AX CA ESSENTIAL RECORDS

DIVISION: (Required Field)	Program and Policy
DOCUMENT TYPE: (Required Field)	Manual
MEDIA:	**Select Media**
TOPIC: (Required Field)	Manual Revision
DOCUMENT TITLE:	Manual G Chapter: 34
DOCUMENT DATE/RANGE: (Required Field)	
DAN NUMBER:	**Select DAN Number**
RESTRICTED OR LITIGATION HOLD:	**Select Restricted or Litigation Hold**
NOTES:	

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06/06/2017

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-116
Issued: April 28, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Arne Droge, SCAN 234-7160
or Non-SCAN 753-7160

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: CLARIFICATION OF GROUP CARE PLACEMENT POLICIES AND PROCEDURES

Place this notice in front of Chapter 34, Manual G, and note on Green Notice Control Sheet the date Notice No. G-116 was entered.

The following changes will take effect immediately.

I. Section 34.13(D) is revised to read:

D. Group care placements will be considered as temporary arrangements.

1. Voluntary placements in group care are limited to three months. For children on voluntary placements who require group care beyond the three-month limit, a petition for dependency or alternative residential placement must be filed before the end of the third month.

2. A child's total length of stay in a single group care facility is limited to a maximum of 18 consecutive months.

3. Exceptions to the three-month voluntary placement limit and the 18 month placement limit must be processed through the normal channels/procedures described in Chapter 01 using the DSHS 5-10(X), Policy Exception Request form. The exception material must outline a specific plan as well as the time frames for placing the child into an alternative placement resource.

II. Section 34.15(A-6) is being revised to read.

6. A child's length of stay in a single group care facility is limited to a maximum of 18 consecutive months.

III. Section 34.33(C-5) is being revised to read:

5. Temporary absence of children from group care.

a. Contingent on prior approval of the CSO, the department will pay for a child's placement during any planned temporary absence from a facility. Payment will be limited to a maximum of 15 days, except with prior regional office approval.

(1) Examples of planned absence from a facility include (but are not limited to) required hospitalizations or camp experiences.

(2) Payment for more than 15 days absence for children who are hospitalized may be made with RO approval.

(3) Regular weekly visits by children to their home as part of an approved treatment plan do not need prior CSO approval. The facility is required to report these visits as part of their quarterly progress report.

b. The group care facility is required to provide verbal notification within 24 hours to the responsible CSO and parent when it has discovered that a child is absent without prior approval (runaway). This should be followed by written notification within 72 hours to the CSO. Payment for placement during a child's absence may be authorized by the department for up to 15 days, providing that the group home is holding a vacant bed for the child. Exceptions to the 15-day limit can be granted by the regional office.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-116
Issued: April 28, 1982

FROM: Bruce Ferguson, Assistant Secretary
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FOR INFORMATION CALL:
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IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: CLARIFICATION OF GROUP CARE PLACEMENT POLICIES AND PROCEDURES

Place this notice in front of Chapter 34, Manual G, and note on Green Notice Control Sheet the date Notice No. G-116 was entered.

The following changes will take effect immediately.

I. Section 34.13(D) is revised to read:

D. Group care placements will be considered as temporary arrangements.

1. Voluntary placements in group care are limited to three months. For children on voluntary placements who require group care beyond the three-month limit, a petition for dependency or alternative residential placement must be filed before the end of the third month.

2. A child's total length of stay in a single group care facility is limited to a maximum of 18 consecutive months.

3. Exceptions to the three-month voluntary placement limit and the 18 month placement limit must be processed through the normal channels/procedures described in Chapter 01 using the DSHS 5-10(X), Policy Exception Request form. The exception material must outline a specific plan as well as the time frames for placing the child into an alternative placement resource.

II. Section 34.15(A-6) is being revised to read.

6. A child's length of stay in a single group care facility is limited to a maximum of 18 consecutive months.

III. Section 34.33(C-5) is being revised to read:

5. Temporary absence of children from group care.

a. Contingent on prior approval of the CSO, the department will pay for a child's placement during any planned temporary absence from a facility. Payment will be limited to a maximum of 15 days, except with prior regional office approval.

(1) Examples of planned absence from a facility include (but are not limited to) required hospitalizations or camp experiences.

(2) Payment for more than 15 days absence for children who are hospitalized may be made with RO approval.

(3) Regular weekly visits by children to their home as part of an approved treatment plan do not need prior CSO approval. The facility is required to report these visits as part of their quarterly progress report.

b. The group care facility is required to provide verbal notification within 24 hours to the responsible CSO and parent when it has discovered that a child is absent without prior approval (runaway). This should be followed by written notification within 72 hours to the CSO. Payment for placement during a child's absence may be authorized by the department for up to 15 days, providing that the group home is holding a vacant bed for the child. Exceptions to the 15-day limit can be granted by the regional office.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-116
Issued: April 28, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Arne Droge, SCAN 234-7160
or Non-SCAN 753-7160

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: CLARIFICATION OF GROUP CARE PLACEMENT POLICIES AND PROCEDURES

Place this notice in front of Chapter 34, Manual G, and note on Green Notice Control Sheet the date Notice No. G-116 was entered.

The following changes will take effect immediately.

I. Section 34.13(D) is revised to read:

D. Group care placements will be considered as temporary arrangements.

1. Voluntary placements in group care are limited to three months. For children on voluntary placements who require group care beyond the three-month limit, a petition for dependency or alternative residential placement must be filed before the end of the third month.

2. A child's total length of stay in a single group care facility is limited to a maximum of 18 consecutive months.

3. Exceptions to the three-month voluntary placement limit and the 18 month placement limit must be processed through the normal channels/procedures described in Chapter 01 using the DSHS 5-10(X), Policy Exception Request form. The exception material must outline a specific plan as well as the time frames for placing the child into an alternative placement resource.

II. Section 34.15(A-6) is being revised to read.

6. A child's length of stay in a single group care facility is limited to a maximum of 18 consecutive months.

III. Section 34.33(C-5) is being revised to read:

5. Temporary absence of children from group care.

a. Contingent on prior approval of the CSO, the department will pay for a child's placement during any planned temporary absence from a facility. Payment will be limited to a maximum of 15 days, except with prior regional office approval.

(1) Examples of planned absence from a facility include (but are not limited to) required hospitalizations or camp experiences.

(2) Payment for more than 15 days absence for children who are hospitalized may be made with RO approval.

(3) Regular weekly visits by children to their home as part of an approved treatment plan do not need prior CSO approval. The facility is required to report these visits as part of their quarterly progress report.

b. The group care facility is required to provide verbal notification within 24 hours to the responsible CSO and parent when it has discovered that a child is absent without prior approval (runaway). This should be followed by written notification within 72 hours to the CSO. Payment for placement during a child's absence may be authorized by the department for up to 15 days, providing that the group home is holding a vacant bed for the child. Exceptions to the 15-day limit can be granted by the regional office.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-141
Issued: December 1982

FROM: COMMUNITY SERVICES
Bruce Ferguson,
Assistant Secretary

FOR INFORMATION CALL:
Ed Hidano, SCAN 234-0432 or
Non-SCAN 753-0432

| IF NOT DELIVERABLE, RETURN TO WP/MANUAL SECTION MS OB-45 |

SUBJECT: CONTINUATION OF PLACEMENT BEYOND EIGHTEENTH BIRTHDAY

Insert this notice in front of Chapter 34, Manual G, and note on the Green Notice Control Sheet the date Notice G-141 was entered.

A. The following procedures will be effective January 17, 1983. These procedures are the result of an amendment to WAC 388-70-024.

B. Section 34.15 A. 5. shall be revised to read:

5. Young adults 18 to 21 years of age may continue in a group care placement if the young adult is attending but has not finished high school or an alternate program leading to a high school diploma or GED equivalent and has a need for group care services. See Section 34.33 A. 10. and 34.33 C. 3.

