WA CAP User Manual

How to Use

The WA CAP User Manual is a supplementary support document to Program Procedures. Program Procedures provide detailed instructions on how to complete licensing tasks. When applicable, Program Procedures will direct users to complete certain steps in WA CAP. Users will refer to the WA CAP User Manual for detailed instructions on how to complete specific steps in WA CAP. A glossary is located at the end of this document.

The Table of Contents contains an alphabetical list of tasks completed in WA CAP. Each heading is hyperlinked to the related instructions.

Table of Contents

19. Enter Background Check Results
20. Enter Additional Background Check Results
21. Enter Child Welfare Check Results
22. Enter Additional Child Welfare Check Results
23. Enter or Change License Capacity or Age Range
24. Family Tags
25. Filter Accounts
26. Initiate Background Checks for Applicants
27. Initiate Background Checks for Other Adults
28. Initiate Background Checks for those 16 and 17 years of age
29. Intake a Caregiver
30. Make a Provider Confidential
31. Passcodes
32. PDF of Documents
33. Print a Form or Document
34. Reactivate Provider
35. Search for Provider
36. Send Reminder Email
37. Sign a Form
38. Transfer Application
39. Update Address
40. Update A Completed Agency Form
41. Upload A Document Completed Outside of WA CAP
42. View Accounts
43. View Reports
44. Waive Documents

Access Account

a. Use the "Search for Provider" steps located in this manual to **access** the applicable account.

Access Initial Application

a. **Access** account.
b. **Click** "Applicant Data."
c. **Scroll** down to the "Other applications for this family" section.
d. **Click** "View Documents" for the "Initial Application (Approved 00/00/0000)."

Add Additional Requirement

a. **Access** account.
b. **Click** "Documents."
c. **Click** "Add Additional Requirement."
d. **Select** the applicable option from the "What requirement should be completed" dropdown.
e. **Select** the applicable option from the "Who is this requirement for" dropdown.
f. **Click** "Submit."

Add or Remove Child

Add

a. **Access** account.
b. **Click** "Edit Children in Home."
c. **Click** "Add Child" or "Add Another Child."
d. **Enter** all applicable details in the "Adding Child" section.
e. **Click** "Save."

Remove

a. **Access** account.
b. **Click** "Edit Children in Home."
c. **Locate** the child needing to be removed.
d. **Click** "Remove Child."
e. **Click** "Submit" on the pop-up window that appears.

Add or Remove Co-Applicant

Add

a. **Access** account.
b. **Click** "Edit Application."
c. **Select** "two" under "Number of applicants."
d. **Enter** all applicable details in the "Co-applicant" section.
e. **Click** "Update Application."

Remove

a. **Use** the Binti Chat function to request the removal of a co-applicant.

Add or Remove Other Adult

Add

a. **Access** account.
b. **Click** "Edit Application."
c. **Scroll** down to "Other Adults (required for approval)" and **select** "Yes" from the dropdown.
d. **Click** "List Another Household Member."
e. **Enter** all applicable details in the "Add Adult Information" section.
f. **Click** "Save and Send Request."

Remove

a. **Access** account.
b. **Click** "Edit Application."
c. **Scroll** down to "Other Adults (required for approval)."
d. **Click** the trashcan icon next to the person you need to remove.
e. **Enter** responses to prompts in the text boxes and click "Submit."

Add or Remove Partner Agency

Add

a. **Access** account.
b. **Click** "Edit Application."
c. **Scroll** down to the "Partner Agencies" text box.
d. **Click** into "Partner Agencies" to view a dropdown menu or type the agency name.
e. **Select** the desired partner agency.
f. **Click** "Update Application" at the bottom of the page.

Remove

a. **Access** account.
b. **Click** "Edit Application."
c. **Click** the "x" next to the name of the Partner Agency to be removed.
d. **Click** "Update Application" at the bottom of the page.

Add or Remove Partner Agency Worker

Add

a. **Access** account.
b. **Click** "Edit Application."
c. **Scroll** down to the "Partner Agency Workers" text box.
d. **Click** into "Partner Agency Workers" to view a dropdown menu or type the worker's name.
e. **Select** the desired partner agency worker.

f. **Click** "Update Application" at the bottom of the page.

Remove

a. **Access** account.
b. **Click** "Edit Application."
c. **Click** the "x" next to the name of the Partner Agency Worker to be removed.
d. **Click** "Update Application" at the bottom of the page.

