



**STATE OF WASHINGTON  
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

December 20, 2024

To: Washington State Hospital Partner

The Department of Children, Youth, and Families (DCYF) remains interested in partnering with hospitals and emergency departments to collaborate with medical staff regarding children and youth who are experiencing challenges with discharge.

DCYF would like to partner with hospitals and emergency departments through entering into a Memorandum of Understanding (MOU) (see sample attached) with opportunities to negotiate hospital roles and responsibilities. The goal and purpose of the MOU is to clearly define roles and responsibilities and to streamline partnership and collaboration between agencies.

Engaging in the MOU will outline the expectations for DCYF to partner with hospitals around children who are in the Department's care and custody. It also provides information and instructions on how to engage with DCYF when the child is not in the Department's DCYF care and custody to initiate DCYF offering voluntary services to the family (Potentially including paying concrete expenses or searching for relative who will support the family or assume care of the child.) Additionally, the partnership/MOU will assist hospitals/emergency departments in establishing open communication with DCYF to assist in facilitating proactive communication with intention of remedying concerns at the earliest point possible.

**To request a MOU with DCYF, please conduct the DCYF liaison in your area.**

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Should you have any questions or concerns please contact Theresa Brooks at [HYPERLINK](mailto:theresa.brooks@dcyf.wa.gov) "mailto:theresa.brooks@dcyf.wa.gov" [theresa.brooks@dcyf.wa.gov](mailto:theresa.brooks@dcyf.wa.gov) or (509) 680-0136

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Sincerely,

Theresa Brooks, LICSW, SUDP Mental Health Program Manager, HQ

By email -- cc: Jessica Curry, Kevin Sharp-Smith, Debra Applin, Karen Rall, Laura Thompson, Anita Teeter, Allison Sparks