C. Section 34.33 A. 10. will be added and shall read:

10. Young adults 18 to 21 years of age may continue in a group care placement if the child is attending but has not finished high school or an alternate program leading to a high school diploma or GED, and has a need for group care services. See Section 34.33 C. 3.

a. The young adult is required to complete and sign the DSHS 15-173 "Foster Care Placement Consent: Continuation Beyond Age 18" form.

b. Payments may be continued until the date the high school program or equivalent is completed or the young adult has spent 18 consecutive months in group care, whichever comes first. See Section 34.33 C.3.

c. Such payments shall not extend beyond age 21.

d. Administrative reviews per Public Law 96-272 are not required but CSOs should continue to provide all of the necessary casework services to ensure that the young adult's service needs are being met and he/she continues to be eligible for group care services.

D. The new DSHS 15-173 (12/82), Family Foster Care/Group Care Placement Consent: Continuation Beyond Age 18, will be delivered to all CSOs during the first week in January. Additional forms may be obtained from the DSHS Forms and Records Management Section, OB 22-G.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-133
Issued: November 22, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Ken Guza, SCAN 234-7160
or Non-SCAN 753-7160

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: SERVICE PLANNING PROCEDURES FOR HARD-TO-PLACE (HTP) CHILDREN IN GROUP CARE

Place this notice in front of Chapter 34, Manual G, and note on Green Notice Control Sheet the date Notice No. G-133 was entered.

I. BACKGROUND

A. Effective December 15, 1982, service plans for hard-to-place (HTP) children in group care, placed in any in-state or out-of-state facility at unique rates other than those established for the department's regular contractors, are to be developed in accordance with procedures described in this section.

B. This Green Notice material replaces Manual G, Chapter 34.32, Section F, in its entirety.

C. DSHS Form 5-10(X), Policy Exception Request, will not be used for HTP placements in group care after December 15, 1982. The use of Policy Exception Requests are discontinued for specialized group care placements. Exceptions to WAC are not required for such placements. Green Notice No. G-133 procedures replace the ETP procedures.

II. RATIONALE FOR THIS POLICY

A. Service plans for HTP children are designed to provide individualized services that are not available from the department's regular contractors. A special payment rate, unique to the individual child, is specified in the service plan.

B. Service plans for HTP children are intended for the small group of children whose needs are beyond the management and treatment capabilities of available group care resources.

C. The HTP procedure is to be used sparingly and only in those instances where the treatment needs of the child require specialized care. Proposed service plans that are submitted to the Bureau of Children's Services are to clearly specify the purpose of service, the type of service, and cost of the service.

III. ACTION REQUIRED

Effective December 15, 1982, all group care hard-to-place service requests require approval by the state office, Bureau of Children's Services.

A. Approval Process

1. HTP plans are initiated by the CSO service worker.

2. The case service plan will be submitted by CSO to the Regional Office for review and recommended approval. A denial ends the process.

3. Upon recommended approval by the Region, the hard-to-place case plan will be submitted to the Bureau of Children's Services.

   In an emergency, the Regional Office may telephone a hard-to-place request into the State Office. The Regional Office is responsible to follow up with a completed, written request. The State Office will consider and make a decision on any emergency hard-to-place request within 24 hours.

4. Hard-to-place case service plans will be reviewed by BCS within two working days. The referring Regional Office will be contacted to discuss the plans, solicit additional information as needed, and to be provided reasons for approval/disapproval of the proposed plan by BCS.

5. A follow-up memo from the Bureau to the region will confirm the approval dates, outline supplemental information needed for the individual service contract review dates, and rate.

B. Contracts for Hard-to-Place Service Plans

All service plans for hard-to-place children that involve group care placements require individual contracts or contract amendments that are negotiated by BCS.

1. Individual contracts will cover up to a six-month period of service.

2. Individual contracts may be extended for additional periods of up to six months, based on recommendations from the Regional Office to BCS that include:

   a. A request to extend hard-to-place contracts should be submitted to BCS using DSHS form 10-146(X), Group Case Quarterly Report and Individual Service Plan (ISP). The DSHS 10-146(X) should be submitted three weeks prior to the expiration of the contract in order to allow time for the Bureau to execute a contract amendment covering the new period of service and to avoid the use of after-the-fact ratifications.

b. A progress report on the child's care in the HTP placement.

c. Recommendations on changes to the contract statement of work, for the new service period: e.g., shift in service emphasis, reduction of service, revised service plan, or revised funding requirements.

3. All paper work necessary for executing individual contracts/amendments for hard-to-place children will be processed by BCS.

C. Procedures for Requesting HTP Group Care Placement

1. Individual case plans should be submitted to BCS using DSHS form 10-145(X), Group Care Assessment and Individual Service Plan (ISP). The DSHS 10-145(X) should be fully completed.

a. Indicate at the top of page one of the DSHS 10-145(X) that the ISP is for services to a hard-to-place child.

b. The DSHS 10-145(X) should be fully completed.

c. If required, supplemental pages may be attached to the DSHS 10-145(X).

2. In addition, the following sections of DSHS 10-145(X) should be used to specify details of the hard-to-place plan. The details of the ISP will be used by BCS to develop the contract statement of work for the placement.

a. Under Section B. 1. of DSHS 10-145(X), provide an explanation as to why the proposed services are required, whether the plan is the least restrictive alternative, why other Level II or III agencies services cannot be utilized, what agencies have refused to serve the child, and how the plan will meet the child's needs.

b. Under Section B. 2. of DSHS 10-145(X), description of the service plan should detail the types of special services, their purpose (relationship to treatment goals), and cost of each service proposed.

Specifically, this section should outline:

(1) How regular and supplemental services relate to the child's treatment goals and permanent plan.

(2) Beginning and end dates for the proposed service (up to six months). Where a subcategory of supplemental service is time-limited (less than six months), indicate dates.

3. For in-state agencies operating under regular department contracts, describe services required above the regular contracted rates. Supplemental services most frequently requested are additional FTEs and clinical services.

   a. Examples:

      (1) Funding for one FTE above the requirements of the regular contract. Explain the purposes of the FTE, how and when it will be used, what purposes and what treatment focus of the extra service.

      (2) Supplemental clinical services. Explain the purpose, frequency of service, and relationship to the child's plan and its monthly cost.

   b. The worker is not limited to these two categories. The hard-to-place request can specify other categories of care in order to individualize care for the child, such as: recreation; transportation; family work; community activities; etc. Each supplemental service should be described as to purpose, how it will be provided, the frequency of the activity and its monthly cost and duration.

4. Where the private agency, in state or out of state, provides a service at a fixed rate other than that for Level II, Level III or special model program, the service plan will primarily focus on service goals and how agency services address those goals.

5. Specify how the hard-to-place plan will be monitored by the CSO to determine appropriateness/effectiveness of the service. In addition, responsibilities relative to working with the family of the child who is in placement should be specified for both the private agency and for department staff.

6. Budgets for Hard-to-Place Plans

   a. Summarize all costs associated with the plan as in the following example:

Level 2 rate	$1,046.00 per month
1 FTE	900.00 per month
Clinical Services	200.00 per month
Total Monthly Cost	$2,146.00

   b. Where it is feasible, the budget should specify target dates for reduction of supplemental service costs.

7. Under Section D of the DSHS 10-145(X), indicate the name and location of the group care provider.

D. SSPS Coding for Hard-to-Place Plans in Residential Care

The total cost of hard-to-place plans in group care should be coded to SSPS code 3440, GC Special Pay Facility. This code is to be used to include the cost of both the established rate of the current contract and the special rate. After 1-3-83 the SSPS code will change to 3461.

