

# Agenda

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## DCYF Licensing Division-CPA Portal Learning & Listening Sessions

Date: Monday, March 29, 2021

Time: 2:00-3:00 pm

### Objective

Licensing Division would like to communicate and collaborate with statewide CPA's to discuss Binti portal, implementation supports, timeline, training needs and take questions relating to this process.

### Agenda

#### Introduction and Welcome (5 min)

Objectives

**Marina** – opening welcome and thank you for attending...we want to communicate, commit and collaborate together.

**Ruben** – we've been using paper for many years to get through our processes. The foster care portal will improve permanency rate, streamline the Home Study process and provide tools for recruitment and retention. Binti portal will allow us to track this process at the beginning. Binti will also allow us to meet federal and state requirements. We want to decrease timeline from 165 days to less than 120 days for applications and reduce the withdrawal rate for many reasons. We recognize the amount of paperwork it takes and want to reduce that. We have 47% kinship caregivers and 12% are licensed.

#### On line Portal Overview and Highlights (30 min)

Why-what is the purpose and the benefit?

DCYF website + Q&A how and where?

Portal demo

Interface

**Renatta** – shared live demo starting with [www.dcyf.wa.gov](http://www.dcyf.wa.gov) Select Our Practice then Practice Improvement, scroll down to Foster Parent Application Portal.

If you have questions or concerns reach out to us direct, see the link to DCYF Foster Care Portal email. Also, this is a way to stay informed with additional information with updates.

On the left side of the page you'll find the Q&A link this is where questions and answers will be located by our staff and CPAs. Everyone will use the same web page for information.



RESJ has information on pro-equity approach.

Communication Updates with all communications sent out. Child Placing Agencies, every month the link will be listed in this section.

**Application Forms** live demo showing the ‘applicant view’. Showing Welcome, Informational Questionnaire, Orientation, Training Registration, Application Forms, Confirmation. Each week this will be updated as the portal is built. Signature feature is built in so no more back and forth to get papers signed.

**Application** live demo showing the ‘licensor viewpoint’. Showing a list of families, supporting documents, references, training hours, etc for the licensor to see the progress of the individual applications. The licensor can go right in and complete documents. Those who have completed their application will show in the “Applying” tab.

Licensor can also Edit Child in Homes, create Case Notes, and view Documents.

Binti has a demo walkthrough to see how California’s is set up, but it is the same idea as what ours will look like.

**Ruben** – four CPA pilot participants: Amara, Olive Crest, Secret Harbor and SPIPA/Tribal.

152 licensed Group Care will also be using Binti to maintain their group care license.

**David** – we will be providing a route to get info so there will not be ‘dual date entry’. Working with the pilot CPAs and they plan to be able to get the data, possibly to export it to excel.

### **Listening-Discussion Time**

#### **Training Updates and Needs (5 min)**

CPA Pilot participants training plan and lessons learned

Statewide CPA Cohort Training 2022

**Debbie** – we will use the Train the Trainer approach and our initial group is called the Power Users. The first 4 CPAs will join and once we move forward we will share lessons learned with everyone. We will use these lessons learned to inform our training for all other CPA’s in 2022.

We are opening up the Home Study training track series to CPA’s and want to partner with you all in our learning. Our May session is full but you can get on the waitlist for future date(s).

Please email Marj Trudnowski at [Marjorie.trudnowski@dcyf.wa.gov](mailto:Marjorie.trudnowski@dcyf.wa.gov) to get on the wait list.

Our next monthly CPA meeting in April will cover new Home Study concepts and process, tiered approach and why is the Home Study process changing. May will cover the Home Study content and indicators. June is on mitigation.

Original Date: March 29, 2021

Licensing Division | Approved for distribution by Debbie O’Neil, Workforce Development Sr. Administrator

July-August is a full Home Study new framework training package in partnership with DCYF. The Home Study functionality in the portal will be a separate training.

### **Listening-Discussion Time**

#### **Communication Needs (5 min)**

Communication variety

Monthly agenda item requests

Feedback loop

**Jason** – we are committed to partnering with all CPAs. We can provide and receive information. We have the Govdelivery email sends out updates, also can use Facebook or Twitter for other ways to get information. [Dcyf.fostercareportal@dcyf.wa.gov](mailto:Dcyf.fostercareportal@dcyf.wa.gov) you can email any agenda item requests or portal questions you have. We will share Q&A we get through the chat box.

**Marina** – other ways to stay in communication, cohort style or another way? No response.

### **Listening-Discussion Time**

#### **Questions and Discussion (5 min)**

**Marina** - Are there others who should be attending, anyone missing from who was invited? No response.