressed their parental deficiencies and whether they are fit to parent the youth now.
  3. The youth's age and maturity and ability to express their preference,
  4. Other changes in circumstances to warrant granting reinstatement of parental rights.
5. Provide a report to the court describing the department's assessment of a conditional return home and recommendation at least two weeks prior to the scheduled threshold hearing. If the recommendation is return home, note that in the court report. The threshold hearing will determine if the petition will move forward to a court hearing on the merits of the case.

6. Give prior notice of any hearing in the reinstatement case to the youth's former parent whose parental rights are the subject of the reinstatement petition, any parent whose rights have not been terminated, the youth's current caregiver, and the child's tribe if applicable.
7. If the petition is not dismissed at the threshold hearing, provide a report to court explaining the efforts to achieve the child's permanent plan, including efforts to achieve adoption or guardianship, and why the Department does or does not believe that reinstatement would be in the child's best interests.
8. Complete the following if the court conditionally grants the petition to reinstate parental rights:
  1. Supervise placement for six months as per [Trial Return Home](#) policy.
  2. Have a [shared planning meeting](#) between ages 17 and 17.5 to discuss and develop a personalized, youth-directed [transition plan](#).
  3. Conduct monthly caseworker visits and health and safety checks in the home, not to exceed 40 days between each visit as per [Health and Safety Visits with Children and Monthly Visits with Caregivers and Parents](#) policy.
  4. Provide services to the family to stabilize and maintain placement.
9. At least two weeks prior to the hearing to review the conditional order of reinstatement, the case worker must provide a report to the court assessing the child's placement in the parental home and a placement recommendation.
10. If the placement with the parent is successful for 6 months, the court may enter a final order of reinstatement of parental rights. A proceeding to reinstate parental rights is a separate action from a termination of parental rights proceeding, and an order reinstating parental rights does not vacate the original termination of parental rights order. At the time a final order to reinstate parental rights is entered, the dependency will be dismissed. The caseworker must then:
  1. Document the court's decision to dismiss the dependency and
  2. Close the case.

## Forms

Safety Assessment and Plan DSHS form 15-258

## 5000: Case Support

5000: Case Support [sarah.sanchez](#) Tue, 08/28/2018 - 22:13

## 5100. Applying as a Foster Parent or Unlicensed Caregiver

5100. Applying as a Foster Parent or Unlicensed Caregiver [sarah.sanchez](#) Tue, 08/28/2018 - 22:13

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** 1974

**Revised Date:** July 1, 2018

**Sunset Review:** July 1, 2023

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## Purpose

Applications for foster home licenses, adoption, relative care, and suitable other are submitted to local offices and processed by Division of Licensed Resources (DLR) staff, to assess competence and suitability of potential caregivers for children in out-of-home care.

## Scope

This policy applies to all DLR licensing staff.

## Laws

[42 U.S.C. § 671](#) State plan for foster care and adoption assistance  
[RCW 49.60.030](#) Freedom from discrimination, declaration of civil rights  
[RCW 74.15](#) Care of children, expectant mothers, persons with developmental disabilities  
[RCW 74.13.250](#) Preservice training, foster parents  
[RCW 74.13.332](#) Rights of foster parents

## Policy

1. Children's Administration (CA) is prohibited from denying any person the opportunity to become a foster or adoptive parent, on the following basis: race, creed, color, national origin, gender, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal.
2. All applicants seeking to care for children in CA care and custody must have an approved family home study.
3. All licensing applicants must complete required training as noted in [5180. Foster Parent Training](#).
4. Relatives and suitable others seeking to be placement resources for children in foster care are not required to be licensed in order for the child to be placed with them, provided that they are appropriate and willing and able to meet the child's needs. However, if the permanent plan is Relative Guardianship Assistance Program (RGAP) the relative is required to be foster care licensed.
5. Applicants seeking only to be an adoptive placement are not required to be licensed.
6. Applicants seeking a foster home license must meet the licensing regulations specified in [WAC 388-148](#).
7. Foster care maintenance payments can only be issued to licensed foster homes.
8. All provider and case files (electronic and paper information) must be restricted for personnel and personnel's household members if employed by: CA, Economic Services Administration (ESA), Department of Early Learning (DEL), or by DLR Administrator directive.
9. DCYF employees seeking foster care licensing or adoptions follow DCYF Administrative 11.25 Child Care Licensing or Approval, Program Payments and Enrollment, Foster Care Licensing, Placement, and Adoption for DCYF Employees policy.

## Procedures

The DLR worker or designee must:

1. Begin a home study when DLR receives an application and completed [background checks](#) for all household member(s) and those living on the premises age 16 and older. DLR may decline a home study application if a child is not placed in the home and DCFS is not seeking placement with the applicant or if there are identified safety concerns.

2. Date-stamp applications and accompanying documents from prospective applicants and assign to a DLR worker.
3. Create a provider, if needed, and enter the application into FamLink.
4. Compile a six section folder with documents filed with the most current document on top of the section. (See CA intranet under DLR Programs, DLR Forms)
5. Store large documents for regional licensing in an additional file, clearly labeled as to the contents.
6. Restrict access to provider files when applicable. See #8 above.

## Forms

[Family Home Study Application DCYF 10-354](#)  
[Background Authorization DSHS 09-653](#)

## Resources

DCYF Administrative 11.25 Child Care Licensing or Approval, Program Payments and Enrollment, Foster Care Licensing, Placement, and Adoption for DCYF Employees policy

# 5105. Division of Licensed Resources (DLR) Monthly Supervisor Provider Reviews

5105. Division of Licensed Resources (DLR) Monthly Supervisor Provider Reviews [sarah.sanchez](#) Tue, 08/28/2018 - 23:21

**Approval:** Jennifer Strus, Assistant Secretary

**Effective Date:** March 31, 2017

**Sunset Review:** March 31, 2020

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## Scope

This policy applies to DLR state licensing and regional licensing supervisors.

## Purpose

DLR supervisors meet monthly with their staff to provide practice and guidance that addresses:

1. Status on pending applications, renewals, amendments, or unlicensed home study requests.
2. Issues or concerns with licensed, unlicensed, or pending providers.
3. Any new intakes or open provider actions.
4. Review of overcapacities, no referrals, or legal actions being taken on providers.
5. Timely completion of home studies and licenses.

## Policy

1. DLR supervisors and regional licensing supervisor's must conduct **monthly** provider reviews on all pending new license applications, unlicensed home studies, and renewals with each assigned DLR worker and ensure each review includes:
  1. The assessment of the caregiver to become or continue to be a placement resource for children in Children's Administration care and custody.
  2. The assessment of caregivers who are in the process of:
    1. Becoming licensed as foster parents.
    2. Renewing their foster care license.
    3. Amending their foster care license.
    4. Becoming approved as an unlicensed placement resource for children in Children's Administration's (CA) care and custody.
  3. Review of provider timelines to ensure home study, new license or renewal process is progressing toward completion.
  4. Creation of a plan if there are concerns or barriers to a timely completion of the home study or license.
  5. Review of any new intakes or open provider actions per [5150. Licensing Investigations](#) policy.
  6. Review of the DLR worker's FamLink ticklers.
  7. Identification of any further steps the applicant(s) needs to do to complete the home study or licensing process.
  8. Review of providers with open provider actions, no referrals, or that have pending legal actions with the assigned DLR worker.
2. DLR supervisors must document each review in FamLink and include:
  1. Dates of unlicensed home study requests, or the receipt dates of new or renewal license applications.
  2. A plan of action if there are concerns or barriers to a timely completion of the home study, license, or renewal.
  3. Information noting the steps the DLR worker or the applicant(s) need to do to complete the home study, licensing process, or renewal.
3. Regional licensing supervisor must:
  1. Review all new private agency or group care licenses and pending private agency or group care renewals.
  2. Verify completion of biannual health and safety visits as required in [5130. Regional Licensing](#) policy.
  3. Review completed and scheduled Comprehensive Reviews as in [5140. Comprehensive Reviews](#) policy.
  4. Document the following information for all pending applications over 90 days for new child placing agencies (CPA), group care licenses, or CPA foster homes, or renewals for CPAs, CPA foster homes, or group care facilities:
    1. Dates of receipt of application for the new or renewal license applications.
    2. A plan of action if there are concerns or barriers to a timely completion of the license or renewal.
    3. Information noting the steps the Regional Licensor or private agency licensor must do to complete the licensing process.

## 5110. Completing the Home Study

5110. Completing the Home Study [sarah.sanchez](#) Tue, 08/28/2018 - 23:22

**Original Date:** September 2015

**Revised Date:** February 1, 2020

**Sunset Review Date:** February 29, 2024

**Approved by:** Luba Bezborodnikova, Assistant Secretary of Licensing

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## Purpose

Children placed in out-of-home care are particularly vulnerable and have a special need for placement in a safe, stable and nurturing environment. Assessing the applicant's ability to provide a safe and healthy environment for every child is critical to a child's well-being.

## Scope

This policy applies to Licensing Division (LD) foster care licensors and home study writers.

## Laws

[RCW 26.33.180](#) Preplacement report required before placement with adoptive parent, exception

[RCW 26.33.190](#) Placement report, requirements, fees

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license

[RCW 74.13](#) Child Welfare Services Chapter

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families in conflict

[RCW 74.15](#) Care of children, expectant mothers, persons with developmental disabilities

## Policy

1. The home study process must be initiated on any individual who wants to care for children placed out-of-home. LD may decline a home study application if a child is not placed in the home and there are identified safety concerns or child welfare employees are not seeking placement with the applicant.
2. Home studies are required regardless of whether the applicant intends to be foster care licensed or an unlicensed caregiver.
3. Home studies are not required for youth participating in the [Extended Foster Care Program](#).
4. The home study referral must be made within 30 calendar days of the start of the placement per the [Placements with Unlicensed Relative or Suitable Persons](#) policy.
5. The home study must include an assessment of the competence and suitability of the applicants as well as the physical setting of the placement.
6. LD workers must:
  1. Interact with the applicant in a manner that is culturally responsive and solution-based.
  2. Discuss cultural awareness and humility with the foster parents to educate them on the importance of meeting the child's cultural needs including, but not limited to: religious affiliation, sexual orientation, and gender identity and expression.
  3. Assess the applicant's ability to care for children in out-of-home care by reviewing or completing the following:
    1. Application packet

2. [Background Authorization DCYF 09-653](#) form
3. Administrative Review Unit's collateral information for crimes and/or negative actions, if applicable.
4. Condition of the home
5. Applicant interviews
6. Applicant's children's interviews (including adult children and other children residing in the home)
7. Other collateral contacts, as applicable
4. Contact or document at least two attempts to make contact with all adult children.
5. Obtain at least three references that have known all of the applicants for at least two years. The references must include two non-related individuals and one relative as defined in [Emergency Planning for Licensed and Unlicensed Caregivers](#) policy.
6. Complete a minimum of three in-person contacts with the applicants, and at least two of the contacts must be in the applicant's home.
7. Complete interviews in the family home with all household members, including children.
  1. If there are two or more applicants, a joint interview is required and at least one separate individual interview for each applicant and household member.
  2. The interviews and assessment of the home and family may be discontinued once the determination has been made to deny the home study.
8. Verify caregivers and their household members meet the immunization requirements or have an approved medical exemption.
7. LD workers and supervisors must meet or exceed the requirements on the LD Performance Goals.
8. Adoption Home Study Updates
  1. Adoption home study updates are required when:
    1. There are changes within the family, e.g. divorce, someone new moves in the home, a medical condition or significant change affecting the caregiver's ability to care for children.
    2. The needs or characteristics of a child considered for adoption is significantly different than when the family was assessed in a previously approved home study.
    3. Families have previously adopted a child and are adopting another child that is outside the recommendations on the previous home study.
    4. The local court requires an update.
  2. Adoption Area Administrators may request an adoption home study update by contacting LD Area Administrators (AA).
  3. LD AAs must:
    1. Review the request.
    2. Determine if an update is needed.
9. License and Home Study Approvals, Denials, and Withdrawals
  1. All home studies and adoption home study updates must be approved, denied, or withdrawn in writing.
  2. Denied foster home licensing applicants have a due process right to an administrative hearing to challenge the denial of a license.
  3. Denied or declined unlicensed, suitable other, or adoption only home study applicants do not have an appeal process or a due process right to an administrative hearing to challenge the outcome of the home study.

## Procedures

1. New Home Study
 

LD workers must:

  1. Review the completed [Family Home Study Application DCYF 10-354](#), supporting documentation and forms to confirm all information is complete.



2. Launch the home study icon in FamLink when LD receives an application and background authorization forms for all household members age 16 and older.
3. Complete background checks on individuals age 16 and older, including those living on the premises, and other requirements in the [Background Checks](#) policy.
4. Notify the applicant by phone, email, or mail the [Incomplete Application DCYF 15-433](#) form for a full license or the [Provisional Expedited Incomplete Application DCYF 15-433A](#) form for an expedited license within one week of application receipt. Indicate whether their application is complete or if more documentation is needed.
5. Follow-up with the applicant a minimum of every 30 calendar days if there are outstanding application materials.
6. Inform relatives not seeking licensure that they cannot be eligible for foster care reimbursements unless they become licensed foster parents, but that alternatively they can apply for child-only Temporary Assistance for Needy Families (TANF).
7. Obtain a copy of any previous home studies if completed outside of DCYF. LD workers must obtain a signed release of information and request a copy from the agency or person who completed that home study. If unable to obtain the previous home study, LD workers must document their efforts to do so.
8. Contact the caseworker regarding any barriers in completing the home study for families referred by child welfare for a home study.
9. Review the completed [Personal Information DCYF 15-276](#) form to assist in formulating questions for the interviews.
10. Conduct applicant and household member interviews.
11. Verify:
  1. Unlicensed providers caring for children under two years of age and their household members, have documentation of current pertussis vaccinations.
  2. Licensed providers caring for medically fragile children or children under two years of age and their household members, have documentation of current pertussis and the annual influenza vaccinations.
12. Complete the following when medical exemptions have been requested from unlicensed providers for pertussis vaccinations or licensed providers for pertussis or influenza vaccinations, LD workers must:
  1. Notify providers that exceptions to the immunization requirements may only be granted if an immunization is contrary to an individual's health.
  2. Provide the Applicant and Household Member Vaccination Certification DCYF 10-565 form to caregivers to give to their licensed health care providers to complete.
  3. Document receipt of completed forms in a provider note.
  4. Retain copies in provider files.
13. Verify licensed providers have submitted vaccination documentation for all household member's children living in their foster home, not including children in out-of-home placement. The documentation must show the children meet the [Recommended Child & Adolescent Immunization Schedule \(RCAIS\)](#). If foster parents request medical exemptions to children's immunizations required by the RCAIS, LD workers must:
  1. Notify foster parents that exceptions to the immunization requirements may only be granted if an immunization is contrary to the child's health.
  2. Provide the Household Children Vaccination DCYF 15-455 form to foster parents to give to the children's licensed health care providers to complete.
  3. Document receipt of completed forms in a provider note.
  4. Retain copies in the licensing file.
14. Complete the [Family Home Study DCYF 10-043](#) form.
15. Review the [Reference Questionnaire DCYF 15-286](#) form for at least three people designated by the applicant.
  1. Two references must be unrelated, and one must be related to the applicant.

2. If an adult child is one of the three references, that adult child must complete the [Adult Child Reference Questionnaire DCYF 15-286A](#) form.
16. Complete and document in FamLink the [Verification of Indian Status: Foster Care and Adoptive Applicant DCYF 15-128](#) form, if an applicant is Native American and provides tribal verification.
17. Review the [Applicant Medical Report-Confidential DCYF 13-001](#) form and verify the applicants have completed a physical exam with a licensed health care provider within 12 months of LD receiving the application.
18. Complete the [Foster Home Inspection Checklist DCYF 10-183](#) form for all applicants requesting licensure. If the relative or suitable other or adoptive applicant is not seeking licensure, complete [Household Safety Inspection for Unlicensed Placements and Adoption Home Study Updates DCYF 10-453](#) form.
19. Complete the [Safety and Supervision Plan for Site Specific Conditions DCYF 10-419](#) form if any child safety hazards are identified in the home of an applicant. If fire safety hazards are identified and cannot be remedied by the applicant, require the applicant to:
  1. Complete a fire safety inspection by the local fire department. Fire safety inspections are completed at the applicant's expense. In rare situations, the department may elect to pay for a fire safety inspection for a relative or suitable other.
  2. Provide documentation to the department.
20. Staff with LD supervisor if any parenting concerns or barriers to the home study are identified or if the applicant is being required to provide additional information or complete evaluations.
21. Request and obtain additional information from the applicant or refer them for an evaluation if concerns are identified in the personal statements, interviews, or any other time during the home study process. Evaluations must be completed at the applicant's expense. In rare situations, the department may elect to pay for an evaluation for a relative or suitable person.
  1. Obtain a release signed by the applicant allowing information sharing before, during, and after the evaluation.
  2. Provide all information to the evaluator before the scheduled evaluation that is related to the worker's concern and document the evaluation results and recommendations in the home study.
22. Use the [Home Study File Checklist DCYF 10-182](#) form for **licensed** homes or the [Unlicensed File Checklist DCYF 10-182A](#) form for **unlicensed** homes to confirm home study requirements are met.
23. Submit approval to the LD supervisor in FamLink.
2. Adoption Home Study Update
 

LD workers must:

  1. Complete a minimum of one in-person contact with the applicant at their home.
  2. Complete background checks on individuals age 16 and older, including those living on the premise, and other requirements in the [Background Checks](#) policy.
  3. Conduct interviews with minor and adult children and any other household members.
  4. Complete new references or a follow-up call discussing the applicant's ability to parent with the references identified for the previous home study.
  5. Complete a [Household Safety Inspection for Unlicensed Placements and Adoption Home Study Updates DCYF 10-453](#) form, whether licensed or unlicensed.
  6. Complete an [Emergency Evacuation Plan DCYF 16-204](#) form unless there have been no changes from the previous plan.
  7. Obtain an [Applicant Medical Report-Confidential DCYF 13-001](#), [Financial Worksheet DCYF 14-452](#), and [Marital/Domestic Partnership History DCYF 09-979](#) forms if the initial home study was not completed as a unified home study.
  8. Complete a [Home Study File Checklist DCYF 10-182](#) form for licensed applicants or [Unlicensed File Checklist DCYF 10-182A](#) form for unlicensed applicants.
3. Upon Approval or Denial of a Licensed or Unlicensed Home Study

1. LD workers must:
  1. Maintain an original and a copy of the home study in the provider or licensing file.
  2. Provide a second original home study to the adoption worker when requested.
  3. Submit the home study to the supervisor for approval or denial in FamLink.
2. LD supervisors must approve the home study in FamLink and document the approval or denial in a provider note in FamLink.
3. When denying licensing applicants see [Adverse Action on a Foster Care License](#) policy.
4. Home Study Denials on Unlicensed Homes

LD workers must complete the following when considering a home study denial for an applicant who is not seeking licensure:

  1. Use the [Shared Decision Making Matrix](#).
  2. Request a staffing with the caseworker when they referred the family for the home study.
  3. Obtain approval from LD supervisors or LD AAs to deny the home study.
  4. If the denial is approved, send the applicant a copy of their denied home study or denial letter. The denial letter must be approved for use by the LD supervisor. A copy of the denied home study or letter goes in the licensing file and to the referring caseworker.
  5. Document information obtained in the home study icon in FamLink.
  6. Document information about the denial in the home study recommendations section.
  7. Submit home study for approval in FamLink and the supervisor must enter a provider note stating that the home study was denied with a description of the basis for the denial.

## Forms

Applicant and Household Member Vaccination Certification DCYF 10-565

[Applicant Medical Report-Confidential DCYF 13-001](#)

[Background Check Authorization DCYF 09-653](#)

[Family Home Study DCYF 10-043](#)

[Financial Worksheet DCYF 14-452](#)

[Foster Home Inspection Checklist DCYF 10-183](#)

[Home Study File Checklist DCYF 10-182](#)

Household Children Vaccination DCYF 15-455

[Household Safety Inspection for Unlicensed Placements and Adoption Home Study Updates DCYF 10-453](#)

[Incomplete Application DCYF 15-433](#)

[Marital/Domestic Partnership History DCYF 09-979](#)

[Personal Information DCYF 15-276](#)

[Provisional Expedited Incomplete Application DCYF 15-433A](#)

[Reference Questionnaire DCYF 15-286](#)

[Safety and Supervision Plan for Site Specific Conditions DCYF 10-419](#)

[Unlicensed File Checklist DCYF 10-182A](#)

[Verification of Indian Status: Foster Care and Adoptive Applicant DCYF 15-128](#)

## Resources

Performance Goals (located on the DCYF intranet under LD Programs)

[Recommended Child & Adolescent Immunization Schedule \(RCAIS\)](#)

[Shared Decision Making Policy Matrix](#) (located on the DCYF intranet under Practices and Procedures, Appendix C)

# 5120. Licensing State Foster Homes

5120. Licensing State Foster Homes [sarah.sanchez](#) Tue, 08/28/2018 - 23:24

**Original Date:** 1974

**Revised Date:** June 11, 2020

**Sunset Review Date:** June 11, 2024

**Approved by:** Luba Bezborodnikova, Assistant Secretary of Licensing

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## Purpose

The purpose of this policy is to state how the Department of Children, Youth, and Families (DCYF) Licensing Division (LD) licenses and re-evaluates foster homes to safeguard the safety and well-being of children in out-of-home care by assessing and monitoring their compliance with minimum licensing requirements (MLR).

## Scope

This policy applies to child welfare (CW) and LD foster care employees.

## Laws

[RCW 74.15.020](#) Definitions

[RCW 74.15.040](#) Licenses for foster family homes required, Inspections

[RCW 74.15.100](#) License application, issuance, duration, Reclassification, Location Changes

[RCW 74.15.110](#) Renewal of Licenses

[RCW 74.15.127](#) Expedited foster licensing process

[RCW 74.15.130](#) Licenses, Denial, suspension, revocation modification, Procedures, Adjudicative proceedings, Penalties

[RCW 74.15.140](#) Action against licensed or unlicensed agencies authorized

[RCW 74.13.260](#) On-Site monitoring program

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license

## Policy

### 1. New Foster Home Licenses and Renewals

#### 1. Licenses:

1. Are issued for a maximum of three years.
2. Will be issued or denied in writing.

#### 2. LD workers must:

1. Follow the [Completing the Home Study](#) policy.
2. Interact with the applicants in a manner that is [culturally competent](#).
3. Have a discussion about cultural awareness and competency with the foster parents to educate them on the importance of meeting the child's cultural needs.
4. Confirm that all [WAC 110-148](#) requirements are met before a foster home license is issued and maintained throughout the duration of the license.
5. Verify foster parents and their household members meet the immunization requirements or have an approved medical exemption per [WAC 110-148-1320](#).
6. Assess the physical setting of the applicant's property and premises to determine if the residence meets MLR.

### 2. Provisional Expedited Foster Care Licenses

Individuals applying for a provisional expedited license must meet the following requirements:

1. Held a foster care license in the last five years that was not closed due to a denial, revocation or an agreement to relinquish.
2. Resides in the same home in which the applicant was licensed and no additional individuals have moved into the home.
3. Seeking a license from the same agency with which they were previously licensed and the agency agrees to supervise the home.
4. Passed a new fingerprint-based background check for all household members age 16 years and older before the expedited license is issued.

### 3. Foster Home Moves

1. When a licensed foster family with an acceptable history of child care notifies LD workers they have moved into a new residence, the family remains intact, and:
  1. Children are placed in the home, foster parents may continue providing care under their previous license for 30 calendar days from the move date.
  2. Children are not currently placed in the home, a foster family's license may remain open for 90 calendar days from the move date.
  3. If notification is received after the required timeframe, consult with supervisor.
2. LD worker must visit the family's new home to determine if MLRs are met within 30 calendar days from:
  1. The date of the move when children are placed in the home.

2. Notification when children are not placed in the home.
3. Foster home moves are completed as an amended license and have the same expiration date as the current license.
4. Modifications must be completed when the license capacity (age, gender, or number) is modified due to change in household members, adoption, licensee request or through shared decision-making.
5. Foster Home Change in Circumstance
  1. Foster parents must have their suitability reassessed when there has been a change in their circumstances that affects their ability to parent.
  2. Changes in circumstances will result in the completion of the [Foster Home Re-Assessment DCYF 10-405](#) form, license modification **or** a new three-year license. LD workers must discuss the situation with a supervisor to determine which of these licensing actions to complete.
  3. Foster parents must apply for a new license when there is a change in circumstance due to the absence or presence of an additional caregiver.
  4. Changes to the license with or without the licensee's approval require written notification of the licensee's appeal rights unless the changes occur at license renewal.
6. Waivers are:
  1. Required when LD workers support an exception to the MLR. They are time limited, usually child-specific, and may compromise federal funding for all children placed in the home or facility.
  2. Not required when the MLR allows for DCYF discretion.
  3. Approved by the LD senior administrator or designee. If the waiver impacts federal funds, then it must be approved by the LD senior administrator and the CW regional administrator or designee.
7. Administrative Approvals:
  1. Are required when LD workers support an exception to the MLR, are approved by LD area administrators (AA), and the WAC permits the exception.
  2. Do not result in the loss of federal funding.
8. Relative Non-Safety Exemptions:
  1. Must only be used for licensed relative. Relatives are defined in [RCW 74.15.020 \(2a\)](#). A waiver must be completed for an unrelated foster parent or suitable other when LD workers support an exception to a WAC.
  2. Must only be used for WACs identified on the Licensing Division Administrative Approval, Waiver, Relative Non-Safety Exemption, and Overcapacity Tip Sheet. When the WAC is not identified, a waiver must be completed.
  3. Are approved by the LD senior administrator or designee. Relative non-safety exemptions do not result in a loss of federal funding.
9. Health and Safety Monitoring

LD workers or designees must annually monitor a random sample of no less than 10 percent of their total state licensed foster homes by July 1st of each year.

## Procedures

1. New Foster Home Licenses

LD workers must:

  1. Verify that a [Family Home Study Application DCYF 10-354](#) form has been received.
  2. Complete background checks.
    1. Complete background checks on individuals age 16 years and older, including those living on the premises, and other requirements in the [Background Checks](#) policy.
    2. Discuss with supervisor to determine if household members under the age of 16 years old needs to complete a background check to verify safety of children placed in a licensed home per the [Background Checks](#) policy.
  3. Complete a FamLink person search and DCYF file review on all persons, regardless of any age living in the home, or are being cleared to provide substitute care for children.



4. Open a pending "Full" license in FamLink.
5. Complete the [home study](#) and required forms.
6. Determine if the applicants have sufficient income to meet their family's personal needs without reliance on foster care payments, per [WAC 388-478-0015](#).
7. Verify completion of:
  1. The [Policy Agreements DCYF 10-290](#) form.
  2. The [Verification of Indian Status DCYF 15-128](#) form and that documentation is provided, if applicable.
  3. Orientation, Caregiver Core Training, First Aid/CPR/Blood-Borne Pathogens training, and Tuberculosis (TB) test.
  4. All requirements on the [Home Study File Checklist DCYF 10-182](#) form, and that the home meets the MLR.
8. Verify:
  1. Foster parents caring for medically fragile children or children under the age of two years and all household members have provided documentation of current pertussis and annual influenza vaccinations. If foster parents or household members request a medical exemption, the LD worker must:
    1. Notify foster parents that exceptions to the immunization requirements may only be granted if an immunization is contrary to an individual's health.
    2. Provide the Applicant and Household Member Vaccination Certification DCYF 10-565 form to foster parents to give to their licensed health care providers to complete.
    3. Document receipt of completed forms in a provider note.
    4. Retain copies in the licensing file.
  2. Documentation has been received for all household member's children living in their foster home, not including children in out-of-home placement. The documentation must show the children meet the Recommended Child & Adolescent Immunization Schedule (RCAIS). If foster parents request medical exemptions to a children's immunization required by the RCAIS, LD workers must:
    1. Notify foster parents that exceptions to the immunization requirements may only be granted if an immunization is contrary to the child's health.
    2. Provide the Household Children Vaccination DCYF 15-455 form to the foster parents to give to the children's licensed health care providers to complete.
    3. Document receipt of completed forms in a provider note.
    4. Retain copies in the licensing file.
9. Document the following in FamLink on the provider's "General" tab in the "License Information" group box:
  1. Select "Full" license as the "Type".
  2. The "Date Issued" is the date the foster home license is approved and the "Expiration Date" is three years' minus one day from the "Date Issued".
  3. Select the "Approve" radio button in the "License Recommendation" group box to obtain supervisor approval.
10. Provide a paper copy of the Foster Home License DCYF 10-010 form, [New License Letter DCYF 10-429](#), and Foster Parent Identification (ID) cards to the foster parent following supervisor approval.
11. Notify the placement desk when a general foster home or foster-to-adopt home has been licensed.

## 2. Provisional Expedited Foster Home Licenses

When a provisional expedited license applications are received, LD workers must:

1. Verify applicants meet the requirements to be eligible for a provisional expedited license.
2. Read closing provider notes and provider actions in FamLink to verify the foster home license was not closed with recommendations for necessary evaluations, services or trainings.



1. If the home was closed with recommendations for necessary evaluations, services or trainings a staffing is required with the supervisor. If the supervisor approves a “no referral” being placed on the provisional expedited foster care license, LD workers must notify the applicant that DCYF will not be placing children into their home until a full license has been approved. See “No Referral Process” below.
2. The applicant may choose to withdraw the provisional expedited application and submit a new license application.
3. Send the [Provisional Expedited Incomplete Application 15-433A](#) form with the application packet to the applicant.
4. Verify that a completed [Family Home Study Application DCYF 10-354](#) form has been received.
5. Complete background checks on individuals age 16 and older, including those living on the premises, and other requirements in the [Background Checks](#) policy.
6. Discuss with the supervisor to determine if household member's under the age of 16 years need to complete a background check to verify safety of a child placed in a licensed home. See [Background Checks](#) policy.
7. Complete a FamLink person search and DCYF file review on all persons, regardless of any age living in the home, or are being cleared to provide substitute care for children.
8. Complete the [Household Safety Inspection for Unlicensed Placements DCYF 10-453](#) form or [Foster Home Inspection Checklist DCYF 10-183](#) form within seven calendar days of receiving the application for the provisional expedited license.
9. Verify [Policy Agreements DCYF 10-290](#) have been submitted.
10. Verify the [Provisional Expedited File Checklist DCYF 10-182B](#) form has been completed.
11. Enter the capacity for the license in FamLink by verifying the following:
  1. The number of children cannot be more than the capacity they had when they were previously licensed.
  2. If a caregiver moved out of the home the capacity cannot be more than what is allowed by MLR.
  3. If children who were previously in the home when licensed have since been adopted or are in a guardianship, reduce the number from their previous license capacity.
12. Document the following in FamLink on the provider’s “General” tab in the “License Information” group box:
  1. Select “Expedited” license as the “Type”.
  2. Select the “Approve” radio button in the “License Recommendation” group box to obtain supervisor approval.
  3. The “Date Issued” is the date the provisional expedited license is approved and the “Expiration Date” is three months' minus one day from the “Date Issued”. If the foster home license is not completed within 90 calendar days, close the license unless the applicant has made significant progress to complete their full foster home license and the AA approves the second provisional expedited license.
  4. Open a new pending “Full” license the day after the provisional expedited license was approved.
13. Upon supervisor approval, issue the New Provisional Expedited License Letter DCYF 10-429A and a paper copy of the Provisional Expedited Foster Home License DCYF 10-010A within seven calendar days of requirements being met.
14. Notify the IV-E specialist that this home does not meet MLR. DCYF cannot claim IV-E funds until a full license is issued on the home.
3. After the Provisional Expedited Foster Home License is issued, the LD worker must:
  1. Follow the New Foster Home License procedures 1.d.-m.
  2. Verify that all licensing application materials have been submitted by the applicant within 14 calendar days of receipt of the application.

3. Determine the expiration date of the full license in FamLink. The expiration date documented in FamLink is three years minus one day. The start date is the day after the provisional expedited license was closed.
  4. Notify IV-E specialists when homes become fully licensed.
4. Renewals of Foster Home Licenses

LD workers must:

1. Send a re-application packet to the licensee 120 calendar days before the license expires. For applications received before the expiration date, the license remains in effect until LD completes the renewal. The packet must include the following documents:
  1. [Family Home Study Application DCYF 10-354](#)
  2. [Background Authorizations DCYF 09-653](#)
  3. [Financial Worksheet DCYF 14-452](#)
  4. [Policy Agreements DCYF 10-290](#)
  5. [Emergency Evacuation Plan DCYF 16-204](#)
  6. [Employed Foster Parent Child Care Plan DCYF 10-406](#)
2. Send the [Foster Care License Renewal Notice DCYF 10-436](#) form.
3. Track the expiration dates and demonstrate diligent efforts to assist families to renew.
4. Notify foster parents at least two weeks before the license expires that placement and payment will be stopped if their foster care application is not received before the license expiration date.
5. Contact the licensee and assist in obtaining an application, if the foster parents intends to renew and an application has not been received within one day of the license expiration date.
6. Close the license if a signed application is not received by the license expiration date. If there are children placed in the foster home, LD workers must notify caseworkers that the license has been closed.
7. Complete an updated home study in FamLink if the family is planning to adopt within the next twelve months.
8. Complete additional forms depending on the changes in family circumstances. Forms include, but are not limited to
  1. [Financial Worksheet DCYF 14-452](#)
  2. [Applicant Medical Report DCYF 13-001](#)
  3. [Marital/Civil Union/Domestic Partnership History DCYF 09-979](#)
  4. [Licensing and Safety Supervision Plan for Site Specific Conditions DCYF 10-419](#), as applicable.
9. Require applicants to provide additional information or complete an evaluation when concerns are identified during the interview or on the renewal paperwork. Evaluations required are at the foster parent's expense.
10. Obtain releases signed by applicants to allow information sharing before, during, and after the evaluation.
11. Provide all information to the evaluator related to the worker's concern.
12. Complete background checks on individuals age 16 years and older, including those living on the premises, and other requirements in the [Background Checks](#) policy.
13. Discuss with the supervisor to determine if a household member under the age of 16 years needs to complete a background check to verify safety of a child placed in a licensed home per the [Background Checks](#) policy.
14. Complete a FamLink person search and DCYF file review on all persons, regardless of any age living in the home, or are being cleared to provide substitute care for children.
15. Complete the following required forms:
  1. [Home Study File Checklist DCYF 10-182](#)
  2. [Foster Home Inspection Checklist DCYF 10-183](#)
  3. [Foster Home Re-Assessment DCYF 10-405](#)
  4. [Licensing and Safety Supervision Plan for Site Specific Conditions DCYF 10-419](#), as applicable.