E. The CSO will notify BCS of any status change or termination from hard-to-place group care plan within two weeks of that change.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-119
Issued: May 25, 1982

FROM: COMMUNITY SERVICES
Bruce Ferguson,
Assistant Secretary

FOR INFORMATION CALL:
Ed Hidano, SCAN 234-0432 or
Non-SCAN 753-0432

IF NOT DELIVERABLE, RETURN TO WP/MANUAL SECTION MS OB-45

SUBJECT: CONDITIONS FOR AUTHORIZING DSHS PAYMENT

Insert this notice in front of Chapter 34, Manual G, and note on the Green Notice Control Sheet the date Notice G-119 was entered.

The following procedures will be effective June 10, 1982. These procedures are the result of legislation (Substitute House Bill No. 848) passed during the 1981 Special legislative session and adopted in WAC 388-70-013.

Section 34.13(B) shall be revised to read:

A. If a child is to be placed in group care and the placement will require DSHS financial support, such placement shall only be made when the department has assessed the child's and family's needs and determined that group care is the most appropriate placement option.

   1. The department will only provide financial support for a child's group care placement when:

      a. The placement is in a licensed group care facility, and

      b. The department has supervision of the child, and the authority to remove the child in a cooperative manner after at least seventy-two hours notice to the child care provider. The seventy-two hour notice may be waived in an emergency situation.

   2. For those children presently in group care and not under the supervision of DSHS payment shall be terminated on June 10, 1982 unless the CSO responsible for payment has received written notification by that date from the supervising agency requesting that DSHS accept supervision/custody of the child.

a. All group care providers have been notified in writing of the this policy change and their responsibility to notify the CSO in writing if they intend to transfer supervision/custody of a child to DSHS.

b. CSO staff shall assist those agencies wishing to transfer supervision of children currently in group care to DSHS.

c. The Attorney General's Office has been notified and will be prepared to assist CSO service workers in any request involving the transfer of a child's supervision to DSHS. A standard form has been developed by the Attorney General's Office that will expedite the court process.

d. Effective June 30, 1982 payment shall be terminated for all children in group care not under the supervision of DSHS. No exceptions will be granted.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-116
Issued: April 28, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Arne Droge, SCAN 234-7160
or Non-SCAN 753-7160

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: CLARIFICATION OF GROUP CARE PLACEMENT POLICIES AND PROCEDURES

Place this notice in front of Chapter 34, Manual G, and note on Green Notice Control Sheet the date Notice No. G-116 was entered.

The following changes will take effect immediately.

I. Section 34.13(D) is revised to read:

D. Group care placements will be considered as temporary arrangements.

1. Voluntary placements in group care are limited to three months. For children on voluntary placements who require group care beyond the three-month limit, a petition for dependency or alternative residential placement must be filed before the end of the third month.

2. A child's total length of stay in a single group care facility is limited to a maximum of 18 consecutive months.

3. Exceptions to the three-month voluntary placement limit and the 18 month placement limit must be processed through the normal channels/procedures described in Chapter 01 using the DSHS 5-10(X), Policy Exception Request form. The exception material must outline a specific plan as well as the time frames for placing the child into an alternative placement resource.

II. Section 34.15(A-6) is being revised to read.

6. A child's length of stay in a single group care facility is limited to a maximum of 18 consecutive months.

III. Section 34.33(C-5) is being revised to read:

5. Temporary absence of children from group care.

a. Contingent on prior approval of the CSO, the department will pay for a child's placement during any planned temporary absence from a facility. Payment will be limited to a maximum of 15 days, except with prior regional office approval.

(1) Examples of planned absence from a facility include (but are not limited to) required hospitalizations or camp experiences.

(2) Payment for more than 15 days absence for children who are hospitalized may be made with RO approval.

(3) Regular weekly visits by children to their home as part of an approved treatment plan do not need prior CSO approval. The facility is required to report these visits as part of their quarterly progress report.

b. The group care facility is required to provide verbal notification within 24 hours to the responsible CSO and parent when it has discovered that a child is absent without prior approval (runaway). This should be followed by written notification within 72 hours to the CSO. Payment for placement during a child's absence may be authorized by the department for up to 15 days, providing that the group home is holding a vacant bed for the child. Exceptions to the 15-day limit can be granted by the regional office.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-141
Issued: December 1982

FROM: COMMUNITY SERVICES
Bruce Ferguson,
Assistant Secretary

FOR INFORMATION CALL:
Ed Hidano, SCAN 234-0432 or
Non-SCAN 753-0432

| IF NOT DELIVERABLE, RETURN TO WP/MANUAL SECTION MS OB-45 |

SUBJECT: CONTINUATION OF PLACEMENT BEYOND EIGHTEENTH BIRTHDAY

Insert this notice in front of Chapter 34, Manual G, and note on the Green Notice Control Sheet the date Notice G-141 was entered.

A. The following procedures will be effective January 17, 1983. These procedures are the result of an amendment to WAC 388-70-024.

B. Section 34.15 A. 5. shall be revised to read:

5. Young adults 18 to 21 years of age may continue in a group care placement if the young adult is attending but has not finished high school or an alternate program leading to a high school diploma or GED equivalent and has a need for group care services. See Section 34.33 A. 10. and 34.33 C. 3.

C. Section 34.33 A. 10. will be added and shall read:

10. Young adults 18 to 21 years of age may continue in a group care placement if the child is attending but has not finished high school or an alternate program leading to a high school diploma or GED, and has a need for group care services. See Section 34.33 C. 3.

a. The young adult is required to complete and sign the DSHS 15-173 "Foster Care Placement Consent: Continuation Beyond Age 18" form.

b. Payments may be continued until the date the high school program or equivalent is completed or the young adult has spent 18 consecutive months in group care, whichever comes first. See Section 34.33 C.3.

c. Such payments shall not extend beyond age 21.

d. Administrative reviews per Public Law 96-272 are not required but CSOs should continue to provide all of the necessary casework services to ensure that the young adult's service needs are being met and he/she continues to be eligible for group care services.

D. The new DSHS 15-173 (12/82), Family Foster Care/Group Care Placement Consent: Continuation Beyond Age 18, will be delivered to all CSOs during the first week in January. Additional forms may be obtained from the DSHS Forms and Records Management Section, OB 22-G.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-133
Issued: November 22, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Ken Guza, SCAN 234-7160
or Non-SCAN 753-7160

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: SERVICE PLANNING PROCEDURES FOR HARD-TO-PLACE (HTP) CHILDREN IN GROUP CARE

Place this notice in front of Chapter 34, Manual G, and note on Green Notice Control Sheet the date Notice No. G-133 was entered.

I. BACKGROUND

A. Effective December 15, 1982, service plans for hard-to-place (HTP) children in group care, placed in any in-state or out-of-state facility at unique rates other than those established for the department's regular contractors, are to be developed in accordance with procedures described in this section.

B. This Green Notice material replaces Manual G, Chapter 34.32, Section F, in its entirety.

C. DSHS Form 5-10(X), Policy Exception Request, will not be used for HTP placements in group care after December 15, 1982. The use of Policy Exception Requests are discontinued for specialized group care placements. Exceptions to WAC are not required for such placements. Green Notice No. G-133 procedures replace the ETP procedures.

II. RATIONALE FOR THIS POLICY

A. Service plans for HTP children are designed to provide individualized services that are not available from the department's regular contractors. A special payment rate, unique to the individual child, is specified in the service plan.

B. Service plans for HTP children are intended for the small group of children whose needs are beyond the management and treatment capabilities of available group care resources.

C. The HTP procedure is to be used sparingly and only in those instances where the treatment needs of the child require specialized care. Proposed service plans that are submitted to the Bureau of Children's Services are to clearly specify the purpose of service, the type of service, and cost of the service.

III. ACTION REQUIRED

Effective December 15, 1982, all group care hard-to-place service requests require approval by the state office, Bureau of Children's Services.

A. Approval Process

1. HTP plans are initiated by the CSO service worker.

2. The case service plan will be submitted by CSO to the Regional Office for review and recommended approval. A denial ends the process.

