



2024

KINSHIP LICENSING STANDARDS

KINSHIP HOME STUDY UPDATE FORM SEPTEMBER 2024

NEW KINSHIP LICENSING STANDARDS

Create a
simplified,
streamlined
process to
license kinship
caregivers

PROJECT GOALS

2024

1. Create and implement NEW Kinship WAC Chapter, Policies and Procedures, ready for public review in December 2024 and effective Summer 2025
2. Promote equity by taking steps to address systemic imbalances, which have disproportionately impacted historically excluded communities
3. Simplify the Kinship Home Study processes to make it easier to license Kinship Caregivers
4. All impacted groups and Tribal partners help create the new Kinship Standards
5. All impacted parties and Tribal partners understand the change and are trained effectively
6. IT systems support the simplified process

UPDATING A HOME STUDY

2024

When does a Home Study need to be updated?



A Home Study must be updated when:

- Add new kinship child(ren) to a kinship home
- Add adoption requirements for kinship home
- Converting from unlicensed kinship care to a kinship license, including when adding children

The current Home Study form is used for both Community Foster Care and Kinship Home Studies

WE HEARD YOUR FEEDBACK

The current process has created pain points for caregivers, staff and agencies, making them deal with unnecessary barriers and slowing the licensing process for kin caregivers



The current process isn't working well

Waivers available for kin caregivers are creating stress for staff and caregivers

Licensing process is cumbersome

Overall process and Home Study is labor intensive and potentially retraumatizing to kin caregivers

It is taking too long to complete and issue a kinship license

Same questions again?

Duplicative information and applicant history questions that do not change are required for updates to Home Study

TAKING ACTION

2024

There is no reason to wait to help staff and caregivers!

- First deliverable in the Kinship Licensing Standards project!
- Grounded in National Kinship Standards, DCYF, Tribal and Partner expertise
- New Kinship Home Study Update streamlines and simplifies the process now
- Allows for early feedback to be incorporated into the new Kinship Home Study
- New form is temporary until the new Kinship Licensing Standards are Effective - Summer '25

What's Different?

- New Home Study Update is aligned with new National Kinship Standards
- Focuses on critical questions that pertain to kinship caregivers and the specific child
- Removes unnecessary questions and requirements

Removed Questions about:

- Community (general) Foster License specific requirements
- Required historical information that doesn't change
- Data points for indicators previously collected
- Streamlined the form and refined questions

40%
Reduction!

