



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

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

September 1, 2024

To: Child Welfare Division Staff

From: Dorene Perez, Deputy Assistant Secretary

RE: Procedures for responding to intakes when parents are refusing to pick their children/youth up from the hospital

EFFECTIVE DATE: September 1, 2024

Purpose

This memo provides guidance to DCYF child welfare staff when a call is received from a hospital regarding a child or youth not under DCYF's placement and care authority (PCA), who is determined medically ready for discharge, but their legal parent or guardian is refusing to pick up the child.

In cases where the legal parent or guardian is refusing to take custody of their child from a hospital/facility and there is no allegation of C/AN or imminent risk, DCYF will screen the intake and respond as follows:

Intake Screening and Response

- 1) Utilize policy, statute and the SDM tool as a guide to determine if the situation meets the standard for screen-in to CPS or non-CPS response.
- 2) If the family or child is calling to request services, the intake is screened in for FRS (over 12) or FVS (under 12), depending on the age of the child.
- 3) If a hospital/facility is calling regarding a caretaker refusing to take custody of their child and there is no allegation of C/AN or imminent risk, the report is screened in as a **CFWS** Intake.
 - a) In instances where the hospital discharge could require a placement, screen calls in with a 24-hour non-CPS response.
 - b) If a follow-up call is received from the hospital inquiring about the response from the field on a prior reported incident, enter a case note and notify the assigned worker via email.
- 4) Notify the Regional Hospital Liaison of the intake and that there is a child who is at the hospital with no one to pick them up.

FRS, FVS or CFWS Response

If the child/youth is not under DCYF placement and care authority (PCA), the assigned caseworker will:

- 1) Complete all casework activities required of the assigned program.
 - 2) Partner with the hospital and family to identify needed and available resources to support the family in caring for their child/youth.
 - 3) Engage with the child/youth and family to:
 - a. Develop a case plan,
 - b. Make appropriate referrals
 - c. Facilitate access and engagement with services, programs and other agencies.
 - 4) Attempt to obtain signed consents from child/youth and/or parent(s) or legal guardian to release/share information with the hospital. If releases are not obtained, DCYF can only share information allowed by federal or state law.
 - 5) Obtain consent to coordinate and facilitate an FTDM or other appropriate shared planning meeting including representatives from the hospital, child/youth as developmentally appropriate, family, community supports, other state agencies and community-based providers (e.g. DDA, HCA, Coordinated Care of Washington (CCW) or other Managed Care Organization (MCO), school).
 - 6) Provide concrete supports to meet basic needs of a child/youth while at the Hospital (i.e. clothing and/or other authorized resources) if necessary.
 - 7) Provide assistance coordinating school access/activities if necessary.
 - 8) Search for child/youth's other parent or relative support options for the child/youth that the family can consider, and facilitate accessing other non-treatment placement options, if signed release of information has been obtained.
- DCYF does not make placement decisions for children/youth who are not under our placement and care authority.**

DCYF Regional Hospital Liaisons

Region	Name	E-mail	Phone
1	Jessica Curry	jessica.curry@dcyf.wa.gov	(509) 953-1414
2	Kevin Sharp-Smith	kevin.sharp-smith@dcyf.wa.gov	(509) 578-9248
3	Debra Applin	debra.applin@dcyf.wa.gov	(425) 417-2057
4	Karen Rall	karen.rall@dcyf.wa.gov	(206) 348-4367
5	Laura Thompson Anita Teeter	laura.thompson@dcyf.wa.gov anita.teeter@dcyf.wa.gov	(360) 979-8851 (360) 999-0890
6	Mandy Huber	mandy.huber@dcyf.wa.gov	(360) 669-9776
HQ	Angela Pelfrey	angela.pelfrey@dcyf.wa.gov	(509) 818-7896

Dorene Perez, MSW
 Deputy Assistant Secretary, Child Welfare Field Operations

Responding to intakes when children/youth are in the hospital and the legal parent/guardian is refusing to pick them up
September 1, 2024
Page 3

Should you have any questions or concerns you may contact Trishia Benshoof by phone at 360-789-0049 or via email at trishia.benshoof@dcyf.wa.gov.

CC: Trishia Benshoof