3. Upon recommended approval by the Region, the hard-to-place case plan will be submitted to the Bureau of Children's Services.

   In an emergency, the Regional Office may telephone a hard-to-place request into the State Office. The Regional Office is responsible to follow up with a completed, written request. The State Office will consider and make a decision on any emergency hard-to-place request within 24 hours.

4. Hard-to-place case service plans will be reviewed by BCS within two working days. The referring Regional Office will be contacted to discuss the plans, solicit additional information as needed, and to be provided reasons for approval/disapproval of the proposed plan by BCS.

5. A follow-up memo from the Bureau to the region will confirm the approval dates, outline supplemental information needed for the individual service contract review dates, and rate.

B. Contracts for Hard-to-Place Service Plans

All service plans for hard-to-place children that involve group care placements require individual contracts or contract amendments that are negotiated by BCS.

1. Individual contracts will cover up to a six-month period of service.

2. Individual contracts may be extended for additional periods of up to six months, based on recommendations from the Regional Office to BCS that include:

   a. A request to extend hard-to-place contracts should be submitted to BCS using DSHS form 10-146(X), Group Case Quarterly Report and Individual Service Plan (ISP). The DSHS 10-146(X) should be submitted three weeks prior to the expiration of the contract in order to allow time for the Bureau to execute a contract amendment covering the new period of service and to avoid the use of after-the-fact ratifications.

b. A progress report on the child's care in the HTP placement.

c. Recommendations on changes to the contract statement of work, for the new service period: e.g., shift in service emphasis, reduction of service, revised service plan, or revised funding requirements.

3. All paper work necessary for executing individual contracts/amendments for hard-to-place children will be processed by BCS.

C. Procedures for Requesting HTP Group Care Placement

1. Individual case plans should be submitted to BCS using DSHS form 10-145(X), Group Care Assessment and Individual Service Plan (ISP). The DSHS 10-145(X) should be fully completed.

a. Indicate at the top of page one of the DSHS 10-145(X) that the ISP is for services to a hard-to-place child.

b. The DSHS 10-145(X) should be fully completed.

c. If required, supplemental pages may be attached to the DSHS 10-145(X).

2. In addition, the following sections of DSHS 10-145(X) should be used to specify details of the hard-to-place plan. The details of the ISP will be used by BCS to develop the contract statement of work for the placement.

a. Under Section B. 1. of DSHS 10-145(X), provide an explanation as to why the proposed services are required, whether the plan is the least restrictive alternative, why other Level II or III agencies services cannot be utilized, what agencies have refused to serve the child, and how the plan will meet the child's needs.

b. Under Section B. 2. of DSHS 10-145(X), description of the service plan should detail the types of special services, their purpose (relationship to treatment goals), and cost of each service proposed.

Specifically, this section should outline:

(1) How regular and supplemental services relate to the child's treatment goals and permanent plan.

(2) Beginning and end dates for the proposed service (up to six months). Where a subcategory of supplemental service is time-limited (less than six months), indicate dates.

3. For in-state agencies operating under regular department contracts, describe services required above the regular contracted rates. Supplemental services most frequently requested are additional FTEs and clinical services.

   a. Examples:

      (1) Funding for one FTE above the requirements of the regular contract. Explain the purposes of the FTE, how and when it will be used, what purposes and what treatment focus of the extra service.

      (2) Supplemental clinical services. Explain the purpose, frequency of service, and relationship to the child's plan and its monthly cost.

   b. The worker is not limited to these two categories. The hard-to-place request can specify other categories of care in order to individualize care for the child, such as: recreation; transportation; family work; community activities; etc. Each supplemental service should be described as to purpose, how it will be provided, the frequency of the activity and its monthly cost and duration.

4. Where the private agency, in state or out of state, provides a service at a fixed rate other than that for Level II, Level III or special model program, the service plan will primarily focus on service goals and how agency services address those goals.

5. Specify how the hard-to-place plan will be monitored by the CSO to determine appropriateness/effectiveness of the service. In addition, responsibilities relative to working with the family of the child who is in placement should be specified for both the private agency and for department staff.

6. Budgets for Hard-to-Place Plans

   a. Summarize all costs associated with the plan as in the following example:

Level 2 rate	$1,046.00 per month
1 FTE	900.00 per month
Clinical Services	200.00 per month
Total Monthly Cost	$2,146.00

   b. Where it is feasible, the budget should specify target dates for reduction of supplemental service costs.

7. Under Section D of the DSHS 10-145(X), indicate the name and location of the group care provider.

D. SSPS Coding for Hard-to-Place Plans in Residential Care

The total cost of hard-to-place plans in group care should be coded to SSPS code 3440, GC Special Pay Facility. This code is to be used to include the cost of both the established rate of the current contract and the special rate. After 1-3-83 the SSPS code will change to 3461.

E. The CSO will notify BCS of any status change or termination from hard-to-place group care plan within two weeks of that change.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-119
Issued: May 25, 1982

FROM: COMMUNITY SERVICES
Bruce Ferguson,
Assistant Secretary

FOR INFORMATION CALL:
Ed Hidano, SCAN 234-0432 or
Non-SCAN 753-0432

| IF NOT DELIVERABLE, RETURN TO WP/MANUAL SECTION MS OB-45 |

SUBJECT: CONDITIONS FOR AUTHORIZING DSHS PAYMENT

Insert this notice in front of Chapter 34, Manual G, and note on the Green Notice Control Sheet the date Notice G-119 was entered.

The following procedures will be effective June 10, 1982. These procedures are the result of legislation (Substitute House Bill No. 848) passed during the 1981 Special legislative session and adopted in WAC 388-70-013.

Section 34.13(B) shall be revised to read:

A. If a child is to be placed in group care and the placement will require DSHS financial support, such placement shall only be made when the department has assessed the child's and family's needs and determined that group care is the most appropriate placement option.

   1. The department will only provide financial support for a child's group care placement when:

      a. The placement is in a licensed group care facility, and

      b. The department has supervision of the child, and the authority to remove the child in a cooperative manner after at least seventy-two hours notice to the child care provider. The seventy-two hour notice may be waived in an emergency situation.

   2. For those children presently in group care and not under the supervision of DSHS payment shall be terminated on June 10, 1982 unless the CSO responsible for payment has received written notification by that date from the supervising agency requesting that DSHS accept supervision/custody of the child.

a. All group care providers have been notified in writing of the this policy change and their responsibility to notify the CSO in writing if they intend to transfer supervision/custody of a child to DSHS.

b. CSO staff shall assist those agencies wishing to transfer supervision of children currently in group care to DSHS.

c. The Attorney General's Office has been notified and will be prepared to assist CSO service workers in any request involving the transfer of a child's supervision to DSHS. A standard form has been developed by the Attorney General's Office that will expedite the court process.

d. Effective June 30, 1982 payment shall be terminated for all children in group care not under the supervision of DSHS. No exceptions will be granted.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-116
Issued: April 28, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Arne Droge, SCAN 234-7160
or Non-SCAN 753-7160

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: CLARIFICATION OF GROUP CARE PLACEMENT POLICIES AND PROCEDURES

Place this notice in front of Chapter 34, Manual G, and note on Green Notice Control Sheet the date Notice No. G-116 was entered.

The following changes will take effect immediately.

I. Section 34.13(D) is revised to read:

D. Group care placements will be considered as temporary arrangements.

1. Voluntary placements in group care are limited to three months. For children on voluntary placements who require group care beyond the three-month limit, a petition for dependency or alternative residential placement must be filed before the end of the third month.

2. A child's total length of stay in a single group care facility is limited to a maximum of 18 consecutive months.

3. Exceptions to the three-month voluntary placement limit and the 18 month placement limit must be processed through the normal channels/procedures described in Chapter 01 using the DSHS 5-10(X), Policy Exception Request form. The exception material must outline a specific plan as well as the time frames for placing the child into an alternative placement resource.

