Type Of Service [ ]  Behavior Rehabilitation Services (BRS) [ ]  Non BRS

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| NAME OF CPA      | PROVIDER NUMBER      | DATE      |
| \***CPAs are subject to the full Licensing Requirements of WAC chapter 110-147. Your agency’s Policies and Procedures must contain the WACs noted below.** \* Instructions:* Address each Policy and Procedure section of this form using one of the following methods:
* In the text boxes, write out your CPA’s Policies and Procedures for each noted WAC.
* Provide a complete copy of your CPA’s Policies and Procedures and note the corresponding sections or page numbers in the text boxes for each noted WAC.
* Provide copies of only those Policies and Procedures from your CPA which address each noted WAC.
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| **PROGRAM POLICIES AND PROCEDURES** |
| [WAC 110-147-1330](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1330) **- Suitability** Describe your agency’s personnel policies on reference requirements. Your agency must demonstrate that you, your staff employees, interns, and volunteers have the understanding, ability, physical health, emotional stability, and personality suited to meet the physical, mental, emotional, cultural, and social needs of the children under your care; and the ability to furnish children with a nurturing, respectful, and supportive environment. |

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| **Policy** *(Your agency’s requirements)*:      **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1335](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1335) **- Basic elements of CPAs** Describe your program including mission, goals, and services - including education, recreational, and therapeutic services (if any) to be provided to children and families. |

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| **Policy** *(Your agency’s requirements)*:      **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1345](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1345) **- Foster home license is valid only under the supervision of the certifying agency** Describe your foster home certification steps and processes which may include orientation, training, assessing, application, and licensing.  |

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| **Policy** *(Your agency’s requirements)*:      **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-148-1355](https://app.leg.wa.gov/WAC/default.aspx?cite=110-148-1355) **- CPA staff or relatives cannot be certified or receive adoptive services by their agency if there is a financial interest in the agency or the staff is in the roles of:**  * Administration
* Supervision
* Foster Home Certification
* Placement
* Payment Authorization
* Case Management

Describe your agency’s personnel policies in compliance with this Washington Administrative Code (WAC) requirement. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1375](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1375) - **Multi License** If applicable, describe your agency’s multi license policy. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1385](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1385) **- Borrowed bed**Is defined as an agreement between CPA and CPA, or CPA and Department of Children, Youth, & Families (DCYF) where reimbursement is made for the use of the foster home. A written agreement specifying the roles and responsibilities of each agency is required. Describe your agency’s Borrowed Bed policy. If you don’t provide Borrowed Bed services, indicate clearly in the policy section. If and when you add Borrowed Bed services, update your policy section. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1395](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.leg.wa.gov%2FWAC%2Fdefault.aspx%3Fcite%3D110-147-1395&data=05%7C01%7Cshannon.ammons%40dcyf.wa.gov%7C8bbbb0d3673f4588959708db9cf25fb3%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638276337023332509%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=MFp6jO8zyfQMwNukLd58lxWTN01wrsx87kX8uxrh0sg%3D&reserved=0) and [WAC 110-147-1400](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.leg.wa.gov%2FWAC%2Fdefault.aspx%3Fcite%3D110-147-1400&data=05%7C01%7Cshannon.ammons%40dcyf.wa.gov%7C8bbbb0d3673f4588959708db9cf25fb3%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638276337023332509%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=K0RXj0jaJwQsgSBvpVKtU8ctkM9RvBX9qZ22kfFF720%3D&reserved=0) **- Foster care placements**Describe your agency’s placement steps and processes such as:* How do you make the decision to accept placement? Do you have screening/matching tools to include the child’s sexual orientation, gender identity, and gender expression (SOGIE) needs?
* Per Placement Agreement ([DCYF 15-281](https://www.dcyf.wa.gov/forms?field_number_value=15-281&title=)), “the caregiver (family) is to provide a minimum of 14 days notice to the child’s assigned caseworker, unless there is an emergency.” How do you determine, in conjunction with your families, the removal of placement is necessary?
* Do you have a designated placement coordinator during business hours and/or after hours for regular and/or respite placement?
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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1405](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1405) **- Information sharing with foster parenting** Describe your agency’s information sharing and confidentiality requirements with foster parents, including how you document the information sharing and allow informed decisions by foster parents. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1440](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1440) and [WAC 110-147-1485](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1485) **-** **Hiring and staff requirements** Describe your agency’s personnel policies with items including but not limited to:* Hiring, staff qualification and duties, performance evaluations, employee discipline, discharge, benefits, leaves, mandated reporting, confidentiality, staff records, staff training, Americans with Disabilities Act (ADA), sexual harassment, non-discrimination, and transportation.
* Ensuring a sufficient number of qualified and trained staff to meet the needs of children placed in your care,
* Ensuring a sufficient number of support staff such as clerical, accounting, administrative, and maintenance personnel to meet the operation of your program.
* Telework policies, if applicable.
* It is your agency’s responsibility to ensure any person who has multiple staff roles and responsibilities meets the staff qualifications for each position.
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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1443](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1443) **- Child’s case plan** Describe your agency’s requirements for your employees, staff members, and volunteers to adhere to, follow, and comply with the child’s case plan. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1500](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1500) **- Pre-service training** Your agency must provide the following to your staff, interns, and volunteers prior to them working directly with children and independently without a fully trained staff: * A minimum of 16 hours of pre-service training including agency policies and procedures, job responsibilities, and facility administration.
* First aid and cardiopulmonary resuscitation training (CPR) and bloodborne pathogens training that includes infection control standards.
* Training relevant to the population your program serves.
* Your agency is responsible for obtaining LD approval for the pre-service training plan.
* Your agency is responsible for documenting Pre-service training hours. If your agency is providing international adoption services, you must also provide training that covers the Hague Convention Articles and the Hague Council on Accreditation (COA) requirements.