5. Document individual training plan for the next renewal period. Worker may use the [Individual Training Plan DCYF 06-166](#).
  16. Confirm the completion of required foster parent training. See [Foster Parent Training](#) policy.
  17. Approve or deny the license in writing following the supervisor's review of the license per [Adverse Action on a Foster Care License](#) policy.
  18. Provide a paper copy of the Renewal License Letter DCYF 10-431, the Foster Parent Rights and Responsibilities, and Foster Parent ID Cards to the foster parent following supervisor approval.
5. Foster Home Moves
1. LD workers or Child Placing Agency (CPA) Licensors must:
    1. Obtain a [Family Home Study Application DCYF 10-354](#) form.
    2. Assess the physical setting and issue an amended license within 30 calendar days.
    3. Complete the following forms:
      1. [Foster Home Re-Assessment DCYF 10-405](#)
      2. [Home Study File Checklist DCYF 10-182](#)
      3. [Foster Home Inspection Checklist DCYF 10-183](#)
      4. [Emergency Evacuation Plan DCYF 16-204](#)
      5. [Licensing and Safety Supervision Plan for Site Specific Conditions DCYF 10-419](#), as applicable.
  2. LD workers must place the home on no referral status if children or youth are not placed in the home upon notification.
  3. LD workers may issue a new three-year license in lieu of amending the license, if the license expires within six months of the move. The renewal paperwork is required to complete the license.
6. Modifications to Foster Home Licenses
- LD workers must:
1. Verify the home and applicants meets MLR.
  2. Conduct a site visit and complete an additional assessment if the modification is significantly different from the original assessment.
  3. Provide the foster parent with written notice of the modification using the Revised License Letter DCYF 10-430 to inform them of their appeal rights even if the applicant requested the modification per [RCW 43.20A.205](#).
  4. Issue a modified license if appropriate. If a modification is granted, the expiration date of the license is the same as the current license.
7. Foster Home Change in Circumstance
- LD workers must:
1. Conduct interviews or obtain additional information from the licensee when re-assessing the suitability of the applicants to care for children in out-of-home care.
  2. Document the information by updating the [home study](#) in FamLink or on the [Foster Home Re-Assessment DCYF 10-405](#) form.
  3. The LD worker may modify the license at any time during licensure depending on the circumstances, evaluation of the LD workers, or by request of the licensee.
8. Waivers
- LD workers must:
1. Submit a [Licensing Division Waiver/Administrative Approval/Relative Non-Safety Exemption DCYF 15-411](#) form to the LD senior administrator or designee when requesting a waiver.
  2. Upload the signed form in FamLink.
  3. Notify IV-E specialists of all approved waivers.
9. Administrative Approvals
- LD workers must:
1. Verify an administrative approval can be completed for the specific WAC by using the LD Administrative Approval, Waiver, and Overcapacity Tip Sheet.

2. Submit a [Licensing Division Waiver/Administrative Approval/Relative Non-Safety Exemption DCYF 15-411](#) form to the LD AA.
  3. Upload the signed form in FamLink.
10. Relative Non-Safety Exemptions
- LD workers must:
1. Verify a relative non-safety exemption can be completed for the specific WAC by using the LD Administrative Approval, Waiver, and Overcapacity Tip Sheet.
  2. Submit a [Licensing Division Waiver/Administrative Approval/Relative Non-Safety Exemption DCYF 15-411](#) form to the LD AA.
  3. Upload the signed form in FamLink.
11. Overcapacity/Age/Gender Administrative Approvals
1. LD workers must review the Overcapacity Administrative Approval DCYF 15-349 form in FamLink to approve or deny placements that are outside the license capacity.
  2. Overcapacities for respite must be completed on the DCYF 15-349 form.
12. Health and Safety Monitoring
- LD workers must:
1. Complete the [Foster Home Monitoring Visit DCYF 10-416](#) form for each monitoring visit following [RCW 74.13.260](#).
  2. Conduct announced or unannounced visits. LD workers must attempt to schedule visits at a time when foster children are available to be interviewed in the home.
13. No Referral Process
1. LD workers:
    1. May create a "no referral" in FamLink when licensees request no additional placements to be made in their home.
    2. Must discuss any provider safety, health or well-being concerns with the LD supervisor to determine whether to recommend a "no referral."
    3. When recommending a "no referral" on a foster home, must:
      1. Notify the caseworker and other involved agencies.
      2. Complete a Notice of No Referral 10-801 letter to the foster parents to inform them that no more placements will be made in their home.
      3. Send the letter to the LD senior administrator or designee for approval.
  2. LD senior administrator or designee must:
    1. Review the letter for the foster parents.
    2. Determine whether or not to approve the "no referral". If approved, the LD senior administrator or designee must:
      1. Send the letter to the foster parent.
      2. Notify the LD worker.
  3. LD workers must:
    1. Inform all applicable individuals involved when a decision has been made not to place, including but not limited to:
      1. Caseworkers
      2. CW placement desk
      3. CW regional administrator or designee
      4. Developmental Disabilities Administration (DDA) employees
      5. Tribes
    2. Create a "no referral" in FamLink.
  4. When recommending to lift "no referrals" on foster homes previously approved by LD, LD workers must consult with the LD senior administrator or designee for approval.
  5. LD senior administrator or designee must:
    1. Review the request to lift the "no referral".
    2. Determine whether or not to lift the "no referral". If approved the LD senior administrator or designee must notify the LD worker.

6. When a decision has been made to lift the “no referral,” LD workers must:
  1. Remove the “no referral” in FamLink.
  2. Provide the following individuals, when applicable, by mail or email with the completed Notice of Lifted/Rescinded No Referral Status 10-800 form:
    1. Caseworkers
    2. Foster parents
    3. CW placement desk
    4. CW regional administrator
    5. DDA employees
    6. Tribes

## **Forms**

Applicant and Household Member Vaccination Certification DCYF 10-565

[Background Check Authorization DCYF 09-653](#)

[Emergency Evacuation Plan DCYF 16-204](#)

[Employed Foster Parent Child Care Plan DCYF 10-406](#)

[Expedited Incomplete Application DCYF 15-433A](#)

[Family Home Study Application DCYF 10-354](#)

[Financial Worksheet DCYF 14-452](#)

Foster Care License Renewal Notice DCYF 10-436

[Foster Home Inspection Checklist DCYF 10-183](#)

Foster Home License DCYF 10-010

[Foster Home Monitoring Visit DCYF 10-416](#)

[Foster Home Re-Assessment DCYF 10-405](#)

[Home Study File Checklist DCYF 10-182](#)

Household Children Vaccination DCYF 15-455

[Individual Training Plan DCYF 06-166](#)

[Licensing and Safety Supervision Plan for Site Specific Conditions DCYF 10-419](#)

[Licensing Division Waiver/Administrative Approval/Relative Non-Safety Exemption DCYF 15-411](#)

[New License Letter DCYF 10-429](#)

New Provisional Expedited License Letter DCYF 10-429A

Notice of Lifted/Rescinded No Referral Status 10-800

Notice of No Referral 10-801

Overcapacity Administrative Approval DCYF 15-349

[Policy Agreements DCYF 10-290](#)

[Provisional Expedited File Checklist DCYF 10-182B](#)

Provisional Expedited Foster Home License DCYF 10-010A

[Provisional Expedited Incomplete Application DCYF 15-433A](#)

Renewal License Letter DCYF 10-431

Revised License Letter DCYF 10-430

[Verification of Indian Status DCYF 15-128](#)

NOTE: Forms that are not linked are on the DCYF intranet under LD Programs, LD Forms.

## Resources

[Chapter 110-148](#) WAC Child foster homes minimum licensing requirements (MLR)

LD Performance Goals (located on the DCYF intranet under LD Programs, LD Resources)

LD Administrative Approval, Waiver, and Overcapacity Tip Sheet (located on the DCYF intranet under LD Programs, LD Resources)

# 5130. Regional Licensing

5130. Regional Licensing [sarah.sanchez](#) Tue, 08/28/2018 - 23:27

**Original Date:** August 31, 2015

**Revised Date:** June 11, 2020

**Sunset Review:** June 11, 2024

**Approved by:** Luba Bezborodnikova, Assistant Secretary of Licensing

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## Purpose

The purpose of this policy is to state how the Department of Children, Youth, and Family (DCYF) regional licensing assesses, licenses and monitors services provided to children in out-of-home care by group care facilities (GCF) and private child placing agencies (CPA).

## Scope

This policy applies to all Licensing Division (LD) regional licensing employees.

## Laws

[RCW 43.20A.205](#) Denial, suspension, revocation, or modification of license

[RCW 74.15](#) Care of children, expectant mothers, persons with developmental disabilities

## Policy

1. GCFs, CPAs, and Child Foster Homes must meet licensing requirements.
2. The regional licensor must:
  1. Complete the Medication Management and Administration eLearning training within 30 days of hire and verify all contracted group care agency employees have also completed this training within 30 days of hire.
  2. Background Check Authorization
    1. After receiving the completed [Background Authorization DCYF 09-653](#) form or notification of an online background check submission from the GCF for newly hired employees, send it and the Background Check Request/Decision DCYF 09-131 to the DCYF Background Check Unit (BCU) within three business days or when possible.
    2. After receiving the Background Check Request/Decision DCYF 09-131 from the DCYF BCU for the GCF newly hired employees, send the [Background Clearance Notification DCYF 23-037](#) form within three business days or when possible to the agency.
    3. Verify all GCF employees, interns, and volunteers, including those not directly working directly with children, have passed a background check per chapters 110-04 and 110-05 Washington Administrative Code (WAC) and WAC 110-145-1325.
    4. Verify all CPA employees, interns, and volunteers have passed a background check per chapters 110-04 WAC 110-147-1325.
  3. Quarterly Employee Roster
    1. Verify receipt of the Quarterly Employee Roster (Paid and Unpaid) DCYF 15-287 form from GCF and CPAs before the first day of February, May, August, and November of each year.
    2. Crosscheck the quarterly employee roster with FamLink and work with GCFs and CPAs to immediately fix any discrepancies.
  4. Complete new CPA licenses and renewals within the timeframes per LD Performance Goals located on the DCYF intranet under LD Programs.
3. Waivers to WAC requirements must be approved by the LD administrator or designee using the [Licensing Waiver DCYF 15-411](#) form.
4. Licensing application documents must be received within 90 days of receipt of application or it may be withdrawn. Regional licensors must work with the agency and notify them before withdrawing an application.
5. GCF may have more than one type of license depending on the services that it offers.
6. Foster homes certified by the CPA must meet minimum licensing requirements (MLR).
7. Applicants for a provisional expedited license certified by the CPA must meet the following requirements:
  1. Held a foster care license in the last five years that was not closed due to a denial, revocation, or an agreement to relinquish.
  2. Resides in the same home in which the applicant was licensed, and no additional individuals have moved into the home.



3. Seeking a license from the same agency with which they were previously licensed and the agency agrees to supervise the home.
4. Passed the required [background check](#) for all household members age 16 years and older before the expedited license is issued.
8. Foster parents must apply for a new license when there is a change in circumstance due to the absence or addition of an identified caregiver.
9. A CPA may certify homes in more than one geographic region as long as the agency provides supervision and support to the home. The license must be issued from the region in which the family physically resides.
10. The CPA license is approved by the regional licensor in the region where the license is issued.
11. Licenses are issued for a maximum of three years.
12. Licenses will be issued or denied in writing.

## Procedures

### 1. New Licenses for GCF and CPA

The regional licensor must:

1. Verify the Application for Child Care Agency License DCYF 10-408 form and the application materials are complete.
2. Contact and obtain references for a newly hired agency director or administrator using the LD Agency Letter of Reference DCYF 16-211 form. A minimum of three references are required. Agency references may be accepted for the agency director or administrator if the agency has upper management complete the references.
3. Process the [background check](#) for licensing applicants, employees, interns, and volunteers in accordance with [chapters 110-04 and 110-05 WAC](#) as applicable.
4. Complete FamLink person search and CA file review on all licensing applicants, employees, interns, and volunteers.
5. Determine if a person is disqualified or denied from association with a child care or private agency for not meeting MLR in chapter [74.15 RCW](#) and chapters [110-145](#), [110-147](#), and [110-148](#). [See 5160 Adverse Action on a Foster Care License](#) for more information.
6. Send the completed [Background Clearance Notification DCYF 23-037](#) form to the agency for their employees, interns, and volunteers when:
  1. Approving a new employee, intern, or volunteer to work in a facility or at a CPA.
  2. Issuing a new agency or facility license.
  3. Renewing an agency or facility license.
7. Maintain a copy of the [Background Clearance Notification DCYF 23-037](#) form in the licensing file.
8. Evaluate the agency's policy and procedures, physical setting, personnel files, child files, and provider files using the designated checklist for the type of license. This includes reviewing sample files for agencies currently pending licensure. (See DCYF intranet LD Programs, LD Forms)
9. Request an inspection from the Department of Health (DOH) and the Washington State Patrol's (WSP) Fire Protection Bureau for all GCF with the exception of Staffed Residential Homes licensed for five or fewer children. Approved inspections must be documented prior to issuing the license. Additional inspections may be requested if concerns are noted.
10. Confirm that all employees, interns, and volunteers, having access to children, pass a [background check](#).
11. Confirm that an adequate number of employees are available to provide services. This may include reviewing shift logs or a calendar to verify appropriate staffing levels.
12. Confirm all WAC licensing requirements for the applicable license are met before issuing a license using the designated checklist for the specific license. For medically fragile group care facilities, use both the Medically Fragile Children and Children with Severe Developmental

Disabilities Checklist DCYF 16-188 and the Group Home and Staffed Residential Home Checklist DCYF 16-189.

13. Document the license start and expiration date in FamLink as three years minus one day.

14. Submit the file for supervisory review.

2. New Licenses for CPA Foster Homes

The Regional Licenser must:

1. Verify that a [Family Home Study Application DCYF 10-354](#) has been received.
2. Complete background checks on individuals age 16 and older, including those living on the premises, and other requirements in the [6800 Background Check](#) policy.
3. Complete and send the [Background Clearance Notification DCYF 23-037](#) form to the CPA for the individuals in (2)(b) and maintain a copy in the DCYF CPA foster home licensing file.
4. Open a pending "Full" license in FamLink.
5. Complete FamLink person search and DCYF file review on all persons, of any age, living in the home, or who are being passed to provide substitute care for children.
6. Require the applicant to provide additional information or complete an evaluation when concerns are identified during the interview or on the paperwork. Evaluations required are at the foster parent's expense.
  1. Obtain a release signed by the applicant allowing information sharing before, during and after the evaluation.
  2. Provide all information to the evaluator related to the worker's concern.
7. Verify the home study meets the [Home Study policy](#) requirements.
8. Verify the CPA foster home application materials are complete.
9. Document the following in FamLink on the provider's "General" tab in the "License Information" group box:
  1. Select "Full" license as the "Type".
  2. The "Date Issued" is the date the foster home license is approved and the "Expiration Date" is three years' minus one day from the "Date Issued".
  3. Select the "Approve" radio button in the "License Recommendations" group box to obtain supervisor approval.
10. Submit the file for supervisory review.
11. Issue a license based on the CPA's certification that a foster home meets the MLR.
12. Provide a paper copy of the license DCYF10-010 and Foster Parent Identification (ID) cards to the agency for the foster parent following supervisor approval.
13. The regional licenser must verify the following information is in the regional licensing paper file:
  1. [Certification for License of Foster Home DCYF 10-016](#)
  2. [Family Home Study Application DCYF 10-354](#)
  3. [Home Study File Checklist DCYF 10-182](#)
  4. [Foster Home Inspection Checklist DCYF 10-183](#)
  5. Home Study
  6. [Emergency Evacuation Plan DCYF 16-204](#)
  7. Background Authorizations forms
  8. [Background Clearance Notification DCYF 23-037](#)
  9. Background Check Request/Decision DCYF 27-131
  10. Administrative Review's collateral information for crimes or negative actions, if applicable
  11. [Licensing and Safety Supervision Plan DCYF 10-419](#), if applicable
  12. Verification of required training
  13. [Verification of Indian Status DCYF 15-128](#), if applicable

NOTE: Other required licensing documents not listed above are required to be completed and maintained in the CPA files (e.g. medical statement, marriage and divorce statements and documentation, financial statement, policy agreements, immunizations, etc.).

### 3. Provisional Expedited License for CPA Foster Home

When a provisional expedited license application is received, the regional licensor worker must:

1. Verify the applicant meets the requirements to be eligible for a provisional expedited license.
2. Verify that a Family Home Study Application DCYF10-354 has been received.
3. Complete background checks on individuals age 16 and older, including those living on the premises, and other requirements in the 6800 Background Check policy.
4. Verify the [Provisional Expedited File Checklist DCYF 10-182B](#) form has been completed.
5. Enter the capacity for the license in FamLink by verifying the following:
  1. The number of children cannot be more than the capacity they had when they were previously licensed.
  2. If a caregiver moved out of the home the capacity cannot be more than what is allowed by the minimum licensing requirements.
  3. If children who were previously in the home when licensed have since been adopted or are in a guardianship, reduce the number from their previous license capacity.
6. Document the following in FamLink on the provider's "General" tab in the "License Information" group box:
  1. Select "Expedited" license as the "Type".
  2. Select the "Approve" radio button in the "License Recommendation" group box to obtain supervisor approval.
  3. The "Date Issued" is the date the provisional expedited license is approved and the "Expiration Date" is three months minus one day from the "Date Issued". If the foster home license is not completed within 90 days, discuss with the supervisor whether or not to reissue a second expedited license.
  4. Open a new pending full license the day after the expedited license was approved.
7. Upon supervisor approval, issue the paper copy of the Provisional Expedited Foster Home License DCYF10-010A within five days of requirements being met.
8. Notify the IV-E specialist that this home does not meet minimum licensing requirements. DCYF cannot claim IV-E funds until a full license is issued on the home.
9. The regional licensor must verify the following information is in the regional licensing paper file:
  1. [Certification for License of Foster Home DCYF 10-016](#)
  2. [Family Home Study Application DCYF 10-354](#)
  3. [Provisional Expedited File Checklist DCYF 10-182B](#)
  4. Background Check Authorizations forms
  5. [Background Clearance Notification DCYF 23-037](#)
  6. Background Check Request/Decision DCYF 27-131
  7. Administrative Review's collateral information for crimes or negative actions, if applicable.
  8. NOTE: The completed Policy Agreements DCYF 10-290 and Household Safety Inspection for Unlicensed Placements DCYF 10-453 or Foster Home Inspection Checklist DCYF 10-183 are required to be completed and maintained in the CPA files..

### 4. After the Provisional Expedited License for CPA Foster Home is Issued

The regional licensor must:

1. Follow the New Foster Home License procedures section 2.b.-m.
2. Provide a paper copy of the Foster Home License DCYF10-010 and Foster Parent ID cards to the foster parent following supervisor approval.
3. Determine the expiration date of the full license in FamLink. The expiration date documented in FamLink is three years minus one day. The start date is the day after the provisional expedited license was closed.
4. Verify with the agency that all licensing application materials have been submitted by the applicant within 14 days of receipt of the application.
5. Notify the IV-E specialist that the home is now fully licensed.

5. Renewal for GCF or CPA

The regional licensor must:

1. Verify that all GCF employees at BRS contracted facilities have completed the Medication and Administration eLearning training.
2. Verify the Application for Child Care Agency License DCYF10-408 form and renewal materials are complete.
3. Send a courtesy renewal notice to the agency 120 days in advance of the license expiration date. For applications received before the expiration date, the license remains in effect until LD completes the renewal.
4. Document compliance with all applicable items on the designated checklist. Areas of non-compliance are documented on a [Compliance Agreement DCYF 10-248](#) form.
5. Complete 1.c.-l. requirements in the New Licenses for GCF and CPA section.

6. Renewals for CPA Foster Homes

The regional licensor must:

1. Send a courtesy email to the private agency if LD has not received a renewal application within one month of the license expiring.
2. Contact the agency if LD has not received an application within one day of the license expiration date.
3. Close the license if LD has not received a signed application by the license expiration date. If there are children in placement, the regional licensor must notify the child welfare (CW) placement worker that the license has been closed.
4. Verify that a [Family Home Study Application DCYF 10-354](#) form has been received.
5. Complete background checks on individuals age 16 and older, including those living on the premises, and other requirements in the [6800 Background Check](#) policy.
6. Review the renewal materials provided by the private agency.
7. Submit the file for supervisory review.
8. Issue a license based on the CPA's certification of a foster home meeting MLR.
9. Provide a paper copy of the license and Foster Parent ID cards to the agency for the foster parent following supervisor approval.
10. The regional licensor must verify the following information is in the CPA Foster Home paper file for a renewal:
  1. [Certification for License of Foster Home DCYF 10-016](#)
  2. [Family Home Study Application DCYF 10-354](#)
  3. [Home Study File Checklist DCYF 10-182](#)
  4. [Foster Home Inspection Checklist DCYF 10-183](#)
  5. Home Study
  6. [Emergency Evacuation Plan DCYF 16-204](#)
  7. Background Authorization form
  8. [Background Clearance Notification DCYF 23-037](#)
  9. Background Check Request/Decision DCYF 27-131
  10. Administrative Review's collateral information for crimes or negative actions, if applicable
  11. Verification of required trainings
  12. [Licensing and Safety Supervision Plan DCYF 10-419](#), if applicable

7. Moves for GCF

The regional licensor must:

1. Verify the Application for Child Care Agency License or Certification DCYF 10-408 is complete.
2. Review the agency floor plan and evacuation procedures for compliance with the MLR.
3. Verify that all GCF employees have a background check completed following the [6800 Background Check](#) policy.
4. Complete a physical inspection of the agency using the designated checklist.

5. Request an inspection from the DOH and the WSPs Fire Protection Bureau for all GCF with the exception of staffed residential homes licensed for five or fewer children. Approved inspections must be completed and documented prior to license issuance. Additional inspections may be requested if concerns are noted.
  6. Document compliance with all applicable items on the designated checklist. Areas of non-compliance are documented on a [Compliance Agreement DCYF 10-248](#) form.
  7. The new facility must be licensed and operating prior to children being moved.
  8. The regional licensor may issue a new three-year license in lieu of amending the license if the license expires within six months of the move. The renewal paperwork is required to complete this license.
  9. Provide a paper copy of the license to the agency following supervisory approval.
8. Moves for CPA
- The regional licensor must:
1. Verify the Application for Child Care Agency License or Certification DCYF 10-408 is complete.
  2. Verify that all CPA employees have a background check completed following the [6800 Background Check](#) policy.
  3. Complete a physical inspection of the agency.
  4. Document compliance with all applicable items on the designated checklist. Areas of non-compliance are documented on a [Compliance Agreement DCYF 10-248](#) form.
  5. The regional licensor may issue a new three-year license in lieu of amending the license if the license expires within six months of the move. The renewal paperwork is required to complete this license.
  6. Provide a paper copy of the license to the agency following supervisory approval.
9. Moves for Child Placing Agency Foster Homes
- See Foster Home Family Moves located in the [5120. Licensing State Foster Homes](#) policy.
10. CPA Foster Home Change in Circumstances
- The regional licensor must:
1. Review the private agency's assessment of the foster home that had a change in circumstance affecting their parenting.
  2. Require the agency to complete the [Foster Home Re-Assessment DCYF 10-405](#) form or update the home study.
  3. Discuss the change in circumstance with the LD supervisor and private agency licensor to determine the appropriate licensing action (Foster Home Re-assessment, license modification, or new three-year license).
  4. The regional licensor may modify the license depending on the circumstances, evaluation of the regional licensor and CPA Licensor, or by request of the licensee.
11. Health and Safety Visits
1. The regional licensor must:
    1. Complete two six-month health and safety visits annually on all contracted Behavior Rehabilitation Services (BRS) CPA and GCF or contracted medically fragile facilities, one of which must be unannounced.
    2. The Renewal and Comprehensive Review will take the place of a health and safety visit.
  2. For contracted BRS or contracted medically fragile GCFs, regional licensors must:
    1. Complete the site inspection using the designated checklist for the type of license at each health and safety monitoring visit.
    2. Once per year, complete a review of a minimum of three child files during at least one of the two six-month health and safety monitoring visits.
    3. Once per year, complete a review of a minimum of three personnel files during at least one of the two six-month health and safety monitoring visits.
    4. Review other documents and conduct interviews with youth and GCF employees as necessary.



5. Complete a review of storage, administration, and documentation related to medication at each health and safety monitoring visit.
6. Verify the food in the facility is not expired, there is no home-canned food being served, and that the food being offered meets the child's nutritional needs at each health and safety monitoring visit.
7. Document the health and safety visit in a FamLink provider note with the activity "Regional Licensing Health and Safety" or "Unannounced Regional Licensing Health and Safety" as appropriate.
3. For contracted BRS CPAs, regional licensors must:
  1. Complete the site inspection using the designated checklist for the type of license.
  2. Once per year, complete a review of a minimum of three child files during at least one of the two six-month health and safety monitoring visits.
  3. Once per year, complete a review of a minimum of three personnel files during at least one of the two six-month health and safety monitoring visits.
  4. Once per year, complete a review of a minimum of three foster home files during at least one of the two six-month health and safety monitoring visits.
  5. Review other documents and conduct interviews with youth, employees, or foster parents as necessary.
4. For all facilities serving homeless youth, the regional licensors must complete a health and safety review every three years beginning at or around 18 months after entering into a new license or during each renewal (mid-licensing) period. These facilities include overnight youth shelters and facilities that have a contract through the Department of Commerce for HOPE beds.
5. For GCF serving homeless youth, regional licensors must:
  1. Complete 100% percent of the mid-licensing health and safety monitoring visits unannounced.
  2. Complete the site inspection using the designated checklist for the type of license.
  3. Complete a review of a minimum of three child files using the appropriate checklist.
  4. Complete a review of a minimum of three personnel files using the appropriate checklist.
  5. Complete a review of storage, administration, and documentation related to medication.
  6. Review other documents and conduct interviews as necessary.
  7. Document the health and safety visit in a FamLink provider note with the activity "Regional Licensing Health and Safety" or "Unannounced Regional Licensing Health and Safety" as appropriate.

## 12. Comprehensive Review

The regional licensor must participate in comprehensive reviews for contracted BRS or contracted medically fragile providers or other contracted or licensed providers as applicable. See [5140. Comprehensive Reviews](#).

## 13. Overcapacity Administrative Approval for Age, Gender and Number of Children on the Foster Care License

The regional licensor must:

1. Review the Overcapacity Administrative Approval DCYF 15-349 form in FamLink to approve or deny placements outside the license capacity for private agency foster homes.
2. Review the hard copy of Overcapacity Administrative Approval DCYF 15-349 form for approved overcapacities for respite.
3. Send a copy of the approved DCYF 15-349 to the agency.  
NOTE: Overcapacities for GCF require a waiver approved by the DLR administrator or designee.

## 14. No Referral Process

LD workers:

1. May create a "no referral" when an agency or licensee requests no additional placements be made in a CPA foster home.

2. Must discuss with the LD supervisor if the agency is not in agreement with a “no referral” and if there is a safety, health or well-being concern to determine whether to recommend a “no referral.”
3. When recommending a “no referral” on a CPA foster home, must:
  1. Notify CW caseworkers and other agencies involved.
  2. If LD senior administrator or designee approves the “no referral”:
    1. Inform all involved, including but not limited to CPA, CW, Developmental Disabilities Administration (DDA) employees, and tribes, when a decision is made not to place.
    2. Complete a Notice of No Referral DCYF 10-801 form to the foster parents notifying them that no more placements will be made in their home and send to the LD senior administrator or designee for approval. Once approved:
      1. Send the Notice of No Referral DCYF 10-801 form to the foster parent with a copy to the CPA.
      2. Enter a provider note in FamLink.
      3. Create a “no referral” in FamLink.
4. When recommending a “no referral” on a CPA foster home be lifted notify the:
  1. LD senior administrator or designee. If approved, the LD worker will remove the "no referral" in FamLink and complete the Notice of Lifted/Rescinded No Referral Status DCYF 10-800 form.
  2. Foster parent.
  3. CW placement desk
  4. DDA employees
  5. Tribes
5. When recommending a “no referral” on a GCF, must:
  1. Discuss with the LD senior administrator or designee.
  2. If LD senior administrator or designee approves the “no referral”:
    1. Inform all agencies involved of the decision.
    2. Complete a Notice of No Referral DCYF 10-801 form to the GCF notifying them that no more placements will be made in the facility and send to the LD senior administrator or designee for approval. Once approved:
      1. Send the Notice of No Referral DCYF 10-801 form to the agency.
      2. Enter a provider note in FamLink.
    3. Create a “no referral” in FamLink.
6. When recommending a “no referral” on a GCF be lifted, must notify:
  1. The LD senior administrator or designee. If approved, LD workers will remove the “no referral” in FamLink, complete the Notice of Lifted/Rescinded No Referral Status DCYF 10-800 form, and send it to the GCF.
  2. CW caseworkers
  3. CW placement desk.
  4. DDA employees
  5. Tribes
  6. Others involved
7. For facilities that do not accept placement of children in care and custody of the department, must discuss with LD supervisor and assistant attorney general for possible licensing legal action if health and safety of children is at risk.

## Forms

Application for Child Care Agency License or Certification DCYF 10-408

[Background Check Authorizations DCYF 09-653](#)



[Background Clearance Notification DCYF 23-037](#)

Background Check Request/Decision DCYF 09-131

[Certification for License of Foster Home DCYF 10-016](#)

Child Placing Agency Checklist DCYF 16-185

[Child Placing Agency Foster Home Licensing Investigation DCYF 23-036](#)

[Child Placing Agency Foster Home Licensing Investigation Interviews DCYF 23-036A](#)

[Compliance Agreement DCYF 10-248](#)

Crisis & Secured Crisis Residential Checklist DCYF 16-186

[DLR Agency Reference Letter DCYF 16-211](#)

DLR Licensing Findings DCYF 27-068

[Emergency Evacuation Plan DCYF 16-204](#)

Emergency Respite Center and Resource and Assessment Center Checklist DCYF 16-183

[Family Home Study Application DCYF 10-354](#)

[Foster Home Re-Assessment DCYF 10-405](#)

Group Home and Staff Residential Home Checklist DCYF 16-189

[Home Study File Checklist DCYF 10-182](#)

[Licensing and Safety Supervision Plan DCYF 10-419](#)

[Licensing Waiver DCYF 15-411](#)

Maternity Services Checklist DCYF 16-184

Medically Fragile Children and Children with Severe Developmental Disabilities Checklist DCYF 16-188

Notice of Lifted/Rescinded No Referral Status DCYF 10-800

Notice of No Referral DCYF 10-801

Overnight Youth Shelter Checklist DCYF 16-190

Provisional Expedited Foster Home License DCYF 10-010A

Provisional Expedited License Checklist DCYF 10-182B

Quarterly Employee Roster (Paid and Unpaid) form DCYF 15-287

[Verification of Indian Status DCYF 15-128](#)

NOTE: Forms that are not linked are on the DCYF intranet under LD Programs, LD Forms.

## Resources

LD Performance Goals located on the DCYF intranet under LD Programs.

THERE IS NO CURRENT CHECKLIST FOR GROUP RECEIVING CENTER OR DAYTREATMENT SERVICES\*

[WAC 110-145](#) Group Care Facilities minimum licensing requirements

[WAC 110-147](#) Child-placing agencies and adoption centers minimum licensing requirements

[WAC 110-148](#) Child foster homes minimum licensing requirements

# 5140. Comprehensive Reviews

5140. Comprehensive Reviews [sarah.sanchez](#) Tue, 08/28/2018 - 23:31

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Effective Date:** October 31, 2014

**Revised Date:** July 1, 2018

**Sunset Review:** July 1, 2023

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## Purpose

Comprehensive reviews help Children's Administration (CA) contracts, Behavior Rehabilitation Services (BRS) and Division of Licensed Resources (DLR) staff evaluate the ability of contracted licensed BRS providers, contracted licensed medically fragile facilities, and other resource providers to meet the health, safety and well-being needs of children in their care.

## Scope

This policy applies to DLR regional licensing, BRS program managers and Contract Unit staff.

## Policy

1. Comprehensive reviews measure compliance with licensing standards and contract requirements, while also monitoring the overall performance of a program.
2. Comprehensive reviews are completed by a CA regional or headquarters staff team consisting of DLR, Division of Children and Family Services (DCFS), BRS, contracts and other program staff. External stakeholders may also participate, e.g. Developmental Disabilities Administration (DDA).
3. Comprehensive reviews must be conducted on each facility or Child Placing Agency (CPA) under an in-state BRS contract or an in-state medically fragile contract:
  1. Every three years, beginning at or around 18 months after entering into a new license or during each renewal period.
  2. Other times identified by the Comprehensive Review team, i.e., when there is a high score on the Contract Risk Assessment/Analysis tool DSHS 15-466, frequent intakes, a critical incident, or newly identified concerns.
  3. Comprehensive reviews may also be conducted on other licensed or contracted group care facilities or CPAs that do not have a BRS contract when deemed necessary by the review team.
4. Comprehensive Reviews must be conducted with team members at the CPA office or group care facility being reviewed. If multiple facilities for the same parent agency are being reviewed, DLR staff will complete the facility inspection at each facility. Only those DLR staff completing staff or child interviews will need to visit the other facilities in order to complete the interviews.
5. If the BRS provider or other contracted or licensed provider has an open DLR/CPS investigations during a comprehensive review, the Comprehensive Review team will notify and invite the DLR/CPS investigator to participate in the review.
6. Comprehensive Reviews will take the place of a six-month health and safety monitoring visit.