II. Section 34.15(A-6) is being revised to read.

6. A child's length of stay in a single group care facility is limited to a maximum of 18 consecutive months.

III. Section 34.33(C-5) is being revised to read:

5. Temporary absence of children from group care.

a. Contingent on prior approval of the CSO, the department will pay for a child's placement during any planned temporary absence from a facility. Payment will be limited to a maximum of 15 days, except with prior regional office approval.

(1) Examples of planned absence from a facility include (but are not limited to) required hospitalizations or camp experiences.

(2) Payment for more than 15 days absence for children who are hospitalized may be made with RO approval.

(3) Regular weekly visits by children to their home as part of an approved treatment plan do not need prior CSO approval. The facility is required to report these visits as part of their quarterly progress report.

b. The group care facility is required to provide verbal notification within 24 hours to the responsible CSO and parent when it has discovered that a child is absent without prior approval (runaway). This should be followed by written notification within 72 hours to the CSO. Payment for placement during a child's absence may be authorized by the department for up to 15 days, providing that the group home is holding a vacant bed for the child. Exceptions to the 15-day limit can be granted by the regional office.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

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NOTICE NO: G-116
Issued: April 28, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Arne Droge, SCAN 234-7160
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CHAPTER 34 - ADOPTION SERVICES

34.00 DEFINITION

34.02 ELIGIBILITY FOR ADOPTION SERVICES

34.04 GOALS

34.06 ACTIVITIES TO PROVIDE THIS SERVICE TO MEET EITHER OF THE ABOVE GOALS

34.08 POLICIES RELATING TO ADOPTION

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CHAPTER 34 - ADOPTION SERVICES
0300 - Program Code from SSRS

34.00 DEFINITION

Adoption is a legal and social process provided for by law to establish the legal relationship of child and parent when they were not so related by birth.

34.02 ELIGIBILITY FOR ADOPTION SERVICES

1. Children - Adoption services may be provided any child supervised by the department in foster care or at the request of their parents prior to foster care placement. Prior to the legal termination of parental rights, the parent's income is used to determine if the services provided are to be charged to Title XX or IVB. After the termination of parental rights, the child's income is to be used to determine the service funding source.

2. Families - Families applying for the adoption services provided by the department are resources for children and not subject to service eligibility requirements.

34.04 GOALS (WAC 388-15-160)

Adoption services may be provided to meet the following goals; however, only one goal may be pursued at any one time. Goals may be changed at any appropriate time and the goal change reflected in a revision of the DSHS 14-140(X), Primary Recipient form and, if necessary, the DSHS 14-141(X) Social Service Record.

1. Goal II. Achieving or maintaining self-sufficiency, including reduction of prevention of dependency.

2. Goal III. Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families.

36.06 ACTIVITIES TO PROVIDE THIS SERVICE TO MEET EITHER OF THE ABOVE GOALS

1. Counsel biological parents and children to achieve permanent families (legal and social) for children.

2. Utilize courts, legal counsel and juvenile court specialist for termination of parental rights and granting of adoption petitions.

3. Obtain diagnostic information for the total medical/social evaluation of children.

4. Recruit, study and approve adoptive families.

5. Evaluate child and adoptive resources; facilitate child's adoption by relatives or foster parents or place children with approved waiting families.

6. Counseling and/or referral of families and children after placement to facilitate the adoption, or make alternate plans when the adoption placement is not beneficial to the child and/or family.

7. Locate and exchange (state and nationally) children and adoptive families and administer the state's adoption subsidy for private agencies and the department.

8. The department administers the Interstate Compact on the movement of dependent children and cooperates, upon request, with other state public agencies in the adoptive planning for children.

9. Volunteers are utilized in working with potential adoptive families, post-placement and recruitment of homes.

34.08 POLICIES RELATING TO ADOPTION

Right to apply - Applications shall be accepted in a volume comparable to the types of children needing adoptive homes. Single parent applications are acceptable.

Recruitment of minority and mixed-race families - The staff will reach out to the Black, Indian, Chicano, Asian and mixed-racial families as the child of minority or mixed-race should have the opportunity to grow up with parents of similar background if possible.

Restrictions on Employees - For employees of the department, home study services will be provided by other than the local ESSO in which the employee works. Requests of SO employees will be referred to the SO Adoption Specialist for decision on who processes the study.

Restrictions on applying to more than one agency - A family shall have an application for adoption placement service with only one adoption agency, with one exception.

> By law, a family or petitioner involved in an independent adoption may at any time request a preplacement study by one or more than one agency.

Restrictions on placement - No child shall be placed for adoption by a local ESSO unless selection of the home has been made through the appropriate registration and referral process.

34.12 PREAPPLICATION ACTIVITIES

Disposition of inquiries regarding adoption - Inquiries, telephone calls, drop-in contacts or letter, are referred directly to adoption services. At this time the name, address, phone number and type of service requested (e.g., complete agency adoption service or preplacement study only for an independent adoption) should be obtained from the inquirer. Timing can be of particular importance for families requesting only a preplacement study in order to complete an independent adoption. The petitioners should request a preplacement study at least 90 days prior to the filing date of the report (which is 20 days prior to a hearing on the relinquishment/ adoption petition unless the court orders otherwise for good cause).

Local ESSO can decline to make a preplacement study in independent adoptions if staff or time is not available to provide the service.

If timing permits, the independent petitioner should be included in the local ESSO's usual orientation program. Otherwise, the Adoption Application, form DSHS 10-33 Revised 9/71, should be sent immediately to the inquirer and upon its return the local ESSO will begin the usual home study process.

If applicable an explanation of the orientation program is given and the inquirer is given the time and place of next oriented session or told that he will be contacted when such a time and place is arranged.

Form DSHS 10-20 will be prepared and routed, and case record opened according to local ESSO procedures. Data regarding race and income need not be entered on the form unless they come in the course of a telephone conversation, are observed or are already a matter of record in the local ESSO.

In some local ESSOs inquiries may exceed staff capability and the adoption process is delayed. If so, the length of the anticipated delay should be clearly explained to the inquirer. The delay may be before or after orientation at the local ESSO's discretion.

34.16 ORIENTATION OF ADOPTIVE PARENTS

Sufficient information will be shared with the inquirer at the orientation meetings to enable them to decide whether to enter into a contract to work toward adoption through DSHS. The differences between the department's adoption placement program and the partial service offered families adopting independently, i.e., preplacement study only, should also be clarified at this time.

Information to be shared in orientation:

1. A description of the agency's adoption process.

2. Responsibility of the applicant and the agency in the process.

3. Legal procedures for adoption and the agency's role in adoption.

   a. All adoption petitioners (any person contemplating the adoption of a child whether the particular child has been identified or not) must have on file with clerk of the superior court a preplacement study done by an agency (a licensed child placing adoption agency or the Department of Social and Health Services) or a qualified salaried court employee. No preplacement study or report shall be required when the object of the petition is the adoption of a stepchild, unless otherwise directed by the court.

   b. For families adopting independently, the preplacement report must be on file with the clerk of the superior court where the relinquishment and petition are being heard 20 days prior to the hearing.

   c. For families adopting through the DSHS regular adoption program, or families adopting the foster child in its home, the report must be on file 20 days prior to the hearing of the adoption petition.

d. The court will not accept a relinquishment in an independent adoption unless the preplacement study(ies) made of the petitioner are on file 20 days prior to the hearing on the relinquishment. The court will continue to accept relinquishments without a petitioner's preplacement report if the minor is to be relinquishment to the custody of an agency.

e. The department may be named "Next Friend" both in agency placements as well as those independent placements for whom they completed a preplacement report.