Add or Remove Worker Assignment

Add

a. **Access** account.
b. **Click** "Edit Application."
c. **Scroll** down to the applicable worker assignment text box.
d. **Type** in or select the worker's name to be added.
e. **Scroll** to the bottom of the page and **click** "Update Application."

Remove

a. **Access** account.
b. **Click** "Edit Application."
c. **Scroll** down to the applicable worker assignment text box.
d. **Click** the "x" next to the name of the worker to be removed.
e. **Scroll** to the bottom of the page and **click** "Update Application."

Approve a Certified Respite Provider

a. **Access** account.
b. **Click** "Change Application Status."
c. **Select** "Approved" from the "Update status to" dropdown.
   Note: A notification box will appear showing any unmet requirements.
   1. **Verify** that the only unmet requirements are related to the capacity of a license.
   2. In the "Override Information" box, **select** "Binti required field not required for this applicant" and leave the "Other Explanation" box empty.
d. **Scroll** to the bottom of the page and **click** "Update Status."

Approve a License

a. **Access** account.
b. **Click** "Documents."
c. **Scroll** down to locate the "New License Letter (DCYF 10-429) / Foster Home License (DCYF 10-010) / License ID Card (LIC 0014B)" under Agency Forms.
d. **Click** on the title to open.
e. **Enter** all applicable details in any required boxes.
f. **Select** all applicable details from any required dropdown menus.
g. **Click** "Save and Continue."
h. **Follow** the "Sign a Form" steps located in this manual.

i. **Change** the status of the application to "Approved" following the "Change Application Status" steps located in this manual.

Approve a Renewed or Modified License

a. **Access** account.
b. **Click** "Documents."
c. **Scroll** down to locate the "Revised/Renewed License Letter (DCYF 10-430) / Foster Home License (DCYF 10-010) / License ID Card (LIC 0014B)" under Agency Forms.
d. **Click** on the title to open.
e. **Enter** all applicable details in any required boxes.
f. **Select** all applicable details from any required dropdown menus.
g. **Click** "Save and Continue."
h. **Follow** the "Sign a Form" steps located in this manual.
i. **Change** the status of the application to "Renewal Approved" following the "Change Application Status" steps located in this manual.

Caseload Reassignment (Supervisor Only)

a. **Select** the "Caregivers" dropdown in the top blue banner.
b. **Click** on "Caregiver Applications."
c. **Click** "Add Filters."
d. **Enter** the name of the worker in the "Worker assigned" text box.
e. **Click** "Filter" at the top or the bottom of the Filters menu to create a list of applications the worker is assigned to.
f. **Scroll** to the bottom of the page and **click** "Download: CSV" to populate an Excel spreadsheet of the applications assigned to the worker.
g. **Open** the CSV Excel spreadsheet.
h. In the spreadsheet, **insert** a new column next to the column showing the assigned worker's name.
i. **Label** the new column "Worker to Reassign."
j. **Enter** the name of the worker each application should be reassigned to and **save** the Excel spreadsheet.
k. Use the Binti Chat function to **request** a caseload reassignment.
l. **Attach** the Excel spreadsheet to the chat using the "Attach file" feature.
    a. Binti Chat will follow up with you when all the reassignments have been completed.

Change Application Status

a. **Access** account.
b. **Click** "Change Application Status."
c. **Select** the desired status from the "Update status to" dropdown.
d. **Enter** all applicable details in any required boxes.
e. **Select** all applicable details from any required dropdown menus.
f. **Click** "Update Status."

Note: When changing to an approved status with incomplete requirements, (such as in the case of modifications), the "Error changing status" notice will appear. If applicable proceed to the "Override Information" section.

g. **Enter** all applicable details in any required boxes.
h. **Select** all applicable details from any required dropdown menus.
Note: Refer to the applicable Procedure for details on what to enter or select.
i. **Click** "Update Status."

Change License Expiration Date

For Approved Amendment

a. **Access** account.
b. **Click** "Change Application Status."
c. **Select** "Renewal Approved" from the "Update status to" dropdown.
d. **Enter** "Renewal Approved date."
e. **Update** "Next renewal date" to match the expiration date of the current license.
Note: Binti will have automatically changed this date for a new three-year license.
f. **Click** "Update Status."
Note: The "Error changing status" message will appear at the top of the page showing all unmet requirements for the amendment.
g. From the "Override Reason" dropdown, **select** "Other - please explain."
h. **Enter** "Amendment completed" in the "Other Explanation" box.