## Procedures

1. Percentage of Information to be reviewed:
  1. BRS Group care facilities must:
    1. Review a minimum of 20% of all active child files or files of children placed within the last 30 days of the comprehensive review date, with no fewer than six files being reviewed.
    2. For group care facilities with less than 40 personnel files, review a minimum of 20% of personnel files, with no fewer than six files being reviewed.
    3. For group care facilities with 40 or more personnel files, review no fewer than eight files.
    4. Complete a 100% review if the contractor has fewer than six child or personnel files.
    5. Interview a minimum of 20% of children and staff, with no fewer than two youth and staff for each residential living unit.

6. For group care facilities with 40 or more staff, interview no fewer than eight staff.
7. Interview a minimum of 50% of children and staff for the residential living unit with the identified issue if child safety or a health issue is identified during the Comprehensive Review.
2. BRS CPAs must:
  1. For CPAs with less than 40 active child files, review a minimum of 20% of all active child files or files of children placed within the last 30 days of the comprehensive review date, with no fewer than six files being reviewed.
  2. For CPAs with 40 or more active child files review no fewer than eight files.
  3. Review a minimum of 20% of personnel files, with no fewer than six files being reviewed.
  4. Complete a 100% review if the contractor has fewer than six child or personnel files.
  5. Review a minimum of six foster home files, for contractors with fewer than six foster home files complete a 100% review.
  6. Interview at least one staff who is responsible for certifying CPA homes.
  7. Conduct in-person or telephone interviews of eight or more children placed in foster homes through the CPA. If the contractor has fewer than eight children placed in foster homes through the CPA, interview all children placed. If a child is unable to be interviewed, document at least two attempts to contact the child.
  8. Conduct in-person or telephone interviews of six or more foster parents. If the contractor has fewer than six foster parents, interview all of the agency's foster parents.
  9. Interview additional children and CPA staff as needed if a child safety or health issue is identified during the Comprehensive Review.
2. The Regional Licensors in each region will:
  1. Facilitate an annual meeting with the Comprehensive Review Team held between April and May. The purpose of the meeting is to identify:
    1. The next year's review schedule.
    2. Licensed or contracted providers to be reviewed.
    3. Individuals leading each review, rotating between DLR, BRS, and Contracts Unit staff.
  2. Search for licensing and DLR/CPS investigations for the period under review and provide information found to the review team.
  3. Upload the completed Final Report DSHS 10-520 in FamLink within ten days of provided it to the agency.
  4. Upload the Comprehensive Review: Compliance Agreement DSHS 10-521 and the Comprehensive Review: Immediate Action Plan Compliance Agreement DSHS 10-522, as applicable in FamLink within ten days of DLR receiving the signed completed compliance agreement from the provider.
3. The Comprehensive Review Team Lead will:
  1. Notify the licensed or contracted provider four to six weeks prior to the Comprehensive Review and include the following information:
    1. Date, time, and location of the review.
    2. Questions about their program strengths, challenges, and any technical assistance.
    3. Documents or items to be reviewed.
    4. Copies of the forms/tools that will be used during the on-site visit.
  2. Collaborate with the team members prior to the onsite visit and:
    1. Review the tools and instructions for use.
    2. Discuss existing concerns.
    3. Identify individual tasks for completion.
    4. Discuss relevant WACs, BRS Handbook, or contract issues.
  3. Facilitate an on-site meeting with the agency director and other agency staff at the start of the review to discuss:
    1. Purpose of the Comprehensive Review.

2. Comprehensive Review process
3. Location where the files will be reviewed.
4. Ensure the comprehensive review team reviews no more than four licensed facilities during each Comprehensive Review. Licensed facilities must be associated with one parent agency under one BRS contract or medically fragile contract and the license expiration dates are within approximately six months of each other.
5. Ensure the Comprehensive Review includes, as applicable, but not limited to, a review of the following:
  1. Program Review
  2. Personnel files
  3. Child files
  4. Youth interviews
  5. Staff interviews
  6. Social Worker questionnaires
  7. Foster parent interviews
  8. Incident reports
  9. Medication logs
  10. Documentation of consultant hours
  11. Staff schedules
  12. Facility inspection
6. Facilitate a staff debriefing on the last day of the review to:
  1. Ensure all Comprehensive Review forms located on the DLR intranet are completed.
  2. Discuss strengths, concerns, and patterns that will be shared with the agency director and other agency staff during the exit interview.
7. Facilitate an exit interview on the last day of the review with the agency director and other agency staff to:
  1. Discuss any health and safety, licensing, and/or programming concerns.
  2. Complete an Immediate Action Plan Compliance Agreement DSHS 10-522 if there is an immediate licensing or contracts violation and give it to the licensed or contracted provider to implement.
8. Notify the agency director that the Final Report and compliance agreement will be sent within 30 days following the review. The compliance agreement will address licensing and programming issues, and the health and safety of the youth being served.
9. Complete the Final Report DSHS 10-520 with the assistance of the Comprehensive Review team **within 30 days** following the on-site review.
10. Provide the Final Report to the licensed and/or contracted provider and staff that participated in the review and place in the DLR and CA contracts' files.
4. Disagreement with the Final Report:
  1. If review members disagree about the report, the final decision shall be made by the following members:
    1. DLR supervisor if WAC is the standard cited for the findings of non-compliance.
    2. BRS program manager if the BRS Handbook is cited for the findings of non-compliance.
    3. Contracts program manager if the contract is being cited for non-compliance.
  2. If the **licensed or contracted provider** believes there are factual errors in the report, they will submit a written document within 30 days of receipt of the Final Report that outlines their concerns. The following members will respond and resolve:
    1. Regional licensor if the concern is a licensing issue.
    2. BRS or contracts manager if the concern is a program or contracts issue.
5. **Monitoring Compliance Agreements:** Responsibility to monitor compliance agreements rests with the regional licensor, BRS program manager, or contracts manager, depending on which standard is used in the plan as noted in Procedures 4.a.

## Forms

The following forms are located on the CA Intranet site under the DLR program:

[DCYF 10-510](#) Comprehensive Review: BRS / Contracts Program Review

[DCYF 10-511](#) Comprehensive Review: DLR Program Review

[DCYF 10-512](#) Comprehensive Review: BRS Contractor Client File

[DCYF 10-513](#) Comprehensive Review: DLR Client File

[DCYF 10-514](#) Comprehensive Review: Personnel Files

[DCYF 10-515](#) CA Worker Questionnaire

[DCYF 10-516](#) Youth Interview

[DCYF 10-517](#) Staff Interview

[DCYF 10-518](#) Foster Parent Interview

[DCYF 10-519](#) Incident Report Review

[DCYF 10-520](#) Comprehensive Review Final Report

[DCYF 10-521](#) Comprehensive Review: Compliance Agreement

[DCYF 10-522](#) Comprehensive Review: Immediate Action Plan Compliance Agreement

## 5150. Licensing Investigations

5150. Licensing Investigations [sarah.sanchez](#) Tue, 08/28/2018 - 23:32

**Approval:** Jennifer Strus, Assistant Secretary

**Effective Date:** 1998

**Revised Date:** August 31, 2015

**Sunset Review:** August 31, 2018

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### Purpose

Licensing Complaint Investigations are conducted to determine if a violation of the Washington Administrative Code (WAC) licensing regulations has occurred in a licensed facility. When violations occur, DLR will take steps to remedy the violation.

## Scope

This policy applies to all DLR staff.

## Laws

[RCW 74.15](#)

## Policy

1. The DLR/CPS Handbook must be used for all concurrent DLR/CPS and licensing investigations of child abuse and neglect (CA/N) allegations.
2. Licensing complaint investigations must begin within 5 days of receipt of the intake. Document the beginning of the investigation in a provider note.
3. A site visit must occur unless circumstances exist that would eliminate this requirement. Such circumstances must be approved by a supervisor.
4. Conduct a thorough licensing investigation by identifying and addressing all WAC violations, and utilizing shared decision making as necessary.
5. Investigation findings (“Valid” or “Not Valid”) must be made within 45 days on licensing only investigations, using the following criteria:
  1. **Valid:** Based on the facts obtained in the investigation, there is reasonable cause to believe a licensing violation occurred.
  2. **Not Valid:** Based on the facts obtained in the investigation, there is reasonable cause to believe a licensing violation did not occur or it cannot be determined if a licensing violation occurred.
6. Before an investigation is extended beyond 45 days due to a DLR/CPS investigation or extenuating circumstances, the supervisor must approve and document this extension in a provider note.
7. DLR staff will immediately address any violations which threaten the health and safety of children and document in the provider module. If merited, DLR will inform DCFS and/or the private agency of the intake and recommend a “no referral” be placed on the home. This could result in recommendations for removal of children or in no additional children placed in the home. Findings must be documented in a Provider Action in FamLink.
8. DLR staff will notify the licensee of the findings in writing. Regional licensors must copy the supervising agency when they notify the licensee. Additional WAC violations noted during a licensing complaint must be addressed so that the violation is remedied.
9. A compliance agreement is created in collaboration with the licensee with a plan to remedy all WAC violations.
10. The Provider Action will remain open until all legal actions, including appeals, are complete.
11. Contracts staff will be notified of any “valid” findings on providers who are also contracted with the state.
12. Infractions alleged to have occurred on applicants not yet licensed, will be addressed in the home study.
13. If a licensee has a full license and a pending application with another agency, the investigation will focus on the fully licensed facility.

## Procedures

1. **Homes and facilities directly licensed by CA**  
The complaint investigator or DLR licensor will:
  1. Review the following case and provider information as applicable:
    1. Case numbers associated with the provider.
    2. Case and provider notes.
    3. Intakes attached to the Person ID numbers to include the child.

4. Incident reports and any past compliance agreements.
2. Collaborate with the licensor if the complaint investigator is someone other than the licensor.
3. Send intake to law enforcement if a crime has been alleged.
4. Notify the appropriate Tribe if the intake involves an identified child who is of Indian ancestry.
5. Notify the licensee of the following at the earliest possible time that does not jeopardize the investigation:
  1. Allegations in the intake.
  2. Investigation process and timelines.
  3. Information about Foster Intervention and Retention Support Team (FIRST) or other supports if the allegation is against a foster home.
6. Contact the referrer to confirm the information in the intake and gather additional details.
7. If the child has a worker, notify the child's worker of the allegation and invite the worker to the child interview. The complaint investigator will determine the interview questions.
8. Interview the identified child(ren) individually. A third party (not named in the intake) may be present if requested by the child.
9. Conduct private interviews of all individuals with relevant information (foster parents, staff, verbal foster children, etc.)
10. Document all interviews in provider notes.
11. Obtain approval from a supervisor to not interview an identified child or a child with relevant information when circumstances merit it. The supervisor must document approval in a provider note.
12. Maintain ongoing communication with the assigned child's worker of any issues affecting a child's permanency, safety, and well-being.
13. Complaint investigations may include:
  1. Interviews of the assigned child worker(s) for the children currently or previously in the foster home or facility.
  2. Interviews with children not in the Department's custody (parental consent required).
  3. Collateral contacts, including, but not limited to:
    1. Foster child's therapist
    2. Foster child's medical providers
    3. Foster child's teachers/school counselors
    4. Professionals providing services to the foster parent

Some of these collaterals may require a signed release of information. A release of information signed by youth over age 13 in CA custody is required for mental health and substance abuse treatment providers providing services to the child.
14. Require the licensee to complete an assessment(s) if needed and identify the issues to be assessed. DLR may specify the provider and require the licensee to pay for the evaluation.
15. Staff with the supervisor and any relevant individual(s) if new information creates:
  1. Cause to re-refer to CA intake or law enforcement.
  2. Placement reconsideration by the child's social worker.
  3. Cause for action related to licensing or placement.
  4. Cause to re-assess safety.

## 2. **Foster homes certified by a Child Placing Agency (CPA)**

The regional licensor will:

1. Be responsible for investigative activity including directing and providing support and assistance to the CPA staff.
2. Send intake to law enforcement if a crime has been alleged.
3. Notify the appropriate Tribe if the intake involves an identified child who is of Indian ancestry.
4. Review the provider history.
5. Communicate the following to CPA staff:
  1. Intake allegation(s). Note: Do not provide a hard copy of the intake to CPA staff.
  2. Potential licensing violation(s).



3. Specific parties to be interviewed by CPA staff. Regional licensors may attend the interviews as needed.
  6. Inform CPA staff that if a child discloses abuse and neglect during the investigation, the CPA staff only collects as much information as needed for a CPS intake. He or she will not conduct a child forensic interview. CPA staff will call CA intake to report the new information.
  7. Determine and document the findings in FamLink.
  8. Determine whether the violation can be corrected. Collaborate with the CPA staff to complete a [Compliance Agreement DCYF 10-248](#) with the foster family remediating each of the “valid” findings.
  9. If the licensee remains out of compliance with minimum licensing requirements (MLRs) or the compliance agreement does not remedy the deficiency, supervisory staffing and additional licensing action may be merited.
3. **Closing complaints on homes directly licensed by CA:**
1. The complaint investigator must notify his or her supervisor of the completion of the licensing complaint investigation.
  2. For “not valid” finding(s), the complaint investigator’s supervisor must review all documentation, complete the approval process in FamLink and send a findings letter to the licensee informing them of the “not valid” finding.
  3. For “valid” finding(s):
    1. The complaint investigator’s supervisor will:
      1. Review the information within the provider action.
      2. Document review in a provider note.
      3. Communicate to the licensor and the licensor’s supervisor the “valid” finding.
    2. The licensor will develop a compliance agreement in collaboration with the licensee when he or she is notified of the “valid” finding. The licensor may ask the complaint investigator for input on the compliance agreement. The compliance agreement will:
      1. Address the specific WAC violation(s).
      2. Include a completion date for all specific action items.
      3. Be signed by the licensee and uploaded into FamLink.
      4. Be monitored by the licensor.
    3. The licensing supervisor will complete the approval process in FamLink when the compliance agreement is completed and the deficiency is remedied.
    4. If the licensee remains out of compliance with MLRs or the compliance agreement does not remedy the deficiency, supervisory staffing and additional licensing action may be merited.
4. **Closing complaints assigned to Regional Licensors**
1. The regional licensor selects “complete” on the provider action.
  2. For all “not valid” findings, the supervisor must review all documentation, complete the approval process in FamLink and send the findings letter to the licensee.
  3. For a “valid” finding(s), the supervisor must review the information within the provider action. The review is documented in a provider note by the reviewing supervisor.
  4. The regional licensor will upload the compliance agreement in FamLink and monitor until completion. The compliance agreement includes the following:
    1. Specific WAC determined to be in violation.
    2. A completion date for all specific action items.
    3. Licensee signature.
  5. The regional licensor’s supervisor will approve the provider action in FamLink upon completion of the compliance agreement, unless other action is being taken. If the licensee remains out of compliance with MLRs, additional licensing action may be merited.

- [Compliance Agreement DCYF 10-248](#)
- [Compliance Agreement Continuation DCYF 10-248A](#)
- [Child Placing Agency Foster Home Licensing Investigation DCYF 23-036](#)
- [Child Placing Agency Foster Home Licensing Investigation Interviews DCYF 23-036A](#)

## Resources

Licensing complaint investigations are an opportunity to provide training and technical assistance through a supportive and collaborative approach.

Government to government relationships must be respected when working with Tribal CPAs and facilities. Follow Tribal Agreements when interviewing Tribal children in a CA licensed foster home, private agency foster home, or group care facility.

[WAC 388-145](#)

[WAC 388-147](#)

[WAC 388-148](#)

# 5160. Adverse Action on a Foster Care License

5160. Adverse Action on a Foster Care License [sarah.sanchez](#) Tue, 08/28/2018 - 23:37

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** 1974

**Revised Date:** August 31, 2015

**Sunset Review:** August 31, 2018

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## Purpose

Provide Division of Licensed Resources (DLR) staff direction when a licensing violation occurs in a licensed foster home or facility that affects the health, safety and well-being of children placed.

## Scope

This policy applies to all DLR licensing staff.

## Laws

[RCW 43.20A.205](#)

[RCW 74.14A.020](#)

[RCW 74.15.010](#)

## Policy

1. DLR has jurisdiction over all foster home licenses and licensing applicants even if a person requests to withdraw his/her licensing application, or fails to renew his/her license. [WAC 388-148-1625 \(3\)](#).
2. DLR must deny, suspend, or revoke a license when a licensee cannot care for children in a manner that provides for the safety, health and well-being of children.
3. DLR may limit or restrict a license or require the licensee to enter into a compliance agreement to ensure the safety, health and well-being of children in care.
4. DLR may suspend or revoke a license, if a foster home or group care licensee has more children, different ages or genders than the license allows without prior approval from the licensor.
5. DLR must disqualify any person from having unsupervised contact with children in out-of-home care if he or she does not meet licensing requirements. RCW 74.15; [WAC 388-06A](#)
6. If DLR denies a request for an exemption to the Minimum Licensing Requirements (MLR), a licensee does not have appeal rights.

## Procedures

### 1. Considering a legal action:

The DLR worker must:

1. Consider a legal action against the licensee when one of the following has occurred:
2. Substantiation of child abuse or neglect.
3. Serious licensing violations that cannot be corrected.
4. Follow the [Shared Decision Making Matrix](#) and consult with the Assistant Attorney General's (AAG) Office when considering a legal action or change to a license.
5. Determine the adverse action in consultation with DLR management.
6. Changes to a license action include:
  1. The DLR worker may modify the license at any time during the licensing period depending on the circumstances or wishes of the licensee.
  2. The DLR worker must notify the state home licensee of his/her appeal rights when any modification is made to the license, unless the change occurs at license renewal.
7. Changes to a probationary license, actions include:
  1. DLR may issue a probationary license as part of a corrective action plan when the licensee is unable to comply with MLRs or has been the subject of multiple complaints or concerns about noncompliance with licensing regulations. Probationary licenses are rarely issued, and should only be considered as a final attempt to bring a licensee into compliance. Probationary licenses are not considered full licenses and placements with probationary licenses are not eligible for IV-E funding.
  2. When deciding whether a probationary license will be issued, the following must be considered:
    1. An intentional or negligent violation of licensing requirements.
    2. A history of violation of licensing requirements.
    3. A current violation of licensing requirements.
    4. Whether the licensee is making a good faith effort to comply with the licensing requirements.
    5. Any other factors relevant to the specific situation.
8. In collaboration with the licensee, the DLR worker will develop a plan to correct the area of noncompliance within the probationary period.
9. A probationary license may be issued for up to six months and, at the discretion of DLR, and may be extended for an additional six months.
10. DLR must immediately terminate the probationary license if, at any time, the noncompliance for which the probationary license was issued presents an immediate threat to the health or well-being of the children.
11. An existing license is invalidated when a probationary license is issued.

12. At the expiration of the probationary license, DLR will reinstate the original license for the remainder of its term, issue a new license, or revoke the original license.
  13. Probationary licenses will only be issued following staffing with the DLR Administrator and the AAG, with an agreement from the licensee.
  14. Upon approval as to form and content by the AAG, the DLR Area Administrator must sign and send the final letter by certified mail or other proper method of service to the licensee as provided in [RCW 43.20A.205](#).
  15. Licensees may request to be placed on a no referral status at any time.
  16. The licensee does not have appeal rights if DLR makes the decision not to issue a probationary license.
2. **Agency Staff Disqualification, or Licensing Denials, Suspensions or Revocations**  
The DLR worker must:
1. Consult with the AAG when considering agency staff disqualification, denial, suspension, or revocation, to determine legal sufficiency.
  2. Prepare a draft disqualification, denial, suspension, or revocation (as applicable) letter for review by the AAG when a determination is made to take adverse licensing action. The letter must include:
  3. Document a concise summary of the CPS or licensing allegations (if applicable), RCW, and WAC violations, findings, and conclusions.
  4. Document any corrective action attempted, if appropriate.
  5. Detailed citation of all applicable RCW/WAC violated.
  6. Complete information advising the licensee of their administrative hearing rights, including the filing process and timeframes.
  7. Send an approved letter by the AAG to the DLR Supervisor to sign and send to the DLR Area Administrator for final approval.
  8. Send the signed letter by certified mail or other proper method of service to the licensee. [RCW 43.20A.205](#)
  9. Send the DLR Administrator settlements to review and approve.
  10. Consult with the AAG when an Administrative Law Judge overturns the licensing action.

## 5180. Foster Parent (Licensed Family Foster Home) Training

5180. Foster Parent (Licensed Family Foster Home) Training [sarah.sanchez](#) Tue, 08/28/2018 - 23:38

**Approval:** Jennifer Strus, Asst. Secretary

**Effective Date:**

**Revised Date:** July 21, 2016

**Sunset Review:** July 2020

### Purpose

Children in out-of-home care have unique needs due to their childhood experiences. Children's Administration seeks to provide the caregiver skills needed to serve the specific behavioral and developmental challenges of our community's children. The training also educates and prepares foster parents to work within the child welfare and the legal system.

## Laws

[RCW 74.13.310](#) Foster parent training

[RCW 74.14B.020](#) Foster parent training

## Policy

1. Foster home license applicants must complete the following training prior to licensing:
  1. Orientation, completed online or in person by at least one licensee residing in the home.
  2. Caregiver Core Training (CCT), completed by at least one licensee residing in the home.
  3. First Aid/CPR, completed by all licensees residing in the home.
  4. HIV/BBP, completed by all licensees residing in the home.
2. The Caregiver Core Training is exempt for foster homes that have had a break in service but were licensed within the previous five years and have completed PRIDE or CCT.
3. Effective 4/1/2014, Licensed foster parents must complete caregiver continuing education every three years as follows:
  1. First three year licensing period: the foster parent must complete 36 hours of caregiver continuing education training that includes trainings from each of the three competency categories. After 1/1/2015, it must also include a cultural competency training.
  2. Second three year consecutive licensing period: the foster parent must complete 30 hours of caregiver continuing education training that includes trainings from each of the three competency categories. After 1/1/2015, it must also include a cultural competency training.
  3. All subsequent three year licensing periods: the foster parent must complete 24 hours of caregiver continuing education training from any competency category.
4. Foster homes taking placement of Sexually Aggressive Youth or Physically Assaultive/Aggressive Youth (SAY/PAAY) youth as defined in RCW 74.13.075 must complete either the SAY/PAAY online or in-person training prior to the child being placed or within 30 days of placement. Both caregivers in the home are required to complete this training.

Note: The caregiver continuing education requirement may be met by one or both parties on a license, in any combination, with the exception of D above. That is, one party on a two parent license may complete all required training hours or two people on a two parent license may each complete part of the required hours as long as the total number of hours meets the requirement.
5. Training which meets the caregiver continuing education requirement includes:
  1. Conferences and trainings approved by the licensor that meet all of the following:
    1. Related to child welfare or other human services.
    2. Relevant to the foster parent's scope of duties;
    3. Meets at least one of the caregiver competencies established by the Alliance for Child Welfare Excellence.
  2. Training offered by the Alliance for Child Welfare Excellence.
  3. CA approved private agency training courses.
  4. Other training as approved by the licensor.
6. If a licensed foster home exceeds the required training hours during any licensing period, they may carry over up to twelve hours into the next licensing period.
7. Division of Licensed Resources (DLR) licensors may require specific and additional training as part of a compliance plan.

## Procedures

1. Prior to licensing, the DLR licensor will verify that foster home license applicants have completed the licensing training outlined in A and B in the policy above.

2. Each licensing period, the DLR licensor will develop a training plan with the licensee based on the licensee's level of skill, education, age of the child(ren), and behaviors of the child(ren) the caregiver will serve. Each training plan must meet the policy requirements in C, D, and E in the policy section above.
3. The DLR licensor will verify that the licensed foster parents complete caregiver continuing education as required every three years.
4. If a licensed family foster home reaches re-licensing without completing the required hours in the three year licensing period, the DLR licensor will create a compliance plan for up to six months with the licensee(s). If the compliance plan is not met, the Department may:
  1. Choose not to place children in the licensed foster home.
  2. Change the age, gender or capacity on the foster home license at the time of renewal or,
  3. Revoke the license.
5. CA staff will enter training into FamLink as follows:
  1. The Alliance for Child Welfare Excellence training manager will enter training completion for Alliance for Child Welfare Excellence in-person classes, with the exception of CCT.
  2. The DLR licensor for the home will enter the CCT and all other training.

## Resources

- [WAC 388-148-1375](#) What training am I required to have before I become licensed?

Online Foster Parent Training:

<https://www.dcyf.wa.gov/services/foster-parenting/training-requirements>

## Access to Training

DCFS licensed family foster homes, private agency licensed family foster home, and relative caregivers are eligible to participate in department sponsored training.

## Procedures for Accessing Training

The licensed family foster home consults the licensor, private agency and/or regional training manager for class announcements and procedures to access to this service. The web site also maintains a training calendar available to all foster parents, relative caregivers and agency staff.

# 5200. Foster Parent Liability Plan

5200. Foster Parent Liability Plan [admin](#) Wed, 04/10/2019 - 16:45

**Original Date:** July 01, 1997

**Revised Date:** April 09, 2019

**Sunset Review Date:** April 30, 2023

**Approval:** Ross Hunter, Secretary

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## Purpose

This policy establishes guidelines for implementing the Foster Parent Liability Plan, Liability Plan, which provides insurance coverage for foster parents licensed under [chapter 74.15 RCW](#). The coverage includes personal injury and property damage caused by foster parents or foster children that occurred while the children were in foster care. This policy also provides the means to assist foster parents in obtaining a legal defense when claims have been filed against them resulting from the performance of their official duties.

## Scope

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

## Law

[RCW 4.24.590](#) Liability of foster parents

[RCW 4.92.060](#) Action against state officers, employees, volunteers, or foster parents - request for defense

[RCW 4.92.070](#) Actions against state officers, employees, volunteers, or foster parents - defense by attorney general - legal expenses

[RCW 74.14B.080](#) Liability insurance for foster parents

[RCW 74.15](#) Care of children, expectant mothers, persons with developmental disabilities

## Policy

1. DCYF will administer a Liability Plan for foster parents licensed under chapter 74.15 RCW that includes:
  1. Paying claims subject to available funds, individual claim limits, and eligibility requirements.
  2. Providing third-party liability claim management services for the Liability Plan.
  3. Developing and updating written instructions, guidelines, procedures, and forms to implement the terms of the Liability Plan.
  4. Provide the distribution of claims.
2. Caseworkers who have questions regarding policy, interpretation of the Liability Plan, submission of claims, or actions in response to claims or lawsuits must contact:

The Department of Enterprise Services/Office of Risk Management (DES/ORM)  
P.O. Box 41466  
Olympia, WA 98504-4166  
Phone: (360) 407-2260

3. DCYF will authorize liability coverage payment in the following claims:
  1. When a third party incurs expenses as a result of actions of foster parents or foster or respite care children placed in a foster home and personal or bodily injury or property damage has occurred.
  2. Claims resulting from a foster parent's acts or omissions while performing, or intending to perform, the delivery of family foster care and supervision of foster or respite care children.
4. Upon receipt of a claim from a foster parent, the caseworker must:
  1. Review the claim for accuracy, completeness, and timeliness.
  2. Return the claim to the foster parent if the:
    1. Correct form was not used: [Third Party Claim Checklist form DCYF 18-400A](#) or Foster Parent Reimbursement Claim and Checklist form DCYF 18-400, as applicable;



2. Foster Parent Reimbursement Claim and Checklist form DCYF 18-400 is not submitted within 30 days of an injury, damage, or loss; or
  3. [Third Party Claim Checklist form DCYF 18-400A](#) is not submitted within sixty days of injury, damage, or loss.
  4. Information is incomplete;
  5. Appropriate documents are not attached; or
  6. Claim form is not signed and dated.
3. Complete the caseworker section on the correct form for the claim.
  4. Forward the original claim form with documents attached to:

DCYF  
P.O. Box 40981  
Olympia, WA 98504-0988

5. Upon notification from a foster parent of an impending lawsuit by a third party, the caseworker must:
  1. Supply the foster parent with a Request for Individual Defense Attorney General (AG) form #163 provided to DCYF by the Office of the Attorney General (OAG).
  2. the DES/ORM of an impending lawsuit within 24 hours from the initial notification by the foster parent using one of the following methods:
    1. In writing at:
 

DES/ORM  
PO Box 41466  
Olympia, WA 98504-1466;
    2. By fax transmittal to DES/ORM (360) 407-8022;
    3. By email at DES/ORM at [RiskManagement@des.wa.gov](mailto:RiskManagement@des.wa.gov); or
    4. By phone at (360) 407-2260.
6. When a request for defense is made by a foster parent, the caseworker must:
  1. Supply the foster parent with a Request for Individual Defense AG Form #163 provided to DCYF by the OAG.
  2. Notify DES/ORM, in writing, within twenty-four hours of notice of a lawsuit.
  3. Contact the OAG Torts Division within twenty-four hours of notice of a lawsuit.
  4. Forward the original Request for Individual Defense AG Form #163 and the Summons and Complaint to the OAG Torts Division and retain copies in the child's service and licensing record.

## Forms

Foster Parent Reimbursement Claim and Checklist DCYF 18-400

[Third Party Claim Checklist DCYF 18-400A](#)

Request for Individual Defense AG Form #163 (available through local OAG)

## Resources

[WAC 110-50-1000 What are the department's responsibilities and limitations for reimbursement for damage or loss caused by a child in family foster care?](#)

# 5201. Emergency Planning for Licensed and Unlicensed Caregivers

5201. Emergency Planning for Licensed and Unlicensed Caregivers [sarah.sanchez](#) Tue, 08/28/2018 - 23:39

## Purpose

1. To store current licensed and unlicensed caregiver(s) name, address and phone number and emergency contact information for all children in out-of-home care, in case of a disaster or emergency.

## Policy

1. The assigned DLR licensor (licensed placements) and the assigned Social Worker (unlicensed placements) will ensure the following information is documented in the information management system:
  - a. Emergency Contact Name; Recommend One In-State and One Out-of-State Contact
  - b. Current Address for Caregiver and Emergency Contact Person(s)
  - c. Current Phone Number(s) for Caregiver and Emergency Contact Person(s) (As applicable)
2. The licensor and/or social worker as applicable is responsible for reviewing and updating this information as change occurs and at a minimum once a year.

## Service Description

1. After considering the custodial or the non-custodial parent as a placement resource, DCFS regards relatives to be the first priority for placement of children who are removed from their homes. The relatives must be assessed as being appropriate to the child's needs and capable and willing to cooperate with the case plan. The search for relatives shall continue as long as it is in the best interest of the child or until the permanent plan for a child has been completed. The social worker shall document all search efforts for relatives.
2. When a child is being placed through a voluntary placement agreement the social worker shall request from the parent(s) and/or legal guardian(s) information regarding relatives who could be considered as possible placement resources by the department.
3. For a child placed by court order, the court order shall include specific language requiring the parent(s) or legal guardian to provide information regarding relatives or other suitable persons who could be considered as possible placement resources by the department.

## Eligibility

Relatives who can assist DCFS and the family in meeting the child's needs are eligible for consideration for placement. Relatives are considered to be those persons who are related to the child by blood, marriage, or adoption. Some relatives who are more distantly related must be licensed as family foster homes. RCW 74.15.02

## Procedures

1. Relatives of the child exempt from licensing
  1. Persons related by blood, marriage, or legal adoption to the child, through the mother or presumed or biological father, including:
    1. Grandparent

2. Step Parent
  3. Brother
  4. Step Brother
  5. Sister
  6. Step Sister
  7. Uncle
  8. Aunt
  9. Nephew
  10. Niece
  11. First Cousin
  12. Second Cousin
2. Persons of preceding generations related by blood or adoption as denoted by prefixes of grand, great, and great-great.
  3. Spouses of the above persons, even after the marriage is terminated.
  4. Relatives of any half-sibling of the child as stated above.
  5. "Extended family members" as defined by law or custom of the Indian child's tribe or, in the absence of such law or custom, a person who has reached the age of 18 and who is related to the child as defined in this section and further including second cousin and brother-in-law or sister-in-law.
  6. Unless known to the child or family and approved for placement by the court, any other relatives, including relatives of alleged fathers, must be licensed if DCFS or a child placing agency makes or supervises the placement. See the Case Services Policy Manual, Appendix A, for the definition of "alleged father."
2. To consider a relative, who is exempt from licensing as a caretaker, the social worker completes a home study/assessment (per Section 45274 Relative Placement Home Study). The worker completes the study prior to placement, except in the case of a parent making the placement before DCFS takes custody or pursuant to a Shelter Care order or a Dependency disposition order.

## 5400. Child Care

5400. Child Care [sarah.sanchez](#) Tue, 08/28/2018 - 23:40

**Original Date:** July 1, 1995

**Revised Date:** July 28, 2019

**Policy Review:** July 31, 2023

**Approved by:** Ross Hunter, Secretary

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### Purpose

The purpose of this policy is to provide guidance to Department of Children, Youth, and Families (DCYF) child welfare employees on how to authorize payment for quality child care to meet the needs of children in-home or in out-of-home care and promote safety, permanency, and well-being.

### Scope

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

## Laws

[RCW 43.216.020](#) Department duties

[RCW 43.216.250](#) Secretary's licensing duties

[RCW 74.13.020](#) Definitions

[RCW 74.15.020](#) Definitions

## Policy

Caseworkers:

1. May authorize child care for eligible children residing in their parent's home and in out-of-home care, per WACs [110-15-4500 - 4580](#).
2. Are responsible authorizing child care for eligible children in out-of-home care.
3. Must verify the child meets the following eligibility criteria prior to authorizing child care:
  1. The child has an open child welfare case.
  2. The child is 12 years old or younger or is under age 19 with verified special needs per [WAC 110-15-0220](#).
  3. The child's case plan identifies the need for child care and that need is based on the needs of the family.
4. Must verify child care services are provided by a qualified provider, per [WAC 110-15-0125](#).
5. Must authorize payment within the rates established for daily child care per WACs [110-15-0200](#), [110-15-0205](#), and [110-15-0245](#).
6. Must authorize payment within the rates established for special needs child care per WACs [110-15-0225](#), [110-15-0230](#), and [110-15-0235](#).
7. Must notify child care providers 10 calendar days in advance of a planned termination, e.g., planned placement move, or as soon as possible for an urgent and unanticipated termination of child care services, e.g., unplanned or court ordered move.

## Procedures

1. Child Care for Children in an Out-of-Home Placement

When accessing child care for children in DCYF care and custody placed in out-of-home care, the caseworkers must:

  1. Determine if early learning programs are available to meet the child care needs of the family and enroll children in either:
    1. Early Head Start
    2. Head Start
    3. Early Childhood Education and Assistance Program (ECEAP)
  2. Authorize child welfare funded child care as needed for:
    1. Caregivers who have on-going commitments, such as part-time or full-time employment, or continuing education to maintain employment.
    2. Extraordinary circumstances that require child care, e.g., a child enrolled in a child care program who needs continuity of care between placements or the caregiver is experiencing short-term employment transition.
  3. Not authorize child care funding for:

1. Any family when at least one caregiver is not employed and is at home.
  2. Caregivers requesting child care for placement stabilization. In these cases, respite or other services must be offered.
  4. Document the need for child care in the [case plan](#).
2. Child Care for Children Living In-Home with their Parents or Guardians
- When accessing child care for children with an open DCYF case living in their own home, caseworkers must:
1. Determine if early learning programs are available to meet the child care needs of the family and enroll children in either:
    1. Early Head Start
    2. Head Start
    3. ECEAP
  2. Authorize child welfare funded child care for children living in their own homes if determined that resources in (2a.) are not available to address safety concerns or to prevent out of home placements. Child welfare funded child care may be paid, prior to referring the family to Working Connections Child Welfare Continuing Child Care (CWCCC):
    1. On any open case, for a maximum of three months; or
    2. For cases open less than three months. Payments must end at time of case closure.
  3. Document the need for child care in FamLink.
3. Accessing CWCCC for Children Living in their Home with their Parents or Guardians Caseworkers must:
1. Inform the family of the following eligibility requirements for CWCCC:
    1. Children must be residing with the parent or guardian with case types of CPS investigations or FAR, FVS, FRS, CFWS in-home or trial return home. Families achieving permanency through adoption, guardianship or limited guardianship custody are not eligible.
    2. Child care must be included in the child's case plan.
    3. The parent must access the benefits within six months of the child welfare case closure.
  2. Inform parent or guardians receiving child care funded by child welfare, that they are eligible for 12 months of CWCCC funded child care once their child welfare funding has ended, without co-pay or work requirements.
    1. Request the parent's or guardian's consent to disclose their eligibility to CWCCC to receive a continuation of subsidized child care. If parents or guardians do not consent to disclose eligibility, inform them they may still receive child care funded by child welfare for up to three months while the case is open.
    2. Complete the Service Referral in FamLink including the date the child welfare payment will end and document that the parent or guardian gave consent to disclose their eligibility to CWCCC and the name of the parent or guardian giving consent.
    3. Provide the parent or guardian the date the child welfare child care payment will end.
    4. If child welfare has been paying the provider's usual rate, inform the parent or guardian that providers who do not accept the subsidized rate will not be eligible to receive payment under CWCCC.
    5. If child welfare has been paying for child care with an unlicensed in-home/relative provider, inform the parent or guardian that these providers are not eligible to receive payment under CWCCC and a licensed provider will need to be identified.
    6. Notify the parent or guardian they must complete the application process for CWCCC by calling 1-844-626-8687 prior to the child welfare payment end date or beginning of CWCCC payment, so there is no lapse in child care subsidy payments. CWCCC is unable to back-date payment and the parent or guardian will be responsible for any child care costs incurred prior to application.
  3. Complete a Service Referral in FamLink using the category "Child Care- Referral Only" if at the time of case closure, the family has not been receiving child welfare funded child care or does

not need child care, but there is evidence that the family will need child care in the near future for the safety of the children.

1. Request the parent's or guardian's consent to disclose their eligibility to CWCCC to receive subsidized child care after case closure.
2. Document in a case note and in the Service Referral in FamLink that the parent or guardian gave consent to disclose their eligibility to CWCCC and the name of the parent or guardian giving consent.
3. Notify the parent or guardian that they must complete the application process for CWCCC by calling 1-844-626-8687 within six months of the child welfare case closure to receive 12 months of CWCCC subsidized child care. CWCCC is unable to back-date payment and the parent or guardian will be responsible for any child care costs incurred prior to application.

#### 4. Payment for Licensed Child Care

Caseworkers must:

1. Authorize payment for licensed child care when the provider accepts the DCYF child care subsidy rates and one of the following criteria is met:
  1. The child care center is licensed by DCYF or the equivalent agency in another state.
  2. The family home providing the child care has a child care license through DCYF or the equivalent agency in another state.
  3. The home or center is certified by DCYF or equivalent agency in another state if the child care program or family home is exempted from the licensing requirements by DCYF, e.g., military, public schools or Tribal Nations.
2. Obtain area administrator approval to pay the provider's usual rate on the [Administrative Approval Request DCYF 05-210](#) when:
  1. It is in the child's best interest; and
  2. Subsidized child care is not obtainable or reasonably accessible.
3. Authorize payment of a registration fee to the providers when a child either:
  1. Is first enrolled with a provider.
  2. Is enrolled with a child care provider during the eligibility period outlined in the Working Connections and Seasonal Child Care Subsidy Program [chapter 110-15 WAC](#).
  3. Leaves child care and then returns to the same provider more than 60 days later.
4. If funds are available, authorize a monthly field trip or quality enhancement fee up to \$30 dollars per child or the provider's actual cost for the field trip, whichever is less, either:
  1. Directly to a licensed or certified family home child care provider if the child care is provided by a licensed or certified family home care provider.
  2. As reimbursement to the out-of-home caregiver if the child care is provided in a licensed child care center.
    1. The field trip or quality enhancement fee is intended to cover the provider's actual expenses for:
      1. Admission
      2. Enrichment programs or ongoing lessons
      3. Public transportation or mileage reimbursement at the Office of Financial Management rate for the use of a private vehicle
      4. The cost of hiring a nonemployee to provide an activity at the child care site in-house field trip activity
      5. The purchase or development of a prekindergarten curriculum
    2. The field trip or quality enhancement fee will not cover fees or admission costs for adults on field trips, or food purchased on field trips.
    3. The fee must be required of all parents whose children are in the provider's care.

#### 5. Payments for Unlicensed Child Care

Caseworkers must:

1. Authorize payment for child care that is provided by unlicensed relatives or Family, Friends and Neighbors (FFN) only if the provider is a:
  1. Person unrelated to the child providing child care in the child's own home.
  2. Relative, as defined by [RCW 74.15.020 \(2\) \(a\) \(i\)-\(vi\)](#), who lives outside the child's home, and provides child care in the child's home or in the relative's own home.
2. Not authorize unlicensed child care payment when the care is provided by:
  1. Biological mother or father
  2. Adoptive mother or father
  3. Siblings living with either parent, or siblings under the age of 18
  4. Stepmother or stepfather
  5. Step-siblings living with either parent, or step-siblings under the age of 18
3. Complete or confirm the following, before unlicensed FFN provider child care can be authorized:
  1. Verify the age, maturity, and suitability of the caregiver per [WAC 110-16-0010](#). The caregiver must be:
    1. Eighteen years of age or older.
    2. A U.S. citizen or legally allowed to work in the U.S.
    3. Of sufficient physical, emotional, and mental health to meet the needs of the child.
  2. Complete a background check per [Background Check](#) policy.
  3. Verify the FFN provider meets the requirements in [chapter 110-16 WAC](#).
6. Special Needs Child Care Rate  
Caseworkers must:
  1. Confirm the child has a physical, mental, emotional or behavioral condition that requires a higher level of care as verified by a health, mental health, or education professional with at least a master's degree.
  2. Obtain documentation supporting the higher level of care needed from the health, mental health, or education professional.
  3. Determine applicable rate per WACs [110-15-0225](#), [110-15-0230](#), and [110-15-0235](#).
  4. Verify that the special needs care only covers care required to meet the child's additional needs above the daily routine care required. This includes:
    1. Ambulatory assistance
    2. Feeding and hygiene assistance
    3. Communication or behavioral intervention and support as applicable and needed
    4. Other needs specific to the care of the child
  5. Verify the provider's training needs and the child's equipment needs are not covered by special needs care.
  6. Complete the [Administrative Approval Request DCYF 05-210](#) form for the additional cost of care and attach the supporting documentation.
  7. Obtain approval from the area administrator on [Administrative Approval Request DCYF 05-210](#) form for the additional cost of care.
7. Planned Termination of Child Care Services  
Caseworkers must:
  1. Give child care providers notice, at least 10 calendar days prior to the planned termination date, such as a planned placement move or permanency. Notice must be provided either:
    1. Verbally (in-person or telephone)
    2. In writing using the Child Care Planned Termination DCYF 10-433 form
    3. By email
  2. Document termination in FamLink case notes.
  3. Terminate payment authorization in FamLink.
8. Urgent and Unanticipated Terminations of Child Care Services  
Caseworkers must:



1. Notify the child care provider as soon as possible of the urgent or unanticipated termination, such as an urgent or emergent move or court order.
2. Reimburse the provider for any child care services provided or costs incurred in anticipation of providing ongoing child care.
3. Document termination and notice in FamLink case notes.
4. Terminate payment authorization in FamLink.

## Forms

[Administrative Approval Request DCYF 05-210](#)

Child Care Planned Termination DCYF 10-433 (located in the Forms repository on the DCYF intranet)

# 5600. Interstate Compact on the Placement of Children

5600. Interstate Compact on the Placement of Children [sarah.sanchez](#) Tue, 08/28/2018 - 23:41

**Approval:** Jennifer Strus, Assistant Secretary

**Effective Date:** July 1984

**Revised Date:** October 31, 2014

**Sunset Review:** October 31, 2018

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## Purpose

The Interstate Compact on the Placement of Children (ICPC) governs the arrangement of all placements of children in CA care who cross state boundaries.

## Laws

[RCW Chapter 26.34 Interstate Compacts on Placement of Children](#)

[Safe & Timely Interstate Placement of Foster Children Act of 2006 H. R. 5403](#)

## Policy

1. HQ ICPC is responsible for administering and overseeing of the Compact to ensure compliance with federal and state regulations.
2. Children requiring ICPC in or out-of-state placement must be placed in a safe and suitable environment, and with persons or facilities meeting qualifications of the state where the child is located, to provide for the care of the child.
3. Child safety, permanency and well-being must be the focus throughout the home study process, supervision and ICPC closure.
4. ICPC Offices are responsible for monitoring licensed group care facilities as guided by the Compact:

1. Approving placement prior to sending the child.
2. Monitoring the facility while the child is placed there.
3. Preventing abandonment of a child in a residential facility in another state.
5. ICPC must be followed when a child is placed across state lines in the following situations:
  1. Relatives or foster care placements for public child welfare agencies.
  2. Parent placement unless the court has found the parent to be fit and the placement with the parent is in the child's best interest as determined by the court.
  3. Adoption, including public child welfare agency and private independent adoptions.
  4. Group Care or Residential placements, public child agency and private parent placements.
6. CA worker must notify HQ ICPC immediately if:
  1. A placement is disrupting and whether services are recommended to assist in stabilizing the placement, e.g., individual or family counseling, crisis intervention services, etc.
  2. A child is removed or can no longer remain in the approved placement home.
  3. Any intake received on a child placed in or out-of-state on an ICPC placement resource.
7. The ICPC is violated in the following situations:
  1. Placing a child in or out-of-Washington without ICPC approval.
  2. Extending a visit.
  3. Establishing a permanent plan without HQ ICPC concurrence.
  4. Parents moving into an approved ICPC placement without HQ ICPC approval.
8. Consequences if the compact is not followed (applies to in or out-of-state ICPC placements):
  1. A child may need to return to the state that has jurisdiction.
  2. A child in another state without ICPC approval does not receive courtesy supervision or services.
  3. ICPC request may not be processed or denied.
  4. Sanctions

## Resources

ICPC Regulations- issued by the Association of Administrators of the Interstate Compact on the Placement of Children

# 5601. Interstate Compact on the Placement of Children Placed Out-of-State

5601. Interstate Compact on the Placement of Children Placed Out-of-State [sarah.sanchez](#) Tue, 08/28/2018 - 23:41

**Approval:** Jennifer Strus, Assistant Secretary

**Effective Date:** July 1984

**Revised Date:** October 31, 2014

**Sunset Review:** October 31, 2018

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## Purpose

To seek a safe and suitable placement resource and courtesy supervision for a Washington State child placed out-of-state through the Interstate Compact.

## Laws

[RCW Chapter 26.34 Interstate Compacts on Placement of Children](#)

[Safe & Timely Interstate Placement of Foster Children Act of 2006 H. R. 5403](#)

## Policy

### 1. ICPC Out-of-State

#### 1. Request and Approval Process

1. An ICPC request and approval is required prior to:
  1. Sending a **dependent** child out-of-state for placement with the following:
    1. Biological parent(s) - unless the court has found the parent to be fit and that placement with the parent is in the child's best interest.
    2. Relative(s)
    3. Foster home
    4. Adoptive home
    5. Residential program or group care facility.
  2. Sending an Indian child out-of-state if Children's Administration (CA) has jurisdiction **or** the Tribe has jurisdiction and would like to request an ICPC. The Tribe must agree to follow the content of the ICPC and the receiving state/Tribe agrees to complete the ICPC process as a courtesy.
2. CA worker must contact the Washington State probation or parole office when a child is on probation or parole to verify the applicability of Interstate Compact on Juveniles prior to submitting an ICPC request.
3. HQ ICPC must receive approval from the receiving state's ICPC Compact Administrator or alternate prior to a child's out-of-state placement.
4. States may choose to contract out their ICPC home study or courtesy supervision services. Washington State cannot impose any restrictions on another state's decision to contract out for these services.

#### 2. Placement

1. CA worker must place a child in an out-of-state placement within **six months** of the placement approval date on the [ICPC Placement Request - 100A DCYF 15-092](#).
2. CA maintains jurisdiction after a child is placed out-of-state and is responsible for the case work and financial obligations including medical and educational expenses.
3. CA worker must request [monthly health and safety visits](#) from the receiving state.
4. HQ ICPC receives Supervision Reports quarterly from the receiving state for a child in an approved parent, relative, foster or adoptive ICPC out-of-state placement. HQ forwards the report to the CA worker.
5. A child placed out-of-state must return to Washington State within **5 business days** if the receiving state requests return.
6. CA worker must notify HQ ICPC if an ICPC violation has occurred and work diligently to come into ICPC compliance. Coming into compliance could include:
  1. Submitting an ICPC request to CA HQ.
  2. Returning a child to Washington State.
7. HQ ICPC must maintain the ICPC record in FamLink.
8. Written concurrence from the receiving state's ICPC office must be received prior to finalizing a permanent plan, changing a placement, or transferring custody.

### 3. Closing an ICPC

HQ ICPC closes the ICPC case when any of the following occur:

1. A permanent plan for the child is achieved which occurs only after a period of supervision, placement stability and by agreement of the receiving state's ICPC office.
2. A child is no longer placed in an approved placement.
3. An approved ICPC placement will not be used.

## Procedures

### 1. ICPC Out-of-State

#### 1. Request and Approval Process

1. CA worker submits a completed [ICPC Placement Request - 100A DCYF 15-092](#) with supporting documents (See checklist located on the ICPC page on the CA Intranet) to HQ ICPC.
2. HQ ICPC reviews and forwards the ICPC packet to the receiving state.
3. CA worker must receive the following from HQ ICPC before placing a child out-of-state.
  1. An approved Home Study (not required for residential/group care).
  2. Approved and signed [ICPC Placement Request - 100A DCYF 15-092](#)
4. CA worker must review the receiving state's home study to determine whether it adequately evaluates the safety, suitability and competence of the caregiver(s). Note: home study requirements vary in each state and are completed according to the laws and regulations of the receiving state, e.g., fingerprint based [background checks](#) for relative placements are not completed in every state.
5. CA worker may resubmit a placement request to HQ ICPC if the placement request is denied and the reasons for denial have been corrected. The receiving state may, at its discretion, accept the new request.
6. CA worker submits the [ICPC Report on Child's Placement Date or Change of Placement-100B](#) if the approved placement **will not** be used.

#### 2. Placement

1. CA worker submits the [ICPC Report on Child's Placement Date or Change of Placement-100B](#) within **5 business days** of placement to HQ ICPC.
2. HQ ICPC forwards the 100B form to the receiving state.
3. CA worker is responsible for travel per [Travel Policy](#).
4. CA worker initiates foster care payment for a child placed in an approved foster placement.
5. HQ ICPC forwards quarterly supervision reports for parent, relative, foster and adoptive homes to the CA worker.
6. CA worker must contract for health and safety visits for children in group care or as otherwise required and not provided.
7. CA worker must review supervision reports to assist in case planning, and to initiate any services that would benefit the placement.
8. CA worker must work with his/her regional contracts manager to initiate and pay for services out-of-state.
9. CA worker must notify HQ ICPC if an **ICPC violation** has occurred and work diligently to come into ICPC compliance. This could include:
  1. Submitting an ICPC request.
  2. Returning a child to Washington State.
10. CA worker must request written concurrence through HQ ICPC. **Concurrence** only occurs after a period of supervision and placement stability.

### 3. Closing an ICPC

1. CA worker receives concurrence from the receiving state ICPC office, completes the permanent plan and submits the 100B and appropriate court order to HQ ICPC.
2. CA worker submits 100B when a child returns to Washington State, the approved placement is not utilized or a child is no longer in the approved ICPC placement.
3. HQ ICPC forwards the 100B and court order to the receiving state ICPC office to close the compact agreement.

## Forms and Tools

- [ICPC Placement Request DCYF 15-092](#)
- ICPC Report on Child's Placement Date or Change of Placement 100B [DCYF 15-093](#)
- Statement of CA Worker DSHS 10-491
- ICPC closure letter [DSHS 27-104](#)

## ICPC Page on the CA Intranet

- ICPC Checklist
- Financial and Medical Plan
- Border Agreement

## Resources

- [WAC 388-25-0200: What payment procedures must the department follow for children placed across state borders?](#)
- Interstate Compact on Adoption and Medical Assistance (ICAMA)
- Interstate Compact for Juveniles (ICJ) [RCW 13.24](#)

# 5602. Interstate Compact on the Placement of Children Placed in Washington State

5602. Interstate Compact on the Placement of Children Placed in Washington State [sarah.sanchez](#) Tue, 08/28/2018 - 23:42

**Approval:** Jennifer Strus, Assistant Secretary

**Effective Date:** July 1984

**Revised Date:** October 31, 2014

**Sunset Review:** October 31, 2018

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## Purpose

To assess the safety and suitability of a placement resource and provide courtesy supervision at the request of a sending state for a child placed through interstate Compact in parent, relative, foster and adoptive homes in Washington State.

## Laws

[RCW Chapter 26.34 Interstate Compacts on Placement of Children](#)

[Safe & Timely Interstate Placement of Foster Children Act of 2006 H. R. 5403](#)

## Policy

### 1. ICPC In-State

#### 1. Request and Approval Process

1. CA HQ ICPC receives a written request from another state to assess a placement resource.
2. HQ ICPC approval is required before a child is placed in Washington State.
3. HQ ICPC must document the placement request information in the ICPC record.
4. Washington State may choose to contract out its ICPC home study or courtesy supervision services.

#### 2. Placement

1. The sending state must place a child in Washington **within six months** of the placement approval date noted on the 100A form.
2. The sending agency maintains jurisdiction and is responsible for the case work and financial obligations for the placement.
3. CA worker must complete [monthly health and safety visits](#).
4. CA worker determines the placement no longer meets the needs of the child. The child may be removed from his or her home and placed in a safe and appropriate setting. The CA worker will notify HQ ICPC and the sending state.
5. CA worker must submit quarterly supervision reports for biological parent, relative, foster or adoptive homes to the HQ ICPC office. HQ ICPC sends quarterly supervision reports to the sending state's ICPC office.
6. HQ ICPC can request a child return to the sending state within **5 business days** if the placement is no longer in the best interest of the child.
7. The sending state cannot move toward finalizing a permanent plan until a period of supervision, placement stability and with a written recommendation from HQ ICPC.

#### 3. Closing an ICPC

HQ ICPC closes the compact agreement when any of the following are met:

1. A permanent plan for a child is achieved which occurs only after a period of supervision, placement stability and with agreement from HQ ICPC.
2. A child is no longer placed in an approved placement.
3. An approved ICPC placement will not be used.

## Procedures

### 1. ICPC In-State

#### 1. Request and Approval Process

1. HQ ICPC receives the home study request and sends it to Central Intake for a non-CPS intake and case creation.
2. HQ ICPC sends the home study request to the Washington State local office for assignment.
  1. Division of Licensed Resources completes relative, foster and adoptive home studies following the Family Home Study Guide.

2. Division of Children and Family Services completes the parent home study using the Parent Home Study Guide.
  3. CA worker sends the completed home study with placement recommendations by the due date on the ICPC request. If the home study is not completed by the due date, a preliminary report or **closing letter** must be provided.
  4. The completed home study or closure letter is due no later than **180 calendar days** after assignment.
  5. HQ ICPC will send the home study or closure letter and 100A placement decision to the sending state.
2. **Placement**
1. HQ ICPC sends notification to the local supervisor to begin supervision.
  2. Local office supervisor assigns the case for courtesy supervision.
  3. CA worker must complete the first [health and safety](#) visit no more than **30 calendar days** after HQ ICPC case assignment to the local office is made. Continue monthly visits until HQ ICPC provides written notification to stop courtesy supervision.
  4. CA worker may remove the child and place he or she in a safe and appropriate placement if the ICPC placement no longer meets the needs of the child.
    1. CA worker must notify HQ ICPC and the sending state immediately.
    2. CA worker may place the child in a licensed facility or with relative or suitable persons using the [Unlicensed Placements under Emergent and Urgent Circumstances](#) procedures.
    3. In cases where the placement resource is uncooperative, and present danger exists, the CA worker must take a [protective action](#).
    4. If a shelter care hearing is held, inform the court that the child is placed in Washington State pursuant to ICPC and that another state maintains legal jurisdiction. CA, the sending state and courts will work together until the child is returned to the sending state.
  5. CA worker must complete a quarterly supervision report and send to HQ ICPC within **10 business days** after the last home visit of the quarter. HQ ICPC forwards the report to the sending state. HQ ICPC requests a written recommendation from CA worker regarding finalization of the permanent plan upon the request of sending state.
  6. HQ ICPC reviews recommendations and provides written decision to the sending state and the finalization of the permanent plan can occur.
  7. HQ ICPC will inform the sending state ICPC office of any placement concerns.
3. **Closing an ICPC**
1. HQ ICPC notifies the CA worker of ICPC case closure when:
    1. A permanent plan is achieved and the 100B form and/or court order is received.
    2. Placement is no longer in the child's best interest and notification was provided to the sending state of compact termination.
    3. A child returns to the sending state.
  2. HQ ICPC will provide written notification to the CA Worker when the ICPC is closed.
  3. HQ ICPC closes the FamLink case.

## Forms and Tools

- ICPC closure letter DSHS 27-104
- ICPC Parent Home Study DSHS
- Family Home Study DSHS 10-043



- Quarterly Supervision Form
- Border agreement
- ICPC Parent Home Study Guide

## Resources

- Family Home Study Guide for Social Service Specialists on the DLR page on the CA Intranet
- Interstate Compact for Juveniles (ICJ) [RCW 13.24](#)
- Interstate Compact on Adoption and Medical Assistance (ICAMA)

# 5700. Adoption Support

5700. Adoption Support [sarah.sanchez](#) Tue, 08/28/2018 - 23:43

**Original Date:** 1971

**Revised Date:** September 23, 2019

**Sunset Review:** September 30, 2023

**Approved By:** Jody Becker, Deputy Secretary

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## Purpose

To provide support to adoptive families interested in adopting children with special needs in order to remove the barriers that would prevent adoption.

## Scope

This policy applies to child welfare adoption caseworkers and adoption support workers.

## Laws

[RCW 28.B.118.010](#) Washington College Bound Scholarship

[RCW 74.13.031](#) Duties of department, child welfare services, children's services advisory committee

[RCW 74.13A.005](#) Adoption support, state policy enunciated

[RCW 74.13A.007](#) Adoption support expenditures, findings, intent

[RCW 74.13A.020](#) Adoption support program administration, rules and regulations, disbursements from general fund criteria, limits

[RCW 74.13A.030](#) Both continuing payments and lump sums payments authorized

[RCW 74.13A.055](#) Voluntary amendments to agreements, procedure when adoptive parties disagree

[RCW 74.13A.060](#) Nonrecurring adoption expenses

[PL 96-272](#) Adoption support and Child Welfare Act of 1980

[PL 110-351](#) Fostering Connections to Success and Increasing Adoptions Act of 2008

[PL 113-183](#) Preventing Sex Trafficking and Strengthening Families Act

[42 U.S.C. 671](#) State plan for foster care and adoption assistance

[42 U.S.C. 673](#) Adoption and guardianship assistance program

[42 U.S.C. 675](#) 42 U.S.C. 675 Definitions

## Policy

### 1. Determining Adoption Support Eligibility and Special Needs

Adoption support workers must:

1. Determine if the child is eligible for adoption support when it is in the child's best interest and the child:
  1. Is younger than age 18 when the Department of Children, Youth, and Families (DCYF) and adoptive parents sign the adoption support agreement and the adoption is finalized.
  2. Is legally free for adoption or eligible for a customary adoption.
  3. Has a special condition according to [WAC 110-80-0050](#) or federal law that creates a barrier to adoption for one or more of the following reasons:
    1. A diagnosis of a physical, mental, developmental, cognitive or emotional disability;
    2. Race or ethnicity;
    3. Six years of age or older at the time of adoption;
    4. Is a part of a sibling group (three or more); or if a sibling group of two, at least one sibling has a disability or meets the special needs criteria;
    5. Was previously adopted and eligible for Title IV-E reimbursement; or
    6. At risk for a physical, emotional or disabling condition.
  4. Is not the biological child of the adopting family whose rights were previously terminated.
2. Determine if the child meets one of the following Washington state or federal eligibility criterion:
  1. Is in state-funded foster care or child caring institution or likely to be placed in out-of-home care; or
  2. Is eligible for federally funded adoption support as defined in Title IV-E of the Social Security Act.
3. Identify reasonable efforts were made to adopt the child without adoption support. Efforts include, but are not limited to:
  1. Registration with Washington Adoption Resource Exchange (WARE) for 90 days or longer without an appropriate family being identified.
  2. Efforts to find adoptive parents able to adopt without adoption support were made.
  3. Determination of the selected adoptive parent's inability to adopt without assistance.
  4. Determination that it is against the child's best interest to search for another adoptive parent, i.e., relative of specified degree, etc.
4. Complete the adoption support negotiation and provide a copy of the signed document to the adoption worker for placement in the court's adoptive legal file prior to adoption finalization.

5. Determine eligibility for adoption support without regard to income.
2. Submitting the Application  
Adoption caseworkers must:
  1. Submit separate applications for each child being adopted.
  2. Complete application packets with the following documentation in paper or electronic format.  
Application materials provided by adoptive parents include:
    1. [Application for the Adoption Support Program and/or Reimbursement of Adoption Finalization Costs DCYF 09-998](#) form
    2. [Adoption Support Worksheet DCYF 09-997](#) form
    3. Federal IRS form 1040
  3. Verify the following documents are in the application packet:
    1. Adoptive Home Study
    2. Child's special need condition
    3. Child's original birth certificate or copy from the Department of Health (DOH) website.
    4. Child's social security number verified from the Social Security Administration or Automated Client Eligibility System (ACES).
    5. Termination of Parental Rights Order
    6. [Shared Planning Meeting DCYF 14-474](#) form
    7. Signed [Child's Medical and Family Background Report DCYF 13-041](#) form without attachments.
    8. [Child's Registration DCYF 10-061](#) form completed by the adoption worker.
3. Reviewing, Negotiating, and Implementing the Initial Adoption Support Agreement  
Adoption support workers must:
  1. Contact the family within 14 calendar days of receiving a completed application packet. This must include reminding the family that the adoption support agreement must be finalized before the adoption occurs.
  2. Negotiate with the adoptive parents to:
    1. Determine the adoption support monthly payment through an agreement between the adoptive parents and DCYF, considering the family circumstances and needs of the child.
    2. Finalize the development of the initial adoption support agreement which is a legally binding document that cannot be altered once the family has signed. The adoption support agreement includes:
      1. Medicaid
      2. Non-Recurring costs, reimbursed up to \$1500 for specified adoption related expenses
      3. Pre-Authorized counseling, available upon request of the parents and if the provider meets program requirements.
      4. Monthly payment that is a negotiated amount that may be available to remove barriers to adoption.
    3. Verify the monthly payment does not exceed the statutory cap for the foster care maintenance payment the child would have received if in a foster family home.
    4. Coordinate with the adoption worker to complete an Adoption Request to Exceed Adoption Support Rate Schedule DCYF 15-477 form if the monthly payment request exceeds the statutory cap of the top foster care rate for the child's age. Requests may include, but are not limited to:
      1. Partial Title I-VE eligible child care costs, that must be negotiated annually, until the child no longer needs child care, enters kindergarten, or reaches age six, whichever comes first; or
      2. Care items for a child, who is no longer a Washington resident, but when residing in Washington the items were covered by Washington Title XX.
  3. Inform the adoptive parents that a youth adopted:

1. After reaching age 13 will be considered an independent person when submitting the Free Application for Federal Student Aid (FAFSA).
  2. Between ages 14 and 17 will have continued eligibility for the Washington College Bound Scholarship if the child resides and attends an institution in Washington State.
  3. Between ages 16 and 17 may be eligible for Extended Adoption Support.
  4. Contact the headquarters (HQ) adoption support supervisor if the adoption support worker and the adoptive parents do not agree on the terms of the adoption support agreement. The HQ adoption support supervisor will assist the adoption support worker in setting the level of support.
  5. Make on-going payments, lump sum payments, or both.
  6. Initiate the Medicaid, pre-authorized counseling, non-recurring costs, or monthly payment after receiving the adoption decree, if applicable.
  7. Continue medical coverage, pre-authorized counseling, and monthly payments if the family moves out of state using the Interstate Compact Agreement for Medical Assistance (ICAMA) Request DCYF 15-416 form.
  8. Notify prospective adoptive parents in writing if the adoption support application is denied and include information about the adoptive parent's rights if they disagree with DCYF's decision.
4. Determining On-Going Eligibility for Adoption Support for a Youth age 18 and Older
- Adoption support workers must only authorize adoption support beyond a youth's 18th birthday when the adopted youth qualifies for ongoing eligibility. To be eligible:
1. The adoptive parents must request continued adoption support prior to the youth's 18th birthday and the youth must be attending a full time instructional program leading to a high school diploma, a General Education Development (GED) certificate, or High School Equivalency Certificate (HSEC); or
  2. The youth was adopted at age 16 or 17 and the youth meets one of the following criteria for post adoption support:
    1. Attending high school or working on GED or HSEC.
    2. Enrolled in college or vocational education program.
    3. Employed at least 80 hours per month.
    4. Participating in a program designed to promote or eliminate barriers to employment.
    5. Unable to participate in the above due to a documented medical condition.
5. Reviewing a Request to Change Existing Adoption Support
- Adoption support workers must:
1. Review the following information to negotiate a change in the adoption support agreement:
    1. The Adoption Support Agreement Review DCYF 10-082 form.
    2. Most recent IRS Form 1040 or financial statement.
    3. Documentation of any change in the child's diagnosis or treatment recommendations.
    4. Early Periodic Screening, Diagnosis and Treatment (EPSDT) or other medical and treatment recommendations.
    5. Documentation of mental health, educational, or additional supervision supports.
  2. Contact adoptive parents no later than 30 calendar days after a request to change the existing agreement is received.
  3. Sign a new agreement with the adoptive parents if DCYF and all adoptive parents agree to modify the initial adoption support agreement.
  4. Make changes in the terms of the agreement retroactive to the first day of the month in which DCYF received the written request.
  5. Inform the adoptive parents that they have a right to an administrative hearing following the review, if there is no agreement to the modification.
6. Determining Eligibility for Adoption Support After Adoption Finalization in Extenuating Circumstances
- Adoption support workers must:
1. Conduct the following when adoptive parents request adoption support after the adoption has been finalized:

1. Identify if the child was adopted prior to the adoption support agreement being negotiated and approved.
    2. Determine if the child's eligibility for federal funding is based on information in the adoption file.
    3. Determine if the child has special needs.
    4. Determine if the child meets Title IV-E eligibility.
  2. Deny an adoption support application unless an administrative law judge finds extenuating circumstances. These include:
    1. Known information about the child or family was not provided to the family prior to adoption.
    2. Adoption support was denied based on a means test.
    3. The family was denied adoption support based on wrong information or advice.
    4. The parent was not informed of the availability of adoption support.
7. Suspending Adoption Support
- Adoption support workers must:
1. Send a notice by certified mail to the adoptive parents when information is received by the adoption support program that the child is no longer supported legally or financially by the adoptive parents. The notice must include:
    1. A request to the parents to provide documentation of legal or financial responsibility for their child.
    2. Notification to the parents that if they are unable to provide documentation of their legal or financial responsibility for their child, the adoption support payment will be suspended on the 30th day. The specific month, day, and year of the 30th day must be included in the notice.
    3. Information to the parents of their right to have an administrative hearing if they are in disagreement with their adoption support payment being suspended.
    4. Information on when and how to request an administrative hearing.
  2. Continue the adoption support payment if an administrative hearing is requested by adoptive parents on or before the 30th day until the decision is reached in the hearing.
  3. Suspend the adoption support payment if nothing is received from the family on the 30th day. If the adoption support payment is suspended, the child will remain eligible for Title XX Medicaid coverage.
8. One-Time Payments for Catastrophic Events for Adoptive Parents
1. The adoption support worker may provide a one-time payment not to exceed \$1500.
  2. The one-time payment must be approved in advance by the HQ adoption support supervisor.
  3. Payments are for assistance during a catastrophic family event per [PL 113-183](#), events include but are not limited to:
    1. Death of a child or caregiver;
    2. Damage to a family home caused by a natural disaster or fire; or
    3. A medical or mental health crisis resulting in the family traveling out of region for treatment.
9. Closing Adoption Support
- Adoption support workers must terminate adoption support and Medicaid:
1. After the youth reaches age 18, unless they meet eligibility for ongoing support.
  2. Prior to the youth turning age 18 if:
    1. Adoptive parents no longer have legal or financial responsibility for the child.
    2. The child or parent dies.
    3. The child emancipates, or otherwise ceases to need support.
  3. Prior to the youth's 21st birthday.