4. Type of child needing adoption.

5. Services available after placement of a child in home.

If there are a sufficient number of inquiries (e.g. three or more couples) group orientation is preferred. Such group meetings should be regularly scheduled (e.g. monthly, bimonthly etc.) in advance. If the number of inquiries do not justify group orientation interviews may be held as inquiries are received.

34.20 ADOPTIVE HOME STUDY

Purpose: To help prospective adoptive parents decide on their readiness to adopt and to prepare and help them become good adoptive parents if they decide to proceed.

The home study process is a part of ongoing or specialized services. It is an essential component of DSHS complete adoption program as well as the preplacement study for families adopting independently.

Adoption Application, form DSHS 10-33, must be completed and returned to the local ESSO by the applicants. Once received it becomes the face sheet in the applicants case record.

Applicants may be seen individually, in groups, or a combination of these two.

In the event applicants for adoptive placement through DSHS program show evidence of not being ready to be adoptive parents, they may be informed of the specific problem areas. If the problem appears amendable to treatment, they will be encouraged to secure help before proceeding. If not they will be encouraged to withdraw. The independent adoption petitioner may also withdraw during the home study. (See Section 34.22, Preplacement Report for Independent Adoption, for the specific procedure to be followed.)

The service worker and applicant will evaluate the child care plan of a working mother.

A minimum of four contacts is suggested including one home visit. Reapplication requires at least one contact to bring the family situation up to date.

References are not required, but collateral contacts may be made as indicated with permission of the applicant.

During the process of the home study, workers are encouraged to request a personal summary (Autobiography) which becomes a part of the service record. If the individual prefers not to write a personal summary, the necessary information can be obtained from interviews.

Information to be included in the home study:

1. Emotional maturity of the adoptive parents.

2. Nature of the marital relationship.

3. Family activities and interests.

4. Expectations and attitudes regarding child development.

5. Adjustment of own children.

6. Attitudes toward adoption and relinquishing or deprived parents.

Form DSHS 13-01, Adoptive Applicant Medical Report, is given to the applicant at the time worker feels is appropriate. It is to be returned to the local ESSO to submittal of family's registration to SO. The Adoptive Home Study, DSHS 10-43, shall be used to record the narrative of the home study.

34.21 PREPLACEMENT REPORT

1. Independent Adoption

The home study will be carried out in the usual manner by the local ESSO.

The independent petitioner may at any time request a preplacement study by one or more than one agency, or request discontinuance of a study by an agency. An agency (or local ESSO), which has been authorized to make a preplacement study and requested not to complete that study, shall be notified by court of contemplated adoption proceedings and given an opportunity to file a partial report and participate in the hearing.

If the agency chooses to file a partial report but not appear in court, form DSHS 9-56, Acknowledgement of Notice of Hearing and Declaration of Intent Not to Appear, should be completed and sent to the clerk of the superior court in which the petition is being heard.

A partial study or study completed only to have the petitioners change their mind about adoption shall be held in the family's local ESSO service file until notice is received of any later adoption proceedings.

At any later proceedings, the petitioner must attest to all adoption preplacement reports authorized by him and all agencies then have an opportunity to participate.

Once the home study is completed, the petitioner should be notified of the overall recommendation, i.e., negative or positive and the approximate date the report is being submitted to clerk of specified Superior Court.

The petitioner may request a copy of the preplacement report after the filing. The report must be filed 20 days before the hearing on the relinquishment petition unless for good cause the court shortens the period of time.

The total packet sent to the court as the preplacement report shall consist of:

a. Preplacement Report, DSHS 9-53, typed and attached as a cover memo to -

b. Adoptive Homes Study, DSHS 10-43 Revised, typed on one side of the page only and notarized.

The agency keeps their copy of the study, and all information on which it is based, confidential and closed to public inspection except on order of the court.

2. Agency Adoptions Inlcuding Foster Parent Adoptions

Submit the preplacement report packet to clerk of superior court hearing the adoptive petition, 20 days before the hearing of the adoption petition. The preplacement report shall consist of:

a. Preplacement Report, DSHS 9-53, typed and attached as a cover memorandum to -

b. Adoptive Home Study, DSHS 10-43, typed on one side of the page only and notarized.

34.22 AGENCY OBLIGATIONS IN PREPLACEMENT HEARINGS

This section pertains to both independent and agency adoptions. When a hearing (i.e., relinquishment/adoption petition) involving the preplacement report is scheduled, the petitioner shall send written notification to the agency authorized to make the report, three days prior to the hearing. Proof of service of the agency in a form satisfactory to the court shall be furnished. Each local ESSO should name one person to consistently be responsible to receive the service, e.g., local ESSO administrator.

If the report is positive, i.e., not recommending placement of a child in the home, the local ESSO may want to waive notice of further hearings in

the adoption. The ESSO has two diffferent occasions when it may notify the court it does not intend to appear and testify in the matter of the petitioner's preplacement report.

1. At the time of submitting the actual preplacement report, the local ESSO may also submit to court the Waiver of Notice of Further Hearing, DSHS 9-54. The submittal of this form will eliminate the need for service of the agency as described above.

2. If form DSHS 9-54 is not submitted with the preplacement report and service is received, the agency has a second chance to notify the court it does not intend to appear. This is done by submitting the acknowledgement of the Notice of Hearing and Declaration of Intent Not to Appear, DSHS 9-56.

If the report is negative, i.e., not recommending placement of a child in the home, the local ESSO will probably want to be represented at a hearing on the matter. If so, the advance notice (e.g., service) given the agency shall state name of petitioner, cause number of the proceedings, time and place of the hearing and the object of the hearing. The agency may appear at the hearing and give testimony concerning any matters relevant to the relinquishment or the adoption and its recommendation as to the fitness of petitioners as parents. If the agency does not want to be represented at a hearing in which a negative preplacement reprot is to be considered, the Waiver of Notice of Further Hearing, DSHS 9-54, or Acknowledgment of Notice... and Declaration of Intent..., DSHS 9-56, must be submitted at the appropriate times, as described above.

The preplacement report is advisory to the court.

34.24 DENIAL

If the service worker concludes on the basis of contacts that the applicants for DSHS adoptive placement are deficient in one of the areas enumerated in Section 34.20 to the extent they would not make satisfactory adoptive parents at the time, these deficiencies should be discussed with the applicants. If the applicants do not withdraw their application, the worker will deny the application. Basis for all denials should be clearly explained to the applicant and carefully noted on the Adoptive Home Study-Withdrawal or Denial, DSHS 10-44, and placed in the narrative section of the service record. Appplicants will be informed that the are free to reapply.

If observed negative factors point to a service need, referral for service from DSHS or community resources should be considered as with any other service applicant.

Data not initially received for DSHS 10-20 should be added at this time i.e., race and income.

34.28 REGISTRATION OF DSHS ADOPTIVE HOME

Registration with the State Office on Form DSHS 15-22 is made when a decision between agency and family has been reached that the family is ready and available for placement. This form is used only for families requesting placement of a child through DSHS. It is not to be used for families adopting independently. This form is to be typed.

Instructions for completing the DSHS 15-22 are self explanatory except for section "Remarks". A brief description of the significant personality factors of each family member as well as a statement of the family unit's intereaction is requested.

The DSHS 10-20 will be transmitted at this time showing approved status, and will include data not on the initial transmittal.

The State Office adoption specialist will register a family with WARE when indicated and will request completion of appropriate forms for registration with ARENA if needed.

34.32 THE CHILD TO BE ADOPTED THROUGH DSHS PROGRAM

The service case load will be screened for children appropriate for adoption according to the criteria listed in Manual H, Chapter 34.

Termination of Parental Rights - Parental rights may be severed by either voluntary relinquishment or court deprivation (See Chapter 74).

Child study shall include:

1. Birth History (DSHS 10-34) and Request for Verification of Birth (DSHS 16-24).

2. Child Health Record (DSHS 13-18). Any hospital or physician's reports. Physician's opinion of adoptability is considered but not taken as final dicision. Authority for preplacement physical is found in WAC 388-86-095 (2) (b) in Manual A.