Describe your agency’s pre-service training plan to include but not limited to the training curriculum and documentation for training attendance. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1505](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1505) and [WAC 110-147-1335](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1335) **- In-service training** Your agency must:* Provide 12 hours of annual in-service training for applicable case management, case aide, and foster home licensing staff.
* Provide in-service training relevant to the population your program serves including ongoing recertification in first aid and CPR.
* Provide written policies covering ongoing training for developing and upgrading staff skills, and obtain LD approval for written, in-service training plans.
* Obtain LD approval for behavioral management training.
* Discuss with your staff updated policies and procedures, including the Hague Council on accreditation if you are providing international adoption services.
* Document the description and date of in-service training.

Describe your agency’s in-service training plan to include but are not limited to the training curriculum and documentation for training attendance. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1525](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1525) Children’s records Your agency must maintain each child’s records and information.  Child records must contain all identifying legal, medical, and social information outlined in the WAC.* Per RCW [26.33](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapp.leg.wa.gov%2FRCW%2Fdefault.aspx%3Fcite%3D26.33&data=05%7C02%7Cshannon.ammons%40dcyf.wa.gov%7Caa396359918a4bb9c94008dc8ef76301%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638542440371306607%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=a%2Fcl19oPO%2FxHS22fiaRspcDBbbdDdXAhPGXU4kEcqwo%3D&reserved=0), child records must be kept confidential in a secure place inaccessible to clients, unauthorized staff, and the public.
* Each CPA must maintain a copy of child records and information in their agency file to assist in providing support to the caregivers of these children.

For DCYF Contracted CPAs, * DCYF provide all child or youth case related information, per [RCW 74.13.280](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapps.leg.wa.gov%2FRCW%2Fdefault.aspx%3Fcite%3D74.13.280&data=05%7C02%7Cshannon.ammons%40dcyf.wa.gov%7Caa396359918a4bb9c94008dc8ef76301%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638542440371314727%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=4dEcj71vM2ivUIor2a0GtI1kJOrc5%2FqfriDkn2BxKQk%3D&reserved=0), including the Child Information and Placement Referral ([DCYF 15-300](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dcyf.wa.gov%2Fforms%3Ffield_number_value%3D15-300%26title%3D&data=05%7C02%7Cshannon.ammons%40dcyf.wa.gov%7Caa396359918a4bb9c94008dc8ef76301%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638542440371320164%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=SeWAcy5vE0SYBSGqkpwsn%2FmCzDyZKr7yc6PpSZ3kwQE%3D&reserved=0)) form and relevant attachments to the CPA.
* Describe how your agency organizes or will organize child files. Your agency may provide a table of contents, which aligns with the required items outlined in [WAC 110-147-1525](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.leg.wa.gov%2FWAC%2Fdefault.aspx%3Fcite%3D110-147-1525&data=05%7C02%7Cshannon.ammons%40dcyf.wa.gov%7Caa396359918a4bb9c94008dc8ef76301%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638542440371325394%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=aGeYqvslvLIs3Ry8r0uNin7v0Nz6z6jbb5KtU%2FZFZZo%3D&reserved=0) or Child Checklist (Health and Safety) for Child Placing Agency (CPA) ([DCYF 16-185).](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fintranet.dcyf.wa.gov%3A8090%2Fdrupal-8.4.0%2Fforms%3Ffield_form_number_value%3D16-185%26title%3D&data=05%7C02%7Cshannon.ammons%40dcyf.wa.gov%7Caa396359918a4bb9c94008dc8ef76301%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638542440371330554%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=%2Bu8ykaj%2B5V6rQouR8t%2Fps43dqKUb6E5%2FlJx1rtg4GU0%3D&reserved=0)

For non-DCYF Contracted CPAs,* Describe how your agency organizes or will organize child files.
* Your agency may provide
	+ a table of contents, which aligns with the required items outlined in [WAC 110-147-1525](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.leg.wa.gov%2FWAC%2Fdefault.aspx%3Fcite%3D110-147-1525&data=05%7C02%7Cshannon.ammons%40dcyf.wa.gov%7Caa396359918a4bb9c94008dc8ef76301%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638542440371335775%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=8a6QWu3u1IUI7%2FmW2HFH21XunGwDc7svY%2BfbZMmlpDw%3D&reserved=0) or Child Checklist (Health and Safety) for Child Placing Agency (CPA) ([DCYF 16-185)](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fintranet.dcyf.wa.gov%3A8090%2Fdrupal-8.4.0%2Fforms%3Ffield_form_number_value%3D16-185%26title%3D&data=05%7C02%7Cshannon.ammons%40dcyf.wa.gov%7Caa396359918a4bb9c94008dc8ef76301%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638542440371340969%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=z96MwwjjonotIFT0m%2BMU6N%2FKUxo1B3TmS7Vfomm7R2I%3D&reserved=0)

