

# Steps to complete Child Placing Agency (CPA) Foster Home Licensing Investigation (DCYF 23-036) Form

1. **Select** “Form-Child Placing Agency Foster Home Licensing Investigation (DCYF 23-036)” hyperlink from the “Agency Forms” section of the “Documents” page.

CPA **skip** to Step 7 after selecting the form.

[Form - Child Placing Agency Foster Home Licensing Investigation \(DCYF 23-036\)](#) 

2. RL **completes** the “General Info” section of the form.

Foster Home Licensing Investigation

**General Info**

Issues / Concerns

Interviews

Outcome / Results of Investigation

## General Info

To be completed by Regional Licensor and provided to the Child Placing Agency that will conduct the licensing investigation


Child placing agency name \*

The Best CPA

Child placing agency licensor's name \*

Peter Pan

Date of notification to cpa \*

10/18/2023 

RL staff must send notification to CPA within 5 days of the date of intake

3. RL **enters** the Intake number and Intake Date in the “Intake # 1” box. If there are additional intakes related to the same issues or concerns reported, they can be investigated within the same licensing investigation. RL **selects** the “Add another” button to include any additional Intake(s) and Date(s).


**Note:** Additional intakes are due within 40 days of notification of “Intake # 1.”

Intake #  
Only add additional intakes if they relate to the same issues/concerns

Intake # 1

Intake number \*

Date of intake \*

**Note:** If subsequent intakes with new allegations are received while one investigation is pending, they must be investigated separately. RL and CPA **refer to** Step 17 to determine how to begin the investigation process when a licensing investigation is already pending, and the form is in use.

4. RL **completes** the “Issues / Concerns” section of the form. In the narrative box, RL **summarizes** the information received in the Intake(s) to be investigated.

**Note:** Be concise when summarizing and refrain from using foster children’s names. For confidentiality, identify foster children involved using their initials instead.

Foster Home  
Licensing  
Investigation

## Issues / Concerns

To be completed by Regional Licensor and provided to the Child Placing Agency that will conduct the licensing investigation

General Info

Issues /  
Concerns

Interviews

Outcome /  
Results of

Relevant issues/concerns from intake (the investigation may raise additional concerns). Summarize from the intake information indicating “who, what, when, where, why, and how” a licensing violation occurred, that is relevant to the licensing investigation. \*

A staff person at Frost Elementary reported that on 10/17/23, Mrs. Cannon did not have a proper car seat for a toddler-aged child in her care. While in the drop-off lane at school when dropping off J. P., the toddler opened the car door and fell out. The child was seen wearing only a pull up, an oversized t-shirt and no shoes. In class, J. P. told his teacher that his foster mom doesn’t have a car seat for his new foster brother and that this morning he fell out of the car because he wanted to go to school with J. P.

Original Date: December 15, 2023

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5. RL **selects** the “Possible relevant WAC 1” that was alleged to have been violated. RL **selects** “Add another” to list additional possible relevant WACs violated.

Investigation Possible relevant WAC

Possible relevant WAC 1

WAC \*

1510 What requirements do I need to follow whe ▾

Remove

→ Add another


Previous Step Save and Continue

6. RL **notifies** the CPA within 5 days of the date of the intake that the form is ready for their review and licensing investigation.
7. CPA **completes** the “Interviews” section of the form. CPA **selects** the “Add another” button to add additional interviews completed.

Interview

Interview 1

Date of interview / observation / attempt \*

10/23/2023 

Use final date for all and summarize all interviews/observations/attempts in Summary