3. Narrative history of child's parents and their families.

4. School record information about progress, behavior and relationships.

5. Psychological examinations may be authorized only if deemed necessary by the child's worker. This authorization requires the approval of a policy exception request.

6. Additional information considered pertinent, such as;

   a. Child's knowledge of his own identity.

   b. Child's knowledge and understanding of reasons for separation.

c. Child's knowledge of his own life history.

d. Infant developmental progress.

e. Relationships of sibling groups and evaluation of need to be separated or together.

f. Religious affiliations and beliefs.

g. Accurate racial designaton and tribal enrollement if Indian.

h. Verification of child's legal status.

i. Registration of child.

34.36 REGISTRATION OF CHILD

When the child is legally free and considered adoptable but not to be adopted by relatives or foster parents, form DSHS 15-18, Adoptive Child Registration, and form DSHS 13-41, Child's Medical Report, are completed, typed, and sent to the State Office.

An unborn child may be registered if relinquishment is the parent's plan and no legal or medical complications are anticipated.

The State Office adoption program manager will register a child with WARE when indicated, and will request completion of appropriate forms for registration with ARENA.

34.40 REFERRAL OF CHILD TO DSHS ADOPTIVE HOME

1. Infants

A preselection of home for child is made by the SO adoption program manager from the central registry. Registration materials are exchanged with the respective workers for the family and child. This method is usually sued for the infants and the material is accompanied by the DSHS 15-26, Letter of Referral.

Referrals of unborn children are made when appropriate to facilitate placement of infants in those cases where no medical or legal complications are foreseen. The most appropriate family for this type of referral is the adoptive family who is interested in a child of either sex and as young as possible. (Families interested in such a referral should be aware of the risks, e.g., major medical problems which cannot be foreseen before birth or parent(s) who may decide not to relinqush.

2. Older Children

Preselection of a home for a child is made by the SO adoption program manager from the central registry. The registration materials are mailed out to the respective workers for the family and the child. Following this, the referral process of an older child will then include either:

Meeting of child service worker and family service worker with adoption program manager. The supervisors will be included as feasible; or

Conference calls between the child's worker and supervisor, the family's worker and supervisor and the adoption program manager. The calls will be arranged in advance.

34.44 PREPLACEMENT PLANNING WITH ADOPTIVE HOME

Child worker and family worker will confer, usually by phone but by meeting when necessary, for clarification on questions, additional information and preplacement arrangements.

Once the workers have completed their arrangements, the family's worker contacts the family and describes the child to them. If the family shows beginning interest in the child, the child's pictures and his medical report DSHS 13-41 are given to them. When the child selected was originally an unborn referral, the child's worker forwards two copies of form DSHS 13-41, Child's Medical Report, directly to the family worker. The family is to have this information prior to placement. One copy of the DSHS 13-41 is to be signed by the adopting parents and returned to their worker for filing in the child's service record which will be archived.

When the adoptive family is sufficiently interested in the child to see him, the family worker will describe the purpose and procedure of the preplacement vist.

Preplacement visit. The child's worker will bring the child to the adoptive parents at a prearranged location, e.g., local ESSO, motel, or convenient location, and answers questions. The home of the foster parents is not to be used for preplacement visits.

After a visit or visits between the child and prospective adoptive parents a final decision to proceeed or not with placement will be made based on the feelings of the adopting parents and child himself if old enough to express his feelings. The family should contact their worker with their final decision.

The family or the family's worker will tell the child's worker of their decision.

If the family wants the child the actual placement will follow as soon as the child is ready to move.

34.48 PREPLACEMENT ACTIVITIES INVOLVING CHILD

During visits to the foster home the worker will obtain a daily schedule of child's activities and needs as well as elicit foster parents cooperation for the coming move.

The worker will schedule outings with the child to give the child a sense of trust in being transported. If appropriate for the child's age, the worker will show him pictures of the new family and talk specifically about the coming move.

34.52 PLACEMENT

Older children may require several visits with their prospective parents. If several days lapse between these visits, the time should be carefully bridged for the child by his worker through visits and discussions.

The actual time of placement is determined by the child's readiness to move.

Child's service worker makes certain that clothing toys and other personal possessions are sent with the child to his adoptive home.

Medical authorization will be given to the family at placement for coverage of child until the decree is granted. This medical authorization is provided the family by the local ESSO or juvenile court depending on which agency has custody.

Form DSHS 15-21, Change of Status, will be completed by the family's worker and sent to the SO program manager as soon as the child is placed. For the family form DSHS 10-20 should be completed showing change in status, and for the child form DSHS 6-10 showing transfer.

The child's service record will be transferred immediately to the local ESSO of placement. It is not necessary to wait for the return of the form DSHS 6-10. Once the DSHS 6-10 is received in the local ESSO of the family, it is changed to reflect the name and address of the new parents and coded for medical authorization. See forms instructions for proper coding being careful to maintain confidentiality of the child's original name.

34.56 PLACEMENT NOT POSSIBLE

After the referral is received in the local ESSO placement may not be possible. The specific reasons will be stated on the referral letter DSHS 15-26 and returned to SO. Any necessary follow-up will be suggested by SO program manager.

34.60 POST PLACEMENT ACTIVITIES

The service worker provides supportive counseling during the mutual adjustment period to assist the family and child with whatever problems may develop in their new relationship. Visits will be scheduled to include father in the discussion.

Post placement contacts shall be recorded in both the child's service record (which eventually will be sent to SO for archiving) and the family's service record (for future reference in case of service request or additional adoptions). The Adoptive Placement form (DSHS 15-37) shall be used for recording. The information recorded shall refer to the child by his new name. The date of decree, name of superior court and court order number shall be stated in both records.

34.64 REMOVAL OF THE CHILD

Before an adoptive petition is signed it is evident in some situations that the home is not suitable for that particular child. In that case the local ESSO involved will work together with the State Office adoption program manager to decide the best plan for the child.

When a child is removed from the adoptive placement, form DSHS 15-21 must be completed. When the child is ready for subsequent consideration, he must be referred by using for DSHS 15-18. (See Forms Instructions).

If removal is necesary after the adoptive petition has been signed, see Chapter 74 for information on volutary relinquishment or court deprivation.

34.68 PETITIONING COURT FOR ADOPTION

Filing petition -- The adopting family will be asked to file the petition immediately after placement and secure their decree of adoption as soon as they feel that the child is "theirs".

The family when ready to proceed with the petition notifies their service worker. The family will be requested to retain an attorney, and ask him to call or write the service worker to inform him that he is representing the family.

The attorney usually prepares the adoption petition for adopting parents signatures without divulging the original name of child or natural parents, forwards a copy of order appointing next friend, attends the adoption hearing with the family, and notifies the local ESSO of the date of the decree and the order number, if a copy of the decree itself is not sent.

The service worker will:

1. Submit the Preplacement Report packet to clerk of superior court hearing the adoptive petition. See Section 34.21 (2).

2. See Section 34.22, Agency Obligations in Preplacement Hearings.

3. Send letter to attorney with

   a. Certified copies of the relinquishment, deprivation or permanent custody orders, and the order of consent so he may draw up petition; or information as to how he may obtain consent to the the adoption if service worker does not have the orders.

   b. Adoption Information form HEA 68 (SF 8132) - Completed by service worker and signed by adopters. This is necessary for issuance of the child's revised birth certificate.

   c. Date the Preplacement Report was sent to clerk of court.

   d. Indication of willingness to serve as "Next Friend" if requested. Upon request, the service worker will complete the "Next Friend" report if so named and mail to court with the adoption data card, form DSHS 15-19.

34.72 NEXT FRIEND REPORT

The agency may be named "Next Friend" both in agency placements as well as those independent placements for whom they completed a preplacement report. "Next Friend" reports are done without a charge as specified by law.