## Forms and Tools

## **Information for Eligibility**

[IV-E Eligibility Determination for an Adoption Support Application DCYF 14-319](#)

## **Completing the Initial Adoption Support Agreement**

[Adoption Support Agreement DCYF 10-228](#)

[Adoption Support Program Application Checklist DCYF 10-477](#)

[Adoption Support Worksheet DCYF 09-997](#)

[Application for the Adoption Support Program and/or Reimbursement of Adoption Finalization Costs DCYF 09-998](#)

[Child's Medical and Family Background Report DCYF 13-041](#)

[Child's Registration DCYF 10-061](#)

DCYF Provider File Action Request form DCYF 06-097

ICAMA Request form DCYF 15-416

IRS 1040

Request to Exceed Adoption Support Rate Schedule DCYF 15-477

[Shared Planning Meeting \(Noting Adoption as Plan\) DCYF 14-474](#)

Waiver of Right to Receive Written Information on Adoption Support Program Limitation DCYF 09-121.

## **Ongoing Adoption Support Age 18 years and older**

[Disability Verification for Youth Over Age 18 DCYF 15-412](#)

Letter for 18-Year-Old DCYF 15-413

## **Request to Change Existing Adoption Support**

[Adoption Support Agreement Review DCYF 10-082](#)

IRS 1040

Revised Adoption Support Agreement DCYF 10-227

## **Determining Eligibility After Adoption**

See Forms in Completing the Initial Adoption Support Agreement

Initial Adoption Support Agreement DCYF 10-228

## Resources

[Post Adoption: Questions and Answers DCYF 22-1211](#)

### In FamLink Knowledge Web

Adoption and Foster Care Analysis and Reporting System (AFCARS) Guides

FamLink Quick Help Guides

FamLink User Manual

# 5800. Approving Client Travel and Transportation Activities

5800. Approving Client Travel and Transportation Activities [admin](#) Thu, 09/20/2018 - 18:06

**Original Date:** September 27, 1995

**Revised Date:** July 25, 2021

**Sunset Review Date:** July 31, 2024

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide guidance about approving travel or transportation activities for clients.

## Scope

This policy applies to child welfare (CW) employees.

## Laws

[RCW 74.13.710](#) Out of Home care – Childhood Activities – Prudent parent standard

## Policy

1. Caseworkers must complete the following, as soon as they receive travel and transportation activity requests that don't fall within the [Prudent Parenting Standards](#), per the [Caregiver Guidelines for Foster Child Activities DCYF 22-533](#) publication.
  1. Approve requests only if travel or transportation activities for clients are related to preventing, making, or supporting an [out-of-home placement](#) and part of the child or youth's [case plan](#). Clients include:
    1. Children or youth
    2. Parents or guardians of children or youth



3. Relatives and suitable others
4. Prospective adoptive placements
5. Licensed or unlicensed caregivers
2. If requests are approved:
  1. Attempt to obtain assistance from other resources before committing to or approving requests requiring DCYF funding. Other resources include, but are not limited to:
    1. Parents, guardians, relatives, or suitable others.
    2. Volunteers.
    3. Resources from another state if children or youth are not from Washington State.
    4. Schools for education-related transportation needs
    5. Apple Health for transportation related to accessing Medicaid eligible services and treatment. Pre-approval is not required for emergency transportation such as ambulances.
  2. Follow the approval and documentation requirements, per the Client [Travel Approval Quick Reference Guide DCYF 07-085](#) publication.
  3. Coordinate out-of-country travel, per the [Notification to Foreign Consulate](#) policy, if the child or youth is a citizen of another country.
  4. Follow the [Reimbursing Caregivers for Transportation Expenses](#) policy when reimbursing for travel and transportation expenses
  5. Adhere to the following DCYF Administrative policies when traveling with clients:
    1. 7.01 Travel Roles and Responsibilities
    2. 7.02 Travel

## Procedures

When approving travel or transportation activities for clients, caseworkers must:

1. Document the caregiver's notification of travel in a case note in FamLink prior to travel and no later than 10 calendar days after notification.
2. Verify travel or transportation activities:
  1. Comply with court orders and the following policies:
    1. DCYF Administrative 07.01 Travel Roles and Responsibilities
    2. DCYF Administrative 7.02 Travel
    3. [Office of Financial Management \(OFM\) travel](#)
  2. Are approved according to the [Client Travel Approval Quick Reference Guide DCYF 07-085](#) publication.
  3. Are approved by the regional administrator (RA) for children and youth being placed out-of-state through [Interstate Compact for the Placement of Children \(ICPC\)](#) and approved in writing by the receiving state.
3. Document travel and transportation activities per the [Client Travel Approval Quick Reference Guide DCYF 07-085](#) publication and:
  1. For all children:
    1. Notify, the court, guardian ad litem, and the child or youth's attorney, if applicable, as soon as possible after receiving notification of any travel over 72-hours.
    2. Scan and upload in FamLink:
      1. Travel-related documents
      2. Court orders
      3. Completed Child Welfare Travel Authorization DCYF 03-478 form and attachments, as applicable.
  2. For children who are not legally free:

1. Notify the parents as soon as possible after receiving notification of any travel over 72-hours. If the parent cannot be located, document the efforts to notify in a case note in FamLink.
2. Indicate the parent's written approval on the Child Welfare Travel Authorization DCYF 03-478 form, if required and attach the written approval to the form. Document the parent's approval or refusal in a case note in FamLink.

## Forms

Child Welfare Travel Authorization DCYF 03-478 (located in the Forms repository on the DCYF intranet)

## Resources

[Caregiver Guidelines for Foster Child Activities DCYF 22-533 publication](#)

[Child Welfare Policy and Procedures Caregiver Transportation Reimbursement policy](#)

[Child Welfare Policy and Procedures Notification to Foreign Consulate policy](#)

[Client Travel Approval Quick Reference Guide DCYF 07-085 publication](#)

DCYF Administrative 7.01 Travel Roles and Responsibilities policy

DCYF Administrative 7.02 Travel policy

[State Administrative and Accounting Manual \(SAAM\) chapter 10](#)

# 6000: Operations

6000: Operations [sarah.sanchez](#) Tue, 08/28/2018 - 23:44

## 6001. Case Assignment

6001. Case Assignment [sarah.sanchez](#) Tue, 08/28/2018 - 23:44

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:**

**Revised Date:** July 1, 2018

**Policy Review:** July 1, 2021

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## Purpose

To provide direction for Children's Administration (CA) staff in making a case assignment. Case assignment is prioritized based on the child's safety, well-being and permanency needs.

## Scope

This policy applies to CA staff.

## Laws

[RCW 26.44.030](#) Reports - Duty and authority to make - Duty of receiving agency - Duty to notify - Case planning and consultation - Penalty for unauthorized exchange of information - Filing dependency petitions - Investigations - Interviews of children - Records - Risk assessment process.

## Policy

1. Primary intake case assignment belongs to the CA office where:
  1. The parent or legal guardian of the victim or identified child resides, e.g. the residential address as provided to the school, medical provider or for public benefits, etc.
  2. The child resides and the parent's whereabouts are unknown.
  3. The facility address where the child is located, e.g. childcare, foster home, state-regulated facility, etc.
2. If the risk only intake is screened in on an open case and the parent, legal guardian, or unlicensed kinship caregiver caring for the identified child lives in another office catchment area, the intake is assigned to that office.
3. If a victim or identified child is in need of emergent response in a county where the parent does not reside, the office in the county where the child is located will:
  1. Conduct an initial face-to-face contact.
  2. Assess for [present danger](#) and take [protective action](#) if present danger exists.
  3. Arrange temporary placement if needed.
  4. Attempt to contact the tribe if there is reason to know the child is an Indian child.
  5. Access medical or mental health treatment if needed.
4. [Extended Foster Care \(EFC\) Program](#)
  1. When a youth requests to participate in [EFC](#) starting on his or her 18<sup>th</sup> birthday, assign the case to the office where the case is currently assigned.
  2. When a youth requests to re-enter care to participate in [EFC](#), assign the case to where the youth is currently residing.
5. Interstate Compact on the Placement of Children (ICPC)
  1. When the Headquarters ICPC unit requests a case be created for an incoming ICPC request, the case is opened and assigned to the home study straw.
  2. Intakes with new allegations of child abuse or neglect will be screened per the Intake policy.
6. When requesting a transfer of case assignment for a **non-court involved** case, follow the [4122.Case Transfer](#) policy.
7. When requesting a transfer of case assignment for a **court-involved** case, follow policy [4431. Legal Jurisdiction](#) and [4122.Case Transfer](#) policy.
8. Disagreement about primary case assignment must be resolved at the lowest level possible. If a disagreement remains unresolved, the supervisors must work with the area administrators or their chain of command to resolve it.
9. When any child in an open case is believed to be at imminent risk of serious harm or there is a new allegation of child abuse or neglect, the assigned caseworker must make a report to intake per [RCW 26.44.030 \(1\)\(a\)](#).

# 6100. Reimbursing Caregivers for Transportation Expenses

6100. Reimbursing Caregivers for Transportation Expenses [sarah.sanchez](#) Tue, 08/28/2018 - 23:45

**Original Date:** September 27, 1995

**Revised Date:** July 25, 2021

**Sunset Review Date:** July 31, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

The purpose of this policy is to provide guidance about reviewing and approving reimbursement when caregivers submit the [Caregiver Monthly Transportation Reimbursement DCYF 07-090](#) form for transportation expenses for a child or youth in their care. This does not include reimbursing caregivers for activities that are part of typical parenting or age or developmentally appropriate activities.

## Scope

This policy applies to child welfare (CW) and Financial and Business Services Division (FBSD) fiduciary employees.

## Laws

[RCW 47.04.280](#) Transportation system policy goals.

[RCW 47.06.020](#) Role of department.

## Policy

1. CW employees must adhere to the following when approving and documenting transportation expenses:
  1. The [Client Travel Approval Quick Reference Guide DCYF 07-085](#) publication.
  2. Department of Children, Youth, and Families (DCYF) Administrative 1.07.02 policy.
2. Caseworkers must verify the following when receiving caregiver's reimbursement requests for transportation expenses:
  1. Other resources were considered, per the [Approving Client Travel and Transportation Activities](#) policy.
  2. Transportation expenses are consistent with the case plan and either:
    1. Supports a permanent plan.
    2. Directly prevents out-of-home placement and is not payable from another source.
  3. The caregiver's travel met the requirements in this policy.

## Procedures

## When approving reimbursement:

1. CW employees must only approve reimbursements that meets the child or youth's need for safety, stability, education or other unique needs.
2. Caseworkers must:
  1. Review and verify the caregiver's explanation and purpose for each trip.
  2. Determine what transportation expenses are reimbursable, per the:
    1. [Approving Caregiver Travel and Transportation Activities](#) policy.
    2. DCYF Administrative 1.07.02 policies.
    3. Activities listed on the [Caregiver Monthly Transportation Reimbursement DCYF 07-090](#) form. This includes mileage, meals, tolls and parking reimbursement when these are part of the caregiver transporting children or youth.
  3. Review the date of submission. Transportation reimbursements submitted after the timeframes identified in the DCYF Administrative 1.07.02 policy must be approved by the area administrator (AA).
  4. Document in the "office use only" box, the number that matches the explanation the caregiver provided on the [Caregiver Monthly Transportation Reimbursement 07-090](#) form.
  5. Sign the [Caregiver Monthly Transportation Reimbursement DCYF 07-090](#) form if approved. If not approved:
    1. Contact the caregiver by email or phone and discuss questions or reasons for denying any of the reimbursement request.
    2. Refer caregivers to the caseworker's supervisor if there is a disagreement about denied reimbursement requests.
  6. Obtain the following signed approvals on the [Caregiver Monthly Transportation Reimbursement DCYF 07-090](#) form from the:
    1. Supervisor for reimbursements that exceed \$200.
    2. AA for reimbursements that exceed \$300 or more.
    3. Regional business manager for reimbursement totals that exceed \$500 or more.
  7. Submit the approved [Caregiver Monthly Transportation Reimbursement DCYF 07-090](#) form to their fiduciary employee.
3. FBSD fiduciary employees must process the [Caregiver Monthly Transportation Reimbursement DCYF 07-090](#) for payment and upload into FamLink.

## Forms

[Caregiver Monthly Transportation Reimbursement DCYF 07-090](#)

## Resources

[Approving Client Travel and Transportation Activities policy](#)

[Client Travel Approval Quick Reference Guide DCYF 07-085 publication](#)

DCYF Administrative 1.07.02 Travel policy (located on the DCYF intranet)

[OFM 10.10 Travel policy](#)

# 6150. Client De-escalation Training

6150. Client De-escalation Training [sarah.sanchez](#) Tue, 08/28/2018 - 23:46

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** July 1, 2018

**Revised Date:** July 1, 2018

**Policy Review:** July 1, 2021

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## Purpose

Children's Administration (CA) staff need tools and training to engage with clients, recognize escalation, and make effort to de-escalate the encounter while remaining engaged. This policy makes mandatory Right Response Level 3 (RRL3) training provided through the Alliance for Child Welfare Excellence (Alliance).

## Scope

All CA caseworkers, supervisors, area administrators and any staff who have verbal or physical contact with CA-involved children, youth, and families.

## Laws

[RCW 74.13.031](#) Duties of department - Child welfare services - Children's services advisory committee.

## Policy

1. All CA staff who have verbal or physical contact with children, youth, and families will complete RRL3 training in their first year of employment.
2. All CA staff who complete the training become certified in RRL3. Certification expires after two years and all staff required to complete RRL3 must repeat the training.
3. All CA staff employed on or after the original date of the policy will complete RRL3 training. Priority of enrollment in the training is according to the following:
  1. Social service specialist 2 and 3
  2. Social service specialist 4
  3. Area administrator
  4. Deputy regional administrator (DRA)
  5. Regional administrator (RA) and Division of Licensed Resources (DLR) administrator
  6. Headquarters staff who have contact with children, youth, and families

RAs, DRAs, and the DLR administrator may be waived from RRL3 through an administrative waiver. The [DCFS Administrative Approval Request DSHS form 05-210](#) must be completed and submitted to the Assistant Secretary for approval. See [DCFS Administrative Approval](#) policy.

## Procedures

1. New social service specialist staff will enroll in RRL3 training after Regional Core Training (RCT) through the WA State Learning Center (WSLC) within one year of employment.
2. The Regional Administrator and DLR Administrator or designee will create a RRL3 regional plan to ensure that all regional staff, including themselves, employed on the original date of the policy complete RRL3 training within three years of the original date of the policy.

1. The RRL3 regional plan will be communicated to the assistant secretary of child welfare programs or designee within six months of the original date of this policy.
2. The regional administrator and DLR administrator will request additional training as capacity is reached impacting the ability of staff to complete training.
3. The regional training plan must include recertification of staff every two years after completion of initial training.
3. Social service specialist staff employed on or after the original date of the policy will enroll in RRL3 through the WSLC based on capacity.
4. Headquarters staff will enroll in RRL3 through the WSLC.

## Forms

[DCFS Administrative Approval Request DSHS form 05-210](#)

## Resources

[WA State Learning Center](#)

# 6202. Monitoring Contracts Policy

6202. Monitoring Contracts Policy [sarah.sanchez](#) Tue, 08/28/2018 - 23:47

**Approval:** Jennifer Strus, Asst. Secretary

**Original Date:** February 15, 1998

**Revised Date:** July 1, 2017

**Sunset Review:** July 1, 2020

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## Purpose

Establish requirements for monitoring Children's Administration (CA) contracted providers on the delivery of goods and services so that:

1. Delivery of goods and services meet the scope of the work, identified outcomes and other relevant terms and conditions.
2. Funds are allocated as defined in the contract.
3. Fiscal and program risk is identified early and reduced.

## Scope

This applies to CA contract and program managers who monitor contractor performance.

## Laws

[RCW 39.26](#)



## Policy

Regional and Headquarters (HQ) contract managers will be the lead staff for all contract monitoring activities, including Compliance Agreements. Additionally, the Regional and HQ Contract Managers will coordinate these activities with program and financial staff to develop and schedule a yearly monitoring plan. Staff from the CA Contracts Unit, in coordination with program managers, will:

1. Monitor contracts according to Department of Social and Health Services (DSHS) Administrative Policy No. 13.11 Monitoring Contractor Performance.
2. Conduct contract monitoring by:
  1. Performing an on-site visit, at a minimum, once every three-years for all in-state contractors;
  2. Performing an on-site visit annually for all contracts that score high on the annual risk assessment form; and
  3. Performing an on-site visit, when deemed necessary, if a contractor has a medium score on the annual risk assessment form, has frequent CPS intakes, has a critical incident, is a new contractor, or has newly identified concerns.
3. Perform annual contract monitoring using CA standardized tools including:
  1. [Contracts Risk Assessment and Analysis DCYF 15-466](#)
  2. CA Annual Monitoring Plan
  3. CA Annual Contract Tracking and Annual Contract Monitoring Report
  4. CA monitoring tools for monitoring activities
4. Issue a [Compliance Agreement DSHS 15-467](#) or [Immediate Action Plan Compliance Agreement DSHS 15-468](#), as necessary, to correct issues identified during on-site monitoring activities or other times deemed necessary, e.g. frequent intakes, critical incidents, contractor complaints, data breach, or newly identified concerns.
5. Conduct an annual risk assessment of each service and contract for which CA is responsible.
6. Submit a completed [Contracts Risk Assessment and Analysis DCYF 15-466](#) form on all current contractors to HQ, CA Contractors Unit, no later than **June 30** of each year.
7. Submit a monitoring plan to HQ, CA Contracts Unit, no later than **June 30** of each year.
8. Submit a Contract Monitoring Report summarizing all monitoring activities conducted during the previous fiscal year (July 1 – June 30) to HQ CA Contracts Unit, no later than **August 31** of each year.
9. Enter into the Agency Contract Database (ACD), monitoring activities as specified in the Annual Monitoring Plan.
10. Conduct a comprehensive review in coordination with the Department of Licensed Resources (DLR) per the [Comprehensive Review](#) policy.
11. CA HQ Contracts Unit must submit a summary of all statewide contract monitoring activities performed during the previous fiscal year to [Central Contract and Legal Services](#) (CCLS) no later than **October 31** of each year

## Forms

- [Contracts Risk Assessment and Analysis DCYF 15-466](#)
- [Compliance Agreement DSHS 15-467](#)
- [Compliance Agreement Desk Review Final Report DSHS 15-463](#)
- [Compliance Agreement On-Site Review Final Report DSHS 15-464](#)
- [Immediate Action Plan Compliance Agreement Contracts DSHS 15-468](#)
- [Monitoring Report for Compliance Action Notification DSHS 15-465](#)
- [Monitoring Review Report - Desk Review DSHS 15-461](#)
- [Monitoring Review Report - On-Site Visit DCYF 15-462](#)

## Resources

- CA contract monitoring procedures are located on the CA Contracts Unit SharePoint. For contract policy and procedure questions, contact CAPolicy@dshs.wa.gov.
- CA staff should report contract violations, late reports, and any other problems with a contractor through the Contract Complaint Tool located on the CA intranet or <https://www.surveymonkey.com/r/J2NSZMT>
- To locate the following policies, go to the DSHS Intranet titled Inside DSHS, Click Resources, Other Employee Resources and Administrative Policies and Rules.
  - DSHS Administrative Policy 13.10, Central Contract and Legal Services
  - DSHS Administrative Policy 13.11, Monitoring Contractor Performance
  - DSHS Administrative Policy 13.13, Insurance Requirements for Contracts
  - DSHS Administrative Policy 13.16, Performance-Based Contracting
  - DSHS Administrative Policy 19.50.30, Sub recipient Monitoring, Fiscal Process

## 6301. Child Fatality/Near-Fatality Reviews

6301. Child Fatality/Near-Fatality Reviews [sarah.sanchez](#) Wed, 09/05/2018 - 23:17

**Approval:** Jennifer Strus, Assistant secretary

**Original Date:**

**Revised Date:** October 31, 2016

**Sunset Review:** October 31, 2019

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### Purpose

Child fatality or near-fatality reviews are used to examine cases involving a fatality and near-fatality of a child and meet specific criteria to:

1. Increase our understanding of the circumstances surrounding the child's death or near fatal injury.
2. Examine existing CA policies and procedures to determine the need for policy development or revision, or recommend legislative change.
3. Evaluate CA services and community response to the identified needs of the family and to identify areas for education and training.
4. Build community alliances, expertise and commitments for program improvements, policy, and procedural changes, and improved multi-disciplinary collaboration.

### Scope

This policy applies to CA staff.

### Laws

[RCW 74.13.640](#)

### Policy

1. A Child fatality or [near-fatality](#) review is required for a child under age 18 and the following conditions apply:
  1. The cause of the child's death or near-fatality is believed to be abuse or neglect.
  2. There is an open case on the family or CA was providing services to the deceased or injured child within 12 months prior to the fatality or near fatal injury. Adoption support or Tribal Payment Only cases do not meet these criteria, unless there has been another active service provided to the child during the 12 months preceding the death or near-fatality.
2. The critical incident practice consultant or critical incident review specialist (CIRS) must consult with the Office of the Family and Children's Ombuds (OFCO) to determine if a child fatality or near-fatality review should be conducted in any case when it is unknown if the death or fatal injury is a result of child abuse or neglect.
3. The child fatality or near-fatality review process is not a personnel investigation, and the report must not include the name of the employee.
4. When conducting a child fatality or near-fatality review, the CIRS must:
  1. Organize and facilitate a multidisciplinary Child Fatality or Near-fatality Review Team unless the assistant secretary requests facilitation by an impartial professional.
  2. Consult with the Assistant Attorney General's office prior to each review when there are legal questions or complex legal issues.
  3. Consult with the CA legislative liaison and the CA assistant secretary when a legislator participates in the review.
  4. Consult with the CA assistant secretary and Department of Social and Health Services (DSHS) Communications Director when a media representative participates in the review.
  5. Consult with the regional administrator (RA) when a CA staff member requests to observe a child fatality or near-fatality review.
  6. Invite committee members who:
    1. Have no prior or direct involvement with the case.
    2. Have professional expertise relevant to the specific issues of the case such as service providers, foster parent representatives, child advocates, medical professionals, law enforcement, and CA staff.
    3. Represent a child's ethnic or cultural heritage.
  7. Require all review team members, consultants and observers to sign a Child Fatality Case Review Confidentiality Agreement Form DSHS 27-128 or Child Near-fatality Case Review Confidentiality Agreement DSHS Form 27-129 before reviewing CA records or documents.
  8. Request case information from the assigned caseworker, supervisor or area administrator prior to the review.
  9. Arrange interviews with CA caseworkers or any persons involved with the family or the deceased or injured child as appropriate for the review.
  10. Ensure observers do not participate in review discussions.
5. The critical incident practice consultant must:
  1. Track the progress and completion of the review in coordination with the Field Operations Division.
  2. Collaborate with the headquarters statewide quality assurance unit manager to track completion of all review recommendations requiring implementation.
  3. Document the completed review in the Administrative Incident Response System (AIRS) under the same incident number identified in the initial AIRS report.
6. The CIRS must ensure the child fatality review or near-fatality review report includes:
  1. The committee's discussion and findings addressing policy and case practice or individual employee actions and decisions in the specific case under review.
  2. The committee's recommendations (if applicable).
7. The CIRS must ensure the child fatality review report is completed and posted on the public website within 180 calendar days of a child's death.

8. When a Child Fatality Review report cannot be completed within the timeframe, CA must request an extension from the Governor. The CIRS will document the request for an extension in the follow-up section in the AIRS report.
9. The CIRS or designee:
  1. Sends all fatality and near-fatality reports to the DSHS secretary and CA assistant secretary, and CA division directors and regional administrators, as applicable.
  2. Makes fatality and near-fatality reports available to all CA staff.
  3. Provides a copy of all fatality and near-fatality reports to OFCO.
  4. Provides a copy of all redacted child fatality reports to legislative committees and the public through posting on the DSHS internet.
  5. Prepares and distributes the quarterly report findings to the legislature.
10. The RA or designee collaborates with the CA Headquarters Quality Assurance staff to review the recommendations, and track implementation status and outcomes in response to policy, legislative or training recommendations. The statewide portion of the action plan will include a timeline and monitoring for progress and completion.
11. All requests for information and documentation about the child fatality report, near-fatality report, or related documents must be forwarded to the Public Disclosure Unit.

## Forms

- [Child Fatality Case Review Confidentiality Agreement Form DSHS 27-128](#)
- [Child Near-fatality Case Review Confidentiality Agreement Form DSHS 27-129](#)

## Resources

[Office of the Family and Children's Ombuds](#)

# 6302. Administrative Incident Reporting

6302. Administrative Incident Reporting [sarah.sanchez](#) Tue, 08/28/2018 - 23:50

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:**

**Revised Date:** July 1, 2016

**Sunset Review:** July 1, 2020

## Purpose

Establish requirements for the timely notification, documentation and management of administrative incidents. Administrative incidents are serious and emergent situations involving Children's Administration (CA) clients, staff and providers, and include:

- Critical incidents (Near-Fatality or Fatality of a Child)
- Client related incidents
- Provider related incidents
- Staff safety
- Theft, vandalism or property damage

Documentation of these incidents in the Administrative Incident Reporting System (AIRS) is used to identify issues, patterns and trends, and determine needed actions to address the safety of children, clients, and staff.

## Scope

This policy applies to CA staff.

## Laws

[Executive Order 96-01](#)

[RCW 74.13.500](#) Disclosure of child welfare records

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict

[RCW 74.14A.025](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict

[RCW 26.44.020](#) Definitions

[WAC 388-06A-0170](#) Will a criminal conviction permanently prohibit me from being licensed, contracted, certified, or authorized to have unsupervised access to children?

[WAC 388-06A-0180](#) Are there other criminal convictions that will prohibit me from being licensed, contracted, certified, or authorized to have unsupervised access to children or from working with children

[WAC 388-70-095](#) Foster care for Indian children — Serious injury, death, abandonment, child abuse, neglect, incarceration.

## Policy

1. CA staff will immediately notify his or her supervisor when learning of an [Administrative Incident](#) .
2. The supervisor will immediately notify law enforcement when there is reason to believe an Administrative Incident involves a crime.
3. Employee Misconduct (Not documented in AIRS)
  1. CA staff will:
    1. Immediately notify his or her supervisor when learning of allegations of employee misconduct or criminal conduct.
    2. Refer to Administrative 18.62 and 18.64 policies located on the DSHS intranet.
  2. The supervisor will immediately notify his or her chain of command up to the regional administrator (RA) or Division of Licensed Resources (DLR) administrator.
  3. The RA or designee or DLR administrator or designee, will notify the director of Field Operations or designee of the alleged misconduct within 48 hours; the director will notify the assistant secretary.
4. **Critical Incidents**
  1. Critical incidents include
    1. Child fatalities or near-fatalities
      1. That occurred on an open case at the time of the fatality or near-fatality or there was CA history on the family within 12 months of the fatality or near-fatality, including intakes screened out for investigation.

2. That occurred in a CA or Department of Early Learning (DEL) licensed, certified, or state operated facility.
  2. High Profile incidents that may generate significant interest by the media, the legislature or the Governor's Office.
  2. The regional designee will document critical incidents in AIRS within **one hour** of being notified of the incident. If one hour is not possible, the designee must notify his or her chain of command up to the director of Field Operations or designee.
  3. CA staff will notify intake to create a new intake when:
    1. A child fatality or near-fatality is suspicious for child abuse or neglect.
    2. A child dies and there is an open case on that child or while placed in a CA licensed or state operated facility.
  4. The intake or unit supervisor will update AIRS and document in a case note if a near-fatality becomes a fatality due to the circumstances described in the original intake. A new intake is not required.
  5. CA intake will inform an Indian child's tribe when there is a fatality or near-fatality within 24 hours of learning of the incident.
5. **Other Administrative Incidents**
1. The supervisor will document all other administrative incidents in AIRS within 24 hours of receiving notification. Other administrative incidents include:
    1. **Client Related Incidents** serious injury of a child client on an open case requiring professional medical treatment (beyond first aid treatment) alleged to be the result of:
      1. A serious injury of a child client on an open case requiring professional medical treatment (beyond first aid treatment) alleged to be the result of:
        1. Physical abuse
        2. Sexual abuse
        3. Neglect
        4. Unexplained injury
        5. Injury that is not consistent with parent or caregiver(s) explanation.
      2. Allegations of molestation or rape by an adult caregiver of a child client who is in the care and supervision of CA.
      3. A suicide, suicide attempt or a near-fatal injury of a child client.
      4. Placement of a child in any of the following:
        1. DSHS office due to no placement resource available.
        2. Detention facilities for children in CA care and custody.
        3. Apartments or hotels
      5. Placement is not allowed in an institution not designed for children, such as adult mental hospitals and detoxification facilities, or institutions or homes with caregivers who don't have the specialized training required to care for a child with sexually aggressive or physically assaultive behaviors per 4536. Sexually Aggressive Youth, 45362. Physically Aggressive Youth and 4413. Placement Services policies.
      6. Any other client-related incident that does not fall into one of the previously identified categories believed to require administrative notification or attention.
    2. **Provider-Related Misconduct Incidents** occurring in a facility licensed or subject to licensing by DSHS or DEL or other facilities certified by DSHS. Misconduct includes:
      1. Alleged criminal activity
      2. A conviction disqualifying a licensed provider from providing care to children. WAC 388-06A-0170 & 388-06A-0180
      3. Any arrest or pending arrest for:
        1. Child abuse or neglect
        2. Spousal abuse (domestic violence)
        3. A crime against a child

4. A crime involving violence (including rape, sexual assault, or homicide but not including other physical assault or battery)
5. Felony physical assault or battery offense
4. Felony drug-related crimes including:
  1. The Imitation Controlled Substances Act. RCW Chapter [69.52](#)
  2. Illegal sale and distribution of prescription drugs. RCW Chapter [69.41](#)
  3. Selling, transferring, or otherwise furnishing to any person substances used in making controlled substances. RCW Chapter [69.43](#)
  4. Illegal drugs or substances use. RCW chapter [69.50](#)
  5. Unlawfully manufacturing, delivering or possessing a controlled substance with intent to deliver.
5. Incidents involving multiple victims or patterns of molestation or rape between child clients placed by CA.
6. A pattern of high-risk child abuse or neglect referrals.
3. **Safety Incidents** involving CA staff, licensed caregivers and contracted providers. Follow [Operations Manual 8600. Employee Safety](#)  
Incidents include:
  1. An assault, safety threat or a perceived safety threat to staff, a licensed caregiver or contracted provider by a child client, parent or individual related to the case.
  2. Staff involvement in a traffic accident while on the job, in a personal or state-owned vehicle when any of the following apply:
    1. A child client was a passenger.
    2. The staff or child client was injured and required medical treatment.
    3. The staff was at fault for the accident.
4. **Property Damage or Loss of Client Information**
  1. A theft, or incident involving vandalism or damage to state property estimated to be in excess of \$750.00.
  2. Incidents resulting in any loss of client information, e.g., loss of case file, printed case documents or on thumb drives, etc.
6. Additional AIRS Documentation Requirements
  1. The supervisor of the assigned caseworker will ensure documentation about a client related placement exception includes:
    1. Detailed attempts to locate a more permanent placement for the child.
    2. Reason for placement.
    3. Approving authority.
    4. CA staff providing care of the child if applicable.
  2. The supervisor will include the following information about a safety incident:
    1. Identification of the subject of an AIRS report by job title and office (not by name) when he or she is a CA staff.
    2. The jurisdiction and police report case number in the AIRS "Community" section.
    3. Information about an incident resulting in a serious injury requiring professional medical treatment (if applicable).
  3. The intake or DLR area administrator or designee will document alleged misconduct in a facility or foster home and complete the Facility-Foster Home section.

## Resources

- DSHS Administrative policy 18.62 and 18.64 are located on the DSHS Intranet titled Inside DSHS, Click Resources, Other Employee Resources, and Administrative Policies and Rules.
- AIRS Companion Guide located under Computer Help tab on the CA intranet.
- Critical Incident Protocol located under the Supervisor tab on the CA intranet.
- Washington State Patrol Protocol and DSHS Interagency Agreement



# 6400. Adverse or Negative Action on a Domestic Violence Perpetrator Treatment

6400. Adverse or Negative Action on a Domestic Violence Perpetrator Treatment [sarah.sanchez](#) Tue, 08/28/2018 - 23:51

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** August 1, 2016

**Review Date:** August 1, 2020

## Purpose

Establish a timeline by which an administrative hearing can be requested after Children's Administration (CA) issues an adverse or negative action to a domestic violence perpetrator treatment (DVPT) program.

