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| Type Of Service [ ]  International [ ]  Private Domestic |
| 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 110-148-1355](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 110-147-1440](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 110-147-1500](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1500) and [WAC 110-147-1665](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1665) **– Pre-service training and Written training plan** 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.
* Minimum topics outlined in [WAC 110-147-1665](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1665) including International, Interstate and Specialized Adoption Services as applicable.
* 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.
* Your agency is responsible for obtaining LD approval for the pre-service training plan.
* Your agency is responsible for documenting Pre-service training hours.

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), [WAC 110-147-1665](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1665) and [WAC 110-147-1335](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1335) **- In-service training and Written training plan**Your agency must:* Provide minimum of 15 hours per annual of in-service training for on-going 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, if applicable.
* Provide Minimum topics outlined in [WAC 110-147-1665](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1665) including International, Interstate and Specialized Adoption Services as applicable.
* 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 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%7C638542440371351424%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=2Y7Td6zCFV2PJgiWXWow7avmIA9Z2QHjYtC0Gh%2BWo2o%3D&reserved=0), child records must be kept confidential in a secure place inaccessible to clients, unauthorized staff, and the public.
* 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%7C638542440371356619%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=sKPoMODxCKOMm6FD%2FYWE3dRFC1BQgCObXswuXStpnGk%3D&reserved=0) or Adoptive Parent and Child Checklist for Child Placing Agency (CPA) ([DCYF 10-048](http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/sites/default/files/forms/10-048.docx))

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 maintenance and Retention**           Your agency must adhere to [RCW 26.33](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapps.leg.wa.gov%2FRCW%2Fdefault.aspx%3Fcite%3D26.33&data=05%7C02%7Cshannon.ammons%40dcyf.wa.gov%7C667e96f16ff34831ba3a08dc7538b8ac%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638514133675262820%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=jlU0JDnEaP9j3EAV3SWSfPEk8qQpwCdc%2F97tPWUKTOk%3D&reserved=0) for confidentiality and retention of child records. Describe your agency’s plan for * Keeping child records in a confidential manner.
* Retaining sealed records in the event that your agency closes.
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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 110-147-1625](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. Including 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 that name of the insurance company, policy number, and liability coverage
* Safe operating condition of vehicles 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 110-147-1660](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1660) **- Trained adoption staff** Describe your agency’s steps and process for ensuring training staff such as: * Criteria for selecting Master of Social Work (MSW) experienced in adoption home studies, post-placement reports and clearances.
* Contract or working Agreement with MSW.
* If providing intercountry adoptions, must have a staff with experience in providing intercountry adoptions.
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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1670](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1670) and [WAC110-147-1675](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1675) **- Written program description and adoptive services requirements** Describe your agency’s program and adoptive services to include but are not limited to steps and processes for providing information, legal procedures and disclosure to adoptive families.  |

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

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| [WAC 110-145-1680](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1680) **- Written statement of fees and charges** Describe how your agency provides the written information on fees and services such as fee schedule, fixed charges, additional itemized expenses and specific services covered by fees. |

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

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| [WAC 110-147-1685](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1685) and [WAC 110-147-1730](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1730) **- Post placement** Between placement and adoption finalization, your agency must have face to face/in-person contact with each child and adoptive parents at least every 30 days and complete post placement reports. Additionally, your agency must document a disruption and efforts made to provide a new placement for a child. Describe your agency’s steps and processes for required face to face/in-person contact, post placement reports and disruptive adoptive placements.  |

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

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| [WAC 110-147-1690](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1690) **- Requirements to entering contract with an adoptive applicant** Describe your agency’s steps and processes for entering the contract that meets the minimum requirements listed in this WAC.  |

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

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| [WAC 110-147-1695](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1695) **- Home Study** Describe your agency’s home study steps and processes to include the minimum requirements and topics listed in this WAC to include adoptive applicant’s physical and emotional health and suitability for parenthood.  |

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

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| [WAC 110-147-1700](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1700) **- Placement of adoption** Describe your agency’s placement steps and processes that meet the federal and state statute and RCWs, including* Information sharing and confidentiality requirements with families, how you document the information sharing and allow informed decisions by families.
* Consideration for each child’s individual needs, including cultural, spiritual and religious background and family situation needs.
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| **Policy** *(Your agency’s requirements)*:     **Procedure** *(How your agency meets the requirements)*:      |

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| [WAC 110-147-1705](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1705) - **Requirements for specialized adoption services** If applicable, describe your agency’s plan to meet the requirements for providing specialized adoptive services to include ensuring supervisory staff with specialized training and adoptive families who are able to meet the children’s special needs. |

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

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| [WAC 110-147-1715](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1715) **- Additional requirements for international adoptions** If applicable, describe your agency’s plan to meet the necessary requirements for international adoptions. |

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

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| [WAC 110-147-1725](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1725) - **Trainings to provide to prospective adoptive parents** Describe your agency’s plan to provide and document a minimum of 10 hours of training to include the minimum topics of training outlined in this WAC. |

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