Home Study Form


Current Home Study: 132

New Kinship Home Study Update: 79

What's the Same

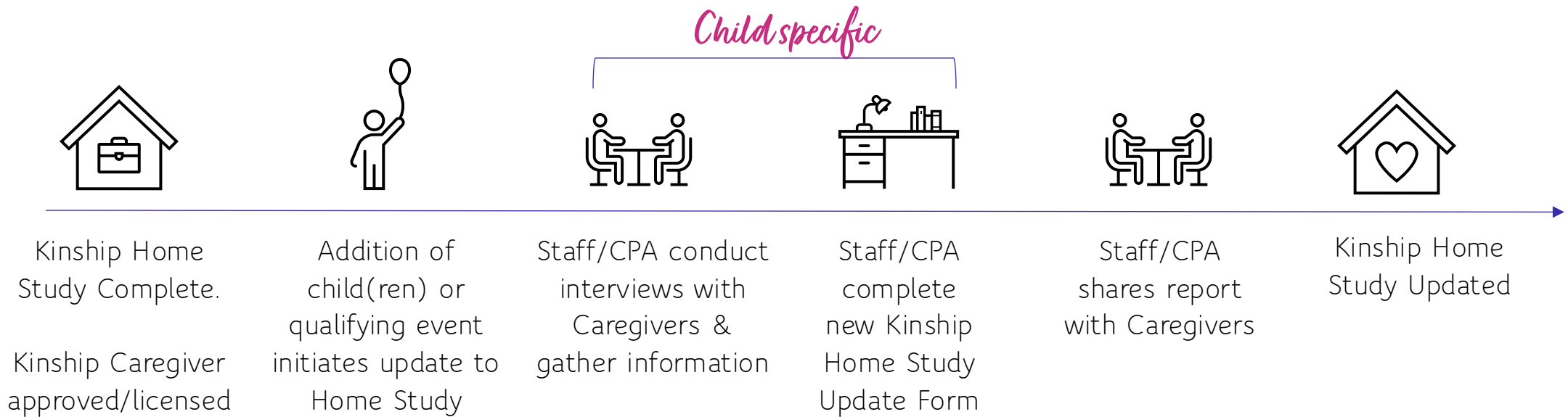
2024

1. Same reasons why an update to a Home Study is needed
 - Add new kinship child(ren) to a kinship home
 - Add adoption requirements for kinship home
 - Converting from unlicensed kinship care to a kinship license, including when adding children
2. Still completing form in WA CAP by DCYF Licensing Staff, Child Placing Agencies (CPAs), and Tribal CPAs
3. Form will continue to be reviewed by Child Welfare, Adoption, Courts and other Staff
4. Caregivers will still be able to review the resulting report

 Washington State Department of CHILDREN, YOUTH & FAMILIES	LICENSING DIVISION (LD) Kinship Home Study Update
Written by: <input type="checkbox"/> DCYF <input type="checkbox"/> CPA:	
Family Name:	
Provider #:	
Family Address:	
Home Study Type: Choose an item.	
Home Study Outcome: Choose an item.	
Interstate Compact on the Placement of Children (ICPC) requested home study has Choose an item.	
Applicant(s) Name, Contact, and Background	
Applicant A Name:	Applicant B Name:
Preferred Name (if applicable):	Preferred Name (if applicable):
Pronouns:	Pronouns:
Date of Birth:	Date of Birth:
Cell Phone Number:	Cell Phone Number:
E-mail:	E-mail:
Gender:	Gender:
Identified Race:	Identified Race:
Hispanic/Latino:	Hispanic/Latino:
Member of or eligible for membership in a Federally Recognized Tribe:	Member of or eligible for membership in a Federally Recognized Tribe:
Tribe(s):	Tribe(s):
Primary Language:	Primary Language:
Secondary Language:	Secondary Language:
Occupation:	Occupation:
Work Schedule:	Work Schedule:
Date of Final Interview:	Date of Final Interview:
Prior Home Studies	
Date of Prior Home Study:	
Type of Prior Home Study: Choose an item.	
Outcome of Prior Home Study:	
Household Composition	

Kinship Home Study Update

The overall process is unchanged, only now it is simpler and streamlined



KINSHIP HOME STUDY UPDATE FORM #1

IMPACTED TEAMS: Licensing Division - Assessment Team, CPA's & Tribal CPA's

EXPECTED RESULTS: Reduction in time required due to fewer questions and less duplicative work

START: SEPTEMBER 30, 2024

WHAT: Use Kinship Home Study Update Form (DCYF 10-018B) when updating a previously completed Home Study

WHO: DCYF Assessment Staff, CPA & Tribal CPA's

WHEN:

- Adding new kinship child(ren) to a licensed kinship home
- Adding adoption requirements for licensed kinship home

WHO: DCYF Assessment Staff

WHEN:

- Converting from unlicensed kinship care to a kinship license
- Adding children to an unlicensed kinship care home

STOP: SEPTEMBER 30, 2024

WHAT: Stop using form Home Study (DCYF 10-043) for updates to Home Studies for Kinship

WHO: DCYF Assessment Staff, CPA & Tribal CPA's

CONTINUE:

WHAT:

- Using Home Study Form (DCYF 10-043) for
 - New kinship homes
 - New community foster homes
 - Updates to community homes
- Share the report with applicants

WHO: DCYF Assessment Staff, CPA & Tribal CPA's

If you **COMPLETE** Home Study Updates for Kinship Caregivers

KINSHIP HOME STUDY UPDATE FORM #2

IMPACTED TEAMS: SAM, Child Welfare, Adoption, and Court or Advocacy Staff

EXPECTED RESULTS: May notice the new form is being used when reviewing case information

START: SEPTEMBER 30, 2024

WHAT: Review new Kinship Home Study Update Form when used

WHO: DCYF SAM, Child Welfare, Adoption, and Court or Advocacy Staff

WHEN: Reviewing the new Home Study Update Form (DCYF 10-018B) when:

- A new kinship child(ren) is added to a licensed kinship home
- Adoption requirements are added for a licensed kinship home
- Converting from unlicensed kinship care to a kinship license, including when adding children

NOTE: *Kinship Caregivers may notice a more efficient process and will continue to be able to review the resulting report. They will not interact with any new forms or systems.*

STOP: No Change Needed

CONTINUE:

WHAT: Continue reviewing Updates to Home Studies when appropriate.