## Scope

This policy applies to CA staff who manage certification of DVPT programs.

## Laws

[RCW 26.50.150](#)

## Policy

1. CA has jurisdiction over all Washington state DVPT programs that request certification/recertification. [WAC 388-60-0035](#).
2. CA has jurisdiction over complaints alleging a certified DVPT program has acted in a way that places victims at risk; or (b) failed to follow the standards in [WAC 388-60](#). [WAC 388-0625](#); [388-60-0645](#).
3. If a DVPT program does not meet the standards for certification or recertification, CA must provide the program with notice of the right to an administrative hearing if certification is denied. [WAC 388-60-0485](#).
4. If CA revokes or suspends a DVPT program's certification, issues a written warning, or imposes corrective action, CA must provide the program with notice of the right to an administrative hearing. [WAC 388-60-0725](#).
5. If CA takes adverse or negative action on a DVPT program, CA must notify the program that it has 30 calendar days from the date the notice is received or personally served on the program to request a hearing from the Office of Administrative Hearings. The notice shall include the filing process and timeframes. [WAC 388-02](#).

## Procedures

1. If CA takes adverse or negative action on a DVPT program, CA will send written notification by certified restricted mail/return receipt requested.
2. If service by certified mail is unsuccessful, CA will attempt personal service of the notification, and document on a Declaration of Personal Service. The DVPT program has 30 calendar days from the

certified mail return receipt or personal service date, to request an administrative hearing. The first day of the 30-day count begins the day after the service date and ends on the 30th day thereafter.

# 6500. Photograph Documentation

6500. Photograph Documentation [sarah.sanchez](#) Tue, 08/28/2018 - 23:51

**Approval:** Jennifer Strus, Assistant Secretary

**Original Date:** September 16, 1995

**Revised Date:** April 27, 2017

**Policy Review:** April 30, 2022

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## Purpose

To ensure effective documentation of a child's physical condition or surroundings when responding to allegations of child abuse or neglect (CA/N) or when a child is in the care and custody of Children's Administration (CA).

## Scope

This policy applies to CA staff.

## Laws

[RCW 13.50.010](#) Definitions - Conditions when filing petition or information - Duties to maintain accurate records and access—Confidential child welfare records.

[RCW 26.44.050](#) Abuse or neglect of child - Duty of law enforcement agency or department of social and health services - Taking child into custody without court order, when.

[RCW 71A.10.020](#) Developmental Disabilities - Definitions

[RCW 74.13.283](#) Washington State Identicards - Foster youth.

## Policy

1. CA staff may take photographs for evidentiary and case management purposes only. Not all cases will require photographic documentation.
2. When taking photographs, only use a state issued device with standard settings, and do not alter, enhance or filter the photographs in any way.
3. CA staff must follow the County Child Abuse, Fatality and Criminal Neglect Investigation Protocol, located on the CA Intranet, prior to taking any photographs when documenting a child's physical condition related to CA/N. Protocols may authorize photographs of the child by law enforcement, a child advocacy center, another agency or forensic interviewer.

4. When the case does not meet the County Child Abuse, Fatality and Criminal Neglect Investigation Protocol, complete the following to document a child's physical condition related CA/N:
  1. Prior to taking any photographs, request parent or caregiver permission in a Division of Children and Family Services (DCFS) and Division of Licensed Resources (DLR) child protective services (CPS) investigation case if the parent is present and has care and custody of the child.
  2. Prior to taking any photographs, request permission from the child who has the capacity to understand what giving permission means.
  3. Obtain parental permission if photographs are needed in a [Family Assessment Response \(FAR\)](#) case.
  4. Document the caseworker's request to photograph a child and the child or parent's answer in FamLink.
  5. Photograph the child when the alleged subject is not present whenever possible.
  6. Take one full-length photograph of the child that includes his or her face.
  7. Photograph the injury that show the shape, size and location of the injury. Include photographs taken from a distance and close-up with a standard measurement (such as a ruler) to demonstrate size.
  8. If an alleged injury is located under clothing, caseworkers may ask a child to remove outerwear, roll-up sleeves, or pant legs, lift up shirt to expose back or lower torso. Removal of clothing will be based on the child's age and development.
  9. Photographing a child may not be possible or appropriate due to, but not limited to, the following:
    1. The child is unable to communicate verbally due to a developmental disability as defined in [RCW 71A.10.020](#).
    2. The child demonstrates emotional distress or discomfort about being photographed.
    3. The parent or child does not give permission.
    4. When a photograph of a child cannot be taken:
      1. The caseworker must ask the parent and child, if present, for permission to observe the injury.
      2. If the observation is permitted, document the following information on the [Child's Physical Description form DCYF 15-359](#) or in a case note and staff with supervisor:
        1. Child's name and date of birth
        2. Case number
        3. Location, date, and time of contact with the child.
        4. Caseworker name, office and phone number
        5. Name of any other adult present for the face-to-face with the child.
        6. When applicable, facility name, type of license and address
        7. Description of the child's physical condition that may include injuries (location, shape, size, color)
        8. When applicable, the name, date, and contact information of any other professionals who viewed the injury.
      3. If observation of the injury is not permitted:
        1. Assess if [present danger](#) exists during contact with the child;
        2. If [present danger](#) does not exist, request the parent take the child to his or her primary care physician or urgent care provider.
      4. If the parent will not or does not access medical care for the child:
        1. Staff with your supervisor; and
        2. Notify law enforcement.
5. When taking photographs of the child's surroundings, the DCFS/CPS caseworker and DLR/CPS investigator must:
  1. Request permission from the parent or caregiver.
  2. Photograph the room or area at a distance to identify place and overall condition.

3. Take photographs of health and safety hazards that are outside of the house and the hazards are in public view.
4. Take close-up photographs of items that present health and safety risks.
5. Take photographs with and without an item of standard measurement to demonstrate size.
6. Take photographs to demonstrate progress when identified health and safety risks have been eliminated.
7. Document the following in a case note:
  1. Caseworker's request for permission and the caregiver's response in FamLink.
  2. When a photograph of a child's surroundings cannot be taken or permission from the caregiver is not given:
    1. Name of any other individuals who were present at the time of the observations.
    2. Description of the environment as it relates to the child's health and safety.
6. DLR workers must document conditions of a home or facility as necessary by doing the following:
  1. Obtain caregiver permission to photograph items inside and the condition of the home or facility.
  2. Photograph the room or area at a distance to identify place and overall condition.
  3. Take close-up photographs of items that present any health and safety risks.
  4. Take photographs to demonstrate progress when identified health and safety risks have been eliminated.
  5. Document the worker's request and caregiver's response in FamLink.
7. The CA caseworker must:
  1. Photograph and document a child's height and weight within five business days of placement in out-of-home care per [2421. Emergency Planning for Children in Out-of-Home Care](#) policy.
  2. Photograph and update the height and weight information of the child:
    1. When there are significant changes in the child, e.g. change in appearance, major weight loss or gain, etc.
    2. Every six months for a child younger than six years.
    3. Annually for a child age six years and older
  3. Follow [43103. Washington State Identicaid, Instruction Permit and Personal Driver License for Foster Youth](#) policy when photographing a youth to obtain a state issued photo identification card prior to his or her 18<sup>th</sup> birthday
  4. Include a clear photograph of the child when referring to the Washington Adoption Resource Exchange (WARE) per [4330. Adoption Process](#) policy.
8. CA staff must upload every photograph taken of the child or child's surroundings, except those taken for Identicaid purposes, into File Upload in FamLink in their unaltered state within seven calendar days. This includes photographs that are not clear or taken in error. CA staff must not delete photographs from the device until uploaded into FamLink. Uploaded photographs must include the following information:
  1. Date and time of the photograph.
  2. Location where the photograph was taken.
  3. A brief description of what is in the photograph.
  4. First and last name of the photographer.
  5. Title, workplace and contact information of the photographer.
9. CA staff must assess for [present danger](#) and report to intake when any child which there is an open case is believed to be at imminent risk of serious harm or there is a new allegation of child abuse or neglect.
10. CA staff must upload every photograph received from any individual or entity, such as law enforcement or providers, into FamLink. Maintain all hard copies of photographs in the hard-copy file. Document the following in a case note when a photograph is received:
  1. Date the photograph was received.
  2. Name of the person who provided the photograph.
  3. Name and contact information of the person who took the photograph, if available.
  4. Description of what the photograph depicts
  5. Any additional information specific to the pictures.

## Forms

- [Child's Physical Description DCYF 15-359](#)
- Request for "Washington State Identocard" DSHS 11-077

## Resources

- CPS Guide
- FamLink File Upload Quick Help Guide (CA Intranet)
- Storing Multiple Images in FamLink (CA Intranet)
- Digital Photo Quick Help (CA Intranet)
- How to Attach an Image to a Case Image Upload (CA Intranet)
- [Ten-4 Bruising Rule](#)

# 6530. Random Moment Time Study

6530. Random Moment Time Study [admin](#) Mon, 04/29/2019 - 23:27

**Original Date:** July 1, 1997

**Revised Date:** April 29, 2019

**Sunset Review:** April 30, 2023

**Approved by:** Ross Hunter, Secretary

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## Purpose

The Random Moment Time Study (RMTS) is a sampling tool that is used to generate statistically valid statewide estimates of various activities performed by Department of Children, Youth, and Families (DCYF) child welfare employees. The sampling procedure is designed to meet the federal financial participation requirements for claiming matching funds for child welfare employees' salaries and benefits and to provide audit documentation for state and federal review.

## Scope

This policy applies to DCYF caseworkers, supervisors, time studied program managers, eligibility specialists, regional RMTS coordinators, and headquarters (HQ) program managers who provide a service, directly or indirectly, to children in home or in out-of-home care, for a majority of their time even if they do not carry a caseload i.e., staffing or supervising a case with another caseworker.

## Laws

[Social Security Act Title IV-A](#) Block Grants to States for Temporary Assistance Needy Families

[Social Security Act Title IV-B](#) Child and Family Services

[Social Security Act Title IV-E](#) Federal Payments for Foster Care and Adoption Assistance

## Policy

1. RMTS sampled employees must:
  1. Record the appropriate RMTS Activity and Detail Code, alpha and numerical designation, from the RMTS Activity and Detail Code Sheet available on RMTS DCYF intranet webpage.
  2. Complete each required field based on the code chosen including child and case information.
  3. Complete the sample within three business days.
2. Sampled employee's supervisors must provide RMTS training to caseworkers, time study program managers, and eligibility specialists using the training materials available on the RMTS DCYF intranet webpage.
3. The regional RMTS coordinator must:
  1. Monitor the sample status for the employees in their offices or units.
  2. Work with the sampled employee's supervisor when a sampled employee does not respond to their sample.
  3. Notify the HQ RMTS program manager when there is any change in the employment status of employee participating in the RMTS survey within five working days of the change.
  4. Provide HQ RMTS program manager with an appropriate RMTS Worker Type for each employee added to the FamLink RMTS system.
4. The HQ RMTS program manager must:
  1. Review all completed samples for correctness as identified in the RMTS instructions;
  2. Generate a monthly sampling data summary, referred to as the RMTS Report; and
  3. Keep the list of sampled workers current by keeping in contact with the regional RMTS coordinators.

## Resources

RMTS Activity & Detail Code Sheet (located on the RMTS DCYF intranet page)

RMTS Home Page (located on the RMTS DCYF intranet page)

RMTS Instructions (located on the RMTS DCYF intranet page)

RMTS Worker Types (located on the RMTS DCYF intranet page)

# 6600. Documentation

6600. Documentation [sarah.sanchez](#) Tue, 08/28/2018 - 23:52

**Original Date:** October 17, 2017

**Revised Date:** September 1, 2021

**Sunset Review Date:** September 30, 2025

**Approved by:** Jody Becker, Deputy Secretary

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## Purpose

This policy provides direction for documenting case and provider-related:

- Communications
- Events
- Activities

## Scope

This policy applies to:

- Child welfare (CW) employees
- Licensing Division (LD) workers
- Information Technology Division (ITD) service desk employees

## Laws

[RCW 74.14A.020](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict

[RCW 74.14A.025](#) Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict-Policy updated

[RCW 74.15.020](#) Definitions

## Policy

CW employees and LD workers must document communication, events, and activities related to cases and providers in FamLink.

## Procedures

1. Documenting and Notification of Critical and Administrative Incidents
  1. Caseworkers must immediately notify their supervisor when notified of a:
    1. [Critical incident](#)
    2. [Administrative incident](#)
  2. Caseworker supervisors must:
    1. Immediately notify the area administrator (AA) and regional administrator (RA) or designee of a [critical incident](#).
    2. Document [administrative incidents](#) in the Administrative Incident Response System (AIRS), within 24 hours of being notified.
  3. LD workers must immediately notify their:
    1. LD AA or designee and their supervisor, when notified of a [critical incident](#).
    2. Supervisor, when notified of an [administrative incident](#).
  4. LD supervisors must document [administrative incidents](#) in AIRS, within 24 hours of being notified.
  5. RAs, LD AAs or designees must verify [critical incidents](#) have been documented in the AIRS, within one hour of being notified.



## 2. General Documentation Timeframes

### 1. Caseworkers must:

#### 1. Within three calendar days of completion, document in FamLink:

1. [Initial face-to-face \(IFF\) contact](#).
2. [Child victim or identified child abuse interview](#).
3. [Placements of children or youth in out-of-home care](#).
4. [Monthly health and safety visits with children and youth, parents, and caregivers](#).
5. [Safety Assessment/Safety Plan DCYF 15-258](#).
6. [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication was provided to parents and caregivers at initial contact in CPS investigations.
7. When qualified interpreters were used at initial contact with individuals, per DCYF Administrative policies:
  1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
  2. 6.03 Access to Services for Individuals with Disabilities.
8. Termination of payment authorization when services are completed, per the [Child Care](#) policy.

#### 2. Within seven calendar days of:

1. Completion, document in FamLink:
  1. [Shared planning meetings \(SPM\)](#)
  2. [Case transfer](#) summaries
2. Children or youth entering out-of-home care, collect photos of them and document their height and weight, per the [Emergency Planning for Children in Out-of-Home Care](#) policy.

### 2. LD CPS workers, within three calendar days of completion must document the following:

1. [IFF contact](#).
2. [Child victim or identified child abuse interview](#).
3. [Public Notice of Nondiscrimination DCYF HR\\_0012](#) publication was provided to parents and caregivers at initial contact in the investigations.
4. When qualified interpreters were used at initial contact with individuals, per the following DCYF Administrative policies:
  1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
  2. 6.03 Access to Services for Individuals with Disabilities.

### 3. Caseworkers and LD workers, within 10 calendar days must complete the following as they occur, unless their supervisor has approved an exception or extension:

1. Document case or provider-related communication by selecting the appropriate activity type in FamLink, i.e., in-person or phone contact, subject interviews, activities, collateral contacts, other child or youth interviews, and meetings, excluding [SPM](#). Documentation must:
  1. Be complete and accurate.
  2. Include the following in case or provider notes if applicable:
    1. Who was present, with full names and roles.
    2. When qualified interpreters or translations were used.
    3. What occurred.
    4. When the communication occurred, including date and time.
    5. Where the communication occurred.
    6. Reason or purpose of the communication.
    7. Description of the worker's assessment of the contact including supporting facts or evidence.
2. Document any communication with the Assistant Attorney General (AAG) in FamLink as "AAG activity" type.

3. Store hard copies of AAG information in the “Privileged Communication with AAG” or confidential section of the hard case or provider file, if applicable.
4. Caseworkers and LD CPS investigators, within 15 calendar days of completing [children's physical or sexual abuse near verbatim interviews](#) must document near-verbatim interviews that were not audio recorded.
5. Caseworkers must complete within 30 calendar days from the date of intake, the [Safety Assessment/Safety Plan DCYF 15-258](#) form per the [Safety Assessment](#) policy.
6. LD CPS investigators, within 30 calendar days from the date of intake must complete the [Safety Assessment/Safety Plan DCYF 15-258](#) form in FamLink in licensed foster homes for:
  1. Biological children or youth
  2. Adopted children or youth
  3. Children or youth in a guardianship
7. Caseworkers, within 45 calendar days of being assigned a Child and Family Welfare Services (CFWS) or [Family Voluntary Services \(FVS\)](#) case must complete the initial [Comprehensive Family Evaluation \(CFE\) DCYF 10-480](#), per the [Family Assessment/Assessment of Progress](#) policy.
8. Caseworkers, within 45 calendar days from the date of intake for FAR cases must complete the:
  1. Risk assessment using the Structured Decision Making Risk Assessment (SDMRA) DCYF 16-208 form in FamLink, per the [SDMRA](#) policy.
  2. Following for families that did not agree to services or consent to keeping the case open for more than 45 calendar days:
    1. [FAR Family Assessment \(FARFA\) DCYF 10-474](#) form in FamLink per the [CPS Family Assessment Response \(FAR\)](#) policy.
    2. Case closure in FamLink.
9. LD foster care licensors, within 45 calendar days from the date of intake must complete licensing only investigations, per the [Licensing Investigations](#) policy.
10. LD CPS investigators, within 45 calendar days from the date of intake must complete LD CPS investigations, unless the supervisor approved an extension in FamLink per the [Licensing Investigations](#) policy.
11. Caseworkers, within 60 calendar days from the date of the intake must complete the:
  1. [Investigative Assessment \(IA\)](#) in FamLink.
  2. Risk assessment using the SDMRA DCYF 16-208 form in FamLink, per the [SDMRA](#) policy for CPS investigations and Risk Only intakes.
12. Caseworkers within 120 calendar days from the date of the intake must complete the following for families that participated in FAR services and consented to keeping the case open for more than 45 calendar days:
  1. [FARFA DCYF 10-474](#) form in FamLink per the [CPS FAR](#) policy.
  2. Close the case in FamLink.
13. CW supervisors must:
  1. Within two business days of receipt from caseworkers, review for approval the [Safety Assessment/Safety Plan DCYF 15-258](#).
  2. Within seven calendar days of receipt from caseworkers, review for approval:
    1. Initial and ongoing CFEs.
    2. [Case closure](#) in FamLink.
  3. Every 30 calendar days, document review of safety plans during [monthly clinical supervisor case reviews](#).
14. LD licensing supervisors within seven calendar days of foster care licensors and relative and adoption home study writers requesting provider closure, they must review and approve the provider for closure in FamLink.
15. LD CPS investigators' supervisors must review and approve:
  1. Within two business days of receipt from LD investigators, the [Safety Assessment/Safety Plan DCYF 15-258](#) form.

2. Within 15 calendar days of receipt from LD CPS investigators, case closure in FamLink.
3. Documenting Intakes and Use of Photography and Audio Recording
  1. CW CPS and LD CPS investigators must perform their duties consistent with the following the policies:
    1. [Intake Process and Response](#) for documentation timeframes.
    2. [Photograph Documentation](#) when taking photographs in the course of a CPS investigation.
    3. [Audio Recording](#) when either:
      1. Recording children or youth physical or sexual abuse interviews.
      2. Retaining voicemails from parents or caregivers for evidentiary purposes.
  2. Caseworkers and LD workers must follow the [Photograph Documentation](#) policy when taking photographs of children or youth in the DCYF placement care and authority or their surroundings.
4. Documenting Exceptions or Extensions for CW CPS and LD CPS Investigations  
Caseworkers and supervisors must follow the:
  1. [CPS IFF Response](#) policy, for exceptions and extensions for IFFs.
  2. [CPS Investigation](#) policy, for extensions on CPS and LD CPS investigations.
5. Documenting and Safeguarding Confidential Information  
Caseworkers and LD workers must perform their duties consistent with the following policies for safeguarding confidential information when working with clients and providers:
  1. [Domestic Violence \(DV\)](#) when documenting safety planning information for:
    1. [DV](#) victims using the Specialized DV Assessment.
    2. Witnesses to a crime.
    3. [DV](#) victims' children or youth.
  2. [Bloodborne Infections Implementation Practices/Procedures](#) when documenting blood-borne pathogen information about parents, children, or youth.
  3. DCYF Administrative 13.04 Protecting Privacy and Confidential Information to protect client and provider-related information.
  4. [Records Management](#) for storage and retention requirements of confidential information and when storing these records temporarily in DCYF share drives, personal folders, desktops, or on handwritten notes.
6. Documenting Emails and Text Messages  
Caseworkers and LD workers must perform their duties consistent with the following policies:
  1. DCYF Administrative 12.04 Acceptable Use of Information Technology (IT) Resources and the Internet when sending emails containing sensitive or confidential information.
  2. [Electronic Communication](#) when creating, receiving, documenting, and storing emails and text messages.
7. Documenting Corrections to Errors in Case or Provider Notes
  1. Caseworkers or LD workers must complete the following when errors are found in FamLink or additional information needs to be added to a case or providers note:
    1. Correct or add the information to notes that have not been finalized.
    2. Use the "Insert correction note" in FamLink if notes have been finalized.
  2. Caseworkers or LD workers must complete the following when confidential information is put in the wrong case or provider note:
    1. Correct or add information to notes that have not been finalized.
    2. Consult with their supervisor for permission to unlock a finalized case or provider note.
    3. Email the AA, with a cc to the supervisor, to obtain approval to contact the [ITD service desk](#) to unlock finalized notes.
  3. AAs receiving requests to unlock finalized notes must:
    1. Review requests for caseworkers or LD workers to contact the [ITD service desk](#).
    2. Approve or deny requests, and notify the caseworker or LD worker with a cc to the supervisor.

4. Caseworkers or LD workers must send approved requests to the [ITD service desk](#).
5. The [ITD service desk](#) must:
  1. Unlock case or provider notes to allow for corrections.
  2. Notify caseworkers or LD workers that the case or provider notes are unlocked.
  3. Provide consultation as needed.
6. Caseworkers or LD workers who have been notified case or provider notes have been unlocked must document the following in case or provider notes:
  1. The correction date.
  2. What specifically was corrected.
  3. Reasons for the correction.

## **Forms**

[FAR Family Assessment \(FARFA\) DCYF 10-474](#)

[Safety Assessment/Safety Plan DCYF 15-258](#)

Structured Decision Making Risk Assessment (SDMRA) DCYF 16-208

## **Resources**

[Administrative Incident Reporting policy](#)

[Audio Recording policy](#)

[Bloodborne Infections Implementation Practices/Procedures policy](#)

[Child Care policy](#)

[Court and/or Placement Cases](#)

[CPS Family Assessment Response policy](#)

[CPS Initial Face-to-Face \(IFF\) Response policy](#)

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

DCYF Administrative 12.04 Acceptable use of IT Resources and the Internet policy

DCYF Administrative 13.04 Protecting Privacy and Confidential Information policy

DCYF Administrative 13.06 Records Management and Retention policy

[Domestic Violence policy](#)

[Electronic Communication policy](#)

[Emergency Planning for Children in Out-of-Home Care policy](#)

[Family Assessment/Assessment of Progress policy](#)

[Family Assessment Response Family Assessment \(FARFA\) policy](#)

FamLink User Manuals located in FamLink under the Knowledge Web

[Family Voluntary Services \(FVS\) policy](#)

[Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy](#)

[Intake Process and Response policy](#)

[Interviewing a Victim or an Identified Child policy](#)

[Licensing Investigations policy](#)

[Photograph Documentation policy](#)

[Placement Out-of-Home and Conditions for Return Home policy](#)

[Records Management policy](#)

[Shared Planning Meetings policy](#)

## 6605. Records Management

6605. Records Management [admin](#) Wed, 01/29/2020 - 01:37

**Original Date:** February 15, 1998

**Revised Date:** January 28, 2020

**Sunset Review Date:** January 31, 2024

**Approved by:** Edith Hitchings, Interim Assistant Secretary of Operations

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### Purpose

To provide guidance on creating, organizing, and securing client and provider records, and to increase the use of electronic records. This includes records created, obtained, used, sent, or produced while conducting the Department of Children, Youth, and Families (DCYF) business.

### Scope

This policy applies to the DCYF Child Welfare (CW) and Licensing Division (LD) employees.

### Laws

## Policy

1. DCYF records, regardless of format or location, are public records and subject to discovery, disclosure, and established retention schedules.
2. Employees must:
  1. Safeguard confidential client and provider information from inappropriate use and disclosure.
  2. Maintain security and confidentiality of client or provider information when moving hard-file records to an alternative DCYF office.
3. Accessing or Disclosing Electronic or Hard-File Records  
Employees must:
  1. Access records for business purposes only.
  2. Only disclose records for purposes allowed by federal or state law.
4. Creating, Organizing, and Storing Hard-File and Electronic Records  
Employees must:
  1. Store client and provider electronic information in FamLink. Employees may only store records temporarily in DCYF share folders, personal folders, or desktops when there is a business need.
  2. Create hard-files in the office responsible for case management, with the exception of Family Assessment Response cases when there is less than 15 pages of records.
  3. Create provider hard-files for all foster care licensing and home study applications received by LD.
  4. Keep hard-file records secured with the assigned caseworker, LD worker, or in designated file storage areas.
  5. Store and maintain all hard-file records at DCYF offices, this includes employees that telework, unless:
    1. Hard-files are needed for a court proceeding and will remain with the worker.
    2. Supervisor approval is obtained.
  6. Report any duplicate identification numbers for the same person, case, or provider to the [service desk](#) for possible corrections.
  7. Print FamLink generated records only when there is a specific business need. For example, but not limited to, records:
    1. Needed for an investigation.
    2. Required for case reviews or other auditing purposes.
  8. Only store state business related records to the DCYF network.
5. Restricted Electronic Records
  1. DCYF must make electronic records “restricted” when they involve any of the following:
    1. DCYF employees, their household members, and other relatives or individuals identified by the DCYF employee.
    2. Adoption support cases.
    3. High profile cases and providers.
    4. Cases and providers in litigation.
    5. Other circumstances approved by supervisors.
  2. DCYF may allow access to restricted records to employees who:
    1. Have an active assignment to the case or provider.

2. Have a “need to know” in order to perform their required work responsibilities.
6. Sealed Adoption Records  
DCYF must seal a case record after the child’s adoption is finalized and the dismissal order is received per [RCW 26.33.330](#).
7. Imaging Records  
Employees:
  1. May access imaged records through FamLink File Upload when there is a business need.
  2. Must send closed hard-files for imaging or retention to the DCYF Records Imaging Unit (RIU) at Mail Stop 40982 or PO Box 40982, Olympia, WA 98504 within 90 calendar days of the closure, including but not limited to:
    1. Child and Family Welfare Service (CFWS) cases.
    2. Child Protective Services (CPS) cases, CFWS.
    3. Family Preservation Services (FPS).
    4. Interstate Compact and Placement of Children (ICPC) cases.
    5. LD/CPS cases.
    6. Providers.
    7. Title IV-E files.

## Procedures

1. Constructing and Managing Child Welfare Case Hard-File Records  
Employees must:
  1. Create hard-file cases, when needed, using case binders and official case binder tabs. These binders are known as volumes.
  2. Use the case binder tabs to organize records by type and date order.
  3. Create new volumes as needed.
  4. Number the volumes in chronological order.
  5. Retain no more than the two most recent volumes for open cases in local offices.
  6. Send all other volumes to the RIU.
2. Constructing and Managing LD Provider Hard-File Records  
LD workers must:
  1. Create a hard-file using a six section folder.
  2. File records in the folder in the order found on the Provider File Cover Sheets or the Agency File Cover Sheets with the most current information on top of each section.
  3. Create new volumes as needed.
  4. Number the volumes in chronological order.
  5. Retain no more than the two most recent volumes for open providers in local offices.
  6. Send all other volumes to the RIU.
3. Constructing and Managing LD/CPS Case Hard-File Records  
LD/CPS Investigators must:
  1. Create the hard-file case record for each intake using a file folder.
  2. File records in the folder with the most current information on top.
  3. Insert new records into the current file folder.
  4. Create and number new folders in chronological order as needed.
  5. Retain the open investigations records in the local office.
  6. Send closed cases to the RIU.
4. Managing and Storing Hard-File and Electronic Records
  1. Employees must:
    1. Review case and provider records at the time of assignment for duplicate person identification numbers.
    2. Update the file location tab in FamLink when a hard-file is:
      1. Created for a new case or provider or when an additional volume is needed.



2. Being sent to the RIU.
  3. Placed on litigation hold.
3. Enter or upload case or provider records directly into FamLink or place in the hard-file per the [Documentation](#) policy.
4. Follow the [Electronic Communication](#) policy for text and email record storage.
5. Delete electronic records not subject to a litigation hold from F-drives, share drives, or desktops once the records are entered in or uploaded to FamLink.
2. If records are stored outside of FamLink temporarily, employees must:
  1. Contact the Information Technology [service desk](#) to restrict the share folder.
  2. Delete records from the share drive after the records have been saved to FamLink.
5. Accessing Restricted Electronic Records
 

When area administrators or supervisors are allowing access to restricted providers they must:

  1. Assign restricted cases and providers to employees that have a “need to know” to complete their work duties.
  2. Document in the Case or Provider Restriction Information Comments Section in FamLink the reason for restricting the case or provider and if the reason is related to:
    1. A specific employee, including their name.
    2. Litigation, including the name of the claim or lawsuit.
6. Accessing Sealed Adoption Records
 

When information is requested from a sealed adoption file, employees:

  1. May request limited access from the Headquarters Adoption Program Manager.
  2. Must be send Non-DCYF employees’ requests to the [Public Disclosure Unit](#).
7. Litigation Holds on Records
 

Employees must:

  1. Preserve physical and electronic records when they have been notified of a litigation hold per DCYF Administrative 13.02 Management of the Litigation Discovery Process policy.
  2. Respond by email within two business days of receiving the tort request email from risk management.
8. Closed Case or Provider Records
 

When a new record is received for a case or provider that has been closed and sent to RIU, employees must complete one of the following within 14 calendar days:

  1. Upload records to FamLink.
  2. Send records to the RIU that are too large or in formats that cannot be uploaded to FamLink

## Resources

Agency File Cover Sheets (located on the DCYF CA intranet, under LD Programs, under LD Resources)

DCYF Administrative 13.06 Establishing DCYF Records Management Retention policy

Provider File Cover Sheets (located on the DCYF CA intranet, under LD Programs, under LD Resources)

[Records Management Advice](#)

[Records Management 101: The Basics and Why it Matters](#)

[State Agencies Record Retention Schedules - DCYF](#)

## 6610. Record Purge

**Approval:** Connie Lambert-Eckel, Assistant Secretary

**Original Date:**

**Revised Date:** July 1, 2018

**Policy Review:** July 1, 2021

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## Purpose

To provide direction to Children's Administration (CA) staff when requests are made to expunge or destroy child welfare records. The expungement process takes place to:

- Protect the privacy of individuals and other sensitive information
- Allegations and reports of non-accidental injury, neglect, death, and sexual abuse of children by their parents or other caregivers acting in loco parentis.
- To safeguard against arbitrary, malicious, or erroneous information or actions.

## Scope

This policy applies to CA staff.

## Laws

[RCW 26.44.031](#) Records, Maintenance and Disclosure, Destruction of Screened-Out, Unfounded, or Inconclusive Reports, Proceedings for Enforcement

## Policy

1. When receiving a request from a client to expunge their records, CA staff will send the request to the Public Disclosure Unit. The Public Disclosure Unit will forward the request to the agency expungement officer.
2. The agency expungement officer will:
  1. Review the case record to see if the record is eligible for expungement. It is eligible if it involves:
    1. A screened-out report made at least three years prior to the request for expungement.
    2. An unfounded or inconclusive report made at least six years prior to the request for expungement, and
    3. No prior or subsequent founded report has been received regarding the child who is the victim of the report, a sibling or half-sibling of the child, or a parent, guardian, or legal custodian of the child.
  2. If the record is eligible for expungement, submit the request for expungement to the CA Help Desk within 30 calendar days of the expungement request.
  3. Notify the client when their record is expunged or send a letter to the client explaining why the case file will not be expunged if the case record does not meet the expungement requirements.
  4. Document the notification to the client about the outcome of their request in Public Disclosure Tracking System.

# 6620. Good Cause for Non-Cooperation with Division of Child Support

6620. Good Cause for Non-Cooperation with Division of Child Support [sarah.sanchez](#) Wed, 08/29/2018 - 00:05

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** July 1, 1997

**Revised Date:** Oct 31, 2017

**Policy Review:** Oct 31, 2020

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## Purpose

The Children's Administration (CA) must refer to the Division of Child Support (DCS) foster care cases in which sufficient good cause exists to not pursue collection or establish support or paternity.

## Definition

**“Good Cause (GC)”** An individual is approved for non-cooperation with DCS requirements when the individual is unable to participate for various reasons as outlined by DCS. The individual must claim and CA must determine good cause.

## Scope

This policy applies to CA staff.

## Laws

[RCW 13.34.270](#) Child with developmental disability - Out-of-home placement - Permanency planning hearing.

[RCW 74.13.020](#) Definitions.

[RCW 74.13.031](#) Duties of department - Child welfare services - Children's services - advisory committee.

[RCW 74.13.350](#) Children with developmental disabilities - Out-of-home placement - Voluntary placement agreement.

[RCW 74.20.040](#) Duty of department to enforce child support - Requests for support enforcement services - Schedule of fees - Waiver - Rules.