The following is a suggested outline of pertinent information to be submitted to the court when named "Next Friend." The "Next Friend" report no longer gives specific detail on adoptive petitioners as this would duplicate the preplacement report. The only reference to adoptive petitioners should be in describing the child's adjustment in the home since placement.

The preplacement report, by law, shall be made available to the "Next Friend", if "Next Friend" was done by different party than preplacement report. The "Next Friend" may in his discretion rely on its contents and adopt its recommendations and may incorporate the same in the report of "Next Friend".

IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON

FOR THE COUNTY OF _____

IN THE MATTER OF THE ADOPTION OF	)	NO. NEXT FRIEND REPORT

BY PETITIONERS:

	CHILD	NATURAL MOTHER	NATURAL FATHER
NAME			
BIRTHDATE			
BIRTHPLACE			
RACE			
HEALTH			
RELIGION			

REASON FOR RELINQUISHMENT AND/OR DEPRIVATION:

DATE CHILD PLACED IN PETITIONERS' HOME:

ADJUSTMENT OF CHILD IN THE HOME:

RECOMMENDATIONS:

_____
Service Worker Date

_____
Local ESSO
DEPARTMENT OS SOCIAL AND HEALTH SERVICES

34.74 FEES

An agency may set a fee for preparation of the preplacement report for independent adoptions. All fees may be reduced, waived or deferred if the financial condition of the petitioner warrants such action.

All fees charged "shall be reasonable", based on time and work, and subject to a review by court is so desired.

Until further instructions, no fee for preplacement study will be charged.

34.76 ACTION FOLLOWING COURT APPROVAL OF PETITION

Record date decree granted and order number on the Adoptive Placement, form (DSHS 15-37).

Submit to SO form DSHS 15-21, Change of Status, showing date adoption was completed.

Close the DSHS 10-20 and the DSHS 6-10 according to local ESSO procedure.

38.80 DISPOSITION OF CHILD'S SERVICE RECORD

Kinds of records stored in archives:

1. DSHS children placed in both DSHS and WARE adoptive homes.

2. Children adopted by foster parents.

Prepare child's service record for sending to State Office for archive storage.

1. Remove all hardware (brads, clips, etc.).

2. Destroy all material except:

    a. Face sheet

    b. Narrative

    c. All legal documents

    d. Medical records including the signed copy of the DSHS 13-41

    e. Psychological and/or psychiatric reports

    f. Copies of registration and change of status, form DSHS 15-18, Adoptive Child Registration, form DSHS 10-21, Adoptive Program Change of Status, form DSHS 10-09, Foster Parent Adoption Report. The last DSHS 6-10 showing termination of case.

Each child's service record must be prepared individually. Sibling records should not be sent as one case. A separate service record is needed for each child.

Staple all the retained material together, place in an envelope, address envelope to Adoption Program Manager, SO.

34.82 REAPPLICATION FOR ADOPTION SERVICE

Many families will reapply for subsequent adoptions. If the original study was done by another agency, a release of confidential information should be obtained from the adopting parents and a summary home study requested of the other agency. If the previous study was done by another local ESSO, transfer of service record shoud be requested.

Contracts with a family who has previously adopted should focus on the adjustment of the child adopted, as well as the other children in the home, if any, and the couple's satisfactions and experiences in being parents. If the family was previously known to the local ESSO, this may necessitate only one or two interviews. However, sufficient information must be available from past narrative as well as the current contacts to complete the preplacement report.

34.84 SPECIAL SITUATIONS

1. Foster Parent Adoption

When foster parents wish to adopt a foster child in their home, it must be determined that:

a. The child is legally free:

b. The foster parents are capable of meeting the child's needs;

c. Adoption is considered the best plan for the child;

d. All persons concerned are in agreement with the plan. .

Consultation with the SO adoption program manager is available for a complex situation or where the service worker and supervisor have difficulty im making an assessment. The local ESSO adoption worker should also be considered a resource person.

A foster parent adoption needs a preplacement report on file prior to the hearing on the adoption petition as in all other adoptions (except stepparent). Consequently, sufficient information must be available from the foster home study as well as current interviews to complete a preplacement report.

See Sections 34.20, 34.22, and 34.68.

When a foster parent adoption has been completed, DSHS 10-09, Foster Parent Adoption Report, must be sent to adoption program manager, SO.

2. Out-of-State Inquiries

When a person writes a local ESSO for information about adoption in this state, the correspondence should be forwarded immediately to the SO adoption program manager for reply. The local ESSO informs the interstate party that the SO will follow through. The same procedure is followed if an out-of-state person requests adoption of a specific child residing in Washington.

3. Independent Placements

(See Section 34.16, 34.20, 34.21 and 34.22.)

The local ESSO may be apppointed "Next Friend" of a child placed independently. The local ESSO may or may not have done the pre-placement report in the particular adoption. After the "Next Friend" report is completed, all work sheets are destroyed. The Master File Card, DSHS 2-21, is retained giving the name of the child, his natural parents, the court which requested the report, and the date the report was requested and sent to the court.

34.85 ARENA

The Department of Social and Health Services participates in ARENA - Adoption Resource Exhange of North America.

1. Registration

The decision to register or offer registration to an adoptive family or child needing an adoptive home shall be made initially by the local ESSO service worker and the SO adoption program manager. The decision shall include consideration of whether the national exchange will actually broaden the resources for the child or family.

If the decision is to go ahead and register, this shall be discussed with the adopting parents.

Registration with ARENA consists of forms and Social Summary. Forms to be used for registration are:

DSHS 10-29 Adoptive Applicants or,
DSHS 10-30 The Adoptive Child
DSHS 10-29 or 10PA30 shall be typed in fives and distributed in the following order:

a. Blue and pink copies to SO for forwarding to ARENA initially.

b. Two white copies attached to each of the two copies of Social Summary. These copies act as a face sheet to Social Summaries. The white registration and Social Summary are retained in local ESSO until referral received. AT this point, local ESSO should send registration and Social Summary directly to other agency.

c. Yellow copy for local ESSO file.

The Social Summary is to give additional information not listed on the registration. If the study on the family or child is done in summary form, it in not necessary to redictate it in order to participate in ARENA. The ARENA outlines are intended as a guide for agencies to assure uniformity of information and inclusion of all necessary information. It is not helpful to send copies of service records or other extraneous information that has not been pulled together.

The recording forms

Adoptive Home Study, DSHS 10-43, or,
Child in Foster Care
- Initial Placement Assessment DSHS 15-40
- Periodic Assessment DSHS 15-41

are appropriate for Social Summary data

The summary guides offered by ARENA are found in Manual G preceding forms DSHS 10-29 and DSHS 10-30.

2. Referral

Referral letters are sent directly to the local ESSO from ARENA's New York Office. A carbon copy of the referral letter goes to SO. Upon receiving a referral letter, if there are no plans currently in process for the particular family or child, the worker should send one copy of the white registration, DSHS 10-29 or DSHS 10-30, which is stapled to the Social Summary, directly to the other agency. In the cover letter, the worker should request the white registration and social summary on the famiiy or child served by the other agency. The agencies proceed together in future planning by phone and mail.

If referral does not result in placement, the local ESSO sends the above material directly back to the agency, copy of ARENA's form, Referral Notice to ARENA, with a xerox copy to SO.

3. Placement

If an ARENA referral does result in placement the local ESSO receives from ARENA a form to notify the New York office of the placement. The SO should be notified of placement by the usual Adoption Program Change of Status Report, DSHS 15-21.

Placement planning is done mutually by both child's agency and the family's agency. Careful attention should be given the exchange of legal materials - e.g., deprivations, relinquishments, consents, interstate agreements, etc. Families are asked to contribute as much as possible , if not all, to the transportation of children. If this is not a resource for the child, an exception to policy must be secured to cover this expense.