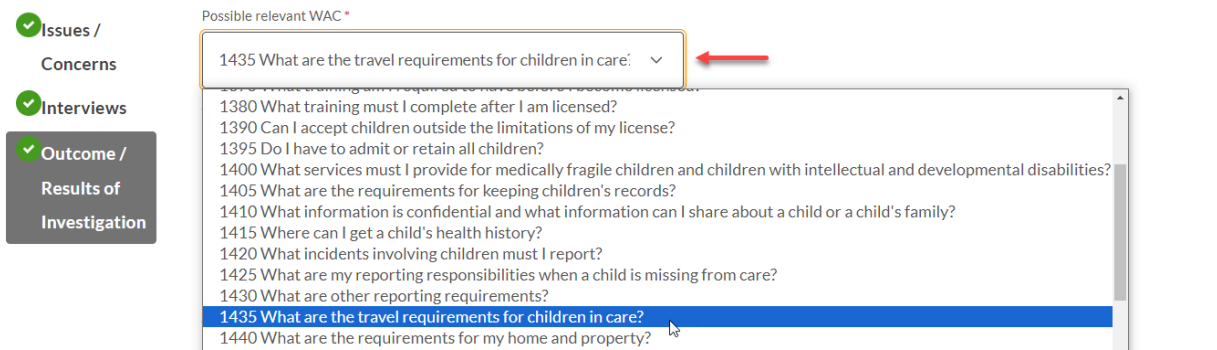
Location of interview \*

Foster Home

Name of interviewer \*

8. CPA **completes** the Outcome/Results of Investigation section of form. CPA **selects** the appropriate “Possible relevant WAC” investigated from the drop-down box.

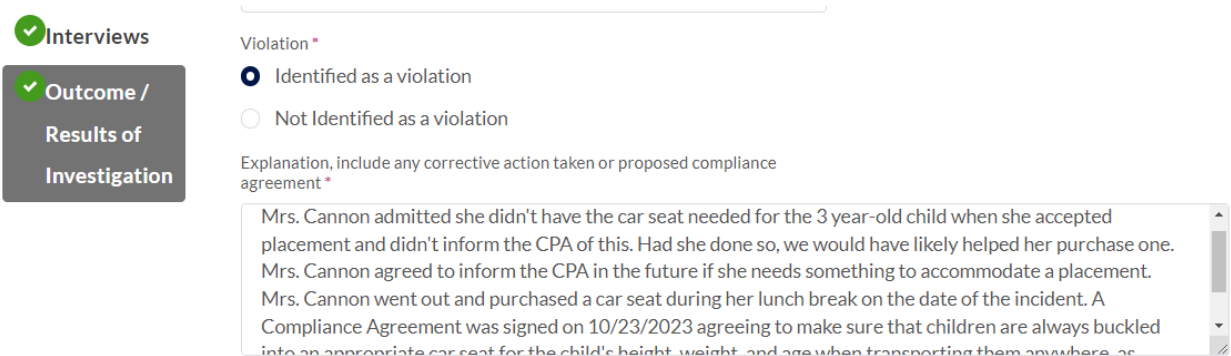
**Note:** Avoid applying multiple WAC violations for same issue. For example, if a Caregiver spanked a foster child, apply the discipline WAC only, not both discipline and character WACs.



9. CPA **selects** whether the alleged WAC violation(s) investigated was Valid (“Identified as a violation”) or Not Valid (“Not Identified as a violation”).

In the narrative box, CPA **provides** a concise summary of the facts gathered and **explains** why the allegation was found to be Valid or Not Valid, any corrective action already taken, or any proposed plan of correction.

**Note:** CPA **recommends** the licensing finding. RL **determines** the final licensing finding.



10. CPA **selects** whether there are any additional relevant WACs that were investigated *during the course of the investigation*.

For additional WACs added, CPA **completes** Step 9.

Are there any additional relevant WAC to list? \*

Yes

No

Additional relevant WAC #

Additional relevant WAC # 1

WAC \*

1470 What are the general requiremei

11. Once redirected to the “Documents” page, CPA locates “Form-Child Placing Agency Foster Home Licensing Investigation (DCYF 23-036)” and **selects** the “Sign for Caseworker” button.

[Form - Child Placing Agency Foster Home Licensing Investigation \(DCYF 23-036\)](#)

**Sign for Caseworker** Supervisor cannot sign this yet

[Download Incomplete Form](#)

12. CPA **reviews** the document, **locates** the signature section of the form, and **follows** the prompts.

**binti** **Next >**

CHILD PLACING AGENCY FOSTER HOME LICENSING INVESTIGATION  
DCYF 23-036 (REV. 4/2023) INT/EXT

violation  Not identified as a violation  
Explanation, include any corrective action taken or proposed compliance agreement.  
It was a concern that the child was not wearing clothing or shoes during the incident. He was wearing a pull-up and an oversized t-shirt. Upon investigation, it was determined that it was a quick solution to getting one child to school on time and the foster mother took him home and got him dressed appropriately before taking him to child care. He has an ample amount of clothing and shoes at home. This is not an issue.