## Policy

1. CA must use the following criteria, as defined in WAC 388-25-0227, to determine whether sufficient good cause exists for requesting that DCS not pursue collection or establish child support or paternity on foster care cases:

1. When pursuing child support is not in the best interest of the child or the circumstances of the family and may result in an increased risk of physical, sexual or emotional harm.
  2. Juvenile Rehabilitation (JR) has discharged the child who has served time for an offense against a family member living in the home and is being placed directly into foster care to protect that family member.
  3. Adoption proceedings for the child are pending in court or a public or private agency is assisting the custodial parent to decide if the child will be placed for adoption.
  4. The child's birth is a result of incest or rape and establishing paternity would not be in the child's best interest.
  5. The custodial parent or the child may be placed in danger of domestic abuse, perpetrated by the other parent or responsible person.
  6. During a dependency proceeding, the Juvenile or Tribal Court finds the parents will be unable to comply with agreed reunification plans because paying support creates a financial hardship. CA will forward a copy of this court order to DCS.
  7. The caseworker determines that paying DCS foster care support causes undue financial hardship that will delay or prevent family reunification. The basis for this determination must be documented in the child's case file.
2. Additionally, good cause can be granted under WAC 388-27-0265, when a child is in the Adoption Support Program:
1. If a child is on active status with Washington State's adoption support program and the department places the child in foster care, group care, or residential treatment, the department may report to DCS that good cause exists for not pursuing collection of support payments.
  2. The department must review the adoption support agreement and must discontinue any cash payments to the adoptive parent during the child's out-of-home placement unless the adoptive parent(s) documents continuing expenses directly related to the child's needs.
3. The Division of Children and Family Services (DCFS) caseworker must notify the IV-E specialist of the need for a good cause determination upon discovering a possible good cause situation.
  4. The DCFS caseworker and IV-E specialist must determine if the case meets the criteria for good cause.
  5. The IV-E specialist must notify the regional federal funding program manager (FFPM) of their recommendation and request approval.
  6. The regional FFPM must review the information and recommendation from the DCFS caseworker and IV-E specialist to verify the case is appropriate for a good cause determination and will make the final decision.
  7. After affirming their decision with the caseworker and IV-E specialist, the regional FFPM must notify the DCS Foster Care Coordinator via email of the determination approving or denying the claim. The email must explain:
    1. Which parent(s) the decision applies to.
    2. The reason for the approval or denial.
    3. That the good cause determination applies only to the out-of-home episode for which it was requested.

## 6650. Trust Funds for Children in Out-of-Home Placement

6650. Trust Funds for Children in Out-of-Home Placement [admin](#) Tue, 10/08/2019 - 15:47

**Original Date:** September 27, 1995

**Revised Date:** October 31, 2019

**Sunset Review Date:** October 31, 2023

**Approval by:** Nicole Rose, Director of Eligibility and Provider Supports

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## Purpose

Provide guidance to the Department of Children, Youth, and Families (DCYF) employees for managing trust fund accounts for children who are in the placement and care authority of DCYF.

## Scope

This policy applies to DCYF child welfare and Eligibility and Provider Supports Division Supplemental Security Income (SSI) and federal funding employees.

## Laws

[RCW 74.13.060](#) Secretary as Custodian of Funds of Person Placed with Department or it's Agent – Authority – Limitations – Termination

[CFR 404.2040](#) Use of Benefit Payments

[CFR 416.640](#) Use of Benefit Payments

[SI 02101.010](#) Past-Due Benefits Payable – Individual Alive Under Age 18 with Representative Payee – Dedicated Account Required

## Policy

1. Caseworkers must:
  1. Refer all children to local SSI facilitators, when:
    1. It is known they receive or may be eligible to receive benefits from any of the following:
      1. SSI or Social Security Administration (SSA)
      2. Labor and Industries (L&I)
      3. Railroad Retirement Board (RRB)
      4. Veterans Benefits (VA)
      5. Crime Victims Compensation
      6. Legal Settlement
      7. Other private contributions
    2. Their parents, step parents, or adoptive parents are one of the following:
      1. Deceased
      2. Retired
      3. Disabled
    3. They are potentially eligible and have a Diagnostic and Statistical Manual-5 (DSM-V) diagnosis or are receiving an Individualized Education Program (IEP) through the school district.
  2. Inform the SSI facilitators of the child's placement, resources, or income when the child meets one of the following:
    1. Emancipation
    2. Returns home

3. Transfers to Developmental Disabilities Administration (DDA)
  4. Is adopted
2. SSI facilitators must:
  1. Verify through system checks children are receiving eligible benefits.
  2. Request to change representative payees to DCYF for all clients currently entitled or receiving SSI or SSA benefits.
  3. Report changes in circumstances regarding placement resources or income to the payer. This would include SSA, Veterans Affairs (VA), L&I, Crime Victims Compensation, Railroad Retirement and other private contributions.
  4. Coordinate all relevant financial, education, medical, and other information with the Trust Funds Unit.
3. The Trust Fund Unit must:
  1. Maintain all accounting and disbursement documentation for children in out-of-home licensed placements receiving SSI, SSA, VA, or other benefits.
  2. Serve as the representative payee for the client's funds.
  3. Close the account when a child exits foster care.
4. Regional federal funding coordinators must:
  1. Coordinate work with caseworkers and SSI facilitators to approve expenditures or plans for conserving a child's trust fund resources.
  2. Approve plans to protect the child's assets or forego reimbursement on foster care expenditures. Examples of potential assets include, but are not limited to:
    1. SSI lump sum benefits
    2. Dedicated Accounts
    3. Gifts from relatives
    4. Inheritances
    5. Life insurance payments
    6. Tort claim settlements
    7. SSA benefits
    8. Victims compensation funds
5. SSI program managers must:
  1. Complete appeals on SSI and SSA cases.
  2. Review SSI facilitator's applications and verify medical, school, and additional evidence documentation is complete.
  3. Determine if an attorney needs to be involved in assisting with setting up and managing a Special Needs Trust Account or other accounts. If one is needed:
    1. Provide documentation to set up the trust account.
    2. Upload trust documentation to the case record.
    3. Notify the primary caseworker the trust account is established.
  4. Determine when a Special Needs, Achieving Better Life Experience (ABLE), or other account needs to be established for children receiving SSI and SSA. If needed:
    1. Coordinate with the Trust Fund Unit or an attorney to manage the accounts.
    2. Upload trust documentation to the case record.
    3. Notify the primary caseworker the trust account is established.

## **Resources**

Trust Funds Handbook (located on the DCYF CA Intranet)

SSI On-Line Guide (located on the DCYF CA Intranet)

# 6660. Supplemental Security Income (SSI) and Retirement, Survivors, and Disability Insurance (RSDI) Benefits for Children in Out-of-Home Placements

6660. Supplemental Security Income (SSI) and Retirement, Survivors, and Disability Insurance (RSDI) Benefits for Children in Out-of-Home Placements [admin](#) Tue, 10/08/2019 - 15:56

**Original Date:** September 27, 1995

**Revised Date:** October 31, 2019

**Sunset Review Date:** October 31, 2023

**Approved by:** Nicole Rose, Director of Eligibility and Provider Supports

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## Purpose

To provide guidance to the Department of Children, Youth, and Families (DCYF) employees on assessing children placed in out-of-home care for Supplemental Security Income (SSI) or Retirement, Survivors, and Disability Insurance (RSDI) received from the Social Security Administration (SSA).

## Scope

This policy applies to DCYF child welfare and Eligibility and Provider Supports Division SSI and federal funding employees.

## Laws

[RCW 74.13.031](#) Duties of Department – Child Welfare Services – Children’s Services Advisory Committee

[RCW 74.13.060](#) Secretary as Custodian of Funds of Person Placed with Department or its Agent – Authority – Limitations – Termination

[20 CFR 416](#) Supplemental Security Income for the Aged, Blind, and Disabled

## Policy

1. Caseworkers must:  
Refer all children who meet one of the following criteria to local SSI facilitators, when they:
  1. Currently receive SSI or SSA benefits.
  2. Have a deceased, retired, or disabled parent or legal guardian.
  3. Have a positive toxicology screen or are drug affected.
  4. Have a suspected delay or disability.
  5. Are diagnosed with any of the following:



1. Fetal Alcohol Syndrome or related disorders
  2. Borderline Intellectual Functioning
  3. Post-Traumatic Stress Disorder (PTSD)
  4. Behavioral or emotional problems
  5. Cerebral Palsy
  6. Attention Deficit Hyperactivity Disorder (ADHD)
  7. Low birth weight
  8. Failure to thrive
  9. Medically fragile
  10. Down Syndrome
6. Are in a [behavior rehabilitation services \(BRS\)](#) or an exceptional high cost placement.
  7. Are blind or deaf.
  8. Receive special education services, for example, an Individualized Education Program (IEP) or 504 Plan.
  9. Use crutches or a wheelchair.
  10. Have impairments with daily functioning.
2. SSI facilitators must:
    1. Assess all children and youth in out-of-home placement in FamLink to determine if they are eligible for SSI or SSA benefits.
    2. Complete and submit the:
      1. SSI application packet for children who meet the eligibility criteria, per the SSI Desk Guide.
      2. Payee Change Application packet for children receiving SSI or SSA benefits when a child is placed in out-of-home care, per the SSI Guide.
    3. Report all changes in circumstances regarding placement, resources, or income to the payer for SSA, Veteran Administration (VA), Railroad Benefits, Crime Victims Compensation and Labor and Industry claims.
    4. Coordinate relevant financial and placement information with the DCYF Headquarters (HQ) SSI and Trust Fund Unit.
  3. HQ SSI program managers must:
    1. Review initial SSI application packets for completeness.
    2. Re-examine denied applications from SSA to determine if an appeal needs to be filed. This includes, but not limited to:
      1. Reviewing and gathering additional documentation, when necessary.
      2. Resubmitting the appeal to SSA for reconsideration.
      3. Attending hearings to represent children and youth at administrative hearings.

## Resources

SSI Desk Guide (located on the DCYF CA intranet)

# 6700. Electronic Communication

6700. Electronic Communication [sarah.sanchez](#) Wed, 08/29/2018 - 00:05

**Approval:** Connie Lambert-Eckel, Assistant Secretary

**Original Date:** June 7, 2018

**Policy Review:** June 7, 2021

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## Purpose

Electronic messaging systems and the Internet/Intranet are valuable tools for conducting state business and appropriate use must be clearly defined. This policy establishes Children's Administration's (CA) policy regarding the use of electronic messaging systems and the Internet/Intranet.

## Scope

This policy applies to CA staff, stakeholders, contractors, interns, volunteers, and vendors who have access to department networks or use the department's electronic messaging systems and/or have Internet/Intranet access.

## Laws

Directive by the Governor 11-18

[RCW 42.52](#) Ethics in Public Services

[RCW 42.56](#) Public Record Act

[RCW 49.60.010](#) Law Against Discrimination

[RCW 42.56.100](#) Protection of public records – public access

[RCW 42.56.420](#) Security

[RCW 42.56.590](#) Notice of Security Breaches

[RCW 13.50](#) Keeping and Release of Records by Juvenile Justice or Care Agencies

## Definitions

**Transitory Records:** Transitory records are used for communication, but not for the documentation of a specific CA transaction, nor essential to the fulfillment of statutory obligations or to the documentation of CA functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.), are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information.

## Policy

1. Communicating with State Issued Devices
  1. All computer hardware, information technology systems, the Internet/Intranet, email, mobile devices, and all other CA Information Technology resources will be used for official business purposes.
  2. CA staff may not use personally owned devices for business purposes.
  3. CA may monitor the use of computers, the Internet/Intranet, email, mobile devices, and all other information technology resources.
  4. All CA-owned computers and all computers connected to the CA network will use CA approved anti-virus software.

5. All users of the CA information technology resources must only use the resources within the privileges and permissions granted to them and only for their intended business purposes.
2. Responsibilities
  1. CA supervisors and managers must:
    1. Ensure all employees with access to the CA electronic messaging systems and Internet/Intranet have been instructed and trained on the appropriate use of state resources.
    2. Ensure that stakeholders, contractors, interns, volunteers, and vendors with access to the department's electronic messaging systems and/or the Internet/Intranet have been instructed and trained on the appropriate use of state resources.
    3. Obtain a signed Internet Access Request and Agreement form DSHS 03-344. The signed form must be kept in the employee's local personnel file and reviewed and signed each year.
  2. CA staff must:
    1. Read and sign the Internet Access Request and Agreement form DSHS 03-344, acknowledging that they understand CA's policy.
    2. Connect a state-issued mobile device to only other state-issued devices.
    3. Use these tools in accordance with Administrative Policy 18.64, Standards of Ethical Conduct for Employees.
    4. Use CA provided electronic messaging systems and Internet/Intranet access to conduct business that is related to official state duties, to include electronic recruiting and Employee Self Service.
    5. Consider all call records, text messages, email, documents, data, photos, etc. used to conduct state business on a CA owned computer and mobile device a public record and subject to DSHS Record Retention and Destruction Policy and [DSHS Public Records Request Policy](#).
    6. Safeguard and retain case-related information, and maintain confidentiality per Administrative Policy Chapter 5 DSHS Records and Privacy, Administrative Policy 15-10 DSHS IT Security Policy, and [DSHS Confidentiality Policy](#).
    7. Limit use of text messages transmitted or received for brief exchanges related to state business.
    8. Keep each text message case specific, send separate texts for separate cases.
    9. Use email for case-related information as opposed to a text message.
      1. Refer recipient to separate email with detailed case information by writing "See email" in the body of the text.
    10. Name each text message or email in the subject line by case last name, hyphen, and case number, i.e. Johnson-XXXXX.
    11. Use only CA owned equipment to print or transfer client information or photographs.
    12. Transfer and store any case-related information, including text messages created, sent, received or stored on a mobile device, within seven calendar days to FamLink.
      1. Send a ticket to [HELP300@DSHS.WA.GOV](mailto:HELP300@DSHS.WA.GOV) and the local IT support staff to back up the messages so they can be uploaded into FamLink.
    13. Only take photographs for evidentiary and case management purposes according to [DSHS Photograph Documentation Policy](#).
    14. Delete all client related information from the mobile device AFTER confirming it has been transferred to FamLink.
    15. Delete all transitory records when no longer needed, unless there is pending litigation concerning the records or a pending public records request for the records.

## Forms

Internet Access Request and Agreement form DSHS 03-344

## Resources

- [dcyf.servicedesk@dcyf.wa.gov](mailto:dcyf.servicedesk@dcyf.wa.gov)
- DSHS Communications
- CAMOBILE@DSHS.WA.GOV
- [Office of the Chief Information Officer Washington State](#)
- DSHS Information Security Manual
- [Executive Ethics Board website](#)
- Mobile Device Training and the DSHS Security Training located in the WA State Learning Center

# 6800. Background Checks

6800. Background Checks [sarah.sanchez](#) Wed, 08/29/2018 - 00:06

**Original Date:** February 1, 1998

**Revised Date:** July 25, 2021

**Sunset Review Date:** July 31, 2025

**Approved by:** Frank Ordway, Office Chief

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## Purpose

The purpose of this policy is to provide guidance to the Department of Children, Youth, and Families (DCYF) employees about completing background checks for child welfare purposes.

## Scope

This policy applies to child welfare employees, Licensing Division (LD) foster care, contract managers, and Eligibility and Provider Supports Division (EPSD) background check specialists.

## Laws

[RCW 13.34.138](#) Review hearings – Findings – Duties of parties involved-in-home placement requirements – Housing assistance

[RCW 26.44.240](#) Out-of-home care – Emergency Placement - Criminal history record check

[RCW 43.43.837](#) Fingerprint-based background checks-Requirements for applicants and service providers – Shared background checks – Fees – Rules to establish financial responsibility

[RCW 74.13.700](#) Denial or delay of licensure or approval of unsupervised access to children

[RCW 74.13.710](#) Out-of-home care – Childhood activities – Prudent parent standard

[RCW 74.15.030](#) Powers and duties of Secretary

[PL105-89](#) Adoption and Safe Families Act of 1997

[PL115-123](#) Family First Prevention Services Act 2018

## Policy

1. Employees must:
  1. Complete background checks per the [Guide to Background Checks](#).
  2. Only authorize individuals to have unsupervised access to a child or youth after they have passed a background check, even if a court order authorizes unsupervised access.
  3. Not authorize individuals for the purpose of the background check if they did not pass the background check.
  4. Complete a suitability assessment when required, per the [DCYF Secretary's List of Crimes and Negative Actions](#).

## Procedures

1. When requesting background checks for Child Protective Services (CPS) investigations or allegations of child abuse or neglect (CAN) (National Crime Information Center (NCIC) Purpose Code C):
  1. Requestors may call the DCYF NCIC Background Check Unit (BCU) at 1-800-998-3898 prior to either:
    1. Going to the home.
    2. Completing a safety assessment.
  2. EPSD background check specialists must:
    1. Process the NCIC Purpose Code C request per the Background Check Desk Manual through the NCIC database.
    2. Provide the completed [NCIC Purpose Code C Background Check Summary DCYF 09-154](#) form to the requestors.
  3. Requestors must review the background information to develop strategies for responding safely to the allegation.
2. When requesting background checks for emergent unlicensed placements (NCIC Purpose Code X):
  1. Requestors must call [NCIC BCU](#) at 1-800-998-3898 prior to placing children or youth in the care of an unlicensed caregiver in an emergent situation.
  2. EPSD Background check specialists must:
    1. Process NCIC Purpose Code X requests for adult individuals, per the Background Check Desk Manual, through the NCIC database.
    2. Compare the individual's NCIC background information to the [DCYF Secretary's List of Crimes and Negative Actions](#) and within one hour from the time of the request:
      1. Authorize the emergent placement if the background information is not on the [DCYF Secretary's List of Crimes and Negative Actions](#).
      2. Not authorize the emergent placement if the background information is on the [DCYF Secretary's List of Crimes and Negative Actions](#).
  3. When placements are authorized, requestors must, within five calendar days of placement:
    1. Instruct each individual, age 16 and older, to complete the online Background Check Authorization form at <https://fortress.wa.gov/dshs/bcs> using Google Chrome browser. For individuals younger than 16 years, refer to the [Guide to Background Checks](#) to determine if a background check is required.
    2. Obtain their online confirmation code, full name, and date of birth.
    3. If individuals are Limited English Proficient (LEP) or are unable to complete the background check form online, provide them with a [Background Check Authorization DSHS 09-653](#) form and review for completeness and legibility when returned.

4. Complete a [Background Check Request/Decision DCYF 09-131](#) form for each individual and send to the NCIC BCU with the [Background Check Authorization DSHS 09-653](#) form, if applicable.
4. EPSD background check specialists must:
  1. Follow the Background Check Desk Manual when processing background checks.
  2. Complete the [Background Check Request/Decision DCYF 09-131](#) form with the background check decision.
  3. Notify the individual and requestor of the decision.
  4. Document the decision in FamLink.
5. Requestors must, once information is received from the background check specialist, review the background check decision on the completed [Background Check Request/Decision DCYF 09-131](#) form received from the [NCIC BCU](#) and complete the following:
  1. Continue authorization of the individual for the emergent placement if they passed.
  2. Not authorize the individual for the emergent placement if they did not pass. A child or youth cannot remain in the home with an unauthorized individual.
  3. If the individual did not pass the background check or did not submit their fingerprints to the Washington State Patrol (WSP) or complete the background check form within 15 calendar days from which the NCIC background check was completed, requestors must:
    1. Notify the court as early as possible that the individual did not pass a background check and recommend the removal of the child. This includes contacting the assigned assistant attorney general (AAG) to determine when the information can be presented to the court.
    2. Inform the court it may request the background information directly from the individual if that information is needed.
    3. Document the recommendation for removal in a FamLink case note.
3. When requesting background checks for adoption, Child in Need of Services (CHINS), foster care licensing, non-emergent placements, Interstate Compact on the Placement of Children (ICPC) Border Agreement with a non-parent, and [reinstatement of parental rights](#):
  1. Requestors must, prior to authorizing placement:
    1. Instruct individuals to complete the online Background Check Authorization form at <https://fortress.wa.gov/dshs/bcs> using Google Chrome browser.
    2. Obtain their online confirmation code, full name, and date of birth.
    3. If individuals are LEP or are unable to complete the form online, provide them a [Background Check Authorization DSHS 09-653](#) form and review for completeness and legibility when returned.
    4. Complete a [Background Check Request/Decision DCYF 09-131](#) form and send to the BCU with the [Background Check Authorization DSHS 09-653](#) form, if applicable.
  2. EPSD background check specialists must:
    1. Follow the Background Check Desk Manual when processing background checks.
    2. Complete the [Background Check Request/Decision DCYF 09-131](#) form with the background check decision.
    3. Notify individuals and requestors of the decision.
    4. Document the decision in FamLink.
  3. Requestors must, prior to authorizing unsupervised access to children or youth, review background check decisions on the completed [Background Check Request/Decision DCYF 09-131](#) form received from the BCU and complete the following:
    1. Only authorize individuals for the purpose of the background check if they passed the background check.
    2. Not authorize individuals for the purpose of the background check if they did not pass. If the court places children or youth out-of-home under a shelter care order or in a dependency case and unauthorized individuals remain in the home:

1. Contact the AAG to schedule a court date as early as possible to present the background check decision.
  2. Notify the court of individuals not passing a background check and recommend the children or youth move to a different out-of-home placement.
  3. Inform the court to request the background information directly from individuals if needed.
  4. Document recommendations to move children or youth to a different out-of-home placement in a FamLink case note.
4. When the court orders placements or orders children or youth to return home prior to dependency:
  1. If the court orders an individual unsupervised access to a child and they did not complete or pass a background check, caseworkers must:
    1. Follow the steps outlined in emergent or non-emergent placement in the procedures section for individuals who did not complete a background check.
    2. Notify the court as early as possible that the individual did not complete or pass a background check. This includes:
      1. Contacting the assigned AAG to schedule a court date as early as possible to present background decision.
      2. Inform the court it may request the background information directly from the individual if that information is needed.
      3. Document the recommendation and outcome of the court hearing in a FamLink case note.
  2. If the court is considering returning a child or youth to a parent where court proceedings have begun but the dependency has not been established, caseworkers must:
    1. Notify the court that DCYF does not have the authority to complete a background check on the individual for the purpose of returning a child or youth home. If a NCIC Purpose Code C has been completed, that information cannot be shared with the court or the individual.
    2. Document the outcome of the court hearing in a FamLink case note.
5. When requesting background checks for contracts, renewals, or other unsupervised access:
  1. Requestors must, prior to authorizing unsupervised access:
    1. Instruct individuals to complete the online Background Check Authorization form at <https://fortress.wa.gov/dshs/bcs> using Google Chrome browser.
    2. Obtain their online confirmation code, full name, and date of birth.
    3. If individuals are LEP or are unable to complete the form online, provide them a [Background Check Authorization DSHS 09-653](#) form and review for completeness and legibility when returned.
    4. Complete a [Background Check Request/Decision DCYF 09-131](#) form and send to the BCU with the [Background Check Authorization DSHS 09-653](#) form, if applicable.
  2. EPSD background check specialists must:
    1. Follow the Background Check Desk Manual when processing background checks.
    2. Complete the [Background Check Request/Decision DCYF 09-131](#) form with the background check decision.
    3. Notify individuals and requestors of the decision.
    4. Document the decision in FamLink.
  3. Requestors must, prior to authorizing unsupervised access to children or youth, review background check decisions on the completed [Background Check Request/Decision DCYF 09-131](#) form received from the BCU and complete the following:
    1. Only authorize individuals for the purpose of the background check if they passed the background check.
    2. Not authorize individuals for the purpose of the background check if they did not pass.
6. When returning dependent children or youth to a parent or ICPC with a parent:
  1. Requestors must, prior to returning dependent children or youth to a parent:



1. Instruct all adult individuals who reside in the home, including the parent and those living on the premises, to complete the online Background Check Authorization form at <https://fortress.wa.gov/dshs/bcs> using Google Chrome browser.
2. Obtain their online confirmation code, full name, and date of birth.
3. If adult individuals are LEP or are unable to complete the background check form online, provide them with a [Background Check Authorization DSHS 09-653](#) form and review the form for completeness and legibility when returned.
4. Complete a [Background Check Request/Decision DCYF 09-131](#) form and send to the BCU with the [Background Check Authorization DSHS 09-653](#) form, if applicable.
2. EPSD background check specialists must:
  1. Send individuals their background information.
  2. Follow the Background Check Desk Manual when processing background checks.
  3. Complete the [Background Check Request/Decision DCYF 09-131](#) form with the background check decision.
  4. Notify the individual and requestor of the decision.
  5. Document the decision in FamLink.
3. Requestors must review the completed [Background Check Request/Decision DCYF 09-131](#) form received from the BCU for each adult individual, including parents, and complete the following:
  1. Request a copy of the background information directly from the adult individual if there is criminal or negative action history.
  2. Determine if there are concerns that may relate directly to the children or youth's safety, permanence, or well-being prior to their return to a parent. If there are concerns, notify the court as soon as possible prior to children or youth returning home.
  3. For adult individuals or parents who may act as a caregiver, determine if any service is needed to increase the child or youth's safety, permanence, or well-being. If a service is needed:
    1. Provide the service prior to children or youth returning to a parent.
    2. Notify the court as soon as possible prior to children or youth returning to a parent.

## Definitions

**Federal Bureau of Investigation (FBI) background check** is a fingerprint-based background check and includes a review of the following:

1. Founded findings of abuse or neglect made by DCYF or the Department of Social and Health Services (DSHS).
2. Current and previous applicant self-disclosures.
3. Conviction information from the Administrative Office of the Courts (AOC), Department of Corrections (DOC), FBI, and the Washington State Patrol (WSP) received by DCYF.
4. Negative actions issued by DCYF, Department of Health (DOH), and DSHS.
5. Sex offender registry.
6. Out-of-state founded findings of CAN, when applicable.
7. Western Identification Network (WIN) conviction information, if available.

**National Crime Information Center (NCIC) background check** is a federal name-based background check and includes an FBI background check if the NCIC is for an emergent placement when the individual completes fingerprints that includes a review of the following:

1. Founded findings of abuse or neglect made by DCYF or DSHS.
2. Current and previous applicant self-disclosures.

3. Conviction information from the AOC, DOC or WSP received by DCYF.
4. Negative actions issued by DCYF, DOH, and DSHS.
5. Sex offender registry.
6. Out-of-state founded findings of CAN, when applicable.
7. WIN conviction information.

**Washington State background check** is an in-state name-based background check that includes a review of the following:

1. Founded findings of CAN made by DCYF or DSHS.
2. Current and previous applicant self-disclosures.
3. Conviction information from the AOC, DOC, or WSP received by DCYF.
4. Negative actions issued by DCYF, DOH, and DSHS.
5. Sex offender registry.
6. Out-of-state founded findings of CAN, when applicable.

## Forms

[Background Check Authorization DSHS 09-653](#)

[Background Check Request/Decision DCYF 09-131](#)

[NCIC Purpose Code C Background Check Summary DCYF 09-154](#)

## Resources

Background Check Desk Manual

[DCYF Secretary's List of Crimes and Negative Actions](#)

[Guide to Background Checks](#)

# 6900. Supporting LGBTQ+ Identified Children and Youth

6900. Supporting LGBTQ+ Identified Children and Youth [sarah.sanchez](#) Wed, 08/29/2018 - 00:06

**Approval:** Connie Lambert-Eckel, Acting Assistant Secretary

**Original Date:** July 1, 2018

**Revised Date:**

**Policy Review:** July 1, 2023

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## Purpose

To address the specific needs of children and youth under the age of 21 receiving Children's Administration (CA) services who are developing, discovering, or identifying themselves as lesbian, gay, bisexual, transgender and questioning (LGBTQ+). This policy will provide guidance to assist CA staff in identifying and referring LGBTQ+ children and youth to appropriate and culturally responsive services.

## **Scope**

This policy applies to CA staff.

## **Definitions**

**SOGIE** means an acronym for addressing Sexual Orientation, Gender Identity and Expression which are distinctions everyone has; LGBTQ+ is a sub-distinction within SOGIE self-identifiers. SOGIE includes LGBTQ+ as well as heterosexual, cisgender, and non-questioning individuals.

**Bisexual** means a person who has an emotional and physical attraction to persons of the same and different genders.

**Cisgender** describes a person whose gender identity and gender expression matches the gender typically associated with their biological sex. Often abbreviated to "Cis".

**Gay** means a sexual orientation to describe a person who is emotionally and physically attracted to someone of the same gender. It is more commonly associated with males or men.

**Gender Affirming** means medical procedures that changes a person's body to conform to their gender identity.

**Gender or Gender Identity** means a person's inner sense of being a male or man, female or woman, or another gender. This may or may not correspond with an individual's sex assigned at birth.

**Gender Expression** means a person whose outward communication of gender through behavior or appearance. This may or may not correspond with their sex assigned at birth.

**Gender Non-Binary** means a term of self-identification for people who do not identify within the limited and binary terms that have described gender identity: male or man or female or woman.

**Gender Non-Conforming** means a way to describe a person whose gender expression does not correspond with their sex assigned at birth. It is not used as a personal identifier.

**Intersex** means a person whose combination of sex chromosomes, internal reproductive organs, and external genitalia have a rare condition where they do not develop as expected.

**Lesbian** means a female or woman who has an emotional and physical attraction for other females or women.

**Pansexual** means a person who is emotionally and physically attracted to individuals of all gender identities and expression including those who do not fit into standard gender identities.

**Questioning** means a person who is exploring their sexual orientation, gender identity, or gender expression.

**Sex or Biological Sex** means a determination of a person's sex chromosomes, internal reproductive organs, and external genitalia.

**Sexual Orientation** means a person's emotional or physical attraction to the same or another gender.

**Transgender** means an umbrella term used to describe a person whose gender identity and sex assigned at birth do not correspond.

**Two Spirit** means a term sometimes used to describe indigenous individuals who have a gender identity or gender expression that does not align with their sex assigned at birth or have a culturally distinct gender, apart from male or man and female or woman.

## **Laws**

[RCW 49.60.030](#) Freedom from discrimination, declaration of civil rights

## **Policy**

1. A child or youth who identifies as LGBTQ+ will not be subjected to discrimination or harassment on the basis of actual or perceived sex, sexual orientation, gender identity or gender expression.
2. CA staff must:
  1. Use gender neutral and inclusive language which indicates to all children and youth they will be treated with respect and dignity when their LGBTQ+ identity is perceived or known. This includes mirroring language the child or youth uses to describe themselves.
  2. Use and allow children and youth to use a different name, pronoun and gender that reflects their LGBTQ+ identity instead of their legal name and sex assigned at birth.
  3. Allow children and youth to express their gender identity through clothing, hairstyle and mannerisms.
  4. Obtain and document a child or youth's verbal permission to disclose their LGBTQ+ identity prior to disclosing to other individuals including parents and caregivers, providers or agencies when making placement and case planning decisions and referrals for services. This includes discussing with the child or youth:
    1. How, what and with whom their LGBTQ+ information will be shared.
    2. Identify key individuals such family members, caregivers, other professionals or community providers with whom the child or youth identifies as part of their support system.
  5. With the child or youth's permission and prior to each placement, discuss the caregiver or facility's ability to meet and support the child or youth's needs including their safety and well-being in regards to their perceived or known LGBTQ+ identity, when possible.

## **Procedures**

1. For all children and youth involved in an open case, the caseworker must:
  1. Document the legal and preferred name, pronouns and gender identity of the child or youth in a case note and appropriate fields in FamLink as well as any forms and reports. This includes:
    1. Clearly distinguishing the legal name and gender from chosen name and gender.
    2. Considering the child or youth's permission for disclosure and who will receive the information or documents.
  2. Discuss and refer services a child or youth needs to be referred to and wants to participate in related to their LGBTQ+ identity. LGBTQ+ related services, where available, include but are not limited to:
    1. Behavioral health and medical providers that affirm their identity.
    2. Social activities and providers who are available in the community whose work aligns with supporting LGBTQ+ children and youth.

3. Cultural activities such as school, faith or community based groups or attending events and activities provided by community providers who support LGBTQ+ children and youth.
2. For dependent children and youth under CA's placement and care authority (PCA), the caseworker must:
  1. Consider the child or youth's LGBTQ+ identity as a factor when making placement decisions. This includes:
    1. Determining, on a case-by-case basis, which placement option would be in the child or youth's best interest for their safety and well-being.
    2. Staffing with the supervisor when assistance is needed in finding a placement for the LGBTQ+ identified child or youth.
    3. Placing by gender identity. Efforts will be made to coordinate with the caregiver to provide the child or youth with an individual bedroom to allow for privacy if necessary.
  2. Support any youth identifying as transgender and seeking gender affirming medical services. This includes, but is not limited to:
    1. Following the advice of the medical and therapeutic professionals working with the youth. Standard medical protocols must be followed.
    2. Verifying youth is receiving ongoing medical care and behavioral health support.
    3. Referring to gender affirming services, including medical care, as approved by Medicaid.
    4. Obtaining a court order or parent or legal guardian consent before providing consent for a youth to undergo gender affirming related medical care as listed below. For youth over the age of 18 parent or legal guardian consent is not required.
    5. Facilitating access to gender affirming resources available through Apple Health Core Connections as needed and appropriate, including but not limited to:
      1. Hormone blockers
      2. Hormone Replacement Therapy (HRT)
      3. Behavioral Health Services (Gender Dysphoria)
  3. Assist the youth in updating name or gender on their birth certificate by obtaining:
    1. Parent or legal guardian consent or a court order.
      1. Legally-free youth only requires a court order; and
      2. This does not apply to youth 18 years and older.
    2. Completed Sex Designation Change Application document from the youth's licensed health care provider. Only licensed health care providers whose scope of practice allows for attestation of a sex designation change may provide this attestation. The attestation specifies that the:
      1. Youth identified on the application is under the care of the provider; and
      2. Provider has determined that the request to change sex designation on the birth certificate is consistent with the youth's identity.

## Resources

Administrative Policy 7.22 Cultural Competence

<https://www.coordinatedcarehealth.com/>

[Promoting Safety for LGBTQ People DSHS 22-1511](#)

## Appendix A: Definitions

The following definitions apply for purposes of the *CA Practices and Procedures Guide*.

**“ADMINISTRATIVE INCIDENTS”** are serious and emergent incidents involving CA clients, staff and providers.

**“ADOPTION SUPPORT AGREEMENT”** means a written contract between the adoptive parent(s) and the department that identifies the specific support available to the adoptive parent(s) and other terms and conditions of the agreement.

**"AFTERCARE SERVICES"** means the provision of less intensive, ongoing services to youth and their families following the youth's discharge from residential care or in-home services.