WHO: DCYF SAM, Child Welfare, Adoption, and Court or Advocacy Staff



2024

KINSHIP HOME STUDY UPDATE

FREQUENTLY ASKED QUESTIONS - CPA & TRIBAL CPA

SEPTEMBER 2024

Frequently Asked Questions

Home Study Update for Kinship Caregivers – CPA & Tribal CPA

What is the Home Study Update Form?

- The new Kinship Home Study Update Form (DCYF 10-018B) is a streamlined version of the existing Home Study Update.
- The Update is aligned with the new National Kinship Standards and is the basis for developing the new Kinship Home Study.
- It is a temporary form that will be used until the new Kinship Home Study becomes effective in Summer 2025.

When should CPA's and Tribal CPA's use the Kinship Home Study Update Form (DCYF 10-018B)?

- Adding a child to a Kinship Care or Kinship License Home Study
- Adding Adoption requirements to a previously approved HS (without other change of circumstances that would require a new HS)

Who will complete the new Home Study Update Form and where will they find it?

- The update form will be completed by DCYF Licensing Staff, Child Placing Agencies (CPAs), and Tribal CPAs.
- The new Home Study Update Form will be available in WA CAP and the Forms Library beginning 9/30/2024.

How is this new Home Study Update different than the current Home Study Update process?

- Staff and CPA's will continue to assess child safety and follow the procedures for completing a home study update which may include financial, medical, and updated reference checks.
- Instead of updating the home study, the Home Study Update Form will be completed by staff and CPA's.
- Caregivers will have an opportunity to review the completed form, much in the same way they do now, and the form will be reviewed and approved by the Supervisor.

When should the form not be used?

- Community Foster Care Home Study Updates
- Change in kinship family circumstance requiring a new 3 year license: addition or removal of a caregiver
- Kinship family wants to provide Community Foster Care

Can we use the new form for Community Foster Care Home Study Updates?

- No, you must continue to use DCYF 10-043 for non-Kinship Home Study Updates.
- Changes to the Community Foster Care NRM are underway. A new version of the Home Study may be explored after the FC NRM process is complete, but It is not anticipated changes will be made prior to the new FC rules being finalized (summer 2026).

Who was involved creating the new Update Form

The workgroup included LD Assessment, SAM, Child Welfare, Tribal Relations, Tribal Partners, WA CAP, Adoption, RESJ, Finance, Workforce Development, Regional Licensing, Tribal and Community Partners, Child Placing Agencies and Tribal Child Placing Agencies. Multiple groups reviewed and provided feedback during the development process.

What if a kinship caregiver leaves the home? Can I use this form to update for the licensed kinship caregiver who stays on the license?

- No, the update form cannot be used for the absence or presence of a caregiver.
- A new assessment (full home study) and 3-year license is required.

Frequently Asked Questions	Home Study Update for Kinship Caregivers – CPA & Tribal CPA
What if we have an update already in progress when the new form is released on 9/30/24 ?	You can switch to the new Kinship Home Study Update Form if it does not impact the overall completion timeline. Any information from the application, or information that has already been entered into the Home Study, will not populate the new Update Form. The unfinished Home Study will remain incomplete.
Can this form be used for Kinship ICPC home study updates?	Yes! The new Kinship Update Form will be used for all Kinship Licenses, including ICPC Kinship Home Study Updates.
Will this form be a “standalone” document or a supplement? For example, do I need to incorporate historical information from prior home studies into this form?	The Kinship Home Study Update Form has been streamlined to reduce duplicative entry for staff. It is a supplement to the original Home Study.
Is this form used if legal action is implemented?	Kinship Home Study Update has the same outcome options and would be used the same way as a Home Study in a legal proceeding
Can this form be resolved as a partial, like the original home study form?	Yes!
Will anything historical auto fill from other forms or sources? If so, what are those?	The form will populate with information from the Application, but no additional historical information from any other sources will be auto populate
I have questions and want to learn more, what should I do?	Contact the project team dcyf.kinshipfeedback@dcyf.wa.gov

Questions?

Email the Project Team at dcyf.kinshipfeedback@dcyf.wa.gov

THANK YOU!

Join us at the next
CPA Kinship Workgroup

Sept 26, 2024

Oct 24, 2024

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