For Approved Modification

a. **Access** account.
b. **Click** "Change Application Status."
c. **Select** "Renewal Approved" from the "Update status to" dropdown.
d. **Enter** "Renewal Approved date."
e. **Update** "Next renewal date" to match the expiration date for the current license.
Note: Binti will have automatically changed this date for a new three-year license.
f. **Click** "Update Status."
Note: The "Error changing status" message will appear at the top of the page showing all unmet requirements for the modification.
g. From the "Override Reason" dropdown, **select** "Other - please explain."
h. **Enter** "Modification completed" in the "Other Explanation" box.

For Provisional Expedited License

a. **Access** account.
b. **Click** "Edit Application."
c. **Update** "Due date of current Renewal" to extend the license an additional 90 days.
d. **Click** "Update Application."
e. **Click** "Applicant Data."
f. **Scroll** down to "Other applications for this family."
g. **Click** "View Documents" for the "Initial Application (Recruiting)."

h. Under “Agency Forms,” **click** “New License Letter (Expedited) (DCYF 10-429A), Foster Home License (DCYF 10-010), License ID Card (LIC_0014B).”
i. **Enter** applicable details on each page and **click** “Save and Continue” at the bottom of each page.

Close a License

a. **Follow** the “Change Application Status” steps in this manual.

Close a Provider (Supervisor Only)

Unlicensed

a. **Access** account.
b. **Click** on “Edit Application.”
c. **Remove** workers from “Approvals worker assigned” by **clicking** the “x” next to the worker’s name.
d. **Assign** “Unlicensed-All ClosedProvider” to “Approvals worker assigned.”
e. **Remove** workers from “Support workers assigned” by **clicking** the “x” next to the worker’s name.
f. **Assign** “Unlicensed-All ClosedProvider” to “Support worker assigned.”
g. **Click** “Update Application” at the bottom of the page.

Licensed

a. **Access** account.
b. **Click** on “Edit Application.”
c. **Remove** workers from “Approvals worker assigned” by **clicking** the “x” next to the worker’s name.
d. **Assign** “REGION-XXX CLOSEDPROVIDER” to “Approvals worker assigned.”
e. **Remove** workers from “Support workers assigned” by **clicking** the “x” next to the worker’s name.
f. **Assign** “REGION-XXX CLOSEDPROVIDER” to “Support worker assigned.”
g. **Click** “Update Application” at the bottom of the page.

Complete a Form (General Instructions)

a. **Access** account.
b. **Click** on “Documents.”
c. **Scroll** down to locate the name of the form to complete in the “Title” column.
d. **Click** the name of the form.
e. **Enter** applicable details on each page and click “Save and Continue” at the bottom of each page.
Note: When all pages have been completed, you will be returned to the “Documents” screen.
f. **Scroll** down again to locate the form.
g. If a “Sign for Worker” or “Sign for Supervisor” box is present, **follow** the “Sign a Form” steps located in this manual.

Download Incomplete Form

a. **Access** account.
b. **Click** on "Documents."
c. **Click** "Download Incomplete Form" in the "Document" column of the desired form.

Enter Background Check Results

a. **Access** account.
b. **Click** "BG Checks."
c. For the "FBI" and "In State" background checks, **select** the applicable option from the dropdown in the "Status" column:
    - "Complete, no Exemption Required": **Passed background check**.
    - "Complete, Exemption Required": **Do not use**.
    - "Complete, Non-Exemptible Crime": **Did not pass background check**.
    - "There is a hit, needs review to see if exemption required": **Results require further review and may require an exemption**.
    - "Rejected/Not Found": **Do not use**.
    - "Not Applicable/Not an Emergency": **Do not use without supervisor approval**.
d. **Enter** "Date" of results.
e. **Enter** LD authorized statement in the "Notes" section.

Enter Additional Background Check Results

a. **Select** the "Caregivers" dropdown in the top blue banner.
b. **Click** on "Record Background Check."
c. **Enter** "Adult Name."
d. **Select** the applicable option from the "Background check step" dropdown.
e. **Enter** "Date."
f. **Select** the applicable option from the "Status" dropdown:
    - "Complete, no Exemption Required": **Passed background check**.
    - "Complete, Exemption Required": **Do not use**.
    - "Complete, Non-Exemptible Crime": **Did not pass background check**.
    - "There is a hit, needs review to see if exemption required": **Results require further review and may require an exemption**.
    - "Rejected/Not Found": **Do not use**.
    - "Not Applicable/Not an Emergency": **Do not use without supervisor approval**.
g. **Enter** information in "Notes" if applicable.
h. If applicable, **select** "Add another step for same adult" and repeat steps a. through g. above.
i. When finished, **click** "Submit."

Enter Child Welfare Check Results

a. **Access** account.

b. **Select** "BG Checks."
c. For the "Child & Family Welfare History" background check, **select** the applicable option from the dropdown in the "Status" column:
    - "Complete, no Exemption Required": **Passed background check**.
    - "Complete, Exemption Required": **Do not use**.
    - "Complete, Non-Exemptible Crime": **Did not pass background check**.
    - "There is a hit, needs review to see if exemption required": **Results require further review and may require an exemption**.
    - "Rejected/Not Found": **Do not use**.
    - "Not Applicable/Not an Emergency": **Do not use without supervisor approval**.
d. **Enter** the "Date" of results.
e. **Enter** LD authorized statement in the "Notes" section.

Enter Additional Child Welfare Check Results

a. **Select** the "Caregivers" dropdown in the top blue banner.
b. **Click** "Record Background Check."
c. **Enter** "Adult Name."
d. **Select** the applicable option from the "Background check step" dropdown.
e. **Enter** "Date."
f. **Select** the applicable option from the "Status" dropdown:
    - "Complete, no Exemption Required": **Passed background check**.
    - "Complete, Exemption Required": **Do not use**.
    - "Complete, Non-Exemptible Crime": **Did not pass background check**.
    - "There is a hit, needs review to see if exemption required": **Results require further review and may require an exemption**.
    - "Rejected/Not Found": **Do not use**.
    - "Not Applicable/Not an Emergency": **Do not use without supervisor approval**.
g. **Enter** information in "Notes" if applicable.
h. If applicable, **select** "Add another step for same adult" and repeat steps a. through g. above.
i. When finished, **click** "Submit."

Enter or Change License Capacity or Age Range

a. **Access** account.
b. **Click** "Edit Application" tab.
c. **Enter** or **change** the license capacity or age range as applicable in the "Placements Information" section.
d. **Click** "Update Application" at the bottom of the page.

Family Tags

Applying Tags

a. **Access** account.

b. **Click** "Edit Application."
c. **Locate** "Family Tags" in the "Application Data" section.
d. **Click** into the text box under "Family Tags."
e. **Select** applicable "Family Tags."
Note: Repeat steps d. and e. to add additional "Family Tags."
f. **Click** "Update Application" at the bottom of the page.

Removing Tags

a. Access account.
b. **Click** "Edit Application."
c. **Locate** "Family Tags" in the "Application Data" section.
d. **Click** the "x" next to the "Family Tag" you want to remove.
e. **Click** "Update Application" at the bottom of the page.

Filter using Family Tags

a. From the main dashboard screen, **select** "Initials Case Load" or "Renewals Case Load" as applicable.
b. **Select** "Add Filters."
c. **Click** into the text box under "Family Tags."
d. **Select** the applicable "Family Tags" to filter your search results.
Note: repeat steps c. and d. to add additional "Family Tags."
e. **Click** "Filter" at the top or the bottom of the "Filters" menu to filter the provider list to show only those providers with the specified "Family Tags."
Note: A filtered provider list can be bookmarked on your internet browser for easy access in the future. The list will be updated when providers with the specified "Family Tags" are added or removed from your provider list.

Clearing Family Tag Filters

a. From your filtered dashboard screen, **select** "Add Filters."
    1. To clear all applied filters, **select** "Clear Filters."
    2. To clear a specific Family Tag and maintain other filter criteria:
        i. **Locate** "Family Tags."
        ii. **Click** the "x" next to the Family Tag you want to remove.
        iii. **Click** "Filter" at the top or the bottom of the "Filters" menu.

Filter Accounts

Filter Accounts (general instructions)

a. From the main dashboard screen, **select** the "Caregivers" dropdown in the top blue banner.
b. **Click** on "Caregiver Applications."
c. **Click** "Add Filters."
d. **Enter** or choose the selection you wish to filter by.
e. **Click** "Filter" at the top or the bottom of the Filters menu to create a filtered list of

applications.
Note: Filter the results further by adding additional filters or by selecting any of the available tabs under "Caregiver Applications."

Filter by "My Cases."

a. From the main dashboard screen, **select** the "Caregivers" dropdown in the top blue banner.
b. **Click** on "Caregiver Applications."
c. **Click** "Add Filters."
d. **Click** "My Cases" at the top of the Filters menu
Note: This will return a list of accounts that you are assigned to.

Filter by "My Team's Cases."

a. From the main dashboard screen, **select** the "Caregivers" dropdown in the top blue banner.
b. **Click** on "Caregiver Applications."
c. **Click** "Add Filters."
d. **Click** "My Team's Cases" at the top of the Filters menu
Note: This will return a list of accounts assigned to your supervisees.

Filter by Worker

a. From the main dashboard screen, **select** the "Caregivers" dropdown in the top blue banner.
b. **Click** on "Caregiver Applications."
c. **Click** "Add Filters."
d. **Enter** the name of the worker in the "Worker assigned" text box.
e. **Click** "Filter" at the top or the bottom of the Filters menu to return a list of applications the worker is assigned to.
Note: You can create a bookmark of this list in your web browser for quick access. The accounts listed will be updated whenever accounts assigned to the worker are added or removed from WA CAP.

Initiate Background Checks for Applicants

a. **Access** account.
b. **Click** "Documents."
c. **Scroll** down to "Applicant Forms."
d. In the "Document" column, **click** the "Background Confirmation and Out of State Check (DCYF 15-460)" hyperlink to open it for reference.
e. **Scroll** down to "Agency Forms."
f. In the "Title" column, **click** "Form - Background check Request/Decision (DCYF 09-131) DCYF Only."
g. **Enter** applicable details on each page and **click** "Save and Continue" at the bottom of each page.

h. On the "Purpose for Background Check" page, **select** "Yes" below the applicable purpose and **enter** any additional details the selection requires.
i. **Select** "No" for all other non-applicable purposes.
j. **Click** "Save and Continue."
k. **Repeat** steps e. through h. for "Applicant B" if applicable.
l. **Notify** LD Administrative Support Team that the background check is ready to be processed.

Initiate Background Checks for Other Adults

a. **Access** account**.**
b. **Click** "Documents."
c. **Scroll** down to "Other Adult In Home Forms."
d. In the "Document" column, **click** the "Background Confirmation and Out of State Check (DCYF 15-460)" hyperlink for the applicable Other Adult to open it for reference.
e. **Scroll** up to "Agency Forms."
f. In the "Title" column, **click** "Form - Background Check Request/Decision (DCYF 09-131) - Others (16+) DCYF Only."
g. **Enter** applicable details on each page and **click** "Save and Continue" at the bottom of each page.
h. On the "Purpose for Background Check" page, **select** "Yes" below the applicable purpose and **enter** any additional details the selection requires.
i. **Select** "No" for all other non-applicable purposes.
j. **Click** "Save and Continue."
k. **Notify** LD Administrative Support Team that the background check is ready to be processed.

Initiate Background Checks for those 16 and 17 years of age

a. **Access** account.
b. **Click** "Documents."
c. **Scroll** down to "Supporting Documents".
d. In the "Document" column, **click** the hyperlink for the youth's "Background Confirmation" form to open it for reference.
e. **Scroll** up to "Agency Forms."
f. In the "Title" column, **click** "Background Check Request/Decision (DCYF 09-131) - Others (16+) DCYF Only."
g. **Enter** applicable details on each page and click "Save and Continue" at the bottom of each page.
h. On the "Purpose for Background Check" page, **select** "Yes" below the applicable purpose and **enter** any additional details the selection requires.
i. **Select** "No" for all other non-applicable purposes.
j. **Click** "Save and Continue."
k. **Notify** LD Administrative Support Team that the background check is ready to be processed.

Intake a Caregiver

a. **Select** the "Caregivers" dropdown in the top blue banner.
b. **Click** on "Intake Caregiver."
c. **Select** the desired "Application template."
d. **Enter** all applicable details in the "Application Data" section.
e. **Click** "Submit Intake form" at the bottom of the page.
f. **Select** the applicable response to the question "Are there other adults in the household?"
g. **Click** "Submit."
h. **Select** the response of "No" to the question "Is this caregiver associated with a child currently in care…"
i. **Click** "Submit."

Make a Provider Confidential

a. **Access** account.
b. **Click** "Edit Application."
c. **Select** the box next to "Applicant(s) should be considered confidential."
d. **Click** "OK" in the pop-up box that appears.
e. **Select** the applicable option from the "Reason for designating as confidential" dropdown.
f. **Scroll** to the bottom of the page and **select** "Update Application."

Passcodes

State Renewal Passcodes

a. Foster Renewal: **kids4washington**
b. Kinship Renewal: **kids4washington**
c. Certified Respite Renewal: **washington4kids**

CPA Orientation or Registration Stage Passcodes

a. Foster Applying: **cpa4kids**
b. Foster Renewal: **wacpa4kids**
c. Kinship Applying: **cpa4kinship**
d. Kinship Renewal: **cpa4kinship**
e. Certified Respite Renewal: **cpa4respite**

PDF of Documents

a. **Access** account.
b. **Click** "Documents."
c. **Click** "PDF of Documents" to download a PDF of all completed documents.
   Note: Completed documents show a green circle containing a check mark in the "Status" column.

Print a Form or Document

a. **Access** account.
b. **Click** "Documents."
    - For a completed form or document, **click** the hyperlink in the "Document" column.
    - For a form that has not been completed, **click** "Download Incomplete Form" in the "Document" column.
c. The document will open in a browser window. **Click** the "Print" icon to print.

Reactivate Provider

Approved Kinship Care Provider that needs a Home Study update.

a. **Access** account.
b. **Click** "Change Application Status."
c. **Select** "Recruiting" from the "Update status to" dropdown menu.
d. **Click** "Update Status."
e. **Click** "Edit Application."
f. **Scroll** down to "Date of inquiry."
g. **Enter** the date the home study update was requested.
h. **Scroll** to the bottom of the page and **click** "Update Application."

Provider who began to work in WA CAP but withdrew prior to licensure.

a. **Access** account.
b. **Click** "Change Application Status."
c. **Select** "Applying" from the "Update status to" dropdown menu.
d. **Click** "Update Status."
e. **Follow** the "Transfer Application" steps in this manual to ensure the applicant is on the current track.
f. **Click** "Edit Application."
g. **Scroll** down to "Date of inquiry."
h. **Enter** the date the provider chose to reengage with the licensing process.
i. **Scroll** to the bottom of the page and **click** "Update Application."

Search for Provider

Option 1:

a. **Select** the magnifying glass in the top right corner of the page.
b. **Type** the name of the provider.
c. **Press** "Enter" on your keyboard.
d. **Review** the results of the search to locate the applicable provider.
e. **Click** the applicable name in the "Name" column.
f. **Click** the provider name in the "Family" column.

Option 2:

a. **Select** the "Caregivers" dropdown in the top blue banner.

b. **Click** on “Caregiver Applications.”
c. **Select** the “All” tab.
d. **Select** the “Add Filters” dropdown.
e. **Type** the name of the provider, or their provider number, in the “Applicant or other adult name” box and press “Enter” on your keyboard.
   Note: Other filter options can be added to further narrow the results.
f. **Click** “Filter” at the top or the bottom of the “Filters” menu.
g. **Review** the results of the search to locate the applicable provider.
h. **Click** the provider name in the “Family” column.

Send Reminder Email

a. **Access** account.
b. **Click** on “Applicant Data.”
c. **Locate** the “Primary Applicant,” “Co-applicant,” or “Other Adult” you wish to send a reminder email to.
d. **Click** “Send Reminder Email” in the desired person’s section.

Sign a Form

a. **Access** account.
b. **Click** on “Documents.”
   Note: documents that are ready for signature will show a blue box that says, “Sign for Worker” or “Sign for Supervisor.”
c. **Click** the applicable blue box which will open the document.
    a. The first time you sign a document you will need to either “Draw” or “Type in” your signature by selecting one of those two options.
    b. **Click** “Save my signature” after either drawing or typing in your signature.
d. When the document opens **click** “Next,” which will bring you to the signature block.
e. **Click** “Sign here,” to enter your signature.
f. **Scroll** down to locate any additional signature blocks.
g. **Click** “Accept” once the document is signed.

Transfer Application

a. **Access** account.
b. **Click** on “Transfer Application.”
c. **Select** the desired agency and track from the “Select the destination template” dropdown.
d. **Click** “Transfer Application.”
   Note: Completed documents that are required on the new track will directly transfer over. Completed documents that are not required on the new track will be moved to the Other/Miscellaneous Documents section. Incomplete documents will be lost.

Update Address

a. **Access** account.

b. **Click** on “Edit Application.”
c. **Update** all applicable details in the “Address” section.
d. **Click** “Update Application” at the bottom of the page.

Update a Completed Agency Form

a. **Access** account.
b. **Click** on “Documents.”
c. In the “Title” column, **click** the title of the completed form.
d. **Move** through each page of the document to make all necessary updates.
e. **Click** “Save and Continue” after making changes.
f. **Click** the “Sign for Worker” box to sign and complete the form.

Upload a Document Completed Outside of WA CAP

a. **Access** account.
b. **Click** “Documents.”
c. To upload the document, **choose** one of the following options.
    1. **Drag** and drop the file into the corresponding “Upload” space.
    2. **Click** “Upload” then locate and select the file.

View Accounts

View Initials Case Load

a. **Log in** to WA CAP.
b. On the “Welcome” page, **click** the box containing a number under “Initials Case Load.”
Note: This will return a list of all accounts that your role grants you permission to view. To filter this list, refer to the Filter Accounts instructions in this document.

View Renewals Case Load

a. **Log in** to WA CAP.
b. On the “Welcome” page, **click** the box containing a number under “Renewals Case Load.”
Note: This will return a list of all accounts that your role grants you permission to view. To filter this list, refer to the Filter Accounts instructions in this document.

View Reports

a. **Log in** to WA CAP.
b. From the main dashboard screen, **select** the “Reports” dropdown.
Note: This will return a list of all reports that your role grants you permission to view. To filter this list, refer to the Filter Accounts instructions in this document.
c. **Click** the title of the report to open and view.

Waive Documents

c. **Access** account.

d. **Click** “Documents.”
e. **Click** “Waive” in the “Actions” column for any documents that are not required for the specific track.

Glossary

The following is a list of terms and their definitions.

Glossary Terms		
WA CAP	**FamLink**	**Definitions or Examples**
Agency Forms		Forms completed by the licensor.
Agency Tools dropdown menu		Contains various agency tools available to workers in WA CAP. Agency Tools dropdown menu is only available to workers with certain roles.
Agency Tools dropdown menu (Agency Workers)		A list of agency workers. Whether a worker can see it or not is based on the viewing worker's role.
Agency Tools dropdown menu (Worker Assignments)		A list of worker assignments. Viewability is based on the viewing worker's role.
Agency Tools dropdown menu (Email Campaigns)		Do not use. Viewability is based on the viewing worker's role.
Applicant	Primary Contact	Primary person applying for licensure.
Applicant Forms		Forms completed by the applicant.
Application External Identifier		Do not use. This is a Binti-specific ID number.
Approvals Worker	Primary	The primary assigned worker (Regional Licensor, Foster Care Licensor, Kinship Care Licensor).
Approved ICWA Home		A home considered to be an "Indian Foster Home" as defined by ICWA.
Case Notes	Provider Notes	Do not use the Case Notes function in WA CAP.
Caregivers dropdown menu		Contains various options for functions in WA CAP.
Caregivers dropdown menu (Caregiver Applications)		Applicant accounts. Viewability is based on the viewing worker's role.
Caregivers dropdown menu (Complaints)		Do not use.
Caregivers dropdown menu (Intake Caregiver)		The function for creating an applicant account.
Caregivers dropdown menu (Placement Options)		Do not use.

Glossary Terms		
WA CAP	**FamLink**	**Definitions or Examples**
Caregivers dropdown menu (Record Background Check)		One option for entering child welfare and background check results. This is primarily done using the BG Checks tab in the applicant account.
Caregivers dropdown menu (Record Training)		Do not use.
Caregivers dropdown menu (Referred Out of County/ICPC)		Do not use.
Certified Respite Application		Application for certification of a respite provider.
Certified Respite Maintenance and Recertification		Certified Respite Providers whose next scheduled assessment is for renewal of their respite provider certification.
Certified Respite Provider	Respite Provider	A person approved to provide respite care.
Children and Youth dropdown menu		Do not use.
Children and Youth dropdown menu (Children and Youth)		Do not use.
Children and Youth dropdown menu (Intake Child or Youth)		Do not use.
Children and Youth dropdown menu (Placement Searches)		Do not use.
Co-applicant	Secondary Contact	Secondary person applying for licensure.
Confidential Applicant	Restricted Provider	An applicant or provider whose information must receive special handling.
Date of Inquiry		The date an applicant expressed their intent to apply for licensure.
Expedited Foster Care License Application		A foster care license application with a shorter timeline.
Expedited Kinship License Application		A kinship care license application with a shorter timeline.
Family ID	Provider ID or Provider Number	A numeric identifier assigned to a provider.
Family Tags	Provider Type or Characteristics	Specific identifying details for a provider.

Glossary Terms		
WA CAP	**FamLink**	**Definitions or Examples**
Family Type (Community)		Foster care, non-relative.
Family Type (Fictive Kin)		Fictive relative or kinship placement.
Family Type (Guardian)		Legal guardian.
Family Type (Relative)		Relative or kinship placement.
Foster Care License Application		Application for foster care licensure.
Foster Care Maintenance and Renewal		Licensed foster care providers whose next scheduled assessment is for renewal of their license.
Historical Application		An application previously received outside of WA CAP.
Initials Case Load		Applicants with an account in WA CAP who are not yet approved providers.
Kinship Care Application		Application for approval as an unlicensed relative or kinship placement.
Kinship Care Provider	Unlicensed Relative Placement	Unlicensed relative or kinship care provider.
Kinship License Application		Application for licensure of a relative or kinship caregiver.
Kinship License Maintenance and Renewal		Licensed kinship care providers whose next scheduled assessment is for renewal of their license.
Other Adult	Household Member	Additional Household Member, Substitute Care Provider, Babysitter, etc.
Other Adult in Home Forms		Forms completed by an “Other Adult” in the home or on the property.
Partner Agency	Private Agency	Child Placing Agency, CPA, or Tribal CPA.
Pre-approval Placements		Do not use.
Renewals Case Load		Approved providers with an account in WA CAP whose next scheduled assessment is for renewal of their license or certification.
Reports dropdown menu		Contains various reports available in WA CAP. Viewability is based on the viewing worker’s role.
Reports dropdown menu (Background Check Exemptions)		Table displaying an agencywide list of active and historical background check exemptions.

Glossary Terms		
WA CAP	**FamLink**	**Definitions or Examples**
Reports dropdown menu (Background Checks)		Table displaying an agencywide list of completed background checks.
Reports dropdown menu (Case Loads)		Table displaying an agencywide list of initial and renewal applications assigned to agency workers.
Reports dropdown menu (Days Since Application Signed)		Table displaying the number of days since a caregiver signed their initial application.
Reports dropdown menu (Days Since Placement)		Do not use. Placements are not recorded in WA CAP currently.
Reports dropdown menu (Family Map)		An interactive map of all caregivers, including their family ID, location, and status. Optional heat map overlay.
Reports dropdown menu (License Appeals)		Table displaying an agencywide list of active and historical license appeals.
Reports dropdown menu (Recruiting Progress)		Table and bar graph displaying a cohort-based overview of which application status all community caregivers (non-relatives) are currently in.
Reports dropdown menu (Recruitment Sources)		Table and bar graph displaying applicant answers to "How did you hear about our agency?"
Reports dropdown menu (Status Change History)		Table displaying a detailed log of status changes made to applications.
Reports dropdown menu (Status Change Reasons)		Table and bar graph displaying the reasons why caregivers were moved to the status of recruiting dropout, withdrawn, denied, or post-approval closed.
Reports dropdown menu (Status Changes)		Table and line graph displaying the total number of status changes per status category.
Reports dropdown menu (Team Performance)		Table displaying all approvals, renewals, withdrawals, denials, and closures per agency worker. Also displays the average time to approval per agency worker.

Glossary Terms		
WA CAP	**FamLink**	**Definitions or Examples**
Reports dropdown menu (Time to Approval)		Line graph, scatter graph, and table displaying the length of the approval process. There are three views: days between signature and approval, days between placement and approval, and days between inquiry and approval.
Reports dropdown menu (Training Attendance)		Table displaying an agencywide list of trainings attended by caregivers.
Reports dropdown menu (Utilization)		Table displaying an overview of Binti utilization by agency workers.
Reports dropdown menu (My Requested Reports)		A list of reports that take additional time to process due to a large data set. Once complete, data can be downloaded here.
Stage(s)		The pages an applicant moves through as they complete work in WA CAP. The DCYF Foster Care License Application contains the following stages: Welcome, Information Gathering, Readiness and Resources, Training Registration, Application Forms, Conditional Requirements, and Confirmation.
Status (Applying)		Applicants with an account in WA CAP who have started the application process.
Status (Recruiting)		Applicants with an account in WA CAP who have not yet started the application process.
Support Worker	Secondary, Supervisory, Administrative	A secondary assigned worker (Regional Licensor Supervisor, Foster Care Licensor Supervisor, Kinship Care Licensor Supervisor).
Track		The licensing process an applicant is currently working on with a specific agency. DCYF Foster Care License Application, and DCYF Foster Care Maintenance and Renewal, are examples of two different tracks.

Glossary Terms		
WA CAP	**FamLink**	**Definitions or Examples**
Training Logs	Training History	Do not use the Training Logs function in WA CAP. Upload training certificates in WA CAP under “Supporting Documents.”
		A grey circle in the “Status” column indicates that the document has not been started.
		A circle showing any amount of blue in the “Status” column indicates that the document is partially complete.
		A green circle containing a white check in the “Status” column indicates that the document is complete.
		A blue circle containing a white speech bubble is the icon for Binti Chat, Binti’s customer support service. Use Binti Chat when support is needed when using Binti.