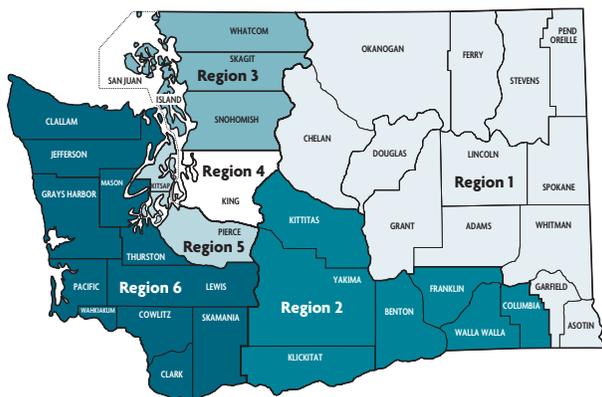


Important contact information



Statewide LD/CPS offices

- REGION 1**
316 W. Boone Ave.,
Ste 500
Spokane, WA 99201
509-828-9726
- REGION 5**
1949 S. State St.,
Tacoma, WA 98405
253-983-6132
- REGION 2**
1002 N. 16th Ave.,
Yakima, WA 98902
509-225-7935
- REGION 6**
6860 Capitol Blvd. SW,
Bldg #2
Tumwater, WA 98501
360-725-6656
- REGION 3**
8625 Evergreen Way,
Ste 250
Everett, WA 98208
425-595-3470
- REGION 4**
4045 Delridge Way SW,
Ste 201
Seattle, WA 98106
206-926-4934

Foster Parents only

Foster Intervention and Retention Support Team (FIRST) is a resource that is available to foster parents to provide you with assistance during a LD/CPS investigation. It also provides referrals to community resources. You may contact FIRST at 866-393-6186.

Child Care Providers may visit the DCYF website for information and support at www.dcyf.wa.gov.

**Washington State Department
of Children, Youth & Families**
Licensing Division
1115 Washington St. SE
PO Box 40981
Olympia, WA 98504

If you are an individual with a disability and are concerned about your rights as provided under the Americans with Disabilities Act, please view the publication Public Notice of Nondiscrimination (HR_0012) for further information and instructions on how to file a complaint online at www.dcyf.wa.gov/publications-library/HR_0012.

If you would like copies of this document in an alternative format or language, please contact DCYF Constituent Relations (1-800-723-4831 | 360-902-8060, ConstRelations@dcyf.wa.gov).

Child Protective Services Investigations In State-Regulated Care



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Licensing Division/Child Protective Services (LD/CPS) Investigation

What happens during a child protective services investigation?

This brochure explains what happens when the Washington State Department of Children, Youth & Families (DCYF) receives a report of child abuse or neglect about a person who is licensed or subject to licensing by Washington State to care for children. This includes foster homes, group or residential care facilities, family child care homes, child care centers, state-regulated facilities, and/or staff working at any of these facilities.

What is an allegation?

When someone believes a child has been abused or neglected, they may call DCYF to report the allegation. Anyone who believes that a child was abused or neglected may call 1-866-ENDHARM or 9-1-1 to make a report. If the allegation happened in a facility licensed to care for children, or subject to licensing, the case is assigned to LD/CPS for investigation. LD/CPS investigates allegations of physical abuse, sexual abuse, negligent treatment, and/or maltreatment, sexual exploitation, abandonment and child fatalities.

What happens when LD/CPS investigates allegations of child abuse or neglect?

The investigator will:

- Contact law enforcement, if necessary
- Interview the alleged victims
- Notify you about the allegations as soon as possible without jeopardizing the investigation
- Give you an opportunity to respond to the allegations
- Interview witnesses and others who have relevant information about the alleged incident
- Visit the facility to review files, policies, and to assess the facility
- Consult with medical/psychological experts, if necessary
- Complete the investigation in a timely manner (Our aim is to complete investigations within 45 days, but it may take up to 90 days or longer if law enforcement is involved - If you are concerned about how long the process is taking, please contact the LD/CPS supervisor in your area)
- Determine whether a child was abused or neglected according to state law
- Send you a letter when the investigation is complete. (The letter will tell you whether the finding was founded or unfounded. If the allegations are founded, the letter will tell you how to appeal the findings and the timeframe for appeal)

What are findings?

The LD/CPS investigator determines whether the allegation rises to the level of child abuse or neglect as defined by state law in RCW 26.44.020. An allegation is either founded or unfounded.

Founded means: Based on the information available, it is more likely than not that the abuse or neglect did occur.

Unfounded means: Based on the information available, it is more likely than not that the abuse or neglect did not occur, or that there was not enough evidence to determine whether the alleged child abuse did or did not occur.

Even if the allegation is unfounded, your licensor may work with you to address licensing violations that might have been discovered during the investigation.

If your facility is not licensed, any concerns will be forwarded to the program administrator.

LD/CPS also has the authority to complete risk only investigations. A risk only investigation will assess the present and future risk to children in the facility.

During the course of the investigation you may:

- Have another adult who is not a party to the investigation present during your interview with a signed consent release to share information
- Decline to be interviewed (if you decline to be interviewed, LD/CPS will make a finding without your input unless you send in a written response before the investigation is complete)
- Provide a written response to the allegations and share any relevant documentation to the investigation (LD/CPS will include the information in the investigation and add it to your file)
- You may request public disclosure at dcyf.publicdisclosure@dcyf.wa.gov

Who do I contact if I have concerns about the investigation?

If you have a concern or complaint about the way your case was handled, please contact the investigator's supervisor first. If you think the issue is unresolved, contact the LD safety and monitoring area administrator in your region.

You may contact the Office of Constituent Relations at 1-800-723-4831 for assistance at any time.

– or –

You may contact the Office of the Family & Children's Ombuds* at 1-800-571-7321.

For more information about state laws that govern LD/CPS, please go to:

<http://search.leg.wa.gov/search.aspx#document>

* This agency is separate from DCYF and has authority to investigate any concerns regarding the Agency.