CPA Staff Signature		
NAME	SIGNATURE	DATE
	Your signature	

**Sign here**

LD Staff Signature - acknowledgment of receipt

NAME	SIGNATURE	DATE
	Supervisor signature	

Your signature will appear on the document like this:



**Change your signature**

Page 3 | 1 signatures required

13. Once the signature is added, CPA **selects** the “Accept” button and **notifies** RL that the Licensing Investigation and form are complete and ready for review.

**Note:** Investigation is due to RL within 40 days of being notified of the Intake and necessary investigation.

Accept

By selecting "Accept", you consent to sign this document electronically and to be bound by its terms. You agree no certification is necessary to validate your signature. You also certify that you are the person signing below and that you are signing on behalf of yourself.

14. RL **selects** "Download Incomplete form" hyperlink and **reviews** the licensing investigation. If investigation is incomplete, RL **notifies** CPA of follow up needed.

CPA **documents** additional information and interviews on the "Form-Child Placing Agency Foster Home Licensing Investigation (DCYF 23-036)". CPA will **again complete** Steps 11-13 with any additional information requested by RL.


15. Once RL determines the licensing investigation is complete, RL **selects** the "Sign for Supervisor" button. RL **follows** the prompts to sign the form, in acknowledgement of receipt.

[Form - Child Placing Agency Foster Home Licensing Investigation \(DCYF 23-036\)](#)

Anna Enriquez already signed **Sign for Supervisor**  [Download Incomplete Form](#)

16. Once the form is signed, a copy of the completed form is saved as a PDF document available to review. The form will show a green check mark, indicating it is complete.

[Form - Child Placing Agency Foster Home Licensing Investigation \(DCYF 23-036\)](#)  
[sample fill](#)

 [Regenerate completed form](#)  
[wa-state-cpa-foster-home-licensing-investigation-2023-11-03.pdf](#) (create  
Older documents ▾

**Note:** Due to WA CAP functionality, previously completed forms *must be edited* to create a new version. If a new intake is received, RL **clears** the form and **enters** new intake information.

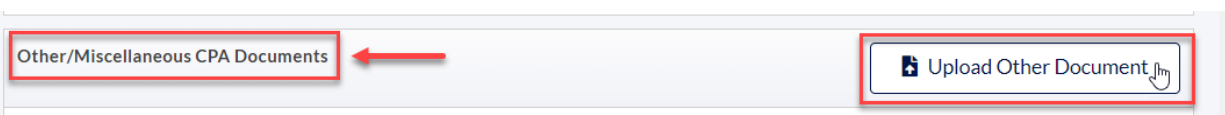
17. If a second or subsequent non-CPS intake with new allegations is received while there is already a pending licensing investigation, RL and CPA **complete** Steps 17-21. As noted, due to WA CAP functionality, when the "Form-Child Placing Agency Foster Home Licensing Investigation (DCYF 23-036)" form is already in use, a blank form, to document a different investigation with new allegations cannot be created.

18. In this event, RL **downloads** the "[Child Placing Agency Foster Home Licensing Investigation DCYF 23-036](#)" form from the [DCYF forms site](#). RL **completes** the required information and **provides** to the CPA by email within 5 days of Intake date.

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19. CPA **completes** the CPA portion of the form to the “CPA Staff Signature” line and **submits** to the RL by email within 40 days of notification of the intake.
20. RL **reviews** the investigation form submitted and **requests** follow up if investigation is incomplete.
21. Once complete, RL **signs** the final investigation form as acknowledgement of receipt and **uploads** the electronic investigation form as a miscellaneous CPA document. **DO NOT** upload the investigation form into the “Form-Child Placing Agency Foster Home Licensing Investigation (DCYF 23-036)” upload spot. Uploading to the form specific upload spot will cause workers to lose the ability to use the WA CAP form for any future investigations. Any DCYF 23-036 forms completed outside of WA CAP must be uploaded into the “Other/Miscellaneous CPA Documents” section of the “Documents” page.



22. RL **notifies** CPA that signed CPA Foster Home Licensing Investigation form is uploaded and located in the “Other Miscellaneous CPA Documents” section of the Applicant file.

**Note:** It is not optional to complete the investigation form outside of WA CAP. Steps 17 to 22 for completing investigations outside of WA CAP must only be followed when addressing a separate intake with a new allegation while the WA CAP form is in use due to a pending investigation.