**“AGE OR DEVELOPMENTALLY-APPROPRIATE”** means activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally-appropriate for a child, based on the development of cognitive, emotional, physical, and behavioral capacities that are typical for an age or age group; and in the case of a specific child, activities or items that are suitable for the child based on the developmental stages attained by the child with respect to the cognitive, emotional, physical, and behavioral capacities of the child.

**"AT-RISK YOUTH"** means a juvenile who:

- A. Is absent from home for at least 72 consecutive hours without consent of his or her parent.
- B. Is beyond the control of his or her parent such that the child's behavior endangers the health, safety, or welfare of the child or any other person.
- C. Has a substance abuse problem for which there are no pending criminal charges related to the substance abuse.

RCW 13.32A.030

**“BEHAVIOR REHABILITATION SERVICES”**: See “After-Care Services,” “Continuum of Care,” “Group Care,” In-Home Services,” “Residential Care,” “Staffed Treatment Foster Care,” and “Treatment Foster Care.”

**“BORROWED FOSTER HOME”** means the placement and supervision by an agency of child(ren) in a foster family home licensed or certified by another agency, with the permission of that agency.

**"Caregiver"** means an adult living in the home permanently or semi-permanently and has routine responsibility for childcare. This may be the other legally responsible adult, another adult relative or a live-in partner. It may also be any other adult with regular ongoing time in the home and has routine responsibility for childcare.

**"CASE PLAN"** means a written statement by the social worker of the anticipated activities, including service agreements, which are planned in the conduct of the case.

**“CERTIFICATION FOR ADOPTION”** means a person or persons constituting a household have submitted an application for adoption to the department or a child placing agency, have had a satisfactory home study completed, and have been determined suitable as adoptive parent or parents.

**"CHILD," "JUVENILE," and "YOUTH"** mean any unemancipated individual who is under the chronological age of 18 years. RCW 13.32A.030

**"CHILD ABUSE AND NEGLECT"**

## CPS WAC Definitions of CA/N

Child abuse or neglect means the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child under circumstances which indicate that the child's health, welfare, and safety is harmed. An abused child is a child who has been subjected to child abuse or neglect as defined in this section.

- A. Physical abuse means the non-accidental infliction of physical injury or physical mistreatment on a child. Physical abuse includes, but is not limited to, such actions as:
  - 1. Throwing, kicking, burning, or cutting a child;
  - 2. Striking a child with a closed fist;
  - 3. Shaking a child under age three;
  - 4. Interfering with a child's breathing;
  - 5. Threatening a child with a deadly weapon;
  - 6. Doing any other act that is likely to cause and which does cause bodily harm greater than transient pain or minor temporary marks or which is injurious to the child's health, welfare and safety.
- B. Physical discipline of a child, including the reasonable use of corporal punishment, is not considered abuse when it is reasonable and moderate and is inflicted by a parent or guardian for the purposes of restraining or correcting the child.
  - 1. The age, size, and condition of the child, and the location of any inflicted injury shall be considered in determining whether the bodily harm is reasonable or moderate.
  - 2. Other factors may include the developmental level of the child and the nature of the child's misconduct.
  - 3. A parent's belief that it is necessary to punish a child does not justify or permit the use of excessive, immoderate or unreasonable force against the child.
- C. Sexual abuse means committing or allowing to be committed any sexual offense against a child as defined in the criminal code.
  - 1. The intentional touching, either directly or through the clothing, of the sexual or other intimate parts of a child or allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in touching the sexual or other intimate parts of another for the purpose of gratifying the sexual desire of the person touching the child, the child, or a third party.
  - 2. A parent or guardian of a child, a person authorized by the parent or guardian to provide childcare for the child, or a person providing medically recognized services for the child, may touch a child in the sexual or other intimate parts for the purposes of providing hygiene, child care, and medical treatment or diagnosis.
- D. Sexual exploitation includes, but is not limited to, sex trafficking and commercial exploitation as those term are defined by law. Sexual exploitation also includes, but is not limited to, such actions as allowing, compelling, encouraging, aiding, or otherwise causing a child to participate in one or more of the following:
  - 1. Any sex act when anything of value is given to or received by any person for the sex act;
  - 2. Sexually explicit, obscene or pornographic activity to be photographed, filmed, or electronically reproduced or transmitted;
  - 3. Sexually explicit, obscene or pornographic activity as part of a live performance, or for the benefit or sexual gratification of another person.
- E. Negligent treatment or maltreatment means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, on the part of a child's parent, legal custodian, guardian, or caregiver that shows a serious disregard of the consequences to the child and creates a clear and present danger to the child's health, welfare, or safety.
  - 1. When considering whether a clear and present danger exists, evidence of a parent's substance abuse as a contributing factor must be given great weight.
  - 2. The fact that the siblings share a bedroom is not, in and of itself, negligent treatment or maltreatment.



3. Poverty, homelessness, or exposure to domestic violence perpetuated against someone other than the child does not, in and of itself, constitute negligent treatment or maltreatment.
  4. A child does not have to suffer actual damage or physical or emotional harm to be in circumstances that create a clear and present danger to the child's health, welfare, or safety.
  5. Negligent treatment or maltreatment may include, but is not limited to one or more of the following:
    1. Failure to provide adequate food, shelter, clothing, supervision, or health care necessary for a child's health, welfare, or safety, such that the failure shows a serious disregard of the consequence to the child and creates a clear and present danger to the child's health, welfare, or safety;
    2. Actions, failures to act, or omissions that result in injury or risk of injury to the physical, emotional, and/or cognitive development of a child, such that it shows a serious disregard of the consequences to the child and creates a clear and present danger to the child's health, welfare, or safety;
    3. The cumulative effects of a pattern of conduct, behavior, or inaction by a parent or guardian in providing for the physical, emotional or developmental needs of the child, such that it shows a serious disregard of the consequences to the child and creates a clear and present danger to the child's health, welfare, or safety;
    4. The effects of chronic failure on the part of a parent or guardian to perform basic parental functions, obligations, or duties that causes injury or substantial risk of injury to the physical, emotional, or cognitive development of the child, such that it shows a serious disregard of the consequences to the child and creates a clear and present danger to the child's health, welfare, or safety.
- F. A Parent or guardian abandons a child when the parent or guardian is responsible for the care, education, or support of a child and:
1. Deserts the child in any manner whatever with the intent to abandon the child;
  2. Leaves a child without the means or ability to obtain one or more of the basic necessities of life such as food, water, shelter, clothing, hygiene, and medically necessary health care; or
  3. Forgoes for an extended period of time parental rights, functions, duties and obligations despite an ability to exercise such rights, duties, and obligations.
- G. Abandonment of a child by a parent may be established by conduct on the part of a parent or guardian that demonstrates a substantial lack of regard for the rights, duties, and obligations of the parent or guardian or for the health, welfare, and safety of the child. Criminal activity or incarceration of a parent or guardian does not constitute abandonment in and of themselves, but a pattern of criminal activity or repeated or long term incarceration may constitute abandonment of a child.

**"CHILD ACTION PLAN"** means the services and tasks that are provided to the child and placement provider as necessary to support the placement and meet the needs of the child while in out-of-home care. The Child Action Plan includes objectives and tasks pertaining to the following:

- Educational needs
- Medical needs
- Social needs
- Psychological needs
- Cultural needs
- Independent living needs

**"CHILD AND FAMILY TEAM (CFT)"** means a group of people established by the family and WISE agency that consists of family members and other people connected to them through natural, community, and formal support relationships. The CFT develops and implements the family's plan, addresses unmet needs, works toward the child, youth or family's vision and team mission, and monitors progress regularly to revise and refine the plan of care.

**"CHILD IN NEED OF SERVICES (CHINS)"** means a juvenile who:

- A. Is beyond the control of his or her parent such that the child's behavior endangers the health, safety, or welfare of the child or other person.
- B. Has been reported to law enforcement as absent without consent for at least 24 consecutive hours from the parent's home, a crisis residential center, an out-of-home placement, or a court-ordered placement on two or more separate occasions and has exhibited:
  - 1. A serious substance abuse problem or
  - 2. Behaviors that create a serious risk of harm to the health, safety, and welfare of the child or any other person.
- C. Is in need of necessary services, including food, shelter, health care, clothing, educational, or services designed to maintain or reunite the family, and
  - 1. Who lacks access, or has declined, to utilize these services.
  - 2. Whose parents have evidenced continuing but unsuccessful efforts to maintain the family structure or are unable or unwilling to continue efforts to maintain the family structure

**"CHILD IN NEED OF SERVICES (CHINS) PETITION"** means a petition filed in juvenile court by a parent, child, or the department seeking adjudication of placement of the child. RCW 13.32A.030

**"CHILD PLACING AGENCY"** means an agency which places a child or children for temporary care, continued care, or for adoption.

**"CLIENT"** means, for the purposes of defining a child client is a child (or youth up to age 21) in the care, custody, and/or supervision of the Children's Administration and/or the Department of Social and Health Services as it relates to services CA provides.

**"COMMERCIAL SEXUALLY EXPLOITED CHILD"** (see also SEX TRAFFICKING VICTIM) means a child who has not attained 18 years of age who is induced to perform any sex act on account of which anything of value is given to or received by any person.

**"COMMUNITY NETWORK"** means working relationships between DCFS, cultural consultants, key informants (lay/professional person), natural helpers (extended families, folk healers), and other agencies to develop cultural responsiveness.

**"COMPELLING REASON"** means, for purposes of the Adoption and Safe Families Act and RCW, a factor in case planning that presents an unusual circumstance that makes necessary a decision which would not normally be made for a child or family. "Compelling Reason" includes, but is not necessary limited to:

- 1. Circumstances in which a child:
  - 1. Is over age 14 and is opposed, following a discussion with the caseworker of the alternatives, to adoption as a permanent plan;
  - 2. Has significant ties to the child's family which are positive and expected to be on-going and would be disrupted by termination of parental rights;
  - 3. Is in placement for reasons other than abuse, neglect, abandonment, or no parent able or willing to care for the child (e, g., children in care due to the risk they pose to others, due to behavioral management issues, etc.);
  - 4. Does not have a permanent placement resource identified and for whom there is significant risk that an adoptive resource will not be found; or
  - 5. Has other unique situations described in the court report by the caseworker that constitute compelling reasons not to file a petition to terminate parental rights.
- 2. The supervising agency is required to recruit, identify, and process a permanency placement resource for a child when a permanent plan other than reunification is identified for the child. In unusual

circumstances, it may be appropriate to leave a child in a temporary placement setting until the court decision-making process is completed or in order to meet the treatment needs of the child.

3. The court or CA has determined that:
  1. A birth parent is considering relinquishment within a reasonable time to free the child for adoption.
  2. A non-offending parent is pursuing an alternate permanent plan.
  3. A professional assessment of the child has determined the child is unable to remain within a family setting.
4. The parent is incarcerated and:
  1. The incarceration is the only reason for filing the TPR; and
  2. The court has determined the parent maintains a meaningful role in the child's life.
5. The child's Tribe is opposed to adoption and has identified another acceptable permanency plan for the child per RCW 13.38.150.

**"COMPLIANCE AGREEMENT"** means a written plan approved by DSHS which identifies deficiencies in Contractor's performance, describes the steps a contractor must take to correct the deficiencies, and sets forth timeframes the contractor must meet in order to return to compliance within the terms of the contract.

**"CONTINUOUS IMPROVEMENT"** is the complete process of identifying, describing and analyzing strengths and problems and then testing, implementing, learning from and revising solutions; the ongoing process by which the agency makes decisions and evaluates its progress.

**"CONTINUUM OF CARE"** means provision of care from in-home services to highly structured residential care and the ability to provide appropriate services to the child/family.

**"CONTRACT"** is a legally binding written agreement between DSHS and another public or private entity for the provision of goods or services. Terms such as Memorandum of Understanding (MOU) or Service Level Agreement (SLA) may also be used to refer to contracts falling within the scope of the Contracts policy.

**"CONTRACT FORMAT"** means an electronic or hard copy contract template developed or approved by Central Contracts Legal Service. A contract format includes but is not limited to: data elements, general terms and conditions, and special terms and conditions. All approved contract formats are available in the Agency Contract Database for use by authorized staff.

**"CONTRACT RESOURCES"** means the Regional and Statewide Contract Directories on the Intranet/Internet, as well as the Regional Contract/Program Managers.

**"CONTRACTED AND/OR LICENSED PROVIDER"**: The individuals or entity performing services pursuant to contracting with Children's Administration.

**"CRITICAL INCIDENT"** is an event that requires an immediate and thorough response, notification, information gathering and communication. All critical incidents are reported through the Administrative Incident Reporting System (AIRS) and in some high profile situations may require an initial phone call alert to headquarters staff. Critical incidents include:

- Fatality or near fatality of a child with an open case.
- Fatality or near fatality of a child which services were provided to the family within 12 months preceding the child's death or near fatality, including information only referrals.
- High profile event receiving media coverage and involves an individual or family for whom we have provided services.

**"CULTURAL COMPETENCE"** means a set of behaviors and attitudes that enables individuals working with a child or family to learn about or recognize the cultural context of a situation and to integrate that knowledge into an action.

**"CULTURAL CONSULTANTS"** means culturally competent individuals recognized by the department and/or client as a resource to help assess and/or resolve problems relating to cultural issues.

**"CULTURAL DIVERSITY"** means the distinguishable differences in life styles, values, traditions, religions, etc.

**"CULTURALLY RESPONSIVE"** means a pattern of behaviors that incorporates and acknowledges the importance of cultures (competence), the assessment of cross-culture relations (literate), vigilance towards the dynamics that result from cultural difference (effective), the expansion of cultural knowledge and the adaptation of services to meet culturally unique needs (relevant).

**"CULTURE"** means the integrated pattern of human behavior including thought, communication, actions, customs, beliefs, values, institutions, of a racial, ethnic, religious or social group.

**"CUSTODIAN"** means the person or entity who has the legal right to the custody of the child. RCW 13.32A.030

**"DESK REVIEW"** means a monitoring activity comprised of reviewing information including but not limited to the contractor's payment and billing system, and reports to verify contract compliance.

**"DEVELOPMENTAL STAGES"** means:

- A. Adolescent - a child age 12 but less than 18 years.
- B. Child - a born person less than 18 years.
- C. Fetus - the unborn child.
- D. Infant - a child from birth until one year of age.
- E. Toddler - a child age one but less than six years.

**"DLR COMPREHENSIVE REVIEW"**: The Comprehensive Review is a thorough review of the BRS contractor or other contracted and/or licensed provider's ability to meet licensing, contracts, and programming requirements. It includes an onsite review, completion of approved forms and tools, and a final report.

**"DOCUMENTED MEDICAL CONDITION"** is any physical or mental health condition documented by a licensed health care provider that may be temporary or permanent, including but not limited to, a physical injury or a physical or behavioral health condition.

A "documented medical condition" may include physiological, mental, or psychological conditions or disorders, including but not limited to, orthopedic, visual, speech, and hearing impairments.

**"ETHNIC"** means a group designated by customs, characteristics, language, common history and/or racial affiliation.

**"ETHNOGRAPHIC INTERVIEWING"** means communication with a member of another culture to identify the:

- A. Key cultural differences.
- B. Meaning of those cultural practices and norms.

**"EXTENDED FAMILY MEMBER"** means an adult who is a grandparent, brother, sister, stepbrother, stepsister, uncle, aunt, or first cousin with whom the child has a relationship and is comfortable and who is willing and available to care for the child. RCW 13.32A.030

**"EXTENUATING CIRCUMSTANCES"** (in relation to adoption support) means a finding by an administrative law judge or a review judge that one or more certain qualifying conditions or events prevented an otherwise eligible child from being placed on the adoption support program prior to adoption.

**"FAMILY PRESERVATION SERVICES"** means in-home or community-based services drawing on the strengths of the family and its individual members while addressing family needs to strengthen and keep the family together where possible and may include:

- A. Respite care of children to provide temporary relief for parents and other care givers.
- B. Services designed to improve parenting skills with respect to such matters as child development, family budgeting, coping with stress, health, safety, and nutrition.
- C. Services designed to promote the well-being of children and families, increase the strength and stability of families, increase parents' confidence and competence in their parenting abilities, promote a safe, stable, and supportive family environment for children, and otherwise enhance children's development.

RCW 74.14C.010

**"FOSTER CARE"** means placement of a child by the department or a licensed child placing agency in a home or facility licensed pursuant to chapter 74.15 RCW or in a home or facility that is not required to be licensed pursuant to chapter 74.15 RCW.

**"FOSTER FAMILY CARE"** means care and supervision provided on a 24-hour basis for up to six children in the licensed family abode of the person or persons under whose direct care and supervision the child is placed.

**"GROUP CARE"** means the provision of a safe, healthful environment for youth in a 24-hour licensed facility for more than six children, which provides the basic needs of food, shelter, and the provision of therapeutic services required for the successful reunification of youth with their family resource.

**"GUARDIAN"** means that person or agency that (a) has been appointed as the guardian of a child in a legal proceeding other than a proceeding under chapter 13.34 RCW, and (b) has the right to legal custody of the child pursuant to such appointment. The term "guardian" does not include a "dependency guardian" appointed pursuant to a proceeding under Chapter 13.34 RCW. RCW 13.32A.030; 13.34.030

**"HEALTH & EDUCATION RECORD"** means the entire array of data entry screens in the electronic data system, including the provider, education, behavior, counseling, and daily routine information entered by CA staff.

**"IMMINENT RISK"** means, for Intensive Family Preservation Services, when a decision has been made by the department that without intensive family preservation services, a petition requesting the removal of a child from the family home will be immediately filed under chapters 13.13A or 13.34 RCW, or that a voluntary placement agreement will be immediately initiated. 74.14C.010 RCW

**"IMMINENT RISK OF SERIOUS HARM"** (Used in Risk Only Intakes and coordination with law enforcement)

Imminent - Having the potential to occur at any moment, or there is substantial likelihood that harm will be experienced.

**Risk of Serious Harm** - A high likelihood of a child being abused or experiencing negligent treatment or maltreatment that could result in one or more of the following outcomes:

- Death
- Life endangering illness
- Injury requiring medical attention
- Substantial risk of injury to the physical, emotional, or cognitive development

**"IMPENDING DANGER"** means parenting behavior that is harmful and destructive to a child's cognitive, social, emotional or physical development that is likely to occur in the immediate or near future that could result in one or more of the following outcomes:

- Death
- Life endangering illness
- Injury requiring medical attention
- Serious or severe harm

**"INDIAN CHILD"** means any unmarried and unemancipated person who is under age eighteen and is either (a) a member or citizen of an Indian tribe or (b) is eligible for membership or citizenship in an Indian tribe and is the biological child of a member/citizen of an Indian tribe. 25 U.S.C. § 1903 (4); 25 C.F.R. § 23.2. A child who meets this definition is subject to the Indian Child Welfare Act.

**"INFORMED CONSENT"** means the process by which the treating health care provider discloses appropriate information to a competent patient or their caregiver so that a decision can be made to accept or refuse treatment; including medications. It originates from the legal and ethical right the patient has to direct what happens to their body and from the ethical duty of the physician to involve the patient in their health care.

**"IN-HOME SERVICES"** means services provided in the child's home in lieu of out-of-home placement equivalent to the level of service intensity required to maintain the child in residential care.

**"IN LOCO PARENTIS"** A person who acts in the position of a parent of a child and who has assumed on an on-going basis a parent's rights, duties and responsibilities towards the child. A person living in the home and participating in the day-to-day parenting decisions in one or more of the following:

- Financial
- Supervision
- Decisions on where the child sleeps within the home
- Discipline
- Attending medical appointments
- Attending school conferences

**"INQUIRY ONLY CALLS"** occur when someone contacts Children's Administration for the sole purpose of obtaining information and not for purposes of alleging CA/N or requesting services specific to CA.

**"INTENSIVE FAMILY PRESERVATION SERVICES"** means community-based services that are delivered primarily in the home, that follow intensive service models with demonstrated effectiveness in reducing or avoiding the need for unnecessary imminent out-of-home placement. RCW 74.14C.010

**LEGALLY FREE** -A child is legally free for adoption if the child has no legal parent, either because the parent has died or because parental rights have been terminated (through relinquishment or involuntary termination) by a court order.

**"LIMITED ENGLISH PROFICIENCY"** means individuals that are limited in their ability to read, write, or speak English or have a limited ability to speak or read English well enough to understand and communicate effectively.

**LITIGATION** is a civil claim or lawsuit alleging that certain kinds of harm or damages were caused by the State of Washington, its agencies, or state employees.

**LITIGATION HOLD NOTICE** is communication that instructs ‘affected individuals’ who are likely to have DCYF records pertaining to a legal issue to take immediate action to identify and preserve the records for future retrieval.

**“MEDICAL HISTORY”** means health information on the child contained in the child’s case record, as required by the *CA Practices and Procedures Guide*, chapter 4000, section 43092, Health and Education Record.

**“MEDICAL NECESSITYFOR INPATIENT MENTAL HEALTH CARE”** means a requested service which is reasonably calculated to: (a) diagnose, correct, cure, or alleviate a mental disorder; or (b) prevent the worsening of mental conditions that endanger life or cause suffering and pain, or result in illness or infirmity or threaten to cause or aggravate a handicap, or cause physical deformity or malfunction, and there is no adequate less restrictive alternative available. RCW 71.34.020

**"MISSING CHILD"** means any child under the care and authority of CA and the child's whereabouts are unknown and/or the child has left care without the permission of the child's caregiver or CA. This does not include children in dependency guardianship

**"MONITORING"** includes any activity that reviews and evaluates contractor performance and compliance with the terms, conditions, and requirements of a contract.

**"MONITORING PLAN"** means a written proposal for monitoring contractor(s) compliance with the contract requirements and obligations. The plan is based on the assessment of risk to the department and its clients as well as the performance of services by the contractor.

**"NEAR FATALITY"** means an act that, as certified by a physician, places the child in serious or critical condition. RCW 74.13.500

**"NEAR VERBATIM"** means in exactly the same words as were used originally.

**"NEWBORN"** or **"NEONATE"** means a child up to age 1 month (4 weeks old).

**"ON-SITE REVIEW"** is a contract monitoring activity that reviews and evaluates contractor performance and compliance with the terms, conditions, and requirements of a contract at the contractor’s place of business.

**“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(k)

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 422 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. PIQ 83-06



**"OUT-OF-HOME PLACEMENT or CARE"** means a placement in a foster family home or group care facility or placement in a home, other than that of the child's parent, guardian, or legal custodian, not required to be licensed under 74.15 RCW. RCW 74.14C.010

**"PARENT"** means a biological parent or adoptive parent of a child or an individual who have an established parent-child relationship under RCW 26.26.101, unless the legal rights of that person have been terminated or paternity has been disestablished.

**"PARENTING STATUS"** means:

- A. **Custodian** - a person appointed by the parent, guardian, or court to provide care for a child.
- B. **Guardian** - a person appointed by the court to provide care or to supervise a child.
- C. **Parent** - is the prime person responsible for the care of a child and may include:
  - 1. **Adoptive parent** - a person the courts grant parental status, rights, and privileges for a child.
  - 2. **Birth or natural parents** - the persons, male and female, who conceived and gave birth to the child.
  - 3. **Custodial parent** - the parent with whom the child resides:
  - 4. **Legal** - a current court order designating a parent's right to the child's custody that may include:
    - a. Joint custody.
    - b. Parenting plans.
    - c. Shared custody.
    - d. Sole custody to one parent.
  - 5. **Physical** - the parent(s) with whom the child resides or is found.
- D. **Stepparent** - a person, not the child's parent, who is currently married to the child's parent.
- E. **Caretaker** - a person who has actual physical supervision responsibility for a child and may include any of the above parenting statuses or a person appointed to provide physical custody.

**"PERIOD OF PURPLE CRYING"** is a phrase used to describe the time in a baby's life when they cry more than any other time:

- 1. The word "PURPLE" is an acronym that describes the characteristics of infant crying:
  - 1. Peak of Crying - Crying peaks during the second month, decreasing after that
  - 2. Unexpected - Crying comes and goes unexpectedly, for no apparent reason
  - 3. Resists Soothing - Crying may continue despite all soothing efforts by caregivers
    - 1. Encouragement of soothing has been shown to help in up to 50% of cases
  - 4. Pain-like Face - Infants look like they are in pain, even when they are not
  - 5. Long Lasting - Crying can go on for 30-40 minutes at a time, and often for much longer up to 5 hours in some cases
  - 6. Evening Crying - Crying occurs more in the late afternoon and evening
- 2. The word "Period" informs caregivers that the crying is a temporary event.

**"PLACEMENT DECISION"** means the decision to place, or to delay or deny the placement of, a child in a foster care or an adoptive home, and includes the decision of the agency or entity involved to seek the termination of birth parent rights or otherwise make a child legally available for adoptive placement. 42 USC 5115a

**"PRESENT DANGER"** means immediate, significant, and clearly observable severe harm or threat of severe harm occurring in the present.

**"PRESERVATION SERVICES"** means family preservation services and intensive family preservation services that consider the individual family's cultural values and needs. RCW 74.14C.010

**"PREVENTIVE SERVICES"** means preservation services, as defined in 74.14C RCW, and other reasonably available services capable of preventing the need for out-of-home placement while protecting the child. RCW 13.34.030

**"PRN"** stands for *pro re nata* and means "As needed."

**"PROBATIONARY LICENSE"** means a license issued as a disciplinary measure to an agency that has previously been issued a full license but is out of compliance with licensing standards. RCW 74.15.020

**"PROTECTIVE ACTION"** means an immediate short term response to control present danger observed at first contact with a family. Or at any time present danger is identified to manage the immediate threats to a child.

**"PSYCHOTROPIC MEDICATION"** means medication, the prescribed intent of which is to affect or alter thought processes, mood, sleep, or behavior, including, but not limited to, anti-psychotic, antidepressant, and anxiolytic medications. The classification of a medication depends on its stated, intended effect when prescribed because it may have many different effects. Examples of some such medications are:

- Amitriptyline/Elavil
- Desipramine/Norpramine
- Amoxapine/Asendin
- Imipramine/Tofranil
- Trimipramine/Surmontil
- Fluoxetine/Prozac
- Sertraline/Zoloft
- Phenelzine/Nardil
- Isocarboxazid/Marplan
- Burpropion/Wellbutrin
- Carbamazepine/Tegretol
- Lithium/Eskalith or Lithobid
- Chlordiazepoxide/Librium
- Diazepam/Valium
- Lorazepam/Ativan
- Propranolol/Inderal
- Chlorpromazine/Thorazine
- Haloperidol/Haldol
- Trifluoperazine/Stelazine
- Thioridazine/Mellaril
- Methylphenidate/Ritalin
- Pemoline/Cylert
- Amphetamine Sulfate/Amphetamine

**"QUALITY ASSURANCE"** measures compliance against standards and informs continuous quality improvement.

**PUBLIC RECORDS** are any writings related to the performance or conduct of government, that was prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics per [RCW 42.56.010 \(3\)](#).

**RECORDS** are any documents or recorded information regardless of physical form or characteristics created, sent, organized, or received by the DCYF in the course of public business including paper documents, email,

drawings, graphs, charts, video tapes, photographs, phone records, data compilations, planners, calendars, diaries, draft documents, electronically stored information (ESI), and Metadata.

**REASONABLE AND PRUDENT PARENTING STANDARD** means the standard characterized by careful and sensible parental decisions that maintain the health, safety, and best interests of a child while at the same time encouraging the emotional and developmental growth of the child, that a caregiver or designated official for a child care institution shall use when determining whether to allow a child in foster care to participate in extracurricular, enrichment, cultural, and social activities. (See [Caregiver Guidelines For Foster Childhood Activities](#)).

The term 'age or developmentally-appropriate' means:

1. Activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally-appropriate for a child, based on the development of cognitive, emotional, physical, and behavioral capacities that are typical for an age or age group; and
2. In the case of a specific child, activities or items that are suitable for the child based on the developmental stages attained by the child with respect to the cognitive, emotional, physical, and behavioral capacities of the child.

**"RELATIVE"** From 74.15.010 (2) (a) (i-vi): Persons related to the child, expectant mother, or person with developmental disability in the following ways:

1. Any blood relative, including those of half-blood, and including first cousins, second cousins, nephews or nieces, and persons of preceding generations as denoted by prefixes of grand, great, or great-great;
2. Stepfather, stepmother, stepbrother, and stepsister;
3. A person who legally adopts a child or the child's parent as well as the natural and other legally adopted children of such persons, and other relatives of the adoptive parents in accordance with state law;
4. Spouses of any persons named in 1, 2 or 3 above, even after the marriage is terminated;
5. Relatives, as named in 1, 2, 3 or 4 or of any half sibling of the child, or
6. Extended family members, as defined by the law or custom of the Indian child's tribe or, in the absence of such law or custom, a person who has reached the age of eighteen and who is the Indian child's grandparent, aunt or uncle, brother or sister, brother-in-law or sister-in-law, niece or nephew, first or second cousin, or stepparent who provides care in the family abode on a twenty-four-hour basis to an Indian child as defined in 25 U.S.C. Sec. 1903(4).

**"RESIDENTIAL CARE"** is a generic term for group care, residential treatment, and treatment foster care.

**"RESIDENTIAL TREATMENT SERVICES"**: See "After-Care Services," "Continuum of Care," "Group Care," "In-Home Services," "Residential Care," "Staffed Treatment Foster Care," and "Treatment Foster Care."

**"RUNAWAY"** is a juvenile who leaves and remains away from home without parental permission. (This definition is taken from "The Runaway and Homeless Youth Act"). **"SAFE"** child means children are considered safe when there is no present danger or impending danger threats or the caregiver's protective capacities control all known safety threats.

**"SAFE HAVEN (Safety of Newborn Children Act)"** Allows a parent to transfer (abandon) a newborn anonymously and without criminal liability at a hospital emergency room, fire station or federally designated rural health clinic if open and personnel are present to accept the child.

**"SAFETY THRESHOLD"** means the criteria that must be met in the family's situation to determine that a vulnerable child is unsafe. Criteria include threats to safety that 1) are observable and specific, 2) immediate or

near future, 3) out of control, 4) have the potential for severe impacts, there is a vulnerable child 5) there is a vulnerable child.

**"SECURE FACILITY"** means a crisis residential center, or portion thereof, that has locking doors, locking windows, or a secured perimeter, designed and operated to prevent a child from leaving without permission of the facility staff. RCW 13.32A.030

**"SERIOUS INJURY"** of a child client is an injury requiring professional and medical treatment (beyond first aid).

**"SERVICE AGREEMENT"** means a formal written description of services to be provided or performed. Agreements are developed by the social worker with the parent and/or the court and any child over age 13 who is to receive or participate in services.

**"SEX TRAFFICKING"** means the recruitment, harboring, transportation, provision, or obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.

**"SEX TRAFFICKING VICTIM"** (Commercially Sexually Exploited Child) means any child or youth over whom the State/Tribal agency has responsibility for placement, care, or supervision and who the agency has reasonable cause to believe is, or is at risk of being, a sex trafficking victim (including children for whom an agency has an open case file but who have not been removed from the home, children who have run away from foster care and who have not attained 18 years of age or such older age as the State has elected under section 475(8) of this the Act, and youth who are not in foster care but are receiving services under this section.

**"SEXUALLY EXPLOITED YOUTH"** means any person under the age of eighteen who is a victim of one of the following crimes:

- Commercial sexual abuse of a minor (RCW 9.68A.100),
- Promoting commercial sexual abuse of a minor (RCW 9.68A.101) or
- Promoting travel for commercial sexual abuse of a minor (RCW 9.68A.102)

**"SPECIAL NEEDS"** means the specific factors or conditions that apply to the child and that may prevent the child from being adopted unless the department provides adoption support services.

**"STAFFED TREATMENT FOSTER CARE"** means a licensed treatment foster care where the foster parents are professional staff who are hired to provide 24-hour supervision to six or less children residing in a foster home-like setting.

**"SUBSTANCE-AFFECTED NEWBORN"** means a newborn child who has withdrawal symptoms resulting from prenatal substance exposure and/or demonstrates physical or behavioral signs that can be attributed to prenatal exposure to substances.

**"SUBSTANCE-EXPOSED NEWBORN"** means a newborn child who tests positive for substance(s) at birth, or the mother tests positive for substance(s) at the time of delivery or the newborn is identified by a medical practitioner as having been prenatally exposed to substance(s).

**"TEMPORARY OUT-OF-HOME PLACEMENT"** means an out-of-home placement of not more than 14 days ordered by a court at a fact-finding hearing on a child in need of services (CHINS) petition. RCW 13.32A.030

**“TREATMENT FOSTER CARE”** means a program designed for children, youth, and their families whose special needs are provided through services delivered primarily by treatment foster parents trained, supervised, and supported by agency staff. In addition to the provision of a safe, healthful environment, foster parents are expected to be members of the treatment team and to perform tasks which are central to the treatment process in a manner consistent with the child’s treatment plan.

**"UNEXPECTED DEATH OF A MINOR"** means a death not resulting from a diagnosed terminal illness or other debilitating or deteriorating illness or condition where death is anticipated.

**“UNFOUNDED”** means available information indicates that, more likely than not, child abuse or neglect did not occur. Chapter 26.44.020

**"UNSAFE"** child means children are considered unsafe when they are vulnerable to present or impending danger and caregiver(s) is unable or unwilling to provide protection.

**“WRAPAROUND WITH INTENSIVE SERVICES (WISe)”** means intensive mental health services and supports, provided in home and community settings, for Medicaid eligible individuals, up to 21 years of age, with complex behavioral health needs and their families. These services are provided by community mental health agencies.

**WRITING** is handwritten, typed, printed, photographed, and every other means of recording any form of communication. This includes papers, video or audio recordings, and any other documents that information may be obtained or translated per [RCW 42.56.010\(4\)](#).

## Appendix C

Appendix C [sarah.sanchez](#) Wed, 08/29/2018 - 00:20

[\*Caregiver Guidelines For Foster Childhood Activities To Assist In Caregiver Decision Making\*](#)

[\*DLR Shared Decision Making Policy Matrix\*](#)