

Steps to Intake a Family (CPA)

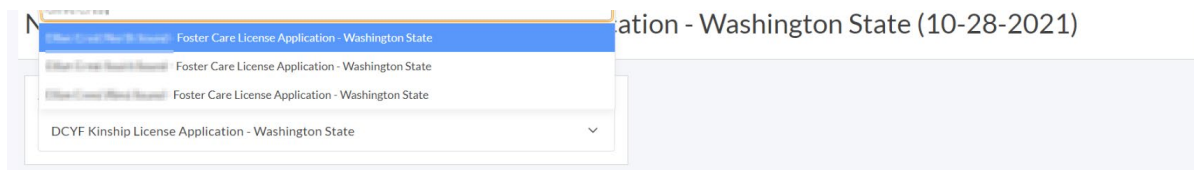
LICENSING DIVISION PRACTICE GUIDE Steps to Intake a Family (CPA)

PRACTICE TIP: Complete all fields unless otherwise indicated.

1. On the top blue ribbon **select** “Intake Family”



2. **Select** the appropriate Application Template or “Track”



- CPA Name- Foster Care License Application- Washington State
- CPA Name- Kinship License Application- Washington State
- CPA Name- Certified Respite Application- Washington State

For ICPC:

- Foster Home (if relative) = CPA Name- Kinship License Application Track
- Foster Home (if suitable other) = CPA Name- Foster Care License Application Track
- Adoption = CPA Name- Kinship License Track or CPA Name- Foster License Track depending on the relationship above (home study must contain adoption requirements)

3. **Application Data:** Complete all fields in Application Data. It is very important that you enter the applicant’s email address. Do not enter work or school email addresses due to confidentiality.

- **Are they an approved ICWA home?** Only check if the applicant or co-applicant has indicated they have membership or are eligible for membership in a federally recognized tribe. Washington state recognized tribes do not apply.
- **Family Tags:** CPA - **Do Not Use.**
- **Applicant(s) should be considered confidential:** CPA - **Do Not Use.** Contact your Regional Licensor (RL) if this designation is needed (for example an employee or family member of the Department/CPA staff).
- **Approvals worker assigned:** CPA - **Leave Blank** (CPA Workers will be assigned under the Partner Agency Workers refer to number 11. for guidance).
- **Support worker assigned:** CPA - **Leave Blank** ((CPA Workers will be assigned under the Partner Agency Workers refer to number 11. for guidance).
- **Status:** Select “Recruiting”
- **Family Type:**
 - a. Select “Relative” for relative of specified degree.
 - b. Select “Fictive Kin” for suitable other.
 - c. Select “Community” only for general foster care (Foster License).
 - d. **Do not use** the “Guardian” option.
- **Date of Inquiry:** CPA - Date is auto-populated. Leave date as is.
- **Application External Identifier:** CPA - **Leave blank.** This is the license ID number and will not be applicable at this time.

4. **Physical Address:** Enter Applicant Address.

5. **Mailing Address:** Uncheck to enter the mailing address (if applicable).

6. **Out of County or ICPC:**

- **Referral Type:** Leave pre-selected “In County” for non ICPC. **For ICPC:** Select “Out of County or ICPC- Receiving”
- Do not use “Out of county or ICPC- sending.”
- Select referral state, referral county (if prompted), and date referred (date the ICPC

is received).

7. **Click** Submit Intake Form

8. **Other Adults:** Enter all adults who live in the home or on the property here.

9. **Relationship for (applicant's name):** Is this caregiver associated with a child currently in care: always click “No.”

NOTE: The below question is directly related to placement and will not be used for our purposes.

Is this caregiver associated with a child currently in care (e.g. a relative, fictive kin, or other relationship)?

Yes

No

[Submit](#)

10. **Enter** children in the home by selecting the “Edit Children in Home” tab.

Edit Children in Home

[Applicant Data](#) [Edit Application](#) [Change Application Status](#) [Edit References](#) [Edit Children in Home](#) [Documents](#) [Case Notes](#) [Pre-approval Placements](#)

[Training Logs](#) [Show In dashboard](#) [See Applicant View](#)

11. **Enter CPA Worker Assignment(s)** by selecting the “Edit Application” tab and entering assigned workers under “Partner Agency Workers.”

Edit Application

[Applicant Data](#) [Edit Application](#) [Change Application Status](#) [Edit References](#) [Edit Children in Home](#) [Documents](#) [Case Notes](#) [Pre-approval Placements](#)

[Training Logs](#) [Show In dashboard](#) [See Applicant View](#)

Approvals workers assigned

Support workers assigned

Partner Agencies

WA Contractor x

Partner Agency Workers