OR* + blank copies of child’s record and information forms created and used by your agency.
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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |
| [WAC 110-147-1530](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1530) and [WAC 110-147-1720](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1720) **- Child records retention** Describe your agency’s practice on child records maintenance and retention including how they are kept confidential, as required by chapter [26.33](http://app.leg.wa.gov/RCW/default.aspx?cite=26.33) RCW and retained in compliance with [WAC 110-147-1720(2)](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1720) for adoption records upon closing of your agency. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1540](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1540) **- Reporting responsibilities involving child incidents** Describe your agency’s written policies and procedures for incident reporting including all incidents of child abuse and neglect per RCW 26.44, WAC and DCYF policies.  |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1550](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1550) **- Reporting responsibilities for changes in CPA** Describe your agency’s written policy and procedures for reporting major changes in your organization or facility.  |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1560](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1560) **- Infectious and communicable disease**Describe your agency’s plan for the prevention of the spread of infections and communicable disease, including pandemic.  |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1565](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1565) **- Alcoholic beverages, marijuana, or illegal drugs** Describe how your agency ensures no alcohol, marijuana, or illegal drugs are permitted on your agency's premises. Additionally, describe how your agency ensures no staff member who is under the influence will come in contact with children in care.  |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1570](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1570) **- Smoking/vaping** Describe how your agency ensures your staff does not smoke/vape inside your agency, certified homes, or vehicles that transport children in care (not/applicable to traditional or spiritual Native American or religious ceremonies involving the use of tobacco). |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1575](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1575) **- Guns and weapons prohibited at licensed facility's property** Describe how your agency ensures that guns, ammunition, and other weapons are not on the agency premises. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1585](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1585) **- Emergency plan**Describe your agency’s written emergency plan in the event of violent or threatening persons on the premises, natural disasters, or unforeseen events, including how your agency will contact and assist your homes, and notify DCYF regarding the plan if implemented. Also, include how your agency informs your staff of your emergency plan and reviews your emergency plans with your staff quarterly. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1595](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1595) **- Non-discrimination** Describe your agency’s non-discrimination practices following all state and federal laws regarding non-discrimination, including Indian Child Welfare requirements. Your agency must connect children you serve with resources that support and affirm their needs regarding race, ethnicity, religion, culture, and “SOGIE”. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1620](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1620) **- Supervision** Your agency is responsible for but not limited to:* Providing supervision that is appropriate for a child's age and developmental level.
* When special supervision is required or agreed upon by DCYF, the agency must ensure the supervision is being provided.
* For DCYF contracted CPAs,
* Prior to placement, you must inquire if a child poses a risk to the other children or has special supervision needs.
* You must assist the child’s DCYF case worker in developing the supervision plan depending on the needs of the child/youth in the home.
* You must immediately report any new supervision issues/concerns to the child’s DCYF caseworker to ensure the supervision plan addresses any new supervision issues/concerns.
* You must review the supervision plan with the caregiver for ongoing caregiver support.
* For non-DCYF contracted CPAs,
* Prior to placement, you must inquire if a child poses a risk to the other children or has special supervision needs. If so, you must develop a plan, obtain approval from the child's casework, and inform the caregiver.
* You must immediately report any new supervision issues/concerns to the child’s caseworker to ensure the supervision plan addresses any new supervision issues/concerns.
* All high-risk activities must be properly supervised by an adult. Children must be instructed on the use and appropriate safety equipment, and must be in continuous visual or auditory range at all times, unless approved by the child's caseworker.

Describe your agency’s supervision requirements including the above.  |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1625](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1625) **- Transportation** Describe your agency’s practice regarding transporting children in out of home care or staff. Included how your agency complies with law and contract requirements for* Valid driver's license for the staff/intern/volunteer who transport.
* Automobile liability insurance policy for all vehicles owned by your agency or private vehicle owned by the staff/intern/volunteer that are used to transport
* Proof of insurance must clearly state the name of insurance company, policy number, and liability coverage.
* Safe operating condition of vehicle with first aid supplies.
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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1635](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1635) **- Immediate medical attention** Your agency is responsible for obtaining the child’s:* Initial health screen
* The date of the child's last physical and dental exams;
* Their history of immunizations; and
* Clinical and medical diagnoses and treatment plans.
* When a child leaves your care, the health history of the child must be retained by your agency or returned to the department.
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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1650](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1650) **- Accepting medication from parent/guardian** Describe your agency’s written policy and procedure for accepting medication from parents or guardians. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1655](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1655) **- Nursing services** If your agency certifies homes that care for chronically ill or medically fragile children describe your agency’s nursing services requirements. |

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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |