



STATE OF WASHINGTON
DEPARTMENT OF EARLY LEARNING
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August 20, 2008

TO: DEL Licensing Staff

FROM: Larry Horne, Assistant Director, Quality Division
Karri Livingston, Eastern Service Area Manger
Joshua Verville, Southwest Service Area Manager
Robert McLellan, Northwest Service Area Manager

SUBJECT: Policy Clarification Database

This memorandum is to communicate the disablement and usage of the policy clarification database and to clarify that all DEL staff should refer to their supervisor rather than the data base regarding practice clarification questions. Effective immediately, the policy clarification data base will no longer be utilized.

The IT department is working with Economic Services Administration (ESA) to remove DEL information and the policy clarification database. The current policy clarifications will be archived as reference and historical documents for ongoing policy and procedure development.

The Policy Unit is currently working with the IT department to create a new and improved practice clarification system. This system will be different, in that licensing field staff will submit questions to their supervisor which are then vetted by ASAMs, SAMs, and Licensing Policy Staff at the state office. Once this process is complete questions will then be entered into the new practice clarification system. This will ensure consistency, and standardization throughout the state.

Should you have any questions about the content of this memorandum, please direct them to your licensing supervisor.

Thank you for your immediate attention and adherence to this memorandum.

cc: Lisa La Rue
Hans Dettling
Assistant Service Area Managers